

Commissioner Minutes of February 26, 2013

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

*Commissioner Carl asked that three resolutions for MERS be added to the agenda. Chairman Reid noted that he also invited Jim Maveal, Animal Control, to speak on the new ordinance. Motion by Commissioner Carl, supported by Commissioner Walters, to approve the consent agenda as amended. Ayes carried, **motion passed.***

The cash balances were then read by Commissioner Whittington. *General Fund - \$54,283.89.*

Public Comments – none at this time.

James Maveal, Animal Control Supervisor, came before the Board to answer questions regarding the animal control ordinance that was being drafted. Discussion on revenue and number of dogs per household. Mr. Maveal stated that he has made a few changes and submitted to Attorney Jacobson for review, noting Magistrate Greer will also be asked to review from a Court standard. Commissioner Carl stated that he would like the ordinance to be placed before the Planning Commissioner so that they can forward it to the Townships for their input before adoption.

Chairman Reid then asked for consideration of the prepared **MERS resolutions**. Clerk Maveal explained the first resolution as the Board's authority to open a **C-1 retirement group for new employees after 1-1-2013**. *Motion by Commissioner Walters, supported by Commissioner Birgel, to adopt the resolution as presented. Roll call vote as follows: Carl – yes, Walters – yes, Reid – yes, Whittington – yes, Birgel – yes. 5 yes, 0 no. Resolution 2013-004 declared adopted.* The second resolution for consideration **defines the hours per day worked in order to qualify for service**. *Motion by Commissioner Carl, supported by Commissioner Birgel, to adopt the resolution as drafted. Roll call vote as follows: Walters – yes, Reid – yes, Whittington – yes, Birgel – yes, Carl – yes. 5 yes, 0 no. Resolution 2013-005 declared adopted.* The last resolution covers the **exclusion of temporary employees from MERS membership**. *Motion by Commissioner Carl, supported by Commissioner Walters, to adopt the resolution as presented. Roll call vote as follows: Reid – yes, Whittington – yes, Birgel – yes, Carl – yes, Walters – yes. 5 yes, 0 no. Resolution 2013-006 declared adopted.*

Commissioner Reports by District -

Commissioner Walters reported:

- On attending the Veterans meeting on the 12th.
- That he attended the Sage Township meeting on the 13th and Gladwin City on the 18th.

- On the Council of Local Government meeting held last night, noting Joel Johnson spoke on ORV, the Wixom Lake dam was addressed and that the Soil Conservation has started its Spring Tree Sale. The next meeting will be held at the Secord Township hall on April 22nd.

Commissioner Carl reported:

- That he attended his meetings this month, and they will be starting again next week.
- On also attending the Council of Local Government meeting.

Commissioner Birgel reported:

- On attending the Michigan Works meeting.
- That he attended the Fair Board meeting.
- On the Health and Human Services meeting.
- On attending the Michigan Works Alumni Celebration.
- That he attended the Michigan Republican Party Convention last weekend, noting Barb Schafer was elected Treasurer of the 4th Congressional District and his wife Linda was elected State GOP Committeewoman representing the 4th Congressional District.

Commissioner Whittington reported:

- On attending the Bourret and Secord Township meetings.
- On concerns over the Boyce Hydro dam situation, noting there is a lot going on and that residents need to stay knowledgeable to what is happening.
- That he is getting many questions on drain assessments and who will be responsible for payments. Discussion on placing the assessments and payment schedule on the county website for viewing.
- That he attended the EDC meeting yesterday, noting items are moving along well. Commissioner Whittington introduced Bob Balzer and thanked him for the great job he is doing.

Finance Matters:

1. Jim Maveal, Animal Control Supervisor, has submitted quotes to have **two news doors installed**. Earls Building Supply - \$2585.00 and Cady Construction - \$2170.00. The committee has made the recommendation to approve the purchase from Cady Construction with costs to be paid from 701-000-366.430. *Motion by Commissioner Whittington, supported by Commissioner Carl, to approve the purchase from Cady Construction as recommended by committee. Ayes carried, motion passed.*
2. Undersheriff Hartwell has requested permission to purchase a new **upright freezer for the jail kitchen**. The committee is recommending the purchase up to \$900.00 from 101-351-930.001. *Motion by Commissioner Whittington, supported by Commissioner Birgel, to approve the purchase as outlined. Ayes carried, motion passed.*
3. The committee met with the **Treasurer on the vacant position in her office**. It was the discussion to allow the hiring of a 26 hour employee to replace the full time vacancy. This position would not be subject to any fringe benefits, but would fall under the Unit #6 Deputy wage scale. Discussion. *Motion by Commissioner Whittington, supported by Commissioner Carl, to approve the position as discussed with the Treasurer and Union Representatives. Ayes carried, motion passed.*

