

The regular meeting of the Sanilac County Board of Commissioners was called to order by Chairman Justin Faber at 1:00 p.m., on Tuesday, April 5, 2016 in the Board of Commissioners' Chambers at 60 W. Sanilac Avenue, Sandusky, Michigan. The prayer was given by Commissioner Ruby and the pledge was led by Commissioner Dean. Roll call was taken. Members present: Daniel Dean, John Hoffmann, James Ruby, Donald Hunt and Justin Faber. Quorum present. Administrator / Controller Kathy Dorman was also present.

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

**Additions: NFA-047-16 APPROVAL OF CONTRACT MODIFICATION – EMERGENCY OPERATIONS CENTER.**

**Corrections:** Move from General Resolutions to Public Comments – Presentation of 2015 County Clerk Annual Report and 2015 Year End Update by Kelly Gerstenberger.

**Approval of Minutes:**

**MOVED BY COMMISSIONER HUNT AND SECONDED BY COMMISSIONER RUBY THAT WE APPROVE THE MINUTES OF MARCH 15, 2016 AS PRINTED.** Motion carried.

**Adoption of Agenda:**

**MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT WE ADOPT THE AGENDA AS PRESENTED WITH THE FOLLOWING ADDITIONS AND CORRECTIONS:**

**Additions: NFA-047-16 APPROVAL OF CONTRACT MODIFICATION – EMERGENCY OPERATIONS CENTER.**

**Corrections:** Move from General Resolutions to Public Comments – Presentation of 2015 County Clerk Annual Report and 2015 Year End Update by Kelly Gerstenberger.

Motion carried.

**Communications and Introductions:**

1. Minutes from Sanilac County Council on Aging meeting held on March 21, 2016.
2. Minutes from Sanilac County Council on Aging special meeting held on March 28, 2016.
3. Minutes from Sanilac County Department of Veterans Affairs Committee meeting held on March 29, 2016.

4. Kalkaska County Board of Commissioners EPA and Army Corp or Engineers Implementation for regulation for defined waters of the U.S. under the Clean Water Act - Resolution #2016-10.
5. Kalkaska County Board of Commissioners opposing HB 5016 Regulation of Public Right-of-Ways requiring one year notice from local government/MDT to license under MTA – Resolution #2016-11.
6. Letter from County of Marquette Board of Commissioners to The Honorable Rick Snyder, Governor, regarding the reappointment of Marcus Abood to the Michigan Tax Tribunal.
7. Resolution from Marquette County Board of Commissioners adopting Resolution Urging State Transparency, March, 2016.

**Commissioner Reports:**

Commissioner Hunt expressed this appreciation for all the thoughts, prayers, cards and visits during his recent health issues and the outpouring support was overwhelming.

Commissioner Ruby indicated that the Sanilac Career Center will be holding a Trades Fair in the month of April, and they are hoping to have 14 trades represented.

Commissioner Dean discussed the proposed nuclear waste dump and the Canadian government has delayed the decision at this time.

Chairman Faber thanked Administrator Dorman and staff for all their hard work and efforts preparing for the 100<sup>th</sup> Anniversary and Rededication of the Courthouse. Also, attended the fundraiser sponsored by the Woman's Life for the Animal Shelter and over \$2,500 was raised.

**Administrator's Report:**

- Reviewing budget and proposals for EOC renovation project daily.
- Will be holding a Management Team meeting on Wednesday at 8:15 a.m.
- Tuesday, April 12<sup>th</sup> the statutory board meeting will be held in the Circuit Courtroom.
- Tuesday, April 12<sup>th</sup> the 100<sup>th</sup> Anniversary Celebration for the Courthouse will be held. Staff picture will be at 8:15 a.m. in the front of the Courthouse. The Museum will be presenting highlights of 100 years at 1:30 p.m. and 2:30 p.m. in the Circuit Courtroom. Architectural tours will be conducted throughout the afternoon, and the Rededication Ceremony will be at 4:00 p.m. on the lawn, weather permitting.
- Thursday, April 14<sup>th</sup> will be meeting with Bill Crimmins to explore a health clinic concept.
- Monday, April 25<sup>th</sup> Sanilac County will be hosting the MAC 7<sup>th</sup> District Meeting and will be held at the Sanilac Career Center.

- There are employee vacancies and their postings are on the Administration website as well as the individual offices.
- Saturday, July 16<sup>th</sup> a Household Hazardous Waste Collection has been scheduled at the Fairgrounds.

