

**SANILAC COUNTY  
BOARD OF COMMISSIONERS  
AGENDA  
JANUARY 21, 2025  
1:00 P.M.**

**BOARD OF COMMISSIONERS CHAMBERS  
60 W. SANILAC, ROOM 105  
SANDUSKY, MI 48471  
810-648-2933**

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1. Meeting Called to Order by Chairman Block
  2. Prayer by Commissioner Sarkella
  3. Pledge by Commissioner Ballard
  4. Roll Call
  5. Additions, Corrections and Deletions to Agenda
  6. Adoption of Agenda
  7. Corrections to Minutes
  8. Approval of Minutes of January 7, 2025
  9. Correspondence, Petitions and Introductions
  10. Commissioner Reports
  11. Administrator's Report
  12. Public Comments (agenda items only – unless authorized by a Commissioner)

**PRESENTATION – YEAR END FINANCIAL REPORT, TRUDY BOWERS, COUNTY TREASURER**

- 13-A. Appointments to standing committees:  
county commissioner appointments to boards, commissions and committees:

**CENTRAL DISPATCH ADVISORY BOARD  
(APPOINT 1)**

**2-YEAR TERM**

**EXPIRING 12/31/26**

**WANDA GRIFKA, TOWNSHIP GOVERNMENT REPRESENTATIVE**

- 13-B. County Commissioner Appointments to Boards, Commissions and Committees:
14. County Commission Chair Appointments
  15. General Resolutions

**RESOLUTION HONORING SHELLEY MINARD FOR YEARS OF SERVICE**

**RESOLUTION HONORING OTTO KUTACH FOR YEARS OF SERVICE**

**RESOLUTION HONORING WILLIAM H. NOELKE FOR YEARS OF SERVICE**

**RESOLUTION PLEDGING THE FULL FAITH AND CREDIT OF THE COUNTY OF SANILAC, WITHIN CONSTITUTIONAL LIMITATIONS, FOR THE PAYMENT OF 2025 DRAIN NOTE OF THE DUFF I-C DRAIN**

16. Committee Reports

17. Unfinished Business

18. New Business

A) Finance & Administration:

**FA-008-25      APPROVAL OF CURRENT CLAIMS – BOARD OF COMMISSIONERS**

**FA-009-24      BUDGET ADOPTIONS, AMENDMENTS, APPROPRIATIONS AND TRANSFERS –  
BOARD OF COMMISSIONERS**

**FA-010-24 –      APPROVAL OF ADDITIONAL GENERAL FUND BANK ACCOUNT CHECKS CHARGED  
TO DECEMBER, 2024 – BOARD OF COMMISSIONERS**

19. General Public comments:

20. Closed Session:

21. Approval of Closed Session Minutes:

22. Adjournment and Announcement of Meetings:

<b>Tuesday, February 4<sup>th</sup></b>	<b>Board of Commissioners Meeting – 1:00 p.m.</b>
<b>Tuesday, February 4<sup>th</sup></b>	<b>Finance &amp; Administration Meeting – Following BOC Meeting</b>
<b>Monday, February 17<sup>th</sup></b>	<b>Courthouse Closed – President’s Day</b>
<b>Tuesday, February 18<sup>th</sup></b>	<b>Board of Commissioners Meeting – 1:00 p.m.</b>
<b>Tuesday, February 18<sup>th</sup></b>	<b>Finance &amp; Administration Meeting – Following BOC Meeting</b>
<b>Tuesday, March 4<sup>th</sup></b>	<b>Board of Commissioners Meeting – 1:00 p.m.</b>
<b>Tuesday, March 4<sup>th</sup></b>	<b>Finance &amp; Administration Meeting – Following BOC Meeting</b>
<b>Tuesday, March 18<sup>th</sup></b>	<b>Board of Commissioners Meeting – 1:00 p.m.</b>
<b>Tuesday, March 18<sup>th</sup></b>	<b>Finance &amp; Administration Meeting – Following BOC Meeting</b>

