

Commissioner Minutes of February 11, 2014

The Gladwin County Board of Commissioners met in Regular Session on Tuesday, February 11, 2014. The meeting was called to order at 9:00 a.m. by Chairman Walters. The Pledge of Allegiance was recited. Roll call found all Commissioners present, except the vacancy in District 4 which has not been filled. Pastor Brad Withrow gave a short prayer before the meeting.

*Motion by Commissioner Smith, supported by Commissioner Carl, to approve the consent agenda with the addition of the appointment of a Commissioner to District 3. Ayes carried, **motion passed.***

Nominations were opened for the appointment to the vacant District 3 Commissioner seat. *Motion by Commissioner Smith, supported by Commissioner Carl, to nominate Sandra Aultman to fill the vacant seat.* There were no other nominations. The floor was closed. *Motion by Commissioner Smith, supported by Commissioner Carl, to appoint Sandra Aultman.* Ayes carried, **motion passed.** Ms. Aultman stepped forward and was sworn in by the County Clerk.

The cash balances were then read by Commissioner Birgel. *General Fund - \$119,822.33. Unallocated has a balance of \$152,856.59.*

Motion by Commissioner Carl, supported by Commissioner Smith, to approve the regular and executive session minutes from the January 28, 2014 Board meeting. Ayes carried, **motion passed.**

Public Comments – none at this time.

Josh Reid, City-County Transit, came before the Board with two resolutions for approval. The first resolution is for **project authorization for fiscal year 2014 section 5311 operating funding**. Discussion. *Motion by Commissioner Carl, supported by Commissioner Smith, to adopt the resolution as outlined.* Roll call vote as follows: Carl – yes, Walters – yes, Aultman – yes, Smith – yes, Birgel – yes. 5 yes, 0 no. Ayes carried, **resolution 2014-002 declared adopted.** Mr. Reid then addressed the Board on the **resolution of intent for the application of the 2014-15 financial assistance**. Discussion. *Motion by Commissioner Smith, supported by Commissioner Carl, to adopt the resolution as provided.* Roll call vote as follows: Walters – yes, Aultman – yes, Smith – yes, Birgel – yes, Carl – yes. 5 yes, 0 no. Ayes carried, **resolution 2014-003 declared adopted.** Mr. Reid thanked the Board for supporting the transit program and noted that he would be sending correspondence out to the Board very soon on the “March on Wheels” program.

MarLynn Muma, Chief Deputy Treasurer, came before the Board with several requests. Ms. Muma asked that the Board review and adopt the resolution allowing the County Treasurer to handle the **PA 105 Audits as provided in MCL 211.7cc**. Discussion. *Motion by Commissioner Birgel, supported by Commissioner Smith, to allow the Treasurer to conduct the audits as outlined in the resolution.* Roll call vote as follows: Aultman – yes, Smith – yes, Birgel – yes, Carl – yes, Walters – yes. 5 yes, 0 no. Ayes carried, **resolution 2014-004 declared adopted.** Ms. Muma then addressed the Board on the requirements for additional procedures, after State Audit, on the CDBG program. Ms. Muma explained that the Board will need to vote to accept the “**Collection**

Procedure CDBG Local Loans”, the “Procedure to request funds through CDBG Program” and that two funds be created to facilitate the funds. Fund 273 for the CDBG and Fund 274 for Program Income. Discussion. *Motion by Commissioner Birgel, supported by Commissioner Carl, to approve both procedure requirements as listed and that fund 273 and 274 be established based on the State audit.* Ayes carried, **motion passed.** The Board then discussed the need to establish a new point person. Commissioner Walters is no longer eligible since he is now the Chairman. Discussion. *Motion by Commissioner Carl, supported by Commissioner Smith, to appoint Commissioner Birgel the point person on the CDBG and that the contract is allowed to be signed upon presentation.* Ayes carried, **motion passed.**

Commissioner Reports by District –

Commissioner Smith reported:

