

Agenda
Tuscola County Board of Commissioners
Committee of the Whole Monday, January 28, 2019 – 8:00 A.M.
HH Purdy Building - 125 W. Lincoln, Caro, MI

Finance/Technology
Committee Leaders-Commissioners Young and Jensen

Primary Finance/Technology

1. Remonumentation Update
2. MSU Agreement for Extension Services (See A)
3. Update Regarding County Pension Plans – Chief Accountant
4. Friend of the Court System Security Auditing Agreement and Budget Amendment (See B)

On-Going and Other Finance

Finance

1. Work with MREC to Resolve Remaining Assessing/Taxation Disputes with Wind Turbine Companies
2. Providing Water to Caro Regional Center
3. Water Rates Paid for County Facilities Along M24 and Deckerville Roads
4. Opioid Lawsuit
5. State Assessing Changes
6. Alternate to MCDC to Provide an Indigent Dental Clinic
7. Prepare of Updated Multi-Year Financial Plan
8. Update Wind Turbine Revenue Information
9. Continue Review of Road Commission Legacy Costs
10. 2018 Comprehensive Annual Report Development
11. Convert to New State Chart of Accounts
12. 2020 Budget Development
13. Second Year MIDC Plan and Budget
14. Determine if any Drain Bonds can be Retired Early or Refinanced
15. Property and Liability Insurance Renewals
16. How to Provide Physiological Services to Jail Inmates

Technology

1. New Kronos Time Attendance and BSA Finance/General Ledger Software
2. Animal Control Camera and Other Security
3. New Server and Network Storage Capacity
4. Jail Live Scan Scanner
5. CLEMIS Road Patrol Software
6. GIS Update
7. Increasing On-Line Services
8. Updating County Web Page
9. Implementation of New Computer Aided Dispatch System

Personnel

Committee Leader-Commissioner Vaughan and Bardwell

Primary Personnel

1. Discussion of Board Rules of Order, Consent Agenda, Claims Docket and Hiring Freeze (See C)
2. Resolve the Drain Office Grievance – Drain Commissioner and Human Resource Coordinator (See D)

3. Review of Potential Policy Regarding Employment of Relatives (See E)
4. Potential Process to Replace Retiring Controller/Administrator
5. Review EDC By-Laws, Board Member Terms, and Related Issues(See F)

On-Going and Other Personnel

1. Negotiation of Expiring Union Contracts – Setting Financial and Other Objectives
2. Strengthen and Streamline Year-End Open Enrollment
3. Evaluate Potential Training Programs
4. Start the Development of Pay Grade Schedule and Updated Job Descriptions

Building and Grounds

Committee Leaders-Commissioners Jensen and Grimshaw

Primary Building and Grounds

1. County Jail Study Committee – Development of a Concept Plan and Other County Millage Information (See G)
2. Parks and Recreation Meeting Update
3. Cass River Greenways – Request to Serve by Robert McKay (See H)

On-Going and Other Building and Grounds

1. Complete Formation of County Land Bank
2. County Physical and Electronic Record Storage Needs – Potential Use of Recycling Pole Building
3. County Property Ownership Inventory
4. Review of Alternative Solutions Concerning the Caro Dam
5. Sidewalk Improvements and Parking lot Sealing
6. Purdy Building Awning, Sign and Stucco Repairs
7. Jail Entrance Step and Ceiling Tile
8. State Police Post Water Tank Inspection, Sidewalk and Parking Lot Repairs
9. Potential Sale of Certain County Properties
10. New Septic System at Vanderbilt Park and Vegetation Clearing
11. Health Department Painting, Animal Control Ceiling and Court Windows
12. Recycling Soil Removal and Construction

Other Business as Necessary

1. Public Hearing for Village of Millington Annexation 1/31/19
2. Federal Shut Down Impact on County Health Department
3. Methods of Providing Dental Care to Indigent
4. Elected Versus Appointed Road Commissioners
5. Work with DTE and Others to Solve Increasing Energy Demands in the County
6. Update County Policies and Place on County Web Site
7. Review and Update Animal Control Ordinance as Necessary

Public Comment Period

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into on _____ by and between Tuscola County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community & Economic Development, Natural Resources

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. 0.5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").

6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will Provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Coordinator.
 - b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible
3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Coordinator that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

1 FTE MSU employed Clerical Support Staff Funding

Optional:

4. Funding for additional Extension educators at \$0. (0 FTE * \$102,694.)
5. Funding for additional 4-H program capacity 0.5 FTE
6. Funding for additional paraprofessional(s) at 0 FTE

7. Collection and distribution on behalf of MSUE funds provided by the millage approved by the voters of Tuscola County on 0. The millage collected will provide funds for the following:
 - a. Annual Extension Assessment, contributions of MSUE and County as outlined in this Agreement and other usual and customary Extension Office Operating and Personnel expenses.
8. Total Annual Assessment in the amount of **\$152,407.**

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S Morrill Hall of Agriculture, 446 W Circle Drive, Room 160, East Lansing, MI 48824

C. Staffing and Financial Summary

A. Base Assessment (includes 0.5 FTE 4-H Program Coordination) \$53,977.

ADDITIONAL PERSONNEL

B. 1 FTE Clerical Support Staff to be employed by MSU	\$63,463.
C. 0 FTE Educator (Program Area:)	\$0.
D. 0.5 FTE Additional 4-H Program Coordination	\$31,731.
E. Office Supplies	\$3,236.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2019: \$152,407.

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2019 the first day of the County budget year 2019 and shall terminate on the last day of such County budget year 2019. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Tuscola County Administrator/Controller Office, Clayette Zechmeister, 125 W. Lincoln St., Suite 500, Caro, Michigan 48723, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, arising out of the negligence or willful misconduct of the indemnifying party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.
7. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY

Tuscola COUNTY

By: _____

By: _____

Evonne Pedawi, Director,
Contract & Grant Administration

Print name: _____

Its: _____
(title)

Date: _____

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Coordinator. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange 35.8.0.0 - 35.9.255.255
CIDR 35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

35.9.15.43 (80) (search.msu.edu)
35.9.160.36 (1935,443) (authentication)
35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)
35.9.83.132 (all) (vpn.msu.edu)
35.9.81.150 (zoom.msu.edu)
35.9.121.189 and 190 (443) (SharePoint)
35.8.200.57 (80 and 443) (SharePoint)
35.9.121.221, 223, and 225 (443) (Exchange)
35.8.200.56 (80 and 443) (Exchange)
35.8.200.2 – 35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
35.8.201.200 (443 TCP) (Lync)
35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP - 135, 137-139, 2701-2704, 49152-65535)
35.8.200.58 (80 and 443) (Lync)
35.9.14.169 (80 and 443) (D2L – Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses.

CANR.msu.edu – 35.8.201.199
MSUE.anr.msu.edu – 35.8.201.199
Events.anr.msu.edu – 35.8.200.220
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
Expression Engine – 35.8.201.215
Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) – 152.46.27.147
Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.

CONSULTING SERVICES AGREEMENT

By and Between

Tuscola County, Michigan

and

MGT of America Consulting, LLC

THIS AGREEMENT is made this _____ day of _____ 2018, by and between Tuscola County, Michigan ("Client"), and MGT of America Consulting, LLC, a Florida company ("MGT").

In consideration of the mutual covenants set forth in this Agreement, the parties agree as follows:

1. Description of Services.

MGT shall, as an independent contractor, provide the services specified in section 1.1 below ("the Services").

1.1 Scope of Services

MGT shall provide a cyber security assessment for the Friend of the Court Office and the Prosecuting Attorney's Office in accordance with the proposal submitted to the Client dated 10/26/2018 which has been incorporated into this agreement as Exhibit A.

2. Compensation.

For its work under this Agreement, MGT shall be paid the following fixed fees as set out in Exhibit A:

\$ 17,390 for the Security Risk Assessment Report

\$ 1,200 not to exceed amount for Travel Expenses

2.1 Invoicing

MGT will render to Client one invoice for \$ 17,390, plus travel expenses, upon delivery of the Security Risk Assessment Report.

Invoice payment will be due thirty (30) days after submission.

3. Additional Services.

Additional services may be provided to the Client as requested by the Client. Any request for additional services will be made in writing, will include a detailed scope of work, will be signed by each party, and will be included as an amendment to this agreement.

Additional services will be billed at an hourly rate of \$ 185.00 per hour. MGT will invoice client monthly for any additional services, with payment due 30 days after each submission unless otherwise identified in the mutually agreeable scope of work.

4. Term and Termination.

This agreement shall become effective upon its execution and delivery by the parties and shall remain in effect until completion of, and full payment for, the Services. This contract may be terminated prior to completion of the Services at the option of either party, upon delivery of written notice by the terminating party to the other party. In the event of early termination by Client, MGT shall be paid, upon invoicing in accordance with this Agreement, the agreed compensation (or if, due to termination, there is no agreed value for the services performed to date, MGT's standard hourly rates) for Services performed, plus expenses incurred, prior to termination.

5. Independent Contractor Status

The relationship of MGT to Client is that of an independent contractor, and nothing in this Agreement shall be construed as creating any other relationship. As an independent contractor, MGT shall comply with all laws relating to federal and state income taxes, associated payroll and business taxes, licenses and fees, workers compensation insurance, and all other applicable state and federal laws and regulations. Neither MGT nor anyone employed or subcontracted by MGT shall be, represent, act, purport to act, or be deemed to be an agent, representative, employee or servant to Client.

6. Project Managers

Tony Martinez shall serve as Principal in Charge for point of contact and overseeing quality control for MGT under this Agreement.

Eean Lee shall serve as Project Managers and point of contact for Client under this Agreement

By written notice to the other party, either party may change the identity of its project manager during the term of this Agreement.

7. Miscellaneous

7.1. No Continuing Waiver

The failure or forbearance by either party in exercising any remedy available to it upon a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or continuing breach by either party.

7.2. Entire Agreement.

This written Agreement represents the entire agreement of the parties, and neither party is relying upon any negotiation, representation, warranty, promise, or covenant not set forth in this Agreement. This Agreement may not be modified or amended except by a written instrument for that purpose duly executed by both parties.

