

**Agenda**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole Monday, April 26, 2021 – 8:00 A.M.**  
**HH Purdy Building - 125 W. Lincoln, Caro, MI**

**RESIDENTS OF TUSCOLA COUNTY PLEASE TAKE NOTICE**

A Hybrid Meeting, held in-person at the HH Purdy Building and virtually incorporating Google Meet Electronic remote access, will be implemented for this meeting. This is in accordance with Tuscola County Board of Commissioners 2021-07 Declaration of a Local State of Emergency related to COVID - 19

**To participate in the Electronic Meeting you can:**

**Join by phone:** (US) +1 470-285-4419 PIN: 134 874 209#  
**Join by Hangouts Meeting ID:** [meet.google.com/rsp-kczh-bcw](https://meet.google.com/rsp-kczh-bcw)

**8:00 A.M. Call to Order – Chairperson Bardwell**  
**Roll Call – Clerk Fetting**  
**Adoption of Agenda**

**County Updates**

**Ann Hepfer, Health Officer – Local COVID-19 Updates**

- Health Officer Position Replacement
  - Intergovernmental Agreement (**See A**)
  - Letter of Agreement between Tuscola County Health Department (TCHD) and Huron County Health Department (**See B**)
  - TCHD Personnel Policies Approved by the Board of Commissioners (**See C**)

**New Business**

1. Tuscola County Pension Obligation Refunding Bonds Considerations – **Steven Burke, CFA, President MFCI, LLC (See D)**
2. 2020 Tuscola County Planning Commission Annual Report – **Heidi Stark, Planning Commission (See E)**
3. County Revenue Sharing Reserve Fund (CRSRF) Shortfalls – MAC (**See F**)
  - Draft Resolution of the State of Michigan to Fulfill its Statutory Obligations (**See G**)
4. County Draft Nepotism Policy (**See H**)
5. Refilling FTE Vacancies - Board Review and Approval (**See I**)

**10:00 a.m. BREAK**

**Old Business**

1. Village of Mayville, Gerds Property Update – Ashley Bennett, Tuscola County Treasurer
2. ORV Ordinance – Public Hearing Date
3. Tuscola County State of Emergency – Steve Anderson, Emergency Services Coordinator  
(See J)

**Finance/Technology**

Committee Leader **Commissioner Young** and Commissioner DuRussel

**Primary Finance/Technology**

1. Kohi Farms
2. RFP Building Codes (See K)
3. Health Department Restaurant Fees
4. American Rescue Plan Update - (See L)
5. MGT/CAP Indirect Cost Allocation – *Special Committee of the Whole Meeting  
Scheduled May 5<sup>th</sup> 9:00 a.m.*
6. Inmate Mental Health Services – *Meeting Scheduled for Thursday April 29<sup>th</sup> at 2:00  
p.m.*

**On Going and Other Finance and Technology**

**Finance**

1. Preparation of Multi-Year Financial Planning

**Technology**

2. GIS Update
3. Increasing On-Line Services/Updating Web Page

**Building and Grounds**

Committee Leader **Commissioner DuRussel** and Commissioner Grimshaw

### **Primary Building and Grounds**

1. State Police Annexation – Next Steps
2. IT Department Space Needs
3. Vanderbilt Park Survey – Updates (*See M*)

### **On Going and Other Building and Grounds**

#### **Personnel**

Committee Leader **Commissioner Grimshaw** and Commissioner Vaughan

### **Primary Personnel**

1. Refill Vacant Full Time Administrative Assistant Position at Mosquito Abatement (*See N*)
2. Controller/Administrator Employment Agreement Renewal/Discussion – Potential Changes to Controller and Administrator or Keep Combined
3. County COVID-19 Screening Protocol
4. County Department COVID-19 Closure
5. Treasurer's Office Unemployment Update
6. Workman Compensation Updates (*See O*)
7. Paperless Payroll Update
8. Vanderbilt Park Host Change from Contract to Part time

### **On-Going and Other Personnel**

1. MERS
2. MAC 7<sup>th</sup> Meeting Updates
3. Safety Committee's – Watch for Grant Opportunities

### **Other Business as Necessary**

1. Airport Authority Board
2. South Central Michigan Construction Code (SCMCCI) Discussion
3. Animal Control Ordinance

### **On-Going Other Business as Necessary**

### **Public Comment Period**



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

**[EXTERNAL] Associated Agreement with Huron County Health Department**

Ann Hepfer <ahepfer@tchd.us>  
To: Clayette Zechmeister <zclay@tuscolacounty.org>

Tue, Apr 20, 2021 at 1:29 PM

Hi Clayette

Attached is the Associated Agreement with Huron County Health Department and signed off by MDHHS in 2005.

As part of being an associated arrangement we share the following positions: Without this agreement in place we would not be able to afford these positions at each health department.

**Tuscola Employee-Health Officer**-works two days one week and three the next week

**Tuscola Employee-IT Director**-he is the only IT support for both health departments, he also travels between the two counties

**Huron Employee-Billing clerk**: She works for Huron County two days a week and Tuscola three days a week

**Huron Employee-Emergency Preparedness coordinator**-The two counties work so closely together and due to limited number of staff both of these health departments have and in an emergency we are better prepared to work together and meet the community needs.

