MECOSTA COUNTY BOARD OF COMMISSIONERS MORNING SESSION – 10:00 A.M.

February 4, 2021

AGENDA

1.	CALL	TO	ORDER	& QUORUM	l:

Marilynn Bradstrom	William Routley	Jerrilynn Strong	Linda Howard
District 1	District 7	District 2	District 3
Ray Steinke	Tom O'Neil	Wendy Nystrom	
District 4	District 5	District 6	

2. REVIEW & APPROVAL OF AGENDA - ADDITIONS

3. APPROVAL OF MINUTES

1. Board Minutes - January 21, 2021

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

5. UNFINISHED BUSINESS:

- 1. Work Shares/Furlough Program
- 2. Letter of Agreement Morton Twp/Mecosta County

6. NEW BUSINESS:

- Mecosta County Resolution #2021-03 –
 Amending EMS Fee Schedule
- 2. Mecosta County Resolution #2021-04 Resolution of Support for Local Businesses
- 3. United Way Grant COA

7. FINANCIAL MATTERS:

Pre-approved Bills: \$697,872.02 Non-approved Bills: \$61,380.67

8. COMMITTEE REPORTS:

9. ADMINISTRATORS REPORT:

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

11. COMMUNICATIONS:

- Mecosta County Park Commission Minutes December 15, 2020
- Mecosta-Osceola DHHS Minutes December 15, 2020
- 3. Mecosta County DHHS Minutes December 15, 2020
- Mecosta County Park Commission Letter Dated January 20, 2021
- Mecosta and Osceola County Human Services
 Collaborative Body Minutes December 10, 2020
- 6. Mecosta-Osceola DHHS Minutes January 26, 2021
- Mecosta County DHHS Minutes January 26, 2021

12. MINUTES & REPORTS:

- 1. Building and Zoning January 21, 2021
- 2. EMS January 21, 201
- 3. Finance

13. RESOLUTIONS:

- 1. Grand Traverse County Resolution #8-2021
- 2. Kalkaska County Resolution #2021-14

14. MISCELLANEOUS & ANNOUNCEMENTS:

15. ADJOURNMENT:

SCHEDULED APPEARANCE

MECOSTA COUNTY BOARD OF COMMISSIONERS JANUARY 21, 2021

Chair Marilynn Bradstrom called the afternoon session of the Mecosta County Board of Commissioners to order at 3:00 P.M. via Zoom. All those present stood and recited the Pledge of Allegiance to the United States Flag.

Commissioners present on roll call: 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.

REVIEW & APPROVAL OF AGENDA – ADDITIONS:

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

APPROVAL OF MINUTES:

W. Routley moved to approve the January 7, 2021 Board Minutes as presented. R. Steinke seconded; motion carried.

PUBLIC MATTERS & COMMENTS:

Roy Saenz – subject of Zoning Ordinance Amendment – appeared via phone.

Jim Sandy – Economic Development Corporation – appeared via Zoom and updated the Board on the Michigan Small Business Relief Program; deadline for applications is by noon tomorrow; spread the word. These grants are targeted to businesses that were forced to shut down through Executive Orders or DHHS orders.

UNFINISHED BUSINESS:

Paul Bullock informed the Board the Parks Commission would like to place a millage question, that was previously approved by the Board, on the May ballot; requesting permission to place a resolution on the 2/4/21 Board Agenda for consideration.

W. Routley moved to not have the County Administrator put a resolution on the 2/4/21 Agenda addressing the Parks' May millage question. J. Strong seconded; roll call vote: 4 yeas, 3 nays [Bradstrom, Steinke, Nystrom]; motion carried.

NEW BUSINESS:

6.1 MDOT FY 2022 APPLICATION - COA

J. Strong moved to authorize Cynthia Mallory to submit application for MDOT FY 2022 funding. W. Nystrom seconded; motion carried.

6.2 MDOT TITLE VI UPDATE - COA

R. Steinke moved to adopt and authorize the County Administrator to sign the updated Title VI Update, per MDOT requirements. J. Strong seconded; motion carried.

6.3 VETERANS AFFAIRS OFFICE SUB-LEASE

L. Howard moved to approve the Veterans' Affairs Office Sub-Lease with Michigan Works for the term of October 1, 2020 through September 30, 2021. W. Nystrom seconded; roll call vote: 7 yeas; 0 nays; motion carried.

6.4 ZONING AMENDMENT RECOMMENDATION PROPOSED ZONING ORDINANCE AMENDMENT #21-001

W. Routley moved to adopt proposed Zoning Ordinance Amendment #21-001, which will amend the Zoning Ordinance Map from R-1 (Rural Residential) to AF (Agricultural Forestry) per petition #PPC20-028. R. Steinke seconded; roll call vote: 7 yeas, 0 nays; motion carried.

SCHEDULED APPEARANCE:

None

FINANCIAL MATTERS:

Spay/Neuter Deposits – Administrator

R. Steinke moved to approve that the spay/neuter forfeiture receipts of \$2,100 be equally distributed, in the amount of \$700, to ARC, AUCADO and the Riley Mackenzie Fund. T. O'Neil seconded; roll call vote: 7 yeas, 0 nays; motion carried.

Other Business:

None

Financial Reports/November 2020 – Finance Officer

R. Steinke moved that the November 2020 Financial Reports be accepted and placed on file. W. Routley seconded; motion carried.

Listed Bills:

R. Steinke moved to pay the pre-approved vouchers in the amount of \$707,146.33 and approve and pay non-approved vouchers in the amount of \$76,100.82. J. Strong seconded; roll call vote: 7 yeas, 0 nays; motion carried.

COMMITTEE REPORTS:

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

L. Howard reported attending Morton Township Meeting, Wheatland Township Meeting, Central Michigan Community Mental Health/Executive Meeting, Building & Zoning Committee and today's Commission Meeting.

- T. O'Neil reported attending today's Commission Meeting.
- W. Nystrom reported attending Big Rapids' Social Equity Initiative Meeting, WISE Meeting, HSCB Meeting, Finance Committee, City of Big Rapids' Meeting, Building & Zoning Committee, EMS Committee and today's Commission Meeting.
- J. Strong reported attending Road Commission Meeting, Finance Committee, Martiny Township Meeting, Fork Township Meeting, EMS Committee and today's Commission Meeting.