**Public Comments:**

Denise McGuire, County Clerk, presented the 2015 Annual Report. Denise provided a review of the Vital Records, Courts and Election Divisions. The vital records have maintained as previous years, with the largest increase in Concealed Pistol Licenses. The court filings have increased in most Circuit, Family and Juvenile cases. Special Elections were conducted three out of four possible dates last year. The projected revenues came in as budgeted, and both expenditure budgets had a surplus balance at the end of the year.

Kelly Gerstenberger, Finance Director, provided the Board with a review of the General Fund Budget for 2015. The projected carryover is approximately \$1,250,000 not including the property tax revenue that will be booked back to 2015, approximately \$350,000 - \$400,000 additional. Currently, the 2016 General Fund Contingency balance is \$523,732. Kelly reviewed favorable and unfavorable factors affecting the budget. Most departments expenditure budgets came in under budget and provided a list of transfers processed at the end of the year to cover budget shortfalls or fund deficits. The auditors finished their field work last week and will present their audit findings to the Board in June.

**General Resolutions:**

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

**ON BEHALF OF THE PEOPLE OF SANILAC COUNTY**  
We, the Board Commissioners of Sanilac County, do hereby proclaim  
April, 2016

**CHILD ABUSE PREVENTION MONTH**

**WHEREAS**, Last year, 34,697 children were abused or neglected in Michigan. That's 95 everyday; and,

**WHEREAS**, Nationally, it is estimated that more than 1546 children die each year from child abuse and neglect; and,

**WHEREAS**, Unemployment, poverty, parental drug and alcohol abuse; stress, social isolation and violent communities are identified risk factors for child maltreatment; and,

**WHEREAS**, nationally, statewide and countywide, child abuse is considered to be one of our most serious public health problems with scientific studies documenting the link between the

abuse and neglect of children and a wide range of medical, emotional, psychological and behavioral disorders such as depression, alcoholism, drug abuse, severe obesity and juvenile delinquency; and,

**WHEREAS**, Child abuse costs the nation an estimated annual direct cost of \$124 billion, approximately \$1,400 each year for the average American family; and,

**WHEREAS**, Prevention strengthens families and is cost effective. Research shows that spending for child abuse prevention programs saves dollars that would be spent for crisis-oriented programming such as; protective services, foster care, special education, and counseling. This does not take into account juvenile delinquency or adult incarceration; and,

**WHEREAS**, Promoting family functioning/resiliency, social support systems, concrete supports, nurturing and attachment, and knowledge of parenting/child development all are known protective factors which prevent child maltreatment and help to strengthen families; and,

**WHEREAS**, Child abuse prevention is an acknowledge community responsibility, on behalf of Michigan's children, this month and each thereafter we shall commit to "The Power of One." This statewide initiative under the leadership of the Children's Trust Fund asserts that the power of one person, one community, one dollar, one action, etc., during April will help to protect children from abuse and neglect throughout Michigan.

**NOW, THEREFORE, WE**, the Board of Commissioners of Sanilac County, do hereby proclaim the month of April 2016 as Child Abuse Prevention Month in Sanilac County.

Yes: Dean, Hoffmann, Ruby, Hunt and Faber. No: None. Resolution declared adopted.

Jennifer Gezequel, Program Coordinator, for the Sanilac County Child Advocacy Center reviewed the services provided for abuse and neglected children, reporting and the numerous programs that are available.

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

**RESOLUTION**

Sanilac County  
Citizen Participation Plan

**WHEREAS**, the Sanilac County Board of Commissioners met in a regular session on April 5, 2016, and reviewed a request to approve a Sanilac County Citizen Participation Plan (CPP), and;

**WHEREAS**, this CPP identified how the Sanilac County Board of Commissioners will seek public input when receiving or utilizing CDBG and will also be followed when seeking public input on CDBG applications in Sanilac County, and;

**WHEREAS**, CDBG projects being applied for through the fund in Sanilac County will be brought before the Sanilac County Commission for public input and comment prior to action being taken, and;

**WHEREAS**, this plan will also be used for projects in Sanilac County being considered by the I-69 Regional Development Corporation (IRDC) to ensure that public hearing process takes place and that public are comments and forwarded to the IRDC.

**NOW THEREFORE BE IT RESOLVED**, that the Sanilac County Commission approves the CPP attached hereto and hereby becoming part of the resolution.