- On the Data meeting held On January 30th and discussion on the pricing of GIS data for Gladwin Schools. Discussion on the payment options. \$0.25/parcel which would be approximately \$3,523.50, or half of the countywide parcel rate which is \$3,000.00. *Motion by Commissioner Smith, supported by Commissioner Carl, to charge Gladwin Schools ½ of the County parcel rate (\$3,000.00) for their requested data.* Ayes carried, **motion passed.**
- That she attended the Central Dispatch Committee meeting on the 30th where they didn't have a quorum. After speaking to a council member at Beaverton City, there will be a representative from Beaverton City appointed, and attending, for the next meeting.
- On attending the Tobacco Township meeting, noting it was quite short but had the opportunity to tour the new fire hall after the meeting. There will be a “ribbon cutting” and open house for the new fire hall at a later date.
- On her concern over the AT&T billing that is still owed and considered past due in the year that she has been away from the Board. Discussion. The billing will be given to Attorney Jacobson for his review and action.

Chairman Walters then asked the Board to consider the **appointment of Sharron Smith and Bob Balzer to the Land Bank committee** to fill the vacancies created by Josh Reid and Tom Hinman. *Motion by Commissioner Birgel, supported by Commissioner Carl, to make the appointments as requested.* Ayes carried, **motion passed.**

Commissioner Carl reported:

- That the **2013 Planning Commission Report** is finalized. The report was read aloud. Commissioner Carl asked that if there are any questions to contact Kim Donn at the Zoning Department. *Motion by Commissioner Birgel, supported by Commissioner Aultman, to approve the 2013 Planning Report as read and presented.* Ayes carried, **motion passed.**
- That he read in the Finance minutes that Bob Evans will update the Townships on the FEMA issues as information becomes available. Discussion with Bob Evans.

Finance Matters – Commissioner Birgel

1. Matthew McGourty, Jail Administrator, has requested that he and the two sergeants (Gruhitz & Schlese), be enrolled into “**Highly Enhanced Jail Management Training**”. Total cost of **\$885.00** will be paid from 264-000-607.000. *Motion by Commissioner Birgel, supported by Commissioner Smith, to approve the training as outlined.* Ayes carried, **motion passed.**
2. The costs for an **actuarial valuation** have been revised to \$4,000.00. This valuation is necessary to provide the County with minimum figures to conduct a portion of the audit under GASB 45. Discussion. *Motion by Commissioner Birgel, supported by Commissioner Smith, to allow the*

Clerk to send the information to the Tegrin Group to begin the valuation process for retiree health care. Ayes carried, motion passed.

3. The committee has reviewed the **millage wording to place a Headlee roll back question** on the May 6, 2014 ballot. Discussion. Commissioner Birgel read the language and provided copies of the millage question to the public. *Motion by Commissioner Birgel, supported by Commissioner Smith, to certify the language and place the language for vote on the May 6, 2014 ballot. Ayes carried, motion passed.*
4. The Undersheriff has requested the purchase of **three (3) Life Loc PBT's at \$298.00 each** with a \$40.00 trade in for each older model that is returned. The purchase will come from 265-000-727.000 once approved. *Motion by Commissioner Birgel, supported by Commissioner Carl, to approve the purchase as outlined. Ayes carried, motion passed.*
5. The Jail has entered into a **contract for food services with CBM** effective March 7, 2014 – March 6, 2015. Discussion. *Motion by Commissioner Birgel, supported by Commissioner Smith, to allow the Chairman to sign the contract upon presentation. Ayes carried, motion passed.*

Chairman Walters noted that the Board will be looking to appoint a member to the DPW Board to replace Adolph Presidio who will not be seeking another term after his expires in March.

