

**Gladwin County Board of Commissioners
Organizational Meeting
January 2, 2014**

The Gladwin County Board of Commissioner met in Special Session on January 2, 2014 for the purpose of an Organizational meeting. County Clerk Laura Brandon-Maveal called the meeting to order. The Pledge of Allegiance was recited. Roll call found all Commissioners to be present, with the exception of Commissioner Carl who had been excused.

County Clerk Maveal stated the purpose of the meeting was to elect a Chairman and Vice- Chairman to serve for 2014 and to make amendments, and approve, the 2014 Board Rules.

Clerk Maveal opened up nominations for the **Chairman position**.

- Commissioner Birgel **nominated Commissioner Whittington**. Nomination supported by Commissioner Walters. There were no other nominations. Commissioner. The nominations were closed and the Board voted to elect Chairman Whittington by acclamation. Ayes carried, **motion passed**.
Commissioner Whittington will serve as Chairman for 2014.

Clerk Maveal declared Commissioner Whittington as the 2014 Chairman and turned the meeting over to him for the nomination of Vice-Chairman and conducting the balance of the meeting.

Chairman Whittington then took nominations for Vice-Chairman. *Commissioner Birgel nominated Commissioner Walters. Nomination supported by Commissioner Reid. No further nominations. Ayes carried, **motion passed**. Commissioner Walters will serve as Vice-Chair for 2014.*

Chairman Whittington then read a letter of resignation from Commissioner Reid. Discussion on the appointment to fill the vacancy. Commissioner Reid stated that he will send an email out to the Townships today asking for their recommendations for a replacement. *Motion by Commissioner Birgel, supported by Commissioner Walters, to allow for the email to be sent and to allow Commissioner Reid's resignation take place at the January 14, 2014 meeting when a replacement can be voted on. Ayes carried, **motion passed**.*

The Board then reviewed proposed changes to the Board Rules. *Motion by Commissioner Reid, supported by Commissioner Walters, to approve the 2014 Board Rules as drafted. Ayes carried, **motion passed**. Chairman Whittington will draft a new committee list for approval at the next meeting.*

Finance Matters –

1. Effective today, the Clerk and Treasurer would like Board approval to make any 2014 appropriations and indirect cost payments to the general fund to use for operating funds. This will allow for expenses to be paid the first part of the year without borrowing. In addition the Clerk and Treasurer would like Board permission to make all appropriate budget amendments to the 2013 budget including the forgiveness of an advance from unallocated. This will prevent the General Fund from ending in a deficit for 2013. *Motion by Commissioner Reid, supported by Commissioner Walters, to approve the requests. Ayes carried, motion passed.*
2. Chuck Peters, Dispatcher, has requested payment of 84 hours of unused PTO hours. The total of \$1,401.12 will be paid from 101-422-704.000 per union contract. *Motion by Commissioner Reid, supported by Commissioner Birgel, to allow for the payment as requested. Ayes carried, motion passed.*
3. The Registrar and Clerk will both be attending the UCOA conference. There will be no lodging costs for the conference, only registration fees of \$100 each and mileage reimbursement. These costs will be paid from their respective mileage line items. *Motion by Commissioner Reid, supported by Commissioner Whittington, to allow for the conference costs as outlined above. Ayes carried, motion passed.*
4. The Clerk and Treasurer will be handling the EVIP compliance stages until further notice by the Board. They will be sharing the compensated 1.5% of the total as payment for services. *Motion by Commissioner Reid, supported by Commissioner Whittington, to allow for payment upon completion of services. Ayes carried, motion passed.*
5. The Finance committee would like to make the recommendation that any bill that creates a deficit to a department line budget be held and not paid until the appropriate budget amendment can be made with cooperation with the Department Head. *Motion by Commissioner Reid, supported by Commissioner Walters, to create this recommendation to policy. Ayes carried, motion passed.*

Motion by Commissioner Reid, supported by Commissioner Birgel, to allow the Board to hire a part time secretary under the non-union wage schedule. Ayes carried, motion passed.

