

**MECOSTA COUNTY BOARD OF COMMISSIONERS**

**AFTERNOON SESSION – 3:00 P.M.**

**January 21, 2021**

**AGENDA**

**1. CALL TO ORDER & QUORUM:**

Marilynn Bradstrom \_\_\_\_\_  
District 1

William Routley \_\_\_\_\_  
District 7

Jerrilynn Strong \_\_\_\_\_  
District 2

Linda Howard \_\_\_\_\_  
District 3

Ray Steinke \_\_\_\_\_  
District 4

Tom O'Neil \_\_\_\_\_  
District 5

Wendy Nystrom \_\_\_\_\_  
District 6

**2. REVIEW & APPROVAL OF AGENDA – ADDITIONS**

**3. APPROVAL OF MINUTES**

1. Board Minutes – January 7, 2021

**4. PUBLIC MATTERS & COMMENTS:  
(5 MINUTES PER PERSON LIMIT)**

**5. UNFINISHED BUSINESS:**

**6. NEW BUSINESS:**

1. MDOT FY 2022 Application – COA
2. MDOT Title VI Update – COA
3. Veterans Affairs Office Sub-Lease
4. Zoning Amendment Recommendation  
Proposed Zoning Ordinance Amendment #21-001

**7. FINANCIAL MATTERS:**

Pre-approved Bills: \$  
Non-approved Bills: \$

**8. COMMITTEE REPORTS:**

**9. ADMINISTRATORS REPORT:**

**10. PUBLIC MATTERS & COMMENTS:  
(5 MINUTES PER PERSON LIMIT)**

**11. COMMUNICATIONS:**

1. Fuel Depot 2020 4<sup>th</sup> Quarter Report

**12. MINUTES & REPORTS:**

1. Sheriff & Jail – January 6, 2021
2. Finance

**13. RESOLUTIONS:**

1. Wexford County Resolution #20-30

**14. MISCELLANEOUS & ANNOUNCEMENTS:**

**15. ADJOURNMENT:**

**SCHEDULED APPEARANCE**

**MECOSTA COUNTY BOARD OF COMMISSIONERS****JANUARY 7, 2021**

County Clerk, Marcee Purcell, called the Organizational Meeting of the Mecosta County Board of Commissioners to order at 10:00 A.M. via Zoom. All those present stood and recited the Pledge of Allegiance to the United States Flag.

Commissioners present on roll call via Zoom: Marilynn Bradstrom, Jerrilynn Strong, Linda Howard, Ray Steinke, Tom O'Neil, Wendy Nystrom and William Routley.

Others present: Paul Bullock, County Administrator and Marcee Purcell, Mecosta County Clerk.

**ANNUAL ORGANIZATION****2.1 ELECTION OF CHAIRPERSON**

R. Steinke nominated Marilynn Bradstrom for the 2021 Board Chair.

With no further nominations from the floor, R. Steinke moved to close nominations for Board Chair and cast a unanimous vote for M. Bradstrom. J. Strong seconded; motion carried.

**2.2 ELECTION OF VICE CHAIRPERSON**

W. Nystrom nominated Jerrilynn Strong for the 2021 Board Vice-Chair.

R. Steinke nominated William Routley for the 2021 Board Vice-Chair.

Upon roll-call vote, Jerrilynn Strong received 3 votes, William Routley received 4 votes. William Routley to serve as 2021 Vice-Chair.

**2.3 SEATING ASSIGNMENT**

Seating assignments will be addressed when the Board meets in-person.

**REVIEW & APPROVAL OF AGENDA – ADDITIONS:**

R. Steinke moved to approve the Agenda as presented. J. Strong seconded; motion carried.

**APPROVAL OF MINUTES:**

L. Howard moved to approve the December 17, 2020 Commission Minutes as presented.

W. Routley seconded; motion carried.

**PUBLIC MATTERS & COMMENTS:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**9.1 MECOSTA COUNTY RESOLUTION #2021-01 MASTER PLAN PARKS**

**a. Draft Mecosta Parks & Rec Plan 2020**

**b. Draft Mecosta County Parks & Rec Plan 2020 Appendices**

R. Steinke moved to approve and place on file Mecosta County Resolution #2021-01 – Master Plan Parks. W. Routley seconded; roll call vote: 7 yeas, 0 nays; motion carried.

**9.2 LINE OF CREDIT REQUEST – PARKS**

Paul Bullock addressed the Parks' request for a line of credit from the County through the Delinquent Tax Revolving Fund up to \$410,800, which is the total amount needed to fund the Mecosta Township Trust Fund Grant build of trail sections.

W. Routley moved to approve the request from the Parks for a line of credit. J. Strong seconded; roll call vote: 5 yeas, 2 nays [Strong, Howard]; motion carried.

**9.3 MECOSTA COUNTY RESOLUTION 2021-02 MILEAGE REIMBURSEMENT RATE FOR 2021**

J. Strong moved to accept and place on file Mecosta County Resolution 2021-02 – Mileage Reimbursement Rate for 2021, setting the mileage reimbursement rate to \$0.56/mile. W. Nystrom seconded; roll call vote: 7 yeas, 0 nays; motion carried.

