

MINUTES
Isabella County Board of Commissioners
REGULAR BOARD
HYBRID MEETING (IN-PERSON/ELECTRONIC)
Isabella County Commission on Aging Building
2200 S. Lincoln Rd., Mt. Pleasant, MI 48858
June 20, 2023 – 7:00 p.m.

CALL TO ORDER by Chairman Hope in conference room A/B of the Commission on Aging, 2200 S. Lincoln Rd., Mt. Pleasant, MI 48858. Hybrid Meeting (In-person/Electronic)

Pledge of Allegiance to the United States of America was led by Chairman Tobin Hope.

ROLL CALL: Commissioners Present: Tobin Hope, Chris Embrey, Terry Hutchinson, James Moreno, Frank Engler, and Steve Swaney.

Commissioner Absent: Jerry Jaloszynski

Also present: County Administrator/Controller Nicole Frost, Deputy County Clerk Leann Ellis

APPROVAL OF AGENDA

It was moved by Commissioner Moreno and supported by Commissioner Hutchinson to approve the agenda. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney and Hope. Nays: None.

GENERAL PUBLIC COMMENTS: None

PRESENTATIONS AND SPECIAL REPORTS: None

APPOINTMENTS TO BOARDS AND COMMISSIONS: None

CONSENT AGENDA:

1. It was moved by Commissioner Embrey and seconded by Commissioner Swaney to approve and place on file the June 6, 2023 Regular Meeting minutes, the June 13, 2023 Finance and

Administration Committee meeting minutes, the June 13, 2023 Human Resources and Public Works Committee Meeting minutes, and the June 13, 2023 Criminal Justice and County Affairs Committee Meeting minutes. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney and Hope. Nays: None

COMMITTEE REPORTS:

Finance and Administration Committee:

1. It was moved by Commissioner Embrey and seconded by Commissioner Swaney to ratify and place on file the June 2, 2023 Invoice List in the amount of \$297,719.15, the June 9, 2023 Invoice List in the amount of \$280,764.46, and the Adjustment List dated June 15, 2023. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney and Hope. Nays: None
2. It was moved by Commissioner Embrey and seconded by Commissioner Swaney to approve the Prime Contract Change Order No. 7 with Clark Construction, in the net additional amount of \$29,369.00, and authorize the Board Chair to sign the same. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney and Hope. Nays: None
3. It was moved by Commissioner Embrey and seconded by Commissioner Swaney to approve the Engagement Letter with Maner Costerisan dated June 2, 2023 for accounting and consulting services, and authorize the Board Chair to sign the same. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney and Hope. Nays: None
4. It was moved by Commissioner Embrey and seconded by Commissioner Swaney to approve the Project Development Agreement between Johnson Controls, Inc. and Isabella County for Detailed Project Development to determine the viability of Projects for a Performance Contract, and authorize the Board Chairperson to sign the same. Commissioner Embrey voiced his concerns stating the higher the total cost, the more years it takes to realize the savings. They project twenty years of savings but some equipment's lifespans will not last twenty years. He thinks it's important to do our due diligence to make

sure we don't spend any more money than what we have to. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney and Hope. Nays: None

5. It was moved by Commissioner Embrey and seconded by Commissioner Swaney to approve and place on file the 2023 State Tax Commission Form L-4046 Taxable Valuation Report as presented. Mr. Pete Preston gave a brief presentation at the work sessions meeting on setting our 6.61 millage rate for the summer taxes. Commissioner Embrey explained that we need to approve this in order to set the rate in order to collect our summer taxes. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney and Hope. Nays: None
6. It was moved by Commissioner Embrey and seconded by Commissioner Swaney to approve the State Tax Commission Form L-4029 – 2023 Tax Rate Request Form setting the 2023 Isabella County Separate Tax Limitation Operating Rate at 6.61 mills, and authorize the Board Chair and County Clerk to sign the same. Commissioner Embrey explained that upon approval of this motion (which is a customary process that the board goes through annually) it authorizes the ability to collect summer taxes. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney, and Hope. Nays: None
7. It was moved by Commissioner Embrey and seconded by Commissioner Swaney to approve Fiscal Year 2023 Budget Amendment No. 2023-12; 3rd Quarter Budget Adjustments for General Fund, and authorize the Board Chair to sign the same. County Administrator/Controller Nicole Frost explained that this decreases the general fund balance by just over \$200,000.00. We had some good news with some revenues that we didn't know were coming and some bad news with some revenues that we lost. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney, and Hope. Nays: None
8. It was moved by Commissioner Embrey and seconded by Commissioner Swaney to approve Fiscal Year 2023 Budget Amendment No. 2023-13; 3rd Quarter Budget Adjustments for Other Funds, and authorize the Board Chair to sign the same. County Administrator/Controller Nicole Frost explained this nets out to zero.

