

MECOSTA COUNTY BOARD OF COMMISSIONERS

DECEMBER 21, 2023

CP 6-1

UNAPPROVED

Chair Jerrilynn Strong called the afternoon session of the Mecosta County Board of Commissioners to order at 3:00 P.M. 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:

R. Steinke moved to approve the Agenda as presented. C. Jane seconded; motion carried.

APPROVAL OF MINUTES:

L. Howard moved to approve the December 7, 2023 Board Minutes as presented. R. Steinke seconded; motion carried.

L. Howard moved to approve the December 7, 2023 Budget Hearing Minutes as presented. R. Steinke seconded; motion carried.

PUBLIC MATTERS & COMMENTS:

None

UNFINISHED BUSINESS:

None

SCHEDULED APPEARANCE:

Lisa Kaspriak – Administrator/Medical Examiner's Office – appeared before the Board to present the MMEG Annual Report.

NEW BUSINESS:

6.1 BOARD APPOINTMENTS

Area Agency on Aging – 1 position, 2-year term

R. Steinke moved to re-appoint Sharon Bongard to the Area Agency Board for a 2-year term. W. Routley seconded; motion carried.

Planning Commission – 3 positions, 3-year terms

W. Routley moved to re-appoint Ethan Ray, Lorrie Behrens and Gary Lambrix to the Planning Commission for 3-year terms. R. Steinke seconded; motion carried.

Central Dispatch Authority – 2 positions, 3-year terms

Upon recommendation of the Big Rapids City Commission, R. Steinke moved to re-appoint William Routley to the Central Dispatch Authority for a 3-year term. R. Vetter seconded; motion carried.

R. Steinke moved to appoint Casey Councilor to the Central Dispatch Authority for a 3-year term. C. Jane seconded; motion carried.

Public Works Department – 1 position, 3-year term; 1 position, partial term

R. Steinke moved to re-appoint William Routley to the Public Works Dept Board for a 3-year term. L. Howard seconded; motion carried.

R. Steinke moved to appoint Chris Jane to the Public Works Dept Board for a partial term ending 12/31/2024. L. Howard seconded; motion carried.

Brownfield Redevelopment Authority – 2 positions, 3-year terms

R. Steinke moved to re-appoint Jerrilynn Strong and Dave Hamelund to the Brownfield Redevelopment Authority for 3-year terms. R. Vetter seconded; motion carried.

Zoning Appeal Board – 1 position, 3-year term; 1 alt. position, partial term

R. Vetter moved to re-appoint Randy Bleeker to the Zoning Appeal Board for a 3-year term. R. Steinke seconded; motion carried.

R. Steinke moved to appoint Ronald Kaledas as alternate to the Zoning Appeal Board for a partial term ending 12/31/2025. W. Routley seconded; motion carried.

Commission on Aging – 2 positions, 3-year terms

R. Steinke moved to re-appoint W. Routley to the Commission on Aging Board for a 3-year term. C. Jane seconded; motion carried.

R. Steinke moved to re-appoint Brenda Lambrix to the Commission on Aging Board for a 3-year term. W. Routley seconded; motion carried.

Building Board of Appeals – 1 position, 2-year term

R. Steinke moved to re-appoint Roger Carroll to the Building Board of Appeals for a 2-year term. C. Jane seconded; motion carried.

Parks Commission – 3 positions, 3-year terms

R. Steinke moved to re-appoint Marilyn Bradstrom to the Parks Commission for a 3-year term. W. Routley seconded; motion carried.

W. Routley moved to re-appoint Richard Hatkowski to the Parks Commission for a 3-year term. R. Steinke seconded; motion carried.

R. Steinke moved to re-appoint Paul Griffith to the Parks Commission for a 3-year term.
L. Howard seconded; motion carried.

Building Authority – 1 position, 4-year term

R. Steinke moved to re-appoint Sherry Earnest to the Building Authority for a 4-year term.
L. Howard seconded; motion carried.

Veterans Affairs – 1 position, 4-year term

R. Steinke moved to re-appoint Paul Mackersie to the Veterans Affairs Board for a 4-year term.
L. Howard seconded; motion carried.

FINANCIAL MATTERS:

Fee Schedule Proposal/Equalization – Equalization Director

R. Steinke moved that the proposed Fee Schedule from the Equalization Director be adopted effective January 1, 2024. W. Routley seconded; roll call vote: 7 yeas, 0 nays; motion carried.

Vehicle Purchase Request/COA Meals – Cynthia Mallory

R. Steinke moved that the low proposal from Ed Koehn Ford be approved for 3 Bronco Sport vehicles at a cost of \$31,435.52/vehicle. W. Routley seconded; roll call vote: 7 yeas, 0 nays; motion carried.

Salary Request Law Clerk/Circuit Court – Judge Booher

R. Steinke moved to concur with Judge Booher to start the Law Clerk at the 3-year step in 2024.
R. Vetter seconded; roll call vote: 7 yeas, 0 nays; motion carried.

Spay/Neuter Fees – Finance Officer

R. Steinke moved that the spay/neuter fees allocated to AuCaDo in the amount of \$798.50 be re-allocated to ARC due to AuCaDo moving to Genessee County. C. Jane seconded; roll call vote: 7 yeas, 0 nays; motion carried.