**Tuscola Employee-Environmental Health Director**: He is the Environmental Health Director and he also travels between the two counties.

**Medical Director**-Shared between Huron, Sanilac, Tuscola, DH2 and Lapeer counties.

*Ann Hepfer*

Health Officer for:

**Tuscola County Health Department**

1309 Cleaver Rd  
Suite B,  
Caro, MI 48723  
Phone: 989-673-8117  
Fax: 989-673-7490

**Huron County Health Department**

1142 S. Van Dyke Rd  
Bad Axe, MI 48413  
Phone: 989-673-8117  
Fax 989-269-4181

Like TCHD on Facebook:

Like HCHD on Facebook:

## INTERGOVERNMENTAL AGREEMENT

The Counties of Huron and Tuscola have elected to utilize the Intergovernmental Contracts Between Municipalities Act MCL §124.1 and the State of Michigan's Public Health Code ("Code"), specifically MCL §333.2419 to consolidate certain functions of their local health departments with the approval of the State of Michigan's Department of Community Health.

### I. Purpose

Each County provides public health services through its own public health department. The Counties recognize that cost efficiencies can be achieved by consolidating certain functions among or between their departments. For purposes of this Agreement, such consolidation shall be referred to as "association."

At present, Huron and Tuscola Counties agree to associate for purposes of sharing a "Health Officer" and a "Medical Director" as the latter term is defined under the Code.

The Counties also agree that representatives may meet periodically to discuss additional services, functions, or positions that could become the subject of additional consolidation or association to achieve cost efficiencies and service effectiveness in the future.

### II. No Joint Venture

The Counties agree that no joint venture is created by this Agreement and that no separate or independent legal entity is created hereby. Services provided by the holder of the associated position within a particular County shall be considered provided by that County, regardless of which County has hired, contracted with, or pays the holder of the position.

Each County covenants not to sue the other County regarding any associated services provided hereunder and waives any right of subrogation. Each County agrees not to assign any right under this Agreement or any cause of action against another County regarding services provided under this Agreement. Notwithstanding the above, nothing herein should be construed as intending to preclude a party from instituting legal proceedings to enforce the terms and conditions of this Agreement.

### III. Duration and Termination

This Agreement shall continue indefinitely unless one County provides the other written notice of termination, effective not less than ninety (90) days thereafter. Any of the Counties to this Agreement may withdraw by providing the remaining County written notice of withdrawal.

The promises provided in Section II shall survive the termination of this Agreement.

#### **IV. Health Officer**

Tuscola and Huron agree to associate by utilizing the services of the same "Health Officer," as those terms are used in the Code. The Health Officer utilized shall be Gretchen Tenbusch, who is currently Tuscola County's Health Officer. Huron's approval of this Agreement shall constitute the appointment of Ms. Tenbusch as the Health Officer of Huron County.

Tuscola shall determine and provide the salary, benefits and other compensation received by Ms. Tenbusch for her services provided as Health Officer for both Huron and Tuscola Counties. The salary benefits and other compensation of the Health Officer shall be detailed and attached to this Agreement in Exhibit B, and Huron agrees to reimburse Tuscola for fifty (50%) per cent of all Health Officer related costs. In the event Tuscola County determines that it will modify the salary benefits and other compensation of the Health Officer, it shall provide Huron County with notice of any proposed changes in salary and benefits and other compensation at least 45 days before the proposed implementation of the proposed changes. In the event that Huron County does not object or propose further discussions, the changes shall take effect on the proposed implementation date. Tuscola Health Department shall invoice Huron's share of these costs on a monthly basis, with Huron obligated to make its payment to the Tuscola County Health Department within 45 days of its receipt of the invoice.

In the event that Ms. Tenbusch leaves the employ of Tuscola County, Huron and Tuscola agree to confer and attempt to replace Ms. Tenbusch with an associated Health Officer. In the event that the two Counties cannot agree on a replacement, this Section shall automatically terminate.

#### **V. Medical Director**

Huron and Tuscola agree to associate by utilizing the services of the same "Medical Director," as that term is used in the Code and further specified in Exhibit A, attached hereto. The Medical Director utilized shall be Dr. Dennis Smallwood. Tuscola shall assume a direct contractual relationship with Dr. Smallwood.

By approving this Agreement, Huron will have ratified the appointment of Dr. Smallwood as Medical Director in its County.

Tuscola shall provide the compensation received by Dr. Smallwood for his services provided to the Health Departments, provided that Huron agrees to reimburse Tuscola Public Health Department and the Tuscola County Public Health Department shall make its reimbursement payments to the Tuscola County Public Health Department by the first of each month for the previous month's services. Huron's reimbursement

obligations shall be described in Tuscola's contract with Dr. Smallwood, a copy of which will be provided to Huron.

In the event Tuscola County determines that it will modify the salary benefits and other compensation of the Medical Director, it shall provide Huron County with notice of any proposed changes in salary and benefits and other compensation at least 45 days before the proposed implementation of the proposed changes. In the event that Huron County does not object or propose further discussions, the changes shall take effect on the proposed implementation date.