Commissioner Birgel reported:

- That 38 machines will need to be replaced and/or purchased before June due to software that will no longer operate. This expense has not been budgeted for in 2014 and will need to come from the respective department budget. Mr. Frei will need to compile a list of departments and the line item for payment and furnish to the Data committee. Commissioner Smith will follow up on this matter.
- On attending the Beaverton City meeting, noting the new Council members are doing a nice job and are great to deal with.
- That he attended the Grout Township meeting.
- On the Beaverton Township meeting, commenting that they are working on their budget and seem to be in good financial health.
- That the committee received a letter from Judge Evans regarding the potential lawsuit placed on the County Board. Judge Evans addressed the Board on the new legislature that requires a lawsuit to be started within 60 days if there is a dispute in funding levels. Judge Evans spoke on the meeting that was held with the Finance committee and the proposal to increase court revenue so that the employees in the District Court, Probate Court and Friend of the Court who have been reduced to part time, may be returned to their full time status. Discussion. The Judge asked that the Board take action to restore the funding in the three departments for 2014 and to closely monitor with the Courts their revenue each quarter to ensure that they are collecting the anticipated amounts. Judge Evans explained to the Board the process of the lawsuit, including mediation. Discussion. The Judge explained to the Board if they made the decision today to wholly fund the departments for 2014 and the revenue does not come in as anticipated the Board will have the right to reduce the departments as budgeted without complaint from the Courts. Discussion. *Motion by Commissioner Birgel, supported by Commissioner Smith to restore the budgets for the three courts to full time status effective today and that the revenue lines are adjusted according to the anticipated figures that were provided by the Court. Discussion.* Commissioner Smith stated that she appreciated the Courts wanting to work with the County on this issue, but if their revenues are not met then the County will make the reductions as proposed in the original 2014 budget. Judge Evans stated that he would expect that if the goals are not met then it would not be an issue to make the reductions. Commissioner Birgel stated that there is not enough anticipated revenue to cover the expenses that were adopted in the 2014 budget

and that the County cannot count on the additional revenue sharing that is being proposed by the Governor. Chairman Walters stated that many things are needed in the 2014 budget that are not currently funded, such as a new boiler system, court positions, MSU and deputies; these items could all be restored if the Headlee millage is successful. *The question was called by roll call: Smith – yes, Birgel – yes, Carl – yes, Walters – yes, Aultman – yes. 5 yes, 0 no. Ayes carried, motion passed.*

Commissioner Walters reported:

- That Brad Lower, the County's new Emergency Management Director, has been doing well and has met several times with Lt. Speary. Chairman Walters asked Mr. Lower to come forward and give a brief update. Mr. Lower spoke on what he has set as his priorities and long term goals for the office. He was happy to report that Lt. Speary will have office hours here one day a week and that he was able to have a meeting with all of the CERT members to introduce himself.
- The list of committee appointments was reviewed. The Secretary will make the revisions and have available at the next meeting for approval.
- That some Townships will be spraying for mosquitoes this year, and the Board should consider acting as a facilitator through a meeting process to vote on contracted prices as a group rather than as an individual township to help reduce costs.
- That he will be inviting Commissioner Terry Whittington's family to the next meeting to honor them in accepting a plaque for Terry's many years of service with the County.
- On the ORV changes that are coming in from a few Townships. A final reminder needs to be sent to the Townships with a deadline so that the Board may vote on the changes and submit to the State.

Public Comments – Sheriff Mike Shea stated that beginning Monday, February 17th, the Court Security staff will be reduced to minimum hours each week due to budget restraints.

Reverend Karen Blatt commented that the Leadership program just completed their "law module" with a tour and use of the County facilities.

Chairman Walters asked the Board to **consider an adjustment to the wage of their secretary from \$8.00/hour to \$8.50/hour.** *Motion by Commissioner Birgel, supported by Commissioner Carl, to pay the secretary \$8.50/hour effective on the date of her hire. Ayes carried, motion passed.*

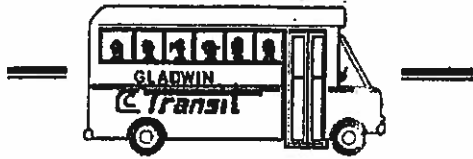
Motion by Commissioner Carl, supported by Commissioner Smith, to receive and file various correspondence and reports. Ayes carried, motion passed.

