

**Agenda**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole – Monday, September 12, 2016 – 8:00 A.M.**  
**HH Purdy Building - 125 W. Lincoln, Caro, MI**

**Finance**  
Committee Leaders-Commissioners Kirkpatrick and Bierlein

**Primary Finance**

1. **Community Corrections Work Release Program 2016/2017 Funding/Budgets (See A)**
2. **New Telephone System Installation Update**
3. **Personal Property Tax Reductions and Non-County Reimbursement (See B)**
4. **Local Unit of Government Fund Balance Information (See C)**
5. **2017 Budget Development (See D)**
6. **Phragmites Treatment Agreement (See E)**
7. **Budget Amendment for Emergency Services Plan Update (See F)**

**On-Going Finance**

1. **Jail Planning Committee – Today at 10:00 A.M.**
2. **Road Commission Legacy Cost**
3. **Dispute Concerning Wind Turbine Assessing/Taxation**
4. **Adult Probation Telephones**
5. **Child Care Fund Delayed State Payments**
6. **4-H and Courts**
7. **Financial Impact 17 Year Olds as Juvenile Change**
8. **CGI Video Production**
9. **Potential Health Department Bonding for Retirement System Costs**

**Personnel**  
Committee Leader-Commissioner Trisch

**Primary Personnel**

1. **New Health Officer Contract**

**On-Going Personnel**

1. **Equalization Staffing Update – Human Resource Director**

**Building and Grounds**  
Committee Leader-Young

**Primary Building and Grounds**

1. **Building Tuck Point Sealing Bids**

## **On-Going Building and Grounds**

1. Vanderbilt Park Grant Application – Signage Update –Tree Trimming
2. Jail Plumbing/Window Update
3. Courthouse Security Enhancement

## **Other Business as Necessary**

## **Public Comment Period**

[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

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**From:** mhoagland@tuscolacounty.org  
**Sent:** Thursday, September 8, 2016 9:30 AM  
**To:** ctrisch@tuscolacounty.org; 'Bardwell Thom'; 'Bierlein Matthew'; 'Kirkpatrick Craig'; 'Thomas Young'  
**Cc:** Judge Amy Gierhart; Lee Teschendorf; 'Glen Skrent'; John Biscoe; Clayette Zechmeister (Clayette Zechmeister)  
**Subject:** State Budget Cuts to Community Corrections Programs

Commissioners

Commissioner Kirkpatrick and I attended the Community Corrections Advisory Board meeting in Lapeer yesterday. There were also several other representatives from Tuscola County at the meeting including the Sheriff and Chief Judge.

**The state cut grant funding for the Lapeer/Tuscola Community Correction programs by approximately \$50,500 for the October 1, 2016 to September 30 2017 state fiscal year.** This was tremendously frustrating to all in attendance. The two counties can still receive about \$148,000 in funding for the next state fiscal year assuming state performance requirements can be met in these grant areas. Funding was also cut in 10 of the 44 other governments that receive state grant funding for corrections programs.

**This state cut impacted the work crew program and administrative funding.** As you know the work crew has been a highly successful program over many years helping to reduce the amount of jail time served and jail overcrowding. Administrative funding was cut in half or about \$12,000. The cut to the Tuscola work crew program was about \$14,000. The remainder of the cut primarily applied to the Lapeer work crew. The state has an extremely complex performance based system to determine funding with priorities and compliance requirements which are constantly changing. The administrative tasks are overly extensive and confusing. **Tremendous amounts of administrative time is spent trying to meet state grant requirements.**

However, **Tuscola county representatives at the meeting believe the work crew needs to be retained.** The impact of the state cuts will begin with the last quarter of the county fiscal year which is October 1, 2016 to December 31, 2016. **The Tuscola work crew funding shortfall for this quarter is estimated at \$3,500. It is recommended that the 2016 Community Corrections budget be amended by \$3,500 in funding from the general fund to offset the first quarter of the state funding cut to the work crew program.**

**To maintain the work crew for the 2017 fiscal year it is estimated \$14,000 will have to be added by the county general fund to the Community Corrections budget because of the state cuts.** There has been some preliminary discussion with the Sheriff about implementing a fee for services provided by the work crew which may off-set some of the increased county costs.

