



Wexford County

BOARD OF COMMISSIONERS

Gary Taylor, Chair

NOTICE OF MEETING

The Board of Commissioners of Wexford County will hold a regular meeting on Wednesday, February 2, 2022 beginning at 4:00 p.m. in the Commissioners Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan 49601.

PUBLIC PARTICIPATION

The meeting can be attended in person or by any one of the following three ways:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 749 610 4141#
- **By Computer:** At the Zoom website (zoom.us) click on “Join a Meeting” using ID 749 610 4141
- **By Smartphone:** Install the Zoom application prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID 749 610 4141

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLIEGIANCE
- D. ADDITIONS/DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
- G. PRESENTATION AND REPORTS
- H. PUBLIC COMMENTS
The Board welcomes all public input.
- I. CONSENT AGENDA
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected. If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.
 - 1. Approval of the January 19, 2022 Regular Meeting Minutes.....1
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 - 2. Resignation from Airport Authority *(HR/PS 01/25/2022)*6
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- M. PUBLIC COMMENT
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- O. BOARD COMMENTS
- P. CHAIR COMMENTS
- Q. ADJORN

WEXFORD COUNTY BOARD OF COMMISSIONERS

Regular Meeting * Wednesday, January 19, 2022

Meeting called to order at 4:00 p.m by Chairman Taylor.

Roll Call: Present- Commissioners Joseph Hurlburt, Ben Townsend, Mike Bengelink, Michael Bush, Julie Theobald Gary Taylor, and Brian Potter.

Absent- Mike Musta and Judy Nichols, who attended via zoom but was unable to participate due to Open Meetings Act.

Pledge of Allegiance.

Additions/Deletions to the Agenda-

Added J10-Building Department Truck Purchase

Approval of the Agenda

MOTION by Comm Theobald, seconded by Comm Bush to approve the agenda, as amended.

All in Favor.

Employee Recognition- None.

Presentation and Reports- None.

Public Comment-

Brian Erickson commented to the Board regarding changes with the auto insurance reform. There were a lot of unintended consequences to home health care and it's workers. He did have some possible resolutions to provide to the Board if they wanted.

Consent Agenda

1. Approval of the January 5, 2022 Annual Organizational Meeting Minutes
MOTION by Comm Bengelink, seconded by Comm Potter to approve the Consent Agenda.

All in favor.

Agenda Items

1. Cedar Creek Water Feasibility Study
MOTION by Comm Theobald, seconded by Comm Bush to approve the Gosling Czubak proposal for the Cedar Creek Water Feasibility Study.

Roll Call: Motion passed 7-0.

2. Kalkaska County Inmate Housing Agreement

MOTION by Comm Bengelink, seconded by Comm Potter to approve the Kalkaska County Inmate Housing Agreement.

Roll Call: Motion passed unanimously.

3. DHHS #10 Lease Agreement

MOTION by Comm Theobald, seconded by Comm Bush to approve the 2022-2024 DHHS #10 Lease Agreement.

Roll Call: Motion approved unanimously.

4. HVAC Proposal for the Wexford County Historic Courthouse

MOTION by Comm Bengelink, seconded by Comm Bush to approve the HVAC proposal from BRANRO Enterprises for Wexford County Historic Courthouse.

Roll Call: Motion passed 7-0.

5. Board & Committee Attendance via Zoom

MOTION by Comm Theobald, seconded by Comm Bush that Zoom attendance be available only for Board of Commissioner meetings and discontinued for committee meetings, unless otherwise arranged with Administration.

Roll call: Motion passed 6-1 with Commissioner Hurlburt voting against the motion.

6. Resolution 22-05: Amendment of Resolution 14-47

MOTION by Comm Bengelink, seconded by Comm Theobald to approve Resolution 22-05: Amendment of Resolution 14-47.

Roll call: Motion passed 7-0.

7. Register of Deeds & Treasurer Electronic Export

MOTION by Comm Bengelink, seconded by Comm Bush to approve the \$14,400 quote from Tyler Technologies for electronic export of documents from the Treasurer's office to the Register of Deeds, with the cost to be split between funds 615 and 256.

Roll call: Motion passed 7-0.

8. Budget Amendments

MOTION by Comm Musta, seconded by Comm Potter to approve a 60-Day extension of the Option to Purchase with U.S. Federal Properties.

