

Commissioner Minutes of February 12, 2013

The Gladwin County Board of Commissioners met in Regular Session February 12, 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.

Motion by Commissioner Carl, 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 - \$121,299.93 and Unallocated - \$219,370.26.*

Public Comments –

Bob Moffitt, Gladwin City Administrator, spoke on an interested developer that would like to purchase the “old” Fruchey building. There will be a public hearing held in March to discuss the purchase under PA 210 of 2005 to freeze the assessment of the property for five years. The Board showed interest in the project and thanked Mr. Moffitt for attending.

Larry Grell, Billings Township Supervisor, brought a copy of a letter prepared by Boyce Hydro with intent to drop the lake level four feet in October with a large tax assessment to the property owners. Discussion on keeping the Townships involved in this matter with cooperation from Joel Johnson’s office. Mr. Grell then addressed the Board on his concern with GIS data. Chairman Reid commented that the problem is being resolved and new data will be available once the new Equalization Director is in place.

Dan Zunich, Billings Township Clerk, came before the Board with the same concerns, noting a lot of money has been invested into both projects asking that the Board continue to work closely with all Townships to correct the issue.

Jan Steward, FORGE, came before the Board with an update on their **recycling program**, noting they are open on Thursdays from 2-6 and Saturdays from 10-2. Chairman Reid commented that FORGE would be an excellent business to be placed on the CEDS listing for grant purchased equipment. *The Board then thanked Ms. Steward for all the time and dedication she puts into the Gladwin County recycling program.*

Carol Brubaker, City County Transit, presented to the Board the **5311 Operating Contract for 2013 and the 2014 Budget application** for consideration by resolution. *Motion by Commissioner Carl, supported by Commissioner Walters, to allow the Chairman to sign the 5311 operating contract. Roll call vote as follows: Carl – yes, Walters – yes, Reid – yes, Whittington – yes, Birgel - yes. 5 yes, 0 no. Ayes carried, resolution 2013-001 declared adopted. Motion by Commissioner Carl, supported by Commissioner Walters, to allow the Chairman to sign the Financial Assistance Application for 2014. Roll call vote as follows: Walters – yes, Reid – yes, Whittington – yes, Birgel - yes, Carl – yes. 5 yes, 0 no. Ayes carried, resolution 2013-002 declared adopted.*

Gina Conrad, Gypsy Moth Coordinator, came before the Board with the **contract for applicator services** for her spray program. Ms. Conrad gave the Board an overview of the project and asked for the Chairman's signature on the contract. *Motion by Commissioner Carl, supported by Commissioner Walters, to allow the Chairman to sign the contract for the 756 acres as outlined by Ms. Conrad. Ayes carried, motion passed.*

Ray Hartwell, Undersheriff, spoke to the Board on a contract for a **food services program at the Jail**, noting the kitchen manager would be retiring next month. The Board reviewed a 1-year contract from CBM who would entertain the retention of the current part time staff. Undersheriff Hartwell stated that CBM was the most competitive amongst the other companies he quoted. *Motion by Commissioner Walters, supported by Commissioner Carl, to allow the County to enter into a food service contact with CBM for the Jail. Ayes carried, motion passed.*

Chairman Reid commented on the CEDS program and the need to incorporate any projects from the Townships and Cities prior to submitting.

Commissioner Reports by District -

Commissioner Walters reported:

- On attending the FEMA meeting on the 31st with the Townships.
- That he attended the Crime Stoppers banquet on the 29th, noting it is always a great event and a nice meal.
- On attending the Gladwin City meeting on the 4th.
- On the Public Hearing held by the Road Commission on the 6th.
- That he will be attending the Veterans meeting this afternoon. The following Veterans have been lost: Henry Atherton, Hay Township – Vietnam, Richard Lidster, Secord Township – Korea, Robert Johnson, Beaverton City – Korea, Karl Hund, Beaverton City – Vietnam, Charles Ciaravino, Gladwin Township – Korea, James Jackson, Billings Township – Military Retiree, John Cleary, Hay Township – Vietnam, Arlin Seeley, Sage Township – WWII, Robert Greaves, Buckeye Township – Korea, Richard Levely, Beaverton City – WWII, Lyle Emrick, Gladwin City – WWII, Gary Sanders, Bourett Township – Vietnam, Max Short, Gladwin City – Vietnam, Elijah Childers, Gladwin City – Korea.

