

Agenda
Tuscola County Board of Commissioners
Committee of the Whole Monday, February 11, 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. EDC Activity Update, Attendance, Terms of Office and Areas of Representation – 8:00 A.M. (See A)
2. Update Regarding 2018 Audit (Comprehensive Annual Financial Report) – Chief Accountant
3. Need for Psychological Services for Jail Inmates
4. Payment for Additional Schellenbarger Engineering Services (See B)
5. Medical Examiner System (See C)
6. CLEMIS Road Patrol Software – Impacts on Local Police Departments (See D)

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. Prepare of Updated Multi-Year Financial Plan
7. Update Wind Turbine Revenue Information
8. Continue Review of Road Commission Legacy Costs
9. 2018 Comprehensive Annual Report Development
10. Convert to New State Chart of Accounts
11. 2020 Budget Development
12. Second Year MIDC Plan and Budget
13. Determine if any Drain Bonds can be Retired Early or Refinanced
14. Property and Liability Insurance Renewals

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. Updating Animal Control Ordinance (See E)
2. Video Conferencing MAC for Updates (See F)
3. Request to Appoint Dara Mc Garry to the Deputy Drain Commissioner Position (See G)
4. Potential Filling of Account Clerk III Position in Drain commission Office

5. **Replacing Retiring Controller/Administrator (See H)**
6. **Scheduling a MAC 7th Meeting to Determine if Organization will Continue**
7. **Obtaining Quorums at Parks and Recreation Commission Meetings (See I)**
8. **Appointment to the Region VII Area Agency on Aging (See J)**
9. **Discussion of Various Procedural and Policy Matters**
 - **Board Rules of Order (See K)**
 - **Consent Agenda (See L)**
 - **Claims Docket**
 - **Debit Card Policy (See M)**
 - **Drug Policy**
 - **Hiring Freeze (See N)**
 - **Purchase of Service Time in MERS (See O)**
 - **Procedures to Update County Policies**

On-Going and Other Personnel

1. Review of Potential Policy Regarding Employment of Relatives
2. Negotiation of Expiring Union Contracts – Setting Financial and Other Objectives
3. Strengthen and Streamline Year-End Open Enrollment
4. Evaluate Potential Training Programs
5. 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. **Maintenance Department Uniform Contract**

On-Going and Other Building and Grounds

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

Other Business as Necessary

1. Methods of Providing Dental Care to Indigent
2. Elected Versus Appointed Road Commissioners
3. Work with DTE and Others to Solve Increasing Energy Demands in the County
4. Update County Policies and Place on County Web Site
5. Review and Update Animal Control Ordinance as Necessary

Public Comment Period



mhoagland@tuscolacounty.org

From: mhoagland@tuscolacounty.org
Sent: Monday, February 4, 2019 8:34 AM
To: 'Bardwell Thom'; 'Dan Grimshaw'; 'Kim Vaughan'; 'Mark Jensen'; 'Tom Young'
Cc: Steve Erickson
Subject: EDC Information
Attachments: EDC By-Laws.pdf

Commissioners and Steve

It was requested that the following information be forwarded for your review: Tuscola County Economic Development Corporation By-Laws, List of Board Members and Attendance Analysis.

Steve, the commissioners requested that you or Jim McLoskey be in attendance at a Committee of the Whole or Board meeting at least once per month to provide an EDC activity report.

Please let me know if you or Jim are available February 11 or February 14 to provide the report. The Board meeting schedule is on the county web site. We could set up a standard date for your activity reports.

Also, at the February 1, 2019 Board of Commissioners meeting Dr. Link was removed from the EDC Board.

Mike

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

VISIT US ON LINE FOR COUNTY SERVICES @ www.tuscolacounty.org

mhoagland@tuscolacounty.org

From: mhoagland@tuscolacounty.org
Sent: Monday, February 4, 2019 10:47 AM
To: Steve Erickson
Cc: jfetting@tuscolacounty.org; 'Bardwell Thom'; 'Dan Grimshaw'; 'Kim Vaughan'; 'Mark Jensen'; 'Tom Young'
Subject: FW: EDC Information

Steve

Please see additional information requested below.

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

VISIT US ON LINE FOR COUNTY SERVICES @ www.tuscolacounty.org

From: Thomas Bardwell [mailto:bardwellthomas1@gmail.com]
Sent: Monday, February 4, 2019 9:17 AM
To: Kim Vaughan <kvaughan@tuscolacounty.org>; Mark Jensen <mjensen@tuscolacounty.org>; Tom Young <tyoung@tuscolacounty.org>; mhoagland@tuscolacounty.org
Subject: Re: EDC Information

Hi Mike,

Would u also request a list of members and the regions/occupations that they represent according to those in the By-laws; further analysis of the classes... related to staggering the terms of the Board members... and the current board members grouped by when their term ends to illustrate how the staggering terms look currently; a list of members and their respective contributions to the EDC; recommendations related to the group of absentee members respective to the attendance list provided and their potential replacement; and the EDC Budget for 2019

If I've missed something from the Board discussion.. let me know

Thanks

Thom

On Mon, Feb 4, 2019 at 8:33 AM mhoagland@tuscolacounty.org <mhoagland@tuscolacounty.org> wrote:

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Mike

Michael R. Hoagland

Tuscola County Controller/Administrator

989-672-3700

mhoagland@tuscolacounty.org

VISIT US ON LINE FOR COUNTY SERVICES @ www.tuscolacounty.org

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2018-19
Tuscola County EDC
Board of Directors

	<u>Board Member</u>	<u>Representation</u>	<u>Organization</u>	<u>Occupations</u>	
1	Thom Bardwell	Ellington Township	Commissioner - Business Owner	Gov't Small Business	
2	Keith Baur	Almer Township	Poet Biorefining	Ag-Processing	Contributor
3	William Bushaw	Millington	Baseline Services/Southern Links Frankenmuth Credit Union	Building Inspections	Equipment Lease Inspector
4	Brian Chapman	Vassar	Vassar City Manager	Government	Contributor
5	Cindy Kruse	Elkland Township	Thumb Bank	Banking	Contributor
6	Gary Fritz	North Branch	Cooperative Elevator	Ag-Processing	Contributor
7	Kent Graf	Indianfields Township	Michigan Sugar	Ag-Processing	Contributor
8	Joe Greene	Caro	Caro Mayor	Government	Contributor
9	Mary Kulis	Essexville	Consumers Energy	Utility	Contributor
10	Colleen Langenburg	Elkland Township	MI-Tech Tooling	Small Manufacturer	Contributor/ Public Relations
11	Brian Neuville	Caro	Human Development Commission	Non-Profit	
12	Rose Putnam	Elkland Township	Thumb Octagon Barn - Tourism	Non-Profit	
13	Debbie Powell	Cass City	Cass City Manager	Government	Contributor
14	Josh Rodammer	Frankenmuth	Frankenmuth Credit Union	Banking	Contributor
15	John Tilt	Elkland Township	Vita Plus	Ag-Processing	Contributor
16	Kim Vaughan	Fremont Township	Commissioner	Government	Contributor
17	Robert Wolak	Caro	Chemical Bank	Banking	Contributor

**Tuscola County Economic Development Corporation
By-Laws**

Mission- The mission of the Tuscola County EDC is to work to retain and create jobs for the citizens of Tuscola County through the promotion of the entrepreneurial spirit. We foster, encourage and assist new and existing businesses and entrepreneurs in starting, expanding and growing and making Tuscola County a great place to live, work and play.

The vision statement of the Tuscola County EDC is to provide continuous improvement in the quality of life in Tuscola County through Economic Development.

Article I - Name and Office

Section 1. Name The name of this organization is Tuscola County Economic Development Corporation.

Section 2. Office The registered office of the Corporation in the State of Michigan shall be located at 157 North State Street, Caro, Michigan 48723.

Article II - Object and Purpose

Section 1. Purpose The purposes for which this Corporation is formed are as follows:

- A. To conduct an aggressive program for the economic growth and development of the Tuscola County Area by assistance and encouragement for the maintenance and expansion of existing business and industry, the acquisition of new business and branch plants and the conduct of such other activities as will broaden the economic base, increase employment and business opportunities, and generally contribute to the advancement and growth of the area for the purpose of benefiting the community.
- B. To receive and administer funds for the purpose of advancing the Corporation as set forth above and to exercise any, all, and every power in furtherance of said purposes for which an Economic Development Corporation can be authorized, except that no part of the earnings or properties of this Corporation shall ever inure to the private benefit of any member, individual, or Corporation. Upon dissolution or liquidation, it shall be the intent and purpose of this Corporation to transfer and distribute all of the assets of said Corporation, after the satisfaction of or provision for its liabilities, to the County of Tuscola.
- C. To provide a reasonably accessible place of business open to the public during normal business hours and with a separately listed telephone (989) 673-2849.
- D. To provide professional management, accounting, legal-related and business service. To provide a full-time professional staff with the capability to package, process, close and service loans. These capabilities may be drawn from the staff, the board, or acquired by contract from qualified sources within Tuscola County.