Yes: Hoffmann, Ruby, Dean, Hunt and Faber. No: None. Resolution declared adopted.

**Appointments to Standing Committee:**

**MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HUNT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPOINTS PAM WILLIS TO THE HEALTH BOARD FOR A FIVE (5) YEAR TERM, EXPIRING 04/15/2021. Motion carried.**

**CHAIRMAN FABER APPOINTED HIMSELF AS THE ENVIRONMENTAL CERTIFYING OFFICER FOR A ONE (1) YEAR TERM, EXPIRING 04/05/2017.**

**Committee Reports:**

None.

**Unfinished Business:**

None.

**New Business:**

**FA-033-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER RUBY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2016 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED MARCH 29, 2016, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$295,852.98. Motion carried.**

**FA-034-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER RUBY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE FOLLOWING AMENDMENTS, TRANSFERS AND ESTABLISHES THE FOLLOWING ACCOUNTS:**

**2016 BUDGET AMENDMENTS**

**REVENUE:**

Increase	101-000-676.000	Treasurer Reimbursements	\$	83.27
Increase	101-000-676.000	Treasurer Reimbursements	\$	87.23
Increase	207-311-400.001	DTF-Beginning Balance	\$	192,964.49
Increase	259-682-675.000	Veterans-Donations	\$	200.00
Increase	259-682-675.000	Veterans-Donations	\$	1,235.00
Increase	259-682-675.000	Veterans-Donations	\$	65.00

**EXPENSE:**

			\$	
Decrease	101-236-702.000	Salaries-Permanent	(4,624.58)	
			\$	
Decrease	101-236-715.000	FICA & Medicare	(353.78)	
			\$	
Decrease	101-236-718.000	Retirement	(1,082.62)	
Increase	101-890-965.000	General Fund Contingency	\$	6,060.98
Increase	101-265-804.000	Contractual-Courthouse Security	\$	83.27
Increase	101-265-804.000	Contractual-Courthouse Security	\$	87.23
Increase	207-311-890.000	DTF-Contingency	\$	192,964.49
Increase	259-689-920.000	Veterans-Soldiers/Sailors-Utilities	\$	200.00
Increase	259-682-747.000	Veterans-Mileage Reimb. & Gas	\$	617.50
Increase	259-689-812.000	Veterans-Soldiers/Sailors-Groceries	\$	617.50
Increase	259-682-747.000	Veterans-Mileage Reimb. & Gas	\$	65.00

**FURTHER, AUTHORIZE THE FOLLOWING 2015 TRANSFER:**

To:	236-316-699.001	Stonegarden Grant-Transfer In	\$	11,482.22
From:	101-985-999.298	Transfer Out-Sheriff-Misc.	\$	11,482.22

**FURTHER, ESTABLISH THE FOLLOWING ACCOUNTS:**

264-362-745.000	Local Corrections Training-Uniforms/Accessories
736-852-384.000	Retiree Health-Reserved Fund Balance-Crime Victims

Motion carried.

**FA-035-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AUTHORIZES THE VETERANS AFFAIRS DEPARTMENT TO PURCHASE 4608 (32 GROSS) FLAGS FROM COLLINSFLAGS.COM, AT A COST NOT TO EXCEED \$3,225.60 AND TO PURCHASE 468 MARKERS FROM KALAMAZOO FLAG COMPANY, AT A**

**COST NOT EXCEED \$2,223.00 FOR A TOTAL COST NOT TO EXCEED \$5,448.60 WITH FUNDING FROM THE VETERANS AFFAIRS BUDGET. Motion carried.**

**FA-036-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AUTHORIZES AND AMENDS THE FULL-TIME EQUIVALENT POSITIONS FOR THE SHERIFF DEPARTMENT BY DECREASING THE UNIFORM SERVICES DIVISION BY TWO (2) PART-TIME AND ADDING ONE (1) FULL-TIME POSITION. Motion carried.**

**FA-037-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER RUBY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AUTHORIZES THE HEALTH DEPARTMENT LEASE AGREEMENT FOR A (3) YEAR TERM COMMENCING ON JANUARY 1, 2016 THROUGH DECEMBER 31, 2018, FURTHER AUTHORIZES THE BOARD CHAIR TO SIGN THE FOLLOWING AGREEMENT:**

**LEASE**  
**SANILAC COUNTY HEALTH DEPARTMENT**

**THIS LEASE** made and entered into as of this 5<sup>th</sup> day of April, 2016, by and between the County of Sanilac, 60 W. Sanilac Road, Sandusky, Michigan 48471, hereinafter referred to as Lessor, and Sanilac County Board of Health, 171 Dawson Street, Sandusky, Michigan 48471, hereinafter referred to as Lessee.

