



**Gladwin County Board of Commissioners
Special Board Minutes, September 29, 2023**

Michael Visnaw, District 1, (Sherman, Butman, Clement, Gladwin Twp.)
Ron Taylor, District 2, Vice-Chairperson (Sage and Gladwin City)
Tammi O'Donnell District 3, (Bentley, Billings, Bourret, Grim & Secord)
Karen Moore, District 4, Chairperson (Buckeye, Hay & Tobacco)
Rick Grove, District 5, (Grout, Beaverton City, Beaverton)

The Gladwin County Board of Commissioners met for a Special Board Meeting, on September 29, 2023. The meeting was called to order at 1:30 p.m. by Chairperson Karen Moore. The Pledge of Allegiance was said, all commissioners were present.

Public Comment – Agenda Items

No public comment.

Reviewed of the Agenda –

The Board reviewed the agenda. Commissioner Moore asked to add the Administrators Salary conversation to the agenda as the first item of business. A motion was made by Commissioner Grove to accept the agenda with changes, seconded by Commissioner Visnaw; all in favor, motion carried.

Finance

1. Conversation Regarding the County Administrators Salary.

Commissioner Moore expressed to the Board that she would like to revisit the conversation regarding the salary of the County Administrator. Commissioner Moore asked Administrator Justin if he would like a closed session, he declined. Commissioner Moore allowed Administrator Justin to explain the discrepancies in his salary from the beginning of 2023, as he recalled them.

Commissioner Moore made a motion to terminate the County Administrator for cause of Misappropriation of Funds, effective immediately. The motion was seconded by Commissioner Grove. Additional conversation was had, a roll call vote was taken:

Commissioner Taylor – No, all other commissioners -Yes, 1 - 4, motion carried.

2. Election of members to the County Board of Canvassers to fill expiring terms.

Clerk Hulme explained the process of electing members to the County Board of Canvassers, the requirement in Election Law to elect Canvassers by ballot, and the requirement of the Open Meetings Act to have all motions known to the public. Clerk Hume provided information on the candidates, as given by the party chairs, to the Board of Commissioners; each commissioner marked their ballot, then verbally shared their vote in roll call as follows:

Commissioner Visnaw - Democratic candidate, Joanne Hoag, Republican candidate - Robert Schaffer
Comm'r O'Donnell- Democratic candidate, Joanne Hoag, Republican candidate – Robert Schaffer
Commissioner Moore - Democratic candidate, Joanne Hoag, Republican candidate – Robert Schaffer
Commissioner Grove - Democratic candidate, Joanne Hoag, Republican candidate – Robert Schaffer
Commissioner Taylor - Democratic candidate, Joanne Hoag, Republican candidate – Robert Schaffer

3. Presentation of a three-month Salary Schedule.

Conversation was had on the content of the presented salary schedule and whether or not it was needed. No action was taken on this item.

4. Requests from the Prosecutors Office - Jennifer Ochab:

- a. Request approval to use the county credit card for the previously approved purchase of equipment via Victim's Rights

Commissioner Taylor made a motion to allow the Prosecutors Office to use the County Credit card for the previously approved purchases, seconded by Commissioner O'Donnell. All in favor, motion carried.

- b. Request approval to use the county credit card to purchase five (5) \$100 gift cards from Family Dollar for Direct Victim Needs.

Commissioner O'Donnell made a motion to approve a purchase in the amount of approximately \$525 from line 101-229-835.003 for gift cards to be used for victims traveling to Gladwin for multi-day jury trial to help offset the cost of gas and food. The purchase is reimbursable through the Victim's Rights grant. Motion seconded by Commissioner Taylor; all in favor, motion carried.

- c. Request approval to use the county credit card to book rooms at Riverwalk from 10/17/2023 – 10/20/2023 for victims traveling to Gladwin for multi-day jury trial.

Commissioner Visnaw made a motion to allow the Prosecutors Office to purchase rooms at the Riverwalk using the county's credit card in the amount of approximately \$450 from line 101-229-835.003. The purchase is reimbursable through the Victim's Rights grant.

- d. Request approval to obtain a county credit card to make reimbursable and emergency purchases in the future.

Conversation was had on the request, as well as the lack of existing or updated policies to govern the process. No action was taken on this item.

5. Request approval for Clerk's Office to create a tax-exempt account with Microsoft for business purchases.

Commissioner O'Donnell made a motion to allow the creation of a tax-exempt account with Microsoft for business purchases, seconded by Commissioner Visnaw. All in favor, motion carried.

6. Follow up on CDBG Grant Administration.

Information was shared by Sherry Messer on behalf of the Treasurer, and the Treasurers desire to have an additional meeting.

Commissioner Moore made a motion to call a special meeting for Thursday, October 05, at 9:30 a.m. Motion seconded by Commissioner Taylor; all in favor, motion carried.

7. Request approval of Payment to Clare County for Gladwin's match contribution of the MIDC contract.

Conversation was had on this payment not being in the 2023 budget due to the change in fiscal year.

Commissioner O'Donnell made a motion to approve the payment to Clare in the amount of \$77,588 from line 101-136-816.000, seconded by Commissioner Visnaw. Commissioner Moore abstained from this vote; all other commissioners in favor, motion carried.

8. Request approval for annual MACAO membership dues.

No action was taken on this item.

Committee Meetings were approved with the approval of the Agenda

Miscellaneous

Conversation was had by the commissioners on agenda items for the October 5 meeting. Agenda items will include CDBG grant administration, purchase/finance policies, county administrator position, and the jail.

A motion was made by Commissioner Grove and seconded by Commissioner Taylor, that if funds were available, to replace the front section of the jail roof in the estimated amount of \$32,000 from Capital outlay. Additional conversation was had on the balance in the capital outlay line and the intention of those funds. Commissioner Grove amended his motion to replace the whole roof in the amount of approximately \$60,000 from line 101-900-970-265, Commissioner Taylor seconded the amendment. All in favor. Motion carried.

No Further business, meeting adjourned at 3:24.



Karrie Hulme, County Clerk



Karen Moore, Chairperson