Public Comments – Commissioner Reid thanked the Board members for working with him over the past several years, noting he has enjoyed his time as a Commissioner. He stated that this resignation was one of the toughest decisions he has had to make and he wishes the Board members the best.

Sharron Smith stated that she is willing to be appointed to fill the vacancy created by Commissioner Reid. The Board will take her name into consideration for their next meeting.

Commissioner Whittington commented that Commissioner Birgel lost his son this morning and that he is in the Board's thoughts during this time.

*Motion by Commissioner Reid, supported by Commissioner Walters, to adjourn. Ayes carried, **motion passed**.* Meeting adjourned at 8:43 a.m. until January 14, 2014 unless otherwise directed.

Laura Brandon-Maveal, Clerk

Terry Whittington, Chairman



Commissioner Minutes of December 26, 2013

The Gladwin County Board of Commissioners met in Regular Session on Thursday, December 26, 2013. The meeting was called to order at 9:00 a.m. by Chairman Reid. The Pledge of Allegiance was recited. Roll call found all Commissioners present, except Commissioner Carl who had been excused. Chairman Reid commented that he spoke to Commissioner Carl and he hopes to be back within the next couple meetings.

*Motion by Commissioner Birgel, supported by Commissioner Walters, to approve the consent agenda as presented. Ayes carried, **motion passed.***

The **cash balances** were then read by Commissioner Whittington. *General Fund - \$51,468.50, noting that the Unallocated Fund still has an advance of \$400,000 that will need to have Board action by the end of the year for re-payment.*

Public Comments – Christy VanTiem, County Treasurer, notified the Board that the drain account is in the negative due to payments made without the deposit of money to cover the expense. The Treasurer has notified the Drain Commissioner to bring over a deposit to cover the expense, or the checks will be voided by the end of the day. It is the opinion of the Treasurer that without a secretary to assist him, the department is not keeping adequate track of cash balances which created this situation. Commissioners Walters and Birgel both commented on the large billing that have been received in their Townships and that they could not be paid until next year. Discussion. It was recommended that a letter be sent to the Drain Commissioner asking him to meet with the Finance committee on the 30th to discuss the matter.

Communications from the Chairman:

A letter has been drafted to Leo Gary to terminate his employment services with the County. The Chairman feels that the Board has given him several opportunities to provide the Board with monthly reports and an inventory list, which he has failed to do. Commissioner Walters will be the interim OEM Director until further notice and Lt. Speary will be taking over the responsibilities in any events of occurrence until a new Director can be appointed. Commissioner Walters will attend the meetings and be compensated for his travel. Discussion. *Motion by Commissioner Birgel, supported by Commissioner Whittington, to send the termination letter to Mr. Gary and allow for travel reimbursement to Commissioner Walters in the interim. Ayes carried, **motion passed.***

Commissioner Reports by District -

Commissioner Walters reported:

- On the Gladwin City meeting on the 9th, noting he missed it due to work.
- That he attended the Sage Township meeting on the 11th, noting concern from the Treasurer there that tax bills are going out with incorrect information on them.
- That the “Wreaths across America” program was a success thanking the Boy Scouts and Girl Scouts for putting out all the wreaths and Chris Kokotovich for running the program.

- On the Veterans meeting where they nominated George Alward as Chairman and new members Ed Salisbury and John Mella.
- That he attended the Gladwin Township meeting for Commissioner Carl where there was discussion of concern with Drains and the Addressing program.

Commissioner Birgel reported:

- That he has attended three CMDHD meetings, noting all the union agreements have been ratified and they are again looking for a Nurse Practitioner in Gladwin/Arenac County.
- On attending the Beaverton City Council meeting where the new council members were sworn in.
- That he attended the Human Services meeting.
- That the Fair Board is doing better financially after the revenue for winter storage has been received. The Board is still looking at revenue sources by coordinating events that will raise money for the Fair. The Fair Board is also obtaining new quotes on their insurance plans with local businesses.

Chairman Reid commented that the Health Department is closed until January 2nd and thought it was very nice that they did a radio ad to let everyone know. The replacement of the carpet in the health department does need to be addressed after the first of the year.