**WITNESSETH:** The parties hereto, for the considerations hereinafter mentioned, covenant and agree as follows:

1. **Description of Premises.** Lessee leases designated space in a building located at 171 Dawson Street, City of Sandusky, County of Sanilac, State of Michigan.
2. **Common areas.** Lessor shall also make available to Lessee areas and facilities of common benefit to Lessor and Lessee of the building, including parking areas, driveways, sidewalks and ramps, service area, hallways, lighting facilities, and landscaped area (“common area”). Lessor shall operate, manage, equip, light, insure, repair, and

maintain the common areas. All common area shall be under the mutual control and management of Lessor and Lessee.

3. Term. This lease shall be for the term of three years (3) years ending on December 31, 2018.

4. Rent. Lessee shall pay to Lessor \$10.19 per square foot for 11,750 square feet (10,050 for first floor and 1,700 for second floor) in monthly installments due by the third working day of the month. Each year thereafter the following rent schedule shall be followed:

January 01, 2017 – December 31, 2017 Prior Year Rate plus CPI % Increase

January 01, 2018 – December 31, 2018 Prior Year Rate plus CPI % Increase

This lease shall be reviewed and may be adjusted on a three year basis. This agreement may be terminated by either party with ninety (90) days written notice.

5. Building Management Committee. Lessor and Lessee agree to establish a Building Management Committee for the 171 Dawson Street building which will consist of the County Administrator, Head Custodian, Health Director, Medical Control Director, Veterans Affairs Director and MSUE Director or a member's designee. The Building Maintenance Committee shall meet as needed, but no less than annually, to review a list of necessary building and grounds improvements. In addition, the Committee shall develop a Capital Replacement Plan to include projected life span and replacement costs of larger capital facilities such as the roof, exterior finish, windows, parking lot, sidewalks, etc. The County Administrator shall chair the Committee meetings.

6. Maintenance and Repair Fund Lessor and Lessee agree to establish a 171 Dawson Building Maintenance and Repair Fund under the direction of the Building Management

Committee. Maintenance projects and repairs will be subject to the approval of the Board of Commissioners and in compliance with County Purchasing Policy. Each year an amount equal to the annual rent for the 2<sup>nd</sup> floor space, leased hereto, shall be placed in the 171 Dawson Street Building Maintenance and Repair Fund. The structuring of the transaction shall be as mutually agreed between the parties.

7. Operating Expenses. Lessor agrees to pay all operating expenses. Said operating expenses to include, costs and expenses, including the common area, on which the premises are situated, all water, sewer, electricity, gas and other sources of heating, lighting, ventilating, or air conditioning; janitorial services for the premises; supplies utilized in the connection with cleaning and general maintenance; snow removal, and general maintenance as needed. Lessee shall be responsible to pay all operational costs associated with the lessee's business including but not limited to the following: 1) telephone line charges, 2) local and long distance, 3) internet connectivity and maintenance, 4) cabling requirements (other than category 5).

8. Use. Lessee shall use and occupy the premises as the Sanilac County Health Department and for no other purpose without the prior written consent of the Lessor. Lessee shall not intentionally and knowingly use the premises for any purpose or in any manner in violation of any law, ordinance, rule, or regulation adopted or imposed by any federal, state, county or municipal body or other governmental agency. Lessee shall not deface or injure the premises or the building, permit anything to be done on the premises tending to create a nuisance or disturb other tenants in the building, or permit any activity in the premises which will result in an increase of any insurance premium on the premises or the building.

9. Maintenance and Repair. Subject to Lessor's obligation set forth in paragraph 5, Lessor shall maintain and keep the premises and common areas in good condition and repair, including the exterior windows, the heating and air conditioning equipment, and the electrical and plumbing systems. Lessor shall be obligated to make repairs only after Lessee has given Lessor written notice of the need for repair, and only if the repair was not caused by the negligence or willful act of Lessee or its agents, employees, invites, or licensees. Both parties understand that Lessor shall use its good faith efforts to complete repairs within a reasonable period of time, unless the situation requires a delay beyond the control of Lessor. Lessee shall be responsible for all repairs or replacements occasioned by the negligence or willful act of Lessee or its agents, employees, invites, or licensees.

