

DRAFT – Agenda
Tuscola County Board of Commissioners
Committee of the Whole – Thursday, October 14, 2010
After the 8:30 A.M. Board of Commissioners Meeting
207 E. Grant Caro, MI 48723

Finance

Committee Leaders-Commissioner Peterson and Bardwell

Primary Finance Items

1. **Greenstone Farm Credit Services**
2. **Departmental Comments Regarding 2011 County Budget (See A)**
3. **Register of Deeds – Automation Fund Budget Amendment Requests**
4. **19-26 Year Old Health Insurance Coverage Cost Estimates**

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation
2. Emergency Services
3. DELEG Energy Grant
4. Tire Collection Program
5. Three-Year Dog Licensing
6. Juror Card Program
7. Probate Court Budget Change Request
8. Allied Information Systems
9. Draft Policy Confidential Information on Copiers and Fax Machines
10. Jail Prisoner Overcrowding Alternatives
 - House Arrest Services Re-Contacted – Tether Program
 - Evaluation of Housing More Prisoners in Tuscola Jail

Personnel

Committee Leader-Commissioners Peterson and Roggenbuck

Primary Personnel Items

1. **Relocation of November Department Head Meeting**
2. **Workers' Compensation Transfer Agreement Form**

Secondary/On-Going Personnel Items

1. Circuit/Family Court Personnel Policies
2. MERS Bridged Benefits Valuation
3. Labor Negotiations
4. Relocation of November Department Head Meeting

Building and Grounds
Committee Leader-Commissioners Petzold and Kern

Primary Building and Grounds Items

1. Airport Zoning Ordinance

- Updated Airport Zoning Ordinance Available on County Web Site
- Notice of Public Hearing (See B)
- Potential Ordinance Administration Fees (See C)
- Potential RFP for Airport Zoning Ordinance Administration Services

2. Office Space Planning – Next Steps

Secondary/On-Going Building and Grounds Items

Correspondence/Other Business as Necessary

1. Other County Resolutions

Public Comment Period

Closed Session – If Necessary

Other Business as Necessary

Notes:

Except for the Statutory Finance Committee, committee meetings of the whole are advisory only. Any decision made at an advisory committee is only a recommendation and must be approved by a formal meeting of the Board of Commissioners.

If you need accommodations to attend this meeting please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two days in advance of the meeting.

This is a draft agenda and subject to change. Items may be added the day of the meeting or covered under other business at the meeting.

Statutory Finance Committee

1. Claims Review and Approval

Tuscola County Recycling Material Recovery Facility

E-mail: recycle@tuscolacounty.org

1123 Mertz Rd.
Caro, MI 48723

Phone: 989 672-1673
Fax: 989 672-3868

Date: October 12, 2010
To: Mike Hoagland – County Controller
Tuscola County Board of Commissioners
From: Kate Neese
Re: Budget Review

I have reviewed the Draft 2011 Budget. Our budget does require another line item added to accommodate the impending unemployment costs for both 2011 and 2012. This is the only addition to our expenditures.

I would like to note that reducing employee wages and benefits is not a sustainable option to balance the budget. This County has a wealth of knowledge and experience working for it and these reductions not only hurt morale but jeopardize these resources. I hope that the Commissioners continue to review other cost saving options.

It is also important to note that our main building is in need of a new roof. Mr. Miller, the Director of Building and Grounds, estimates this will cost around \$8,000 to replace and should be built into the 2012 budget. The MSU Extension office (who is also a non-mandated service) has been approved \$10,000 for the purchase of a new copy machine in 2011. If the General Fund can support \$10,000 for another non-mandated department's needs then it should also be able to support an even smaller amount for the needs of our department. This is a formal request to include our roof replacement in the 2012 Equipment/Capital Improvement Budget. The Recycling Center often makes copies on the Annex's machine and we are charged a small per copy rate. MSU Extension can always utilize this same service.

Please feel free to contact me if you have any additional questions.