**FINANCIAL MATTERS:**

**Work Share Discussion – Administrator**

W. Routley moved to approve the Administrator's request to reinstitute the Work Share Program as requested, if renewed or extended by the State, beginning January 4, 2021. J. Strong seconded; motion carried.

**Emergency Medical Leave/COVID – Administrator**

W. Routley moved to approve the Administrator's request to continue the Emergency Medical Leave related to COVID until further notice. R. Steinke seconded; motion carried.

**Morton Township Inspections - Administrator**

W. Routley moved to approve the Zoning Administrator's agreement with Morton Township to bill for inspections completed beginning 12/1/2020. J. Strong seconded; roll call vote: 6 yeas, 1 nay [Howard]; motion carried.

**Financial Reports/October – Finance Officer**

W. Routley moved that the October Financial Reports be accepted and placed on file.

R. Steinke seconded; roll call vote: 7 yeas, 0 nays; motion carried.

**Other Business:**

None

**Listed Vouchers – Finance Officer**

W. Routley moved to pay the pre-approved vouchers in the amount of \$449,589.82 and approve and pay non-approved vouchers in the amount of \$66,997.00. J. Strong seconded; roll call vote 7 yeas, 0 nays; motion carried.

**COMMITTEE REPORTS:**

J. Strong reported attending Road Commission Meeting, Finance Committee, Sheriff & Jail Meeting and today's Commission Meeting.

W. Nystrom reported attending 2 - City of Big Rapids' Meetings, Social Equity Meeting, Finance Committee, Big Rapids Township Meeting, Sheriff & Jail Committee and today's Commission Meeting.

T. O'Neil reported attending District 10 Meeting, Sheriff & Jail Committee and today's Commission Meeting.

L. Howard reported attending Morton Township Meeting, Wheatland Township Meeting and today's Commission Meeting.

Linda commented on getting back to in-person committee meetings. Requested that when the Chair is considering committee assignments to look at giving others a chance to be on different committees – to give a broader perspective of county government.

W. Routley reported attending Finance Committee, Sheriff & Jail Committee and today's Commission Meeting.

R. Steinke reported attending District 10 Meeting, Finance Committee and today's Commission Meeting.

M. Bradstrom reported attending Finance Committee, Sheriff & Jail Committee and today's Commission Meeting.

**Sheriff & Jail:**

Sheriff is requesting permission to submit the Marine Patrol Grant for this summer. M. Bradstrom so moved. J. Strong seconded; motion carried.



**SCHEDULED APPEARANCE:**

None

**ADMINISTRATOR'S REPORT:**

Paul Bullock reported on the following:

- County Clerk has upcoming vacancy – requesting to fill at the Secretary level. W. Routley so moved. J. Strong seconded; motion carried.
- Jail Administrator keeping track of COVID – no active cases in the jail at this time; a dozen inmates were transported out to MDOC this week.
- Update on Work Share Program.

**PUBLIC MATTERS & COMMENTS:**

None

**COMMUNICATIONS, MINUTES & REPORTS, RESOLUTIONS:**

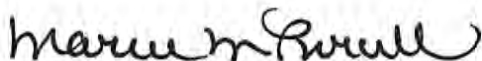
J. Strong moved to accept and place on file Communications #1-5 and Minutes & Reports #1-2. W. Nystrom seconded; motion carried.

**MISCELLANEOUS & ANNOUNCEMENTS:**

None

**ADJOURNMENT:**

R. Steinke moved to adjourn to the next regular scheduled meeting or call of the Chair. W. Routley seconded; motion carried. Meeting adjourned at 11:01 A.M.



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Marcee M. Purcell, Mecosta County Clerk and  
Clerk of the Mecosta County Board of Commissioners

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Marilynn Bradstrom, Chair  
Mecosta County Board of Commissioners

**MECOSTA COUNTY COMMISSION ON AGING & ACTIVITY CENTER**12954 80<sup>th</sup> Avenue Mecosta, MI 49332

P: 231-972-2884

F: 231-972-4735

[www.mecostacounty.org/coa.html](http://www.mecostacounty.org/coa.html)

**To:** Paul Bullock, County Controller/Administrator  
Mecosta County Board of Commissioners  
**From:** Cynthia Mallory, Director  
**Date:** 12/31/2020  
**RE:** MDOT FY 2022 application

I would like to apply for the annual Specialized Services funding through MDOT. This is the operating funds section of the application for no less than \$34,431. My program manager will let us know if a higher amount is possible but this is the minimum and what we historically budget for. It would assist with paying mileage to volunteers and offset some of the cost for running 4 vans.

I would also like to apply under Section 5310 for the replacement of one of our transportation vehicles as it has reached its useful life and is eligible for replacement.