10. Assignment and Subletting. Lessor consents to Lessee subletting a portion of the premises for the Child Advocacy Center and to the S.A.V.E. Council for a Community Baby Pantry. Lessee agrees not to sell, assign, mortgage, pledge, or in any manner transfer this lease or sublet the premises or any portion of the premises during the term of this lease without prior express written consent of the Lessor. Lessor's right to assign this lease is unqualified. Any sale of premises by Lessor shall release Lessor from all of the obligations they have under this lease and shall not subject Lessor to any liability resulting from any act, omission, or event occurring after the sale.

11. Insurance. Lessor shall insure the building, including the premises and common area, against loss or damage that Lessor deems appropriate. Lessee shall, at Lessee's expense, during the term of this lease and any extensions hereof, insure the premises with public liability insurance, naming the Lessor as an additional insured and protecting against

all claims, demands, actions, suits, or causes of actions, and judgments, settlements or recoveries for bodily injury or property kept on the premises by Lessee shall be kept there at the Lessee's sole risk.

12. Acceptance of Premises. Lessee, by commencing to occupy the premises, shall constitute an acknowledgement by Lessee that the premises are then in an acceptable condition.

13. Alterations. No improvements, alternations, additions, or physical changes shall be made on the premises by Lessee without the prior written consent of Lessor. All alterations and improvements but not moveable equipment and trade fixtures, put in at the expense of the Lessee, shall be the property of the Lessor and shall remain on and be surrendered with the premises at the termination of the lease. However, Lessor may require that Lessee remove the alterations and improvements and repair any damages to the premises caused by the removal. Lessor, in its sole discretion, may install or construct in or upon, or may remove from, the premises and surrounding property any equipment, fixtures or structures, and may make any alterations or structural changes as it may desire. The Lessor may enter upon the premises at any reasonable time during the term of this lease for the purpose of inspecting the premises and determining whether the Lessee is complying with the covenants, agreements, terms and conditions of the lease. Lessor reserves the right to require uniform signs for the premises, and no sign or other advertising or lettering shall be placed on the interior or exterior walls of the premises, or on any window or doors of the premises without Lessor's prior consent.

14. Cancellation. Lessor and Lessee covenant agree that this lease shall not be terminated by either party during the term of this lease unless for one of the following conditions:

- a. If Lessee fails to pay said rental payments under the lease within thirty (30) days of their due date.
- b. If either party defaults in performing any covenant or condition of the lease and does not cure the default within thirty (30) days after written notice by either party specifying the default.
- c. If the purpose for which this lease was entered no longer exists due to executive, legislative, or state government order or if funds are not made available for this lease by the allocation of funds from the county millage, provided that Lessor is notified in writing at least thirty (30) days prior to the effective date of cancellation.

15. Captions and Headings. The captions and headings used in this lease are intended only for convenience and are not to be used in construing this lease.

16. Applicable Law. This lease shall be construed under the law of the State of Michigan. If any provision of this lease or portion of this lease or their application to any person or circumstances shall, to any extent, be invalid, or unenforceable, the remainder of this lease shall not be affected and each provision of this lease shall be valid and enforceable to the fullest extent permitted by law.

17. Effective Date. This lease shall be effective as of January 1, 2016, even though it may be executed subsequent thereto.

**IN WITNESS WHEREOF**, Sanilac County, by its Board, and the Sanilac County Board of Health, has caused this lease to be signed by their duly authorized officers.

Motion carried. Discussion held. Bryant Wilke, Health Department Director, indicated the major change in the new lease is the additional 1,700 square feet.

**FA-038-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AUTHORIZES ESTABLISHING THE INFORMATION/TECHNOLOGY DIRECTOR AS AN EXEMPT EMPLOYEE AND APPOINTING NANCY RICH AS THE INFORMATION/TECHNOLOGY DIRECTOR, AND FURTHER, FORWARD HER JOB ANALYSIS AND JOB DESCRIPTION TO THE MICHIGAN MUNICIPAL LEAGUE FOR REVIEW AND RECOMMENDATION OF PAY GRADE ASSIGNMENT. FURTHER COMPENSATION WILL REMAIN STATUS QUO UNTIL THE EVALUATION IS COMPLETE.** Motion carried.