ARTICLE III – Directors

Section 1. General Powers. The business and affairs of the Corporation shall be managed by its Board except as otherwise provided by statute, by its Articles of Incorporation or by these Bylaws.

Section 2. Number, Classification, Appointment and Term of Office. The Board of Directors of the Corporation shall consist of not less than nine (9) persons, not more than three (3) of whom shall be an officer or employee of the County of Tuscola. Members of the Tuscola County Board of Commissioners may serve on the Board of Directors. The Directors shall be appointed for terms of six (6) years except the Directors first appointed which shall be appointed as follows: The Board shall be divided into six classes, designated Class I, Class II, Class III, Class IV, Class V, and Class VI. Of the first directors appointed four (4) shall be appointed for six (6) years and designated

~~Class I Directors, one for five (5) years and be designated a Class II Director, One for four (4) years and be designated a Class III Director, One for five (5) years and be designated a Class IV Director, One for two (2) years and be designated a Class V Director and One for one (1) year and be designated a Class VI Director.~~ Each year the successors of the class of directors whose term expires shall be appointed to hold office for six (6) years.

Pursuant to Statute the Chair of the Tuscola County Board of Commissioners, with the advice and consent of the whole Board of Commissioners, shall appoint the original group of directors and the successors each year as the term of office of directors expires. A director whose term of office has expired shall continue to hold office until the director's successor has been appointed with the advice and consent of the Tuscola County Board of Commissioners. A director may be reappointed with the advice and consent of the Tuscola County Board of Commissioners to serve additional terms. If a vacancy occurs due to death, resignation or removal by operation of law a successor shall be appointed within thirty (30) days by the Chair of the Tuscola County Board of Commissioners with its advice and consent to hold office for the remainder of the term of the vacated office.

When choosing new members to be appointed to the Board of Directors, it is the intent to have board representatives from a wide array of geographic areas in Tuscola County, and occupations from within Tuscola County. Of the ten geographic areas, (Akron-Fairgrove, Caro, Cass City, Gagetown, Mayville, Millington, Kingston, Reese, Unionville and Vassar), the board has a goal of seven geographic areas being represented, and ideally a maximum of five from any one geographic area.

The board will also strive to have directors representing at least nine different occupations on the Board of Directors. The targeted occupations include government, banking, small business, retail, agriculture/agricultural processing, manufacturing, education, legal, foundations/nonprofit, news media, medical field, and real estate/developers. Some board members may represent more than one occupational area.

Section 3. Removal. A director may be removed from office for cause by majority vote of the Tuscola County Board of Commissioners.

Section 4. Conflict of Interest. A director who has a direct interest in any matter before the Corporation shall disclose any interest prior to the Corporation's consideration of the matter of its taking action with respect to the matter, which disclosure shall become a part of the record of the

Corporation's official proceedings. Said interested director shall abstain from all discussion, consideration or action relating to said matter.

ARTICLE IV – Meetings of the Board

Section 1. Place of Meeting. The Board of Directors may hold meetings at the office of the Corporation or at such other place as the Board may from time to time determine.

Section 2. Regular Meetings. A regular meeting of the Board of Directors shall be held monthly according to a regular schedule adopted by the Board at its annual organization meeting.

Section 3. Special Meetings. Special meetings may be called by the Chair of the Board or by the Executive Director on three days notice to each director, either personally, or by mail.

Section 4. Notice. Notice of any meeting shall be given in accordance with the Michigan Open Meetings Act (Act 267) of the Public Acts of 1976.

~~Section 5. Quorum. At all meetings of the Board, one-third of the directors shall constitute a quorum for the transaction of business and the act of a majority of the directors present at any meeting at which there is a quorum shall be the action of the Board of Directors, except as may be otherwise specifically provided by statute or by the Articles of Incorporation. If a quorum shall not be present at any meeting of the Board of Directors the directors present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.~~

Section 6. Rules. All questions of parliamentary procedure shall be settled according to Robert's Rules of Order whenever such rules are inconsistent with the constitution and bylaws of this organization.

Section 7. Telephone Meeting. If urgency is needed to expedite a matter, a telephone conference call can be used to replace a meeting. Rules that affect the regular meeting would apply to a telephone meeting.

ARTICLE V – Officers, the Board and Committees

Section 1. Officers. The officers of the Corporation shall be elected by the Board and shall consist of Chair, Vice Chair, Secretary, Treasurer, and Executive Director. The Board may also appoint a Deputy Secretary who need not be a member and a Deputy Treasurer who need not be a member of the board, but shall give bond for the faithful discharge of duties of office in such sum and with such sureties as the Board may determine. Two or more offices may be held by the same person but an officer shall not execute, acknowledge or verify an instrument in more than one capacity if the instrument is required by law.

Section 2. Executive Director. The Executive Director of the Tuscola County Economic Development Corporation shall be the Chief Operating Officer of this organization, with the advice and counsel of the officers and directors. He/She shall be in charge of day-to-day operations, organization and staff. The Executive Director shall have the authority to employ staff as may be required within the budget allowed for such employment. In the event that the position of Executive Director of Tuscola County Economic Development Corporation is vacant, the Board of Directors shall appoint a temporary Executive Director for the Corporation.

Section 3. Election and Term of Office. The officers of the Corporation shall be elected annually by the Board. If the election of officers shall not be held or made at such meeting, such election shall be held or made as soon thereafter as is convenient. Each officer so elected or appointed and until his successor is elected or appointed and qualified shall hold office until the officer's resignation or removal.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled at any meeting of the Board for the unexpired portion of the term of such office.

Section 5. Chair. The Chair shall be the Chief Executive Officer of the corporation. The Chair shall preside at all meetings of the directors and shall perform all duties of the office as provided by the Articles of Incorporation. The Chief Executive Officer shall be an ex officio member of all standing committees, and shall have the general power and duties of supervision and management of the Corporation.

Section 6. Vice Chair. The Vice Chair shall, in the absence of the Chair, or in the event of the Chair's inability or refusal to act shall perform the duties of the Chair and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties as may be assigned by the Chair or by the Board of Directors.

Section 7. Secretary. The Secretary shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose; and shall perform like duties for the standing committees when required. This officer shall further perform all duties of the Office of Secretary as provided by the Articles of Incorporation.

Section 8. Treasurer. The Treasurer shall perform all duties of the office of the Treasurer as provided in the Articles of Incorporation. This officer shall disburse the funds of the Corporation as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the Board, at the regular meetings of the Board, or whenever they may require, an account of all transactions as Treasurer and of the financial condition of the Corporation. The Treasurer shall give the Corporation a bond if required by the Board in the sum, and with one or more sureties satisfactory to the Board, for the faithful performance of the duties of the office, and the restoration to the Corporation in case of the officer's death, resignation, retirement, or removal from office of all books, papers, vouchers, money and other property of whatever kind in his possession or under the Treasurer's control belonging to the Corporation.

Section 9. Committees. The board shall authorize and define the powers and duties of all committees. The Chair shall appoint all committees subject to approval of the board. The Chair and Executive Director shall be ex-officio members of all committees.

Section 10. Delegation of Duties of Officers. In the absence of any officer of the Corporation, or for any other reason that the Board may deem sufficient, the Board may delegate, from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any director, provided a majority of the Board then in office concurs therein.

ARTICLE VI – FUNDS

Section 1. Funding Authority. All receipts and disbursements shall be embodied in a budget form of disbursement and shall constitute a general fund from which all fixed charges for the maintenance and operation of the organization and other expenses regularly incurred shall be made. All other expenses that may occur which are not included in the budget must be approved by the Chair. Funds shall not be disbursed for any activity not designated in the budget until submitted and approved by the board. It shall be the duty of the Board of Directors to approve annually a budget of the proposed expenditures for the year. The annual budget shall be prepared and presented to the board at the last regular meeting of the fiscal year. No committee shall spend any money without the approval of the board; inclusion in the budget as adopted signifies board approval.

Section 2. Method of Payment. All expenditures and/or transfers, except petty cash, should be paid by check and the check and/or transfer must be signed by the Executive Director and Treasurer; if ~~the Executive Director and/or treasurer are not available, then any of the other directors shall sign so long as there are two.~~

Section 3. Purchasing Policy. Tuscola County Economic Development Corporation will buy its supplies, equipment and special services from local firms when they are available. Competitive bids will be secured for all major items and they shall be purchased accordingly.

Section 4. Authority to Borrow. The Tuscola County Economic Development Corporation shall have the authority to borrow money from a bank or financial institution for the purpose of providing supplemental funding for the EDC Revolving Loan Fund. If it is deemed necessary a resolution to borrow will be presented to the EDC board of directors for its approval. The repayment of any loan received by the EDC shall be made from current and future payments made to the Revolving Loan Fund.