**It is ironical that the state cut administrative funding while at the same time they are increasing compliance demands.** As I have said in the past and this applies to this grant we have completely lost the ability to do anything simply in government. Another example is the tremendous changes and work required in trying to comply with the new child care fund requirements. The Corrections Advisory Board will meet in December to discuss the loss of \$12,000 in administrative

funding and to explore alternatives. No action is recommended at this time regarding administrative funding.

Mike

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**From:** mhoagland@tuscolacounty.org  
**Sent:** Wednesday, September 7, 2016 3:04 PM  
**To:** Steve Erickson; ctrisch@tuscolacounty.org; 'Bardwell Thom'; 'Bierlein Matthew'; 'Kirkpatrick Craig'; 'Thomas Young'  
**Cc:** Angie Daniels; Walt Schlichting (Walt Schlichting); Clayette Zechmeister (Clayette Zechmeister)  
**Subject:** Estimated Personal Property Tax Reductions  
**Attachments:** EMPP Loss 2015 TO 2016.xlsx; EMPP Exemption Phase Out.pdf

Commissioners

Attached is a spreadsheet that estimates tax reductions for 2016 to various industries as a result of the elimination of the personal property tax. I put the spreadsheet together with assistance from the Equalization Department. For all entities that levy a millage the total estimated property tax reduction for just 2016 is \$382,000. The largest reductions were Poet Biorefining - \$116,525, Walbro Engine - \$72,257, TI Group Automotive - \$64,284, Michigan Sugar - \$47,042 and Star of the West Milling - \$32,165. It should also be noted smaller industries with taxable value of less than \$80,000 had the personal property tax eliminated in 2014. The other attachment is an explanation that additional personal property tax reductions will occur in future years.

When the law eliminating the personal property tax was passed reductions in property tax from the 2013 base year amount were to be reimbursed by the state from a new state use tax. It needs to be pointed out that reimbursement from the use tax is subject to the annual state appropriations process which means the legislature annually decides whether to provide funding for reimbursement. Although we have sent to the state the required statistics and forms to request reimbursement it is unlikely the county will qualify for reimbursement. This is because we receive wind turbine revenue which is taxed as personal property and the value from turbines put us above the base year amount used by the state to calculate whether use tax reimbursement is received. It is unfortunate wind turbines were not taxed under some other tax category. If they were we would have received the use tax reimbursement for the personal property tax loss. Ultimately the reduction to the general and special revenue funds will be approximately \$160,000.

Mike

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**Estimated Personal Property Tax Reduction by Company for 2016**