Commissioner Whittington reported:

- That the residents of Secord are adamant that the Board re-implement the Marine Patrol Program.
- On the review of the adopted layoffs for 2014. A list of positions were read as follows:
 1. Reduction of hours to 25 to the lowest seniority person in Probate, District and Friend of the Court.
 2. Reduction of hours to the part time position in the Treasurer's office.
 3. Reduction of one full time Deputy County Clerk.
 4. Elimination of two Deputy Sheriffs
 5. Reduction of janitorial staff (if outside cleaning service is hired).
 6. Reduction of Animal Control Officer to 25 hours/week.
 7. Reduction in funding for the Court Security.

Discussion. *Motion by Commissioner Reid, supported by Commissioner Whittington, to provide the layoff notices as read. Ayes carried, motion passed.*

Chairman Reid reported:

- The Salary Schedule has been finalized to reflect the proposed layoffs. Motion by Commissioner Walters, supported by Commissioner Birgel, to adopt the 2014 Salary Schedule as drafted. Ayes carried, motion passed.
- The Clerk and Treasurer will be collecting and paying 2013 bills through Monday. *Motion by Commissioner Birgel, supported by Commissioner Walters, to allow the Clerk and Treasurer to make these payments as bills are submitted with a ledger of all bills paid provided to the Board for their review. Ayes carried, motion passed.*

- The Board will need to give the Treasurer direction on the repayment of the Unallocated funds that have been borrowed to provide cash flow for the payment of bills. Discussion. *Motion by Commissioner Reid, supported by Commissioner Walters, to allow the Finance committee the authority to make this determination with the Treasurer at the Finance meeting on Monday.* Ayes carried, **motion passed.**
- The rooftop unit on the 911 center went down yesterday with parts to cost approximately \$2000.00.
- There is a revenue line that has been established for the donation of funds to the Animal Shelter. This line item may be utilized to help fund the position that was recently reduced to part time.

Public Comments – Leo Gary, Emergency Management Director, gave the Board an update on trainings, meetings and grant applications that he has been working on.

Sharron Smith, Library Board member, asked that the Board consider the re-appointment of Nancy Bodnar and Barb Lyons to the Library Board for another 2-year term. *Motion by Commissioner Birgel, supported by Commissioner Whittington, to approve the appointment of Bodnar and Lyons to the Board for another 2-year term.* Ayes carried, **motion passed.**

Chairman Reid stated that the Board also needed to appoint George Alward to a 2-year term for the Construction Codes Board of Appeals. *Motion by Commissioner Birgel, supported by Commissioner Walters, to appoint Mr. Alward as suggested.* Ayes carried, **motion passed.**

Commissioner Walters noted his concern of the reduction of hours to the Court staff; however he believes the Board should not re-hire any of the employees until the County sees some financial improvements.

Sheriff Shea asked about the MiDeal application and costs, noting that they are unable to purchase ammunition or cars until the paperwork has been completed. Discussion. *Motion by Commissioner Whittington, supported by Commissioner Birgel, to process the MiDeal application.* Ayes carried, **motion passed.**

Commissioner Walters expressed his thanks to Mr. Borushko for his help during union negotiations.

Motion by Commissioner Walters, supported by Commissioner Birgel, to receive and file various correspondence and reports. Ayes carried, **motion passed.**

Motion by Commissioner Walters, supported by Commissioner Whittington, to adjourn. Ayes carried, **motion passed.** Meeting adjourned at 9:36 a.m., until the Organizational meeting on January 2, 2014 at 8:30 a.m., unless otherwise ordered.