**FA-039-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AUTHORIZES ESTABLISHING A COMPUTER NETWORK TECHNICIAN POSITION AND FORWARD A JOB DESCRIPTION TO THE MICHIGAN MUNICIPAL LEAGUE FOR REVIEW AND RECOMMENDATION OF PAY GRADE ASSIGNMENT, AND FURTHER, POST THE COMPUTER NETWORK TECHNICIAN POSITION ONCE THE EVALUATION IS COMPLETE.** Motion carried.

**FA-040-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AUTHORIZES AMENDING THE EMPLOYEE RECOGNITION AND SPECIAL EVENTS FUNDS POLICY AS FOLLOWS:**

**EMPLOYEE RECOGNITION AND SPECIAL EVENTS FUND**

- Proceeds from Courthouse vending shall be deposited in this account.
- Monies will be used only for employee events such as Holiday Party, summer picnic or any other employee focused event, **or purchases to benefit employees** approved by the Employee Events Board.
- The Employee Events Board shall be composed of 3 representatives from the TPOAM group, 2 appointed or elected representatives and the department head of the department requesting the funding. The ~~assistant~~ County Administrator **representative or designated representative** shall chair the Board.
- No appropriation may be made to any charity or cause. The money is only to be used for specific employee events.

- Appropriations may only be used for activities of the county relating to employee recognition or employee events such as various employee collaborative functions.
- Should the group not be able to reach consensus on the appropriation to a particular function or event the County Administrator will provide a review of the anticipated expenditure and render a decision on the expenditure and it's compliance with this policy.
- No appropriation will be made to any individual.
- The group or department sponsoring an event must account for all monies that were provided by the committee for the special event.
- ~~Appropriations to assist with the summer picnic or the Christmas party are an accepted expenditure from the fund. Donations to charities and causes or benefits are strictly prohibited.~~
- Requests for an appropriation must be made at least thirty (30) days in advance.
- Receipts for expenditures must be turned into the County Treasurer within five days of the event for which the appropriation was made.
- Maximum appropriation for the Summer Picnic is ~~\$100~~ **\$200**.
- Maximum appropriation for the Christmas Party is ~~\$300~~ **\$500**.
- Appropriations are intended to defray the costs to employees for special events.

Motion carried.

**FA-041-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER RUBY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AUTHORIZES AMENDING THE JOB RECLASSIFICATION POLICY AS FOLLOWS:**

Reclassification requests will be accepted on an annual basis between July 1 and August 31.

The following procedure shall be adhered to when evaluating an individual's position within the County. The duties and responsibilities of a position may expand over time due to reorganization of a department, changes in the levels of staffing, statutory requirements, and other such events. The focus of re-evaluating a position will be on increased levels of responsibility and the complexity of the tasks; not the amount of tasks assigned.

When it is evident that a position fits the above described criteria, the course of action will be as follows:

1. The employee will submit a Job Reclassification Request Form to their department manager. **In the event the request is from a member of a department which reports to the County Administrator, the County Administrator will serve as Department Manager.** The request shall provide justification as to why the position should be re-evaluated. The department manager shall promptly review the request and, if in agreement, forward the Request Form, with

an amended job description, to the County Administrator or his/her designee. Department managers may also submit a Job Reclassification Request Form on behalf of an employee.

2. The County Administrator or his/her designee shall compile the reclassification requests and at the conclusion of the application period forward all requests to a third party provider for evaluation.
3. The third party provider shall solicit comparable data from designated counties, other county entities, as well as internal within the County organization.
4. The third party provider will conduct an interview with the individual, as well as their supervisor, about the reclassification request and position changes.
5. After analyzing the comparable data, conducting the interview and reviewing the changes to the position, the third party provider shall prepare a reclassification recommendation and pay grade assignment and forward the same to the County Administrator.
6. The reclassification recommendation and pay grade assignment will be referred to the next regularly scheduled Finance & Administration Committee. The Finance & Administration Committee will review the reclassification request and recommend approval or disapproval to the Board of Commissioners.
7. If a reclassification is disapproved or it is determined that further review is needed, the County Administrator or his/her designee will notify the department manager of such finding. An employee may file for reclassification during the next open application period, subject to the approval of their department manager.
8. The decision of the Board of Commissioners will be final. Approved reclassification requests will generally become effective on January 1 of the following year.

Motion carried.