4. The Equalization Director has purchased **Apex Assessor software**. The total cost is \$545.00 and will be paid from 101-225-727.001. A motion is needed to approve the purchase of the software and allow the contract for the software to be signed. *Motion by Commissioner Whittington, supported by Commissioner Walters, to approve the purchase and allow for signature as requested. Ayes carried, motion passed.*
5. The County Clerk has revised the **2013 salary schedule** for the Board's consideration and adoption. A motion is needed to approve the document. *Motion by Commissioner Whittington, supported by Commissioner Walters, to approve the Salary Schedule as drafted. Ayes carried, motion passed.*
6. The Clerk has requested Board permission to apply to **MERS for the 2012 annual valuation** to be used for the audit. A motion is needed to allow the Clerk to sign the necessary documents and make payment for the valuation as billed. *Motion by Commissioner Whittington, supported by Commissioner Carl, to allow the Clerk to order the valuation necessary for the 2012 audit. Ayes carried, motion passed.*
7. It is the recommendation of the Finance committee to sign a contract with **MGT to perform the Allocation User Costs study**. This is based on the recommendation of the Financial Coordinator after his research. *Motion by Commissioner Whittington, supported by Commissioner Walters, to sign a contract with MGT to perform the allocation study as recommended by the Financial Coordinator. Ayes carried, motion passed.*

Commissioner Reid reported:

- On the letter received from the UAW on the transfer of employees within Unit 6.
- On correspondence from Neil Hammerbacher on his MGT recommendation.
- That the County has been given an opportunity to offer a **Verizon discount to employees**, noting a contract has been offered by Verizon to the County at no cost to the County. Discussion. *Motion by Commissioner Birgel, supported by Commissioner Carl, to allow the Chairman to enter into the Verizon agreement for discount as offered. Ayes carried, motion passed.*
- On the **billing statement** that has been drafted by Attorney Jacobson for **Emergency Management services**. This voucher will be used by Leo Gary to bill insurance companies for services and supplies. Discussion. *Motion by Commissioner Carl, supported by Commissioner Walters, to approve the voucher for use and to make the voucher part of the County's Personnel Policy. Ayes carried, motion passed.*
- A **mileage voucher has also been drafted for use in "non-emergency" vehicles**. This log will need to be filled out by Maintenance, Zoning, Construction Codes, Animal Control, etc. and submitted to the Finance committee for their review each month. Employees using personal vehicles for travel and requesting payment will also need to use this form. Discussion. *Motion by Commissioner Carl, supported by Commissioner Walters, to implement the use of the form effective today and make part of the County's Personnel Policy. Ayes carried, motion passed.*
- On the fire at Antler Arms yesterday, noting all who responded showed great efforts and were greatly appreciated.
- That he met with Bill Lang, Tobacco Township resident, and Joel Johnson on the impact of the draw down of Wixom Lake. Discussion. Commissioner Walters commented that Billings Township will be hosting a meeting on March 21st with MTA to address the issue. Commissioner Carl stated that several individuals at the Council of Local Government meeting last night requested that Gladwin

County handle and coordinate this issue similar to the FEMA issue. The Board members agreed that County Affairs would handle the “mediation” of the issue with the Townships until a resolution is reached.

- The **Auditors have drafted a letter of engagement for the 2012 audit** and will begin fieldwork in May. *Motion by Commissioner Birgel, supported by Commissioner Carl, to allow the Chairman to sign the letter as presented. Ayes carried, motion passed.*

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 Carl, supported by Commissioner Walters, to adjourn. Ayes carried, motion passed. Meeting adjourned at 9:33 a.m., until March 12, 2013 at 9:00 a.m., unless otherwise ordered.

Laura Brandon-Maveal
County Clerk

Josh Reid
Chairman



RESOLUTION FOR ADOPTING MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT PROGRAMS (OTHER THAN DB COMPONENT OF HYBRID PROGRAM)

The Board of Commissioners of the County of Gladwin
(Governing body) (Participating entity)

whose fiscal year is (month and day) 1-1 to 12-31, desires to make available to its eligible employees (as defined below) benefits provided by the Municipal Employees' Retirement System of Michigan (MERS), as authorized by 1996 PA 220. Benefits available are those provided under the Plan Document of 1996.

IT IS RESOLVED that pursuant to the Initial Actuarial Valuation dated February 1, 2012, by MERS' actuary, MERS benefits stated in Section 1 below are to be provided to the following employee division (e.g., general, police and fire, DPW, union, non-union): All new hires
(Separate resolutions are required for each division)

Please note: If no Initial Valuation has been done by MERS' actuary on the specific benefit program (or combination of programs) selected below; or the Initial Valuation is more than one (1) year old at the time MERS' coverage becomes effective as provided under Section 4 of this Resolution; then, per Retirement Board requirements, this Resolution will not be implemented until a current actuarial valuation is done by MERS' actuary and necessary supporting contribution rates certified.

