

Tuesday, January 7, 2020

The 2020 organizational meeting of the Sanilac County Board of Commissioners was called to order by Denise McGuire, Sanilac County Clerk, at 1:00 p.m., on Tuesday, January 7, 2020, in the Board of Commissioners' Chambers at 60 W. Sanilac Avenue, Sandusky, Michigan. The prayer was given by Commissioner Wyatt and the pledge was led by Commissioner O'Mara. Roll call was taken.

Members present:

District 1 - Daniel Dean
 District 3 - Joseph O'Mara
 District 4 - Bob Conely
 District 5 - Joel Wyatt, Jr.

Members absent:

District 2 - Gary Heberling

Quorum present. Tara Griffith, Administrator/Controller also present.

NFA-001-20 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER O'MARA THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ADOPTS THE ATTACHED SANILAC COUNTY BOARD OF COMMISSIONERS BY-LAWS, RULES AND PROCEDURES; AND APPROVED THE FOLLOWING MEETING SCHEDULE:

<p>2020</p> <p>BOARD OF COMMISSIONERS AND FINANCE & ADMINISTRATION MEETING SCHEDULE</p>
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The Sanilac County Board of Commissioners will meet as specified below. The meetings will be held in the Commissioners' Chambers, Room 105, at 60 West Sanilac, Sandusky, Michigan **except where noted**:

BOARD OF COMMISSIONERS	FINANCE & ADMINISTRATION
1st & 3rd Tuesday – 1:00 p.m. *exception noted	1st & 3rd Tuesday – following the conclusion of the BOC Meeting
January 21 st – 1:00 p.m.	January 21 st – following BOC Meeting
February 4 th – 1:00 p.m.	February 4 th – following BOC Meeting
February 18 th - 1:00 p.m.	February 18 th – following BOC Meeting
March 3 rd – 1:00 p.m.	March 3 rd – following BOC Meeting
March 17 th – 1:00 p.m.	March 17 th – following BOC Meeting
April 7 th – 1:00 p.m.	April 7 th – following BOC Meeting

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*April 14 th – 1:00 p.m.	
April 21 st – 1:00 p.m.	April 21 st – following BOC Meeting
May 5 th – 1:00 p.m.	May 5 th – following BOC Meeting
May 19 th – 1:00 p.m.	May 19 th – following BOC Meeting
June 2 nd – 1:00 p.m.	June 2 nd – following BOC Meeting
June 16 th – 1:00 p.m.	June 16 th – following BOC Meeting
July 7 th – 1:00 p.m.	July 7 th – following BOC Meeting
July 21 st – 1:00 p.m.	July 21 st – following BOC Meeting
August 4 th – 1:00 p.m.	August 4 th – following BOC Meeting
August 18 th – 1:00 p.m.	August 18 th – following BOC Meeting
September 1 st – 1:00 p.m.	September 1 st – following BOC Meeting
September 15 th – 1:00 p.m.	September 15 th – following BOC Meeting
**October 6 th – 1:00 p.m.	October 6 th – following BOC Meeting
October 20 th – 1:00 p.m.	October 20 th – following BOC Meeting
November 3 rd – 1:00 p.m.	November 3 rd – following BOC Meeting
November 17 th – 1:00 p.m.	November 17 th – following BOC Meeting
December 1 st – 1:00 p.m.	December 1 st – following BOC Meeting
December 15 th – 1:00 p.m.	December 15 th – following BOC Meeting

*required by statute - April

**Annual Meeting – October

Motion carried.

Denise McGuire, County Clerk, advised the Board of Commissioners that 4.11 in the By-Laws requires the Board to decide on the method of electing a Chairman. The Board may elect a Chairman either by majority vote thru roll call or by a written secret ballot.

MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER WYATT THAT WE ELECT THE 2020 SANILAC COUNTY BOARD OF COMMISSIONERS CHAIRMAN BY MAJORITY VOTE. Motion carried.

Election of Chairperson:

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Clerk McGuire opened the nominations for Chairman. **MOVED BY COMMISSIONER DEAN TO NOMINATE COMMISSIONER CONELY FOR CHAIRMAN. MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER WYATT THAT THE NOMINATIONS BE CLOSED AND A VOTE BE CAST FOR COMMISSIONER BOB CONELY FOR 2020 BOARD CHAIRMAN.** Motion carried.