VII – Fiscal Year

Section 1. Dates. The fiscal year shall run from July 1 through June 30.

VIII – Amendments

Section 1. Bylaws Amendments. The bylaws may be amended by a two-thirds vote of the board at any regular or special meeting called, provided the directors have been informed according to Article VIII Sec. 2 of such amendments to be considered.

Section 2. Notice. Due notice of proposed amendments, by mail, facsimile, or e-mail must be given at least seven (7) days prior to a special meeting at which such amendments are to be considered.

ARTICLE IX – Liability Insurance

Section 1. Liability Insurance. The Corporation shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, or employee, or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another Corporation partnership, joint venture, trust or other enterprise against any liability asserted against that person and incurred by that person in any such capacity or arising out of that person's status as such, whether or not the Corporation would have power to indemnify that person against liability pursuant to the Act.

I hereby certify these Bylaws to be true, accurate and complete as adopted at the regular meeting of the Tuscola County Economic Development Corporation board of directors held on June 7, 2007.

June 7, 2007

Date

James R. McFarland
Secretary, Tuscola County EDC

JUNE 7, 2007

Date

Glen R. Roth, Notary
Notary Public

GLEN R. ROTH
NOTARY PUBLIC, STATE OF MI
COUNTY OF TUSCOLA
MY COMMISSION EXPIRES Dec 12, 2011
ACTING IN COUNTY OF TUSCOLA

EDC Members

6 Classes, Class I,II,III,IV,V,VI Terms Vary based on Class Status
 A = Appointed R = Re-appointed

1	Thom Bardwell	2019	R. 10/14/13, 13-M-210	
2	Keith Baur	2019	A. 2/14/12, 12-M-23	R. 10/14/13, 13-M-210
3	Bill Bushaw	2021	R. 12/08/09, 09-M-263	R. 10/12/15, 15-M-174
4	Brian Chapman	2018	A. 6/27/16, 16-M-113	
5	Cindy Kruse	2021	A. 10/8/18, 18-M-153	
6	Steve Erickson	2019	New 11/10/11	
7	Gary Fritz	2019	A. 6/15/17, 17-M-104	
8	Kent Graf	2019	A. 5/2008 - notes	R. 10/14/13, 13-M-210
9	Joe Greene	2018	A. 10/22/12, 12-M-207	
10	Mary Kulis	2018	A. 10/14/13, 13-M-210	
11	Dr. Doug Link	2020	R. 1/29/15, 15-M-12	
12	Colleen Langenburg	2020	R. 1/29/15, 15-M-12	
13	Brian Neuville	2020	A. 2/14/12, 12-M-23	R. 1/29/15, 15-M-12
14	Rose Putnam	2020	A. 1/29/15, 15-M-12	
15	Debbie Powell	2021	A. 10/11/18, 18-M-161	
16	Josh Rodammer	2020	A. 6/15/17, 17-M-104	
17	John Tilt	2019	R. 10/14/13, 13-M-210	
18	Kim Vaughan	2019		
19	Robert Wolak	2021	A. 4/12/18, 18-M-64	

mhoagland@tuscolacounty.org

From: Thomas Bardwell <tbardwell@tuscolacounty.org>
Sent: Friday, January 11, 2019 6:54 PM
To: Steve Erickson; Mike Hoagland; Tom Young
Subject: 2018 EDC Meeting participation

Steve,

A request has been made that the EDC Boards 2018 attendance be analyzed by month identifying which members attended and which members were absent during the 2018 year. Basically a summary of each members attendance by month and absence. Also identify the number needed each month for a quorum in the analysis.

The attendance summary will be used to better understand the sizing of the Board.

Would like to have the analysis before next Thursday's BOC meeting.

Thanks,

Thom

Tuscola County EDC2018 Attendance Analysis

	<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			



18-M-169

Motion by Bierlein, seconded by Vaughan that the Board of Commissioners approve the resolution as read to establish an Intergovernmental Agreement between the Tuscola County Treasurer and the Tuscola County Land Bank. Roll Call Vote - Young - yes; Vaughan - yes; Jensen - yes; Bierlein - yes; Bardwell - yes. Motion Carried.

-Providing Water to the New Caro Regional Center - Commissioner Vaughan stated for the best interest of all parties involved that Tuscola County step in to provide water to the Caro Center. Supervisor Rendon expressed his concern that Indianfields Township was not involved from the beginning and only became a player in the end. Nancy Laskowski believes that the DEQ would need to be involved and that could be a lengthy process. Commissioner Bardwell stated the Board has been concerned for quite some time that an agreement would not be able to be put into place between the City of Caro and Indianfields Township. Mike Hoagland explained the process of selling bonds in order to finance the project and the repayment process.

18-M-170



Motion by Vaughan, seconded by Young to enter into an agreement with Schellenbarger Engineering and Surveying, PC for \$5,000 to perform services including: evaluating the present condition of the Regional Center water system, working with state officials to determine current and future water needs of the Regional Center, working with Indianfields Township officials to determine current and future water needs, determining system emergency power needs, identifying overall system capital improvement and annual operational costs. Also, all appropriate signatures regarding this agreement are authorized. (If this project proceeds engineering and legal costs can be incorporated with the bonds that would be issued). Motion Carried.

-Michigan Renewable Energy Collaborative - Mike Hoagland provided an overview of the matter and how it relates to the taxing of wind turbines. He also expressed that we need to be supportive of Senator Green's proposed bill. There are other players that he feels should get involved. Mike Hoagland will continue to reach out to those parties. Nancy Laskowski stated that in general people do not understand how wind turbines are taxed and there needs to be an educational discussion held.

-Request to Lift the County Hiring Freeze and Re-fill Property Appraiser Position - Angie Daniels explained the need to re-fill the vacancy within the Equalization Department.

Dead Animal Pick Up (for owned animals):**Current Price: \$0.00****New Price: \$35.00**

** Animal Control is charged \$20.00 per animal for dead animal pickup.

Agenda Reference: B

Entity Proposing: COMMITTEE OF THE WHOLE 10/22/18

Description of Matter: Move that the agreement between Millington Township and the Sheriff Department for the provision of police services for the years of 2019, 2020 and 2021 be approved and all appropriate signatures are authorized.

Agenda Reference: C

Entity Proposing: COMMITTEE OF THE WHOLE 10/22/18

Description of Matter: Move that the contract with Tuscola Behavioral Health System to provide mental health services for jail inmates be approved and all appropriate signatures are authorized.

Agenda Reference: D

Entity Proposing: COMMITTEE OF THE WHOLE 10/22/18

Description of Matter: Move that Elaine Romain be appointed to the Council on Aging until 12/31/18 to fill the vacant term of Edna Jaynes.

New Business -

-Potential Formation of a County Land Bank - The proposed Intergovernmental Agreement discussed today was included in the October 22, 2018 Committee of the Whole agenda packet as Item C. Register Bishop expressed concern over 4.10 that establishes the Economic Development Director always be appointed as the Chairperson. He feels that it should be a person the County Land Bank Board feels is the best to lead. Matter discussed at length.

18-M-168

Motion by Bierlein, seconded by Young that 4.10 naming a permanent Chairperson be stricken from the Interlocal Agreement between the Michigan Land Bank Fast Track Authority and the Treasurer of the County of Tuscola, Michigan creating the Tuscola County Land Bank Authority. Motion Carried.

Board read Resolution of the Tuscola County Board of Commissioners Approving Intergovernmental Agreement to Create the Tuscola County Land Bank Authority.



mhoagland@tuscolacounty.org

From: mhoagland@tuscolacounty.org
Sent: Tuesday, January 29, 2019 3:45 PM
To: 'Bush, Russell'
Cc: Clayette Zechmeister (Clayette Zechmeister); Shelly Lutz; 'Bardwell Thom'; 'Dan Grimshaw'; 'Kim Vaughan'; 'Mark Jensen'; 'Tom Young'
Subject: RE: Major Changes demanded re: Forensic Pathology Services

Dr. Bush

We have to wait until spring for the "money tree" to blossom and it looks like we will need a bumper crop.....ha ha.....

Please prepare a recommended amended 2019 ME budget for Tuscola County in light of the letter from Dr. Virani including estimated autopsy cost increases, back up person costs and court testimony costs (we may have to add line items for these last two new costs).

We have to determine if the county has insurance coverage through MMRMA (our current insurer) for the services Dr. Virani provides. There was a significant ME lawsuits in Tuscola County many years ago that I believe fortunately was covered under county insurance. We need to have a discussion with our insurance carrier.

March 1 is a tight timeline. The scheduled committee and board meetings in February are 11, 14, 25 and 28. In my opinion it will take two or more years to implement a regional approach. Has there been any discussion regarding the state funding the ME system costs. The state recently funded mandated changes with the indigent defense system in Michigan (\$84 million statewide).