7.3. Subcontracting and Assignment.

MGT may use subcontractors in performing the Services, but MGT shall remain responsible to Client for performance under this Agreement. This contract shall be binding upon and inure to the benefit of both Client and MGT and their respective successors and assigns, if any, and legal representatives.

7.4. Interpretation, Venue, and Severability.

This agreement shall be construed, interpreted, and enforced in accordance with Michigan law without regard to conflicts of laws principles. Should any provision of this Agreement be held invalid or unenforceable by final judgment of a court of competent jurisdiction, it is the parties' intention that the remainder of this Agreement shall nevertheless be given effect as written. Any action arising out of or

relating to this Agreement may be brought in the Michigan state court having jurisdiction.

7.5. Prior Performance.

Services performed by MGT pursuant to Client's authorization, but before execution of this Agreement, shall be considered as having been performed pursuant to the terms and conditions of this Agreement.

7.6. Notices.

All written notices, demands or requests pursuant to this Agreement may be served (as an alternate to personal service) by registered or certified mail or air freight services that provide proof of delivery, with postage and fees thereon fully prepaid, and addressed to the parties so to be served as follows:

If to MGT:

MGT of America Consulting, LLC.
Attn: Tony Martinez
2343 Delta Road
Bay City, Michigan 48706

If to Client:

Tuscola County
Attn: Eean Lee
125 W. Lincoln Street
Caro, MI 48723

Service of any such notice or demand so made by mail shall be deemed complete on the day of actual delivery as shown by the addressee's registry or certification receipt. Either party hereto may, from time to time, by written notice served upon the other as aforesaid, designate a different mailing address, or (a) different or additional person(s) to which or to whom all such notices or demands are thereafter to be addressed. Persons named to receive copies of notices are listed for accommodation only and are not required to be personally served to comply with service of notice on a party.

IN WITNESS WHEREOF, this agreement has been executed and delivered by Client and MGT on the date first written above.

TUSCOLA COUNTY, MICHIGAN

By: _____

Name: _____

As its: _____

Address: _____

City/State/Zip: _____

Date: _____

MGT of AMERICA CONSULTING, LLC

By: 

Name: J. Bradley Burgess

As its: Executive Vice President

Address: 2343 Delta Road

City/State/Zip: Bay City, MI 48706

Date: 10-29-2018

EXHIBIT A – INDEPENDENT SECURITY AUDIT PROPOSAL

ORIGINAL

10/26/2018



SUBMITTED BY:

MR. TONY MARTINEZ
VP, CYBER SECURITY SERVICES

813 454.8386

tmartinez@mgtconsulting.com

TUSCOLA COUNTY INDEPENDENT SECURITY RISK ASSESSMENT:

- OCSE SECURITY AGREEMENT
 - IRS PUBLICATION 1075.
 - DTMB TECHNICAL POLICIES, STANDARDS,
& PROCEDURES, AND
 - MDHHS-OCS SECURITY &
CONFIDENTIALITY POLICIES
-

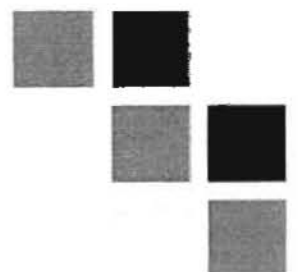


TABLE OF CONTENTS

1. INTRODUCTION 1

2. RESPONSE TO GENERAL REQUIREMENTS 2

 REQUIREMENT INDEPENDENT SECURITY RISK ASSESSMENT 2

3. PROJECT SCOPE AND TIME REQUIREMENTS **ERROR! BOOKMARK NOT DEFINED.**

3. MGT BACKGROUND & QUALIFICATIONS 8

4. COST PROPOSAL 9

I. INTRODUCTION

MGT Consulting Group (MGT) is pleased to present this proposal to provide Independent Information Security Audit Services for the Tuscola County FOC and PA Departments in accordance with the requirements presented in the IV-D MEMORANDUM 2017-011.

With a cyber security team bringing 18+ years of experience to our clients, we are confident this proposal delivers all key components required for an engagement of these characteristics, the critical project management back bone to ensure a successful delivery in a complex project scenario, and the strategic expertise to help the County meet, and surpass, compliance requirements as well as harden their overall security posture.

With a primary focus on evaluating the County's overall security posture and meeting the requirements set forth in the IV-D MEMORANDUM 2017-011, MGT's security team will follow defined industry best practices in order to perform a comprehensive independent security audit and provide the deliverables required by the OCS and MDHHS. With that in mind, we will ensure the following:

- **Perform an independent security audit and deliver a risk assessment report to the County Department following the standards stipulated in the memorandum as well as providing the County IT department with a comprehensive report with any and all findings.**

2. RESPONSE TO GENERAL REQUIREMENTS

REQUIREMENT

INDEPENDENT SECURITY RISK ASSESSMENT

All FOC and PA Offices are required to perform an independent security audit to remain in compliance with Section 4.33(b) of the current (FY 2017) CRP agreement:

At least once every three years, the Grantee must obtain an independent security audit that evaluates its compliance with the management, operational, and technical controls required by the OCSE Security Agreement, Internal Revenue Service (IRS) Publication 1075, DTMB Technical Policies, Standards, and Procedures, and MDHHS-OCS security and confidentiality policies. The audit must be conducted by an unbiased, independent entity. The entity must issue an audit report that includes detailed findings and recommendations to improve the Grantee's procedures, practices and systems in order to meet the control requirements. The Grantee must provide the report to MDHHS.

SOLUTION:

MGT Consulting will provide a comprehensive Information Security Risk Assessment for the FOC and PA Office and determine the degree to which information system security controls are correctly implemented, whether they are operating as intended, and whether they are producing the desired level of security.

In order to meet compliance requirements, we will leverage the security controls found in IRS publication 1075, DTMB policies, standards and procedures, as well as the security and confidentiality policies provided by MDHHS-OCS and OCSE.

KEY COMPONENTS OF THE INFORMATION SECURITY RISK ASSESSMENT PROCESS:

- **Project Initiation**
 - o Define project rules of engagement
 - o Review project schedule
 - o Define key project tasks and milestones
 - o Define project communications between MGT and County
- **Security Assessment Categories and Framework**

2. RESPONSE TO GENERAL REQUIREMENTS

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- IRS p 1075 security controls as stipulated in ("Publication 1075 Tax Information Security Guidelines For Federal, State and Local Agencies. Safeguards for Protecting Federal Tax Returns and Return Information")
- DTMB Policies, Standards and Procedures
- MDHHS-OCS Security and Confidentiality Policies
- NIST SP 800-53 (as needed)
- **Data Gathering/Information Discovery**
 - Review of security assessment scope
 - Gathering of all security policy and procedure documentation as applicable to the security controls being assessed.
- **Management Controls Review**
 - Review of all managerial security controls per security standard
- **Operational Controls Review**
 - Review of all operational/administrative security controls per security standard
- **Technical Controls Review**
 - Review of all technical security controls per security standard
 - May include full penetration test
- **Risk assessment Report Development & Submission**
 - Completion of report with all relevant findings formatted to meet IRS publication 1075 security control requirements.

RISK ASSESSMENT REPORT: WHAT TO EXPECT?

- A documented list of in-scope inventory, listing all system components and establishing the system boundary for the purposes of the Report;
- Documentation of the system's policies and procedures, and details of its operation;
- List of threat / vulnerability pairs, with severity of impact and likelihood of occurrence;
- List of safeguards for controlling these threats and vulnerabilities and outcomes of control review;
- List of recommended changes, with approximate levels of effort for each;
- The level of residual risk that would remain after the recommended changes are implemented.
- Attestation of compliance and narrative regarding current state.

VULNERABILITY ASSESSMENT OVERVIEW (FOR REFERENCE):

Due to the importance of the vulnerability assessment task within a comprehensive risk assessment, we are including a detailed breakdown of this process for reference.

Best Practices Implementation

Our team utilizes a number of recognized Information Security best practices and standards while providing services to our clients. Some of the main standards include:

- IEC/ISO 27000 Series (Security Management and Control).
- National Institute of Standards and Technology (NIST) – Computer Security Standards.
- SANS Institute Guidance – Testing Methodologies and Approaches.
- Open Web Application Security Project (OWASP) – Web Application Testing and Assessment.
- Open Source Security Testing Methodology Manual (OSSTMM) – Methodology for performing security tests and metrics.
- Payment Card Industry Data Security Standard (PCI-DSS).
- Information Systems Security Assessment Framework (ISSAF) – Methodology for information system security assessments.
- Penetration Testing Framework v0.58 – Community updated penetration testing framework.

Actions / Approach

Our assessments are conducted with the use of both non-intrusive and robust commercial scanning tools and manual tests by our team of experts who will provide comprehensive infrastructure reports of active IP systems. When necessary, open-source tools are used to validate certain checks to remove any false positives.

Software / Tools

Our choice of tools and techniques will enable us to identify and map network devices, to determine if the IT infrastructure services implement sufficient security measures to protect sensitive corporate information. Our choice of VA scanning tools combined with the knowledge of our expert Penetration Testers and risk assessors will help to determine the level of security and evaluate how vulnerable the identified systems are to potential system attacks, penetration, and information loss due to external hacker threats or internal malicious/curious network usage.

We conduct our testing using recognized frameworks such as OSSTMM¹, PTES², and NIST³. Our consultants are authorized, trained, and licensed to use the following commercial packages as well as other popular solutions, all driven by project requirements:

- SAINT Scanner/Exploit (www.saintcorporation.com).

¹ Open Source Security Testing Methodology Manual (<http://www.isecom.org/research/osstmm.html>)

² Penetration Testing Execution Standard (http://www.pentest-standard.org/index.php/Main_Page)

³ National Institute of Standards and Technology (<http://csrc.nist.gov/publications/nistpubs/800-115/SP800-115.pdf>)

2. RESPONSE TO GENERAL REQUIREMENTS

• • •

- BurpSuite Pro (<http://portswigger.net/burp/>).
- Nessus (www.nessus.org).
- Cobalt Strike (www.advancedpentest.com).
- Acunetix Web Application Security (www.acunetix.com).