**FA-042-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AUTHORIZES THE COUNTY TREASURER TO OBTAIN A CREDIT CARD FOR THE 9-1-1 COORDINATOR/CENTRAL DISPATCH DIRECTOR, DAWN CUBITT, WITH A \$1,000 LIMIT. Motion carried.**

**NFA-040-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ADOPTS THE SANILAC COUNTY CITIZEN PARTICIPATION PLAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, AS FOLLOWS:**

**Sanilac County Citizen Participation Plan  
Community Development Block Grant (CDBG)  
Program**

## INTRODUCTION

This Citizen Participation Plan (CPP) for Sanilac County was written and adopted on \_\_\_\_\_ in compliance with Section 508 of the Housing and Community Development Act of 1974, as amended, with the requirements of 24 CFR Part 91, Subpart B (the Consolidated Planning Regulations) required by Section 104 (a)(2) of the Housing and Community Development Act and by regulations at 24 CFR 570.486 (a)(6). The CPP describes the plan for involving the general public (citizens) in funding recommendations related to the CDBG Program.

## PURPOSE

The objectives of the CPP are the following:

- Adequately informing citizens (including minority, non-English speaking, disabled, low-to-moderate income, and those likely to be affected by program activities) so they can knowledgeably participate in program development
- Informing citizens of the processes followed in developing and managing the plans covered by the CPP.

## ENCOURAGING CITIZEN PARTICIPATION

- **Sanilac County will furnish its citizens with information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken. This includes the estimated amount proposed to be used for activities that will benefit persons of low and moderate income, provide community wide benefit, prevent slums and blight and/or the plan for minimizing displacement of persons.**
- The applicant will publish a public notice in such manner to afford affected citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities.
- One or more public hearings will be held obtain the views of citizens on the proposed application and community development and housing needs.
- Citizens will be provided reasonable access to the proposed application and related information on community development and housing needs.
- Sanilac County will provide its citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of funds if funds are received.
- Sanilac County will provide for and encourage citizen participation, with particular emphasis on participation by persons of low and moderate income, residents of slum and blight areas and of areas in which Section 106 funds are proposed to be used, and in the case of grantees described in Section 106(a), provided for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction. Opportunities to participate

must be made available by advertising in publications, which are distributed in the slum and blight areas and the low and moderate income neighborhoods.

- Sanilac County will provide citizens with reasonable and timely access to local meetings, information, and records relating to the applicant's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this title.
- Sanilac County will provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee.
- Sanilac County will provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. Review of program performance shall apply to previously funded CDBG grants.
- Sanilac County will identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. If 51% of the expected participants are non-English speaking, the hearings will be advertised in a non-English publication available to those residents. A person fluent in their language must be available to discuss the project and respond to their questions at the hearings.
- Sanilac County will provide advanced public notice when public input is required for CDBG applications and any proposed amendments to the Citizen Participation Plan. The notice will follow Sanilac County requirements.
- Public notices for public hearings will be published in the newspaper of general circulation or other acceptable mediums approved by Sanilac County. Publication will present a summary of proposed projects.
- Sanilac County will provide the public with reasonable and timely access to information related to data in applications. Documents relevant to the CDBG Program shall be made available at the office of the I-69 Regional Development Corporation and the Sanilac Development Corporation.
- Sanilac County shall provide for full and timely disclosure of CDBG program documents consistent with applicable State and local laws regarding freedom of information, personal privacy and obligations of confidentiality.

Motion carried.

**NFA-041-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HUNT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ACCEPTS THE 2015 COUNTY CLERK ANNUAL REPORT AS PRESENTED. Motion carried.**

**NFA-042-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HUNT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE SCHOOL INTERVENTION OFFICER CONTRACT WITH BRENDA CUTLER, AS FOLLOWS:**

**School Intervention Officer Contract**

This agreement made and entered on this 1<sup>st</sup> day of March 2016 between the Sanilac County Family Division-Juvenile Department and the assigned school intervention officer for the purpose of providing truancy and behavioral intervention services to youth and/or family members of the youth.

The assigned officer will provide truancy and behavior intervention services for the Sanilac County Family Division for the months of March 2016 through September 2016. The School Intervention Officer will be expected to provide services from March 9, 2016, until July 1, 2016 and September 4, 2016 to September 30, 2016. The assigned officer will be given time off in accordance with the school year for spring break and will be off from July 2, 2016 until September 4, 2016 for summer break in accordance with the schools.

The parties recognize that the assigned officer is not employed through the Sanilac County Juvenile Court.

The intervention services will take place during the regular working hours of the Juvenile Division of the 24<sup>th</sup> Circuit Court.