ParcelMaster Owner Name	2015 Personal Property Taxable	2016 Personal Property Taxable	2015 to 2016 Difference	Millage	ESTIMATED PERSONAL PROPERTY TAX REDUCTION FOR 2016
<b>ENGINEERED TOOLS CORP</b>	\$237,000	\$46,500	(\$190,500)	22.5661	(\$4,299)
KAISER HOLDING COMPANY LLC	\$5,900	\$0	(\$5,900)	16.6788	(\$98)
KAISER HOLDING COMPANY LLC	\$21,700	\$0	(\$21,700)	16.6788	(\$362)
<b>TOTAL KAISER HOLDING COMPANY</b>	\$27,600	\$0	(\$27,600)		(\$460)
<b>MEANS INDUSTRIES INC</b>	\$372,300	\$40,200	(\$332,100)	31.9330	(\$10,389)
MICHIGAN SUGAR COMPANY	\$3,180,300	\$1,226,400	(\$1,953,900)	11.2831	(\$22,046)
MICHIGAN SUGAR COMPANY	\$626,400	\$575,100	(\$51,300)	11.2831	(\$579)
MICHIGAN SUGAR COMPANY	\$100,100	\$91,900	(\$8,200)	11.2831	(\$93)
MICHIGAN SUGAR COMPANY	\$147,700	\$134,000	(\$13,700)	11.2831	(\$155)
MICHIGAN SUGAR COMPANY	\$72,000	\$65,300	(\$6,700)	11.2831	(\$76)
MICHIGAN SUGAR COMPANY	\$201,400	\$180,700	(\$20,700)	11.2831	(\$234)
MICHIGAN SUGAR COMPANY	\$573,700	\$0	(\$573,700)	11.2831	(\$6,473)
MICHIGAN SUGAR COMPANY	\$1,541,000	\$0	(\$1,541,000)	11.2831	(\$17,387)
<b>TOTAL MICHIGAN SUGAR COMPANY</b>	\$6,442,600	\$2,273,400	(\$4,169,200)		(\$47,042)
MI-TECH TOOLING INC	\$123,000	\$57,700	(\$65,300)	36.8885	(\$2,409)
MI-TECH TOOLING INC	\$35,000	\$0	(\$35,000)	18.4443	(\$646)
MI-TECH TOOLING INC	\$14,200	\$13,200	(\$1,000)	18.4443	(\$18)
MI-TECH TOOLING INC	\$45,200	\$40,700	(\$4,500)	18.4443	(\$83)
MI-TECH TOOLING INC	\$75,300	\$67,800	(\$7,500)	18.4443	(\$138)
MI TECH TOOLING INC	\$236,100	\$0	(\$236,100)	18.4443	(\$4,355)
MI-TECH TOOLING INC	\$261,500	\$0	(\$261,500)	18.4443	(\$4,823)

**Estimated Personal Property Tax Reduction by Company for 2016**

<b>ParcelMaster Owner Name</b>	<b>2015 Personal Property Taxable</b>	<b>2016 Personal Property Taxable</b>	<b>2015 to 2016 Difference</b>	<b>Millage</b>	<b>ESTIMATED PERSONAL PROPERTY TAX REDUCTION FOR 2016</b>
<b>TOTAL MI-TECH TOOLING INC</b>	\$790,300	\$179,400	(\$610,900)		(\$12,472)
<b>POET BIOREFINING CARO</b>	\$8,292,514	\$4,256,138	(\$4,036,376)	28.8686	(\$116,525)
<b>ROCK REDI MIX INC</b>	\$104,164	\$88,364	(\$15,800)	36.6082	(\$578)
<b>SARGENT DOCKS &amp; TERMINAL INC</b>	\$58,500	\$0	(\$58,500)	31.5291	(\$870)
STAR OF THE WEST MILLING CO	\$57,100	\$1,200	(\$55,900)	18.7498	(\$1,048)
STAR OF THE WEST MILLING CO	\$390,100	\$351,100	(\$39,000)	11.1557	(\$2,125)
STAR OF THE WEST MILLING CO	\$108,500	\$0	(\$108,500)	9.3749	(\$1,017)
STAR OF THE WEST MILLING CO	\$168,500	\$51,000	(\$117,500)	19.7109	(\$2,316)
STAR OF THE WEST MILLING CO	\$402,550	\$27,400	(\$375,150)	21.5948	(\$8,101)
STAR OF THE WEST MILLING CO	\$492,300	\$192,700	(\$299,600)	21.0013	(\$6,292)
STAR OF THE WEST MILLING CO	\$488,500	\$141,900	(\$346,600)	32.5013	(\$11,265)
<b>TOTAL STAR OF THE WEST MILLING</b>	\$2,107,550	\$765,300	(\$1,342,250)		(\$32,165)
TI GROUP AUTOMOTIVE SYSTEMS LLC	\$262,000	\$60,200	(\$201,800)	36.8885	(\$7,444)
TI GROUP AUTOMOTIVE SYSTEMS LLC	\$1,393,735	\$317,044	(\$1,076,691)	36.6082	(\$39,416)
TI GROUP AUTOMOTIVE SYSTEMS LLC	\$495,582	\$19,624	(\$475,958)	36.6082	(\$17,424)
<b>TOTAL TI GROUP AUTOMOTIVE</b>	\$2,151,317	\$396,868	(\$1,754,449)		(\$64,284)
VW KAISER ENGINEERING INC	\$764,400	\$312,900	(\$451,500)	33.3574	(\$15,061)
VW KAISER ENGINEERING INC	\$28,000	\$0	(\$28,000)	16.6788	(\$467)
VW KAISER ENGINEERING INC	\$26,400	\$2,200	(\$24,200)	16.6788	(\$404)
<b>TOTAL VW KAISER ENGINEERING INC</b>	\$818,800	\$315,100	(\$503,700)		(\$15,931)