In addition to the commercial software, the following open source tools/distributions will be used, as required:

- Kali 1.x – Linux distribution aimed at penetration testing and digital forensics. These toolkits include a wide range of software to aid a tester in testing networks and applications for vulnerabilities and using the results to penetrate a network. Kali contains a wide variety of open source tools for use during penetration testing including:
 - MetaSploit Framework.
 - BurpSuite.
 - w3af – open source web application security scanner.
 - nmap.
 - CSRFTester.
 - WebScarab
- Samaurai – a live Linux environment that has been pre-configured to function as a web pen-testing environment. While similar to the BackTrack distribution, this framework focuses on Web Application testing.

Methodology and Approach

- Our approach consists of several defined phases with key subtasks below them:
 1. Kick-Off, Scheduling, and Deliverables.
 2. Vulnerability scanning.
 3. Penetration testing plan.
 4. Definition of penetration testing tools
 5. Schedule review external vs internal tests.
 6. Penetration testing plan execution.
 7. Analysis and recommendations: Remediation and Guidance.
 8. Reporting.
 9. Complimentary re-scanning.
 - 1) Kick-Off, Scheduling, and Deliverables
 - Definition of stakeholders
 - Scheduling of primary tasks and data gathering
 - Confirm communication guidelines
 - Deliverable schedule
 - 2) Vulnerability Scanning

2. RESPONSE TO GENERAL REQUIREMENTS

- Initial scan of environment according to client sample of IPs/overall IS environment
- 3) **Penetration Testing Plan**
 - Define penetration test schedule. Primarily define internal vs external plans and define valid sample-to-test system.
- 4) **Definition of Penetration Testing Tools**
 - We use a combination of commercial and open source tools. The advantage to using open source tools is they are often designed for a specific purpose and therefore have a narrow focus, and they are also the tools most likely to be used by hackers and malicious users. Commercial tools will be used to provide a higher level of assurance in scanning results, and to confirm results from open source tools.
- 5) **Schedule Review External vs. Internal Tests**
 - We understand this is a delicate process and often it becomes challenging to keep management in the loop. Project management and transparency are critical in our process making sure you are aware of our activities resulting in no unwanted surprises.
- 6) **Penetration Testing Plan Execution**
 - Reconnaissance.
 - Enumeration.
 - Vulnerability Assessment.
 - Penetration Test (network and web applications) Internal and External.
- 7) **Analysis and Recommendations: Remediation and Guidance**
 - Overall findings
 - External and Internal testing results

Key Penetration Test Phases (Deep Dive)

- Definition of External Test Conditions (Black Box/Grey Box/White Box).
- Surveying and Discovery.
 - Definition of digital foot print or sample IP list provided by the County PDC (IP search, social, crawls, etc.).
 - Network mapping and discovery.
 - Available services mapping.
 - Topology.
- Enumeration and Target Identification.
 - Define service functions and their purpose.
 - Tools and techniques based on findings.

2. RESPONSE TO GENERAL REQUIREMENTS

♦ ♦ ♦

- Definition of targets based on criticality.
- Vulnerability Scanning and Assessment
 - Execute vulnerability scanning.
 - Execute secondary scans using additional scanning tool.
 - Manual tasks according to scan results.
- Penetration test, Exploitation, and Verification.
 - (As requested by client) Manual exploitation of critical services, systems, or applications.
 - Verification of critical findings.
 - Elimination of false positives and error mitigation.



3. MGT BACKGROUND & QUALIFICATIONS

MGT was established in 1974 by a group of former public sector employees to provide management consulting services to assist state and local governments clients operate more efficiently, effectively, and with more accountability to the communities they serve. For over 42 years, MGT has provided high quality management consulting services to government agencies nationwide and is dedicated to providing the most creative yet practical solutions to the challenges faced by public organizations and entities.

Since its founding in Tallahassee, Florida, MGT has grown to include offices around the country as evidenced below.

FLORIDA Tallahassee Tampa	KANSAS Wichita	TEXAS Austin
CALIFORNIA Sacramento Pasadena	MICHIGAN Bay City	WASHINGTON Olympia
COLORADO Centennial		



MGT offers an impartial perspective of the outcomes and findings. As an independent entity, our only vested interest is that of the clients; therefore, we apply our extensive experience to generating objective independent solutions to assist our client needs.

MGT understands lasting and meaningful changes require innovative and bold thinking, and we do not shy away from questioning everything from organizational structures and work processes to the very statutes and ordinances that create and guide the work of an agency or institution. MGT is committed to offering useful recommendations that achieve real results and is ever mindful of the practical and political realities an organization may face.

Our information security and compliance solutions are centered on helping public and private organizations build and optimize a security and risk management program, harden their overall information systems, meet regulatory compliance across all industries, and more effectively and efficiently achieve their goals and serve constituents (using security as an organizational tool). Our team of certified information security experts is committed to helping our clients make cyber security a core competency.

Team Certifications:

CISSP, GPEN, GWAPT, QSA, C|EH, GICSP, GMOB, GCIH, GCFE, OPST.

4. COST PROPOSAL

Below is a breakdown of the time allocations for each key task within the independent security risk assessment:

Key Task	FOC/PA
- Project Kick Off and Documentation Gathering	4
- Risk Assessment Questionnaires (key personnel)	24
- Risk Assessment Interview (key personnel)	16
- Policy and Procedure Review	8
- External Vulnerability Assessment	16
- Internal Vulnerability Assessment	16
- Report Development	10
Total	94

	FOC/PA Cost
TOTAL COST: SECURITY RISK ASSESSMENT	\$17,390

Complimentary re-scanning after remediation.

6

			Use	
Local Units of Government		MEMS All Hazard	Parks & Recreation	Jail Planning
		Local Units of Government	Tuscola County Fair Board Liaison	MAC Agricultural
			Local Units of Government	MREC
				Saginaw Bay Coastal
				Senior Services Advisory
				Tuscola 2020
				Local Units of Government
Matthew Bierlein appointed as the County Representative for the Human Development Commission				

-Establishment of Board and Committee of the Whole Meeting Dates - Board reviewed the proposed schedule with making the November 25, 2019 meeting a full Board meeting. Board discussed the potential of changing one Board meeting a month to start in the afternoon. No action on the time change at this point but can be discussed at a later time.

19-M-007

Motion by Grimshaw, seconded by Jensen to adopt the Board and Committee of the Whole meeting schedule for 2019. Motion Carried.

Other Business as Necessary -

-Board Rules of Order (dated 1/3/17) - Board reviewed the current Board Rules and discussed various items. Commissioner Grimshaw would like to review the resolution establishing the Consent Agenda dated January 25, 2000.

19-M-008

Motion by Grimshaw, seconded by Young to approve the Board Rules of Order with items 5.2, 5.4 and 6.3 to have further clarification provided at a future Board meeting. Motion Carried.

-Appointment of Members to Boards and Commissions - Clerk Fetting stated the last policy her office has on file is dated October 17, 2014 and she was not able to find a motion that revised that policy in 2016 or later. She requested this be placed on an upcoming agenda for the Board to review and discuss further.

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

1. PURPOSE

These rules are adopted by the Board of Commissioners of Tuscola County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

2. MEETINGS

2.1 Organizational Meeting

The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the County Clerk shall preside at the start of the meeting. The organizational meeting may be held in December of the current year provided all current commissioners remain unchanged for the next two year term. If there are any commissioner changes for the next two year term, then the organizational meeting shall be held within 72 hours after New Year's Day.

The first item of business shall be election of the Chairperson of the Board. There are two procedural steps related to electing the Chairperson that have to be decided prior to conducting the election:

The Board Chairperson shall be elected each odd numbered year for a 2-year term, unless the Board provides by resolution that the chairperson shall be elected annually to a 1-year term. The Board needs to make a decision on this term length. If no action is taken the Michigan law states the term shall be for 2-years.

The Board also needs to make a decision regarding the potential use of a secret ballot. State law provides that the vote of the Chairperson may be accomplished by way of a secret ballot. If the Board chooses to conduct the election of the Board Chairperson by secret ballot, a majority of the Board must first vote to do so.

Unless a secret ballot is chosen, the clerk shall call for nominations for the office of chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the clerk shall call for a vote. When one nominee receives a majority of the votes of the members elected and serving, the nominee shall be declared chairperson.

The next order of business is to proceed with the election to the office of Vice-chairperson, which shall be conducted by roll call vote.

There is no statutory provision for the election of the vice-chairperson by secret ballot or to have a 2-year term, therefore the vice-chairperson is elected for a 1-year term.

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

2.2 Regular Meetings

At its first meeting in each calendar year, the Board of Commissioners shall establish its schedule including meeting times of regular meetings for the balance of the year.

2.3 Special Meetings

The Board of Commissioners shall meet in special session upon the call of the chairperson of the board. The chairperson may convene a meeting of the Board upon his/her discretion. Notice shall be given as provided in Rule 3.3.

2.3.1 As an alternate means of calling a special meeting, upon the written petition filed with the county clerk and signed by one-third or more of the members. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting.

2.4 Emergency Meetings

Emergency meetings of the Board of Commissioners may be held only with the approval of two-thirds of the members of the Board and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before public notice as provided in Rule 3.3 can be given. Actions taken at an emergency meeting should be ratified at the next publicly noticed meeting.

2.5 Place of Meetings

Meetings of the Board of Commissioners shall be held in the chambers of the HH Purdy Building (125 W. Lincoln Street, Caro) unless public notice of the meeting states a different location. Whenever the regular meeting place of the Board shall appear inadequate for members of the public to attend, the chairperson may change the meeting location to a larger facility in the county. A notice of such change shall be prominently posted on the door of the regular meeting place.

2.6 Time of Regular Meetings

The time of regular meetings shall be stated in the regular schedule of meetings adopted under Rule 2.2. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.

2.6.1 Change in Schedule

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the members. In the event the Board shall meet and a quorum is not present, the Board, with the approval of those present, may adjourn the meeting to a later day and time provided that proper notice to members and the public is given.

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

3. PUBLIC NOTICE OF MEETINGS

The county clerk shall provide the proper notice for all meetings of the Board. Such notice shall include, but not necessarily be limited to the following:

3.1 Regular Meetings

Posting a notice within 10 days after the first meeting of the Board in each calendar year indicating the date, time, and place of the Board's regularly scheduled and committee meetings.