Commissioner Carl reported:

- On the review of the **2012 Annual Zoning Report**, noting each Board member should have a copy. Discussion. *Motion by Commissioner Carl, supported by Commissioner Walters to accept the Zoning report as provided. Ayes carried, motion passed.*
- On attending the County Affairs (FEMA meeting) on the 31st, noting all Township were invited to attend and that the maps have been finalized. The maps are going to continue to be utilized for removal of properties from the “flood plain” that stated out at over 6250 parcels and are now down to 40.

Commissioner Walters commented that the Townships did a great job working on this project together and that many residents benefited from the cost of this study.

- The 2013 Drain Projects have been finalized and should be sent to the Townships.

Commissioner Birgel reported:

- On attending the Central Michigan Board of Health meeting.
- On the Region VII meeting.
- That he attended the Northern MAC meeting in Grayling.
- On attending both the Grout and Beaverton City meetings.
- On attending the Beaverton Township meeting.
- That Brian Cote spoke to the 33 counties that were at the Board of Health meeting on insurance options, noting that rates could take a significant rise next year. The committee also reviewed the options for the State taking over the funding of the Courts.
- That he has been extremely busy with all of his meetings.

Commissioner Whittington reported:

- On attending the Billings Township meeting last night.
- On several Finance and Personnel meetings.
- That he will be attending the Grim Township meeting this afternoon.
- That the Bourret Township meeting is this evening.

Finance Matters:

1. Matt McGourty, Jail Administrator, has requested that an **expense and revenue line be created for the purchase and sale of the "electronic cigarettes"** that are now on sale to the inmates. Administrator McGourty would also request that purchases be allowed without Finance approval due to the payment due prior to the stock being shipped, which could cause delay in receiving the merchandise.

Revenue line 101-000-643.000 – Inmate Sales/Cigarettes

Expense line 101-351-727.002 – Cigarette Purchase

Motion by Commissioner Whittington, supported by Commissioner Birgel, to approve the requests as outlined. Ayes carried, motion passed.

2. The Jail Administrator has asked that an **expense / Revenue line in the 286 fund be created for the purchase of phone cards** and allow for the payment of this invoice without Finance approval.

Revenue line 101-000-645.000 – Telephone card revenue

Expense line 286-000-727.002 – Phone card sales

Motion by Commissioner Whittington, supported by Commissioner Birgel, to allow for the line item creation and payment as requested. Ayes carried, motion passed.

3. Laura Maveal has completed **stages 1 and 2 of the EVIP requirement for the State**. Cost for the completion of these stages is \$2,618.02 to be paid from 101-101-759.000. *Motion by Commissioner Whittington, supported by Commissioner Carl, to make the payment for services. Ayes carried, motion passed.*

4. Cadillac Insurance has provided the County with the **Medical Reimbursement Plan** effective 1-1-2013. A motion is needed to allow the Clerk to sign the agreement as presented and return the appropriate filings to Cadillac. *Motion by Commissioner Whittington, supported by Commissioner Birgel, to allow the Clerk to sign the documents as presented. Ayes carried, motion passed.*