EMS:

- J. Strong moved to approve the December 2020 write-offs of \$122,518.74, non-contractual write-offs of \$2,160.42 and collections write-offs of \$9,073.71. R. Steinke seconded; motion carried.
- R. Steinke reported Central Dispatch Meeting, LEPT Meeting, Deerfield Township Meeting, Finance Committee, MOTA Meeting, Building & Zoning Committee, EMS Committee and today's Commission Meeting.
- M. Bradstrom reported attending Finance Committee, City/County Managers Meeting and today's Commission Meeting.

ADMINISTRATOR'S REPORT:

No report

PUBLIC MATTERS & COMMENTS:

Jim Sandy – Economic Development Corporation – just received a note they are extending the grant application process for the Michigan Small Business Relief Program through the weekend, Sunday at 5. Thinks any encouraging, positive words the Commission can get out there would be great. Informed the Board he will be retiring in June.

MISCELLANEOUS & ANNOUNCEMENTS:

L. Howard moved that the Administrator bring a resolution to the next Board Meeting that is similar to Wexford County's 12/16/20 Resolution No. 20-30 In Support of Local Businesses (placed on file with this Commission packet). W. Routley seconded; motion carried.

COMMUNICATIONS, MINUTES & REPORTS, RESOLUTIONS:

J. Strong moved to accept and place on file Communication #1, Minutes & Reports #1-2 and Resolution #1. L. Howard seconded; motion carried.

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ADJOURNMENT:

R. Steinke adjourned to the next regular scheduled meeting or call of the Chair at 3:50 P.M.

Marcee M. Purcell, Mecosta County Clerk and

Clerk for the Board of Commissioners

Marilynn Bradstrom, Chair Mecosta County Board of Commissioners



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

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

Date: January 27, 2021

Re: Work Shares/Furlough Program

On January 7th you authorized me to reinstate the Work Share/Furlough program if extended by the State. That happened and we are utilizing the program for approximately 21 staff members.

The letter also reflects the policy that you enacted at the beginning of the pandemic regarding vacation time accumulation with a limit of July 1, 2021 for the waiver. If circumstances warrant, you may always extend that limit.

The TPOAM has requested approval of the attached letter of understanding to recognize this extension. I ask that you authorize the Chairperson to sign on behalf of the County.

LETTER OF UNDERSTANDING

WHERAS, the County of Mecosta (hereinafter, "County") and ("TPOAM"), (hereinafter, "Union") are parties to a Collective Bargaining Agreement which is scheduled to expire on December 31, 2022;

WHERAS, the parties have had discussions regarding necessary staff and hour reductions which will occur as a result of the Emergency caused by COVID-19;

WHEREAS, the County and the Union have discussed a one-time nonprecedential adjustment to the layoff procedure of the contract;

WHERAS, the parties have agreed to enter into this Letter of Understanding governing staff layoffs (hereinafter "furlough program") which will occur as a result of the emergency caused by the coronavirus pandemic:

- 1. The program as contained in this letter is intended to continue no longer than March 14, 2021, or the end of the CARES Act whichever comes later. Provided however, this Agreement may be extended by mutual agreement of the parties. Accumulated vacation time may be used for non-furlough time only. Members who are furloughed may accumulate annual vacation leave, without limit for a period extending 120 days from the end of any local or State of Michigan ordered state of emergency regarding the COVID-19 Pandemic, or until July 1, 2021, whichever shall come first.
- The County shall select which members are furloughed based on operational necessity provided however, when practicable volunteers will be selected first. A member of the bargaining unit who is laid off in the furlough program shall retain their care benefits.
- Bargaining Unit members in the furlough program who are eligible for the County's
 Retirement Health Care Savings Program- and Defined Contribution Plan shall be
 required to make contributions to these programs during the furlough period.
- 4. Bargaining Unit members in the furlough program who are eligible for Defined Benefit pension service credit will continue to earn pension service credit while in the furlough program; all employee contributions to the Defined Benefit shall cease during the furlough period; except in the case of an employee receiving a partial paycheck in which case both County contributions and employee contributions shall be made.
- This furlough program is intended to continue until March 14, 2021. Provided however, this Agreement may be extended by mutual agreement of the parties. All members shall be returned to active status at termination of the program., provisions of the

Collective Bargaining Agreement will control the terms and conditions going forward. Should this furlough program be extended by further legislation the parties will revisit this agreement and revise accordingly.

- 6. Bargaining Unit Members shall maintain their existing seniority rank at the time they are furloughed and continue to accrue seniority during this time period.
- 7. This is the entire Agreement between the parties and will not serve as a precedent in any future dealings between the parties, except to enforce terms of this agreement.

County of Mecosta		TPOAM	
Ву:	Date:	Ву:	Date:
Ву:	Date:	Ву:	Date:



MECOSTA COUNTY
DEPARTMENT OF BUILDING & ZONING
14485 NORTHLAND DRIVE
BIG RAPIDS, MI 49307

PHONE: 231-592-0105 FAX: 231-592-0176 www.mecostacounty.org/buildzone.html

Board of Commissioners 400 Elm Street Big Rapids, MI 49307

Board Members,

Attached is the written agreement to allow us to formalize the agreement between Morton Township and the Department to perform their needed building inspections while they search for an inspector. They have asked for the agreement until June 30th, 2021. We started helping to do their inspections in October and with this agreement they will begin to pay us for all inspections since December 1, 2020. We request approval of the agreement.

Kindest Regards,

Michelle Stenger Director of Building & Zoning Mecosta County

LETTER OF AGREEMENT

Between

Morton Township (Township)

And

Mecosta County (County)

January 26, 2021

The Township is currently without a building official and has requested that the County provide these services until the Township can fill their vacancy. The County has agreed to provide this service at a rate of Seventy-Five (\$75.00) dollars per inspection. This agreement will be in effect from December 1, 2020, until further notice. If the Township does not fill this vacancy by June 30, 2021, and still needs these services this agreement can be extended by mutual agreement of both the Township and County.