Motion by Commissioner Carl, supported by Commissioner Smith, to adjourn. Ayes carried, motion passed. Meeting adjourned at 10:37 a.m., until the next regular Board meeting on February 25, 2014 at 9:00 a.m., unless otherwise ordered.

Laura Brandon-Maveal
County Clerk

Terry Walters
Chairman

Gladwin City-County Transit



615 Weaver Court, P.O. Box 498, Gladwin, Michigan 48624
Phone: (989) 426-6751 Fax: (989) 426-5947

RESOLUTION OF INTENT

Resolution# 2014-002

The following resolution was offered by Carl

And supported by Smith

Be it resolved, that the County of Gladwin does hereby approve the proposed Contract submitted by the Michigan Department of Transportation.

Be it resolved that Terry Walters, Board Chairman and Lauren Essenmacher, Executive Director be authorized and directed to execute Contract No. 2012-0083 Project No. 122465, Auth No. P6 for and on behalf of the County of Gladwin.

Resolution Declared Adopted.

CERTIFIED

Laura Brandon-Maveal
Laura Brandon-Maveal
County Clerk

February 11, 2014
Date

2014-002

Date: December 6, 2013
Agreement No.: 2012-0083
Authorization No.: P6
Project No.: 122465
Agenda: MA

**PROJECT AUTHORIZATION
GLADWIN COUNTY BOARD OF COMMISSIONERS
FY 2014 SECTION 5311 OPERATING
FORMULA GRANTS FOR
RURAL AREAS PROGRAM**

This information is required by the Michigan Department of Transportation (DEPARTMENT) in order to record agreement of utilization of funds provided by the Federal Transit Administration, United States Department of Transportation and the DEPARTMENT. The funds shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date: October 1, 2013
Authorization Expiration Date: September 30, 2014
Fiscal Year Effective Contract Clauses: 2014

The Federal grant associated with the PROJECT AUTHORIZATION is MI-18-X055-02.
Award Year: 2014 Federal Item Number: WK0055

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Formula Grants for Rural Areas Program is 20.509.

Funding reflects the amount of funds currently available under the Federal appropriation. This PROJECT AUTHORIZATION includes partial funding for the year, approximately 43% of the 16% of the estimated eligible costs which is \$129,862. Once additional funds become available, a grant amendment and revised PROJECT AUTHORIZATION will be prepared.

Payments to the AGENCY under this PROJECT AUTHORIZATION will be based on the 16% of the estimated eligible costs. The maximum amount to be paid will not exceed 16% of the AGENCY's audited costs. If Section 5311 operating assistance funds are insufficient to reimburse at 16% of the audited costs, a new reimbursement percentage will be calculated for all participating agencies.

In accordance with Section 7 of the Master Agreement, the dollar amount for third party contracts as identified in COMMISSION policy is \$25,000. All agencies who are not self-certified must submit third party contracts over \$25,000 to the DEPARTMENT for approval. Please refer to Section 7 of the Master Agreement for competitive bidding requirements.

The AGENCY will be financially and legally responsible for the terms and conditions of the Special Section 5333(b) labor warranty as agreed to in your annual application. The Special Section 5333(b) Warranty for Section 5311 can be found at: www.dol.gov/dol/esa/public/regs/compliance/olms/13factsheet.htm.

The AGENCY agrees to prepare and submit to the DEPARTMENT quarterly operating assistance reports via the Public Transportation Management System (PTMS). Instructions on preparing the report are available in the "Local Public Transit Revenue and Expense Manual" (October 1, 2013, through September 30, 2014). The manual is available on the web at www.michigan.gov/mdotptd by locating the resources box on the home page and opening the item listed "Audit/Accounting Information."