1. Benefit programs/formulae (e.g., B-2 / DROP+ / F55 / V-8 / FAC 3 / E-2) selected are: C-1 F60 - new 1.5
(If other than standard MERS' retirement benefits, supporting collective bargaining agreement to accompany this Resolution)
2. The required employee contribution is 3.80 %. (May be any percentage in hundredths of a percent, not to exceed ten [10] percent, unless higher rate is established by collective bargaining agreement accompanying this Resolution.)
- 3.1 Prior service credit with this municipality/court rendered previously by each covered employee in the division is subject to and shall be credited as provided under Section 2C(3) of the MERS Plan Document and Restated Initial Actuarial Valuation and Supplemental Valuation Procedure^(Form 06) (as approved by the Retirement Board), whose respective terms are incorporated by reference.

Choose only one:

- A. All prior service from date of hire.
- B. Portion of prior service (actual service up to _____ years); or _____ %.
- C. Prior service proportional to assets transferred.
- D. No prior service (if D selected, go to Section 4).

- 3.2 The Initial Valuation discloses the actuarial reduction in the employer's future contribution rate that will occur where assets of a preceding qualified plan (whether defined benefit or defined contribution plan) and/or other source are transferred to MERS.
- 3.3 In all asset transfers, the employer shall furnish MERS with all necessary and specific information required by MERS on the allocation of employer and employee contributions and investment earnings, along with taxable and nontaxable status on the employee contribution portion.
4. The effective date of this Resolution for making deductions for the employee contributions specified above, and for the payment of necessary employer contributions to MERS, as required in the Plan Document, shall be the same date that MERS' coverage begins, which is January 1, 2013.
5. For municipalities, Plan Section 41 requires adoption by affirmative vote of a majority of the governing body; for courts, see Plan Section 41A. A complete copy of the fully executed collective bargaining agreement (if applicable), and certified copy of the complete official minutes or other official authorizing action for the open meeting at which this resolution was adopted must be forwarded to MERS with this resolution.

Certified this 21st day of February, 2013.

By: [Signature] Title: Board Chairman

2013-005

RESOLUTION FOR DEFINING A DAY OF WORK OR HOURS PER MONTH FOR MERS RETIREMENT PURPOSES



Note: To adopt the part-time to full-time employee service credit program under Plan Document Section 4(6), the governing body must adopt the Uniform Resolution Defining Hours Per Month For Part-Time Employees and Service Credit Conversion Upon Promotion to Full-Time Status.

In accordance with Section 3(1) of the MERS Plan Document, as the Board of Commissioners Gladwin County
(Governing Body) (Municipality)

does hereby certify that a day of work, or the number of hours of work in a month, for Gladwin County Employees - All new hires effective 1-1-2013 for retirement purposes, shall
(Indicate all employees or division name and number)

consist of one of the following to be effective as of January 1, 2013.
(Date)

(Please complete either A or B)

- A. A day shall consist of 7 hours.
(Ten (10) days a month of such work days equals one month of credited service.)
- B. A month shall consist of _____ hours.
(Each month of such work hours equals one month of credited service.)

I hereby certify that the above is a true copy of a Resolution adopted at the meeting of the governing body held on February 26, 2013.
(Date)

Josh Reid
(Signature of Authorized Official)

Board Chairman
(Title)

**RETURN TO: Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, MI 48917**

2013-006

RESOLUTION TO EXCLUDE TEMPORARY EMPLOYEES FROM MEMBERSHIP IN MERS UNDER PLAN DOCUMENT SECTION 3(2)



TEMPORARY EMPLOYEES who are employed in a position normally requiring less than a total of 12 whole months of work in the position may be excluded by Resolution of the Governing Body from membership in the Municipal Employees' Retirement System (MERS). Temporary employees must be notified in writing by the participating municipality that they are excluded from membership. In accordance with Section 3(2) of the MERS Plan Document, the

Board of Gladwin County 26,
(Governing Body) (name of Participating Municipality) (Municipality #)

formally elects to EXCLUDE effective January 1st*, 2013, all employees
(Month) *Effective date must be on the first (1st)

in positions requiring less than a total of 12 whole months of work in the position, in these Divisions:

All Divisions

OR

Divisions _____
(specify by Division Name and Number)

I hereby certify that the above is a true copy of a Resolution adopted at the meeting of the governing body held on February 26, 2013.
(Date)

John Reed
(Signature of Authorized Official)

Board Chairman
(Title)