3.2 Schedule Change

Whenever the Board shall change its regular Board schedule of meetings, a posting of notice of the change will be done by the clerk within three days following the meeting in which the change was made. Committee meeting changes from the original schedule will be posted by the Controller/Administrator's Office.

3.3 Special and Emergency Meetings

If the Board shall schedule a special meeting under Rule 2.3 or an emergency meeting under Rule 2.4, notice of such meeting shall be posted immediately by the clerk. No meeting, except emergency meetings, shall be held until the notice shall have been posted at least 18 hours. Commissioners will be notified by written or telephone communication of said meeting.

4. QUORUM, ATTENDANCE, CALL OF THE COUNTY BOARD, COMPENSATION

4.1 Quorum

A majority of commissioners of the Board, elected and serving, shall constitute a quorum for the transaction of ordinary business of the Board.

4.2 Attendance

No member of the County Board may absent himself or herself without first having notified the chairperson of his or her intent to be absent from a scheduled meeting.

4.3 Compensation

Commissioner compensation shall be reviewed at least once no later than July of election years to determine if compensation changes will be implemented for the Board of Commissioners taking office January 1st of odd numbered years.

5. AGENDA FOR MEETINGS

5.1 Agenda Preparation Responsibility

The Controller/Administrator, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled Board of Commissioners, committee, and other meetings. The chairperson of the Board or chairperson of the respective committee shall review and add or delete items, as he/she considers proper. Unanticipated agenda items that require discussion or decisions may

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

be covered under the other business agenda reference. It is each individual's responsibility to attend the meeting to understand other business items that may be covered.

5.2 Distribution of Regular Board of Commissioner Agenda and Materials

Upon completion of the agenda for the regular Board meeting, the Controller-Administrator shall immediately distribute to Commissioners copies of the agenda together with copies of reports, etc. which shall relate to matters of business of the agenda.

Unless extenuating circumstances arise, a paper copy of the agenda and attachments will be sent enough in advance of the scheduled meeting date to allow commissioner review prior to the meeting. A paper copy of the complete agenda and attachments is made available in the Controller/Administrator's Office. An electronic copy of the agenda and attachments is also made available on the county web www.tuscolacounty.org. The Controller/Administrator's office electronically notifies all department heads and other requesting parties when agendas are available on the website.

It is stressed that other agenda items may be added the day of the meeting. Also, certain items may be covered under the agenda heading "other business/on-going matters."

5.3 Distribution of Committee Meeting Agendas

Committee agendas (in draft form) will be made available electronically via the county website in advance of the scheduled meeting. The Controller/Administrator's Office also notifies all department heads and other requesting parties when the agenda is available on the website. It is stressed that other agenda items may be added the day of the meeting. Also, certain items may be covered under the agenda heading "other business/on-going matters." There may be extenuating circumstances where it is not possible to distribute the agenda in advance of the meeting.

5.4 Consent Agenda

The Board shall use a "Consent Agenda" according to the resolution and rules approved by the Board on January 25, 2000. The consent agenda motions will be prepared by the Controller/Administrator's Office.

5.5 Order of Business

The order of business at all Board meetings shall follow the following agenda, unless the Board approves modifications during the "Agenda" section of the meeting:

- a. Call to Order
- b. Prayer

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

- c. Pledge of Alliance
- d. Roll Call
- e. Adoption of Agenda
- f. Action on Previous Meeting Minutes
- g. Brief Public Comments
- h. Consent Agenda
- i. New Business
- j. Old Business
- k. Correspondence
- l. Committee and Liaison Reports
- m. Closed Sessions (if necessary)
- n. Extended Public Comment
- o. Adjournment

6. CONDUCT OF MEETINGS

6.1 Chairperson

The person elected chairperson in the first meeting each year of the Board shall preside at all meetings of the Board. In the absence of the chairperson, the person elected vice-chairperson shall preside. If neither the chairperson nor the vice-chairperson is present, the clerk shall preside until the commissioners present elect a commissioner to preside during the absence of the chairperson or vice-chairperson.

6.2 Form of Address

Any person, including Board members, wishing to speak at a meeting shall first obtain the approval of the chairperson and each person who speaks shall address the chairperson, and not other members of the audience, other commissioners or staff in attendance.

6.3 Disorderly Conduct

The chairperson shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, by speaking vulgarities, or by violating Board rules. Such person shall there upon be seated until the chairperson shall have determined whether the person is in order. If a person so engaged in presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the Board of Commissioners. If the person shall continue to be disorderly and to disrupt the meeting, the chairperson may order the person to leave the meeting. Since the purpose of the meeting is to discuss public business and not address individual personalities, "personal attacks" on government officials are prohibited and shall be considered "out of order".

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

6.4 Brief and Extended Public Comment Period

A brief public comment period will be provided early on the Board agenda for agenda items only. Comments during this period will be limited to 3 minutes in order to leave time for the Board to conduct other items on the agenda unless this time is waived by the Chairperson.

Another public comment period will be provided later on the agenda with the length of public comment extended. The length of comment during this period will be at the discretion of the Chairperson.

6.5 Procedures to Address the Board

Any person who addresses the Board shall state their name and their township of residence for the record. When there are many people who desire to address the Board, the Chairperson may implement other reasonable rules for public participation, including but not limited to requiring the completion of a written request to speak at the meeting.

7.0 RECORD OF MEETINGS

7.1 Minutes and Official Records

The county clerk shall be clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions and decisions of the Board. The minutes shall include the names of the mover and seconder and the vote of the commissioners. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The clerk shall maintain, in the office of the clerk, copies of each resolution and ordinance or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution/motion, or other matter.

7.2 Record of Discussion

The clerk shall not be responsible for maintaining a written record or summary of the discussion or comments of the Board members nor of the comments made by the members of the public.

7.3 Request for Remarks to Be Included

Any Commissioner may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Comments to be included in the record shall be provided in writing by the member.

7.4 Public Access to Meeting Records

The clerk shall make available to members of the public the records and minutes of the Board meetings in accordance with the Freedom of Information Act. Draft board

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board shall be available within five business days of the meeting at which they were approved. The Board shall also promptly mail copies of minutes to persons who have subscribed and paid the fee therefore as determined by the Board, consistent with any requirements of the Freedom of Information Act.

7.5 Board Stationery

County Board stationery cannot be used for personal commissioner use unless approved by the Full Board of Commissioners.

8.0 COMMITTEES

8.1 Committee of the Whole

All commissioners shall serve on a Committee of the Whole which will be advisory only but responsible for making recommendations to the Board but not decisions for the Board. The Committee of the Whole may have topic leaders whereby a commissioner is assigned to lead topics areas such as finance, personnel, building and grounds, etc. The County Clerk shall keep minutes of these meetings. The consent agenda motions will be prepared by the Controller/Administrator's Office.

8.2 Statutory Finance Committee

A Statutory Finance Committee (consisting of all five commissioners) will be responsible for review and approval of all claims and per diems. In the event that the Statutory Finance Committee meets in a continuous meeting setting with the Full Board or a Committee of the Whole meeting, the Statutory Finance Committee meeting shall be separately called, opened and adjourned, and separate minutes shall be kept. The County Clerk must keep the minutes of this meeting. The County Clerk will maintain minutes of all Statutory Finance Committee meetings and shall make them available to necessary parties and they shall be included with each Board packet.

8.3 Grievance Committee

Two commissioners will be appointed and serve on the union contract grievance committee.

8.4 Commissioner Appointments

The Board chairperson shall appoint commissioners to various boards and commissions and in certain cases as a liaison to boards and commissions.

9.0 CLOSED MEETINGS

9.1 The vote to hold a closed meeting shall be recorded in the minutes of the meeting at which the decision was made.

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

9.2 The Board of Commissioners may meet in closed session, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:

- 9.2.1 To consider the purchase or lease of real property, until an option to purchase or release that property is obtained.
- 9.2.2 To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the county Board.
- 9.2.3 To consider a County attorney's written opinion.
- 9.2.4 To review the specific contents of an application for employment to a county position and the applicant requests that the application remains confidential. Whenever the Board meets to interview an applicant, the meeting shall be open to the public.
- 9.2.5 Other Reasons

The Board may also meet in closed session for the following reasons without the requirement of a two-thirds vote:

- 9.2.5.1 To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.
- 9.2.5.2 To consider strategy connected with the negotiation of a collective bargaining agreement.
- 9.2.5.3 To consider any other matter authorized as a topic of a closed meeting by the Open Meetings Act, upon the proper vote specified therein.

9.3 Minutes, Closed Meetings

Generally, the County Clerk shall prepare the minutes for closed meetings. If the Board Chair determines that it would be inappropriate for the Clerk to attend the closed meeting, he shall designate another party to take the minutes. The County's attorney may review the draft minutes of the Closed Meeting. The minutes are to be sealed and kept in the County Clerk's office. Such minutes do not have to be approved by the Board. The minutes shall not be disclosed to the public except upon the order of a court. With the approval of the Board Chair, the Clerk may destroy the minutes after one year

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

and one day have passed after the meeting at which the Board approved the minutes of the meeting at which the Board voted to hold the closed meeting.

10. MOTIONS AND RESOLUTIONS

10.1 Statement by Chairperson, Motions, and Resolutions

No motions or resolution shall be adopted until the presiding officer states the motion. All motions, except procedural motions and resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

10.2 Rank of Motions

- a. Privileged Motions
- b. Fix the time to which to adjourn (to set the time for next meeting)
- c. Adjourn
- d. Recess
- e. Raise a question of privilege
- f. Call for orders of the day

10.3 Subsidiary Motions

- a. Lay on the table
- b. Call the previous question (immediately to close debate and making of subsidiary motions except lay on the table)
- c. Limit or extend the limits of debate
- d. Postpone to a certain time (postpone definitely)
- e. Refer to a committee
- f. Amend the main motion
- g. Postpone indefinitely
- h. Clear the floor of all motions

10.3.1 Main Motion

10.3.2 Non-debatable Motions

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

10.4 Procedural Motions

10.4.1 Motion to Reconsider

The motion to reconsider shall be in order on any question that the Board has decided, but no question shall be reconsidered more than once. The motion to

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

reconsider shall be in order on the same day as the vote to be reconsidered was taken, or at the following meeting. The motion to reconsider shall be made only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board has adopted a motion to reconsider, however, motions to amend shall be in order.