Thank you for your attention to this request

RECEIVED  
DEC 31 2020  
BOARD OF  
COMMISSIONERS

**MECOSTA COUNTY COMMISSION ON AGING & ACTIVITY CENTER**12954 80<sup>th</sup> Avenue Mecosta, MI 49332

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**To:** Paul Bullock, County Controller/Administrator  
Mecosta County Board of Commissioners

**From:** Cynthia Mallory, Director

**Date:** 12/31/220

**RE:** **Title VI Update**

As part of Michigan Department of Transportation requirements we have updated our 2018 Title VI plan. This 2020 plan has a revised community outreach section with a requested list of outcomes for the Transportation program.

This Title VI plan was reviewed by MDOT and it includes all required elements. Please find the document attached and ready for your "Date Adopted" stamp and signature on the first page.

Thank you.

RECEIVED  
DEC 31 2020  
BOARD OF  
COMMISSIONERS

**Mecosta County  
Title VI Plan  
2020**

**County of Mecosta:**

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**Date Adopted:** \_\_\_\_\_

**I. Plan Statement**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The County of Mecosta (County) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in the Federal Transit Administration (FTA) Circular 4702.1B.

This plan was developed to guide the County in its administration and management of Title VI-related activities.

**Title VI Coordinator Contact information**

Controller/Administrator Paul E. Bullock  
400 Elm St.  
Big Rapids, MI 49307  
T: 231-796-2505  
Email: [pbullock@mecostacounty.org](mailto:pbullock@mecostacounty.org)

**II. Title VI Information Dissemination**

Title VI information posters shall be prominently and publicly displayed in the County facilities and on their revenue vehicles. The name of the Title VI coordinator is available on the County's website, at [www.mecostacounty.org/mcco](http://www.mecostacounty.org/mcco). Additional information relating to nondiscrimination obligation can be obtained from the County Title VI Coordinator.

Title VI information shall be disseminated to County employees annually via the Employee Education form (see Appendix A) in payroll envelopes. This form reminds



employees of the County's policy statement, and of their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the County's expectations to perform their duties accordingly.

All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Appendix B).

### **III. Subcontracts and Vendors**

All subcontractors and vendors who receive payments from the County where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

### **IV. Record Keeping:**

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the of County Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

### **V. Title VI Complaint Procedures**

#### **How to file a Title VI Complaint?**

The complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with the County at the following address:

County of Mecosta  
Office of the Controller  
400 Elm St.  
Big Rapids, MI 49307

NOTE: The County encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

**What happens to the complaint after it is submitted?**

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the County will be directly addressed by the County. The County shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the County shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days (Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

**How will the complainant be notified of the outcome of the complaint?**

The County will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from the County, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

**There are no Title VI complaints, investigations or lawsuits filed against Mecosta County's Commission on aging.**



## Public Participation Plan

### VI. Limited English Proficiency (LEP)

According to the last Census about 4% of the population in Mecosta County speaks English “less than well.” This is only a slight increase from previous data therefore a new analysis has not been deemed necessary. In over 20 years we have never received a request from a non-English speaking individual. Should there ever be a request for service from this demographic we can secure translation assistance through Ferris State University’s Language Department. At that time we can address a more detailed LEP Plan.

### VII. Community Outreach

As an agency receiving federal financial assistance, we have made the following community outreach efforts:

Mecosta County Commission on Aging has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities in the past. In 2019 we saw a slight increase in visitors from other ethnic groups in the center and believe this will eventually trickle to other departments such as transportation. Back in 2018 I encouraged many guests who visited the center to speak with me personally and they did. I was also on the Event Program for the local “Old Settlers Reunion” which is a celebration of the first African American Settlers in Mecosta County. Dozens of families were present and I had a chance to converse with many attendees. In July 2020 activities around town began to open back up and we were a guest speaker at the Pocket Park Music Series in Big Rapids. It is a small outdoors event where community organizations can have the ear of the community to engage and inform.

Our Transportation planning Board, the Local Advisory Committee meets yearly to discuss transportation needs and evaluate solutions. Members from the community, aging and disabled populations are represented at these meetings. The table below depicts the Minority participation within this committee.

Body	Caucasian	African American	Native American	Asian American	Other	Mixed Race
Population	94.8%	1.8%	0.6%	0.5%	0.3%	2.0%
Local Advisory Committee	90%	10%	0%	0%	0%	0%

The Mecosta County Commission on Aging encourages participation from all ages and races by advertising meetings and services in the local paper, newsletter and on the commission’s website. However, no transit boards or committees are chosen by the Mecosta County Commission on Aging.

#### Board Meetings:

The Commission on Aging holds monthly Advisory Board and Senior Center Board meetings. The members of these Boards are seniors and offer their expertise in addressing transportation issues when needed. These meetings are publicized and open to the public. Board meetings will attempt to hold online meetings where in person meetings are not possible.

**Public Meetings:** When new service is proposed information is disseminated to the neighborhoods affected and public meetings are scheduled. Transportation services are publicized in articles in the local newspaper, "The Pioneer," and our agency newsletter, the "Keyhole."

