



**Gladwin County Board of Commissioners  
Board Minutes, October 10, 2023**

**Mike Visnaw, District 1, (Sherman, Butman, Clement, & Secord Twps.)**  
**Ron Taylor, District 2, Vice-Chair (Sage, Gladwin Twp. & Gladwin City P1)**  
**Tammy O'Donnell, District 3, (Bentley, Billings, Bourret, Grim & Hay Twps.)**  
**Karen Moore, District 4, Chairperson (Buckeye, Beaverton City & Tobacco)**  
**Rick Grove, District 5, (Grout, Gladwin City P2, & Beaverton Twp.)**

The Gladwin County Board of Commissioners met for a regular Board Meeting, on October 10, 2023. The meeting was called to order at 9:00 a.m. by Chairperson Karen Moore. The Pledge of Allegiance was said, roll was called, and all commissioners were present.

**The Board reviewed the Consent Agenda –**

The Board reviewed the consent agenda. Commissioner Moore asked to add a Purchase Policy and Executive Secretary job description to new business. A motion was made by Commissioner Taylor to approve the agenda as with amendments, seconded by Commissioner O'Donnell, all in favor motion carried.

**Public Comment – Agenda Items**

No public comment.

**City Report**

- None

**Cash balances** were read by Commissioner Taylor. General Fund balance \$1,185,284.57 before the payment of bills.

**Approval of the Board Minutes:**

1. Sept. 26, 2023, Public Hearing Minutes
2. Sept. 26, 2023, Regular Board Minutes
3. Sept. 29, 2023, Special Board Minutes

**Committee Meeting Reports**

1. Planning Commission, September 06, 2023

**Routine Payments Made Within Department's Budget, less than \$500**

1. Request approval for Veterans Director, Kenneth Roberts to attend County Veteran's Service Officers Training in Gaylord, October 25<sup>th</sup> – 27<sup>th</sup>. There is no cost for this conference.
2. Request approval for Ronnie Bontumasi and Minda McCartney to attend FOIA training with The Rossow Group on Nov 14, 2023. Registration cost of \$185, plus mileage and meals for each. Total estimated cost of \$410 from line 101-301-804.000 Sheriff Training Fund.

**Payments Required by Collective Bargaining Agreement**

1. Payout request of unused PTO hours for Detective Sgt. James Cuddie. 192 Hours, \$5942.48 from line 101-301-706.005.
2. Payout request of unused PTO hours for Deputy Dustin Johnson. 100 Hours, \$2815 from line 101-301-705.000.

3. **Payout request of unused PTO hours for Office Administrator Sue Walker. 487 Hours, \$11,575 from line 101-351-706.000. From which the employee requests her Health Care Insurance Premiums through 2024 be paid in the amount of \$1,032.16.**

## **Finance**

### **Miscellaneous**

1. Chair Appointment of a County FOIA Coordinator  
Chair Moore made a motion, seconded by Commissioner Taylor, to appoint the Clerk interim FOIA Coordinator. All in favor, motion carried.

### **New Business**

1. Four Lakes Task Force Update  
Dave Kepler addressed the Board to share an update on FLTF. Information was shared on the Sanford Dam bid process and the unexpected increase in cost for all the dam projects since planning. Informational meetings are being held to share information on the anticipated assessment. Financing options are being looked into for mid-2024, as well as grant opportunities and conversations with legislatures. Anticipated construction and completion dates were shared, and Mr. Kepler addressed questions from the Board.
2. 2024 Board Calander & Resolution to Approve  
Attorney Hoerauf shared information on the Board Calendar and separating it from the Board Rules. Discussion was had on the change from a calendar year to a fiscal year and the thought of eliminating the second regular board meeting of December.  
A motion was made to adopt the 2024 calendar as presented with the amendment to remove the Dec 27<sup>th</sup> meeting, seconded by Commissioner O'Donnell. All in favor, motion carried.  
  
A Resolution was read by Chairperson Moore, motion to approve resolution by Commissioner Taylor,
3. Purchasing and Procurement Policy  
Chairperson Moore shared the idea of a new Purchase Policy and shared a draft she had worked on with input from other elected officials.
4. Executive Secretary /Administrative Assistant Job Description  
Chairperson Moore shared a Job Description for an Executive Secretary / Administrative Assistant.  
  