Funding source:
2014/7509 \$129,862 (F)

PRF No.: 2014-50

GLADWIN COUNTY BOARD OF COMMISSIONERS

Laura Brandon-Maveal
Signature

Board Chair
←

Laura Brandon-Maveal, County Clerk
Print Name and Title

LAUREN
←

Signature

Print Name and Title

MICHIGAN DEPARTMENT OF TRANSPORTATION

Title: Department Director

Gladwin City-County Transit

615 Weaver Court, P.O. Box 498, Gladwin, Michigan 48624
Phone: (989) 426-6751 Fax: (989) 426-5947



RESOLUTION OF INTENT

Resolution# 2014-003

The following resolution was offered by Smith

And supported by Carl

Be it resolved, that the County of Gladwin does hereby approve the proposed Financial Assistance Application submitted by Gladwin City-County Transit for fiscal year 2014-2015.
Under
Act No. 51 of the Public Acts of 1951.

Be it resolved that Terry Walters, Board Chairman and Lauren Essenmacher, Executive Director be authorized and directed to execute the Financial Assistance Application for and on behalf of Gladwin County Board of Commissioner.

Resolution Declared Adopted.

CERTIFIED

Laura Brandon-Maveal
Laura Brandon-Maveal
County Clerk

February 11, 2014
Date

2014-003

Michigan Department
Of Transportation
3078 (10/13)

FY 2015 RESOLUTION OF INTENT

*The approved resolution of intent to apply for state formula operating assistance for
fiscal year 2015 under Act 51 of the Public Acts of 1951, as amended*

INSTRUCTIONS: Complete and save the form in PTMS, and attach a signed copy in PTMS

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Gladwin County Board of Commissioners _____, (hereby known as THE APPLICANT) established under _____
Name of Applicant (legal organization name)
Act 51 _____ to provide a local transportation program for the state fiscal year of 2015 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body.

WHEREAS, THE APPLICATION, has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$ 293,128, estimated state funds \$ 664,302, estimated local funds \$ 465,376, estimated fare box \$ 218,500, estimated other funds \$ 190,746, with total estimated expenses of \$ 1,832,052

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Lauren M. Essenmacher as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2015.

I, Laura Brandon-Maveal, Gladwin County Clerk _____, of _____
(Name) (Secretary/Clerk)

THE APPLICANT, having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of February 11, 2014, with the original minutes now on file and of record in the office and that this resolution is true and correct.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal of said Resolution, this 11th day of February A.D. 2014

SIGNATURE
Laura Brandon-Maveal

GLADWIN COUNTY BOARD OF COMMISSIONERS
RESOLUTION # 2014-004

RESOLUTION TO AUDIT PRINCIPAL RESIDENCE EXEMPTIONS UNDER
PROVISIONS OF PUBLIC ACT 105 OF 2003, MCL 211.7cc.

WHEREAS, Gladwin County Treasurer is authorized under provisions of MCL 211.7cc(10), to make an election for Gladwin County to audit Principal Residence exemptions for the period of October 1, 2014 through September 30, 2019; and

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Public Act 105 of 2003, the Gladwin County Treasurer shall audit Principal Residence exemptions; and

BE IT FURTHER RESOLVED, that the County Clerk shall deliver a copy of this Resolution by first class mail to the Treasurer of Gladwin County.

Moved: Birgel

Supported: Smith

Carried: Yes, One

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
COUNTY OF GLADWIN)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners for the County of Gladwin, Michigan, at a regular meeting held on the 11th day of February, 2014, the original of which resolution is on file in my office. I further certify that the meeting was held and the minutes therefore were filed in compliance with Act 105 of 2003, MCL 211.7cc.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 11th day of February, 2014.