**Travel Training Class:** Mecosta County Commission on Aging has developed a travel training program to reach out to community groups (senior centers, senior facilities, the disabled community) to conduct travel training classes. Travel Training classes are ongoing as well as outreach to these populations. Travel information is displayed at the Activity Center as well as other sites.

**Customer Complaint Process:** All riders are provided with a written complaint procedure and ridership policy. Mecosta County Commission on Aging complaint process updated in 2008-2009. There are no new updates.

**General Awareness and Phone Surveys:** We conduct onboard rider and general satisfaction surveys at a minimum of annually. In 2020 surveys were taken from our ridership regarding our transportation program and:

#### **Transportation Achieved Outcomes**

- 100% (56 out of 56) clients report that they used the transportation department to get to their doctor appointments.
- 99% (55 out of 56) clients report rely upon our services to get to their doctor appointments
- 99% (55 out of 56) clients report that by using the transportation department for their medical transportation it relieves stress and maintain their independency.

#### **In addition:**

- 49% (27/56) clients reported they were not able to keep their doctor's appointments due to Corona Virus in 2020.
- 38% (21/56) clients reported that they were able in to keep their appointments due to Corona Virus in 2020.
- 13% (8/56) clients reported that sometimes it was difficult to keep their appointments due to Corona Virus in 2020.



We submit to the Michigan Department of Transportation annually an application for funding. The application requests funding for both capital and operating assistance. Part of the annual application is a public notice, which includes a 30-day public comment period.

#### **VIII. Title VI Equity Analysis**

A Title VI Equity Analysis will be conducted if construction of a facility such as a vehicle storage facility, maintenance facility or operation center, etc. is proposed.

## **Appendix A      Employee Annual Education Form**

### **Title VI Policy**

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of the County of Mecosta are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to *Title VI Coordinator*.

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to address them without regard to race, color or national origin.

## **Appendix B      Acknowledgement of Receipt of Title VI Plan**

I hereby acknowledge the receipt of the County of Mecosta's Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B.

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Your signature

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Print you name

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Date

## Appendix C      TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and send it to:

County of Mecosta  
Office of the Controller  
Title VI Coordinator  
400 Elm St.  
Big Rapids, MI 49307

Please print clearly:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (message)

Person discriminated against: \_\_\_\_\_

Address of person discriminated against: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Accessible format requirements: Large print \_\_\_\_\_ TDD \_\_\_\_\_ Audio \_\_\_\_\_ Other \_\_\_\_\_

Please indicate why you believe the discrimination occurred:

\_\_\_\_\_ race or color  
\_\_\_\_\_ national origin  
\_\_\_\_\_ income  
\_\_\_\_\_ other

What was the date of the alleged discrimination? \_\_\_\_\_

Where did the alleged discrimination take place? \_\_\_\_\_

Please describe the circumstances as you saw it: \_\_\_\_\_



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Please list any and all witnesses' names and phone numbers:

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What type of corrective action would you like to see taken?

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Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

☐ Yes ☐ No

If yes, check all that apply:

☐ Federal Agency:

☐ Federal Court ☐ State Agency

☐ State Court ☐ Local Agency

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint. Please attach any documents you have which support the allegation.

Then date and sign this form and send to the Title VI Coordinator at the address listed above:

Signature and date required below:

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print you name

## **APPENDIX D     Letter Acknowledging Receipt of Complaint**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Big Rapids, MI 49307

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the County of Mecosta alleging \_\_\_\_\_.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 231-796-2505, or write to me at this address.

Sincerely,

Name  
Title VI Coordinator

## APPENDIX E      Letter Notifying Complainant that the Complaint Is Substantiated

Today's Date

Ms. Jo Doe  
1234 Main St.  
Big Rapids, MI 49307

Dear Ms. Doe:

The matter referenced in your letter of \_\_\_\_\_ (date) against the County of Mecosta alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Name  
Title VI Coordinator



## **APPENDIX F      Letter Notifying Complainant that the Complaint Is Not Substantiated**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Big Rapids, MI 49307

Dear Ms. Doe:

The matter referenced in your complaint of \_\_\_\_\_ (date) against the County of Mecosta alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

The County has analyzed the materials and facts pertaining to your case for evidence of the city's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from the County, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor - TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Name  
Title VI Coordinator

## **APPENDIX G      Narrative to be included in Posters to be Displayed in Revenue Vehicles and Facilities**

## **Your Rights Under Title VI**

### **MECOSTA COUNTY COMMISSION ON AGING**

Mecosta County Commission on Aging operates its programs and services without regard to race, color, and national origin in accordance with Title VI **FTA C 4702.1B** of the Civil Rights Act.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d). The County of Mecosta is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in the updated Federal Transit Administration (FTA) Circular 4702.1B. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the County of Mecosta.

For more information on the Commission on Aging's civil rights program, and the procedures to file a complaint, contact:

Controller/Administrator 400 Elm St. Big Rapids, MI 49307;

T: 231-796-2505; Email: [pbullock@mecostacounty.org](mailto:pbullock@mecostacounty.org).

Or you may visit: [www.mecostacounty.org/coa.html](http://www.mecostacounty.org/coa.html)

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

If information is needed in another language, contact 800-555-1212.