For: Mecosta County	For: Morton Township
Ву:	By: Mark R Klumpp
lts:	Its: Supervisor
Date:	Date: 1/26/2/

MECOSTA COUNTY RESOLUTION #2021- 03

		Amending EN	MS Fee Schedule			
The follow	ing preamble and reso	lution were offe	ered by Commissioner			
and suppor	ted by Commissioner					
WHEREA	1974 - 79 - 48 - 48 - 48 D. 119 14 B.		ng the Mecosta County Emergency Medical Service			
	S, the rates approved agnize this additional of		s/Blue Shield and Medicare have been increased to			
			fee schedule for the Mecosta County EMS shall be consistent with the available reimbursement rates:			
		 Current 	Eff. 2/5/21			
o BLS:		\$455.69	\$455.69			
o BLS-I	3:	\$469.47	\$480.03			
o ALS-N		\$566.91	\$566.91			
o ALS-1	*	\$598.43	\$611.89			
o ALS-2	2	\$768.48	\$785.77			
o SCT		\$908.21	\$928.64			
o Waitir	ng ½ hr.	\$55	\$55			
o MILE	AGE	\$13.40	\$13.70			
o STAN	DBY	\$75/hour	\$75/hour			
o Treatn	nent w/o Trans.	\$126.38	\$126.38			
o Comn	nunity CPR Class		\$40.00 p/p			
o CPR a	and First Aid		\$75.00 p/p			
AYES:	Commissioners: _					
NAYS:	Commissioners:					
RESOLUT	TON DECLARED AT	Mai	rcee M. Purcell costa County Clerk			
STATE OF	MICHIGAN)) ss	i.,				

COUNTY (OF	MECOSTA)
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I, the undersigned, the duly qualified and acting Clerk of the County of Mecosta, Michigan (the County) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 4th day of February 2021, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS	WHEREOF, I have he	ereto affixed my official signature on this day o
	_, 2021, A.D.	
		Marcee M. Purcell
		Mecosta County Clerk

MECOSTA COUNTY RESOLUTION #2021- 04

Resolution of Support for Local Businesses
The following preamble and resolution were offered by Commissioner
and supported by Commissioner:
WHEREAS, the novel coronavirus (COVID-19) is a respiratory disease that can result in serious illnes or death with resulting widespread disruptions to everyday life; and
WHEREAS, the Mecosta County Board of Commissioners recognizes that COVID-19 is having and will continue to have, direct short and long term 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 Mecosta County Board of Commissioners understands that many local private businesses and industries have suffered and continue to suffer economic harm due to COVID-19 thru no fault of their own; and
WHEREAS, the Mecosta County Board of Commissioners believes that the vitality of our local restaurants, hotels, recreation venues, industries, service providers, etc., contributes substantially to the overall physical and mental well-being of residents of the County; and
WHEREAS, the Mecosta County Board of Commissioners recognizes that there are many option available to support Mecosta County small businesses; such as buying locally, ordering takeou food, making advance reservations, and purchasing gift cards to assist these vital businesses i their long term survival.
NOW THEREFORE, BE IT RESOLVED, that the Mecosta County Board of Commissioner encourages County residents to support local businesses at all times, but particularly during this global pandemic.
BE IT FURTHER RESOLVED that the Mecosta County Board of Commissioners encourages the lifting of restrictions on businesses as soon as is feasible.
BE IT FURTHERS RESOLVED, that that copies of this resolution be transmitted to Governous Whitmer, Speaker of the House Wentworth, Senate Majority Leader Shirkey, the Michigan Association of Counties and all Counties within Michigan
AYES: Commissioners:
NAYS: Commissioners:

RESOLUTION DECLARE	D ADOPTED.	Marcee M. Purcell Mecosta County Clerk
STATE OF MICHIGAN)) ss. COUNTY OF MECOSTA)		
I, the undersigned, the duly qualifie (the County) do hereby certify that to adopted by the County Board of (February 2021, the original of which was given pursuant to and in complete as amended, including in the case of least eighteen (18) hours prior to the		ed and acting Clerk of the County of Mecosta, Michigan the foregoing is a true and complete copy of a resolution Commissioners at a regular meeting on the 4 th day of ch is on file in my office. Public notice of said meeting liance with Act No. 267, Public Acts of Michigan, 1976, of a special or rescheduled meeting, notice by posting at a time set for the meeting. Hereto affixed my official signature on this day of



MECOSTA COUNTY COMMISSION ON AGING & ACTIVITY CENTER

12954 80th Avenue Mecosta, MI 49332 P: 231-972-2884 F: 231-972-4735 www.mecostacounty.org/mccoa

To: Paul Bullock, County Controller/Administrator

Mecosta County Board of Commissioners

From: Cynthia Mallory, Director

Date: 1/27/2021

RE: United Way grant

At the end of 2020 we listed United Way as one of our Annual grants we asked permission to write for. We usually only have 2 weeks to prepare it and the official materials will be distributed most likely by email soon.

We would like to give a heads up that the grant may have a due date right before the Commissioner's February 18 meeting so we may need to arrange for a signature. The amount we have been awarded in previous years was \$15,000.

Thank you for your attention to this grant opportunity



Mecosta County Park Commission Commission Meeting

The December 15, 2020 Commission Meeting of the Mecosta County Park Commission was called to order via live video conference at 5:00 PM by the Commission Chairman, Mr. Stratton.

Roll Call

Members Present: Mrs. Bradstrom, Mr. Johnson, Mr. O'Neil, Mr. Perialas (arrived - 5:35 PM), Mr. Roels, Mr. Stanek, Mr. Stratton, Mr. Sweir (arrived - 5:05 PM) and Mr. Vogel. **Members Absent:** Ms. Miller. **Others Present:** Jeff Abel - Superintendent, Erin Bean - Operations Manager and Kathy Maclean - Administrative Clerk.

Approval of Agenda

Hearing no objections, the agenda is approved with the addition of Tree Sale under Correspondence.

Approval of Minutes

Mr. Vogel motioned, seconded by Mrs. Bradstrom to approve the minutes of the November 17th Park Commission meeting and the December 1st Rules & Regulations meeting, as presented. Motion carried.