There are lots of funds involved like taking out the capital project for the parks Coldwater Lake sewer project (not happening) and adding in the data processing project for the Register of Deeds automation fund. Taking the opioid dollars and creating its own funds and setting that aside. The Commission on Aging is building in more dollars for a new care giver position. The inspections fund is increasing revenues increasing expenditures to net out to zero for the mechanical, electrical and plumbing inspections on the jail project. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney, and Hope. Nays: None

Criminal Justice and County Affairs:

1. It was moved by Commissioner Engler and seconded by Commissioner Swaney to approve the Westlaw Contract to provide legal research for the Isabella County Public Defender's Office for an additional 3-year term, and authorize the Board Chair to sign the same. Commissioner Engler explained that this is a firm that they have been doing business with since 2019. It is also the same firm that works with the court and prosecutor's office. The expense will be added in the MIDC contract going forward. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney and Hope. Nays: None
2. It was moved by Commissioner Swaney and seconded by Commissioner Engler to approve the Fiscal Year 2024 Victim Rights Prosecutor Grant Application and authorize the Board Chair to sign the same. Commissioner Swaney explained that this grant application pays for two full-time positions. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney and Hope. Nays: None
3. It was moved by Commissioner Swaney and seconded by Commissioner Engler to authorize the Isabella County Prosecutor to increase and negotiate the starting salary for the Isabella County Assistant Prosecutor position, to Non-Union Employee Wage Scale Pay Grade 15, Step 5 Years, up to the amount of \$72,323.63, effective immediately upon the Board of Commissioner's approval at the June 20, 2023 meeting. Commissioner Swaney stated that this would give Prosecutor David Barberi the ability to counter offer

when someone is applying for a position. Their office is currently down two positions. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney and Hope. Nays: None

Human Resources and Public Works Committee:

1. It was moved by Commissioner Moreno and seconded by Commissioner Hutchinson to approve the Letter of Agreement for Professional Services with Christopher S. Patterson of Fahey, Schultz, Burzych and Rhodes, PLC for services related to a forthcoming Utility Scale Solar Project, and authorize the Board Chair to sign the same. Commissioner Moreno explained that this will make us ready for the upcoming activity of solar projects. Motion carried with Yeas: Commissioners Hutchinson, Moreno, Embrey, Engler, Swaney and Hope. Nays: None
2. It was moved by Commissioner Hutchinson and seconded by Commissioner Moreno to approve the Professional Service Agreement with Spicer Group for services related to an application for Special Land Use and Site Plan Review for a forthcoming Utility Scale Solar Project, and authorize the Board Chair to sign the same. Commissioner Hutchinson stated that the Community Development Director Tim Nieporte has been getting ahead of the job and making sure we are all set up. Tim did the service agreement with the Spicer Group. This keeps us up and ready to go once some of the solar projects start coming around. Motion carried with Yeas: Commissioners Moreno, Embrey, Engler, Swaney, Hutchinson and Hope. Nays: None
3. It was moved by Commissioner Moreno and seconded by Commissioner Hutchinson to approve the creation of up to four (4) irregularly scheduled Seasonal Employee positions (Building, Mechanical, Electrical and Plumbing Inspectors) within the Inspections Division of the Community Development Department, effective immediately. Commissioner Moreno stated that these seasonal positions are needed so when people need sick time or go on vacation there is coverage. Motion carried with Yeas: Commissioners Moreno, Embrey, Engler, Swaney, Hutchinson and Hope. Nays: None

Intergovernmental Affairs: None

Administrator/Controller: None

Unfinished Business: None

New Business: None

Public Comment:

County Administrator/Controller Nicole Frost wanted to let everyone know that Executive Assistant Jessica Jarosiewicz and Accounts Payable Clerk Ginny McLeod have been very gracious in their goodbyes. They both have been working so hard right down to the end to give the gift of standard operating procedures, checklists and training people. Jessica's last day is Thursday, June 22, and Ginny's last day is Friday, June 23. There is a party being held on Thursday at 1:30 p.m. in the Board of Commissioner's room and hopes all can attend.

Announcements:

Commissioner Engler wanted to let everyone know that Breakfast on the Farm is back at the De Grins Oer Dairy, The Okkema Family, 2386 Adams Rd., Blanchard, MI. It is set for July 29th, 2023 from 9:00 a.m. to 1:00 p.m.

Commissioner Hutchinson wanted to congratulate the Beal City boys baseball team on their State Championship as well as Sacred Heart girls softball team for their 2nd place finish at State Finals. He also wanted to thank Nicole and Melissa for their hard work during this transitional time.

Commissioner Hope wanted to again say "our hearts go out to the friends and family of Amy Dzieszinski." The Council of Governments meets at the administration building tomorrow night at 7:00 p.m. in room 320.

Closed Session: None

Adjournment: Motion by Commissioner Embrey and supported by Commissioner Moreno to adjourn at 8:24 p.m.