## RESOLUTIONS & MOTIONS

JANUARY 21, 2025

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### NEW BUSINESS:

#### **RESOLUTION HONORING SHELLEY MINARD FOR YEARS OF SERVICE**

**WHEREAS**, Shelley Minard is retiring from Sanilac County with over 24 years of dedicated service; and

**WHEREAS**, Shelley began her career with Sanilac County on January 26, 2001 as a Deputy Clerk for the County Clerk's Office, on June 3, 2002, she transitioned to the Construction & Land Use and Soil Erosion & Sedimentation Office, finally on May 12, 2004, she transferred to the Equalization Office, where she remained for the past 20+ years; and

**WHEREAS**, Shelley has provided excellent service and quality work and gained the respect and admiration of her colleagues, local clerks and public; and

**WHEREAS**, Shelley demonstrated her extensive knowledge of the countywide tax and assessment databases and imparted that knowledge with both character and integrity.

**NOW THEREFORE**, be it resolved that the Sanilac County Board of Commissioners does hereby extend to Shelley Minard its heartfelt appreciation for her dedicated efforts and many accomplishments during her years of county service and offers its warmest wishes for health and happiness in her retirement.

**BE IT FURTHER RESOLVED**, that this resolution be spread upon the proceedings of the Sanilac County Board of Commissioners this 21st day of January, 2025.

**RESOLUTION HONORING DEPUTY OTTO KUTACH  
FOR YEARS OF SERVICE**

**WHEREAS**, Deputy Otto Kutach has dedicated over three decades of distinguished service to the field of law enforcement, exemplifying unwavering commitment, professionalism, and selflessness throughout his career; and

**WHEREAS**, Deputy Kutach began his journey in law enforcement in 1990 with the Lavaca County Sheriff's Department in Texas, serving as a Jailer, where his dedication to public safety and the well-being of others quickly became evident; and

**WHEREAS**, in 1992, Deputy Kutach became a licensed police officer, marking the beginning of a remarkable career that would impact countless lives and communities; and

**WHEREAS**, in 1994, Deputy Kutach joined the Hallettsville Police Department, where he rose to the rank of Sergeant and, at times, served as Acting Police Chief, showcasing exemplary leadership, a steadfast commitment to justice, and a deep sense of responsibility to the citizens he served; and

**WHEREAS**, in 2002, Deputy Kutach brought his wealth of experience and dedication to our Sheriff's Office, where he has since served in multiple capacities with distinction, including as a Uniform Services Deputy Sheriff, Drug Task Force Investigator, Firearms Instructor, Marine Patrol Deputy, 416 Secondary Roads Traffic Enforcement Officer, and Field Training Officer; and

**WHEREAS**, Deputy Kutach has earned the respect and admiration of his colleagues, supervisors, and community members alike for his tireless work ethic, his ability to mentor and guide others, and his genuine care for the safety and welfare of our citizens; and

**WHEREAS**, Deputy Kutach's contributions as a Field Training Officer have helped shape the next generation of law enforcement professionals, instilling in them the values of integrity, dedication, and public service that he has so consistently embodied; and

**WHEREAS**, Deputy Kutach's presence in the Sheriff's Office will be deeply missed, and his legacy of service will undoubtedly inspire future deputies for years to come;

**NOW, THEREFORE, BE IT RESOLVED**, that the County Board of Commissioners hereby recognizes and honors Deputy Otto Kutach for his outstanding and dedicated service to law enforcement and this community;

**BE IT FURTHER RESOLVED**, that the Board extends its heartfelt gratitude to Deputy Kutach for his commitment to protecting and serving the public, for his mentorship of fellow officers, and for the profound impact he has made on the lives of those he has served;

**BE IT FINALLY RESOLVED**, that the County Board of Commissioners, on behalf of the citizens of this county, congratulates Deputy Otto Kutach on his well-deserved retirement on January 29, 2025, and wishes him and his family health, happiness, and fulfillment in all his future endeavors.