Haunted Hatchery - Circle K

Erin Bezeau, Circle K President, provided a report on this year's event. Due to COVID, attendance and subsequent revenue was lower this year, with a total of \$2560 being raised. A portion of the proceeds are being donated to the parks to benefit youth programming in the parks.

Public Hearing

The Chairman of the Mecosta County Park Commission, Steve Stratton, opened the Public Hearing for the 2021-2025 Parks and Recreation Master Plan at 5:05 PM.

P. Griffith noted the Parks Superintendent had been receptive to his input and that he appreciated the Superintendent's willingness to discuss and make changes to the draft during the public review period.

There was no additional public input.

The Chairman of the Mecosta County Park Commission closed the Public Hearing at 5:13 PM and the Commission Meeting resumed.

Public Comment: None.

Reports and Updates

Superintendent's Updates

The Superintendent updated the Commission on 15 current and completed projects, including: **Paris Fencing** Safety fencing has been installed around the sink hole area by the icehouse and fence repairs have been completed in multiple sections near the campground.

Grand Rapids RV Show has been cancelled; we elected to move our payment to the January 2022 show.

Dead Trees have been removed from School Section Lake and Brower Parks' common and campground areas; additional tall or dangerous trees will be removed by Cook's Tree Service. An evaluation of Merrill-Gorrel's trees will take place next week.

Ice Mountain Davis Bridge Grant check for \$20,000 has been received.

FGC Renovations Our staff have been repairing and repainting windows, walls and ceiling and updating lighting to LED in the lower level of the lodge. Flooring to be installed soon.

Dragon Trail Updates - Mrs. Bradstrom and Mr. O'Neil updated the Commission regarding the Trail's available fund balance of approximately \$7,800. To move forward with next year's scheduled build, an influx of up to \$410,800 is needed, approximately 50% of which is matching grant dollars through a Michigan DNR Trust Fund Grant that will be reimbursed once portions of the trail are completed and certified by the engineer. The first segment scheduled to be built in 2021 is the segment that connects Davis Bridge Park to Brower Park. Mrs. Bradstrom motioned, seconded by Mr. O'Neil to have the Superintendent draft a letter requesting a line of credit up to \$410,800 from Mecosta County. Motion carried with a unanimous roll call vote. Incident /Accident Report - No reports.

Correspondence

Park Commission Appointments - Paul Griffith has been appointed to the Park Commission and Mrs. Bradstrom and Mr. Stratton have been reappointed for a term of 3 years.

2021 Tree Sale - The Commission agrees to provide the Mecosta County Conservation District use of the Paris Fish Hatchery Building for their 2021 Tree Sales.

Committee Actions

Masterplan

2021-2025 Park Commission Master Plan - Mr. Stanek motioned, seconded by Mrs.

Bradstrom to submit the Master Plan Draft to the County Board of Commissioners for their review and approval. Motion carried with a unanimous roll call vote.

Buckhorn Creek Dam Removal Project - The Muskegon River Watershed (MRWA)has completed a preliminary restoration plan and project estimate to remove the dam and restore the stream to its natural condition. The project partners include MRWA, MCPC, and the MDNR Fisheries, Parks and Recreation and Wildlife Divisions. Various funding sources will be pursued; MCPC will have some financial burden, but currently the estimated amount has not been established. This will be a long-term solution to the sink hole by the icehouse. Mrs. Bradstrom motioned, seconded by Mr. Vogel to support MRWA's continued progress in the interest of the Park Commission. Motion carried.

Event Schedule - Events and event dates were reviewed. Community Open House Weekend to include free vehicle entry on Friday as well as Saturday and Sunday.

Personnel

Assistant Operations Manager Job Posting – Job description was reviewed and approved to post with minor correction. Anticipated hiring of position to take place in February 2021.

Finance

2021 Refund Policy - Mr. Stanek motioned, seconded by Mrs. Bradstrom to approve the updated refund policy as presented. Motion carried.

Financial

Financial Report - Revenue & Expenses, Cash Spreadsheet, Year-to-Year -

Financial reports were reviewed and discussed.

Year End Budget Adjustment - Review and Approval - Mrs. Bradstrom motioned, seconded by Mr. Vogel to approve the budget adjustments as presented. Motion carried with a unanimous roll call vote.

Approval of Bills - Mr. Stanek motioned, seconded by Mr. Roels to approve the bills in the amounts of \$2,244.11 and \$11,446.15. Motion carried with a unanimous roll call vote.

Public Comment: None.

Resolution

WHEREAS: **Mr. Stephen Perialas** has faithfully served the Mecosta County Park Commission for a total of 21.5 years. **Mr. Stephen Perialas** has served as Chairman for 3 years, 1 year as Vice Chairman, 4 years as Secretary and has served on several Mecosta County Park Commission sub-committees.

WHEREAS: Mr. Stephen Perialas has, during his appointment with this Commission, given freely and unselfishly of his time, experience, and varied expertise, which have contributed significantly to the development, improvement and continued operations of the Mecosta County Parks, now

THEREFORE BE IT RESOLVED: That the Mecosta County Park Commission and the Superintendent of said Commission does hereby express sincere gratitude for the faithful and dedicated contributions which **Mr. Stephen Perialas** has made and,

BE IT FURTHER RESOLVED: That this resolution be made a permanent part of the proceedings of this Commission and that a true copy be given to **Mr. Stephen Perialas** as a record of his exemplary service.

Motion carried Unanimously.

Other Business:

2021 Meeting Dates & Times - The 2021 schedule was reviewed and supported with all inperson Commission Meetings scheduled at the Mecosta County Services Building and the September and December meeting dates moved to the 2nd Tuesday of those months. **Next Commission Meeting** - 5 PM, January 19th at the Services Building and/or via Zoom. **Park Superintendent** - Out of Office December 18- January 4

Adjournment: 6:20 PM



Mecosta-Osceola County Department of Health & Human Services

Joint Board Meeting Minutes

December 15, 2020

PERSONS PRESENT: Carolyn Curtin, Osceola County Chairman

Janice Covey, Mecosta County Chairman

Susan Haut, Mecosta Vice-Chair

Carole Edstrom, Osceola County Board Member Jan McBrien, Mecosta County Board Member Larry Emig, Osceola County Commissioner

Jennifer Schmidt, Acting-Director

Linda Howard, Mecosta County Commissioner

Absent: Glenn Bluhm, Osceola County Vice-Chair

The Meeting was called to order by Ms. Curtin at 9:00 am via teleconference.