5. Rick Ghent, Maintenance Supervisor, has been unable to use his **vacation and personal time** prior to his anniversary. Total balances of 97.5 vacation hours and 10 personal hours = \$2,541.30 to be paid from 101-265-702.000 once approved. *Motion by Commissioner Whittington, supported by Commissioner Walters, to make the payment of unused hours to Mr. Ghent as requested. Ayes carried, motion passed.*
6. The Undersheriff and Jail Administrator will be working on a **grant for a camera system**. The cost will be between \$25,000-\$30,000 with MMRMA paying 50% of the cost. The Board need to make a motion to allow the Undersheriff to proceed with the project as outlined. *Motion by Commissioner Whittington, supported by Commissioner Walters, to allow for the grant research. Ayes carried, motion passed.*
7. Undersheriff Hartwell asked that the Board consider a **higher telephone stipend for the Detective** due to the volume of calls. The Finance committee has recommended a \$50.00/month stipend, but would need a motion from the Board to change the policy to reflect the new stipend. *Motion by Commissioner Whittington, supported by Commissioner Carl, to allow for the change in the policy. Ayes carried, motion passed.*
8. A Motion is needed to a **sign Equalization contract with Bill Mason and to eliminate the part time equalization clerk in the Treasurer's office**. *Motion by Commissioner Whittington, supported by Commissioner Birgel, to allow the Chairman to sign the contract with Bill Mason for Equalization services and to lay off the part time staff in the Treasurer's office. Ayes carried, motion passed.*
9. The Board has entered into an agreement for **Financial Coordinator services with Neil Hammerbacher**. Discussion. *Motion by Commissioner Reid, supported by Commissioner Whittington, to allow the Chairman to sign the contract with Mr. Hammerbacher. Ayes carried, motion passed.*

Commissioner Reid reported:

- **On the agreement drafted between the County and Grim Townships for Equalization certification.** *Motion by Commissioner Reid, supported by Commissioner Birgel, to allow the Chairman to sign the agreement as drafted.* Roll call vote as follows: Reid – yes, Whittington – yes, Birgel – yes, Carl – yes, Walters – yes. 5 yes, 0 no. **Ayes carried, resolution 2013-003 declared adopted.**
- That he has been in several finance and personnel meetings over the past several weeks.
- That the Board still needs to appoint a member to the NMSAS Board, noting Townships can be asked for interested persons to serve.
- Meals on Wheels is looking for volunteers for home deliveries.
- On attending the Tobacco Township meeting last night, noting they are working on setting up a meeting with Joel Johnson to handle the Boyce Hydro issue. Commissioner Whittington commented that if this matter is looked into early there will be fewer issues, noting there is a group forming to assist.
- The Beaverton Fire Hall is still in “the works” as they are working on a final recommendation between the entities before beginning the project. Discussion.
- Tobacco Township is looking into a natural gas project to offer to their residents similar to the project in Secord Township.
- On the Buckeye Township meeting, noting concern of residents of upcoming projects and the funding. The Drain Commissioner is doing a good job of

informing the Board of what projects he has on slate and the Board will turn those over to the Townships for their review.

- The Finance Committee is working on a non-emergency travel voucher that will be used for employees asking for mileage reimbursement.
- The Finance Committee is also working with the attorney on a billing for Emergency Management services. The billing will be submitted to insurance companies and collected to offset expense.
- On the **letter prepared for mailing to Chad Wurtzel and Unit 6 for the creation of a Data Clerk position and pay scale in the Unit 6 contract.** Chairman Reid read the letter to the Board. Discussion. *Motion by Commissioner Carl, supported by Commissioner Walters, to allow the Chairman to sign and send the letter as drafted. Ayes carried, motion passed.*
- That the new bid process for the sale of county vehicles is not working well. Chairman Reid will look into the BidCore process again.

Public Comments – none at this time.

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

Motion by Commissioner Whittington, supported by Commissioner Walters, to adjourn. Ayes carried, motion passed. Meeting adjourned at 10:17 a.m., until February 26, 2013 at 9:00 a.m., unless otherwise ordered.

Laura Brandon-Maveal
County Clerk

Josh Reid
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# 2013-001

The following resolution was offered by Carl

And supported by Walters

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 Josh Reid, Board Chairman and Lauren Essenmacher, Executive Director be authorized and directed to execute Contract No. 2012-0083 Project No. 118368, Auth No. P3 for and on behalf of the County of Gladwin.

Resolution Declared Adopted.