In the event that Dr. Smallwood terminates his contractual relationship with Tuscola, the latter and Huron agree to confer and attempt to replace Dr. Smallwood with an associated Medical Director. In the event that the two Counties cannot agree on a replacement, this Section shall automatically terminate.

#### **VI. Effect on Accreditation**

By approving this Agreement, the Department of Community Health, acknowledges that the associated Counties herein may contract with Dr. Smallwood even though he is also medical director for St. Clair without compromising their accreditation under the Code and the Department's promulgated rules and accreditation guideline.

In the event of the termination of this Agreement, the Department of Community Health agrees that it will not exercise its discretion under Section 902 of its Appropriations Act or a like provision to impose an operational funding penalty.

#### **VII. Miscellaneous Provisions**

1. Nothing in this Agreement shall be interpreted as precluding a County from associating with another County in a manner that does not compromise the services covered by this Agreement.

2. Any notice to be sent under this Agreement shall be effective when filed with the County Clerks of the other participating Counties and filed with the respective Boards of Public Health within each County at their then current addresses.

3. This Agreement may be approved in counterparts.

4. This Agreement shall be effective when approved and executed by the latter of the two Counties to approve it and the Department.

5. If any County must resort to judicial proceedings to enforce the terms and conditions of this Agreement, the prevailing party or parties shall be entitled to reimbursement of its or their reasonable attorneys' fees and costs.

6. Failure to enforce a term or condition of this Agreement shall not be construed as a waiver of that term and condition in subsequent enforcement proceedings.

7. If any provision of this Agreement is determined to be invalid, it shall be severed and the remaining provisions shall be deemed valid, binding and enforceable.

8. The parties recognize that pursuant to law and/or regulations, any subsequent appointments of Health Officers or Medical Directors are subject to approval of the Department of the appointee's qualifications.

9. This Agreement contains the complete expression of the parties' understanding regarding the subjects contained herein. All prior or contemporaneous oral or written agreements are merged herein. This Agreement may not be modified except in writing duly approved and signed by all parties.

HURON COUNTY

By: Warren J. Trohn  
Chairperson, Board of Public Health

Date: December 16, 2005

Attest: Robert W. Wetters  
Secretary ~~Vice Chairperson~~, Board of Public Health

TUSCOLA COUNTY

By: Jerry Peterson  
Jerry Peterson, Chairperson,  
Board of Commissioners

Date: December 15, 2005

Attest: Margie White-Cornier  
Tuscola County Clerk

DEPARTMENT OF COMMUNITY HEALTH APPROVAL

The Michigan Department of Community Health pursuant to MCL §333.2419 approves this contract.

By: Gene Chabot

Title: \_\_\_\_\_

Date: 2/16, 2005



Exhibit A has been replaced by contract with Genesys Regional Medical Center.

**EXHIBIT B TO INTERGOVERNMENTAL AGREEMENT**  
**Between**  
**HURON AND TUSCOLA COUNTIES**

Re: Compensation of the Health Officer

**I. Wage Scale**

The Tuscola County Health Department wage scale shall be utilized. This wage scale will be annually adjusted in October using the same Cost of Living Adjustment (COLA) that Tuscola County generally grants its Public Health Department employees.

**II. Benefits**

The Health Officer receives the same fringe benefit package that Tuscola County provides to its Public Health Department employees.

**III. Adjustments**

Tuscola County will provide Huron County forty-five (45) days advance notice of any changes in the aforementioned wage scale or benefits, except for the annual COLA adjustment and any periodic benefit changes that Tuscola County provides generally to its Public Health Department employees. The latter two types of changes shall not be considered a "modification" that triggers the notice requirements under Section IV of the Intergovernmental Agreement.

LETTER OF AGREEMENT  
between  
TUSCOLA COUNTY HEALTH DEPARTMENT  
and  
HURON COUNTY HEALTH DEPARTMENT

This agreement is made and entered into by and between the Tuscola County Health Department, whose address is 1309 Cleaver Rd., Suite B, Caro, MI, 48723-9160, hereinafter referred to as TCHD and the Huron County Health Department, 1142 S. VanDyke, Bad Axe, MI 48413, hereinafter referred to as HCHD for Dietitian Services.

WITNESSETH:

WHEREAS, the HCHD is desirous of contracting with the TCHD for Registered Dietitian services in Huron County; and

WHEREAS, the TCHD has a Full time Dietitian that could be shared with HCHD; and

WHEREAS, the provision of accurate, informative and timely Nutrition Education services is important; and

WHEREAS, the TCHD and HCHD have, by appropriate Board of Health motion, been authorized to enter into this Agreement pursuant to the provisions of Act 378 of 1978, MCL §333.2419;