**RESOLUTION HONORING WILLIAM H. NOELKE  
FOR YEARS OF SERVICE**

**WHEREAS**, William H. Noelke has given 38 years of dedicated service to Sanilac Township, in many capacities and positions; and

**WHEREAS**, Bill was appointed by the Sanilac Township Board to the Township Zoning Board in October of 1986. He remained on the Zoning Board until June of 1990, and was reappointed in March of 1999; and

**WHEREAS**, Bill was appointed by the Sanilac Township Board to the position of Sanilac Township Supervisor on December 17, 2002, he was then elected to the position of Township Supervisor on November 2, 2004 and held that position through November 20, 2012. In March of 2016, Bill was again, appointed to fill the position of Township Supervisor and remained Township Supervisor until May of 2019; and

**WHEREAS**, on November 3, 2020, Bill was elected to the position of Sanilac Township Trustee and remained in this position until November 20, 2024; and

**WHEREAS**, during his service to the Township of Sanilac, Bill's invaluable insight, commitment and dedication was instrumental in the formation of the Sanilac Township Water Project. Bill remained committed to the Water Project and held the position of Water Administrator until May of 2024;

**WHEREAS**, Bill's depth of knowledge and unique ability not only to understand, but to explain the implications of the many decisions facing the Township Board have resulted in informed judgement and better policies;

**NOW THEREFORE, BE IT RESOLVED** that the Sanilac County Board of Commissioners by this resolution recognizes and commends William H. Noelke for his longstanding commitment to Sanilac Township and to the community.

**BE IT FURTHER RESOLVED** that this resolution be presented to William H. Noelke and spread upon the proceedings of the Sanilac County Board of Commissioners this 21<sup>st</sup> day of January, 2025.

**SANILAC COUNTY BOARD OF COMMISSIONERS**  
**RESOLUTION PLEDGING THE FULL FAITH AND CREDIT**  
**OF THE COUNTY OF SANILAC, WITHIN CONSTITUTIONAL**  
**LIMITATIONS, FOR THE PAYMENT OF 2025 DRAIN BONDS (OR NOTE) OF**  
**THE**  
**DUFF INTERCOUNTY DRAIN**  
**(Counties of Sanilac and Tuscola, State of Michigan)**

A regular meeting of the Board of Commissioners of the County of Sanilac, Michigan (the "County"), was held at 60 West Sanilac Avenue, Sandusky, Michigan, on January 21, 2025.

**WHEREAS**, pursuant to a petition filed with the Drain Commissioners of Sanilac and Tuscola Counties, State of Michigan (the "Drain Commissioners"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intercounty drain improvements referred to as the Duff Intercounty Drain Project (the "Project"), located in Sanilac and Tuscola Counties, and which is being undertaken by the Duff Intercounty Drain Drainage District (the "Drainage District") in a Special Assessment District (the "Special Assessment District") established by the Drainage Board ("Drainage Board") for the Drainage District; and

**WHEREAS**, the Drainage Board, comprised of the Drain Commissioners from Sanilac and Tuscola Counties, and designee from the Department of Agriculture and Rural Development, has determined that the Project is necessary for the protection of the public health, convenience or welfare, and in order to provide funds to pay the costs of the Project, the Drainage Board on behalf of the Drainage District, intends to issue the Drain Bonds (or Note) in an amount not to exceed \$740,000 pursuant to the Act; and

**WHEREAS**, the principal of and interest on the Bonds (or Note) will be payable from assessments to be made upon public corporations and benefited properties in the Special Assessment District; and

**WHEREAS**, the Sanilac County Board of Commissioners (the "Board") may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds (or Note) pursuant to Section 276 of the Act; and

**WHEREAS**, the pledge of the full faith and credit of the County to the Bonds (or Note) will reduce the cost of financing the Project and will be a benefit to the people of the County.

**WHEREAS**, the Bonds (or Note) is not a private activity bond for purposes of Section 141 of the Internal Revenue Code of 1986 (the "Code").