**COUNTY OF MECOSTA**  
**BOARD OF COMMISSIONERS**  
400 ELM STREET, BIG RAPIDS, MI 49307  
Phone (231) 796-2505 Fax (231) 592-0121  
www.mecostacounty.org

Marilynn Bradstrom  
*District #1*

Jerrilynn Strong  
*District #2*

Linda Howard  
*District #3*

Raymond Steinke  
*District #4*

Tom O'Neil  
*District #5*

Wendy Nystrom  
*District #6*

William Routley  
*District #7*

Paul E. Bullock  
*Controller/Administrator*

To: Mecosta County Board of Commissioners

From: Paul E. Bullock/County Administrator

A handwritten signature in dark ink, appearing to be "PEB", is written over the printed name of Paul E. Bullock.

Date: January 8, 2021

Re: Veterans Affairs Office Sub-Lease

Attached please find a proposed sub-lease with Michigan Works West Central for the office space used by our Veterans Affairs Officer.

This would be a renewal of the lease that expired October 1, 2020 and would be retroactive to that date.

This relationship has proved very valuable to the Veterans Office as the location within Michigan Works makes our Officer very accessible to veterans seeking employment and other assistance.



## SUB-LEASE AGREEMENT

Dated this first day of October 2020 MICHIGAN WORKS! WEST CENTRAL (hereinafter referred to as "SUB-LESSOR") whose principle address is 14330 Northland Drive, Big Rapids, Michigan 49307 and Mecosta County Veterans' Representative (hereinafter referred to as the "SUB-LESSEE") whose principle address is 400 Elm Street, Big Rapids, Michigan 49307, agree to sub-lease the premises described hereafter pursuant to the terms and covenants contained herein.

### 1. PREMISES

SUB-LESSOR sub-leases to SUB-LESSEE the following described property:

An office space of that certain building sub-leased by SUB-LESSOR generally known as 14330 Northland Drive, Michigan 49307, and more specifically described as that area highlighted in yellow on the attached diagram (Exhibit A) (one hard wall office) (120 sq. ft. of office space, plus 227 sq. ft. of common space for a total of 347 sq. ft.).

### 2. TERM

The primary term of the Sub-Lease shall be for **one (1) year, beginning October 1, 2020 and continuing through September 30, 2021.**

### 3. RENTAL

As rental for said premises SUB-LESSEE agrees to pay SUB-LESSOR \$460 per month in advance for the period October 1, 2020 through September 30, 2021; first payment to be made on October 1, 2020 and continuing through the September 1, 2021 payment.

### 4. TAXES

SUB-LESSEE is solely responsible for personal property taxes on personally owned property or possessed by them on the sub-leased premises. SUB-LESSOR is responsible for all other property taxes and special assessments associated with sub-leased premises.

### 5. UTILITIES/JANITORIAL SERVICES/MISCELLANEOUS

SUB-LESSOR shall be solely responsible for payment of all utilities for the sub-leased premises as used or consumed during the term of this Sub-Lease, including power, heat, sewer, water, garbage collection, all light bulbs, and janitorial services. It also includes the use of the copy and fax machines. SUB-LESSOR will not be liable for any disruption in utility services unless the disruption is caused by the SUB-LESSOR.

6. LEASE AGREEMENT

The Lease Agreement between Michigan Works! West Central and Gerber Brother Ventures, LLC dated January 1, 2010 is attached and SUB-LESSEE agrees to assume the obligations of LESSEE specified in items 6 through 20 of the Lease Agreement as far as they relate to the sub-leased premises.

The foregoing conditions of this Sub-Lease have been examined by the undersigned and are approved and accepted by this signing.

MICHIGAN WORKS! WEST CENTRAL  
(SUB-LESSOR)

*Michelle A. Keene*

Michelle A. Keene, Executive Director

MECOSTA COUNTY  
(SUB-LESSEE)

Paul Bullock, Mecosta Co Administrator

MICHIGAN WORKS! WEST CENTRAL  
BIG RAPIDS WORKFORCE SERVICE CENTER  
SUPPORT DOCUMENTATION FOR SUB-LEASE WITH  
MECOSTA COUNTY (VETERANS' REPRESENTATIVE)  
OCTOBER 1, 2020

OFFICE SPACE	
1 Hard Wall (12' X 10')	120
Remaining Space	6,898
TOTAL	7,018

TOTAL BUILDING SPACE	18,351
OCCUPIED OFFICE SPACE	7,018
COMMON SPACE	11,333
$120 / 7,018 = 2\%$	

Occupied Space	120
Common Space	227
Total	347
$347 \times \$11.25 / 12 = \$325$	
$347 / 18,351 = 2\%$	

UTILITIES		
DTE	$\$199.00 \times 2\%$	\$4.00
Consumers Energy	$\$1,286.00 \times 2\%$	\$26.00
Water/Sewer	$\$278.00 \times 2\%$	\$6.00
Snow Plowing/Lawncare	$\$465.00 \times 2\%$	\$9.00
Garbage Pickup	$\$76.00 \times 2\%$	\$2.00
TOTAL		\$47.00