Laura Brandon-Maveal
Laura Brandon-Maveal, Clerk
County of Gladwin

Collection Procedure CDBG Local Loans

Collecting on Loan – Month Payments or Pay-offs

1. Clients are sent annual coupon booklets for monthly payments, which are generated and sent out by the, Gladwin City Housing Commission acting as Third Party Administrator.
2. Payments are received by the Third Party Administrator.
3. Third Party Administrator clears the invoice in QuickBooks and applies payment to the client's loan card.
4. Funds will be deposited upon receipt into the CDBG account with the Third Party Administrator.
5. The Third Party Administrator will provide, within 10 days from the receipt of each month's payments, a list of payments to include name, account number and payment amount, and a check in the amount of the total payments (principal and interest) payable to Gladwin County.
6. This check will be deposited into a Program Income account, and this account may be an interest bearing account.
7. Gladwin County will hold Program Income funds for the next available projects.

Receiving Financial State Report (FSR) Payment

1. All MSHDA checks will be mailed to Gladwin County at 401 W. Cedar Avenue, Gladwin, MI.
2. Gladwin County will deposit the check into a non-interest bearing account (separate from program income).

Past Due

1. The amortization schedule is evaluated quarterly by the Third Party Administrator to determine who is past due.
2. Past due letters are sent out by the Third Party Administrator.
3. If after the next quarterly assessment no payment is received an attorney "form letter" may be sent to the client.
4. If still no payment or client contact, the account follows the uncollectable process (below).
5. If payment efforts are made but are sporadic, the Third Party Administrator will follow the above past due steps 1 thru 4, three times. After three times, the account payments will be reviewed by the Third Party Administrator and Authorized Signer to determine the next step.

Uncollectable Loans

1. Save copies of the collection letters
2. If the attorney form letter generates no payment (approx. 5 months overdue), the client's file will be tagged uncollectable.
3. The attorney will be consulted annually with past due accounts to determine if foreclosure is recommended.
4. Clients in this financial state will be sent an annual statement generated by the third party administrator. This statement will show how far behind they are in principal and interest. A cover letter explaining the statement and copies of past collection letters sent will be included.



Requesting Funds through CDBG Program Procedure

Requesting Funds – Program Income

When draws are needed for projects that have been approved and established as Program Income Projects, a check request is given to Gladwin County with a breakdown of the amounts and to whom the check(s) are made (home inspector, lead inspection or clearance, and/or contractors). Also, the 18% administrative fee will be requested for the third party administrator. A breakdown of administrative cost will accompany the request. This breakdown will contain hours and/or costs of salaries, travel, fair housing and administrative services that apply to each project. A breakdown of project delivery costs up to 10% for appraisals, inspections, work write-ups, environmental review, and other such indirect costs will also accompany the request.

The total requested amount will be electronically transferred to the Gladwin City Housing Commission acting as the Third Party Administrator of CDBG Program Income bank account. The Third Party Administrator will issue all individual checks. A copy of all cashed checks will be sent to Gladwin County for the files.

Requesting Funds – MSHDA Grant Dollars

A Financial Status Report (FSR) will be generated through MSHDA's OPAL program by the third party administrator and submitted by the Authorized Signer. Once the check is received, the third party administrator will submit a check request with a breakdown of the amounts and to whom the check(s) are made (home inspector, lead inspection or clearance, and/or contractors). Also, the 18% administrative fee will be requested for the third party administrator. A breakdown of administrative cost will accompany the request. This breakdown will contain hours and/or costs of salaries, travel and administrative services that apply to each project. A breakdown of project delivery costs up to 10% for appraisals, inspections, work write-ups, environmental review, and other such indirect costs will also accompany the request.

The total requested amount will be electronically transferred to the Gladwin City Housing Commission acting as the Third Party Administrator of CDBG Grant bank account. The Third Party Administrator will issue all individual checks. A copy of all cashed checks will be sent to Gladwin County for the files.

All appropriate inspections, sworn statement, waivers and homeowner approvals per program guidelines will be followed and kept in project files located in the office of the Third Party Administrator until the project is completed. Once project is completed, files will be moved to office of Gladwin County.