Budget Alterations/Various – Finance Officer

R. Steinke moved to approve the following budget alterations as presented: 101-131 Circuit Court, 101-268 Register of Deeds, 101-721 Planning & Zoning, SR 260 Indigent Defense, SR 289 Secondary Road Patrol, 101-265 Building & Grounds, 101-301 Sheriff's Dept, SR 214 Sobriety Court, SR 268 Crime Victims' Rights, 101-267 Prosecuting Attorney, 101-302 Road Patrol, SR 249 Building Dept, and SR 274 COA. C. Jane seconded; motion carried.

Budget Amendment Request 101-430 Animal Control – Finance Officer

R. Steinke moved to approve a budget amendment request for 101-430 Animal Control to cover wages and MERS that were increased after the budget adoption in 2023 with \$4,300 from Unreserved Contingency, and to move money between line items to balance the individual line items. W. Routley seconded; roll call vote: 7 yeas, 0 nays; motion carried.

Budget Amendment Request SR 210 EMS – Finance Officer

R. Steinke moved to approve a budget amendment request for SR 210 EMS for the use of \$75,000 in Fund Balance to cover salary and wage related shortages and 3 other line items that exceeded the approved budget. R. Vetter seconded; roll call vote: 7 yeas, 0 nays; motion carried.

Budget Amendment Request SR 273 COA Meals – Finance Officer

R. Steinke moved to approve a budget amendment request from SR 273 COA Meals for the use of \$6,000 in Fund Balance to cover a number of line items that exceeded the approved budget due to meal costs, union wage increases and trays, and to move money between line items to balance the individual line items. W. Routley seconded; roll call vote: 7 yeas, 0 nays; motion carried.

Financial Reports/October 2023 – Finance Officer

R. Steinke moved that the October 2023 Financial Reports be accepted and placed on file.
C. Jane seconded; motion carried.

Listed Bills:

R. Steinke moved to pay the pre-approved vouchers in the amount of \$531,619.20 and approve and pay non-approved vouchers in the amount of \$196,666.88. W. Routley seconded; roll call vote: 7 yeas, 0 nays; motion carried.

COMMITTEE REPORTS:

C. Jane reported attending today's Commission Meeting.

L. Howard reported attending YAC Meeting, MCDC Meeting, DHHS Meeting, Drain Committee Meeting, Michigan Sub Abuse Meeting/Lansing and today's Commission Meeting.

R. Vetter reported attending Building & Zoning Meeting, 2 – Green Township Meetings, Grant Township Meeting and today's Commission Meeting.

T. O'Neil reported attending Mecosta Township Meeting, Austin Township Meeting, Drain Committee Meeting, District 10 Health Meeting, Finance Committee, Building & Zoning Meeting, EMS Committee and today's Commission Meeting.

Building & Zoning:

T. O'Neil moved that Ms. Coles and Ms. Howard be directed to request a draft Materials Management Program Interlocal Agreement with Isabella County for consideration by Mecosta County no later than April 1, 2024. R. Steinke seconded; motion carried.

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

R. Steinke reported attending Hinton Township Meeting, Central Dispatch Meeting, Deerfield Township Meeting, LEPT Meeting, District 10 Health Meeting, Finance Committee, MOTA Meeting, EMS Committee, Building & Zoning Meeting and today's Commission Meeting.

EMS:

R. Steinke moved that the November 2023 contractual write-offs of \$107,289.28, non-contractual write-offs of \$7,874.41 and collections write-offs of \$9,127.44 be approved.
C. Jane seconded; motion carried.

R. Steinke moved that Mr. Johnson be authorized to order a new ambulance from the low bid of Kodiak Emergency Vehicles for a new Braun Chief IX ambulance at a cost of \$274,144 and

make a down payment of \$27,414.40. R. Vetter seconded; roll call vote: 7 yeas, 0 nays; motion carried.

J. Strong reported attending Area Agency on Aging Meeting, Finance Committee, EMS Committee, Parks Meeting and today's Commission Meeting.

ADMINISTRATOR'S REPORT:

Paul Bullock reported on the following:

- Cindy Sigmund from the Prosecutor's Office is retiring effective January 31st; requesting permission to start the process to fill that and any other subsequent vacancies that arise. R. Steinke so moved. R. Vetter seconded; motion carried.
- Bid MIDeal – 2024 Ford Transit 350, 12 passenger van to replace current transport van for Sheriff Dept – \$54,571 from Longhammer Ford of Owasso. Requesting permission to have Lieutenant Danielson order the van from Longhammer Ford and start the process for partitions and outfitting from Chrouch. W. Routley so moved. R. Vetter seconded; motion carried.
- Requesting permission for COA Director to fill a recent vacancy in the part-time custodian. C. Jane so moved. W. Routley seconded; motion carried.

PUBLIC MATTERS & COMMENTS:

None

MISCELLANEOUS & ANNOUNCEMENTS:

None

COMMUNICATIONS, MINUTES & REPORTS, RESOLUTIONS:

R. Steinke moved to accept and place on file Communication #1 and Minutes & Reports #1-3.
C. Jane seconded; motion carried.

ADJOURNMENT:

J. Strong moved to adjourn to the next regular scheduled meeting or call of the Chair at 4:02 P.M.
R. Vetter seconded; motion carried.



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

Jerrilynn Strong, Chair
Mecosta County Board of Commissioners