Mike

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

VISIT US ON LINE FOR COUNTY SERVICES @ www.tuscolacounty.org

From: Bush, Russell [mailto:bushru@msu.edu]
Sent: Tuesday, January 29, 2019 12:43 PM
To: mhoagland@tuscolacounty.org; John Bodis <bodisjl@gmail.com>; Starbird, William <srtdm@hotmail.com>; Heather Kohn <kohnh@sanilachealth.com>; Wilke, Bryant <wilkeb@sanilachealth.com>; John Biscoe <jbiscoe@LapeerCounty.org>
Cc: Kathy O'Dell <kodell@tchd.us>; Kathy O'Dell <kodell@tchd.us>; Connie Wolschleger <wolschl@hchd.us>; Bush, Russell <bushru@msu.edu>
Subject: Major Changes demanded re: Forensic Pathology Services

Please read attached letter from Dr. Virani. All thumb counties received a similar letter either yesterday afternoon or this morning.

His demands:

1. Increase in per autopsy fee from \$750 to \$1100. This is to cover autopsy assistant, histology, and tissue storage
2. Tuscola/Lapeer/Huron/Sanilac/Saginaw County cannot require him to carry malpractice or general liability insurance. This is because the patient is dead and cannot be injured; most companies will not write this type of policy.
3. The Counties will have to provide for his back up now when he is unavailable/out of town; before, he provided his own back up person (Dr. Cho) and he paid them.
4. Counties must provide all the information he considers necessary PRIOR to scheduling an autopsy case; the Counties must provide the location (autopsy suite) and all equipment necessary for him to perform an appropriate autopsy; and Counties would need to provide to him which lab we want any specimens to be sent (toxicology most commonly-currently all use NMS labs and just occasionally MSP).
5. He wants \$900 for each court testimony. (I'm not sure who pays this now or how much it is. Prosecutor and his budget?)

All counties in the thumb, including Saginaw (counties I cover as M.E or deputy M.E.) and the other counties Dr Virani covers all received a similar letter either last night or early today.

I believe this situation may be a good segue into looking at a regionalized system or at least the parts that make sense now to set up as such. Anyway, we need to meet with all the stakeholders sooner than later to determine how this situation will be handled. Any financial changes likely will need to go through Boards of Commissioners so timeliness is an issue here (Before Mar 1, 2019).

I do have several ideas on many aspects of this situation. No matter how we might configure anything new, it will be more expensive than it is currently.

Please let me know how you want me to proceed.

(810) 287-0613

bushru@msu.edu

RBushMD



Tuscola County needs to make a decision on what to do with local Police Department connectivity once the Sheriff's office moves to CLEMIS.

Previously, local Police Departments were piggy backing connectivity and support from Tuscola County at no cost. This was established before my arrival in 2011. With the Sheriff's Office moving to CLEMIS, there will be technology and services that are no longer used in the Sheriff's Road patrol, but will still be needed by the local Police.

Because of the significant cost to establish these programs, it might not be economically reasonable for them to continue to use the tech that's available to them today.

Options to local Police Departments:

1 - Local Police Departments are disconnected from County networking services and support. This would result in them finding their own solutions for connectivity and support. Free services would be to write incident reports in a Word Processing program and use their radios for running license plates/driver's licenses. I have worked with CLEMIS and they are offering discounted solutions for report writing only. To continue to use existing practices, connectivity and software from any agency will need to be quoted from the vendor's directly. Tuscola County would not support laptop maintenance/repairs, nor provide any connectivity to patrol cars not operating under the Sheriff's Office.

2 - Continue to use Tuscola County as their service provider for connectivity to the State of Michigan. This would require 1 part time position to be created to service all Road Patrol units. Any tech support service maintaining laptops, connectivity, and any other associated labor, will be billed at annual salary split by participating departments. Local units would then be required to pay their portion of the connectivity services they were previously never billed for. Departments would be required to pay a \$98/user/year fee to use county connectivity services. These fee's, payments and receipts would be billed and tracked by the County Administrator's Office. A comprehensive Service Level Agreement must be drafted and entered into by both entities for a minimum of 1 year term, auto renewing each year, until terminated.

Considerations

- Having police units not be able to run license plates and driver's licenses in the car, will result in more radio traffic to Central Dispatch to have them run the information.
- Not having access to a report writing system would result in non-uniform reports submitted to the Prosecuting Attorney's Office.
- Start up fees to connect police departments are incredibly expensive. Our startup fee for CLEMIS was over \$100k
- Local units have received this for free in the past and are not used to paying for this.
- Having a non connected police force in the County is not moving technology forward.
- Lack of Report Writing software will prohibit possible data study programs in the future.
- TCSO moved to CLEMIS to reduce support costs for Road Patrol. Continuing service would increase support costs without a real expectation of cost recovery (unless entire salary is split between PDs).
- Some Central Dispatch departments shoulder this cost for the County.



mhoagland@tuscolacounty.org

Subject: FW: Updating of County Animal Control Ordinance
Attachments: Animal Control Ordinance.pdf

-----Original Message-----

From: mhoagland@tuscolacounty.org [mailto:mhoagland@tuscolacounty.org]

Sent: Monday, February 4, 2019 1:28 PM

To: Leigh Nancy <nacy@tuscolacounty.org>; 'Kim Vaughan' <kvaughan@tuscolacounty.org>; Mark Reene <mreene2011@gmail.com>; Joe VanAuken <jvanauken@tuscolacounty.org>; Clayton Johnson <clajoh@braunkendrick.com>; Eric Wanink <ewanink@tuscolacounty.org>

Cc: 'Bardwell Thom' <bardwellthomas1@gmail.com>; 'Dan Grimshaw' <dgrimshaw@tuscolacounty.org>; 'Mark Jensen' <mjensen@tuscolacounty.org>; 'Tom Young' <tyoung@tuscolacounty.org>

Subject: Updating of County Animal Control Ordinance

County Officials

There have been significant improvements since we formed our own county animal control department last summer. Overall, this newly formed department has been well received by the public. Two loose-ends are the county animal control ordinance and the animal bite policy. This ordinance may not have been reviewed and updated since its inception.

At the February 1, 2019 meeting the Board of Commissioners passed a motion that an Ad-Hoc Committee be formed to review the ordinance and make recommendations to the Board of Commissioners. Committee members will be Commissioner Vaughan, Controller-Administrator, Animal Control Director, Prosecutor and Magistrate. Input will also be received from the County Attorney.

Attached for reference is the current ordinance, bite policy and legal opinion from Corporate Council regarding authority to have an animal control ordinance.

Your help in updating the ordinance and bite policy is greatly appreciated. This is an opportunity for everyone to be unified in defining ordinance requirements and enforcement. Please forward your comments and recommendations by February 22, 2019 to me and I will pass them to Corporate Council to begin drafting of an updated ordinance for review.

Thank you.

Mike

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

From: Clayton J. Johnson <cjohnson@braunkendrick.com>
Sent: Tuesday, January 29, 2019 1:57 PM
To: 'MHoagland@TuscolaCounty.org'
Subject: Animal Control Ordinance

Dear Mike,

In follow up to our recent communications on the topic of the Animal Control Ordinance, given that our analysis, as confirmed by the prosecutor's office, indicates that such an ordinance can indeed include provisions beyond the particular language of the statute, it seems now wise to consider a review of the current Animal Control Ordinance's language.

The current ordinance was adopted over 15 years ago, without much attention to the language for some time since. With the County's recent change to have a dedicated Animal Control Officer, as well as the input from the prosecutor's office stating that it had not been previously involved in the enforcement of the County's Animal Control Ordinance but would be open to doing so, it now seems like an ideal time to revisit the ordinance to determine whether any revisions should be considered, and to build 'buy-in' to the ordinance from the involved stakeholders.

We would be happy to assist in this regard as much as would be helpful. As a starting point, it may be wise to include Commissioner Vaughan, Leigh Nacy, the Prosecutor, the magistrate, and yourself as an ad hoc committee to review the ordinance and prepare recommendations.

Please feel free to let me know of anything that I can do to be of assistance in this regard.

Thank you,
Clay

CLAYTON J. JOHNSON
Attorney
Tel: 989.399.0606
Fax: 989.799.4666
Email: CJohnson@BraunKendrick.com

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MEMORANDUM

To: Michael Hoagland, Tuscola County Controller
From: Eric M. Morris & Clayton J. Johnson, Braun Kendrick PLC
Date: January 18, 2019
Subject: County Enforcement of Animal Control Ordinance

Our input has been requested regarding the ability of the County to enforce the terms of its duly-adopted Animal Control Ordinance. For the reasons more thoroughly outlined below, we believe that the clear statutory language of the MCL 287.289a grants Tuscola County the authority to enact and enforce its Animal Control Ordinance in cities, villages and townships which have not adopted their own such ordinance.