**Estimated Personal Property Tax Reduction by Company for 2016**

<b>ParcelMaster Owner Name</b>	<b>2015 Personal Property Taxable</b>	<b>2016 Personal Property Taxable</b>	<b>2015 to 2016 Difference</b>	<b>Millage</b>	<b>ESTIMATED PERSONAL PROPERTY TAX REDUCTION FOR 2016</b>
WALBRO ENGINE MANAGEMENT LLC	\$947,600	\$163,600	(\$784,000)	36.8885	(\$28,921)
WALBRO ENGINE MANAGEMENT LLC	\$297,100	\$0	(\$297,100)	18.4443	(\$5,480)
WALBRO ENGINE MANAGEMENT LLC	\$333,600	\$316,000	(\$17,600)	18.4443	(\$325)
WALBRO ENGINE MANAGEMENT LLC	\$726,400	\$664,100	(\$62,300)	18.4443	(\$1,149)
WALBRO ENGINE MANAGEMENT LLC	\$1,583,000	\$1,426,200	(\$156,800)	18.4443	(\$2,892)
WALBRO ENGINE MANAGEMENT LLC	\$1,522,900	\$910,500	(\$612,400)	18.4443	(\$11,295)
WALBRO ENGINE MANAGEMENT LLC	\$1,203,400	\$0	(\$1,203,400)	18.4443	(\$22,196)
<b>TOTAL WALBRO ENGINE</b>	<b>\$6,614,000</b>	<b>\$3,480,400</b>	<b>(\$3,133,600)</b>		<b>(\$72,257)</b>
WEBER STEEL INC	\$9,200	\$8,300	(\$900)	10.3757	(\$9)
WEBER STEEL INC	\$105,200	\$2,800	(\$102,400)	19.4413	(\$1,991)
<b>TOTAL WEBER STEEL INC</b>	<b>\$114,400</b>	<b>\$11,100</b>	<b>(\$103,300)</b>		<b>(\$2,000)</b>
WOW PLASTICS LLC	\$92,441	\$18,706	(\$73,735)	36.6082	(\$2,699)
<b>GRAND TOTAL</b>	<b>\$28,223,486</b>	<b>\$11,871,476</b>	<b>(\$16,352,010)</b>		<b>(\$381,972)</b>



- The combined true cash value of all of the personal property which is owned, leased or possessed by the taxpayer in that local tax collecting unit, when added to the true cash value of all of the personal property which is owned, leased or possessed by a related entity in that local tax collecting unit, must be less than \$80,000.
- Personal property cannot qualify for the Small Taxpayer Exemption if it is leased to, or used by, a person or entity that previously owned the property, or which directly or indirectly controls, is controlled by, or is under common control with a person or entity that previously owned the personal property.

It should be noted that personal property classified as agricultural personal property, residential personal property or utility personal property does not qualify for the Small Taxpayer Exemption. Additional information regarding the exemption and Form 5076 can be obtained at: [http://www.michigan.gov/taxes/0,4676,7-238-43535\\_72736---,00.html](http://www.michigan.gov/taxes/0,4676,7-238-43535_72736---,00.html)

*Reference: Michigan Compiled Laws 211.9o*

### **Is there an exemption for personal property used in manufacturing, or in support of manufacturing?**

The Eligible Manufacturing Personal Property exemption may be available for personal property, depending on the following:

- Whether the personal property is at a location which qualifies the personal property for exemption, and
- Whether the calendar year that the personal property was placed in service is one which has been “phased-in” for exemption purposes.

