

**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**  
**September 16th, 2025**  
**5:00 p.m.**

**Call To Order** by Chairman Engler in conference room A/B of the Commission on Aging, 2200 South Lincoln Rd., Mt. Pleasant, MI 48858. Hybrid/Meeting (in-person/Electronic).

Pledge of Allegiance to the flag of the United States of America was led by Chairman Engler.

**Roll Call:**

**Commissioners Present:** Tobin Hope, James Moreno, Frank Engler, Steve Swaney, Jerry Jaloszynski, Bob Campbell and Steve Weber.

**Absent:** None

**Also present:** County Administrator/Controller Brian Smith and Isabella County Clerk, Minde B. Lux.

**Approval of Agenda:**

It was moved by Commissioner Jaloszynski and seconded by Commissioner Hope to accept the agenda as submitted. Motion carried.

**General Public Comments (for agenda items only):**

**Presentations and Special Reports:** None

**Consent Agenda.**

It was moved by Commissioner Jaloszynski and seconded by Commissioner Swaney to approve and place on file the September 2, 2025 Regular Meeting Minutes; and the September 9, 2025 Finance Committee/Committee of the Whole Minutes. Motion carried.

**Committee Reports.**

**Finance Committee/Committee of the Whole:**

1. It was moved by Commissioner Swaney and seconded by Commissioner Jaloszynski to ratify and place on file the August 29, 2025 Invoice List in the amount of \$1,190,962.38; the September 5, 2025 Invoice List in the amount of \$317,782.94, and the Adjustments List dated

August 28, 2025. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jaloszynski, Campbell and Weber. Nays: None.

2. It was moved by Commissioner Weber and seconded by Commissioner Jaloszynski to approve the Final Payment to Pro Comm in the amount of \$99,956.94 for the Central Dispatch Back Up Center Console. Sheriff Main was present to discuss and answer questions. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jaloszynski, Campbell and Weber. Nays: None.
3. It was moved by Commissioner Hope and seconded by Commissioner Swaney to approve the Automated Clearing House (ACH) Policy #421, as required by Public Act 738 of 2002. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jaloszynski, Campbell and Weber. Nays: None.
4. It was moved by Commissioner Campbell and seconded by Commissioner Moreno to approve the Individual Services Contracts between the Isabella County Commission on Aging and James VanderMey, Angela McGuirk, Catherine Tobin, Judi Swartz, Steve Wood, and Mary Alsager to provide Activity Services, and Virginia Cain to serve as Active Living Newspaper Editor, effective October 1, 2025 through September 30, 2026, and authorize the Board Chairperson to sign the same. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jaloszynski, Campbell and Weber. Nays: None
5. It was moved by Commissioner Moreno and seconded by Commissioner Swaney to approve the In-Home Personal Individual Services Contract between the Isabella County Commission on Aging and Elizabeth Jane Starr-Gepford for services as a Registered Nurse, effective October 1, 2025 through September 30, 2026 and authorize the Board Chairperson to sign the same. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jaloszynski, Campbell and Weber. Nays: None
6. It was moved by Commissioner Jaloszynski and seconded by Commissioner Hope to approve the Individual Personal Services Contracts with Robert Lee, Paul Stickler, and Darold Cummings as Bulk Food Delivery Drivers, from October 1, 2025 through September 30, 2026, and authorize the Board Chairperson to sign the same. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Campbell and Weber. Nays: Jaloszynski.
7. It was moved by Commissioner Swaney and seconded by Commissioner Jaloszynski to approve the Fiscal Year 2026 Isabella County Commission on Aging Nutrition Site Agreements for congregate meal sites with Shepherd United Methodist Church at a rate of \$150.00 per month; Fremont Township -Winn Community Building at a rate of \$300.00 per month; Rosebush Manor at a rate of \$90.00 per month; and Sherman Township-Weidman at a rate of \$250.00 per month, and authorize the Board Chairperson to sign the same. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jaloszynski, Campbell and Weber. Nays: None
8. It was moved by Commissioner Weber and seconded by Commissioner Moreno to approve the following Saginaw Chippewa Indian Tribe of Michigan Semiannual Two-Percent requests for presentation to the Saginaw Chippewa Indian Tribe by the required date of September 30, 2025. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jaloszynski, Campbell and Weber. Nays: None

Commission on Aging requesting \$587,196.00 for Programs and services.