A motion was made by Commissioner Moore to post the job description immediately, seconded by Commissioner Visnaw. Additional Conversation on posting the job description with applications due back by November 3rd, Special Meeting to review on Friday November 10<sup>th</sup> at 2:00 p.m. and interviews during the Regular Board Meeting on the 14<sup>th</sup>. All in favor, motion carried.

### **Old Business**

1. Master Plan Review  
Attorney Hoerauf shared the need for a county master plan, along with the zoning information previously provided, and the idea that the County is working backwards in the process. It is the advice of the attorney that the master plan is adopted first, and zoning ordinances subsequently adopted to reach the goal(s) set in the Master Plan.

A motion was made by Commissioner O'Donnell to approve the Master Plan proposal as proposed by Wade Trim, seconded by Commissioner Taylor. Additional conversation was had; all in favor, motion carried.

### **Chairperson Comments**

Chairperson Moore stated that if an outdated policy is noticed, to please let her know and she would draft an update for board conversation. She shared that on Oct 17, 2023, at the Ideal Theater in Clare, will be a free showing of the movie Four Good Days, and is open to the public. She gave a reminder that Jeep Creep is coming to Gladwin the end of October. Thursday is the FLTF Update, the recording will be posted on the Website afterward.

### **Board Comments**

Commissioner Visnaw, District 1 –

- Attended a meeting with the Drain Commissioner, EGLE, and Spicer regarding the dam in Sugar Springs. Sugar Springs lake authority will be meeting later this afternoon.
- On the 27<sup>th</sup> he met with MMRMA. One of the topics of conversation was insuring the dams.
- Oct. 29<sup>th</sup> & Sept. 4<sup>th</sup> He attended the Special Board Meetings
- 4<sup>th</sup> was also the Planning Commission
- Attended the Data Committee meeting on Friday.

Commissioner Ron Taylor, District 2 –

- 27<sup>th</sup> attended the District Health Board meeting in Clare; they had an employee recognition followed by an afternoon class where the topic of Fentanyl was discussed.
- 28<sup>th</sup> was a Dispatch Meeting
- Oct. 29<sup>th</sup> & Sept. 4<sup>th</sup> were Special Board Meetings
- Last Saturday at the Sports Complex for a football game, Pastor Brad Withrow (announcer) was recognized in a ceremony to honor his 25 yrs. of service. They are naming the field Withrow Field.

Commissioner O'Donnell, District 3 –

- Attended an EGLE Zoom meeting on Thursday regarding Materials Management Plan (MMP). Training calls are being held; each county has until the end of November to write an MMP. She will be going to a meeting on Friday in Isabella County to discuss teaming up with another county(ies).
- Bentley & Billings meetings last night, Sheriff Shea attended to share on the millage proposal.
- Grim & Bourret meetings are tonight.

Commissioner Moore, District 4 –

- Commissioner Moore added to the MMP conversation and shared details from her recent MAC Conference in Kalamazoo, that led up to the MMP planning process with Isabella County.

Commissioner Rick Grove, District 5 –

- 2<sup>nd</sup> was the Gladwin City meeting.
- Last night was Beaverton Townships meeting.

### **Administrators Report**

#### **Civil Attorney Report**

- Attorney Hoerauf discussed work she has been doing with the Board Rules, including committee assignments, an addition to the order of business, and the addition of an Ethics Code.

**Commissioner Moore asked if any Department Head wished to address the Board.**

- Sheriff Shea shared a flyer that is being distributed and discussed information in that flyer. He asked everyone to hand out postcards as a reminder for voters to vote in November.
- Chris Haupt shared information on the progress of the Spongy Moth Program, and the success they are seeing in previously affected areas.

**Public Comment -**

- Joel Vernier, Secord Township, shared his views on change as it pertains to Four Lakes Task Force and the anticipated expense to repair the dams. Additionally, Knights of Columbus is sponsoring Christmas Kindness with this week's fish dinner.

- Mary Moylan, Tobacco Township, invited everyone to the local GOP meeting this month; October 17<sup>th</sup> at the Rivertown Inn, and a meeting on the 26<sup>th</sup> with the Constitutional Expert, William Wagner, at the Free Methodist Church on State Street.

No Further Business, the meeting adjourned at 10:53 a.m.

  
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Karrie Hulme, County Clerk

  
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Karen Moore, Chairperson