**For assessment year 2016, Eligible Manufacturing Personal Property (EMPP) placed in service in 2015, 2014, 2013 and in 2005 and prior is exempt from personal property taxation. In each subsequent assessment year, EMPP which has been in service for more than 10 years also becomes exempt, until 2023 when all EMPP will be exempt.**

However, not all personal property associated with manufacturing is EMPP. In order to be EMPP, the personal property must be at a location where the predominant use of all the personal property at the location is for “industrial processing” and/or “direct integrated support.” A location, which is referred to as “occupied real property,” can be a single real property parcel, several contiguous real property parcels owned, leased or occupied by one single, integrated business operation, or a part of a real property parcel owned, leased or occupied by a person claiming the exemption, or by an affiliated person.

**mhoagland@tuscolacounty.org**

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**Subject:** FW: County and Local Unit of Government - Fund Balance Information  
**Attachments:** LUG Finances .xls

**From:** mhoagland@tuscolacounty.org [mailto:mhoagland@tuscolacounty.org]  
**Sent:** Thursday, September 8, 2016 11:24 AM  
**To:** ctrisch@tuscolacounty.org; 'Bardwell Thom' <bardwellthomas1@gmail.com>; 'Bierlein Matthew' <mbierlein@tuscolacounty.org>; 'Kirkpatrick Craig' <ckirkpatrick@tuscolacounty.org>; 'Thomas Young' <CTAYOUNG@HOTMAIL.COM>  
**Subject:** County and Local Unit of Government - Fund Balance Information

Commissioners

**Attached is information that was obtained to gain an understanding of county and local units of government LUG) financial standing.** This same information was assembled and presented last year. The most recent audit of each LUG was obtained from the Michigan Department of Treasury web site to determine year-end expenditures and unassigned fund balance. *(Note: some LUG have not filed electronic audits with Treasury since 2012. This a concern in itself).*

**County and LUG total general fund expenditures were about \$26 million with about \$12 million or 46% of expenditures in uncommitted fund balance.** Auditors recommend a minimum fund balance of 15% of expenditures which would be about \$4 million leaving a **collective surplus fund balance of about \$8 million.** This surplus is not evenly distributed among LUG. Of the total 34 LUG, 12 had fund balances of over 100% of annual expenditures and 3 had fund balances of less than 15% of annual expenditures. As an overall average LUG could operate approximately 3 or 4 months using just fund balance. Those LUG with a 100% of expenditures in fund balance could operate a year using just fund balance. **This financial information demonstrates the conservative fiscally sound position of most LUG in the county. It also raises the question of whether there is potential for more joint service funding to strengthen certain services.**