Issue

Do the limited police powers and ordinance-making authority granted to general law counties in Michigan prevent Tuscola County from enacting and enforcing an Animal Control Ordinance?

Brief Answer

Under Michigan law, the form under which a county is organized—i.e. charter or unified vs. general law—does have an impact on the county's general police powers and ordinance-making authority. Importantly, however, that distinction does not prohibit Tuscola County from enacting and enforcing ordinance as authorized by the state legislature. With regard to animal control matters, Michigan law includes a clear grant of authority in this area under MCL 287.289a.

Thus, Tuscola County can, and should, enforce the terms of its Animal Control Ordinance in any city, village or township in Tuscola County that has not itself enacted an animal control ordinance.

Analysis

In Michigan, local units of government can only exercise powers granted to the local unit by the State. See *Mosier v. Wayne County Bd of Auditors*, 295 Mich. 27 (1940). Local units of government are further divided into two broad categories: (1) the county structure and (2) the city or township structure. Unlike cities and townships, a general law county in Michigan is not vested with general police powers, and, therefore, is not empowered to pass and enforce ordinances for the "general welfare". See MCL 46.11(j).

Counties in Michigan fall into three categories: (1) general law counties, (2) unified counties and (3) charter counties. The vast majority of counties, including Tuscola County, are general law counties. The precise distinctions between each structure are beyond the scope of this memorandum, but the important distinction is that—of the three—general law counties hold the least amount of general ordinance-making authority and police powers. Indeed, in the absence of a specific statutory authorization, a general law county can only pass ordinances in accord with MCL 46.11(j) which states, in relevant part, that a county board of commissioners may:

By majority vote of the members of the county board of commissioners elected and serving, pass ordinances that **relate to county affairs and do not contravene the general laws of this state or interfere with the local affairs of a township, city, or village within the limits of the county**, and pursuant to section 10b provide suitable sanctions for the violation of those ordinances.

Counties have repeatedly tested the limits of this restriction, and numerous overly-broad county-wide ordinances have been struck down by the courts. *See, e.g., Alcona Cty. v. Wolverine Envtl. Prod., Inc.*, 233 Mich. App. 238, 265, (1998) (invalidating a county requirement for erosion control permitting not authorized under state law). Thus, the most important step in analyzing the validity of a County ordinance is to determine the nature and scope authority granted to the County by the state legislature. This is because “a county has only such powers as have been granted to it by the Constitution or the state Legislature.” *Alan v. Wayne Co.* 388 Mich. 210, 245 (1972).

With regard to the matter currently at issue, Tuscola County’s power to enact an animal control ordinance under Michigan law is clear:

The board of county commissioners by ordinance may establish an animal control agency which shall employ at least 1 animal control officer. The board of county commissioners may assign the animal control agency to any existing county department. **The animal control agency shall have jurisdiction to enforce this act in any city, village or township which does not have an animal control ordinance.** The county’s animal control ordinance shall provide for animal control programs, facilities, personnel and necessary expenses incurred in animal control.

MCL 287.289a (emphasis added). The Michigan Attorney General offered a succinct analysis of this very issue in Attorney General Opinion No. 7096 which states that “Michigan statutes **authorize** specific county ordinances for example, zoning ordinances (MCL 125.201 *et seq*), **animal control ordinances** (MCL 287.289a), and noxious weed ordinances. MCL 247.70.”). 2001 Mich. Op. Att’y Gen. No. 7096 (Dec. 26, 2001); *see also, Kibbe v. Richie*, 2012 WL 5854486, at *4 (Mich. Ct. App. 2012) (implicitly validating a county animal control ordinance).

mhoagland@tuscolacounty.org

From: mhoagland@tuscolacounty.org
Sent: Tuesday, February 5, 2019 8:44 AM
To: Deena Bosworth
Cc: Clayette Zechmeister (Clayette Zechmeister); 'Bardwell Thom'; 'Dan Grimshaw'; 'Kim Vaughan'; 'Mark Jensen'; 'Tom Young'
Subject: Video Conferencing

Deena

The Tuscola County Board of Commissioners requested that I contact you to ask for your assistance by providing a monthly update regarding issues and matters impacting county government. We have video conferencing capabilities in the Board room. Knowing your demanding schedule we would limit these discussions to 15-20 minutes. Utilizing this technology is an efficient method of communicating with you and helping all of us to accomplish our mutual objectives. Our meeting dates for 2019 are listed below. Please let me know what dates would work best for you in each month. If we have to schedule month by month that would also be alright. All of our meetings start at 8:00 A.M and usually last about three hours.

- February: 11,14, 25 and 28
- March: 11, 14 and 28
- April: 8,11, 22 and 25
- May: 13, 16 and 30
- June: 10, 13, 24 and 27
- July: 8, 11, 22, and 25
- August: 12, 15, 26 and 29
- September: 9, 12, 23 and 26
- October: 14, 17, 28 and 31
- November: 14 and 25
- December 9,12, 23 and 26

The work you do and the assistance you provide is appreciated.

Mike

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

VISIT US ON LINE FOR COUNTY SERVICES @ www.tuscolacounty.org



OFFICE OF
TUSCOLA COUNTY DRAIN COMMISSIONER

125 W. LINCOLN STREET, STE 100
CARO, MI 48723



ROBERT J. MANTEY
Drain Commissioner
Cell Phone (989) 553-3824

Phone (989) 672-3820
Fax (989) 673-3497
email: drain-commissioner@tuscolacounty.org

February 4, 2019

RE: Deputy Drain Commissioner Position

Dear Honorable Commissioners;

I am requesting that Dara Mc Garry be appointed to the Deputy Drain Commissioners position, within the Drain Office. I have checked with the Human Resources Director about the posting requirements for this position. It appears that the internal posting should be waived, according to 9.1 (d) of the general union contract. Dara would automatically qualify for the step 3 wage, according to the Deputy's union contract. However, I am requesting that Dara start at the step 5 wage, based on experience within the Drain Office, and her ability to step into the position with no training. This is also in the Deputy's union contract as 11.0, which I have attached, "The Employer reserves the right to place employees at advanced steps in the wage classification based upon prior work experience." I would also request that this be effective February 1, 2019, since she has already assumed some of the duties of the Deputy's position that was vacated by the retirement of Patricia Witkovsky, on January 31, 2019

With the grievance filed and the rescinded motion about how to handle the assessing position in my office, I have decided to let the support of this be done by outside contractors.

Let me know if you have any questions.

Regards,

Robert J. Mantey

Tuscola County Drain Commissioner

Cc: Controller

Cc: Human Resources

Section 10.10. Union Leave. One (1) member of each unit elected to attend a function of the International Union, such as conventions or educational conferences, shall be allowed time off without pay to attend such conference and/or conventions. However, it will not exceed one (1) member for each leave and not exceed a total of five (5) days per year.

Section 10.11. Jury Duty Leave. Any employee with one (1) or more year's seniority who is called to and reports for jury duty shall be paid by the Employer for each day partially or wholly spent in performing jury duty, if scheduled to work. Such employees shall be paid at their regular rate of pay for such days. If an employee is excused from jury duty on any scheduled workday, they shall be required to report to work immediately. In consideration of receiving their regular pay, employees shall assign to the Tuscola County Treasurer all other remuneration received for jury duty during the same period, except mileage.

In order to receive payment under this Article, an employee must give the Employer prior notice that they have been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which payment is claimed.

This provision of this Article is not applicable to an employee who, without being summoned, volunteers for jury duty.

Section 10.12. Paid Personal Leave. Full-time employees scheduled to work eighty (80) hours per bi-weekly pay period will be provided with sixteen (16) hours of paid personal leave each calendar year and full time employees scheduled to work seventy-five (75) hours per bi-weekly pay period will be provided with fifteen (15) hours of paid personal leave each calendar year. Paid personal leave must be scheduled in advance at a time mutually agreeable to the Employer and the employee. Paid personal leave will be charged hour for hour for all time off from the employee's scheduled hours, but must be utilized in blocks of not less than one (1) hour at a time. Paid personal leave must be used during the calendar year in which it is granted and paid personal leave unused at the end of the calendar year will be forfeited. Employees leaving the employ of the County will not be paid for unused paid personal leave. Newly hired full time employees will be provided with pro-rated paid personal leave based upon the number of complete months of service remaining in that calendar year.

HOURS OF WORK AND WAGES

Section 11.0. Wages. During the term of this Agreement, wages shall be as set forth in Appendix A. Employees shall begin at the step 1 rate and shall progress from step to step in the wage classification upon completion of the specified period of time in that classification. Employees who are promoted to a higher paid classification will be placed at the lowest step on the wage classification that provides an increase from their prior rate. The Employer reserves the right to place employees at advanced steps in the wage classification based upon prior work experience.