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

- 1) The TCHD has a full time Dietitian and she/he will provide their services to the HCHD 1 day per month via telehealth means. Documentation will be done via the State of Michigan's WIC electronic record. The HCHD will get authorization for the Dietitian to access the Huron WIC system.
- 2) At all times hereto, the Dietitian shall be an employee of the TCHD, not HCHD. She shall take her direction from the Nursing Administrator and Health Officer of the TCHD, which shall have the exclusive authority to hire, fire, supervise, discipline and direct the Dietitian. The Dietitian shall report to the HCHD Nursing Director for the period of time she is contracted by HCHD.
- 3) The TCHD will invoice HCHD each month for services rendered by the Dietitian on behalf of the HCHD. The TCHD shall bill the HCHD for salary, fringe, mileage, worker's compensation, liability, appropriate indirect costs and other benefits afforded full time TCHD employees utilizing the TCHD wage scale, benefit package, holiday schedule and mileage reimbursement for the 1 day/month she works for HCHD. The costs associated with training shall be split 95/5 between the TCHD and HCHD.
- 4) The TCHD will provide the HCHD with copies of the Dietitian's training certificates.
- 5) The standards of performance, the discipline of the Dietitian and other matters incident to the

performance of such service and the control of the Dietitian so assigned to provide such service shall remain in the TCHD, however, the standards of performance shall not be lower than that furnished in the TCHD, nor shall the caliber and the ability of the Dietitian supplied be lower than that furnished at the TCHD. Further, the HCHD may, during the term of this agreement, request meetings with the TCHD's Finance Director and Health Officer to discuss matters of standards of performance, discipline and other matters incident to providing of services by the Dietitian under this contract, and the TCHD's Finance Director and Health Officer shall meet with the HCHD as soon as practical upon receiving a written request from the HCHD for such a meeting.

6) The HCHD will provide supporting staff services to the Dietitian during normal hours of operation.

7) The HCHD will provide equipment/supplies that the Dietitian will need during service provision at the HCHD.

8) The HCHD will remit payment to TCHD within 30 days of receiving invoice.

9) Except as otherwise provided in this agreement, the TCHD agrees to defend, indemnify and hold harmless, the HCHD, its Board of Directors, commissioners, officers and agents against any and all claims, losses, damages, or lawsuits for damages arising from, or allegedly arising from or related to negligent acts or omissions, in the provision of services of TCHD, its employees or agents.

10) The HCHD agrees to defend, indemnify and hold harmless TCHD, its commissioners, officers and agents against any and all claims, losses, damages, or lawsuits for damages arising from, or allegedly arising from or related to negligent acts or omissions, in the provision of services, of the HCHD, its employees or agents, and also agrees to indemnify TCHD or Tuscola County from any deductible or self insured retention liability that they might incur as a result of a claim for the Dietitian's services under this Contract in HURON County, unless the Dietitian was grossly negligent or engaged in intentional misconduct.

11) The HCHD shall not be required to assume any liability for the direct payment of salaries, wages, or other compensation to the TCHD for any Health Department personnel performing the services set forth in this document except as herein otherwise specified. The TCHD shall be responsible for and shall provide the Dietitian with the TCHD's insurance including but not limited to workmen's compensation.

12) This agreement begins on January 4, 2016 and will renew every October unless revisions are requested by one of the parties.

13) Either party may terminate this agreement without cause by giving not less than thirty (30) days prior written notice to the other party stating the reasons for termination and the effective date. It may also be terminated with thirty (30) days prior written notice upon the failure of either party to carry out the terms of this agreement, provided the alleged defaulting party is given notice of the alleged breach and fails to cure the default within the thirty (30) days.

#### **ARTICLE V - CONFIDENTIALITY/HIPAA COMPLIANCE/ BUSINESS ASSOCIATE**

TCHD will comply with the Health Insurance Portability and Accountability Act Requirements to the extent that this Act is pertinent to the services that TCHD provides to the HCHD. HCHD will comply with the Health Insurance Portability and Accountability Act Requirements to the extent that this Act is pertinent to the services that HCHD provides to the Agency. This will be done in accordance with the Business Associate Agreement on file between the TCHD and the HCHD.

IN WITNESS WHEREOF, the parties agree that this agreement represents the complete understanding between them.

**HURON COUNTY  
HEALTH DEPARTMENT**

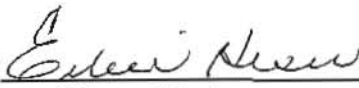
By   
Bob Siver, Chairperson  
Huron County Board of Health

Date 1-20-2016


By   
Chairperson  
Huron County Board of Commissioners

Date Dec. 30, 2015

**TUSCOLA COUNTY HEALTH  
DEPARTMENT**

By   
Eileen Hiser, Chairman  
Tuscola County Board of Health

Date 12-18-15

By   
Chairperson  
Tuscola County Board of Commissioners

Date 12-17-15



Tuscola County

Clayette Zechmeister &lt;zclay@tuscolacounty.org&gt;

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**Health Officer Postings**

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Kathy O'Dell <kodell@tchd.us>  
To: Clayette Zechmeister <zclay@tuscolacounty.org>  
Cc: Ann Hepfer <ahepfer@tchd.us>

Thu, Apr 15, 2021 at 12:13 PM

Clayette,

I am attaching section 2.11 of the TCHD Personnel Policies approved by the BOC on 10-17-2019. This might answer your question.

Kathy

[Quoted text hidden]

This email and any files transmitted with it are intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the message sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

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 **Section 2.11 of TCHD Personnel Policies.pdf**  
171K

not be added to the payroll until medical clearance is received. Information from the physical examination will be segregated from general personnel files and kept confidential. New employees must provide evidence of freedom from TB by a negative skin test or chest x-ray, in accordance with TCHD TB Protocol.