Clerk McGuire declared Commissioner Conely elected as the 2020 Chairman of the Sanilac County Board of Commissioners. The gavel was turned over to Chairman Conely.

Election of Vice-Chairperson:

Chairman Conely opened the nominations for the 2020 Board of Commissioners Vice-Chairman. **MOVED BY COMMISSIONER DEAN TO NOMINATE COMMISSIONER WYATT FOR VICE-CHAIRMAN. MOVED BY COMMISSIONER DEAN AND SECONDED BY CHAIRMAN CONELY THAT THE NOMINATIONS BE CLOSED FOR THE 2020 VICE-CHAIRMAN OF THE SANILAC COUNTY BOARD OF COMMISSIONERS AND A VOTE BE CAST FOR COMMISSIONER WYATT.** Motion carried.

CHAIRMAN CONELY APPOINTED COMMISSIONER HEBERLING AS 2020 FINANCE CHAIRMAN.

Additions, Corrections and Deletions to the Agenda:

Add: Closed Session for Labor purposes.

Adoption of Agenda:

MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER O'MARA THAT WE ADOPT THE AGENDA WITH ADDING A CLOSED SESSION FOR LABOR PURPOSES. Motion carried.

Approval of Minutes:

MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER O'MARA THAT WE APPROVE THE MINUTES OF DECEMBER 17, 2020, AS PRINTED. Motion carried.

Correspondence, Petitions and Introductions:

1. Minutes from the Sanilac County Department of Veterans Affairs Committee meeting held on December 17, 2019.
2. Minutes from the Sanilac County Community Mental Health Authority meeting held on November 26, 2019.
3. Minutes from the Sanilac County Council on Aging meeting held on December 16, 2019.

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4. Bay County Resolution requesting declaration of the Great Lakes Shoreline as a Disaster Area and Seeking Assistance.
5. Kankaska County Board of Commissioners Resolution 2019-56 Supporting Passage of Legislation to Adopt 4-Year Terms for County Commissioners.

Commissioner Reports:

Commissioners provided reports on meetings attended, items being addressed within the local jurisdictions in their Districts, and events occurring within the County.

Todd Hillman, Emergency Management Director, briefed the Board on the investigation conducted on the Loree Road, Marion Township property with EPA and DNR as requested in conjunction with a toxic spill in another area.

Administrator's Report:

Tara Griffith, County Administrator/Controller, provided a report to the Board on meetings attended and continued work on pending projects for the last two weeks.

Public Comments:

Garry Biniecki, Sheriff, presented commendations to Deputy Nicholas Willing, as recommended by Lt. Ryan McConnachie, for his assist in a potential injury/escape during a prisoner transport on December 5th; and also to Deputy Fred Ameel, as recommended by Lt. Nathan Smith for reviving a 26-year-old male of a potential overdose.

Gordon Stryker and Dawn Bock, representatives from MGT Consulting Group provided the Board with an overview of the purpose of conducting an Indirect Cost Allocation plan. The plan is required by the Friend of the Court and Prosecutor's Office for Child Support Title 4-D Enforcement Programs, which they can receive 66% reimbursement by the Federal Government. The plan provides indirect cost allocation costs for all agencies and outside general funds as well.

County Commission Appointments to Boards, Commissions and Committees:

MOVED BY COMMISSIONER WYATT AND SECONDED BY COMMISSIONER DEAN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPOINTS THE FOLLOWING TO THE INFORMATION/TECHNOLOGY PLANNING COMMITTEE - 1 YEAR TERM, EXPIRING 12/31/20:

DAWN CUBITT
TRACI FRANZEL
DENISE MCGUIRE
GREG ALEXANDER
NANCY RICH
TARA GRIFFITH

CENTRAL DISPATCH
DISTRICT COURT
CLERK
DRAIN COMMISSIONER
INFORMATION SYSTEMS
ADMINISTRATION

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Discussion as to history of this Committee and Commissioner O'Mara suggested that a Member at Large should be added as well. Motion carried. No: O'Mara.

MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER O'MARA THAT THE SANILAC COUNTY BOARD OF COMMISSIONER APPOINTS THE FOLLOWING TO THE LEPC COMMITTEE/EMERGENCY MANAGEMENT DEPARTMENT - 1 YEAR TERM EXPIRING 12/31/20:

**TODD HILLMAN
GARRY BINIECKI
STEVE BALES
WAYNE ZANDER
LYLE RAMER
JUSTIN HOLSWORTH
DONALD RICKETT III
TRACY HOFF
MARK SCHWEITZER
ERNIE KILGUS
JOHN DARLING
KEEFE RADKE
DAN KORTE
ZACK KRAMER
DAN BUSH
BRIAN MORAN, SR.
TREVOR STONE**

Motion carried.

County Commission Chair Appointments to Committees – County Commissioner – 1 Year Terms, Expiring 12/31/20:

**AIRPORT ZONING BOARD (1) – J. O'Mara
APPEALS BOARD SOIL EROSION (1) – D. Dean
BOARD OF PUBLIC WORKS (2) – D. Dean, J. Wyatt
BPW AUTHORIZED REPRESENTATIVES (2) – G. Alexander, T. Bowers
BUDGET COMMITTEE – D. Dean, G. Heberling, J. O'Mara, B. Conely, J. Wyatt, T. Griffith, K. Bender, T. Bowers
BUILDINGS AND GROUNDS MAINTENANCE COMMITTEE (2) – G. Heberling, B. Conely
CENTRAL DISPATCH ADVISORY BOARD (1) – D. Dean
CHILD ABUSE PREVENTION (1) – J. Wyatt
COMMUNITY COLLABORATIVE (1) – J. O'Mara
COMMUNITY MENTAL HEALTH & GREAT START COLLABORATIVE (1) – D. Dean
COUNCIL ON AGING (ADVISORY) (1) – D. Dean
DRUG TASK FORCE (1) – G. Heberling
F.O.I.A. COORDINATOR – J. Morris
GST (Genesee, Shiawassee & Thumb meets in Lapeer) (1) – B. Conely
HEALTH BOARD (1) – J. O'Mara
HUMAN DEVELOPMENT COMMISSION (1) – B. Conely**

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I-69 Thumb (1) – J. O'Mara

INFORMATION/TECHNOLOGY PLANNING COMMITTEE (BOC CHAIR & F&A CHAIR) – B. Conely, G. Heberling

LANDFILL OPERATIONS & RECYCLING ADVISORY BOARD – (Bridgehampton Twp Commissioner) – G. Heberling

LEPC COMMITTEE/EMERGENCY MANAGEMENT DEPARTMENT (1) – J. Wyatt

MEDICAL CONTROL BOARD (1) – J. Wyatt

NEGOTIATION TEAM (2) – G. Heberling, J. O'Mara

PARKS & RECREATION COMMITTEE (2) – D. Dean, B. Conely

PENSION PLAN BOARD (1) – J. O'Mara

PERSONNEL COMMITTEE (2) – G. Heberling, J. Wyatt

PLANNING COMMISSION (2) – G. Heberling, B. Conely

POLICY REVIEW COMMITTEE (2) – D. Dean, J. O'Mara

S.A.V.E. PARTNERSHIP MILLAGE BOARD – (BOC CHAIR) – B. Conely

SANILAC TRANSPORTATION BOARD (1) – J. Wyatt

SOIL EROSION & SEDIMENTATION CONTROL (1) – B. Conely

TRI-COUNTY SENIOR ADVISORY COUNCIL (1) – J. Wyatt

VETERAN'S MILLAGE GOVERNING BOARD (2) – D. Dean, G. Heberling

County Commissioner Appointments to Boards, Commissions and Committees:

BROWNFIELD REDEVELOPMENT BOARD – 3 YEAR TERM, EXPIRING 12/31/22:

DISTRICT 1 REP - DEAN BERDEN

DISTRICT 2 REP - RJ HENDERSON

LANDFILL OPERATIONS & RECYCLING CENTER ADVISORY BOARD - 1 YEAR TERM EXPIRING 12/31/20:

DISTRICT 1 REP - KYSHA WARCZINSKY

DISTRICT 2 REP - GREG DORMAN

DISTRICT 3 REP - LINDA BOMBARD

DISTRICT 4 REP - DALE WOOD

DISTRICT 5 REP - KRISTINA ROHDE

Commissioner Wyatt discussed the Chair Appointments to Committees and offered the following: **MOVED BY COMMISSIONER WYATT AND SECONDED BY COMMISSIONER O'MARA TO DISAPPROVE THE STANDING APPOINTMENTS MADE BY CHAIRMAN CONELY.** Yes: O'Mara & Wyatt; No: Dean & Conely. Motion failed.

General Resolutions:

None.

Unfinished Business:

None.

New Business:

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FA-001-20 MOVED BY COMMISSIONER DEAN 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 JANUARY 2, 2020, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$513,016.92. Discussion followed. Motion carried. No: O'Mara.

FA-002-20 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2020 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED JANUARY 2, 2020, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$190,679.74. Motion carried. No: O'Mara.

FA-003-20 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE FOLLOWING AMENDMENTS AND ESTABLISHES THE FOLLOWING ACCOUNTS:

2020 BUDGET AMENDMENTS

REVENUE:

EXPENSE:

Increase	101-259-714.000	Longevity	\$ 8,500.00
Decrease	101-849-941.000	Contingency	\$ (8,500.00)
Increase	207-311-716.000	Deferred Contribution	\$ 5,600.00
Decrease	207-311-717.000	Defined Benefit/Pension	\$ (5,600.00)
Increase	210-651-940.000	Rent	\$ 247.56
Decrease	210-651-942.003	Appropriation-Med. Control	\$ (247.56)

FURTHER, ESTABLISH THE FOLLOWING ACCOUNTS:

101-101-727.000 Cell Phone Reimbursement
 101-710-910.000 Professional Development
 513-254-017.001 STIF-Commercial Paper
 618-253-445.216 Interest on 2016 Taxes
 618-253-448.216 Collection Fee-2016 Taxes
 701-000-253.005 Sheriff-Donations Due to Other Org.

Motion carried.

FA-004-20 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF

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COMMISSIONERS HEREBY APPROVES THE 2020 MEMORANDUM OF AGREEMENT FOR EXTENSION SERVICES PROVIDED BY MICHIGAN STATE UNIVERSITY TO SANILAC COUNTY, EFFECTIVE JANUARY 1, 2020 TO DECEMBER 31, 2020, AND FURTHER AUTHORIZES THE BOARD CHAIRMAN TO SIGN THE NECESSARY AGREEMENT. Discussion followed. Motion carried.

FA-005-20 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER O'MARA THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE LETTER OF AGREEMENT BETWEEN SANILAC COUNTY COMMUNITY MENTAL HEALTH AND SANILAC COUNTY SHERIFF'S OFFICE REGARDING SECURE TRANSPORTATION FOR THE PERIOD OF OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020. Motion carried.

FA-006-20 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ADOPTS THE AMENDMENTS TO THE PAYMENT OF CLAIMS POLICY AND AMENDS THE BYLAWS AS NECESSARY:

**SANILAC COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: Payment of Claims	DATE ADOPTED/AMENDED MOTION NUMBER: 07/14/1998 05/04/1999 – FA-048-99 06/11/2003 – FA-10-03 02/15/2006 – FA-030-06 02/12/2009 – FA-017-09 01/06/2015 – NFA-002-15	EFFECTIVE: 07/14/1998	POLICY NO.
		Amended	

Purpose: To establish an accepted method for Department Managers/Elected Officials to request payment of claims and identify the supporting documentation necessary to initiate payment process.

Scope: This policy applies to any payment request being disbursed through County bank accounts.

A) Each claim is to have the following information available on a receipt, bill, invoice or other documentation:

1. Vendor Name and Address
2. Date of order/service
3. Product or Service:
 - a. Identification of product(s) and/or Service(s).
 - b. Price/Rate of product(s) and/or Service(s).
 - c. Definable unit of measure.

