

**MECOSTA COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 2, 2023**

**CP 3-1**

**UNAPPROVED**

Chair Jerrilynn Strong called the morning session of the Mecosta County Board of Commissioners to order at 10:00 A.M. with access to the public via Zoom. All those present stood and recited the Pledge of Allegiance to the United States Flag.

Commissioners present on roll call: Jerrilynn Strong, Randy Vetter, Linda Howard, Ray Steinke, Tom O'Neil, Chris Jane and William Routley.

Others present: Paul Bullock, County Administrator, Mindy Taylor, Finance Officer and Marcee Purcell, Mecosta County Clerk.

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

W. Routley moved to approve the Agenda as presented. R. Steinke seconded; motion carried.

**APPROVAL OF MINUTES:**

L. Howard moved to approve the October 19, 2023 Board Minutes as presented. C. Jane seconded; motion carried.

R. Steinke moved to approve the October 25, 2023 Budget Hearing Minutes as presented. L. Howard seconded; motion carried.

**PUBLIC MATTERS & COMMENTS:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**6.1 COUNTY BUILDING THREAT POLICY**

Paul Bullock appeared before the Board and presented the proposed policy “Threats to Employees and County Buildings” as adopted by the Security Committee.

R. Steinke moved to adopt the proposed policy/procedures for “Threats to Employees and County Buildings”. W. Routley seconded; roll call vote: 7 yeas, 0 nays; motion carried.

**SCHEDULED APPEARANCE:**

Eric Karbowski and Nikki Bancoft – MSU Extension/4-H Coordinator – appeared before the Board. Nikki introduced herself, gave some background and noted she is looking forward to this new position.

**FINANCIAL MATTERS:****Equipment Purchase Request – Administrator/IT**

R. Steinke moved to approve the request from IT and the Administrator to replace several computer items for various departments at \$31,240, and to replace the projector/white boards in Conference Room F with 3 – 85” televisions at \$3,800. W. Routley seconded; roll call vote: 7 yeas, 0 nays; motion carried.

**Budget Alteration/Various – Finance Officer**

R. Steinke moved to approve the budget alterations as presented for 101 101 Board of Commissioners and 101 999 Appropriations. W. Routley seconded; motion carried.

**Budget Amendment Request 101 215 Clerk – Finance Officer**

R. Steinke moved to approve the budget amendment request for County Clerk 101 215, increasing the budget by \$10,770 from Unreserved Contingency and moving money within the budget to cover previously approved wage increases. R. Vetter seconded; roll call vote: 7 yeas, 0 nays; motion carried.

**Budget Amendment Request SR 234 Housing – Finance Officer**

R. Steinke moved to approve the budget amendment request for SR 234 Housing Rehab, increasing expenditures by \$86,746 and moving money within line items to balance the budget. The \$86,746 is a refund to the State of program income that was more than the amount allowed for retention in the program; the money will come from Fund Balance. W. Routley seconded; roll call vote: 7 yeas, 0 nays; motion carried.

**Financial Reports/August 2023 - Finance Officer**

R. Steinke moved that the August 2023 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 \$2,442,813.11 and approve and pay non-approved vouchers in the amount of \$75,510.11. W. Routley seconded; roll call vote: 7 yeas, 0 nays; motion carried.

**COMMITTEE REPORTS:**

C. Jane reported attending MAC/DHHS Meeting, WCMCA Meeting/Fremont, Building & Grounds Committee and today's Commission Meeting.

L. Howard reported attending CMCMH 2-day Conference/Traverse City, Budget Hearing Meeting, Sheriff & Jail Committee, WCMCA Meeting/Fremont, CMCMH Meeting and today's Commission Meeting.

**S/J:**

L. Howard moved to approve a request to sponsor Corrections Officer Jordon Rolston at Westshore Police Academy for a 17-week course beginning in January. The Sheriff Dept will continue to pay his salary as a Corrections Officer, a State grant will cover the tuition, and the Sheriff is authorized to fill the vacancy that will be created. Upon graduation and licensure, Rolston will be placed on the Road Patrol and required to sign a contract calling for salary repayment if he leaves the Mecosta County Sheriff Department within 4 years. C. Jane seconded; roll call vote: 7 yeas, 0 nays; motion carried.

L. Howard moved to approve a request to fill a recently created Corrections vacancy. C. Jane seconded; motion carried.

R. Vetter reported attending Budget Hearing Meeting, WCMCA Meeting/Fremont, Security Committee and today's Commission Meeting.

T. O'Neil reported attending Budget Hearing Meeting, District 10 Health Meeting, WCMCA Meeting/Fremont, Finance Committee and today's Commission Meeting.

W. Routley reported attending Area Agency on Aging Meeting/W. Michigan, WCMCA Meeting/Fremont, Finance Committee and today's Commission Meeting.

R. Steinke reported attending WMCA Meeting/Fremont, District 10 Health Meeting, Budget Hearing Meeting, Finance Committee and today's Commission Meeting.

J. Strong reported attending Budget Hearing Meeting, Mid-Michigan Community Action Meeting, Finance Committee and today's Commission Meeting.

#### **ADMINISTRATOR'S REPORT:**

Paul Bullock reported on the following:

- Leprino Cheese Plant is ceasing production of cheese; will be laying off 114 positions effective January 2<sup>nd</sup>.
- COA Accountant has given notice to resign.
- Thanked the Board for their work on the budget process.
- The Commission Meeting scheduled for July 4<sup>th</sup> is moved to July 3<sup>rd</sup>, due to the holiday.

#### **PUBLIC MATTERS & COMMENTS:**

None

**MISCELLANEOUS & ANNOUNCEMENTS:**

None

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

C. Jane moved to accept and place on file Communications #1-3, Minutes & Reports #1-3 and Resolutions #1-5. R. Vetter seconded; motion carried.

**ADJOURNMENT:**

R. Steinke moved to adjourn to the next regular scheduled meeting or call of the Chair at 10:44 A.M.



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

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Jerrilynn Strong, Chair  
Mecosta County Board of Commissioners