Timeline and Actions to Hire New Controller/Administrator (CA)

Action	Responsibility	Date
Draft hiring steps/information submitted to personnel committee (PC)	CA	1/25/19
Request approval for PC to lead hiring process with periodic updates and board actions	PC	1/28/19
Board approves PC leading the hiring process	Board of Commissioners	1/28/19
Current CA retirement letter submitted effective 6/14/19 - board action to receive/place on file	Board of Commissioners	2/14/19
Method of replacement recommended - "traditional" or "fill from within"	PC	2/14/19
Replacement method approved	Board of Commissioners	2/14/19
Recommendation regarding titling the position as CA or administrator	PC	2/14/19
Board acts on hiring position as a CA or administrator	Board of Commissioners	2/14/19
Job description drafted including qualifications and wages	HR, CA and PC	2/15/19
Recommendation regarding job description, qualifications and wages to board	PC	2/28/19
Board acts on job description, qualification, wages and advertising	Board of Commissioners	2/28/19
Recommends applicant be reviewed by HR, CA and two PC commissioners	PC	2/28/19
Board acts to have HR,CA and PC review applicants	Board of Commissioners	2/28/19
Position advertised on job search site, MAC and others for one month until April 1	HR and CA	3/1/19
PC, HR and current CA reviews applicants and chooses up to five or six for interviews	HR, CA and PC	4/5/19
Interview questions developed	HR, CA and PC	4/12/19
Interviews scheduled for April 15 and 16	HR	4/15/19
PC, HR and current CA narrow candidates to two or three	HR, CA and PC	4/17/19
Two or three finalists interviewed by board at committee of the whole meeting	Board of Commissioners	4/22/19
Finalist chosen contingent on acceptable employment terms, physical and background check	Board of Commissioners	4/25/19
Terms of employment negotiated including wages, employment contract, etc.	HR, CA and PC	5/13/19
HR background checks and physical conducted	HR	5/13/19
Board makes official appointment	Board of Commissioners	5/16/19
Individual begins employment anytime after 5/16/19		5/17/19

Subject: FW: Potential Process to Replace the Current Controller/Administrator
Attachments: Potential Actions to hire a new Controller Administrator.pdf

Commissioners

Currently I am planning on retiring in the middle of June of this year which is less than five months away. Assuming a traditional hiring method is used it will take considerable time to find my replacement. For this reason, I believe the process should be started now. I have begun assembling information that hopefully will be helpful. I believe it would be most efficient if the personnel committee is put in the lead providing updates and requesting certain board actions as the process unfolds. I plan on submitting my letter of retirement at the February 14, 2019 full board meeting.

The accompanying document contains attachments intended to help guide the hiring process. Each attachment has a letter reference. The attachments are as follows:

- A. Potential timeline of actions for the hiring process
- B. Questions and recommendations concerning method of hiring, title of position, job description, qualification requirements, wages, employment contract and forming a candidate screening committee
- C. Controller's Act
- D. MSU-e article providing explanation of the role of the Controller
- E. MSU-e article regarding the different forms of central administration in Michigan counties
- F. Draft job description for a Controller/Administrator
- G. Current County Health Officer contract example

My recommendations which are explained in detail in the accompanying document Attachment B are as follows:

1. Use the method of either filling the position from within or the traditional approach - it is not recommended that a consultant be hired
2. Use a candidate screening committee consisting of the two Personnel Commissioners, Human Resource Coordinator and myself
3. Title the position Controller/Administrator which is the same as my current title
4. Review, revise and adopt the attached draft Controller/Administrator job description
5. Qualifications requiring a Bachelor's degree in public administration (or related field) or the equivalent of at least 10 years of experience preferably in county or other local government
6. List the position wage as dependent upon education, experience and other qualifications up to \$95,000
7. Determine if an employment contract will be required and negotiate the terms of the contract with assistance from corporate council

Mike

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



mhoagland@tuscolacounty.org

From: mhoagland@tuscolacounty.org
Sent: Monday, February 4, 2019 3:19 PM
To: Clayton Johnson
Cc: Robert McKay; Mike Miller (Mike Miller); 'Bardwell Thom'; 'Dan Grimshaw'; 'Kim Vaughan'; 'Mark Jensen'; 'Tom Young'
Subject: Problem with Lack of Quorum at County Parks and Recreation Meetings
Attachments: Parks and Rec Quorum Information.pdf

Clayton

The Board requested that I ask for your opinion regarding a problem with obtaining quorums at County Parks and Recreation Commission meetings. This group meets quarterly but seldom is able to obtain a quorum. This has become frustrating and time consuming with rescheduling required many times.

The Parks and Recreation Commission Chairperson has suggested changing PA 261 of 1965 so that the positions required under the law such as Drain Commissioner, Road Commission and County Planning Commissioner do not count for establishing a quorum. These are the members who generally have not been in attendance. It is believed by the Parks and Recreation Chairperson that this change would make it easier to obtain a quorum.

What are your thoughts and suggestions. If the Board wants to pursue this change can you prepared the recommended changes to the statute and then we can ask our state representative and senator to introduce the amendment to the statute.

Attached is supporting information.

Mike

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

VISIT US ON LINE FOR COUNTY SERVICES @ www.tuscolacounty.org



REGION VII AREA AGENCY ON AGING



J

YVONNE CORBAT, CHAIR

BOB BROWN, EXECUTIVE DIRECTOR

MEMBER COUNTIES: BAY ■ CLARE ■ GLADWIN ■ GRATIOT ■ HURON ■ ISABELLA ■ MIDLAND ■ SAGINAW ■ SANILAC ■ TUSCOLA

January 14, 2019

Thomas Bardwell, Chairman
Tuscola County Board of Commissioners
125 W. Lincoln Street, Suite 500
Caro, MI 48723

Dear Chairman:

Please be advised that the term of your current delegate on Region VII's Board of Directors, William Sanders, expires on March 31, 2019. According to our By-laws, the County Board of Commissioners has the responsibility to make this appointment for a three year term beginning April 1, 2019 through March 31, 2022.

This appointment should be made prior to March 31, 2019 so that your county is represented on this Board without disruption.

Thank you for your cooperation and should you have any questions, please contact me.

Sincerely,

Bob Brown
Executive Director

BB/sg

cc: William Sanders, Board Member
Jodi Fetting, County Clerk

H\Board Term

			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
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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.

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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.

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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

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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

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- 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".

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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

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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.

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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

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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

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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?"

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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:

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"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

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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.

(L)

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.



DEBIT CARD POLICY

Revised 12-14-2017

17-M-216

1. PURPOSE

The purpose of this policy is to establish rules and procedures for the purchases of specified goods and services by County officers and employees using a county debit card. The use of debit cards enhances the efficient operation of County government, but policies regarding the issuance and use of credit cards are necessary to protect the County's financial interests. The authority to establish the debit card policy is with the Tuscola County Board of Commissioners under the guidelines set by the State of Michigan in P.A. 266 of 1995. Day-to-day administration of the policy shall be the responsibility of department heads.

2. POLICY

2.1 The Controller/Administrator's office is authorized to secure the issuance of debit cards for use by selected County officers and employees, but the credit line per card shall not exceed \$750 except for the Board of Commissioners or when there are multiple users of one card in which case the debit card limit per card shall not exceed \$3,000.

2.2 Daily administration of debit card policies, including accounting, monitoring, and procedures is the responsibility of elected and appointed department heads. The policies shall include at a minimum:

2.2.1 An up-to-date list of all Tuscola County employees with authorized debit cards shall be maintained at Northstar Bank and the Controller/Administrator's Office.

2.2.2 Department heads are responsible for obtaining debit cards from employees who are discontinuing employment with the County and are to submit them to the Controller/Administrator's Office.

2.2.3 Requests for new employees to receive debit cards shall be made in writing from respective department heads to the Controller/Administrator's Office.

DEBIT CARD POLICY

- 2.2.4** It is the responsibility of the respective departments to reconcile debit card expenditures with bank statements and employee receipts. Employees are required to submit original itemized, dated receipts with their monthly worksheets to the Controller/Administrator's Office. Copies will not be permitted. The receipt should include the place, date, time of the purchase, and the amount paid to verify the correct amount. Summary credit card slips are not acceptable in lieu of a receipt.

The Controller/Administrator's Office will send a statement of debit card expenditures directly to respective department heads.

- 2.2.5** After department heads reconcile debit card expenditures and sign the invoices for payment with identification of account numbers to be charged, invoices and corresponding documentation (detailed, itemized receipts, etc.), along with the nature of official business identified, they can then be submitted to the Controller/Administrator's Office for processing.

If a department head or the cardholder determines that the card was used in error (ie: non-county business) or detailed, itemized receipts are not supplied, then the cardholder is to remit the payment to the County immediately.