**NOW THEREFORE BE IT RESOLVED BY THE SANILAC COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:**

1. The limited tax full faith and credit of the County of Sanilac is hereby pledged for the prompt payment of the principal of and interest on the Bonds (or Note) in a paramount not to exceed \$740,000. In case of any deficiency in the assessments to be made to pay the principal of and interest on the Bonds (or Note) as and when due, the County shall pay the amount of such deficiency out of its general funds as a first budget obligation and, if necessary, shall levy ad valorem taxes for such purpose against all taxable property within its limits, subject to constitutional and statutory limitations provided, however, that if it is necessary to reimburse the County for money, it is obligated to advance, it shall be the duty of the Duff Intercounty Drain Drainage Board to at once levy an additional assessment as hereinbefore provided as such an amount as will make up the deficiency pursuant to the Act.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them ("Authorized Officers"), are authorized and directed to take all actions necessary or desirable for the issuance of the Drain Bonds (or Note) and to execute any documents or certificates necessary to complete the issuance of the Bonds (or Note), including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer's Approval to Issue Long-Term Securities, any certificates pursuant paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"), and any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds (or Note) and to sign such documents and give any approvals necessary therefor. The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

4. All previous resolutions of the Board of Commissioners of the County, or parts thereof, that are inconsistent with this resolution, are hereby rescinded.

**FA-008-25 – APPROVAL OF 2024 CURRENT CLAIMS – BOARD OF COMMISSIONERS**

**RECOMMENDATION: THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE PAYMENT OF CURRENT CLAIMS IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED JANUARY 14, 2025, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$199,922.89.**

**FA-009-25 – BUDGET ADOPTIONS, AMENDMENTS, APPROPRIATIONS AND TRANSFERS – BOARD OF COMMISSIONERS**

**RECOMMENDATION: THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE FOLLOWING AMENDMENTS AND ESTABLISHES THE FOLLOWING ACCOUNTS:**

**2025 BUDGET AMENDMENTS**

**REVENUE:**

<b>Increase:</b>	<b>662-334-699.662</b>	<b>Transfer In-Motor Pool</b>	<b>\$ 10,000.00</b>
<b>Increase:</b>	<b>661-235-400.001</b>	<b>Beginning Balance</b>	<b>\$ 10,000.00</b>

**EXPENSE:**

<b>Increase:</b>	<b>101-442-702.000</b>	<b>Wages-Full Time Employees</b>	<b>\$ (22,842.40)</b>
<b>Increase:</b>	<b>101-442-709.000</b>	<b>FICA</b>	<b>\$ (1,747.45)</b>
<b>Increase:</b>	<b>101-442-717.000</b>	<b>Defined Benefit/Pension</b>	<b>\$ (5,710.60)</b>
<b>Increase:</b>	<b>101-442-844.000</b>	<b>Life Insurance</b>	<b>\$ (18.30)</b>
<b>Decrease:</b>	<b>101-253-702.000</b>	<b>Wages-Full Time Employees</b>	<b>\$ 22,842.40</b>
<b>Decrease:</b>	<b>101-253-709.000</b>	<b>FICA</b>	<b>\$ 1,747.45</b>
<b>Decrease:</b>	<b>101-253-717.000</b>	<b>Defined Benefit/Pension</b>	<b>\$ 5,710.60</b>
<b>Decrease:</b>	<b>101-253-844.000</b>	<b>Life Insurance</b>	<b>\$ 18.30</b>
<b>Decrease:</b>	<b>101-257-702.002</b>	<b>Wages-FTE's-Supervisory</b>	<b>\$ 73,356.96</b>
<b>Decrease:</b>	<b>101-257-709.000</b>	<b>FICA</b>	<b>\$ 5,611.81</b>
<b>Decrease:</b>	<b>101-257-717.000</b>	<b>Defined Benefit/Pension</b>	<b>\$ 18,339.24</b>
<b>Decrease:</b>	<b>101-257-844.000</b>	<b>Life Insurance</b>	<b>\$ 36.60</b>
<b>Increase:</b>	<b>101-257-801.043</b>	<b>Contractual-Equalization</b>	<b>\$ (80,000.00)</b>
<b>Increase:</b>	<b>101-849-941.000</b>	<b>Contingency</b>	<b>\$ (17,344.61)</b>
<b>Increase:</b>	<b>661-235-995.662</b>	<b>Transfer Out-Police Vehicle Fund</b>	<b>\$ (10,000.00)</b>
<b>Increase:</b>	<b>662-334-981.000</b>	<b>Vehicles</b>	<b>\$ (10,000.00)</b>