Mike

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County and Local Government General Fund Financial Information				
	GF Expenditures and Transfers Out	Audited GF Unassigned Fund Balance	Fund Balance as a Percent of Expenditures	Date of Last Audit
<b>Tuscola County</b>	<b>\$12,951,460</b>	<b>\$2,112,836</b>	<b>16%</b>	12/31/2015
<b>City and Villages</b>				
Village of Millington	\$328,813	\$360,635	110%	02/28/2015
City of Caro	\$1,624,608	\$1,640,243	101%	06/14/2015
Village of Reese	\$471,781	\$354,593	75%	03/31/2015
Village of Akron	\$151,042	\$106,422	70%	03/31/2015
Village of Kingston	\$189,823	\$128,046	67%	02/28/2015
Village of Unionville	\$207,750	\$123,752	60%	03/31/2015
Village of Gagetown	\$211,272	\$111,888	53%	03/31/2015
City of Vassar	\$1,543,102	\$508,333	33%	06/14/2015
Village of Fairgrove	\$203,767	\$48,274	24%	03/31/2015
Village of Mayville	\$527,150	\$59,651	11%	03/31/2015
Village of Cass City	\$1,243,297	\$121,416	10%	12/31/2015
<b>Total City/Village</b>	<b>6,702,405</b>	<b>\$3,563,253</b>	<b>53%</b>	
<b>Townships</b>				
Wisner Township	\$102,017	\$324,392	318%	03/31/2012
Kingston Township	\$105,593	\$323,929	307%	03/31/2014
Elmwood Township	\$132,651	\$318,323	240%	03/31/2015
Gilford Township	\$183,038	\$393,568	215%	03/31/2015
Ellington Township	\$104,493	\$198,873	190%	03/31/2012
Columbia Township	\$196,961	\$373,458	190%	03/31/2014
Almer Township	\$370,787	\$489,775	132%	03/31/2015
Elkland Township	\$309,990	\$400,155	129%	03/31/2015
Millington Township	\$417,963	\$511,341	122%	03/31/2015
Novesta Township	\$189,988	\$220,052	116%	03/31/2012
Fremont Township	\$320,711	\$330,545	103%	03/31/2015
Fairgrove Township	\$463,009	\$459,258	99%	03/31/2015
Dayton Township	\$425,315	\$367,413	86%	03/31/2014
Wells Township	\$139,633	\$111,686	80%	03/31/2012
Juniata Township	\$182,297	\$133,415	73%	03/31/2014
Denmark Township	\$206,631	\$147,472	71%	06/31/2015
Akron Township	\$703,293	\$434,002	62%	03/31/2015
Watertown Township	\$239,994	\$139,108	58%	03/31/2012
Indianfields Township	\$818,742	\$425,627	52%	03/31/2015
Koylton Township	\$293,091	\$133,647	46%	03/31/2014
Arbela Township	\$433,259	\$155,945	36%	03/31/2015
Tuscola Township	\$266,228	\$45,233	17%	03/31/2015
Vassar Township	\$396,480	\$49,320	12%	06/31/2015
<b>Total Townships</b>	<b>\$7,002,164</b>	<b>\$6,486,537</b>	<b>93%</b>	
<b>Grand Total</b>	<b>\$26,656,029</b>	<b>\$12,162,626</b>	<b>46%</b>	
<b>15% Fund Balance</b>		<b>\$3,998,404</b>		
<b>Fund Balance Over 15%</b>		<b>\$8,164,222</b>		

**mhoagland@tuscolacounty.org**

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**From:** mhoagland@tuscolacounty.org  
**Sent:** Friday, September 2, 2016 11:03 AM  
**To:** Clayette Zechmeister (Clayette Zechmeister); Dibble Erica  
**Subject:** FW: 2017 Budget Development  
**Attachments:** 2017 Budget Calendar.xls; 2017 GF Revenue Budget.xls; 2017 General Fund Budget Sheets.pdf; 2017 Special Revenue Funds Dept Worksheets.pdf; Equipment Capital Requests.xls

**From:** mhoagland@tuscolacounty.org [mailto:mhoagland@tuscolacounty.org]  
**Sent:** Friday, September 2, 2016 11:01 AM  
**To:** Bishop John <jbishop@tuscolacounty.org>; Patricia Gray <pdonovan@tuscolacounty.org>; Walt Schlichting (Walt Schlichting) <wsch@tuscolacounty.org>; Angie Daniels <adaniels@tuscolacounty.org>; Drain Commissioner <rmantey@tuscolacounty.org>; jfetting@tuscolacounty.org; Nancy Thane Judge (Nancy Thane) <nthane@tuscolacounty.org>; Erskine Sandy <serskine@tuscolacounty.org>; Judge Amy Gierhart <agierhart@tuscolacounty.org>; Caryn Painter <cpainter@tuscolacounty.org>; Glaspie Judge <d71bglaspie@gmail.com>; Long Sheila <slong@tuscolacounty.org>; Mark Reene <mreene@tuscolacounty.org>; Mark Reene <mreene2011@gmail.com>; Joseph Bixler <bixlerj@anr.msu.edu>; Lee Teschendorf <sheriff@tuscolacounty.org>; Glen Skrent <undersheriff@tuscolacounty.org>; Kim Green <kgreen@tuscolacounty.org>; Brian Nueville <briann@hdc-caro.org>; Charles Walker <walkerca@michigan.gov>; Mike Miller (Mike Miller) <mmiller@tuscolacounty.org>; Gretchen Tenbusch (Gretchen Tenbusch) <GTenbusch@tchd.us>; snielsen@tuscolacounty.org; SouthgateK@michigan.gov; Waller Irene <walleri@michigan.gov>; Steve Erickson <serickson@tuscolaedc.org>; Margot Roedel (Margot Roedel) <mroedel@tcmcf.org>; Maggie Root <mroot@tcmcf.org>; Eean Lee <elee@tuscolacounty.org>; Anderson Steve <sanderson@tuscolacounty.org>; Mike Yates <asiremon@yahoo.com>; ctrisch@tuscolacounty.org; 'Bardwell Thom' <bardwellthomas1@gmail.com>; 'Bierlein Matthew' <mbierlein@tuscolacounty.org>; 'Kirkpatrick Craig' <ckirkpatrick@tuscolacounty.org>; 'Thomas Young' <CTAYOUNG@HOTMAIL.COM>  
**Subject:** 2017 Budget Development

