

The regular meeting of the Sanilac County Board of Commissioners was called to order by Chairman Daniel Dean at 1:00 p.m., on Tuesday, April 16, 2019, in the Board of Commissioners' Chambers at 60 W. Sanilac Avenue, Sandusky, Michigan. The prayer was given by Commissioner Heberling and the pledge was led by Commissioner O'Mara. Roll call was taken. Members present: Bob Conely, Joel Wyatt, Jr., Joseph O'Mara, Gary Heberling and Daniel Dean. Quorum present. Administrator / Controller Tara Griffith also present.

**Additions, Corrections and Deletions to the Agenda:**

**Additions:**

**(1) RESOLUTION AUTHORIZING SUBMISSION OF A MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM I-69 REGIONAL DEVELOPMENT CORPORATION REGIONAL REVOLVING LOAN FUND APPLICATION THUMB ROAST COFFEE, LLC – BOARD OF COMMISSIONERS**

**(2) RESOLUTION COMMEMORATING THE SANILAC CAREER CENTER BIO-TECH PROGRAM AND THE SANILAC FUTURE FARMERS OF AMERICA (FFA) – BOARD OF COMMISSIONERS**

**Adoption of Agenda:**

**MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER O'MARA THAT WE ADOPT THE AGENDA AS AMENDED WITH THE FOLLOWING ADDITIONS:**

**(1) RESOLUTION AUTHORIZING SUBMISSION OF A MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM I-69 REGIONAL DEVELOPMENT CORPORATION REGIONAL REVOLVING LOAN FUND APPLICATION THUMB ROAST COFFEE, LLC. – BOARD OF COMMISSIONERS**

**(2) RESOLUTION COMMEMORATING THE SANILAC CAREER CENTER BIO-TECH PROGRAM AND THE SANILAC FUTURE FARMERS OF AMERICA (FFA) – BOARD OF COMMISSIONERS.**

Motion carried.

**Approval of Minutes:**

**MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER O'MARA THAT WE APPROVE THE MINUTES OF APRIL 9, 2019 AS PRINTED.** Motion carried.

**Communications and Introductions:**

1. Minutes from the Sanilac County Parks Commission meeting held on April 2, 2019.
2. Letter from Region VII Area Agency on Aging regarding opportunity for review & comment allocation plan for senior services for FY2020.

Chairman Dean thanked all those in attendance today.

**Commissioner Reports:**

Commissioners provided reports of meetings attended and local events and news within their jurisdictions.

**Administrator's Report:**

- Auditors were on site last week and their findings and suggestions were minimal. The auditors will be back for a 2 – 3 day follow-up visit in May.
- Meeting to review insurance rates with Keyser Agency on Tuesday, April 30<sup>th</sup> to review different health insurance carriers and compare costs to plan benefits to provide the best coverage and cost for employees. New rates will be effective July 1<sup>st</sup>. Open enrollment will take place in late May or early June.
- Planning meeting was held on April 15<sup>th</sup> for the Household Hazardous Waste Collection event. The event will take place at the Sanilac County Fairgrounds on Dawson Street on Thursday, April 25<sup>th</sup> from 2:00 p.m. until 6:00 p.m.

**Public Comments:**

None.

Robert Sollman, biotechnology instructor at the Sanilac County Intermediate School District, Sanilac County Career Center, gave a presentation as to the biotechnology course. The program has space for 60 students and there is a waiting list for the class. The program covers animal, plant and environmental sciences. He noted that the program enjoyed success at the national level in dairy, livestock and food science. Mr. Stollman was accompanied today by many of his students.

**Appointments to Standing Committee:**

**MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER O'MARA THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPOINTS STACY DERISO, LINDA HAHN, KELLIE PAEHLIG AND NANCY TEZAK TO THE SANILAC COUNTY TRANSPORTATION LOCAL ADVISORY COUNCIL FOR A TWO (2) YEAR TERM, EXPIRING 06/01/2021.** Motion carried.

**County Commission Appointments to Boards:**

None.

**General Resolutions:**

(UNOFFICIAL MINUTES)

**MOVED BY COMMISSIONER WYATT AND SECONDED BY COMMISSIONER O'MARA THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ADOPTS THE FOLLOWING:**

**RESOLUTION HONORING LT. CHARLENE WASHKEVICH  
FOR YEARS OF SERVICE**

**WHEREAS**, Charlene Washkevich is retiring as Uniform Services Lieutenant for the Sanilac County Sheriff's Office after 30 years of dedicated service; and

**WHEREAS**, Lt. Washkevich began her career as an Undercover Deputy in 1989 with the Sanilac County Drug Task Force; next Lt. Washkevich became the first female Uniform Service Deputy in 1990, followed by becoming the first female Sergeant in 2006 and then promoted to the first female Lieutenant in 2013; and

**WHEREAS**, Lt. Washkevich has served as D.A.R.E. Instructor, Special Response Team Member and Leader, Victim's Services Unit Coordinator, Triad Liaison / Senior Fair Coordinator; and

**NOW THEREFORE, BE IT RESOLVED**, that the Sanilac County Board of Commissioners does hereby honor and recognize Lt. Charlene Washkevich for her outstanding leadership, dedication and contributions to Sanilac County and its citizens and offers its warmest wishes for health and happiness in her retirement.