Laura Brandon-Maveal
County Clerk

Josh Reid
Chairman

2014 Salary Schedule

		<u>Annual Compensation</u>		<u>Hourly rate</u>
<u>101 - COMMISSIONERS</u>				
Chairman - Salary	2012	\$ 8,600.00	EO	
Commissioners - Salary (each 1 of 4)	2012	\$ 7,600.00	EO	
Per Diems - \$25.00 per meeting				
Executive Secretary	Eliminated	2013	NU	\$18.91
<u>215 - CLERK</u>				
County Clerk - Salary		2013	\$ 52,913.00	EO
Chief Deputy Clerk	vacant	2013		UC \$18.91
Court Clerk		2013	\$ 28,535.52	UC \$16.14
Deputy Clerk - Vital Stats		2013	\$ 28,535.52	UC \$16.14
Deputy Clerk - Clerical		2013	\$ 28,535.52	UC \$16.14
Deputy Clerk - Accounting		2013	\$ 28,535.52	UC \$16.14
Deputy Clerk - 15 hours/week		2014	\$ 10,701.60	UC-PT \$13.72
<u>225 - EQUALIZATION</u>				
Director <i>Contractual - 1099</i>		2013	\$ 55,000.00	NU
Level II Appraiser (1)			Eliminated Feb 2012	
Clerk PT 5hr/ 5 days			Eliminated Feb 2013	
Data Clerk		2013	\$ 28,535.52	UC \$16.14
<u>229 - PROSECUTING ATTORNEY</u>				
Prosecuting Attorney- Salary		2013	\$ 86,352.00	EO
Assistant Prosecuting Attorney		2013	\$ 58,188.00	NU
Executive Secretary		2013	\$ 33,432.88	UC \$18.91
Child Support / Victim Rights		2013	\$ 28,535.52	UC \$16.14
Clerk		2013	\$ 24,964.16	UC \$13.72 / \$14.52
<u>236 - REGISTER OF DEEDS</u>				
Register of Deeds - Salary		2013	\$ 50,524.00	EO
Chief Deputy Register		2013	\$ 33,432.88	UC \$18.91
Deputy Register		2013	\$ 19,090.24	UC \$13.72 / \$14.52
<u>253 - TREASURER</u>				
Treasurer - Salary		2013	\$ 50,524.00	EO
Chief Deputy Treasurer		2013	\$ 33,432.88	UC \$18.91
Deputy Clerk		2013	\$ 28,535.52	UC \$16.14
Deputy Clerk		2013	\$ 28,535.52	UC \$16.14
Deputy Clerk - 13 hours / week		2013	\$ 10,910.64	UC \$16.14
P/T Equalization Clerk		2012	Eliminated Feb 2013	UC \$14.24
<u>257 - MSU COOPERATIVE EXTENSION</u>				
Ag. Agent (MSU shared)		2012	\$ 38,708.00	MOA
Program Associate (MSU shared)				MOA
FMP Clerical (MSU shared)				MOA
Clerk PT 25 hr./week		2013	\$ 20,982.00	UC-PT \$16.14

14 Salary Schedule

	<u>Annual Compensation</u>			<u>Hourly rate</u>	
<u>265 - BUILDINGS & GROUNDS MAINTENANCE</u>					
Building Supervisor	2013	\$ 41,795.52	UC	\$23.64	
Maintenance Worker	2012	Eliminated Feb 2013	UC	\$17.45	
Custodian - Moved to Contractual Feb 2014	2013	Eliminated Feb 2014	UC	Salary	
Custodian PT 12 hours/week	2012	Eliminated Feb 2013	UC-PT	\$14.34	
<u>275 - DRAIN COMMISSIONER</u>					
Drain Commissioner - Salary (part-time w/benefit)	2013	\$ 30,255.00	EO		
Deputy Drain Commissioner 20 hours/week (vacant)	2013	\$ 9,360.00	NU-PT	\$9.00	
<u>301 - SHERIFF DEPARTMENT</u>					
Sheriff - Salary	2013	\$ 58,286.00	EO		
Undersheriff	2013	\$ 54,392.00	NU	\$26.15	
Administrative Lt. Rabidue	2013	\$ 50,107.20	UC	\$24.09	
Sergeant/Detective-Cuddie	2013	\$ 46,612.80	UC	\$22.41	
Sergeant- Smith	2013	\$ 46,612.80	UC	\$22.41	
Sergeant-Townsend	2013	\$ 46,612.80	UC	\$22.41	
Deputy - Binger	Laid Off	2013	\$ 41,496.00	UC	\$19.95
Deputy-Cingano	2013	\$ 43,368.00	UC	\$20.85	
Deputy-Coney	2013	\$ 43,368.00	UC	\$20.85	
Deputy - Doyle	2013	\$ 43,368.00	UC	\$20.85	
Deputy - Eaton	2013	\$ 43,368.00	UC	\$20.85	
Deputy - Guild	2013	\$ 43,368.00	UC	\$20.85	
Deputy -McCartney	2013	\$ 43,368.00	UC	\$20.85	
Deputy Salter	2013	\$ 43,368.00	UC	\$20.85	
Deputy Strunk	Laid Off	2013	\$ 43,368.00	UC	\$20.85
<u>316 - SECONDARY ROAD PATROL</u>					
#416 Deputy-Goss	2013	\$ 43,368.00	UC	\$20.85	
<u>331 - MARINE</u>					
Marine Wages	2013	\$8.00 - \$13.00	NU-PT		
<u>410 - ZONING ADMINISTRATION</u>					
Administrator	2013	\$ 6,328.00	UC	Salary	
Clerk- 20 hours/week	2013	\$ 16,785.60	UC-PT	\$16.14	
<u>371 - CONSTRUCTION CODES (Building & Electrical)</u>					
Building Official	2013	\$ 43,028.00	UC	Salary	
Electrical Inspector - (part-time)	2013	\$ 4,524.00	UC-PT	Salary + \$30 per inspection	
Plumbing/ Mechanical - (part-time)	2013		NU-PT	\$43 per inspection	
Clerk	2013	\$ 28,535.52	UC	\$16.14	
Clerk	2013	\$ 28,535.52	UC	\$16.14	