911/Emergency Management requesting \$87,500.00 for Tower Maintenance.

Material Recovery Facility requesting \$134,256.57 for Roll Off Recycling Truck.

Isabella Conservation District requesting \$86,800.00 for Household Hazardous Waste/Clean Sweep Program.

Isabella Conservation District requesting \$56,800.00 for Electronic Waste Recycling Project.

Humane Animal Treatment Society, requesting \$30,000 for Shelter Improvements.

Isabella County Prosecuting Attorney requesting \$55,242.12 for Case Management Software and Equipment.

9. It was moved by Commissioner Hope and seconded by Commissioner Moreno to approve FY25 Budget Amendment 2025-22BOC for General Fund. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jaloszynski, Campbell and Weber. Nays: None
10. It was moved by Commissioner Campbell and seconded by Commissioner Moreno to approve FY25 Budget Amendment 2025-22BOC for Other Funds. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jaloszynski, Campbell and Weber. Nays: None

**Intergovernmental Affairs:** None

**Administrator/Controller:** None

**Unfinished Business:** None

**New Business:**

1. It was moved by Commissioner Moreno and seconded by Commissioner Jaloszynski to approve USDA Final Payment Resolution No. 2025-11 for final payment to Clark Construction, and authorize the Board Chairperson and County Clerk to sign the same. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jaloszynski, Campbell and Weber. Nays: None
2. It was moved by Commissioner Jaloszynski and seconded by Commissioner Swaney to approve the State Tax Commission Form L-4029 – 2025 Tax Rate Request affirming each County approved millage rate, and authorize the Board Chairperson and County Clerk to sign the same. Equalization Director Pete Preston was present to Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jaloszynski, Campbell and Weber. Nays: None
3. It was moved by Commissioner Swaney and seconded by Commissioner Weber to approve the Isabella County Fiscal Year 2026 Budget Resolution and General Appropriations Act, Resolution No. 2025-08. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jaloszynski, Campbell and Weber. Nays: None

**ISABELLA COUNTY BOARD OF COMMISSIONERS  
RESOLUTION NO. 2025-08**

Fiscal Year 2026 Budget Resolution and General Appropriations Act

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 2 of 1968, as amended, requires each local unit of government to adopt a balanced budget for all required funds; and

WHEREAS, the Board of Commissioners has reviewed the recommended funding and anticipated revenues as brought forth by the County Administrator/Controller's Office and believes the same to contain funds sufficient to finance approved County services; and

WHEREAS, the Board of Commissioners of Isabella County, Michigan, duly advertised a public hearing on the proposed budget for Fiscal Year (FY) 2026, as required by the Uniform Budgeting and Accounting Act.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of Isabella County, Michigan, does hereby approve the FY 2026 Budget for the General Fund, showing expenditures totaling \$25,554,813 based on an approved millage of 6.6100 mills; and

BE IT FURTHER RESOLVED, that the FY 2026 Isabella County Budget is hereby adopted on a fund and activity center basis for all funds, subject to all County policies regarding the expenditure of funds and the conditions set forth in this Resolution; and

BE IT FURTHER RESOLVED, that the following tax rates are hereby authorized to be levied for the tax year, including authorized debt service, as summarized below:

General Government Operations	6.6100 mil
Commission on Aging	1.0000 mil
Medical Care Facility	1.0000 mil
Parks and Recreation	0.3500 mil
Transportation	0.8620 mil
GRAND TOTAL	9.8220 mil

And

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby approves salaries effective October 1, 2025 (January 1, 2026 for County Commissioners), of:

County Commissioner District 1, 2, 3	\$7,500
County Commissioner District 4, 5, 6 & 7	\$7,000
Board of Commissioners' Chairperson	District salary plus \$500
County Clerk	\$92,103
County Drain Commissioner	\$75,431
County Register of Deeds	\$83,351
County Treasurer	\$96,100
County Prosecuting Attorney	\$137,315
County Sheriff	\$112,459

Isabella County Road Commissioner (per MCL 224.8[2])      \$4,800

And

BE IT FURTHER RESOLVED, per Michigan statute (MCL 224.8[3]), that Isabella County Road Commissioners shall be eligible for health insurance coverage equivalent to that afforded to members of the Isabella County Board of Commissioners. Road Commissioners shall not be eligible for payment in lieu of health insurance coverage; and

BE IT FURTHER RESOLVED, that the meeting per diem rates for standing boards, commissions and committees appointed by the Board of Commissioners shall be set as indicated below, effective on October 1, 2025:

Board of Public Works	\$30.00	Human Rights Committee	\$25.00
Boundary Commission	\$25.00	Jury Board	\$30 Partial Day/\$60.00
Whole Day Building Authority	\$25.00	Parks and Recreation Commission	\$25.00
Canvassing Board	\$50.00	Planning Commission	\$30.00
Commission on Aging	\$25.00	Plat Board	\$25.00
Construction Board of Appeals	\$25.00	Veterans' Affairs	\$25.00
Dept. of Health and Human Services	\$25.00	Zoning Board of Appeals	\$30.00

and

BE IT FURTHER RESOLVED, that the approved employee positions on the authorized staffing level roster contained in the budget, shall limit the number of employees who can be employed and no funds are appropriated for any position or employee not on the authorized staffing level roster. Further, there may be a need to increase or decrease various positions within the budget and/or impose a hiring freeze and/or impose layoffs because of unforeseen financial changes. Therefore, the authorized staffing level roster list may be changed from time-to-time by the Board and/or the Board may impose a hiring freeze. County Elected Officials and County Department Heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees stated in the authorized staffing level roster; and

BE IT FURTHER RESOLVED, that certain positions contained in the authorized staffing level roster which are supported in some part by a grant, cost sharing, or other sources of outside funding, are only approved contingent upon the County receiving the budgeted revenues. In the event outside funding is not received, or the County is notified that it will not be received, then said positions shall be considered unfunded and removed from the authorized staffing level roster; and

BE IT FURTHER RESOLVED, that the Administrator/Controller is required and directed to automatically reduce any department each time a reduction is made in federal, state and local funds. The affected department head shall promptly make the necessary layoffs and advise those affected by the service that those services are being discontinued as a result of federal, state and/or local cutbacks; and

BE IT FURTHER RESOLVED, that whenever it appears to the County Administrator/Controller's Office that the actual and probable revenues will be less than the estimated revenues upon which appropriations were based, and when it appears that expenditures will exceed an

appropriation, the County Administrator/Controller's Office shall present to the Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both; and

BE IT FURTHER RESOLVED, that whenever the Board of Commissioners authorizes the implementation of a hiring freeze, the process shall be administered by the County Administrator/Controller. The Department Head/Elected Official bringing forth the request to hire may appeal the decision of the Administrator/Controller to the Board of Commissioners; and

BE IT FURTHER RESOLVED, that payment of bills, pursuant to MCLA 46.71, all claims against Isabella County shall be approved by the Board of Commissioners prior to being paid. Pursuant to MCLA 46.54 the Board appoints the Finance Committee/Committee of the Whole to audit, allow and authorize the payment of claims against the County and thereby expedite the duties of the Board relating to such claims. The Board shall receive a list of payments at the following Board of Commissioners meeting for ratification. The office of the Administrator/Controller may pay certain bills prior to approval by the Board to avoid late penalties, service charges and interest, etc. The Board shall receive a monthly, complete list of said claims (bills) at the next month's Board Meeting; and

BE IT FURTHER RESOLVED, that the Administrator/Controller be, and hereby is appointed "Chief Administrative Officer," pursuant to the Uniform Budgeting and Accounting Act (MCL 141.422b(1)(f)), with power to administer such duties in connection with said budget, as may be from time-to-time, delegated to the office of Administrator/Controller by this Board; and