Minutes from the November 24, 2020 meeting were reviewed and motion to approve made by Ms. Covey with support by Ms. McBrien. Motion Carried.

The Agenda was reviewed and motion to approve by Ms. Curtin. Supported by Ms. McBrien. Motion Carried.

PUBLIC COMMENT:

- Mr. Emig stated he will retire from the Osceola County Board of Commissioners after serving 33
 years. Ms. Covey thanked Larry Emig for his outstanding Service. Mr. Emig shared the process for
 his replacement on the Mecosta-Osceola County DHHS Board.
- Ms. Howard stated Mecosta County extending Covid-19 protocols. Appointments needed to gain access to County Buildings.

LOCAL OFFICE ISSUES/Directors Report:

Acting-Director, Jennifer Schmidt, updated the Boards on:

- Local Office staff commenced with the semi-annual Child Stat Presentation with the BSC-3.
- Local-Office Community Resource Coordinator, John Klever, partook in the annual Gift for Kids program held in Evart on Saturday, December 12th, serving 120 families.
- Operation Good Cheer. Mecosta-Osceola County provided gifts to the parents with kids in the Foster Care Program.
- Local staff will continue to work from Home until at least March 1, 2021.
- The 2021 goals for local office shared.



Mecosta-Osceola FY21 Goals.docx

- BSC-3 Director, Kathy Miller, retiring in January.
- Local Staffing allocations will remain the same from the prior year. One ES employee transferring to CMH and another ES employee on Medical Leave of Absence. With the current hiring freeze in place a Hiring Exception Request being explored.

MCSSA:

- Ms. Covey stated the MCSSA Board Meeting scheduled 12/16 @ 10:00 a.m.
- Ms. Curtin shared information on the Listen and Learn via ZOOM scheduled January 25th @ 1:30 pm.



Michigan County Social Services Associ

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Mecosta-Osceola County DHHS Board Minutes Page - 2 -

ADJOURNMENT:

A motion to adjourn was made by M will be Tuesday, January 26, 2020 at	s. Curtin at 9:58 a.m. with support from Ms. Covey. The next meeting 9:00 a.m.
Jennifer Schmidt, Acting-Director Secretary to the Board	Carolyn Curtin, Osceola County Chairman
	Janice Covey, Mecosta County Chairman
Darren Hengesbach, Recording Secretary	

Mecosta County Department of Health & Human Services Board Meeting Minutes

December 15, 2020

PERSONS PRESENT: Janice Covey, Mecosta County Chairman

Jan McBrien, Member Susan Haut, Vice-Chairman

Linda Howard, Mecosta County Commission

Jennifer Schmidt, Acting-Director

The Meeting was called to order by Ms. Covey at 10:02 am via teleconference.

Minutes from the November 24, 2020 meeting were reviewed and motion to approve made by Ms. Haut with support by Ms. McBrien. Motion Carried.

The Agenda reviewed and motion to approve by Ms. McBrien, Supported and Motion carried.

PUBLIC COMMENT:

 Ms. Howard stated Mecosta County extending COVID-19 protocols. Appointments needed to gain access to County Buildings.

FISCAL:

A. Financial Report:

The November Financial Report reviewed. A motion to approve was made by Ms. McBrien. Supported by Ms. Haut. Motion Carried.

COUNTY SPECIFIC BUSINESS:

Mecosta County Board of Commissioners approved appropriating \$7,450.00 to the Mecosta County DHHS Board's 2021 budget.

ADJOURNMENT:

A motion to adjourn was made by Ms will be Tuesday, January 26 th at 10:0	s. Covey at 10:17 a.m. with support by Ms. Haut. The next meeting 0 am.
Jennifer Schmidt, Acting Director Secretary to the Board	Janice Covey, Chairman
Darren Hengesbach, Recording Secretary	



Mecosta County Park Commission

22250 Northland Drive, Paris, MI 49338 (231) 832-3246 WEBSITE: www.mecostacountyparks.com FAX: (231) 832-2078

Mecosta County Board of Commissioners 400 Elm Street Big Rapids, MI 49307 January 20th, 2021

Mecosta County Board of Commissioners,

The Mecosta County Park Commission approved a motion during the January 19th, 2021 Park Commission meeting requesting that the Mecosta County Board of Commissioners consider placing a <u>.5 mil/5-year millage proposal on the ballot for the May 2021 election cycle.</u> The funding created by this millage would initiate a parks day-use and community services improvement plan consistent with the Park Commission's 5-year Master Plan recently adopted by the County Board.

This request would be serving the same goals and objectives of the millage that was removed during the August 2020 election cycle. The Park Commission is requesting that the same ballot proposal and language previously removed from the ballot in 2020 be reinstated in May of 2021.

Two motions were made during the January 19th Park Commission meeting related to this proposal, shown as follows:

Mr. O'Neil motioned, seconded by Mr. Stanek to approve of the Park Commission seeking a parks and recreation millage during the 2021 calendar year. Motion carried with 7 yes and 3 no (Johnson, Roels, Hatkowski) votes.

Mrs. Bradstrom motioned, seconded by Mr. O'Neil to request from the County Board of Commissioners that a county parks millage of up to .5 mil for a term of 5 years be placed on the May 2021 ballot. Motion carried unanimously with a roll call vote.

The project priorities of a parks and recreation millage would be specifically designed to focus on improvements to day use amenities, community events, and recreational opportunities offered within the county parks. Millage funded projects would be focused on directly benefitting county residents with tourism-based projects being funded though revenue generation by tourist-based amenities, such as camping fees.

We would like to thank the County Board of Commissioners for your continued support and vision in assisting our initiative to provide quality recreational opportunities within our community.

Sincerely,

Jeff Abel, Superintendent

Mecosta County Park Commission

Brower Park 23056 Polk Rd. Stanwood, MI 49346 (231) 823-2561 School Section Lake Veterans Park 9003 90th Ave.