Roll call: Motion passed 6-1 with Commissioner Theobald voting against the motion.

1/11/2022

**Wexford County Board of Commissioners
Amendments to the 2022 Budget**

Adj #	Acct	Acct Description	Revenue	Expense
2022.01.01	274-000-800.00	Contracted Services		\$28,164
	274-000-699.00	Appropriated Fund Balance	\$28,164	

To cover increased cost of the 2022 MSUE Agreement, which was not finalized until after the County's 2022 budget was approved. Total Fund 274 expenditures for 2022 will be nearly identical to those of 2021 due to the elimination of the annual lease cost of \$28,358 previously paid from Fund 274 to the general fund.

2022.01.02	101-225-702.01	Elected - Appointed		\$4,950
	101-101-699.00	Fund Balance - General Fund	\$4,950	

To match the approved BOC Equalization Director's increased salary for 2022.

2022.01.03	101-101-970.06	Capital Outlay		\$5,156
	101-101-699.00	Fund Balance- General Fund	\$5,156	

Relocation of TVs in BOC room

Commissioner Potter requested J10 be taken before J9 to allow anyone that wanted to leave the option of leaving before waiting for the closed session.

10. Building Department Vehicle Purchase

MOTION by Comm Potter, seconded by Comm Theobald to approve the purchase of a 2022 Ford F150 for the Building Department from MiDeal out of Fund 245 for the cost of \$25,879.00.

Roll call; Motion passed unanimously.

9. Closed Session-Attorney Consultation Regarding Settlement Strategies

MOTION by Comm Bengelink, seconded by Comm Bush for the Board to meet in closed session under section 8(e) of the Open Meetings Act to discuss a written attorney opinion regarding settlement agreements for POAM grievances.

Roll Call: Motion passed 7-0. Closed session began at 4:09 pm.

MOTION by Comm Bengelink, seconded by Comm Hurlburt to resume open session and accept the minutes as orally read by the Clerk.

All in favor.

MOTION by Comm Bengelink, seconded by Comm Theobald to approve the POAM Grievance Settlement agreement Exhibit 3 as presented by county counsel.

Roll Call: Motion passed 7-0.

Administrator's Report-

Administrator Koch informed the Board that Eric Karbowski is the new director for MSU Extension and will begin February 1st.

She also explained that Adam will be meeting with engineers to review the plan for the Lake Street parking lot. They expect bidding to be in the late spring.

Correspondence- *None.*

Public Comments- *None.*

Liaison Reports-

Comm Townsend attended an Airport Authority meeting.

Comm Taylor attended a Conservation District meeting where they are gearing up for their tree sale.

Board Comments-

Comm Bengelink read a quote from Teddy Roosevelt.

Chairman's Comments-

Comm Taylor thanked everyone for coming.

Adjourn

MOTION by Comm Bengelink, seconded by Comm Potter to adjourn at 4:58 p.m.

All in favor.

Gary Taylor, Chairperson

Alaina Nyman, County Clerk

BOARD OF COMMISSIONERS AGENDA ITEM

TO: Board of Commissioners
FROM: Recreation and Building Committee
FOR MEETING DATE: February 2, 2022
SUBJECT: Seating Arrangement in Board Room

SUMMARY OF ITEM TO BE PRESENTED:

At the December 22, 2021 Finance Committee meeting, commissioners noted that they would like the Recreation & Building Committee to discuss seating arrangements within the Commissioners Room.

Adam Kerr, Maintenance Supervisor, told the Recreation & Building Committee that the County was currently paying \$100/month in storage fees for the benches from both the Circuit Court and the Board of Commissioners room. Mr. Kerr reported that Judge Elmore had indicated he did not anticipate the Circuit Court benches ever returning to the courtroom. Mr. Kerr also noted that moving the benches to the old jail would be an additional cost to the County. Mr. Kerr and Janet Koch, County Administrator, both stated a preference for chairs in the board room, as it provides far more flexibility for use. The Committee discussed options for the benches.

RECOMMENDATION:

The Recreation and Building Committee forwards a recommendation to the full board to take the benches out of storage and try to sell them at auction or donate with the stipulation that the recipient does the moving.