**BE IT FURTHER RESOLVED** that this resolution be presented to Lt. Charlene Washkevich and spread upon the proceedings of the Sanilac County Board of Commissioners this 16<sup>th</sup> day of April, 2019.

Yes: Heberling, O'Mara, Conely, Wyatt and Dean. No: None. Resolution declared adopted. Commissioner Wyatt presented Lt. Charlene Washkevich with the resolution.

**MOVED BY COMMISSIONER O'MARA AND SECONDED BY COMMISSIONER CONELY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ADOPTS THE FOLLOWING:**

(UNOFFICIAL MINUTES)

**RESOLUTION COMMEMORATING THE SANILAC CAREER  
CENTER BIO-TECH PROGRAM AND THE SANILAC FUTURE  
FARMERS OF AMERICA (FFA)**

**WHEREAS**, the members of the Sanilac County Board of Commissioners take pride in formally commemorating April 16, 2019, as a day to honor the Sanilac Career Center Bio-Tech Program and FFA for your many years of education, training and preparing our Sanilac County young people for their future work related professions; and

**WHEREAS**, the goal of this commemoration is to make as many people as possible aware of the Sanilac Bio-Tech student's time, dedication and passion to compete at a state proficiency level. This includes fifty (50) pathways to engage in the development of their chosen field; and

**WHEREAS**, in recognition of the state level proficiency awards the 2019 Sanilac Career Bio-Tech team members received in competition this spring at the state level in East Lansing, we want to acknowledge and honor you for your outstanding accomplishments.

**NOW THEREFORE, BE IT RESOLVED** that the Sanilac County Board of Commissioners, on behalf of the people of Sanilac County, does hereby extend its heartfelt appreciation through this commemoration to the Sanilac Career Center Bio-Tech Program & FFA.

**BE IT FURTHER RESOLVED** that this resolution be spread upon the proceedings of the Sanilac County Board of Commissioners this 16<sup>th</sup> day of April, 2019.

Yes: O'Mara, Conely, Wyatt, Heberling and Dean. No: None. Resolution declared adopted. Robert Sollman, biotechnology instructor at the Sanilac County Career Center, accepted the resolution as presented.

**MOVED BY COMMISSIONER CONELY AND SECONDED BY  
COMMISSIONER HEBERLING THAT THE SANILAC COUNTY BOARD OF  
COMMISSIONERS HEREBY ADOPTS THE FOLLOWING:**

**RESOLUTION AUTHORIZING SUBMISSION OF A  
MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
I-69 REGIONAL DEVELOPMENT CORPORATION  
REGIONAL REVOLVING LOAN FUND APPLICATION  
THUMB ROAST COFFEE, LLC**

(UNOFFICIAL MINUTES)

At a regular meeting of the Sanilac County Board of Commissioners held on this April 16, 2019, at the 60 W. Sanilac Avenue, Sandusky, Michigan, 48471.

WHEREAS, the Michigan Economic Development Corporation has established funding to encourage innovative economic development projects; and

WHEREAS, the Michigan Economic Development Corporation has promulgated guidelines for administration and implementation of this grant/loan program; and

WHEREAS, Sanilac County wishes to submit an application for a loan through the I-69 Regional Development Corporation utilizing Community Development Block funds in accordance with program guidelines;

NOW, THEREFORE BE IT RESOLVED:

1. The Sanilac County Commission authorizes the submission of a Michigan Community Development Block Grant (CDBG) application for a loan in the amount of \$18,000 for the acquisition of equipment for Thumb Roast Coffee, LLC; and
2. The matching funds for the project will be provided by the borrower; and
3. This project is consistent with the Sanilac County Community Development Plan as described in the application; and
4. To the maximum extent feasible, at least 51% of the beneficiaries of the proposed project will be low and moderate income persons; and
5. Local funds to be invested in the project have not been expended prior to completion of the environmental review procedures and formal, written authorization to incur costs from the Michigan Economic Development Corporation; and
6. No persons will be displaced as a result of the project activities; and
7. Any other funds to be invested in the project have not yet been expended and will not be expended prior to approval from the MEDC; and
8. The Sanilac County Board of Commissioners authorizes the submission of the Michigan CDBG application for the Thumb Roast Coffee, LLC project; and
9. The Sanilac County Board of Commissioners authorizes Daniel Dean, Chairman, to act as the county's authorized representative for signing the application, loan exhibits, attachments and all amendments for the Michigan CDBG program.