**2.9 Orientation:** The employee will participate in an orientation program conducted by various employees throughout the Health Department using an Orientation Checklist (**Attachment 5**). The employee will receive important information regarding the performance requirements of their position such as basic health department policies, compensation, benefits programs, MIS policies, other Health Department programs and other information necessary to acquaint the employee with his/her job and the Health Department. The employee will also be asked to complete all necessary paperwork at this time, such as medical benefits plan enrollment forms, beneficiary designation forms, and appropriate federal, state, and local tax forms. The employee will also be required to present the Health Department with information establishing the employee's identity and their eligibility to work in the United States in accordance with applicable federal law. Employees/volunteers hired to work less than 90 days on a temporary basis (i.e. students, etc.) will participate in a modified orientation program conducted by the Administrative Services Coordinator and/or other designated staff. The employee/volunteer will be asked to complete all necessary paperwork at this time, including but not limited to Work Permit and Age Certification, application, appropriate agreement and W-4 form. No benefits, other than those provided by law or stated in the agreement, will be provided to employees/volunteer working 90 days or less on a temporary basis.

**2.10 Background Checks:** All new job applicants and prospective volunteers will have background checks completed on them prior to employment offer. The job applicant or volunteer will be required to sign a release (release is located on TCHD employment application) to conduct the background check before the background check is completed.

Per Child Care Licensing Rule 400.8125: All TCHD employees who may provide unsupervised services with a child in a Child Care Center will be required to have a background check performed every 2 years. Documentation shall be on file that staff has not been convicted of any of the following before having unsupervised contact with children:

- (a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
- (b) Child abuse or child neglect.
- (c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date ...at the center.

**2.11 Appointment of Health Officer and Medical Director:** If there is a need to appoint a new Health Officer or Medical Director, the qualifications of the Health Officer and Medical Director candidates are reviewed by the Board of Health and the Board of Commissioners for compliance with the applicable sections of the public health code and/or administrative rules. The Michigan Department of Health and Human Services is consulted throughout the appointment process. Once the Board of Health/Board of Commissioners selection process has identified a candidate that they wish to appoint to either the Health Officer or Medical Director's position, qualifications of the candidate are submitted to the Michigan Department of Health and Human Services for approval. Appointment of an individual to the position of

Health Officer or Medical Director will be made by the Board of Commissioners once confirmation is received that the candidate receives approval from the Michigan Department of Health and Human Services. The Michigan Department of Health and Human Services typically requires 30 days' notice to review qualifications.

If an interim Health Officer or Medical Director is required until a replacement can be found, qualifications of existing employees will be reviewed by the Board of Health/Board of Commissioners to see if any meet the qualifications for the position being sought. The Michigan Department of Health and Human Services will be consulted throughout this search for an interim replacement. If an existing employee is found that meets the qualifications for the position on an interim basis, a request for approval of the individual will be made to the Michigan Department of Health and Human Services before the individual is temporarily appointed to the position on an interim basis. If no existing employee can be found to meet the qualifications, the Michigan Department of Health and Human Services Michigan will be consulted to see if any existing employee could be considered for the position on an interim basis, provided that an arrangement with a neighboring Health Officer or Medical Director (dependent upon the position being filled) could be obtained to provide consultation to the interim Health Officer or Medical Director. If no existing employee can be found to fill the position on an interim basis, the Tuscola County Health Department would look to the community and neighboring communities for a suitable interim candidate. No individual would be appointed to the position unless the Michigan Department of Health and Human Services has approved the interim candidate and the arrangement for coverage.



**MFCI**

MUNICIPAL  
FINANCIAL  
CONSULTANTS



# Tuscola County Pension Obligation Refunding Bonds

**MFCI, LLC**

April 8, 2021

3150 Livernois Rd. Suite 175 | Troy, MI 48083

P & F: 313-782-3011

# Refunding Considerations

**MFCI**

# Prior Bonds – Pension Obligation Bonds, Series 2015 (Federally Taxable)

- The Pension Obligation Bonds, Series 2015 (the “Prior Bonds”) were dated April 1, 2016.
- The Prior Bonds were issued for the purpose of funding the County’s underfunded pension plan.
- \$6,900,000 of bond proceeds was deposited in the County’s MERS Pension Plan in April 2016.
- The Series 2015 Bonds are callable on any date on or after September 1, 2022.

FINAL OFFICIAL STATEMENT DATED MARCH 21, 2018

NEW ISSUE

**\$6,980,000**  
**COUNTY OF TUSCOLA**  
**PENSION OBLIGATION BONDS, SERIES 2015**  
**(GENERAL OBLIGATION LIMITED TAX)**  
**(FEDERALLY TAXABLE)**

GENERAL OBLIGATION LIMITED TAX BONDS

DATED: APRIL 1, 2016  
 REGISTRATION: Book entry only system  
 INTEREST: Paid from April 1, 2016, to the last day of the month of September, 2016, semi-annually thereafter on the first day of the month of September and the first day of the month of March of each year thereafter.  
 BENEFICIARIES: As shown in the Schedule of Beneficiaries attached hereto.  
 AUTHORITY: Act No. 33, Public Act of Michigan, 2015, as amended.  
 IDENTIFICATION: Michigan Act No. 33 of 2015, as amended, and the Michigan Department of Treasury, Act No. 10 of 2016, as amended.

