

**MACKINAC COUNTY BOARD OF COMMISSIONERS PROCEEDINGS**  
**Thursday July 11, 2024**

The Mackinac County Board of Commissioners held their regular meeting on Thursday July 11, 2024 in the Circuit Courtroom, 100 S. Marley Street, St. Ignace, Michigan.

The meeting was called to order by Chair Litzner at 4:30pm.

The Pledge of Allegiance of the United States of America was recited.

Roll Call: Corina Clark, Jodi Kaiser, Dan Litzner, Mike Patrick, Judy St. Louis-Scott.

**Agenda Approval:** It was moved by Commissioner Kaiser second by Commissioner Clark to approve the agenda as amended. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none.

**Minutes Approval:** It was move by Commissioner Clark second by Commissioner St. Louis-Scott to approve the minutes as amended. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none.

**Public Comment:**  
none

**Elected Officials/Staff Reports:**

**Clerk Hillary Vowell** – requested to move the Deputy Admin Clerk position to pay grade 5 step 3 at \$21.25 hr. Per the union contract the Board of Commissioners can move a new employee up to step 3. Discussion was had and the board would like to see a job description. It was moved by Commissioner Patrick second by Commissioner Litzner to approve this request. Roll Call: YES: Litzner, Patrick NO: Clark, Kaiser, St. Louis-Scott. (request attached)

Clerk Vowell requested the board revisit the request to move new hire to step 3 pay grade 5 now that she had a copy of the new employees resume/job qualifications. It was moved by Commissioner Patrick second by Commissioner Kaiser to revisit this request. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none.

Clerk Vowell presented the board with the resume and job description of her new hire. After reviewing the job description and her qualifications it was moved by Commissioner Patrick second by Commissioner Kaiser to approve this request and move the new hire to pay grade 5 step 3 at \$21.25 hourly. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none.

Clerk Vowell requested the Veteran grave marker installation fee be increased from \$45 to \$100. This fee has been \$45 since early 2000 and with rising costs for materials the Clerk feels it should be increased. After some discussion it was decided to table this request until budget sessions start this fall. Then it can be added to the budget for 2025. It was moved by Commissioner Kaiser second by Commissioner Clark to table this request. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (request attached)

**Equalization Director Mike Gillett** – is requesting a full time Clerk position. He needs this position to help with the short staffing and to fulfill the statutorily duties of the office. He would like to advertise for the full time hire Clerks position. The board would like to see the budget for this to make sure the position is funded. It was moved by Chair Litzner and second by Commissioner St. Louis-Scott to table this until the next meeting to review the budget. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (request attached)

**Sheriff Ed Wilk** – presented a bid for door scanners to the basement and a lockdown button installation by the security desk in the amount of \$8067. It was moved by Commissioner Kaiser second by Commissioner Patrick to approve this request. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none.

**Sheriff Ed Wilk** also had 4 bids for new body cams for the entire department. The Sheriff did apply for a grant from MMRMA to cover some of this expense. The general fund will cover the cost and if the grant is awarded that will reimburse the general fund. The bids are as follows: Lens Lock-\$70,390 Motorola-\$104,600 Kustom-\$115,800 Axon-\$69,219.20. The Sheriff would like to select the bid from Axon and it was the lowest bid. It was moved by Commissioner Patrick second by Commissioner St. Louis-Scott to approve the bid from Axon in the amount of \$69,219.20. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none.

**Emergency Manager Mike Kasper** – recently had 2 emergency management exercises. There is a grant available for the Hazard Mitigation Plan is in the works for 2026. The grant reimbursement for the 2024 wages/fringes might be reduced slightly. And active threat training for churches will be done in August and improvised explosive training.

**Veterans Committee Chair Dick Pershinske** – spoke on the purchasing policy for the Veterans Service Grant application. It's the same format they have used the last couple of years for the application. Chair Litzner said he stopped by the Veterans Office and spoke with Veterans Office Assistant Joe Furst regarding about the possibility of having a joint meeting with the Veterans Committee before the next Board of Commissioners meeting to go over office procedures and policies.