Mecosta, MI 49332 (231) 972-7450 Merrill-Gorrel Campground 3275 Evergreen Sears, MI 49679 (989) 382-7158 Paris Park 22090 Northland Dr. Paris, MI 49338 (231) 796-3420



The Mecosta and Osceola County Human Services Collaborative Body

Working Together To Improve The Quality Of Life For All Residents Of Our Region

Mecosta/Osceola HSCB
Meeting Minutes
Meeting held via Go To Meeting
December 10, 2020

Present: Wendy Nystrom (Mecosta Commissioner), John Klever (MDHHS), Diane Long (Project Starburst), Shay Tullar, (1016 Recovery), Chris Pratt (1016 Recovery), Karen Roy (MOISD), Don Guernsey (Eagle Village), Jen Schmidt (MDHHS), Larry Emig (SFSC Coord), Cathern Beagle (CMHCM), Jane Currie (WISE), Heather Streicher (Os.Co Probate Ct), Guests: Gabriel Zawadyki (MAC), Lindsay DeCamp (DHHS), Christin Gaber, (DHHS).

Meeting opened at 9:06 A.M.

By Chair-Don Guernsey

- I. Welcome and Introductions
 - a. Additions to the Agenda- No additions and Agenda Approved by consensus
- b. **Review:** November 11, 2020 meeting minutes: **Motion:** Diane Long, **Second:** Shay Tullar to approve the minutes from the November 11, 2020 meeting. **Motion Carried**
 - c. Presentations:

Transforming Youth Suicide Prevention In Michigan
Lindsay DeCamp, MHA-TYSP-Mi3-Program Coordinator MDHHS & Christin Gaber (DHHS)
Power Point Presentation Sent to Group.

- II: Committee/Workgroup Reports- Reports on hold until next meeting. Information below is still active.
- **d. Executive Committee-Don Guernsey.** Nothing new since the last meeting.
- **e.** Advocacy/Systems of Care Committee. T. Hogenson. Had discussions regarding the impact the COVID issue was having on agencies ie: planning, meetings, programs etc. Most are adjusting given the challenge and limitations. MOTA update regarding increase in services since the mileage request passed. January is Human Trafficing month. Numbers at OBK were given. Our next meeting will be held on January 26, 2021 at 10:30 am. and will no doubt be virtual.
- **f. Housing Continuum of Care Committee L. Emig-** Mtg held yesterday. There is an excess of funds for HMIS. There also are additional funds left over for ESG from last year's Grant Year. The ESG Cares Funding is good for 2 years. There was an increase in voucher being pulled. There were 11 in Mecosta and 7 in Osceola. There are a number of folks on the wait list. There were 37 calls to homeless hotline and 32 of them went

24 of 35

directly to Case Manager to help them with assistance of getting on wait lists In the Offender Success Program, there was 1in Mecosta (obtained a rental) and 1 in Osceola County and is looking. All is going well with coordinated entry. It has been hard to track the homeless youth during these times. Karen has applied for a grant that will request funds for the cont of care for families with kids enrolled in school. The funds are tied to grades and attendance etc.

g. Finance and Evaluation Committee C. Beagle- No updates

h. Coordinators Report: L. Emig-. Have been facilitating and setting up the various committee meetings. Have been looking at a future Legislative Forum (to be held virtually) perhaps into the first of the year. Will see what topics the legislators might be interested in. At this time, I will be the Chair for next year and Shay Tullar will be the Vice Chair I also have been working on future presentations that would be of interest to the collaborative and provide fresh ideas for programming etc.

i. LEPT Report:-

- III. Rounds Table/Agency Updates DHHS is working remotely.
- IV. Peer to Peer- Was done at the end of the meeting.

V. Adjournment:

Meeting adjourned at: 10:12 am.

Chair Don Guernsey

Future meetings – Next meeting January 14, 2021

Larry Emig/SFSC Coordinator

Mecosta-Osceola County Department of Health & Human Services

Joint Board Meeting Minutes

January 26, 2021

PERSONS PRESENT: Carolyn Curtin, Osceola County Chairman

Janice Covey, Mecosta County Chairman

Susan Haut, Mecosta Vice-Chair

Glenn Bluhm, Osceola County Vice-Chair Carole Edstrom, Osceola County Board Member Jan McBrien, Mecosta County Board Member Sally Momany, Osceola County Commissioner

Jennifer Schmidt, Acting-Director

Wendy Nystrom, Mecosta County Commissioner

The Meeting was called to order by Ms. Curtin at 9:06 am via teleconference.

Minutes from the December 15, 2020 meeting were reviewed and motion to approve made by Ms. Haut with support by Mr. Bluhm. Motion Carried.

The Agenda was reviewed and motion to approve by Ms. Covey. Supported by Ms. McBrien. Motion Carried.

PUBLIC COMMENT:

Mecosta County Commissioner, Wendy Nystrom and Osceola County Commissioner, Sally Momany introduced themselves to the Boards. Ms. Nystrom replaces Linda Howard and Ms. Momany replaces Larry Emig.

LOCAL OFFICE ISSUES/Directors Report:

Acting-Director, Jennifer Schmidt, updated the Boards on:

- Vaccinating of frontline employees and daily health-screening checklist on the horizon for staff.
- Local staffing transitions and assignments.
- Danielle Martin has accepted full-time position as the Business Service Center-3 Director.
- A thorough Metric-Dashboard was detailed for programs provided by Mecosta-Osceola DHHS.

MCSSA:

• Ms. Covey stated staff-officer changes at the MCSSA headquarters. Ms. Curtin commented on the Listen and Learn conference. Next conference, February 22nd, is on Human Trafficking.

ADJOURNMENT:

Α	\ motion t	o adjourn	was made by	Ms. Curti	n at 10:1	9 a.m. wi	th support fr	om Ms. C	ovey. Th	e next n	neeting
W	vill be Tue	esday, Feb	ruary 23, 202	1 at 9:00	a.m.				-		
		-	-								

Carolyn Curtin, Osceola County Chairman
Janice Covey, Mecosta County Chairman

Darren Hengesbach, Recording Secretary

Mecosta County Department of Health & Human Services Board Meeting Minutes

January 26, 2021

PERSONS PRESENT: Janice Covey, Mecosta County Chairman

Jan McBrien, Member Susan Haut, Vice-Chairman

Wendy Nystrom, Mecosta County Commission

Jennifer Schmidt, Acting-Director

The Meeting was called to order by Ms. Covey at 10:20 am via teleconference.