10.4.2 Motion to Clear the Floor

The motion to clear the floor may be made by the chairperson or a member, whenever procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

10.4.3 Temporary Suspension of the Rules

These rules may be suspended temporarily at any time by vote of two-thirds of the members elected and serving to achieve any legal objective of the Board in a legal manner.

10.4.4 Appeal Rulings of the Chairperson

Any Commissioner may appeal the ruling of the chairperson. On all appeals receiving a second, the question shall be "Shall the decision of the Chairperson stand as the decision of the County Board of Commissioners?"

11. VOTING

11.1 Abstaining from Voting

Whenever the Chair puts a question to the members, every commissioner present shall vote on the question. No member present shall abstain from voting "yes" or "no". In the event that a member refuses to declare a "yes" or "no", the Chair shall direct the Clerk to record the vote as a "no" vote.

11.2 Roll Call Votes

The names and votes of commissioners shall be recorded on Board actions to adopt final measures such as ordinances, resolutions, appointment or election of officers, etc. The election of the Board chairperson may be by secret ballot with the approval of a majority of commissioners present. Upon the demand of one fifth of the commissioners, a roll call vote shall be taken on other motions and actions.

11.3 Voting Via Voice

When in the judgment of the chairperson, the Board of Commissioners will cast a unanimous vote on the question on the floor, the Chairperson may put the questions to the members by stating: "Without objection, the chair will direct the clerk to enter a unanimous affirmative (or negative) vote on the question. Is there objection?"

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

Hearing none, the clerk is directed to enter a unanimous affirmative (or negative) vote on the question." At this point, the clerk shall enter an affirmative (or negative) vote for each of the members present.

If any member objects, he or she should do so aloud. Whereupon, the chairperson shall direct the clerk to call the roll.

11.4 Votes Required

Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

12. PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law. The legal counsel to the Board or other person so designated by the Board shall serve as the Board's parliamentarian and shall advise the presiding officer regarding rules of procedure.

13. INTRODUCTION AND ADOPTION OF ADMINISTRATIVE RESOLUTIONS

13.1 Definition

Any action regarding the operation or administration of a department of the county government or containing policies of the Board of Commissioners applicable to one or more departments of the county, and not adopted as an ordinance, shall be declared administrative policy.

13.2 Introduction

Any commissioner may introduce an administrative resolution at any regular or special meeting of the Board of Commissioners in the regular order of business.

13.3 Order for Consideration

The regular order for consideration of proposed administrative resolutions shall be:

13.3.1 Introduction, first reading by title, and reference to the appropriate committee, as determined by the Board chairperson.

13.3.2 Report by the committee considering the proposal and placement on the agenda under new business – adoption of resolutions.

13.3.3 Full Board discussion and vote. Each member shall be given opportunity to discuss the resolution and offer such amendments as she or he shall consider appropriate. Amendments shall be made in the following forms:

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

"I move to amend by striking the following (sections or words)."

"I move to amend by striking the following (sections and words) and inserting the following (sections or words)."

"I move to amend by inserting the following (lines or words) after (describe the location)."

"I move to amend by adding the following (lines or words) after (describe the location)."

Before calling for a vote on the proposed amendment, the chairperson shall direct the clerk to read the proposed amendment and to state how the section or sentence will read if the amendment is approved. Thereafter, the chairperson shall call the question on the amendment.

13.3.4 Form

Each administrative resolution shall conform to the form required for introduction and adoption.

13.5 Committee Review

The chairperson of the Board shall refer all proposed administrative resolutions to an appropriate committee of the Board. The committee shall review the proposal and invite effected departments of the county to comment and offer explanations. The committee, in its report, shall include a summary of the comments and objections to the resolution. Any administrative resolution reported without recommendation shall automatically lie on the table until ordered removed by the Board.

13.6 Adoption

The Board of Commissioners may adopt the committee recommendation or refer the report to a standing committee where further consideration can be given. On the final adoption of a proposed amendment, the vote shall be taken by a record roll call or in accordance with Rule 11.3. A majority of the commissioners elected and serving shall be required for adoption, unless a statute requires a larger number of votes to adopt the policy.

13.7 Notification

Upon the final adoption of an administrative resolution, the Board secretary shall notify each county department head of the Board action. Such notification shall be by title or summary. The Board secretary shall make available a copy of the full administrative resolution.

13.8 Record of Administrative Resolutions

The clerk shall keep a copy of each administrative resolution of the Board in a separate file or book with appropriate subcategories according to subjects covered. The record of each administrative resolution shall provide the date of adoption, the

BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 1/03/17

record vote of each commissioner, and any amendments thereto adopted by the Board.

14. INTERPRETATION & OPERATION

14.1 Intent Controls

These Rules shall be interpreted in a manner to effectuate their intent, and as a general rule, form should not be elevated over substance.

14.2 Coordination

Wherever possible, these Rules should be interpreted in a manner consistent with state law and County ordinance.

14.3 Severance

If any Rule herein is determined to be unlawful, it shall be struck and the remaining Rules shall continue in full force and effect.

14.4 Ratification

In the event that a Board action shall be declared invalid because of a failure to follow these Rules, the Board shall have the right to ratify the action and to make such ratification nunc pro tunc (effective as of the original date of the defective action).

14.5 Amendment

The Board may amend these Rules at any time upon a majority vote of the members serving.

CONSENT AGENDA RESOLUTION POLICY

Adopted 1/25/00

1. PURPOSE

As the number of matters that require County Board approval has substantially increased over the last decade, the Tuscola County Board of Commissioners has determined that it can achieve greater efficiency by establishing this consent agenda policy and following the consent agenda resolution format attached.

2. POLICY

The following rules govern the use of a consent agenda by the Tuscola County Board of Commissioners:

- 2.1 The consent agenda shall be in resolution form approved by the Tuscola County Board of Commissioners.
- 2.2 The Consent Agenda Resolution shall carry a number according to the County Clerk's system of number Board resolutions. Each separate matter on the Consent Agenda itself, shall be separately lettered.
- 2.3 Only those matters that under Michigan law may be approved by a majority vote of the Tuscola County Board of Commissioners are eligible for approval in a Consent Agenda Resolution.
- 2.4 The Chairperson of the County Board of Commissioners shall be responsible for the preparation of the Consent Agenda Resolution, although he or she may delegate this responsibility to the County Clerk or County Controller.
- 2.5 Any Board committee by a majority vote of its members or the Board Chairperson may place a matter on the Consent Agenda Resolution.
- 2.6 The Consent Agenda Resolution must be prepared prior to a regular Board meeting and sent to each commissioner along with the Meeting Agenda.
- 2.7 No matter may be added to the Consent Agenda Resolution at the Board Meeting, and prior to the approval of the Consent Agenda Resolution, any commissioner may sever one or more items from the Consent Agenda, thereby forcing a separate vote on that item or items. Such a request for severance must be recognized by the Chairperson at any time prior to the vote on the Consent Agenda Resolution. Any commissioner may request the severance of items from the Consent Agenda Resolution after the Resolution has failed and may thereafter move the adoption of the Consent Resolution. If the Consent Agenda

CONSENT AGENDA RESOLUTION POLICY

Adopted 1/25/00

Resolution fails a second time, it may not be re-introduced at that meeting, although any particular matter therein may be the subject of a subsequent separate vote at that meeting.

- 2.8 The County Clerk is not required to read the entire Consent Agenda Resolution at a meeting, but the entire Resolution, whether approved or rejected, must be published within the minutes of the Board for that meeting.
- 2.9 If a majority of the commissioners elected and/or then serving on the Board affirmatively vote in favor of the approval of the Consent Agenda Resolution, it shall be adopted.
- 2.10 Roberts Rules of Order, provided they are not inconsistent with the terms of this Policy, are otherwise applicable.
- 2.11 Any motion, resolution, or other act of Tuscola County inconsistent with the Consent Agenda Resolution Policy is hereby rescinded, modified, replaced or superseded by this policy.

provided information regarding the agreement.

14-M-017

Motion by Trisch, seconded by Allen to approve and authorize signature of the Inter-governmental Agreement with Bay and Midland Counties to share the costs of new telephone technologies and virtual backup capabilities for their 911 call answering and emergency service dispatch operations which will result in tremendous savings. Motion Carried.

-Hiring Freeze Criteria -

14-M-018

Motion by Trisch, seconded by Kirkpatrick that as part of the county hiring freeze process departments use the criteria below to determine alternative cost reduction methods. Also, communication be sent to all departments with a listing of prior and current cost reductions that have been implemented, expressing appreciation for reducing costs and asking for continued assistance to reduce costs to help resolve future anticipated financial issues using these methods.

- Changing full-time positions to part-time
- Reorganization and re-assignment of responsibility within the department
- Use of staff resources between different departments
- Fees and other revenue methods to defray costs
- Joint service deliver with other entities including county, city or townships
- Reduce personnel using online services to reduce demands on office staff
- Contracting for service with other public and private sector entities
- Reclassification to lower pay grade

The above listed items can result in tremendous savings. Motion Carried.

Correspondence/Resolutions

- Gretchen Tenbush is looking at new model for Dental Health Clinic.
- A \$90,000 check was presented to Tuscola County from Denmark Township. Chuck Heinlein asked if Hasting Bank would authorize an extension. Mike Hoagland advised that was not an option offered by the bank unfortunately.
- Huron County Resolution regarding Property Tax.
- Huron County Resolution to the State Tax Commission regarding the Equalization Director.
- Mosquito Abatement ballot language in process.
- IT Director, Eean Lee, is concerned about non-county computer use. The County policy has been distributed to Department Heads to be passed on to their employees.
- Water line to the Prosecutor's office has been fixed by the City of Caro.
- Court personnel policies will be brought to the Committee of the Whole.
- Baker College Business Mixer on February 11, 2014 starting at 4:00 p.m.
- Nancy Cory retirement luncheon is Friday January 31, 2014.