**Elected/Appointed Officials**

**2017 BUDGET DEVELOPMENT**

I know it seems impossible but it has been a year since we developed the 2016 county budget. Let me start by saying Tuscola County consistently maintains balanced budgets and receives unqualified audits, bond rating upgrades and certificates of excellence in financial reporting. It is not by chance that this occurs. Rather it is because we have a supporting public along with employees and elected/appointed officials that work efficiently every day. We maintain a commitment to delivering high quality services with limited financial means. Thank you for your dedication.

In order to begin development of the 2017 county budget it is requested that you complete the attached budget forms for your department no later than September 16, 2016.

1. Review the **Budget Development Calendar** to understand the steps and timeline for 2017 budget completion.
2. Review estimated **2016 and 2017 General Fund Revenue** amounts for each account related to your department and note any dollar changes you recommend and why.

3. If you have operations that are accounted for in the general fund **estimate your year-end 2016 General Fund Expenditures** in line item detail in the 2016 projected year-end column. We have estimated 2016 so please review and make changes as necessary. In the 2017 department requested column identify the amount that is requested in expenditures for your **2017 General Fund Expenditure Budget** (*write your request amount over the zero*). Please note a 2% wage increase has been estimated and incorporated in the budget forms. Also, step increases are incorporated. Final decisions have not been made and labor negotiations have not been completed therefore this preliminary wage estimate could change. Also, health insurance and other fringe benefit cost estimates have been determined for 2017.
4. If you have operations that are accounted for in **Special Revenue Funds** in the 2016 projected year-end column please estimate your **2016 year-end revenues and expenditures**. In the 2017 department requested column please identify the amount that is **requested for your 2017 revenue and expenditure budget**.
5. **The Equipment and Capital Improvement** form can be used to provide a listing of your equipment/capital improvement requests for 2017 and future years. Please include cost estimates with your requests. Identification of any projects that will not be completed in 2016 and need to be carried over to 2017 is also requested.

**Please sign your budget forms and submit by September 16, 2016 so the 2017 county budget can be completed on schedule. If budgets are not returned by this date staff will prepare a draft budget for your operation so the budget development process can move forward on schedule.**

If you have any questions please contact me or other staff members in the Controller/Administrator's Office.

Mike

Michael R. Hoagland  
Tuscola County Controller/Administrator  
989-672-3700  
[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

**VISIT US ON LINE FOR COUNTY SERVICES @ [www.tuscolacounty.org](http://www.tuscolacounty.org)**

**mhoagland@tuscolacounty.org**

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**From:** Vicky Sherry <vsherry@tuscolaedc.org>  
**Sent:** Wednesday, August 31, 2016 1:11 PM  
**To:** Mike Hoagland  
**Subject:** agenda item needed  
**Attachments:** 2016 Landowner Authorization form.pdf

Hi Mike,

We were just contacted by Laura Ogar for the phragmites grant partnership. Would you please place the attached form on the agenda of the next meeting. This is the authorization form to treat the phragmites at Vanderbilt Park. We would be happy to attend the meeting if you would like us too. Please let me know when it is.