2014 Salary Schedule

	<u>Annual Compensation</u>		<u>Hourly rate</u>
	\$		(reduced January 2014)
<u>426 - EMERGENCY MANAGEMENT SERVICES</u>			
Coordinator	\$ 5,000.00	NU-PT	
<u>351 - JAIL (8hr days)</u>			
Jail Administrator	2013 \$ 44,387.20	UC	\$21.34
Corrections Sgt. - Gruhrit	2013 \$ 37,211.20	UC	\$17.89
Corrections Sgt. - Schlese	2013 \$ 37,211.20	UC	\$17.89
Corrections Officer - Collins	2013 \$ 28,730.00	UC	\$13.55 / \$14.60
Corrections Officer - DeMoines	2013 \$ 35,027.20	UC	\$16.84
Corrections Officers - Grant	2013 \$ 35,027.20	UC	\$16.84
Corrections Officer - Kraus	2013 \$ 35,027.20	UC	\$16.84
Corrections Officer - McCartney	2013 \$ 35,027.20	UC	\$16.84
Corrections Officer - Seelbach	2013 \$ 35,027.20	UC	\$16.84
Corrections Officer - Teer	2013 \$ 35,027.20	UC	\$16.84
Corrections Officer - Thomas	2013 \$ 30,032.00	UC	\$13.55 / \$14.60
Corrections Officer - Wazny	2013 \$ 31,085.60	UC	\$14.60 / \$15.29
Corrections PT	2013 part-time scale	UC	\$11.29
Secretary	2013 \$ 37,273.60	UC	\$17.92
Part-Time Secretary	2013 \$ 22,896.12	UC	\$11.29
Kitchen Services - Contractual	2013 February 2013	MOA	\$1.64 - \$2.45/meal
Kitchen Manager (full-time)	2013 Eliminated Feb. 2013	NU	\$16.38
Cook- (part-time) -Hauser	Eliminated Feb. 2013	NU-PT	\$10.00
Cook- (part-time) -Pinder	Eliminated Feb. 2013	NU-PT	\$10.00
Cook-(part-time) - Kemp	Eliminated Feb. 2013	NU-PT	\$10.00
Bailiffs (5)	2012	NU-PT	\$12.00
<u>422 - CENTRAL DISPATCH E 911</u>			
911 Administrator -	2013 \$ 46,612.80	UC	\$22.41
Asst. 911 Administrator - vacant (Oct. 2013)	\$ 37,294.40	UC	\$17.93
Dispatcher - Avila	2013 \$ 30,467.20	UC	\$13.99 / \$14.89
Dispatcher - Laidlaw	2013 \$ 34,694.40	UC	\$16.68
Dispatcher - Nunn	2013 \$ 34,694.40	UC	\$16.68
Dispatcher - Peters	2013 \$ 34,694.40	UC	\$16.68
Dispatcher -Barlow	2013 \$ 34,694.40	UC	\$16.68
Dispatcher -Doherty	2013 \$ 34,694.40	UC	\$16.68
Dispatcher -Fitzpatrick	2013 \$ 34,694.40	UC	\$16.68
Dispatcher -Sarazin	2013 \$ 34,694.40	UC	\$16.68
Dispatcher -Teffner	2013 \$ 34,694.40	UC	\$16.68
<u>430 - ANIMAL CONTROL</u>			
Animal Control Officer	2013 \$ 38,365.60	UC	\$21.70
Ass't Animal Control Officer (reduced to 25/week Jan 2014)	\$ 20,455.50	UC	\$15.33 / \$16.14
Clerk	2012 Eliminated Jan. 2013	NU-PT	\$9.50
<u>441 - DEPARTMENT OF PUBLIC WORKS</u>			
Director	\$ 500.00	UC	Salary