PURPOSE AND SECURITY: See the Statement of Purpose and Security attached hereto.  
 BOOK ENTRY CUSTODIAL DEPOSITORY: See the Statement of Custodial Depository attached hereto.

THE ABILITY OF THE COUNTY TO RAISE FUNDS WITH WHICH TO MAKE SUCH FULL FAITH AND CREDIT PAYMENTS IS NOT GUARANTEED BY THE STATE OF MICHIGAN.

**MATURITY SCHEDULE**  
 (Based on \$1,000,000 Serial Bonds)

Due Sept. 1	Amount	Rate	Yield	CSIF	Due Sept. 1	Amount	Rate	Yield	CSIF
2016	\$175,000	2.00%	0.87%	0.57	2016*	\$50,000	3.00%	2.47%	0.55
2017	175,000	2.00	1.20	0.80	2016*	100,000	3.00	3.00	0.77
2018	175,000	2.00	1.47	0.97	2017*	150,000	3.00	3.57	0.94
2019	175,000	2.00	1.63	1.03	2018*	200,000	3.00	4.10	1.10
2020	175,000	2.00	1.80	1.10	2019*	250,000	3.00	4.63	1.26
2021	175,000	2.00	2.10	1.10	2020*	300,000	3.00	5.16	1.42
2022	175,000	2.00	2.30	1.10	2021*	350,000	3.00	5.69	1.58
2023	175,000	2.00	2.50	1.10	2022*	400,000	3.00	6.22	1.74
2024	175,000	2.00	2.70	1.10					

**\$1,000,000 Term Bonds\*\***

\$1,000,000 - 4.00% Term Bonds due September 1, 2018\*\* (Based on \$1,000,000)

\* See the Statement of Purpose and Security attached hereto.  
 \*\* Subject to Michigan Department of Treasury Act No. 10 of 2016, as amended.

Definitions provided to investors only:

PATRICIA DONOVAN-GRAY  
 County Treasurer

Bond Council:  
**AXE & ECKLUND, P.C.**  
 Groves Pointe Farms, Michigan

MICHAEL HOAGLAND  
 County Controller, Administrator

Underwriter:  
**BAIRD**

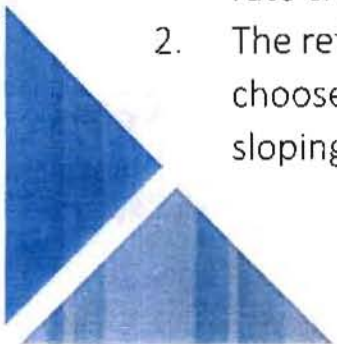
THIS COVER PAGE CONTAINS CERTAIN INFORMATION FOR OFFICIAL REFERENCE ONLY. IT IS NOT A SUMMARY OF THE SECURITIES AND SHOULD BE READ IN THE ENTIRE OFFICIAL STATEMENT FOR AN INFORMATION ESSENTIAL TO THE MAKING OF AN INFORMED INVESTMENT DECISION.

**MFCI** MUNICIPAL FINANCIAL CONSULTANTS INCORPORATED  
 21 Kaminshaver Avenue, Suite 300  
 Groves Pointe Farms, Michigan 48236-9601 • (313) 984-5100