JANITORIAL SERVICES	
$\$610 \times 2\%$	\$12.00

HIGH SPEED CONNECTIVITY	\$45.00
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Use of Copy & Fax Machine (\$31/employee)	\$31.00
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RE-CAP OF MONTHLY EXPENSES	
Office Space	\$325.00
Utilities	\$47.00
Janitorial	\$12.00
High Speed Connectivity	\$45.00
Use of Copy & Fax Machine (\$31/employee)	\$31.00
<b>TOTAL</b>	<b>\$460.00</b>



## ZONING AMENDMENT RECOMMENDATION

January 8, 2021

To: Mecosta County Board of Commissioners

From: Mecosta County Planning Commission

Re: **Proposed Zoning Ordinance Amendment #21-001**

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**Application presented by:**

Mecosta County Planning Commission  
14485 Northland Drive  
Big Rapids MI 49307

**Requested Action:**

**Amend Zoning Ordinance Map** from R-1 (Rural Residential) to AF (Agricultural Forestry) per petition #PPC20-028

**Subject Parcel Numbers:** 13 021 008 550

**Parcel Addresses:** 21875 Monroe Rd

**Legal Description of Subject Property:**

SEC 21 T13N R10W COM AT NW COR NW 1/4 SW 1/4 TH E 463 FT POB TH E TO PT THAT IS 497.98 FT W OF E LINE NW 1/4 SW 1/4 TH S 353 FT TH E 69 FT TH S 453.3 FT TH W TO PT THAT IS DIR S OF POB TH N TO POB  
SPLIT ON 01/10/2003 FROM 13 021 008 500;

**Date of Public Hearing:** January 7, 2021

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**Comments From:**

**Township Boards:** None

**Health Department:** None

**Others:** None

**Planning Commission:** The request would allow for a small expansion of what they are currently doing and the applicant would still need to apply for a Special Use. The roads to property are all paved and there is similar zoning across the street.

**Other Information:** None

**Planning Commission Action:** Gary Lambrix made a motion to recommend approval of Permit #PPC20-028 for a Map Amendment (Ordinance #21-001) to the Mecosta County Board of Commissioners at their next regularly scheduled meeting. The motion was seconded by Glenn Norton and it was passed by a roll call vote. (Swier was absent)

## ORDINANCE NO. 21-001

### AN ORDINANCE TO AMEND THE MECOSTA COUNTY ZONING ORDINANCE, ADOPTED PURSUANT TO THE PROVISIONS OF PUBLIC ACT 110 of 2006, AS AMENDED.

The Mecosta County Board of Commissioners, State of Michigan, ordains:

**Section 1.** The Mecosta County Zoning Map, which is part of the Mecosta County Zoning Ordinance, adopted June 20, 2002, and effective August 5, 2002, is amended by the changing the zoning classification of the following described property from **R-1 to AF**

21875 MONROE RD, Parcel: 13 021 008 550

SEC 21 T13N R10W COM AT NW COR NW 1/4 SW 1/4 TH E 463 FT POB TH E TO PT THAT IS 497.98 FT W OF E LINE NW 1/4 SW 1/4 TH S 353 FT TH E 69 FT TH S 453.3 FT TH W TO PT THAT IS DIR S OF POB TH N TO POB  
SPLIT ON 01/10/2003 FROM 13 021 008 500;

**Section 2.** This ordinance shall become effective 7 days after publication of the notice of adoption as required under MCL 125.3401.

Date Adopted:

Mecosta County Board of Commissioners

Motion By:

Supported By:

ROLL CALL VOTE:

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Marilynn Bradstrom, Chair  
MECOSTA COUNTY BOARD OF COMMISSIONERS

I, Marcee M. Purcell, being the Clerk of Mecosta County and Clerk for the Mecosta County Board of Commissioners, do hereby certify that the Board adopted the above amendment to the Mecosta County Zoning Ordinance, at a regular meeting of The Board held on January 21, 2021.