BOARD OF COMMISSIONERS AGENDA ITEM

TO: Board of Commissioners
FROM: Human Resources/Public Safety Committee
FOR MEETING DATE: February 2, 2022
SUBJECT: Airport Authority Resignation

SUMMARY OF ITEM TO BE PRESENTED:

Craig Hewitt from Airport Authority has resigned which leaves one vacant spot on the Airport Authority. No applications have been received.

RECOMMENDATION:

The Human Resource/ Public Safety Committee recommends the full board accept the resignation of Craig Hewitt from the Airport Authority.

December 17, 2021

Received by Wexford County

DEC 28 2021

Administration Office

Mr. Ben Townsend
437 East Division
Cadillac, MI 49601

Dear Mr. Townsend

After very careful consideration of my short duration as a Wexford County Airport board member, I feel that it is in my best interest to resign from my position effective immediately. I feel that my approach to decision making, and critical thinking does not align well with the governance already in place.

I feel that it is extremely important to the Cadillac area to be progressive and competitive with other surrounding communities, it is vital to have infrastructure in place to flourish for future generations. This includes hospitals, schools, municipalities, as well as airport related services that can support private commuting, air cargo, training, and recreation.

I appreciate the opportunity provided to serve on the Wexford County Airport board and I wish everyone the best of luck in their future endeavors.

Respectfully



Craig Hewett
8490 Farm Lane
Cadillac Michigan 49601

Cc: Mr. Karl Holder

BOARD OF COMMISSIONERS AGENDA ITEM

TO: Board of Commissioners
FROM: Human Resources/Public Safety Committee
FOR MEETING DATE: February 2, 2022
SUBJECT: Policy Change: A-2.0 County Board Liaison Requirements

SUMMARY OF ITEM TO BE PRESENTED:

Wexford County Commissioners are appointed as liaisons to numerous organizations in the county and across the region. However, on occasion, there are circumstances that prevent a commissioner from attending a meeting of the organization to which they are appointed. At a recent Board of Commissioners meeting, it was suggested that alternates be permitted to attend an organization’s meetings in place of the appointed commissioner. Following is the existing policy with proposed changes in **bold red**.

RECOMMENDATION:

The Human Resources/Public Safety Committee recommends the full board approve the proposed changes to Policy A-2.0 County Board Liaison Requirements.

Board of Commissioners Policies

A-2.0 County Board Liaison Requirements

County Board Approval: April 17, 1996; Amended November 17, 1999, December 15, 1999; January 29, 2003, January 3, 2007, December 4, 2019, **February 2, 2022**

A. General.

1. The primary purpose of a liaison representative is to facilitate communication between the Board of Commissioners and the organization to which the liaison is appointed. Communication of this nature is essential for good relations, effective operations, and efficient interoperability, all of which affect the ability to meet the needs of the general public.
2. Liaisons are expected to attend assigned meetings whenever possible.
3. **An alternate commissioner may, on occasion, attend meetings in place of the appointed liaison; the appointed commissioner must notify the organization prior to the alternate's attendance.**
4. Reports to the Board.
 - a. Private citizen liaisons are expected to report back to the Board at a minimum of quarterly.
 - b. Commissioner and County staff liaisons are expected to report back to the Board as soon as practicable after attendance at the meeting.
 - c. Reports may be either oral or in writing. Oral reports should be given during the time set aside in the Board agenda for "Reports."
5. Compensation.
 - a. Liaisons **or their alternate(s)** are compensated for expenses incurred as a liaison. Expense vouchers should be submitted for approval and liquidation as presented in Policy No. A-3.0 of this Manual. Mileage compensations is allowed.

B. Current Liaison Requirements.

1. Attachment (1) to this Policy contains the current listing of liaison requirements.
2. Under normal circumstances, assignments to liaisons summarized in Attachment (1) will be made in conjunction with the first Board meeting of the calendar year during which Board organizational requirements are reviewed, discussed, and approved.
3. On an annual basis, the County Administrator will validate the list of liaison requirements as outlined in Attachment (1) to this policy.