2014 Salary Schedule

	<u>Annual Compensation</u>		<u>Hourly rate</u>
<u>648 - MEDICAL EXAMINER</u>			
Medical Examiner	\$ 7,200.00	NU-PT	Salary
Assistant Medical Examiner - per call as needed		NU-PT	\$200.00/call
<u>682 - VETERANS AFFAIRS</u>			
Director	2013 \$ 33,980.96	UC	\$19.22
<u>239 - GYPSY MOTH SUPPRESSION PROGRAM</u>			
Coordinator	2013 \$ 31,187.52	UC	\$17.64
Field workers (part-time)		NU-PT	\$8.00 - \$10.00 / hour

EO	Elected Official
MOA	Memorandum of Agreement
NU	Non Union
NU-PT	Non Union - Part Time
UC	Union Contract
UC-PT	Union Contract - Part Time



Special Board Meeting
January 21, 2014
9:00 a.m.

Vice-Chairman Walters called the meeting to order at 9:00 a.m. The Pledge of Allegiance was recited. Roll call found Commissioners Walters, Carl and Birgel present.

Commissioner Walters expressed his sorrow to the family of Commissioner Terry Whittington, noting that the Board will continue to keep them in their thoughts over the next several months. Reverend Karen Blatt read passage and gave prayer in the remembrance of Commissioner Whittington.

Commissioner Walters stated that the purpose of this meeting is to accept the resignation of Commissioner Reid and to fill his vacancy.

Motion by Commissioner Carl, supported by Commissioner Birgel, to accept the resignation of Commissioner Josh Reid effective today. Ayes carried, motion passed.

Commissioner Carl then nominated Sharron Smith to fill the vacancy of Josh Reid. Nomination supported by Commissioner Birgel. Motion by Commissioner Birgel, supported by Commissioner Carl, to close nominations. Ayes carried, motion passed.

Sharron Smith stepped forward and the Oath was administered by Clerk Maveal. The Board welcomed Commissioner Smith back.

Public Comments – none at this time.

Motion by Commissioner Carl, supported by Commissioner Birgel, to appoint Commissioner Walters as Chairperson. Nominations closed. Ayes carried, motion passed. Commissioner Walters will serve as Chairman for the balance of 2014.

Motion by Commissioner Smith, supported by Commissioner Carl, to appoint Commissioner Birgel as Vice-Chairman. Nominations closed. Ayes carried, motion passed. Commissioner Walters will serve as Vice-Chairman for the balance of 2014.

Chairman Walters commented that this has been a very trying year already and the Board will continue to work on all the matters they need to get through.

Commissioner Smith thanked the Boards of Hay, Tobacco and Buckeye for their vote of confidence in filling the vacancy left by Josh Reid.

Motion by Commissioner Birgel, supported by Commissioner Carl, to adjourn. Ayes carried, motion passed. Meeting adjourned at 9:10 a.m.

Laura Brandon-Maveal, Clerk