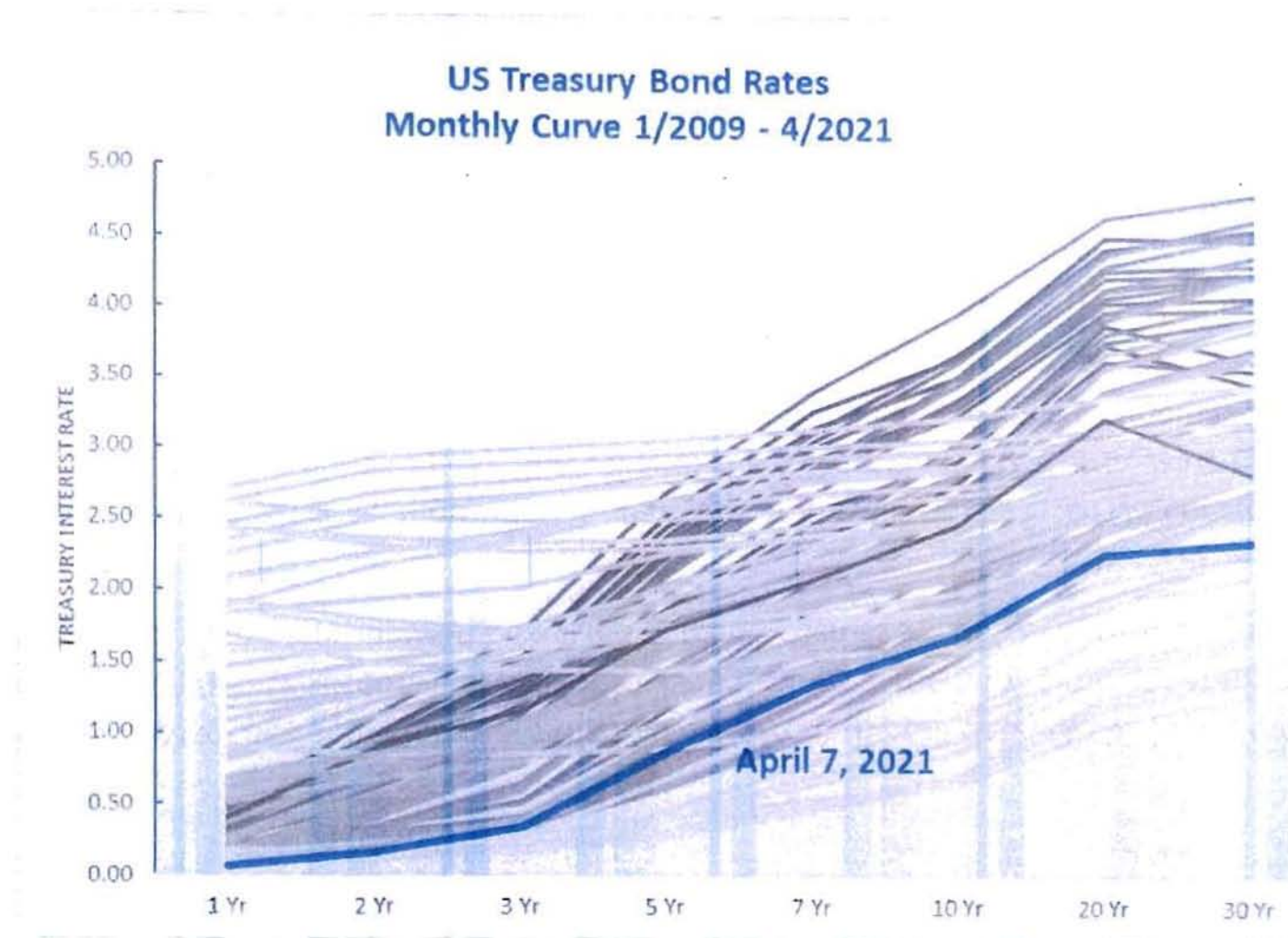


# Background Info - Call Options and Refunding

- Municipal bond principal cannot be repaid at the issuers discretion without making the bondholders whole. When municipal bonds are sold, the early redemption provision or “call option”, is set by the issuer before the sale (*GFOA recommends making bonds callable no more than 10 years from the issue date*).
- The call option provides the issuer with a future right/option to refinance or “refund” the bond issue before final maturity. The issuer pays for this call option at the time of sale of the bonds through a somewhat higher interest rate on the callable bonds. This “call premium” is based on the current market condition at the time the bonds are sold and can vary significantly.
- Call options are an important tool for issuers to manage debt payments. The County’s Pension Obligation Bonds (“POBs”) were issued with 19 individual maturities from the years 2016 to 2034. Each individual maturity is a different bond, meaning that the County issued a 1-year bond, a 2-year bond, a 3-year bond, and so on to a 19-year bond. The bonds maturing in years 2023-2034 are callable on September 1, 2022.
- **Refunding bonds provide estimated savings to the County in two primary ways:**
  1. High to low savings – Interest rates are lower today than when the POB bonds were issued (see the interest rate chart on the next slide).
  2. The refunding bonds will be issued as shorter, 12-year or 13-year bonds (depending on if the County chooses an advanced or current refunding), versus the original 19-years (currently the yield curve is upward sloping).



# Rates Remain Historically Low



# Types of Refunding

- **Advance Refunding** can be completed more than 90-days from the call date. *GFOA Considerations:* Minimum net present value (NPV) debt service savings are typically measured in relation to the par amount of the refunded bonds. The minimum savings threshold can be a fixed percent, such as 3% or 5%, and/or a minimum dollar savings threshold.
- **Current Refundings** must close no more than 90-days before the set call date. *GFOA Considerations:* When outstanding bonds become currently callable, the value of the call option decreases in value over time. Therefore, issuers may be more inclined to have lower savings thresholds than in an advance refunding. Three differing approaches to current refunding thresholds include:
  - A graduated NPV savings criteria based on the number of years between the refunded bond call date and final maturity. For example, for bonds with 9 or more years between the call date and final maturity, the minimum NPV savings criteria may be 4%, whereas bonds with only 2 years between the call date and final maturity may require only a 1% minimum NPV savings requirement.
  - A minimum dollar amount (as opposed to percentage) of NPV savings. For example, a debt policy may be written to require a minimum of \$100,000 of NPV savings before pursuing a current refunding.
  - No difference between advance refunding and current refunding criteria.