BOARD OF COMMISSIONERS AGENDA ITEM

TO: Board of Commissioners
FROM: Finance & Appropriations Committee
FOR MEETING DATE: February 2, 2022
SUBJECT: Wex Dehumidifier Bid Award

SUMMARY OF ITEM TO BE PRESENTED:

From the bid opening on January 13, 2022, there were two bids to install a new dehumidifier in the Wex Ice Arena. There was a bid from Cooke Sheet Metal and a bid from 1st Choice, with Cooke being the low bidder. (The bid tabulation follows.) As Cooke Sheet Metal has not previously contracted with the County, they were asked to provide professional references, particularly references regarding work on ice arenas.

References were provided. Janet Koch, County Administrator, reached out to contractors and engineers; Mike Figliomeni, Boon Sports Management, contacted Centre Ice, where Cooke has performed ventilation work. All contacted gave very positive reviews.

Following is some additional information about Cooke, as provided by Clay Cooke:

Cooke Sheet Metal Inc was founded in 1979 in Kalkaska Michigan. We have been doing Mechanical and Ventilation work continuously for the past 43 years. We primarily specialize in commercial and industrial HVAC projects. We employ Union Tradesmen (Journeymen, Apprentices, Pre-Apprentices) who are trained to execute this type of work.

RECOMMENDATION:

The Finance and Appropriations Committee forwards the bid for the Wex Dehumidifier Project from Cooke Sheet Metal in the amount of \$134,586.00 to the full board with a recommendation to enter into an attorney-approved contract.

Wexford County Bid Tab

Wexford Civic Center – Ice Arena Dehumidifier

Sealed Bid Due Date: Thursday, January 13, 2022, at 2:00 p.m.

Bid Opening Date: Thursday, January 13, 2022, at 3:00 p.m.

Present at Bid Opening: Janet Koch, Administrator; Mike Musta, Chair of Finance & Appropriations; Megan Kujawa, Senior Executive Administrative Assistant; and Representatives from Cooke Sheet Metal Inc.

Firm	Bid Total	Comments
1 st Choice Heating & Cooling 8147 Islandview Dr. Newaygo, MI 49337	\$154,969.50	
Cooke Sheet Metal Inc 901 S. Commerce Dr. Kalkaska, MI 49646	\$134,586.00	Rep. from Cooke Sheet Metal Inc. states to use the bid submittal total form and not the quote total. There was noted discrepancies

Recommendation:

BOARD OF COMMISSIONERS AGENDA ITEM

TO: Board of Commissioners
FROM: Commissioner Bengelink
FOR MEETING DATE: February 2, 2022
SUBJECT: Resolution 22-06 Supporting Local Law Enforcement

SUMMARY OF ITEM TO BE PRESENTED:

Commissioner Bengelink recently reached out to the Administrator to request that a resolution be written in support of our local police department and the support of maximum sentencing for assaulting and/or injuring a police officer. He also requested that Correction Officers, Probation Officers, etc., be included, and that the language include those responsible for protecting our community.

The request was to have the resolution prepared for the Board to consider at the February 2, 2022 meeting. Given time constraints, a draft of this resolution was not completed in time for inclusion in the packet. As soon as the draft is completed, it will be provided to the commissioners.

BOARD OF COMMISSIONERS AGENDA ITEM

TO: Board of Commissioners

FROM: Janet Koch, Administrator

FOR MEETING DATE: February 2, 2022

SUBJECT: **J.6. Closed Session – Attorney Consultation Regarding Settlement Strategies**

J.7. Closed Session – Administrator Performance Evaluation

SUMMARY OF ITEM TO BE PRESENTED:

J.6. Closed Session – Attorney Consultation Regarding Settlement Strategies:

Section 7(1) of the OMA56 sets out the procedure for calling a closed session: A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session, except for the closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken. Thus, a public body may go into closed session only upon a motion duly made, seconded, and adopted by a 2/3 roll call vote of the members appointed and serving during an open meeting for the purpose of (1) considering the purchase or lease of real property, (2) consulting with their attorney, (3) considering an employment application, or (4) considering material exempt from disclosure under state or federal law. A majority vote is sufficient for going into closed session for the other OMA permitted purposes.

J.7. Closed Session – Administrator Performance Review:

Section 8 (1.a.) of the OMA56 15.268 Closed Sessions; permissible purposes; applicability to independent citizens redistricting commission – “To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. An individual requesting a closed hearing may rescind the request at any time, in which case the matter at issue must be considered after the rescission only in open sessions.”