Sincerely,



Kate Neese
Recycling Coordinator

Draft #1 - 2011 Equipment/Capital Improvement Budget

<u>Department/Agency/Project</u>	<u>2011 Requests</u>	<u>Recycling Fund - 230</u>	<u>Equipment Fund - 244</u>	<u>Capital Improvement Fund - 483</u>	<u>Treasurer Tax Foreclosure Fund - 532</u>
Circuit/Family Court	None				
District Court, Magistrate, Prob.	None				
Probate Court	None				
Clerk/Elections					
Data Workflow Juvenile	\$15,000		\$15,000		
Controller/Administrator	None				
Equalization					
Computer Desks	\$1,800		\$1,800		
Prosecutor					
Furniture/Files - Office Relocation	\$2,000		\$2,000		
Register of Deeds	None				
Treasurer					
Desk	\$1,200				
Book Shelf	\$400				
File Cabinet	\$500				
Shelving	\$1,000				
MSU Cooperative Extension					
Copy Machine	\$10,000		\$10,000		
Computer Operations					
Ups	\$2,600		\$2,600		
Laptop Computers	\$2,400		\$2,400		
Servers	\$16,000		\$16,000		
PC's	\$5,000		\$5,000		
Printers	\$2,000		\$2,000		
Video Arraignment	\$2,000		\$2,000		
Data Center Room	\$10,000		\$10,000		
Wiring	\$2,600		\$2,600		
Network Switches	\$9,600		\$9,600		
Building & Grounds					
Jail Tuckpointing	\$82,000			\$82,000	
Maintenance Parking Lot Sealing	\$1,000		\$1,000		
MSU-Extension Parking Lot Sealing	\$2,500		\$2,500		
Sheriff Parking Lot Sealing	\$2,500		\$2,500		
Recycling Roof Replacement	\$10,000	\$10,000			

Draft #1 - 2011 Equipment/Capital Improvement Budget

<u>Department/Agency/Project</u>	<u>2011 Requests</u>	<u>Recycling Fund - 230</u>	<u>Equipment Fund - 244</u>	<u>Capital Improvement Fund - 483</u>	<u>Treasurer Tax Foreclosure Fund - 532</u>
Vaccum Cleaners (2)	\$1,200		\$1,200		
DHS Folding Partions	\$1,900			\$1,900	
Seal Annex Parking lot	\$3,500		\$3,500		
Drain Commission					
Replace Vehicle	\$20,000		\$20,000		
Sheriff					
Body Armor	\$10,500		\$10,500		
Contingency	\$5,000		\$5,000		
Total	\$224,200	\$10,000	\$127,200	\$83,900	\$0

STATE OF MICHIGAN

54TH JUDICIAL CIRCUIT AND FAMILY COURTS

COURT ADMINISTRATOR
440 NORTH STATE STREET
CARO, MICHIGAN 48723-1594
Phone: (989) 672-0075 Fax: (989) 672-2169

Honorable Patrick R. Joslyn
Circuit Judge

Mary Lou Burns
Court Administrator/Friend of the Court

TO: Gerald Peterson, Finance Chairman
FROM: Mary Lou Burns
RE: Circuit, FOC and Child Care Fund Budgets
DATE: October 12, 2010

Please be advised that until such time as the Courts have resolved how the cases and staffing are to be managed, the above budgets are live and working documents and cannot be considered finalized.

Also, I need to consult with James Olson regarding the CRP and child care fund for the one time payment and other reimbursements of the child care fund. At this point, the CRP estimate appears to be high.

Therefore, I cannot submit any approval of these budgets as prepared at this time without further investigation and consultation.

STATE OF MICHIGAN




HON. KIM DAVID GLASPIE
DISTRICT COURT JUDGE

7 I-B DISTRICT COURT
440 NORTH STATE STREET
CARO, MICHIGAN 48723

(989) 672-3800

MEMORANDUM

Date: October 11, 2010
To: Tuscola County Board of Commissioners
From: Donna L. Fraczek, Court Administrator 
Re: 2011 Budget

The proposed budget for the District Court that I received on Friday afternoon, 10-08-10 is not acceptable. We are ready and willing to meet with the Commissioners to continue negotiations on the budget.