Minutes from the December 15, 2020 meeting were reviewed and motion to approve made by Ms. McBrien with support by Ms. Haut. Motion Carried.

The Agenda reviewed and motion to approve by Ms. McBrien, Supported and Motion carried.

PUBLIC COMMENT:

• Ms. Nystrom, with the Mecosta County Board of Commissioners, introduced herself to the Board. Ms. Nystrom replaces Linda Howard from the Mecosta County Board of Commissioners.

FISCAL:

A. Financial Report:

The December Financial Report reviewed. A motion to approve was made by Ms. McBrien. Supported by Ms. Haut. Motion Carried.

COUNTY SPECIFIC BUSINESS:

• Ms. Schmidt presented to the Board a 3-year Counseling Contract for various providers. The contract is for Clinical and Group Counseling along with Ancillary Services for period 04/01/21 thru 03/31/24 with option for 2 one-year extension thru 03/31/2026.

A motion to approve contract was made my Ms. McBrien with Support from Ms. Haut. Motion carried.

With the virtual meeting format, a motion was made for signature on the Contract-Agreement. A motion for Recording Secretary, Darren Hengesbach, to sign the agreement for chairperson Ms. Covey was made by Ms. Haut and supported by Ms. McBrien. Motion carried.

ADJOURNMENT:

A motion to adjourn was made by Ms. will be Tuesday, February 23, 2021 at	,	t by Ms. Haut. The next meeting
Jennifer Schmidt, Acting Director Secretary to the Board	Janice Covey, Chairman	

Darren Hengesbach, Recording Secretary

CP 12-1

BUILDING AND ZONING COMMITTEE MINUTES 10:30 AM COUNTY BUILDING Conf Rm F and Zoom ID 608 471 9153 January 21, 2021

PRESENT: Linda Howard - Chair, Ray Steinke, and Wendy Nystrom

OTHERS PRESENT: Paul Bullock and Michelle Stenger

CALL TO ORDER: 10:30 AM

PUBLIC COMMENT: NONE

BUILDING REPORT:

- New Building: Due to the snow holding off in 2020, permits have continued to come in and the inspectors are still busy with the ongoing projects.
- Morton Township: The agreement is being finalized for inspection fees. That will go directly to the BOC for approval once completed.

ZONING REPORT:

- Abatement Process: 3 abatement cases are currently ongoing in the Court system. The process normally takes several months to reach the point of hiring a contractor.
- Rezoning: A Morley area location is coming before the Board today for a requested rezoning to allow agro tourism at a location that has been an onsite flower sale/greenhouse.

FINANCIALS:

• Year to Date: The Committee reviewed the year to date financials. Ms. Stenger advised that they ended the year 10.22% over 2019. Total projected revenue was approximately 136% of budgeted for 2020.

MEMBER COMMENTS: NONE

Adjournment: 10:45 AM Next regular meeting: February 18, 2021

EMS COMMITTEE MINUTES 1:45 PM Conf Rm F and Zoom ID 608 471 9153 January 21, 2021

PRESENT: Jerrilynn Strong and Ray Steinke.

Others Present: Tim Ladd, Scott Schroeder, and Paul Bullock.

CALL TO ORDER: 1:45 PM PUBLIC COMMENT: NONE

FINANCIAL REPORTS: The December 2020 billings, write-offs, and revenue were reviewed. The Committee will recommend to the Board that contractual write-offs of \$122,518.74 non-contractual write-offs of \$2,160.42 and collections write-offs of \$9,073.71 be approved.

MONTHLY STATISTICS: Mr. Ladd presented the number of transports, non-transports, total calls, and billings for December 2020. Mr. Ladd also presented the monthly statistics for e-calls, transfers, and calls with treatment but no transport.

OLD BUSINESS: NONE

NEW BUSINESS:

- Tablet computer purchase request: Mr. Ladd requested permission to purchase 3 new tablets
 from Precision Data for mounting in the ambulances at a total cost of \$11,285.10. The
 Committee will recommend to the Board that the request be approved.
- Paramedic Program: Mr. Ladd has worked with Great Lakes Paramedic Training to explore
 offering a satellite program in our facility. Mr. Ladd will continue to work out details and bring
 a proposal once they have completed the planning.
- Paramedic Tuition Assistance Program Proposal: Mr. Ladd advised that he has had preliminary
 conversation with the union regarding potential scholarships to increase the number of
 paramedics available to staff the trucks. He will be in further discussion with the Union on a
 proposal that may be brought to the Board.
- Updated Fee Schedule: Mr. Ladd presented the new proposed fee schedule to bring us in line
 with the Blue Cross Blue Shield rates. The Committee will recommend to the Board that a
 resolution be placed on the February 4th agenda to approve adopting the proposed
 schedule.

EMERGENCY MANAGEMENT:

- Responses: Mr. Shroeder advised on the responses that he has assisted in since the last meeting.
- Homeland Security Grant: He is working on finalizing the grant projects.
- EMPG: He has submitted the paper work for the Emergency Management Performance Grant.

NEXT MEETING: 1:45 PM February 18, 2021 ADJOURNMENT: 2:25 PM



Resolution 8-2021

Date: January 20, 2021

Pandemic Resolution

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on January 20, 2021 and reviewed request to approve and distribute as specified this Pandemic Resolution.