**New Business:**

Letter of engagement with Fahey, Schultz, Burzych & Rhodes for special counsel was presented. It was moved by Commissioner Kaiser second by Commissioner St. Louis-Scott to approve the letter of engagement. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (letter attached)

Closed session (MCL 15.268 (h)(i) to discuss attorney client opinion. It was moved by Commissioner St. Louis-Scott second by Commissioner Kaiser to move into closed session at 5:35pm. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. It was moved by Commissioner Kaiser second by Commissioner Patrick to leave closed session at 6:08pm. VVMC It was moved by Commissioner Kaiser second by Commissioner Patrick to go back into open session at 6:11pm. VVMC

It was moved by Commissioner Clark second by Commissioner St. Louis-Scott to authorize Fahey, Schultz, Burzych & Rhodes to explore additional factual issues and documentation in support of legal representation of the Mackinac County Board of Commissioners, to initiate legal action against the Mackinac County Veterans Affairs if necessary and any other actions on behalf of the Board of Commissioners as deemed appropriate under law; further move to request made to the Mackinac County Veterans Affairs for a meeting to resolve outstanding issues. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none.

The Board of Commissioners would like to schedule a joint meeting with the Veterans Affairs Committee. Several dates were offered and Dick Pershinske will check with the Veterans Committee members to see if the dates selected will work. Dick asked if the audit would be a topic of discussion at this joint meeting and if so, he is adamant that that topic will not be discussed by the Veterans Committee and it is a closed subject.

St. Ignace City Manager Scott Marshall – thanked the board of the previous ARPA funds for internet at the marina. Brought 2 projects that are up and coming to the board's attention for possible ARPA funds. One is repaving Ferry Lane in St. Ignace. The second project is mowing grass on the highway ramps once a month to keep St. Ignace looking good. Senator Damoose secured a million dollars for the paving projects. The Board told Mr. Marshall that the remaining ARPA funds have been earmarked for the courtroom remodel project and office space for the VA Dept and MSU Ext. If there are any ARPA funds left over after these projects the County will reconsider his requests.

Juvenile Probation Officer reclass request – board reviewed reclass request. Commissioner Kaiser would like the old job description and new job description to compare the changes in job duties. Nick Adams answered questions the board had. Chair Litzner discussed the wage study salary tables. Commissioner St. Louis made a motion to change all reclass requests to the January. Sheriff Wilk spoke up and told the board that they cannot change all the reclass requests to January; that the unions would have to agree to any changes and the economic manual would need to be amended as well. It was decided that this will be tabled until the next meeting when the new and old

job descriptions can be reviewed. Commissioner St. Louis-Scott withdrew her motion. It was moved by Commissioner Kaiser second by Commissioner St. Louis-Scott to table this request. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none.

Appeal requested from April 2 FOIA by Ms. Hobson regarding Veterans Committee emails. Attorney Peter Wendling discussed the FOIA and appeal process. He said the partial denial was improperly done and the board could reverse the decision. Clerk Vowell stated she cannot provide documents that do not exist or deleted. The personal email addresses that are used by the Veterans Committee are subject to FOIA if they are being used for county business. Mr. Wendling also discussed the retention of records and options to recover emails if necessary. Clerk Vowell sent out a response to the appeal by Ms. Hobson and provided the requested records to her. It was moved by Commissioner Kaiser second by Commissioner Clark to approve this FOIA appeal request. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none.

Bids for purchase of snow plow for the airport were presented and discussed. Paul Fullerton, Airport Manager who was not in attendance but spoke with Clerk Vowell before the meeting; said he is in favor of the bid from Cut River Small Engine for the new plow and installation. 3 bids were received: Cut River Small Engine-\$7457 Mackinac Ford Sales-\$8775 Georges Body Shop-\$6500. It was moved by Commissioner Kaiser second by Commissioner Patrick to accept the bid from Cut River Small Engine Board in the amount of \$7457. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (bids attached)

#### **Old Business:**

Veterans Service Fund Grant application was discussed. Commissioner Kaiser spoke on the necessity of the PIV card and that it was on the grant application. The county does not want to submit the application fraudulently if the PIV card requirement is not met. She said we should uncheck the PIV card box on the application. The PIV card is the Personal Identification Verification that the federal government requires to process Veterans assistant applications. Dick Pershinske said taking the time out of the Veterans Service Officer work schedule to go do the training would be a hardship to the office and that's why it has not been a priority. Chair Litzner said this grant is the Board of Commissioners responsibility to make sure all the details are correct. If something goes wrong the county could be responsible to pay the State back the entire amount of the grant. This will be discussed further at the joint meeting of the boards.