2011 SPECIAL REVENUE

Fund 252 STATE SURVEY GRANT FUND (REMON)
Department 245 GRANT FUND

Tuscola County

Period Ending Date: September 30, 2010

Account	2008 Actual	2009 Actual	2010 Total Amended Budget	2010 Year-to-date Actual	2010 PROJECTED YEAR END	DRAFT #1 FOR 2011	FINAL BUDGET FOR 2011
Revenues							
245-575-000 STATE GRANT ACT 345	73,336.00	29,149.00	54,028.00	21,611.20	54,028.00	50,000.00	50,000
245-699-101 OPERATING TRANS. IN	4,006.84	4,006.00	0.00	0.00	0.00	0.00	4,000
Revenues Total	77,342.84	33,155.00	54,028.00	21,611.20	54,028.00	50,000.00	54,000
Expenses							
245-707-000 PEER GROUP PER DIEMS	2,400.00	1,050.00	1,650.00	1,425.00	1,650.00	1,650.00	1,675
245-715-000 FICA	34.80	15.22	25.00	20.67	25.00	35.00	25
245-727-000 SUPPLIES	495.00	1,190.20	3,800.00	3,788.58	3,800.00	3,800.00	5,000
245-801-000 CONTRACTUAL SURVEY	64,450.00	25,350.00	41,360.00	41,360.00	41,360.00	37,265.00	40,000
245-861-000 TRAVEL	278.04	163.80	193.00	275.50	193.00	250.00	300
245-955-000 MISC./ADMINISTRATION	9,685.00	5,385.00	7,000.00	7,185.00	7,000.00	7,000.00	7,000
Expenses Total	77,342.84	33,154.22	54,028.00	54,054.75	54,028.00	50,000.00	54,000
Revenues Total	77,342.84	33,155.00	54,028.00	21,611.20	54,028.00	50,000.00	54,000
Expenses Fund Total	77,342.84	33,154.22	54,028.00	54,054.75	54,028.00	50,000.00	54,000
Net (Rev/Exp)	0.00	0.78	0.00	-32,443.55	0.00	0.00	0.00

Beginning/Adjusted Balance

To: Tuscola County Commissioners

From: Kenneth D. Dunton, PS
County Surveyor Rep.

The reduction of the county contribution from \$6500 per year since 2004 has cost the Remonumentation Program approximately \$13,000 in bonus monies from the State Grant Fund and the elimination of the \$4000 per year contribution in 2009 is costing the program an additional \$3000 per year in bonus money.

With the loss of the county contribution and bonus money, the program has lost in excess of \$65,000 since 2004. We were struggling to complete the program in the required time period and these lost revenues are making it even more difficult. Please consider a reasonable annual contribution to this program.

Respectfully submitted, Kenneth D. Dunton PS
Tuscola County Surveyor Rep.



DRAFT

NOTICE OF PUBLIC HEARING

DRAFT TUSCOLA COUNTY AIRPORT ZONING ORDINANCE

The Tuscola County Board of Commissioners announces a public hearing for Wednesday, November 10, 2010 at 8:30 A.M. in the Tuscola County Annex Building at 207 E. Grant St., Caro, MI. The purpose of the hearing is to receive public comment regarding a proposed Tuscola Area Airport Zoning Ordinance. Copies of this draft ordinance is available from the County Web Site <http://www.tuscolacounty.org/>, at the Controller/Administrator's Office located at 207 E. Grant St., Caro, MI. in the Annex Building and at the County Clerk's Office located at 440 North State Street. Written comments in advance of the meeting are encouraged and can be forwarded to mhoagland@tuscolacounty.org for Board of Commissioner review prior to the hearing date.

*Oct 23
issue of paper*

*updated
ordinance ~~on~~
county web site*

©

Tuscola Area Airport Ordinance Fees

Suggested Fees

Tuscola Area Airport zoning permit application	\$35
for those permit applications going to the County Airport Zoning Administrator only	
Local Municipalities administering the ordinance will set their own permit application fee	
Variance application	\$350
Each additional application by the same applicant for structures in the same municipality	\$ 50
(These would be heard at the same meeting)	

Suggested payment for services

IN *1/4c-e 12/10*
 Airport Ordinance Zoning Administrator for each permit application. \$35
 includes: time and all incidental expenses

Airport Zoning Board of Appeals	per sitting	(5members)	
Chair			\$60
Secretary			\$60
Members			\$50
per member,	per additional variance applications at the same sitting		\$10

This should make the total expense for a board of appeals sitting for one application \$270 plus the cost of one publication.

Mike:

I would suggest that the fees for permit application and variance application plus the payments to the zoning administrator and zoning board of appeals members be set at the November meeting.

This will allow the ordinance to be complete when it goes into effect in December and will allow you to give complete information to applicants.

Ione