WHEREAS, we live in a time of pandemic;

WHEREAS, we are now entering into the second year of the global pandemic which has impacted every Grand Traverse County citizen in a myriad of ways;

WHEREAS, the threat from the virus, though serious, has resulted in a thwarting of personal freedoms without sufficient regard for ongoing and potentially irreparable economic, emotional, educational and other societal impacts;

WHEREAS, the orders by the MDHHS lack legislative support of the democratically elected representatives, having been initiated unilaterally and unconstitutionally by the Governor of Michigan,

WHEREAS, the orders by the MDHHS have disallowed any degree of personal accountability, eroded constitutional rights of citizens and have placed undue burden and restrictions on local businesses and local employees;

WHEREAS, The Michigan Department of Health and Human Services (MDHHS) has issued orders without providing funding or sufficient guidance for the enforcement of such orders;

WHEREAS, the right and responsibility of individuals to self-determine what is best for their own health, liberty and pursuit of happiness is necessary and ensured by our Constitution, which we have taken an oath to defend and uphold;

THEREFORE, The Grand Traverse County Commission does not support the expenditure of any county funds for the purpose of arrest and prosecution of any person accused of violating MDHHS emergency orders regarding COVID-19, and encourages the Grand Traverse County

Sheriffs Department and The Grand Traverse County Prosecutors Office to make this the lowest priority;

FURTHER, we call upon the citizens of Grand Traverse County to act responsibly with regards to others while determining for themselves what is best for themselves, for their own families and loved ones and how to contend with the ongoing risks associated with the COVID-19 virus;

FURTHER, we call upon local businesses to use their own good judgement to operate in a manner which minimizes risk to patrons while protecting the health and welfare of their business, care for their employees, and the community;

FURTHER, The Grand Traverse County Commission directs this resolution to be sent to all 83 Michigan counties, the State of Michigan House, The State of Michigan Senate, and the Office of Governor Gretchen Whitmer.

Kalkaska County Board of Commissioners Resolution 2021-14

Pandemic Resolution

The Kalkaska County Board of Commissioners, at a Reconvene of a Regular Meeting, January 22, 2021, reviewed and approved the following:

WHEREAS, we live in a time of pandemic; and

WHEREAS, we are now entering into the second year of the global pandemic which has impacted every Kalkaska County citizen in a myriad ways; and

WHEREAS, the threat from the virus, though serious, has resulted in a thwarting of constitutional liberties and personal freedoms without sufficient regard for ongoing and potentially irreparable economic, emotional, educational and other societal abuses; and

WHEREAS, Governor Whitmer working with the Attorney General, Secretary of State, the Directors of the Michigan Health Department and the Michigan Licensing and Regulatory Affairs, did engage in fining, penalizing, and revoking the licenses of businesses for failure to obey and enforce the unconstitutional Executive Orders; and

WHEREAS, the orders by the MDHHS lack legislative support of the democratically elected representatives, having been initiated unilaterally and unconstitutionally by the Governor of Michigan; and

WHEREAS, the orders by the MDHHS have disallowed any degree of personal accountability, eroded constitutional rights of citizens and have placed undue burden and restrictions on local businesses, local employees and the citizens of Kalkaska County; and

WHEREAS, The Michigan Department of Health and Human Services (MDHHS) has issued orders without providing funding or sufficient guidance for the enforcement of such orders; and

WHEREAS, the 1st Amendment to the constitution states: "Congress shall make no laws respecting an establishment of religion, or prohibiting the free exercise thereof: or abridging the freedom of speech, or of the press, or of the people to peaceably assemble, and to petition the government for a redress of grievances."; and

WHEREAS, title 18, u.s.c. section 241 says "If two or more persons conspire to injure, oppress, threaten, or intimidate any person in any State, Territory, Commonwealth, Possession, or District in the free exercise or enjoyment of any right or privilege secured to him by the Constitution or laws of the United States, or because of his having so exercised the same..."

Title 18, u.s.c 242 says "Whoever, under color of any law, statute, ordinance, regulation, or custom, willfully subjects any person in any State, Territory, Commonwealth, Possession, or District to the deprivation of any rights, privileges, or immunities secured or protected by the Constitution or laws of the United States, or to different punishments, pains, or penalties, on account of such person being an alien, or by reason of his color, or race, than are prescribed for the punishment of citizens, shall be fined under this title or imprisoned not more than one year, or both"; and

WHEREAS, the right and responsibility of individuals to self-determine what is best for their own health, liberty and pursuit of happiness is necessary and ensured by our Constitution, which we have taken an oath to defend and uphold;

NOW THEREFORE, BE IT RESOLVED, The Kalkaska County Commission calls upon the Michigan Legislature to exercise their co-equal authority by adopting constitutionally sound measures which limit the unchecked exercise and abuse of executive power, which restore individual responsibility and accountability, and which return Michigan to the ranks of freedom-loving governments everywhere.

FURTHER, The Kalkaska County Commission does not support the expenditure of any county funds for the purpose of arrest and prosecution of any person accused of violating MDHHS emergency orders regarding COVID-19, and encourages the Kalkaska County Sheriff's Department and The Kalkaska County Prosecutors Office to uphold their oaths of office to support the Constitution, which is the Supreme Law of the land, and make this the lowest priority;

FURTHER, we call upon the citizens of Kalkaska County to act responsibly with regards to others while determining for themselves what is best for themselves, for their own families and loved ones and how to contend with the ongoing risks associated with the COVID-19 virus;

FURTHER, we call upon local businesses to use their own good judgement to operate in a manner which minimizes risk to patrons while protecting the health and welfare of their businesses, care for their employees, and the community;

BE IT FURTHER RESOLVED that copies of this resolution be transmitted to Governor Whitmer, both United States Senators, all Michigan Members of Congress, both Speakers of the House of Representative and the Senate, along with the Michigan Association of Counties and all Counties within Michigan, along with the Michigan Township Association and all Townships, Cities and Villages within Michigan.

Commissioners present: Baldwin, Banko, Bicum, Comai, Crambell, Fisher and Sweet. Commissioners absent: None

Motion by Commissioner Bicum. Supported by Commissioner Sweet.

Roll call vote:

Yeas: Bicum, Sweet, Baldwin, Banko, Comai, Crambell, Fisher.

Nays: None Absent: None

RESOLUTION DECLARED ADOPTED.

Kohn Fisher, Chairman 1-22-2021 Kalkaska County Board of Commissioners

STATE OF MICHIGAN

) ss.

COUNTY OF KALKASKA)

I, the undersigned, Clerk of Kalkaska County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Kalkaska County Board of Commissioners at its Reconvene of a Regular Meeting held 1-22-0221.

Deborah Hill, County Clerk 1-22-2021

Clerk of the Kalkaska County Board of Commissioners