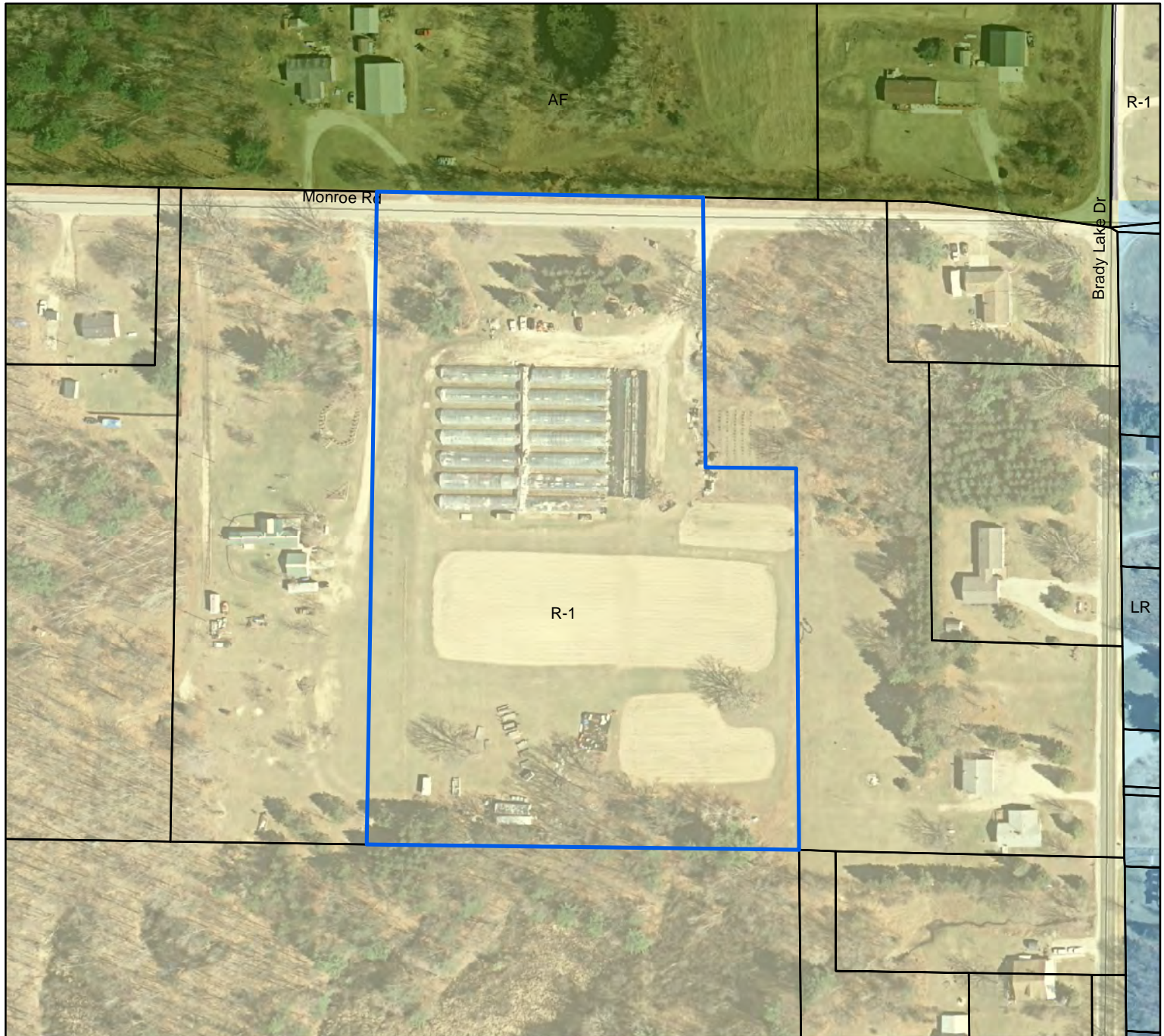
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Marcee M. Purcell, Mecosta County Clerk

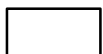
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Date Approved



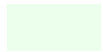


## Legend



Parcels

### Zoning



AG, Agricultural



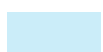
AF, Agricultural Forestry



R-1, Rural Residential



R-2, Single Family Residential



LR, Lake &amp; River Resort



R-3, One &amp; Two Family Residential



R-4, Multi-Family Residential



C-1, Neighborhood Commercial



C-2, General Commercial



C-3, Highway Interchange Commercial



I-1, Industrial



Roads

PPC20-028

Roy Saenz

21875 Monroe Rd

Morley, MI

Zoned: R-1

0 80 160 320  
Feet



Building & Zoning  
Mecosta County  
14485 Northland Drive  
Big Rapids, MI 49307



Date: 12/14/2020

# Fuel Depot 2020 4th Quarter Report

<b>REVENUES</b>	<b>4th Qtr ACTUAL</b>
<b>TOTAL REVENUES</b>	<b>\$3,824.73</b>
<b>EXPENDITURES</b>	
ELECTRICITY	\$0.00
TELEPHONE	\$0.00
INSURANCE	\$0.00
REIMBURSEMENT FROM CAPITAL PARTNERS	\$0.00
MAINTENANCE	\$1,262.82
REPAIRS/PARTS	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,262.82</b>
EXCESS OF REVENUES, OVER EXPENDITURES	<b>\$2,561.91</b>
FUND BALANCE - BEGINNING	\$9,671.91
FUND BALANCE - ENDING	<b>\$12,233.82</b>
<b>PER GALLON FUEL SURCHARGE (Original Capital Partners)</b>	<b>0.05</b>
<b>PER GALLON FUEL SURCHARGE (New Partners)</b>	<b>0.10</b>

\*Oscar Larson & Rohr Service Calls/Parts/Annual Testing \*Add'l Depot Repair Costs

## USERS:

City of Big Rapids  
Mecosta County  
Road Commission  
MOTA  
Big Rapids Public Schools  
Big Rapids Township  
Village of Stanwood  
Colfax Township