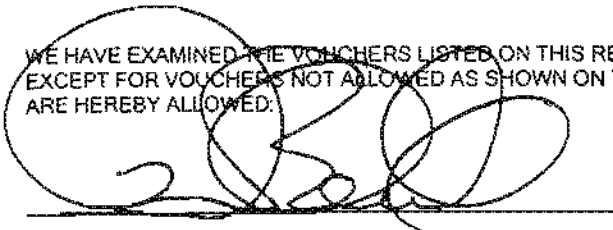
Accounts Payable Claims Docket

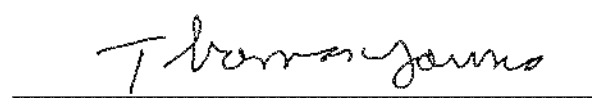
Tuscola County
Due Date 01/17/2019

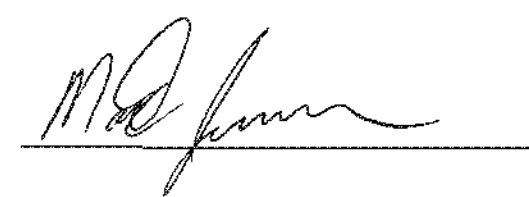
Check #	Check Date	Batch	Claim #	Vendor	Invoice Description	Amount
Total Account MEMBERSHIPS AND SUBSCRIPTIONS						75.00
Total Fund CHILD CARE						75.00
297 VOTED SENIOR CITIZENS						
674-861-000 TRAVEL						
168030	1/17/2019	6456		46764 CHARLOTTE D BROV	MILEAGE - COUNCIL ON AGING 1/14/19	13.92
168036	1/17/2019	6456		51464 ELAINE ROMAIN	MILEAGE - COUNCIL ON AGING 1/14/19	8.12
168045	1/17/2019	6456		37924 JERALD GAMB	MILEAGE - COUNCIL ON AGING 1/14/19	18.56
Total Account TRAVEL						40.60
Total Fund VOTED SENIOR CITIZENS						40.60
532 TAX FORECLOSURE FUND						
253-801-010 TITLE CHECK FEES						
168019	1/17/2019	6454		37927 TITLE CHECK, LLC	TREASURER - 2016 TAX FORF CYCLE - MAILING	7,956.52
Total Account TITLE CHECK FEES						7,956.52
253-801-020 ATTORNEY FEES						
168004	1/17/2019	6454		40627 PETER GOODSTEIN	TREASURER - DEC. SVCS THRU 12/14/18	218.75
Total Account ATTORNEY FEES						218.75
253-801-030 MAINTENANCE FEES						
167980	1/17/2019	6454		46365 GRAND BLANC PRIN	TAX SALE COPIES	532.88
168079	1/17/2019	6456		3088 TUSCOLA COUNTY /	TREASURER - TCA INSERTS - TAX FORECLOSURE	385.44
Total Account MAINTENANCE FEES						918.32
Total Fund TAX FORECLOSURE FUND						9,093.59

Grand Total: 284,828.20

WE HAVE EXAMINED THE VOUCHERS LISTED ON THIS REGISTER OF VOUCHERS AND EXCEPT FOR VOUCHERS NOT ALLOWED AS SHOWN ON THE REGISTER SUCH VOUCHERS ARE HEREBY ALLOWED.







Potential Additional Board Motions 1-17-19

1. Move that the resolution honoring Deputy Tuscola County Drain Commissioner Patricia Witkovsky be approved and placed on file.

2. Move to rescind the previous December 13, 2018 board motion - Consent Agenda Reference I (see below):

{"Move that per the November 27, 2018 letter from Sean Robinson with AKT Peerless, that Rhode Brothers Excavating be hired to remove and dispose of approximately 250 tons of oil stained soil at the new recycling center for an amount of \$16,250. Of this total, \$12,250 to be paid from the Recycling Fund and \$4,000 to be paid by Mr. Kozan per previous agreement."}

3. Move that per the November 27, 2018 letter from Sean Robinson with AKT Peerless, that Rhode Brothers Excavating be hired to remove and dispose of approximately 250 tons of oil stained soil at the new recycling center for an amount of \$16,250 with said costs to be paid from the recycling fund.

4. Move that effective January 1, 2019 William Sanders and Patricia LaBair be appointed to the Council on Aging for terms ending December 31, 2019.

5. Move that per the recommendation of the Dispatch Director and Dispatch Authority Board that the first amended intergovernmental agreement be approved which expands the original three county agreement to nine Michigan Public Safety Answering Points. Also, appropriate documents regarding this matter be authorized for signature.

6. Move that the county hiring freeze be temporarily lifted to fill a vacant corrections officer position in the Sheriff Department.

7. Move to rescind previous Board motion 18-M-218 of December 17, 2018 (see below):

{"Motion by Bierlein, seconded by Young that the Drain Commissioner Office be allowed to offer an Appraiser II position to the current Account Assessment Specialist, in the Drain Office, Dara McGarry, and be offered the Appraisal II wage rate, Step 5 wage, as of January 1, 2019. Roll Call Vote: Jensen - no; Bierlein - yes; Young - yes; Vaughan - yes; Bardwell - yes. Motion Carried."}

OVER

8. Move that if the Drain Commissioner believes that Dara McGarry's job duties in the Drain Commissioners Office do not fit into the existing classification of Account Assessment Specialist, authorize the Drain Commissioner to begin the process of establishing a new classification and rate structure following the requirements of the Collective Bargaining Agreement for a position in the Drain Commissioner Office by:
- a) Documenting that the duties currently being performed or needed by the Office cannot be properly fit in an existing classification
 - b) Notifying the Union of the intention to establish a new classification and rate structure
 - c) Creating a job description which outlines the duties and responsibilities of the proposed position, including any distinguishing features of the classification
 - d) Creating a proposed rate structure for the new classification
 - e) Presenting the job description and proposed rate structure to the Union
 - f) If the Union does not agree that the proposed rate structure is proper, negotiating with the Union regarding the rate structure
 - g) Presenting the new classification and agreed-upon rate structure to the Board of Commissioners for approval
 - h) If the new position is approved by the Board of Commissioners, posting the position pursuant to Section 9.1 of the Contract

mhoagland@tuscolacounty.org

From: mhoagland@tuscolacounty.org
Sent: Wednesday, January 23, 2019 1:32 PM
To: Bishop John; Patricia Gray; Angie Daniels; Drain Commissioner; Mike Miller (Mike Miller); Ann Hepfer; snielsen@tuscolacounty.org; Mark Reene; Mark Reene; Eean Lee; jfetting@tuscolacounty.org; Judge Amy Gierhart; Nancy Thane Judge (Nancy Thane); Kim Green; Glaspie Judge; Long Sheila; Erskine Sandy; 'Glen Skrent'; Rahm Mormando; Leigh Nacy
Cc: Shelly Lutz; Clayette Zechmeister (Clayette Zechmeister); 'Jamie C. Nisidis'; 'Bardwell Thom'; 'Dan Grimshaw'; 'Kim Vaughan'; 'Mark Jensen'; 'Tom Young'
Subject: Potential Policy Regarding Employment of Relatives

Elected and Appointed Officials

The Board of Commissioners have discussed the potential of establishing a policy regarding employment of relatives. Please review and email your comments and suggestions to me or Shelly Lutz by January 30, 2019.

Draft

Policy Regarding Employment of Relatives

This Employment of Relatives policy prohibits employees who are relatives from working in the same chain of command. Relatives of persons currently employed by Tuscola County may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within a department. The policy is intended to ensure effective supervision, discipline, positive morale, as well as avoid appearances of impropriety, favoritism and conflict of interest.

Applicants are required to disclose relatives who work in the Tuscola County Department where the applicant seeks employment on their employment application. The Controller or Human Resources may inquire about a family relationship between employees to determine compliance with this policy.

For purposes of this policy, relatives are defined to include spouses, parents, children, brothers, sisters, brothers-in-law, sisters-in-law, fathers-in-law, mothers-in-law, step-parents, step-brothers, step-sisters, step-children, and any family members who reside in the same household. This policy also applies to individuals who are not related by blood, marriage, or other legal relationship but who reside with another employee.

This policy does not apply to current employees who are relatives and who are working in the same chain of command at the time this policy is implemented. However, this policy does apply to current employees who seek promotion or seek transfer into a vacant position.

Michael R. Hoagland
Tuscola County Controller/Administrator
989-672-3700
mhoagland@tuscolacounty.org

From: Sandra Nielsen <snielsen@tuscolacounty.org>
Sent: Wednesday, January 23, 2019 1:44 PM
To: mhoagland@tuscolacounty.org; Shelly Lutz
Subject: Re: Potential Policy Regarding Employment of Relatives

First, I totally agree there should be a policy in place in regards to this.
I will not hire relatives of employees (if I am aware they are a relative).
I don't think relatives should work in the same department period.
I feel this should apply across the board not just supervisor/subordinate.

That is my 2 cents.

Sandra Nielsen

On Wed, Jan 23, 2019 at 1:31 PM mhoagland@tuscolacounty.org <mhoagland@tuscolacounty.org> wrote:

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From: Mike Miller <mmiller@tuscolacounty.org>
Sent: Thursday, January 24, 2019 11:25 AM
To: mhoagland@tuscolacounty.org
Subject: Re: Potential Policy Regarding Employment of Relatives

The sentence below should be defined an "another employee" as an employee who is also in the same chain of command, otherwise someone could say that it would apply to an employee who might work in a different department.

Although I am not sure how the County could enforce the policy if someone is "not related by blood, marriage, or other legal relationship".

This policy also applies to individuals who are not related by blood, marriage, or other legal relationship but who reside with another employee.

On Wed, Jan 23, 2019 at 1:31 PM mhoagland@tuscolacounty.org <mhoagland@tuscolacounty.org> wrote:

Elected and Appointed Officials

The Board of Commissioners have discussed the potential of establishing a policy regarding employment of relatives. Please review and email your comments and suggestions to me or Shelly Lutz by January 30, 2019.

Draft

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From: John Bishop <jbishop@tuscolacounty.org>
Sent: Wednesday, January 23, 2019 1:56 PM
To: mhoagland@tuscolacounty.org
Subject: Re: Potential Policy Regarding Employment of Relatives

The policy should extend through 1st cousins, i.e. that nieces and nephews are also "relatives".