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- d. Quantity of product(s) and/or Service(s).
- e. Total amount for each of the product(s) and/or Service(s).
- f. Detailed service/job logs provided on additional pages.
- 4. Detailed description of service location if applicable.
- 5. Account number purchase is to be charged to.
- 6. Department Manager/Elected Official authorization.
- 7. Reference to Board motion if applicable.
- 8. Receipts for employee reimbursement must be accompanied by an Employee Reimbursement Form, located on the County's Shared Q: Drive.

B) Department Manager/Elected Official's, or designee's, authorization by handwritten signature which will serve to confirm the following:

- 1. Purpose of claim complies with budgetary authorization
- 2. Funding is available.
- 3. Purchase/Service is in compliance with County's internal controls and policies.
- 4. Invoice is approved for payment consideration.
- 5. Applicable supporting documentation including, but not limited to, packing slips, delivery receipts, contracts, bid awards is available for review within the Department Manager/Elected Official's office, or has been provided with the invoice.

Prior to Board of Commissioner meetings, all claims shall be reviewed by the Finance Chair and/or the County Administrator and shall be submitted for consideration to the Board of Commissioners. A copy of the claims docket shall accompany the Board of Commissioners packet for their meetings. After review of the claims, the Administrator/Controller and/or Finance Director, along with the Finance Chair will sign the docket and submit to the

Board of Commissioners for allowance or disallowance of all claims. In the event the Finance Chair is not available, the Board Chair shall review and sign the docket.

- 1. The Department Manager/Elected Official must verify that the expenditure being presented for payment was for county goods and/or services.
- 2. All expenditures being presented for payment must be approved by the Administrator/Controller and/or Finance Director and the Chair of the Finance Committee.
- 3. Goods and services presented for payment must meet the following criteria:
 - a) The goods and services must be for county benefit and are to be used for county purposes only.
 - b) Invoices/Receipts must be as specific as possible and all items must be listed.
 - c) Since county government is very diverse, it is recognized that there may be different verification requirements for various types of expenditures.
 - d) At no time will any requested verification for employee expense compromise the function or operation of the particular department. The Department Manager/Elected Official/designee and the Administrator/Controller or Finance Chair will determine needed verification that does not unnecessarily invade privacy or compromise the employee's individual privacy, department operations or specific confidential activities of the department, if applicable.

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4. No purchased service or good shall be allowed unless the good or service is for direct county benefit. Should there be a question about such a purchase, approval may be necessary from the Administrator/Controller.
5. Prevention of communicable diseases in departments such as corrections, law enforcement or other departments with unique human contact situations may be eligible to have county payment for medical procedures. If the Department Manager/Elected Official determines that such preventive procedures are necessary to protect the health of the employee and/or the public, he/she shall discuss these needs with the Administrator/Controller who will render a final decision. If approved by the Administrator/Controller, the cost of preventive health procedures will be paid by the county for those employees who have possible contact with a potential health risk. This procedure will not be considered unless special circumstances are such that employees of a particular area of county government are at risk.

By signing below, Department Manager/Elected Official agrees this policy, as part of the County's internal controls, is being followed. The Department Manager/Elected Official may be audited at any time by an independent 3rd party, the Board of Commissioners or Administration.

Department Manager/Elected Official

Date

Motion carried.

Public Comments:

Shelly McCarty, Bridgehampton Township Clerk, read a statement to the Board regarding issues with the Drain Commission Office.

Dave Frederick, from Sanilac Broadcasting, inquired as to the status of the City of Sandusky's request for installing sidewalks on the Dawson Street Properties.

Closed Session:

MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER O'MARA THAT WE GO INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING LEGAL MATTERS AT 2:21 P.M. Yes: O'Mara, Conely, Wyatt and Dean. No: None. Absent: Heberling. Motion carried.

MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER O'MARA THAT WE RETURN TO REGULAR SESSION AT 3:02 P.M. Motion carried.

MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER O'MARA THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE CLOSED MINUTES OF 12/17/2019. Motion carried.

Adjournment:

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MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER O'MARA THAT WE ADJOURN AT 3:05 P.M. Motion carried.

Bob Conely, Chairman

Denise McGuire, Sanilac County Clerk

Unofficial