(UNOFFICIAL MINUTES)

Yes: Conely, Wyatt, Heberling, O'Mara and Dean. No: None. Resolution declared adopted.

**Committee Reports:**

None.

**Unfinished Business:**

**FA-044-19(A)** Discussion held. Chairman Dean noted there were concerns as to language of the motion due to union contract language regarding training. The Board could vote on the motion as presented or refer motion back to the Policy Committee for further review. **MOVED BY COMMISSIONER WYATT AND SECONDED BY COMMISSIONER HEBERLING THAT THE BOARD REFER FA-044-19 TO THE POLICY COMMITTEE.** Motion carried.

**MOVED BY COMMISSIONER \_\_\_\_\_ AND SECONDED BY COMMISSIONER \_\_\_\_\_ THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ADOPTS THE FOLLOWING STAFF TRAINING AND DEVELOPMENT POLICY:**

**Staff Training and Development Policy**

Sanilac County recognizes the importance of having a skilled workforce in order to achieve strategic and operational plans and is committed to providing an environment that is conducive to effective performance and promotes training and development opportunities for all staff.

Department Managers understand the immediate educational needs of their departments and can request their staff attend training and development courses when funding is available within their budget, or grant opportunities become available. Training and development courses would be paid for by the County, and the employee would receive expense reimbursement as outlined in the Travel-Conference Policy.

Coursework must be taken through an accredited college or educational institution, and must be job related. "Job-related" means training will provide that employee with the necessary academic training to qualify for regular promotional opportunities within the established County wide system and offer a direct benefit to the department.

In the event an educational course and any associated direct and indirect costs for employees to attend exceeds \$2,000, or requires an up-front payment greater than \$2,000, the following information must be included in the Department Manager's written request for Finance & Administration Committee approval:

1. Description of educational course and how it will benefit the department.
2. Name and title of employee attending course and why identified employee was selected.
3. Identify educational institution or accredited college.
4. Duration of course and whether or not course will take place during employee's scheduled work hours.
5. Total cost of educational course, as well as any reimbursements provided upon successful completion of course.
6. Fair disclosure of total cost of training. This includes estimated employee wages/benefits for course or course work during scheduled work hours.

Upon completion of any Board approved staff training, Department Managers must submit a final report illustrating the outcome of training, knowledge gained and actual cost of training. Cost of training should include the cost of course, less any reimbursements, as well as employee wages/benefits for course hours or course work conducted during scheduled work hours. To ensure training received is a benefit to the entire department, final report should include goal setting and succession planning for sharing knowledge gained.

**New Business:**

**FA-145-18(A)      MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER CONELY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AMENDS TO AUTHORIZE TO REMOVE AS TO ELITE ELECTRIC DEMO WIRING, INSTALLATION OF NEW WIRING, WIRE/INSTALL WHITE NOISE EQUIPMENT AND CAMERAS, AT A COST NOT TO EXCEED \$6,259.61.** Discussion held. Lt. Nick Romzek, Sanilac County Jail Administrator, reported that the motion with regard to Elite Electric was only for a budgeted quote that was needed for submission to the State on the Indigent Defense Plan. Further, that Action Electric had advised him that they could perform the work at an amount lower than the budgeted amount. Motion carried.

**FA-050-19      MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2019 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED APRIL 9, 2019, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$197,532.34.** Motion carried.

**FA-051-19      MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER O'MARA THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE FOLLOWING TRANSFERS AND ESTABLISHES THE FOLLOWING ACCOUNTS:**

**2019 BUDGET AMENDMENTS:**

**FURTHER, AUTHORIZE THE FOLLOWING 2019 TRANSFERS:**

<b>To:</b>	<b>736-852-699.273</b>	<b>Transfer In-Crime Victims' Rights</b>	<b>\$ 10,000.00</b>
<b>From:</b>	<b>273-230-999.736</b>	<b>Transfer Out-Retiree Health</b>	<b>\$ 10,000.00</b>

**FURTHER, ESTABLISH THE FOLLOWING ACCOUNTS:**

<b>260-278-676.000</b>	<b>Reimbursements</b>
<b>950-910-186.350</b>	<b>Amt. Provided-Pension Debt</b>

Motion carried.

**Public Comments:**

None.

**Adjournment:**

**MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER O'MARA THAT WE ADJOURN AT 1:35 P.M.** Motion carried.

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Daniel Dean, Chairman

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Paula Messing, Chief Dep. Clerk/Successor