John Bishop

On Wed, Jan 23, 2019 at 1:31 PM mhoagland@tuscolacounty.org <mhoagland@tuscolacounty.org> wrote:

Elected and Appointed Officials

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Draft

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Tuscola County EDC2018 Attendance Analysis

F

<u>17 Members</u>	<u>17 Members</u>	<u>17 members</u>	<u>18 members</u>
Quorum 1/3	Quorum 1/3	Quorum 1/3	Quorum 1/3
6 members	6 members	6 members	6 members
65% Attendance	58% Attendance	76% Attendance	67% Attendance
<u>January 2018</u>	<u>February 2018</u>	<u>March 2018</u>	<u>April 2018</u>
<u>Present</u>	<u>Present</u>		
1 Bardwell	1 Bardwell	1 Bardwell	1 Baur
2 Baur	2 Baur	2 Baur	2 Bushaw
3 Bushaw	3 Erickson	3 Bushaw	3 Erickson
4 Erickson	4 Graf	4 Chapman	4 Fritz
5 Greene	5 Link	5 Erickson	5 Graf
6 Kulis	6 Neuville	6 Fritz	6 Greene
7 Neuville	7 Putnam	7 Graf	7 Link
8 Putnam	8 Rodammer	8 Kulis	8 Neuville
9 Rodammer	9 Tilt	9 Neuville	9 Rodammer
10 Tilt	10 C. Young	10 Putnam	10 Tilt
11 C. Young		11 Rodammer	11 Vaughan
		12 Tilt	12 Wolak - Added
		13 Vaughan	
<u>Not Present</u>	<u>Not Present</u>	<u>Not Present</u>	<u>Not Present</u>
1 Chapman	1 Bushaw	1 Greene	1 Bardwell
2 Langenburg	2 Chapman	2 Langenburg	2 Chapman
3 Link	3 Fritz	3 Link	3 Kulis
4 Fritz	4 Greene	4 C. Young	4 Langenburg
5 Graf	5 Kulis		5 Putnam
6 Vaughan	6 Langenburg		6 C. Young
	7 Vaughan		
<u>18 members</u>	<u>17 members</u>	<u>17 members</u>	
Quorum 1/3	Quorum 1/3	Quorum 1/3	
6 members	6 members	6 members	
61% Attendance	88% Attendance	82% Attendance	No meeting
<u>May 2018</u>	<u>June 2018</u>	<u>July 2018</u>	<u>August 2018</u>
1 Bardwell	1 Bardwell	1 Bardwell	
2 Bushaw	2 Baur	2 Baur	
3 Erickson	3 Bushaw	3 Bushaw	
4 Fritz	4 Chapman	4 Erickson	
5 Kulis	5 Erickson	5 Fritz	
6 Link	6 Fritz	6 Greene	
7 Putnam	7 Graf	7 Link	
8 Rodammer	8 Greene	8 Neuville	
9 Tilt	9 Link	9 Putnam	
10 Vaughan	10 Neuville	10 Rodammer	
11 Wolak	11 Putnam	11 Tilt	
	12 Rodammer	12 Vaughan	
	13 Tilt	13 Wolak	
	14 Vaughn		
	15 Wolak		

Tuscola County EDC2018 Attendance Analysis

	<u>Not Present</u>		<u>Not Present</u>		<u>Not Present</u>		
1	Baur		1 Kulis		1 Chapman		
2	Chapman		2 Langenburg		2 Graf		
3	Langenburg				3 Kulis		
4	Graf				4 Langenburg		
5	Greene						
6	Neuville						
7	C. Young						
	<u>17 members</u>		<u>19 members</u>		<u>19 members</u>		<u>19 members</u>
	Quorum 1/3		Quorum 1/3		Quorum 1/3		Quorum 1/3
	6 members		7 members		7 members		7 members
	70% Attendance		68% Attendance		58% Attendance		58% Attendance
	<u>September 2018</u>		<u>October 2018</u>		<u>November 2018</u>		<u>December 2018</u>
1	Bardwell	1	Bardwell	1	Bardwell	1	Bardwell
2	Baur	2	Baur	2	Bushaw	2	Baur
3	Bushaw	3	Erickson	3	Erickson	3	Bushaw
4	Erickson	4	Fritz	4	Fritz	4	Erickson
5	Greene	5	Greene	5	Greene	5	Fritz
6	Kulis	6	Kulis	6	Kulis	6	Greene
7	Neuville	7	Kruse-Added	7	Putnam	7	Kruse
8	Putnam	8	Powell-Added	8	Rodammer	8	Neuville
9	Rodammer	9	Putnam	9	Tilt	9	Powell
10	Tilt	10	Rodammer	10	Vaughan	10	Putnam
11	Vaughan	11	Tilt	11	Wolak	11	Vaughan
12	Wolak	12	Vaughan				
		13	Wolak				
	<u>Not Present</u>		<u>Not Present</u>		<u>Not Present</u>		<u>Not Present</u>
1	Chapman	1	Bushaw	1	Baur	1	Chapman
2	Fritz	2	Chapman	2	Chapman	2	Graf
3	Graf	3	Graf	3	Graf	3	Kulis
4	Langenburg	4	Langenburg	4	Kruse	4	Langenburg
5	Link	5	Link	5	Langenburg	5	Link
		6	Neuville	6	Link	6	Rodammer
				7	Neuville	7	Tilt
				8	Powell	8	Wolak
	<u>Summary 2018</u>		<u>11 meetings</u>				
	<u>Board member</u>		<u>Meetings absent</u>				
1	Thom Bardwell		1	12	Dr. Doug Link		6
2	Keith Baur		2	13	Brian Neuville		3
3	William Bushaw		2	14	Debbie Powell		1
4	Brian Chapman		9	15	Rose Putnam		1
5	Stephen Erickson		0	16	Josh Rodammer		1
6	Gary Fritz		3	17	John Tilt		1
7	Kent Graf		7	18	Kim Vaughan		2
8	Joe Greene		3	19	Robert Wolak		1
9	Cindy Kruse		1		Total absences		60
10	Mary Kulis		5				
11	Colleen Langenburg		11				

COUNTY OF TUSCOLA
DEPARTMENT OF BUILDINGS AND GROUNDS

125 W. Lincoln St
CARO, MI 48723

MICHAEL MILLER
Director

THOMAS MCLANE
Assistant Director

TO: INTERESTED ARCHTECTUAL FIRMS

FROM: MIKE MILLER

DATE: JANUARY 17, 2019

RE: CONCEPT DESIGN FOR POTENTIAL NEW JAIL

Tuscola County is in the beginning stages of development of a potential new County Jail. The County is looking for an architectural firm to help prepare the basic design and cost estimate. This information will be used in a millage request.

Background:

The current County jail was built in 1967 and consisted of 46 beds in A&B wings, in 1997 C-wing was added for an additional 24 beds, and in 2013 the DOC allowed an additional 12 beds in C-wing. The number of beds is currently at 92. When built the building incorporated a residence for the Sheriff and their family. The second floor had three bedrooms and bath, the main floor was the living space, this has now been converted into offices and storage. The jail also has a basement for offices, storage, locker rooms, and mechanical. It has had some mechanical renovations such as the cast iron drain piping has been replaced with PVC, and in 2017 all off the domestic water supply lines were replaced with PEX.

In 2018 the National Sheriff's Association conducted a comprehensive study of the county jail. It concluded that the current jail is outdated and poorly designed for current needs. There is a significant overall lack of space for inmate recreation, record storage, food, laundry, supplies, inmate visitation, etc.

Based on this report and a number of years of trying to solve space needs. The County Commissioners have created a Jail Planning Committee to develop a plan to replace the current Jail with a new facility.

What we need:

The County will need to pass a millage proposal to fund this project. In order for this to happen, the requested amount will need to be determined.

We are requesting firms who are willing to help the County at no cost, to help determine cost estimates of a new Jail, what the design/style it will be.

However, please understand that by you submitting a design in no way guaranties that your firm will be awarded the project. If funding is not secured then the project will not happen. If funding is secured your firm will be given the opportunity to provide a bid for the architectural work and management of the project.

The County is only trying to find the best option for the design and to obtain a cost estimate that will be used in a millage request.

We ask that you submit a design that you believe is our best option. Please include a site map of the finished project, elevation drawing of what the exterior will look like, interior layout, and a cost estimate for a complete project, including your fees.

Again, these are conceptual drawings and exact dimensions are not required.

The critical factors to determine is how to construct the new facility next to the current facility, and its estimated cost. At this time, there is no plan to relocate the Jail. Therefore, your design must reflect your idea on how to accomplish this.

In the concept, we will be looking for some key components:

- 120-140 Beds
- Medical area for daily nurse visit
- Secure conference room for inmate/attorney
- Conference room for staff training and meetings
- Separate holding area for Juveniles
- Offers the use of the existing tunnel to the Courthouse
- Built close to current jail.
- Interior exercise area
- Class room for inmates
- Video arraignment room with small conference room attached

Meeting/Walk Through:

The County will conduct a meeting/walk through of the current jail and property. We will meet to go over what the County is asking for and to answer questions about the project.

We will then tour the facility to allow you to see the site and get familiar with our layout. Questions will be answered at this time also.

You will be allow to take pictures and measurements.

We can take as much time as needed.

The meeting date is February 19, 2019 at 9am. The meeting will be at the Jail located at 420 Court Street Caro, MI 48723. Please come to the lobby.

Concept Presentation Date:

Your firm will present to the Jail Committee on April 22, 2019. Please provide at least 12 copies. The Buildings and Grounds Director will call the week before to set up a time slot for each firm that will be presenting.

The committee at a later meeting will pick the option from these designs what we believe is our best option. All firms will be notified of the decision.

The County will then use your estimate, and design in the promotion of the millage request.

If you have any further question please call Mike Miller at 989-672-3756.

Please do not call the Jail or stop in looking for information. In addition, please do not walk around the building. Thank You.

Disclaimer

Tuscola County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to enter a contract as a result of this RFP. The County also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price."

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between Tuscola County and the bidder until both parties have formally approved and signed a written contract to be developed by Tuscola County legal counsel.

The County reserves the right to make an award without further discussion of any proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the offer can propose. There will be no best and final offer procedure. The County does reserve the right to contact an offer for clarification of its proposal."