The County of Sanilac shall pay the School Intervention Officer the remainder of the \$28,000 for the completion of the contract in full. It shall be dispersed through bi-weekly paychecks of \$1,365.85. Due to the contract being set for 41 weeks of work, if payment is for one week instead of two weeks of work at any point, the amount will be \$682.88 for completion of one week of work.

The county of Sanilac shall make available a vehicle for use to the officer and shall further designate up to \$2,000 in funds to the County Child Care Fund offset the cost of gas/mileage that will be accrued for completion of the work.

Use of Family Division-Juvenile Department vehicles is permitted with prior permission from the juvenile court director.

The officer will meet weekly with the juvenile court director.

The officer will be expected to have the student and their parent(s) sign a truancy agreement to make sure the student attends school as expected.

The officer will make weekly contact and/or monitor the youth's attendance for any youth who signs a truancy agreement until their truancy agreement is completed or they are referred to the court for further services.

The officer will meet with youth who are referred by the schools for continued behavioral issues, as deemed necessary by the officer and the juvenile court director.

Any In Home Care documents required by the Child Care Fund or Sanilac County will be filled out accordingly.

The officer will be responsible for additional duties as assigned in relation to the position. The officer will be supervised by the Juvenile Director.

The Family Division-Juvenile Department will provide the worker with office space, computer access, and various office equipment as needed.

The parties agree to hold each other harmless from any act, error, or omission of the other.

Either party may terminate this agreement after not less than fourteen (14) days written notice to the other party.

This agreement represents the entire agreement, written or oral, between the parties.

Motion carried.

**NFA-043-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE STATE OF MICHIGAN FISCAL YEAR 2015 HOMELAND SECURITY GRANT PROGRAM OPERATION STONEGARDEN GRANT AGREEMENT, EFFECTIVE SEPTEMBER 1, 2015, TO JULY 31, 2018, AND AUTHORIZES THE BOARD CHAIR SIGN THE NECESSARY DOCUMENTS.** Motion carried.

**NFA-044-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES AND AUTHORIZES THE APPLICATION FOR PAYMENT, PAY DRAW #2 FOR THE EMERGENCY OPERATIONS & TRAINING CENTER PROJECT TO BOOMS CONSTRUCTION IN THE OF \$9,720, AS PRESENTED.** Motion carried.

**NFA-045-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES CHANGE ORDER PROPOSAL #24 FOR THE EMERGENCY OPERATIONS & TRAINING CENTER PROJECT, AT A COST NOT TO EXCEED \$39,570.05, WITH FUNDING FROM THE PHYSICAL RESOURCE FUND. Motion carried.**

**NFA-046-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES CHANGE ORDER PROPOSAL #25 FOR THE EMERGENCY OPERATIONS & TRAINING CENTER PROJECT, AT A COST OF \$ 32,943.46 WITH FUNDING FROM THE PHYSICAL RESOURCE FUND. Discussion held. Chairman Faber called the architect to answer various questions on the proposals. Motion carried.**

**NFA-047-16 MOVED BY COMMISSIONER DEAN AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES CONTRACT TIME MODIFICATION FOR BOOMS CONSTRUCTION INC. THROUGH AUGUST 17, 2016, FOR THE EMERGENCY OPERATIONS & TRAINING CENTER PROJECT. Motion carried.**

**Public Comments:**

Commissioner Hoffmann mentioned the Sanilac Career Center was mentioned in the Times Herald for their accomplishments in building a race vehicle.

**MOVED BY COMMISSIONER HUNT AND SECONDED BY COMMISSIONER HOFFMANN THAT WE GO INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING LEGAL AND LABOR MATTERS AT 2:21 P.M. Yes: Hoffmann, Ruby, Hunt, Dean and Faber. No: None. Motion carried.**

**MOVED BY COMMISSIONER HUNT AND SECONDED BY COMMISSIONER HUNT THAT WE RETURN TO REGULAR SESSION AT 2:42 P.M. Motion carried.**

**MOVED BY COMMISSIONER HUNT AND SECONDED BY COMMISSIONER HOFFMANN THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE CLOSED MINUTES OF MARCH 15, 2016. Motion carried.**

**MOVED BY COMMISSIONER HUNT AND SECONDED BY COMMISSIONER HOFFMANN THAT WE ADJOURN AT 2:45 P.M. Motion carried.**

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Justin K. Faber, Chairman

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Denise McGuire, County Clerk