

March 19, 2020

The Roscommon County Board of Commissioner's met on Thursday, March 19, 2020 for a Special Meeting. The meeting was held at the Roscommon County Building, 500 Lake Street, Roscommon, MI 48653. Chairman Robert E. Schneider called the meeting to order at 10:00 am.

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

**Present:** Schneider, Russo, Milburn, Muckenthaler, Melvin (present via phone not authorized to vote)

Motion by Milburn, Second by Russo, to approve the Board Agenda. On Roll Call: Ayes: Schneider, Muckenthaler, Milburn, Russo. Nays: None. Motion Carried.

**Public Comment:** None

**Unfinished Business/New Business:**

- a. COVID19 Closure Planning – Steve Nielsen discussed the planned two-step cleaning procedures for the building. Treasurer Ragan will have a recorded message directing taxpayers on how to pay their taxes. Foreclosures are extended until May 29, 2020. Judge Jernigan presented the Emergency Operations Plan for the Courts. A drop box will be available Monday – Friday from 8 a.m. – 11 a.m. Any court functions required to continue will do so as advised by SCAO. Prosecutor Beebe indicated that her staff will work remotely and report to the courthouse as needed to handle court matters. Sheriff Stern indicated that measures will be taken to limit contact as much as possible throughout his department. IT Director Bendily shared that he and Pat have been working with departments to assist them in being able to work remotely when possible. One of them will be in the office each day to assist as needed. Animal Control Director Mendyk indicated that Animal Control will be available to answer calls, deal with emergencies, with limited access to shelter. Staff will be reporting to feed and care for the animals. 911 Director Stringham has restricted access to employees only into Central Dispatch. He has a letter and policy for the commissioners to approve. Veterans Affairs Director Nemeth stated that he will be assisting veterans remotely during this time. Clerk/ROD Stevenson shared that her office will have limited staffing and be working Monday, Wednesday and Friday's from 8:00 a.m. – 11:00 a.m. Elections and property records are deemed critical infrastructure and the filing deadlines for elections have not changed. Mail will continue to be processed and placed in each department's mailboxes. Most offices will be available remotely to continue essential duties. Emergency Management Manager Mike Beaty will be on call 24/7.

Commissioner Milburn read a brief statement.

Class A payments will be suspended for two weeks. If there are any emergency issues please contact Jodi for assistance.

Motion by Russo, Second by Muckenthaler, to add motion #3 and make corrections to Motion #2. All Ayes. Motion Carried.

**Motions and Resolutions:**

1. Motion by Milburn, Second by Muckenthaler, to adopt the attached "Severe Communicable Disease Outbreak Staffing and Services Consideration Policy" as attached.

On Roll Call: Ayes: Schneider, Milburn, Muckenthaler, Russo. Nays: None. Motion Carried.

2. Motion by Russo, Second by Milburn, to implement the "Severe Communicable Disease Outbreak Staffing and Services Consideration Policy" effective Thursday, March 19, 2020 through April 5, 2020. Time table for implementation will be reviewed as needed.

On Roll Call: Ayes: Schneider, Milburn, Muckenthaler, Russo. Nays: None. Motion Carried.

3. Motion by Russo, Second by Muckenthaler, to adopt the Roscommon County 911 Central Dispatch Continuity of Operations Protocol effective March 19, 2020.

On Roll Call: Ayes: Schneider, Milburn, Muckenthaler, Russo. Nays: None. Motion Carried.

**Public Comment:** Judge Jernigan thanked Administrator/Controller Valentino & the Commissioners for their efforts. Chairman Schneider thanked all Department Heads for their cooperation. Chairman Schneider shared that there will not be a commissioner meeting on March 25, 2020.

Motion by Milburn, Second by Russo, to adjourn meeting. All Ayes. Motion Carried.  
Meeting adjourned at 10:56 a.m.

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Robert E. Schneider, Chairman

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Michelle M. Stevenson, County Clerk/Reg. Of Deeds