Upon receiving signed receipts/worksheets, the Controller/Administrator's Office is authorized to charge respective departmental budgets, without County Board action. It is vital that elected officials and department heads promptly process their review of the charges and return to the Controller/Administrator's office.


- 2.2.6** If a debit card is lost or stolen, it is the responsibility of the elected official, department head, or employee to immediately notify the Controller/Administrator's Office so appropriate protective action can be taken.

- 2.2.7** Debit card charges shall not exceed the authorized budget for respective department line item accounts.

DEBIT CARD POLICY

- 2.2.8 Elected officials and department heads are responsible to explain to each employee using the card that they will be subject to disciplinary measures, including discharge, consistent with the law for the unauthorized use of a County debit card including, but not limited to: personal expenditures, purchase of alcohol, cash advances, or items that are exempt from County funding.**
- 2.2.9 It shall be the cardholder's responsibility to present verification of County tax exemption status for all in-state purchases and lodging charges in order to capitalize on this savings to the County.**
- 2.2.10 All vendor generated invoices and contractual payments for service must be processed through the accounts payable process and not be paid with the county's debit card. This will ensure that 1099's will be generated when necessary and inventory and asset items are identified and recorded. Vendor payment history is also created when using the accounts payable process. The main uses of the debit card are to be for training expenses and minimal in-store purchases/on-line ordering. All items available from our main office supplier, Office Depot should be ordered through the Controller/Administrator's Office.**
- 2.2.11 For a list of unauthorized expenditures, please see section 3 of the Claims Processing Procedure Policy.**

Entity Proposing: COMMITTEE OF THE WHOLE 4/15/10

Description of Matter:  Move that as authorized in the General Appropriations Act adopting the 2010 County Budget a hiring freeze be put into immediate effect as a method to manage increasing financial difficulties. Under this hiring freeze all vacancies that occur are declared to be vacated positions and are not authorized to be refilled except by specific Board approval. The Board may make budget reduction amendments taking into consideration prior departmental staffing reductions and other factors as determined necessary. All vacancies will be reviewed by the Board of Commissioners to determine if alternative methods of reducing costs can be implemented including not refilling the position, refilling the position with part-time instead of full-time, contracting, etc.

Agenda Reference: C

Entity Proposing: COMMITTEE OF THE WHOLE 4/15/10

Description of Matter: Move that the 2009 Recycling Annual Report be received and placed on file.

Agenda Reference: D

Entity Proposing: COMMITTEE OF THE WHOLE 4/15/10

Description of Matter: Move that per the request of the Dispatch Director that the out-of state travel request for the two shift supervisors be authorized.

Agenda Reference: E

Entity Proposing: COMMITTEE OF THE WHOLE 4/15/10

Description of Matter: Move that per the request of the Road Commission that resolutions of support for grant applications for Thomas Road and Van Buren Road bridge reconstruction be approved.

Agenda Reference: F

Entity Proposing: COMMITTEE OF THE WHOLE 4/15/10

Description of Matter: Move that the County Clerk be requested to advertise to fill the vacant Soldiers and Sailors Relief Committee positions.

**GENERAL APPROPRIATIONS ACT – ADOPTING THE
2019 TUSCOLA COUNTY BUDGET (Calendar Fiscal Year)**

WHEREAS, The Tuscola County Board of Commissioners has examined the financial reports and budget requests for 2019 of the various departments, agencies, offices, and activities (“Budgetary Centers”) which it, by law or by policy, must finance or assist in financing;

WHEREAS, The Board has taken into consideration the fact that there are certain required functions of county government or operations, which must be budgeted at serviceable levels in order to provide statutory and constitutionally required services and programs;

WHEREAS, The Uniform Budgeting and Accounting Act (“UBAA”), MCLA 141.421, et seq., requires that the Board enact a General Appropriation Act designed to appropriate for all county expenditures;

WHEREAS, The Board has reviewed the recommended budget for 2019 and believes the same to contain funds sufficient to finance all mandatory county funded services at or beyond a serviceable level;

NOW THEREFORE, BE IT RESOLVED, that the 2019 Tuscola County Budget, as detailed in the document attached which is incorporated by reference herein, is hereby adopted on a fund, activity, and line-item basis, subject to all County policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED #1, a public hearing has been held on the proposed 2019 budget following notice as required by law, including notice concerning the millage rates to be levied as required by the Uniform Budgeting and Accounting Act, P.A. 2 of 1978, as amended, the following tax rates are hereby authorized, certified, and reaffirm the previously adopted rates for the 2018 tax year (2019 Budget Year) for a total county levy of 8.3121 mills as listed in detail below:

2018 AUTHORIZED TAX RATES – 2019 BUDGET

Purpose	Millage	Fund
General Government Operations	3.9141	General Operating
County Bridge & Local Streets	0.4807	Bridge
Senior Citizens	0.3200	Senior Citizens
Recycling	0.1500	Recycling
Medical Care Facility	0.2500	Voted Medical Care
Road Patrol	1.3300	Road Patrol
Primary Roads/Streets	0.9657	Primary Roads
Mosquito Control	0.6316	Mosquito Control
Veteran’s	0.1700	Veteran Services
MSU-Extension	0.1000	MSU-Extension
Total	8.3121	

BE IT FURTHER RESOLVED #2, that each budgetary center shall limit expenditures within the appropriations and accounts authorized and for purposes consistent with the name of the account, and shall not attempt to expend funds that will result in an account deficit or at a rate that will eventually result in an account deficit;

BE IT FURTHER RESOLVED #3, that in order to expedite ongoing budget amendments, the County Controller/Administrator shall have the authority to transfer up to \$5,000 between non-wage/fringe benefit accounts within an adopted activity (departmental) budget without approval of the Board of Commissioners. However, any increase in a total activity budget appropriation requires Board of Commissioner approval.

BE IT FURTHER RESOLVED #4, that the Board is appropriating to the Child Care Funds with the understanding that such sums are reasonable and necessary for the Probate (Family) Court and Department of Human Services to meet critical needs in an adequate manner and without waiving the County's entitlement to 50% reimbursement from the State of Michigan as mandated by Michigan's Constitution;

BE IT FURTHER RESOLVED #5, that the sum of \$59,177,520 as set forth in the budget adopted by this Board is hereby appropriated for the use by departments and for the use of defraying and paying boards of the County of Tuscola for all costs and expenses for the fiscal year beginning January 1, 2019 and ending December 31, 2019;

BE IT FURTHER RESOLVED #6, that said sums appropriated to and shall be available for expenditures from several funds in accordance with the law, and no obligation or liability shall be incurred, nor any vouchers drawn in payment thereof by any county department, which shall be confined to the objects or categories of expenditures and shall not exceed the amount appropriated therefore, as set forth in the categories of said budget;

BE IT FURTHER RESOLVED #7, that all County elected officials and county department heads shall abide by County Policies, as adopted and amended by this Board, and that these budgeted funds are appropriated contingent upon compliance with all financial and other policies of the County (Official copy of all county policies maintained in the Controller/Administrator's Office);

BE IT FURTHER RESOLVED #8, that all the approved full time and part time positions identified for various departments and funds in the budget, shall limit the number of employees who can be employed and no funds are appropriated for any position or employee not in the 2019 budget document. Further, there may be a need to increase or decrease various positions within the budget and/or impose a hiring freeze and/or impose lay-offs due to the unforeseen financial changes; therefore, the number of authorized full time and part time positions in the budget may be changed from time to time by the Board and/or the Board. The County elected officials and County department heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees;

BE IT FURTHER RESOLVED #9, that certain positions contained in the budget which are supported in some part by a grant, cost-sharing, child care reimbursement, or other source of outside funding, are only approved contingent upon the County receiving the budgeted revenues. In the event outside funding is not received, then said positions shall be considered unfunded and removed from the budget as necessary;

BE IT FURTHER RESOLVED #10, that revenues received by the County under Public Act 106 and 107, 1985 (Convention Facility tax revenues) shall not be used to reduce the County's operating millage levy as defined by Public Act 2, 1986;

BE IT FURTHER RESOLVED #11, that in the event the Board imposes a hiring freeze and vacancies occur during the existence of that hiring freeze, the vacancies shall be considered and hereby declared to be vacated positions. Said vacated positions shall not be refilled except by specific Board authorization. Further, the existence of a hiring freeze which may be imposed by the Board shall be, and is hereby declared to be, contingent upon the expenditure of budgeted funds, as well as the position specifically listed on the approved position roster list;

BE IT FURTHER RESOLVED #12, that in accordance with Public Act 106 of 1985 and Public Act 2 of 1986, if 50% of the estimated Convention Facility Tax revenues are not used to reduce the County's operating tax rate, then these funds shall be transmitted to the Substance Abuse Coordinating Agency with remaining revenues to be deposited in the County's general fund;

BE IT FURTHER RESOLVED #13, that the revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's operating millage levy;