RECEIVED  
JAN 07 2021  
BOARD OF  
COMMISSIONERS



4th Qtr FUEL USAGE PER GALLON:	<u>DIESEL</u>	<u>GAS</u>	<u>TOTAL</u>
City of Big Rapids	7,117.28	5,152.62	12,269.90
Mecosta County	22.42	10,111.99	10,134.41
Road Commission	14,462.04	2,891.95	17,353.99
MOTA	5,902.73	3,330.17	9,232.90
Big Rapids Public Schools	6,086.73	495.83	6,582.56
Big Rapids Township	266.13	371.31	637.44
Colfax Township	37.97	73.04	111.01
Village of Stanwood	28.74	0.00	28.74
			56,350.95

SHERIFF AND JAIL COMMITTEE MINUTES  
January 6, 2021 10:00 AM Virtual @ Zoom

Call to Order: 10:00 AM

PUBLIC COMMENT: NONE

PRESENT: Marilynn Bradstrom – Chair, Bill Routley, Tom O’Neil, Sheriff Miller, Undersheriff Williams, Capt. Wood, and Paul Bullock.

SHERIFF’S REPORT:

- Transition: Sheriff Miller briefed the Committee on the process he and his staff are following for transition. He advised that they are reviewing a number of grant opportunities for various specialty equipment. He is working to meet with the various agencies that work closely with the Sheriff’s Office.
- Personnel: The Sheriff advised that they are in the process of revising the employment process and filling the two road vacancies.
- Marine Patrol: The Sheriff requested permission to submit the Marine Patrol grant for this summer. The Committee will recommend to the Board that the Grant be approved for submission.

JAIL ADMINISTRATOR’S REPORT:

- Inmate Medical Contract: Capt. Wood advised that the new medical contract has been implemented, as of January 1st, and is going well to this point.
- Personnel: They are currently down three full time Corrections Staff and are going thru the process to fill the vacancies.
- Covid-19: 1 Road Officer and 8 Corrections Officers have tested positive for CV-19. The last two will be returning to service tomorrow.
- Intake restrictions/DOC transports: The DOC recently took 12 State prisoners that had been held in the Jail, some since the spring. Local intake of parole and probation violators is still restricted.

UNDERSHERIFF’S REPORT:

- Undersheriff Williams introduced himself to the Committee.

ADJOURNMENT: 10:29 AM

NEXT MEETING: February 3, 2021 at 10:00 AM

Location: TBA

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the sixteenth day of December 2020 at 4:00 p.m.

PRESENT: Hurlburt, Musta, Townsend, Bengelink, Bush, Theobald, Nichols, Potter, & Taylor.

ABSENT: None.

The following preamble and resolution were offered by Commissioner Bengelink  
and supported by Commissioner Bush.

**RESOLUTION NO. 20-30  
IN SUPPORT OF LOCAL BUSINESSES**

**WHEREAS**, the novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death; and

**WHEREAS**, the Wexford County Board of Commissioners recognizes that COVID-19 is having direct impacts on all County residents, impacts which include, but are not limited to, physical and mental health care difficulties, educational constraints, and financial strains; and

**WHEREAS**, the Wexford County Board of Commissioners understands that many local businesses have suffered and continue to suffer economic harm due to COVID-19; and

**WHEREAS**, the Wexford County Board of Commissioners furthermore recognizes that the local hospitality industry is being hit particularly hard with financial losses due to COVID-19; and

**WHEREAS**, the Wexford County Board of Commissioners believes that the ability of County residents and visitors to patronize local restaurants, hotels, recreation venues, etc., contributes substantially to the overall well-being of the County; and

**WHEREAS**, the Wexford County Board of Commissioners is aware of many options to support Wexford County small businesses, such as ordering takeout food, making advance reservations, and purchasing gift cards.

**NOW THEREFORE, BE IT RESOLVED**, that the Wexford County Board of Commissioners encourages County residents to support local businesses at all times, but particularly during this global pandemic.

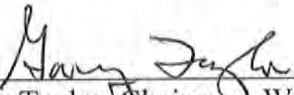
**BE IT FURTHER RESOLVED**, that copies of this resolution be transmitted to Governor Whitmer, both Speakers of the House of Representative and the Senate, along with the Michigan Association of Counties and all Counties within Michigan.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: Musta, Townsend, Bengelink, Bush, Theobald, Nichols, Potter, Hurlburt, and Taylor.

NAYS: None.

**RESOLUTION DECLARED ADOPTED.**

  
\_\_\_\_\_  
Gary Taylor, Chairman, Wexford County Board of Commissioners

  
\_\_\_\_\_  
Alaina M. Nyman, County Clerk

STATE OF MICHIGAN     )  
                                  ) ss.  
COUNTY OF WEXFORD    )

I hereby certify that the foregoing is a true and complete copy of Resolution 20-30 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on December 16, 2020, and I further certify that public notice of such meeting was given as provided by law.

  
\_\_\_\_\_  
Alaina M. Nyman, County Clerk