Thank you,  
Vicky

--  
Vicky Sherry  
Communications Director  
Tuscola County EDC  
141 South Almer Street  
Caro, MI 48723  
(989) 673 - 2849  
(989) 550 - 6959 (cell)  
[vsherry@tuscolaedc.org](mailto:vsherry@tuscolaedc.org)



# Landowner Authorization Form

For Invasive Phragmites Management Activities

*The purpose of this document is to Authorize:*

1. Bay County representatives or its Contractor(s) to enter the private property at agreeable times pre-arranged with the landowner for monitoring and treatment of invasive Phragmites.
2. Bay County to conduct treatment of invasive Phragmites using best management practices for recommended chemical spraying and mechanical control methods while following all applicable state regulations applicable to these treatments.
3. The landowner gives permission to Bay County to apply for necessary permits on their behalf.
4. The land owner agrees to hold Bay County, its agents, partners, and members harmless for all claims, suits or actions whatsoever resulting from this cooperative agreement and to absolve the County from all liabilities related to actions conducted by the landowner. Likewise, the County, its agents, partners and members agree to hold the landowner harmless for all claims, suits or actions whatsoever resulting from this cooperative agreement.
5. The landowner grants permission for a period of two (2) years or until formally revoked, either orally or in writing.
6. This agreement shall be effective upon the signature of all the parties listed below.

Please fill out this section, sign at the bottom and return to Bay County Department of Environmental Affairs and Community Development, at 515 Center Avenue, Suite 500, Bay City, Michigan 48708 or [Ogarl@baycounty.net](mailto:Ogarl@baycounty.net)

Landowner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Location: \_\_\_\_\_

\_\_\_\_\_  
Street Address / County / Township

Parcel Identification Number (Tax ID#) \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Renter/ Tenants Name (If applicable): \_\_\_\_\_

Tenant Telephone: \_\_\_\_\_

Comment or special instruction regarding access to your property (gates, fences, telephone to call first; etc.):

\_\_\_\_\_  
\_\_\_\_\_

Legal Description (if available)– please attach a copy of property legal description for mapping purposes.

\_\_\_\_\_  
Print Name of Landowner

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Date

~~Handwritten scribble~~  
F



The Delta Institute  
35 East Wacker Drive  
Suite 1200  
Chicago, IL 60601

### INVOICE INV01545

INVOICE DATE	PLEASE PAY	DUE DATE
8/19/2016	<b>\$2,239.02</b>	9/18/2016

Payment Terms: Net 30

Tuscola County Hazard Mitigation

CATEGORY	NET AMOUNT
Fees	\$2,239.02
<b>Total</b>	<b>\$2,239.02</b>

Monetary values are in USD

RECEIVED

SEP - 8 2016

TUSCOLA COUNTY  
ACCOUNTING

A handwritten signature in black ink, appearing to be "J. J. [unclear]".

262-421-801-000



# BUDGET STATUS REPORT

Fund 262 HAZARD MITIGATION

Tuscola County

Department 421 HMGP

Period Ending Date: August 31, 2016

Account Number	Previous Actual	Current Year Appropriated Budget	Current Year Total Amended Budget	Month-to-date Actual	Current Year-to-date Actual	Current Budget Balance	Percentage Spent/Received
Account Name							
<b>Fund 262 HAZARD MITIGATION</b>							
<b>Fiscal Year 2016</b>							
<b>Revenues</b>							
421-501-000 FEMA GRANT	16,923.00	0.00	0.00	0.00	0.00	0.00	0.00%
421-699-101 TRANSFER IN GEN FUND	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Revenues Total</b>	<b>23,923.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenses</b>							
421-801-000 CONTRACTUAL-PLAN PREP.	23,300.98	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Expenses Total</b>	<b>23,300.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
	622.02	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Revenues Total</b>	<b>23,923.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenses Fund Total</b>	<b>23,300.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Net (Rev/Exp)</b>	<b>622.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Beginning/Adjusted Balance</b>	<b>622.02</b>						
	+ YTD Revenues	0.00	- YTD Expenses	0.00	=	Current Fund Balance	622.02
<b>Grand Total for Revenues</b>	<b>23,923.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Grand Total for Expenses</b>	<b>23,300.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Grand Total Net Rev/Exp</b>	<b>622.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

WF additional approp needed-  
\$ 1617.00