Reclass request for Circuit Court Clerk/Administrator -

Clerk Vowell requested the board call Judge Rahilly on speaker during the discussion so he could answer any questions or concerns. He said he was in agreement with Clerk Vowell with this request. Heather Wilk, Court Administrator also answered some questions. After lengthy discussion it was moved by Commissioner Patrick second by Chair Litzner discuss this further. Roll Call: YES: Patrick. NO: Clark, Kaiser, Litzner, St. Louis-Scott. Motion failed due to lack of support.

Chair Litzner requested a 5 minutes recess

Reclass request for Prosecutors Crime Victim Advocate -

The board previously approved a reclass for this position from pay grade 7 to 9. Commissioner Kaiser stated that this classification from the wage study was one of the reasons she advocated against implementing the wage study as presented. She also stated that the combined Victim Rights Specialist and the Office Manager position was classified as a pay grade 8. Prosecutor Stuart Spencer spoke about this request. He said he scored this reclass request very conservatively. He said the wage study did not score this position correctly at all. And an incorrect job description was used for the wage study. Courtney Aldrich answered questions and spoke on the changes to this position. It was moved by Commissioner Patrick second by Chair Litzner to discuss this further. Roll Call: YES: Patrick. NO: Clark, Kaiser, Litzner, St. Louis-Scott. Motion failed due to lack of support.

**Additional Board Member Business:**

Commissioner St. Louis-Scott – spoke on the Opioid Committee.

Commissioner Kaiser – closing for the housing property purchase should be next week. Everything is ready for the closing and signing of the documents. And then the Brownfield Authority can get out the RFP for builders. Spoke on the Veterans Committee and the grant application.

**Committee Reports:**

Chair Litzner – has UP State Fair tickets available if anyone would like to attend the fair.

Commissioner Clark said we need to get MSU Extension out of the LMAS building. That it has been too long and LMAS has been more than patient with us. It was moved by Commissioner St. Louis-Scott second by Commissioner Clark to approve moving MSU Ext into EMS building and out of LMAS building. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none.

**Public Comment:**

Dick Pershinske asked where the county with the Recycling Initiative. Commissioner Kaiser said the Notice of Intent was filed on June 11 and accepted by EGLE. EUP Planning is doing our Materials Management.

Under Sheriff Ron Umbarger – thanked the board for his salary raise.

**Approval of Bills/Budget Amendments:**

The board reviewed the regular bills of July 11 for approval in the amount of \$74,341.55. It was moved by Commissioner Clark second by Commissioner Patrick to approve the regular bills. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (bills attached)

The board reviewed the manual bills of July 9 for approval in the amount of \$57,181.90. It was moved by Commissioner Clark second by Commissioner Kaiser to approve the manual bills. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (bills attached)

The board reviewed the additional bills of July 11 for approval in the amount of \$224,575.86. It was moved by Commissioner St. Louis-Scott second by Commissioner Patrick to approve the additional bills. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (bills attached)

The board reviewed budget amendment #2024.28. It was moved by Commissioner Patrick second by Commissioner Kaiser to approve the budget amendment. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (amendment attached)

The board reviewed budget amendment #2024.29. It was moved by Commissioner Kaiser second by Commissioner St. Louis-Scott to approve the budget amendment. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (amendment attached)

The board reviewed budget amendment #2024-30. It was moved by Commissioner Patrick second by Commissioner Kaiser to approve the budget amendment. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (amendment attached)

The board reviewed budget amendment #2024-31. It was moved by Commissioner St. Louis-Scott second by Commissioner Patrick to approve the budget amendment. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (amendment attached)

The board reviewed budget amendment #2024-32. It was moved by Commissioner Patrick second by Commissioner Kaiser to approve the budget amendment. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (amendment attached)

The board reviewed budget amendment #2024-33. It was moved by Commissioner Patrick second by Commissioner Kaiser to approve the budget amendment. Roll Call: YES: Clark, Kaiser, Litzner, Patrick, St. Louis-Scott. NO: none. (amendment attached)

**Communications:**

US Dept of Indian Affairs correspondence, MSU Extension News.

**Adjournment:** Meeting adjourned to the call of the Chair at 8:10pm.

Hillary Vowell  
County Clerk