From: Robert McKay <tryon@hotmail.com>
Sent: Friday, January 25, 2019 1:15 PM
To: Mike Hoagland
Subject: Issues related to Cass River Water Trail Coalition
Attachments: 2019-01-19 TCA - Formal wedding -- Cass River Group Begins to Create Coalition.pdf;
 2018-12-23 TDN -Michigan designates first state water trails.pdf

Hi Mike,

I hope you will be able to read the attached newspaper articles before returning the phone call to me you had planned for this afternoon. The essence of the matter I bring to your attention, and thereby to the Tuscola County Board of Commissioners, is whether Tuscola County should be involved in the newly forming Cass River Water Trail Coalition (see "Formal Wedding -- Cass River Group Begins to Create Coalition" as attached) which will replace the Cass River Greenway organization.

One of the reasons for this formalization is to meet the criteria for the Cass River to be designated as a State (of Michigan) Water Trail such as eight others were in late December of 2019 (see "Michigan Designates First State Water Trails" as attached). This action is part of the State's recognition that outdoor recreation-based tourism is experiencing major growth, and provides the potential of further economic develop to localities which foster and support these activities.

From the description of the organization's membership requirements, Tuscola County would seem to qualify as an auxiliary member and I would presume that a sitting member of the Tuscola County Board of Commissioner would attend the meetings which I am guessing will take place in the Vassar City Hall as did the Cass River Greenway meetings.

Not so much in the last year or more, but in the past I attended the Cass River Greenway meetings as Chairman of the Tuscola County Parks and Recreation Commission. I was not compensated for my attendance, but now would ask if the Tuscola County Parks and Recreation Commission should be (or also be) an auxiliary member with the representative attending those meetings to be paid the same per diem as for attending a regular meeting of the Commission.

Succinctly stated, the questions I am posing are:

- 1) Should Tuscola County become an auxiliary member of the Cass River Water Trail Coalition;
- 2) If Tuscola County were to become an auxiliary member of the coalition, would a member of the Board of Commissioners be assigned to attend the meetings of the coalition as a committee assignment as was formerly the case with Cass River Greenway meetings;
- 3) Should the Tuscola County Parks and Recreation Commission become an auxiliary member of the Cass River Water Trail Coalition;
- 4) If the Tuscola County Parks and Recreation Commission were to become an auxiliary member of the Cass River Water Trail Coalition, would the person assigned to attending

those meetings receive a per diem stipend and travel expenses to attend.

-- Robert W. McKay, Chairman
Tuscola County Parks and
Recreation Commission



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FORMAL WEDDING – CASS RIVER GROUP BEGINS TO CREATE COALITION

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by Mark Haney January 19, 2019



Volunteers walk in the Cass River last year with a canoe filled with trash collected from the river during a cleanup event. The Cass River Greenway plans to formalize its volunteer membership.

(Courtesy photo)

VASSAR -- The Cass River Greenway is getting formal.

The volunteer group, formed in 2007 to enhance recreational opportunities along and to improve the environmental well-being of the Cass River, wants to formalize its membership.

The group is going to its members and asking them to approve a memorandum of understanding to form the Cass River Water Trail Coalition.

The purpose of the coalition, according to its mission statement, "is to improve and promote public use of the water trail as a valuable resource for low-impact recreation and tourism and to support and enhance river conservation and stewardship."

The first two governments – the cities of Vassar and Frankenmuth – signed the agreement this week. The goal is to have Tuscola and Bridgeport townships, the city of Saginaw, Saginaw County Parks, the Michigan Department of Natural Resources, the U.S. Fish and Wildlife Service, the Frankenmuth Convention and Visitors Bureau, and Historic Bridge Preservation LLC also sign on as partners and voting members. In addition, Juniata, Vassar, Frankenmuth and Spaulding townships hope to be added as auxiliary, non-voting members.

The U.S. Fish and Wildlife Service represents the Shiawassee National Refuge along the river while the DNR represents the interests of the Vassar State Game Area.

"What this does," said Vassar city manager Brian Chapman, "is it formalizes our participation with the Cass River Greenway and some of their efforts."

"The city is proud of the efforts of the Cass River Greenway," Frankenmuth city manager Bridget Smith said in an email, "and believes the Cass River Water Trail Coalition offers the city, our residents and the greater community continued expanded opportunities to improve and access the Cass."

While the memorandum formalizes his city's partnership with the greenway, it doesn't obligate any of its or any member's funds. "It ensures that we have a place at the table," Chapman said, "and that we will fill that place at the table."

The voting members are those public entities that own kayak and canoe launches along the river, or have a vested interest in the river and its development. Auxiliary members are those through which the river flows, but which don't own or operate a launch site.

"It (formal membership) really hasn't been proposed up until now," Chapman said. "Frankenmuth just took it up yesterday (Tuesday) and the others will follow suit soon. But this has never really been brought up in this way prior to this meeting. We have talked about the Cass River Greenway a lot, we've always done work with them, but a formal agreement or an MOU with the group has never been proposed before."

The voting members agree to:

- Work together to respect and honor private property along the Cass River Water Trail and work to keep lines of communication open with private property owners.

- Promote and inform Cass River Water Trail users regarding the responsible use and respect of private properties, public lands, other recreational users and all water trail facilities.
- Manage and maintain public access and launch site facilities within their jurisdiction.
- Cooperate to develop and distribute outreach, interpretive and educational materials, tools and programs that enhance, enrich and promote the Cass River Water Trail.
- Appoint a minimum of one representative to act as a member of the coalition and attend each meeting, averaging two or three meetings a year. Attendance can be in person, by telephone or by any telecommunication method available to the coalition.

The reason for the coalition, according to Bob Zeilinger of the Cass River Greenway, is the need to demonstrate to state and federal officials that there is an organization overseeing the website (www.cassriverwatertrail.org), the water trail, the signage and things like that. The Greenway's been doing all of this on an entirely volunteer basis.

"That does not satisfy their requirement," Zeilinger said, "so we thought a coalition organization would be a good way to go because the members of the coalition would basically be those organizations, communities and townships that own access sites. They already are responsible for maintaining them and so forth. It would be more efficient if they, as a group, worked on managing that going forward and in the years ahead as opposed to looking at a volunteer organization, which still can help out where needed."

The goal, he added, is to get every organization signed up by the start of the paddling season.

"The process is beginning," Zeilinger said. "I am confident we will get there. It just makes sense. It is a low-risk, high-gain proposition for the organizations."

Chapman has been involved with the Cass River Greenway since he became city manager.

"It was more at my discretion," he said. "I wanted to participate in the group as the city manager. There wasn't a direction from council that I had to, nor was there a document that said I had to. It was kind of my choice."

Forming this coalition, Chapman said, is one step toward making a pitch to the DNR and the National Park Service to have the Cass River declared a state and national water trail. But there are others to be completed before an application can be made. And the process, Chapman said, will take years.

"It is a lot of work," he said. "We don't have a lot of these things in place. They take time to develop. It is a coalition of people who have other jobs and responsibilities, so it is going to take time. We are doing it in our own free time, more or less. So it is going to take time. Larger areas, like Ann Arbor with the Huron River Trail, they have staff that are helping with that. That is not the case here. We are all smaller organizations, so it is going to take time."

"The reason for doing that is twofold," Zeilinger said. "One, it provides our region with a great opportunity for promotion and public recognition not only for our recreation paddlers but also for those who choose to come here from farther away for tourism. The other thing the water trail designation provides is reaching some best-practice methods to make the water trail really good."

When the Cass River Greenway group formed in 2007, access to the river was limited to three boat launches and one canoe-and-kayak launch. A decade later, the Cass River Water Trail now has 13 public access sites. One of the most recent additions is the launch built in 2016 on M-46 on state land in Juniata Township.

The trail runs between the M-46 bridge launch and Wickes Park boat launch in Saginaw. The reason it doesn't run farther north is the dam between the bridge and Caro.

"For this project, we had to have in place a defined area on what the trail designation would be for," Chapman said. "Because of the dam it was too difficult to get in there. It (the river) is long (61.5 miles), so we kept it small just so we could get things in place. It doesn't make sense to go all of the way to Cass City or even further north because of the dam issue."

Michigan Designates First State Water Trails

Detroit News
by Sarah Rahal December 23, 2018



The Muskegon River winds through the Muskegon State Game Area. The West Michigan Coastal Water Trail includes the USS Silversides Submarine Museum, campground, the Muskegon South Pierhead Lighthouse and a Maritime Heritage Pathway. (Photo by David Kenyon, Michigan DNR)

- Central River Raisin Water Trail, 11 miles in Monroe County
- Chain of Lakes Water Trail, more than 80 miles in Antrim and Kalkaska counties
- Huron River Water Trail, 104 miles in Livingston, Oakland, Washtenaw and Wayne counties
- Island Loop Route, 10 miles in St. Clair County
- Flint River Trail, 72 miles in Genesee and Lapeer counties
- Middle Grand River Water Trail, 87 miles in Clinton, Eaton, Ingham and Ionia counties
- Shiawassee River Trail, 88 miles in Genesee, Oakland, Saginaw and Shiawassee counties
- Upper Grand River Water Trail, 91 miles in Eaton, Ingham and Jackson counties

Michigan has more miles of Great Lakes coastline than any other state and thousands of miles of rivers and streams, according to the DNR's website. The use of waterways for transportation in Michigan is not new. Native-Americans used them for sustenance and trade; early European settlers used them to transport goods and timber; and, water resources were the foundation of Michigan's earliest manufacturing and shipping industries.

Over the last several months, the DNR cultivated the program with the help of Michigan State Parks Advisory Committee, the Michigan State Waterways Commission, the Michigan Trails Advisory Council and the Nonmotorized Advisory Workgroup.

"Water trails naturally are an increasing trend in Michigan and throughout the country, as interest in paddle sports and other water-based recreation continues to grow," said DNR Parks and Recreation Chief Ron Olson. "We are pleased to help advance these opportunities by recognizing model public water trails that set the standard for future of Michigan's water trails program."

Paul Yauk, the DNR's state trails coordinator, said that Michigan's outdoor recreation-based tourism is experiencing major growth.

"Designating these rivers as official water trails shines an even brighter light on some incredible natural resources. We fully expect that offering – and expanding – water trail opportunities in Michigan will encourage more outdoor recreation and healthier lifestyles, and also serve as regional destinations that will give a boost to local economies," Yauk said.