BE IT FURTHER RESOLVED, that the Chief Administrative Officer be directed to disburse to the various agencies, the approved County appropriation on the basis of need as determined by the cash balances within their respective funds; and

BE IT FURTHER RESOLVED, that the County Administrator/Controller be authorized to amend the budget from one category to another within an activity and between activities within the same fund in an amount up to \$50,000 for non-equipment expenditures, and up to \$25,000 for equipment expenditures when it shall be deemed necessary and provide a quarterly report of all budget amendments to the Finance Committee/Committee of the Whole; and

BE IT FURTHER RESOLVED, that only the Board of Commissioners be authorized to amend the budget in amounts greater than \$50,000 for non-equipment expenditures, and greater than \$25,000 for equipment expenditures, or when the amendment serves to increase the fund's overall adopted budget amount; and

BE IT FURTHER RESOLVED, that the County Administrator/Controller is authorized to cause the drafting and signing of contracts where necessary and appropriate within established budgetary limitations as found in Financial Management Policy No. 417 and that the Chairperson of the Board is authorized to sign said contracts that fall outside Policy No. 417 after the Administrator/Controller approves each contract as to substance and legal counsel approves each contract as to legal form; and

BE IT FURTHER RESOLVED, that the Board of Commissioners' Chairperson be authorized to sign grant applications to apply for funding where necessary and appropriate for County related

programs and services, provided that the approval and acceptance of grant funding subsequently comes before the full Board of Commissioners; and

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby approves FY 2026 Budgets for General Fund and Special Revenue Funds, the FY 2026 Isabella County Department Fee Schedules, and the FY 2026 - FY 2030 Capital Improvement Plan; and

BE IT FURTHER RESOLVED, that the Isabella County Board of Commissioners hereby approves the FY 2026 Budget, as presented, Tuesday, September 16, 2025.

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Frank Engler, Chairperson  
Isabella County Board of Commissioners

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Mindé B. Lux, Clerk  
Isabella County

4. It was moved by Commissioner Weber and seconded by Commissioner Hope to move to approve Resolution No. 2025-09 to comply with the requirements of Public Act 152, and authorize the Board Chairperson and the County Clerk to sign the same. Motion carried with Yeas: Commissioners Hope, Moreno, Engler, Swaney, Jalszynski, Campbell and Weber. Nays: None

**ISABELLA COUNTY BOARD OF COMMISSIONERS  
RESOLUTION NO. 2025-09**

WHEREAS, Public Act 152 of 2011 was passed by the Legislature and signed by the Governor on September 27, 2011; and

WHEREAS, the Act contains three options for complying with the requirements of the Act; and

WHEREAS, Section 8 of the act permits a qualifying unit of local government to exempt itself from the provisions of Section 3 and Section 4 for the next succeeding year by a 2/3 vote of its governing body, prior to the start of the benefit year;

NOW THEREFORE BE IT RESOLVED, that effective September 16, 2025, the Board of Commissioners of Isabella County elects to comply with the requirements of Public Act 152 by adopting the annual Exemption option for the medical benefit plan coverage year January 1, 2026 through December 31, 2026.

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Frank Engler, Chairperson  
Isabella County Board of Commissioners

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Mindé B. Lux, Clerk  
Isabella County

**General Public Comments:**

Dorothy Marshall spoke in regards to the Personnel Manual on retaining employees.

Robert Nagy spoke in regards to the Recycling Center and that there is not a need for it. He feels that this will bring in too many people from different counties.

**Adjournment:**

Commissioner Jaloszynski thanked the County Clerk for the display of the County Commissioners

Commissioner Hope stated that there will be an event called Let Peace Rain and it will be held at the Towne Square 3-6 pm this coming Saturday.

Commissioner Engler explained the review process to the new commissioners that will be coming up soon.

It was moved by Commissioner Moreno and supported by Commissioner Jaloszynski to adjourn the meeting at 6:08 p.m. Motion carried.