CERTIFIED

Laura Brandon-Maveal

Laura Brandon-Maveal
County Clerk

February 12, 2013
Date

Date: December 10, 2012
Agreement No.: 2012-0083
Authorization No.: P3
Project No.: 118368
Agenda: MA

**PROJECT AUTHORIZATION
GLADWIN COUNTY BOARD OF COMMISSIONERS
FY 2013 SECTION 5311 OPERATING**

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

Authorization Effective Date: October 1, 2012
Authorization Expiration Date: September 30, 2013
Fiscal Year of Effective Contract Clauses: 2013

The Federal Grant associated with the PROJECT AUTHORIZATION is MI-18-X055.
Award Year: 2013 Federal Item Number: WK0055 Project is not R&D.

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

Funding reflects the amount of funds currently available under the Federal Appropriation. If 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 16% of the estimated eligible costs, which are \$283,793. 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 audited costs, a new reimbursement percentage will be calculated for all participating agencies.

In accordance with Section 7 of the 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 MDOT for approval. Please refer to Section 7 in the Master Agreement for competitive bidding requirements.

The AGENCY will be financially and legally responsible for the terms and conditions of the 5333(b) labor warranty as agreed to in your annual application.

Gladwin County Board of Commissioners

Agreement No.: 2012-0083

Authorization No.: P3

Project No.: 118368

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The AGENCY agrees to prepare and furnish to MDOT 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, 2012 through September 30, 2013). The manual is available on the web at www.michigan.gov/mdotptd.

Funding source:

2013/7509 \$283,793 (F)

PRF No.: 2013-78

GLADWIN COUNTY BOARD OF COMMISSIONERS

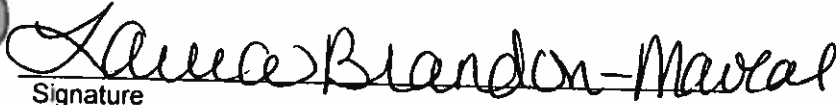


SIGN HERE

Signature

Josh Bein, Chairman

Print Name and Title



Signature

Laura Brandon-Maveal

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# 2013-002

The following resolution was offered by Carl

And supported by Walters

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 2013-2014.

Under
Act No. 51 of the Public Acts of 1951.

Be it resolved that Josh Reid, 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 12, 2013
Date

FY2014 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2014 under Act 51 of the Public Acts of 1951, as amended.

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 Act 94, to provide a local transportation program for the state fiscal year of 2014 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 APPLICANT, has reviewed and approved the proposed balanced (surplus) budget, and funding sources of estimated federal funds \$ 302,005, estimated state funds \$ 726,487, estimated local funds \$ 450,650, estimated fare box \$ 205,000, estimated other funds \$ 203,392, with total estimated expenses of \$ 1,887,534

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, Executive Director 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 2014.

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 12, 2013, 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 12 day of February, A.D. 2013.

SIGNATURE

Laura Brandon-Maveal

AGREEMENT

This Agreement is between Gladwin County and Grim Township, and is made in Gladwin, Michigan on February 12, 2013.

WHEREAS, the Grim Township 2013 property tax assessment roll was certified by its Assessor as being in accord with the rules of the State Tax Commission, and

WHEREAS, the roll has been delivered to the Township, prior to the March 2013 Board of Review, and

WHEREAS, the Township's Assessor has resigned, effective February 11, 2013, with a vacancy in the office of Assessor, and

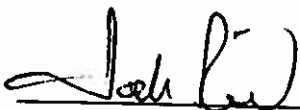
WHEREAS, it is permissible according to the State Tax Commission that the County of Gladwin may certify the Township's assessment roll by action of the Board of Commissioners.

NOW THEREFORE, IT IS AGREED as follows:

1. The County, by its Board of Commissioners, shall certify the Township's 2013 assessment roll as compliant with the State Tax Commission rules.
2. This Agreement to certify is subject to the usual and customary March Board of Review proceedings and adjustments made by the Board of Review.
3. There is no contemplated cost to the County of Gladwin but the Township shall reimburse the County in the event any out-of-pocket costs are incurred.

GLADWIN COUNTY

GRIM TOWNSHIP



BY: Josh A. Reid
Its: Board of Commissioners

BY: Keith Cousineau
Its: Supervisor



BY: Laura Brandon-Maveal
Its: Clerk

BY: Darlene Showalter
Its: Clerk