**FURTHER ESTABLISH THE FOLLOWING ACCOUNTS:**

<b>802-442-084.801</b>	<b>Due from Fund 801</b>
<b>101-257-801.043</b>	<b>Contractual-Equalization</b>
<b>230-529-714.000</b>	<b>Longevity</b>
<b>292-662-714.000</b>	<b>Longevity</b>
<b>632-267-008.000</b>	<b>Sweep</b>
<b>631-265-008.000</b>	<b>Sweep</b>
<b>501-244-008.000</b>	<b>Sweep</b>
<b>214-680-008.000</b>	<b>Sweep</b>
<b>101-426-767.000</b>	<b>Clothing</b>
<b>701-000-263-225</b>	<b>Bonds-Const &amp; Land Use-2025</b>



101-172-801.044	Contractual-Shredding Services
677-259-676.012	Reimbursements-Retiree Premium
804-442-402.000	Current Property Tax
225-428-729.001	Per Diems-MMP
225-428-861.002	Transportation-Mil Reimbursement-MMP

**FA-010-25 – APPROVAL OF ADDITIONAL GENERAL FUND BANK ACCOUNT CHECKS CHARGED TO DECEMBER, 2024 – BOARD OF COMMISSIONERS**

**RECOMMENDATION: THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE PAYMENT OF ADDITIONAL GENERAL FUND BANK ACCOUNT CHECKS CHARGED TO DECEMBER, 2024, AS FOLLOWS:**

**ADDITIONAL GENERAL FUND BANK ACCOUNT CHARGES FOR DECEMBER 2024**

<b>\$540,592.34</b>	ACH PAYMENTS
<b>\$316,535.99</b>	CHECKS
<b>\$857,128.33</b>	TOTAL

Office of  
SANILAC COUNTY TREASURER

Trudy M. Bowers, Treasurer  
60 West Sanilac Ave., Room 204  
Sandusky, MI 48471

PH: (810) 648-2127

tbowers@sanilacounty.net

FAX: (810) 648-5479

December 31st 2024		
Investment Checking Accounts - 001		
Checking Accounts		
Total Investment Checking		\$ -
Investment Account - 002		
Eastern Michigan Bank	\$ 11,822.43	
Independent Bank	\$ 300.41	
Horizon Bank		
Team One Credit Union		
Total Investment Account		\$ 12,122.84
Certificates of Deposit - 003		
Horizon Bank		
CIBC		
Thumb Bank & Trust		
Northstar Bank		
Exchange State Bank		
Chase Bank		
Multi Bank Securities	\$ 250,000.00	
Total Certificates of Deposit		\$ 250,000.00
High Yield Savings/Investment Checking/Bank Money Market - 010		
JPMorgan Chase		
Huntington	\$ 333,452.57	
Thumb Bank & Trust		
MERS of Michigan		
Independent Bank		
Team One		
Flagstar Bank		
Horizon Bank		
Tri-County Bank		
Multi Bank Securities	\$ 500,000.00	
Eastern MI Bank		
Thumb Bank & Trust		
MI CLASS	\$ 5,402,092.49	
Total Savings/Investment		\$ 6,235,545.06
Sweep - 008		
US Bank	\$ 25,495,897.42	
Total Savings/Investment		\$ 25,495,897.42
TOTAL ALL INVESTMENTS		\$ 31,993,565.32

Submitted this 14 day of January 2025.

  
Brandi L. Brown, Chief Deputy Treasurer