BE IT FURTHER RESOLVED #14, that in accordance with Public Act 264 of 1987, that 12/17 of the estimated Cigarette Tax revenues not used to reduce the County's operating tax rate shall be used for other purposes specified by Public Act 264 of 1987, with the remaining revenues generated by PA 264 of 1987 to be used for other General Fund expenditures;

BE IT FURTHER RESOLVED #15, that the Controller/Administrator be, and is hereby appointed, Budget Administrator pursuant to the Uniform Budgeting and Accounting Act, MCLA 141.421 et. seq., with power to administer such duties in connection with said budget, as may from time to time, be delegated to the Office of Controller/Administrator by the Board of Commissioners;

BE IT FURTHER RESOLVED # 16, that the Budget Administrator be directed to disburse to the various agencies, the approved County appropriation on the basis of need as determined by the cash balances within their respective funds;

BE IT FURTHER RESOLVED #17, that the Controller is authorized to establish funds, activities, and line item accounts as necessary under the State Uniform Chart of Accounts to maintain effective financial accounting of county operations;

BE IT FURTHER RESOLVED #18, that inter-fund transfers are automatically approved on a quarterly basis in January, April, July, and October based on the quarterly transfer schedule included in the annual County Budget unless otherwise changed by the Tuscola County Board of Commissioners. Notification of any changes shall be submitted by the Controller/Administrator to the appropriate accounting offices;

BE IT FURTHER RESOLVED #19, that claims shall be paid by the Statutory Finance Committee following the normal claims approval process unless other payment provisions

have been made by County Board action. By previous Board action, the Board Chairperson and Finance Chairperson have the authority to approve payment of claims in advance of the regular claims approval process in situations to avoid not meeting payment deadlines, to avoid interest penalty charges and other situations deemed necessary by the Board Chairperson and Finance Chairperson;

BE IT FURTHER RESOLVED #20, that Maintenance of Effort payments may be paid from the Voted Medical Care Facility Fund #298 upon signature of the Medical Care Facility Director. Said claim is a fixed per day amount paid by the County to the State for patients housed at the facility;

BE IT FURTHER RESOLVED #21, that in conformance with the Uniform Budgeting and Accounting Act, the budget includes the following information;

- 1) Expenditure data for the most recently completed fiscal year.
- 2) An estimate of the expenditure amounts required to conduct, in the ensuing fiscal year, the government of Tuscola County.
- 3) Revenue data for the most recently completed fiscal year.
- 4) An estimate of the revenues, by source of revenue, to be raised or received by Tuscola County in the ensuing fiscal year.
- 5) The amount of surplus or deficit that has accumulated from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year.
- 6) An estimate of the amount needed for deficiency, contingent, or emergency purposes, and the amounts needed to pay and to discharge the principal and interest of the debt of Tuscola County due in the ensuing fiscal year.
- 7) The amount of proposed capital outlay expenditures, except those financed by enterprise, public improvement, or building and site, or special assessment funds, including the estimated total cost and proposed method of financing of each capital construction project and the projected additional annual operating costs of each capital construction project, and the projected additional annual operating cost of each capital construction projected for three (3) years beyond the fiscal year covered by the budget.

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 Hasling 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

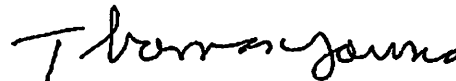
Tuscola County
Due Date 01/17/2019

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 BROI	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 GAMM	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:









mhoagland@tuscolacounty.org

From: Shelly Lutz <lutzs@tuscolacounty.org>
Sent: Monday, February 4, 2019 4:48 PM
To: Clayette Zechmeister; Mike Hoagland
Subject: Fwd: Purchase of Credit REF:0189981
Attachments: 7902 - ProvisionByDate.pdf

FYI regarding purchase of credit

----- Forwarded message -----

From: Stacey Tinsley <stinsley@mersofmich.com>
Date: Mon, Feb 4, 2019 at 4:44 PM
Subject: RE: Purchase of Credit REF:0189981
To: Shelly Lutz <lutzs@tuscolacounty.org>
Cc: Chris Fox <cfox@mersofmich.com>, Kathleen Harrison <kharrison@mersofmich.com>

Good Afternoon Shelly,

I have attached the provision listing for active Division 01 which shows "Yes" for allowing Service Credit Purchases estimate requests (highlighted). Effective 12/1/2016, all municipalities were defaulted to "Yes" for providing Service Credit Purchase estimates. Communication was sent to all Municipalities along with a form to opt. out from providing the Service Credit Purchase estimates. Although, if the form was not received to MERS, the election was defaulted to "Yes" (meaning Service Credit Purchases estimates are allowed). This is an option that the county can opt. in or out of at any time.

Please let me know any questions you might have.

Thank you,

Stacey Tinsley

Benefit Plan Coordinator

Municipal Employees' Retirement System of Michigan

1134 Municipal Way

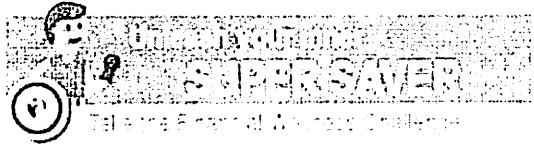
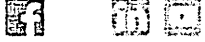
Lansing, MI 48917

Toll Free: 800.767.MERS (6377)

Local: 517.703.9030

Fax: 517.703.9706

www.mersofmich.com



From: Shelly Lutz <lutzs@tuscolacounty.org>
Sent: Monday, February 4, 2019 4:18 PM
To: Kathleen Harrison <kharrison@mersofmich.com>
Cc: Chris Fox <cfox@mersofmich.com>
Subject: Re: Purchase of Credit REF:0189981

Hi Kathleen,

I am looking for something that would back up that the county has agreed to this arrangement.

On Mon. Feb 4, 2019 at 4:05 PM Kathleen Harrison <kharrison@mersofmich.com> wrote:

Good Afternoon Ms. Lutz,

Yes, our records indicate that Tuscola County allows service credit purchases. Participants may request a service credit purchase estimate through their Human Resources contact and HR submits the request to MERS. Please allow up to 6 weeks for delivery to the municipality's Human Resources Contact.

If you need assistance or have any further questions, please contact us at 1.800.767.MERS (6377).

Thank you and have a great day.

Regards,

Kathleen Harrison

Retirement Analyst

Municipal Employees' Retirement System of Michigan

1134 Municipal Way

Lansing, Michigan 48917

Phone: 517.703.9030

Fax: 517.703.9706

www.mersofmich.com



From: Shelly Lutz <lutzs@tuscolacounty.org>

Sent: Monday, February 4, 2019 1:52 PM

To: Chris Fox <cfox@mersofmich.com>

Subject: Purchase of Credit

Hi Chris,

Our Board has questioned if there is anything on file with MERS that allows our employees to purchase their service credit. Is this something you can assist with?

Thank you!

--

Shelly A. Lutz

Tuscola County

Human Resource Coordinator

MERS Benefit Provision System

Provisions by Date Report

All Benefit Provisions On or Before

2/4/2019

Employer -- Reporting Unit -- Division Plan

7902 Tuscola Co (Active)

Group Life and Disability Voluntary: No

Short Term Disability: No

Long Term Disability: No

Life Insurance: No

Accidental Death / Disability: No

01 - RU01 Fiscal Month: January (Active)

7902 01 - 01 - AFSCME Prob Crt Defined Benefit (Active)

Date Joined: 7/1/1967

Comments:

1/1/1901

PURCHASE OF MILITARY SERVICE - EMPLOYEES PAYS ALL COST.

Employees are allowed to purchase lost service time for Disability Leave-employee is responsible for both employee cost and employer cost.

7.5 hours per day

Exclude all employees in positions requiring less than 8 whole months in all divisions.

Provisions

12/1/2016
4/7/2016
5/7/2007
1/1/2000
6/1/1995
6/28/1994
1/1/1994
1/1/1991
4/1/1988
7/1/1982
2/5/1968
7/1/1967
7/1/1967
7/1/1967
7/1/1967
1/1/1900

Service Credit Purchase Estimates - Yes
Pension Obligation Bond issued
Exclude Temporary Employees requiring less than 8 months
Member Contribution Rate 4.70%
Day of work defined as 7.5 Hours a Day for All employees.
Blanket Resolution (All Service)
Benefit B-2 (NoMax)
E1 2.5% COLA for past retirees (01/01/1991)
Benefit F55 (With 25 Years of Service)
Benefit C-1 (Old) (NoMax)
Covered by Act 88 (Effective As Of 2/5/1968)
Benefit C (Old) (NoMax)
Benefit FAC-5 (5 Year Final Average Compensation)
10 Year Vesting
Member Contribution Rate 3.00% Under \$4,200.00 - Then 5.00%
Defined Benefit Normal Retirement Age - 60