# Prior Bonds – Advance Refunding

- Advance refunding bonds locks in current interest rates. The transaction produces present value savings for the County and is best described by the proverb '**A bird in the hand is worth two in the bush**'. Advance refunding **shifts the interest rate risk** from the County to the new bondholders. Alternatively, **if interest rates fall, the County would not benefit**.
- When the prior bonds are refunded, they are considered “defeased” upon the closing date of the new bonds. In an advance refunding, the principal amount of the prior bonds due in 2023-2034, plus the interest payments due until the call date, September 1, 2022, are placed into an irrevocable trust or “escrow”.
- The escrow agent, a third-party commercial bank, purchases *State and Local Government Securities* from the US Treasury (“SLGS”) that will mature in the exact amount required to make each debt service payment until September 1, 2022. **Once the deposit has been made into the escrow fund, and the SLGS are purchased, the bonds are no longer legal obligations of the County.** The County is responsible for servicing the new bonds sold in the transaction.
- The estimated cost of the escrow today is \$5,511,665 to pay off \$5,517,175 of debt service. See the escrow cash flow table below for detailed information:

Date	Principal	Rate	Interest	Receipts	Disbursements	Cash Balance
05/20/2021	-	-	-	0.17	-	0.17
09/01/2021	89,517.00	0.010%	1,208.40	90,725.40	90,725.00	0.57
03/01/2022	88,557.00	0.050%	2,168.00	90,725.00	90,725.00	0.57
09/01/2022	5,333,591.00	0.080%	2,133.43	5,335,724.43	5,335,725.00	-
<b>Total</b>	<b>\$5,511,665.00</b>	-	<b>\$5,509.83</b>	<b>\$5,517,175.00</b>	<b>\$5,517,175.00</b>	-



# Prior Bonds – Current Refunding (Summer 2022)

- Current refunding bonds can be closed on or after June 1, 2022 and will receive the interest rate at that time.
- As in an advance refunding, when the prior bonds are refunded, they are considered “defeased” upon the closing date of the new bonds. The bond proceeds are placed into an escrow until the call date of September 1, 2022.
- The estimated cost of the future escrow is \$5,335,634 to pay off \$5,335,725 of debt service. See the cash flow table below:

Date	Principal	Rate	Interest	Receipts	Disbursements	Cash Balance
07/01/2022	-	-	-	0.37	-	0.37
09/01/2022	5,335,634.00	0.010%	90.63	5,335,724.63	5,335,725.00	-
<b>Total</b>	<b>\$5,335,634.00</b>	<b>-</b>	<b>\$90.63</b>	<b>\$5,335,725.00</b>	<b>\$5,335,725.00</b>	<b>-</b>

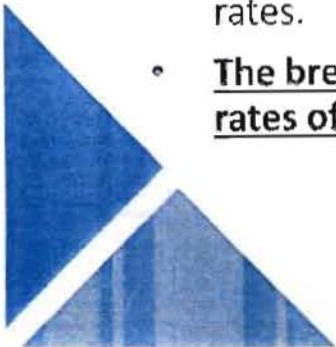




# Estimated Advance vs Current Refunding Savings

Refunding Savings Comparison		
	2021 Taxable Advance Refunding	2022 Taxable Current Refunding
Net Debt Service Savings	\$380,501	\$487,285
Net PV Cashflow Savings	\$334,622	\$440,689
Net PV Benefit / Refunded Principal	6.38%	8.40%
Negative Arbitrage	-\$125,684	-\$17,264

- Estimates are based on a negotiated sale with an “AA-” bond rating.
- The summary table above is the estimated results of an advanced refunding based on rates as of April 7, 2021.
  - **An advanced refunding** produces estimated present value savings of about **\$334,622**.
  - **A future current refunding, based on today’s rates,** produces estimated present value savings of about **\$434,955**.
  - The estimated savings includes all fees and costs, including the effect of negative arbitrage.
- The tables on the next slide estimate the changes to the refunding savings based on changes to interest rates.
- **The breakeven point between a 2021 Advance Refunding and a 2022 Current Refunding is a rise in rates of about 0.30% over the next 15 months.**



# Refunding Sensitivity to Interest Rate Changes

## Advance Refunding Sensitivity Summary of Savings by Maturity

Maturity	Coupon	Principal	Call Date	- 0.400%	- 0.200%	Base	+ 0.200%	+ 0.400%
09/01/2023	3.000%	335,000	09/01/2022	(3,662.20)	(5,175.13)	(6,330.24)	(6,948.05)	(7,560.85)
09/01/2024	3.000%	350,000	09/01/2022	273.93	(1,991.03)	(3,874.07)	(5,187.79)	(6,488.37)
09/01/2025	3.000%	360,000	09/01/2022	4,425.58	1,397.50	(1,226.89)	(3,254.96)	(5,258.93)
09/01/2026	3.000%	395,000	09/01/2022	9,323.36	5,240.56	1,615.38	(1,341.08)	(4,256.91)
09/01/2027	3.150%	415,000	09/01/2022	17,295.37	12,189.10	7,582.63	3,697.70	(126.79)
09/01/2028	3.300%	425,000	09/01/2022	26,437.41	20,362.60	14,822.12	10,042.88	5,346.48
09/01/2029	3.450%	445,000	09/01/2022	37,881.88	30,623.49	23,951.27	18,102.50	12,365.29
09/01/2030	3.550%	460,000	09/01/2022	49,107.41	40,679.08	32,887.12	25,976.21	19,208.99
09/01/2031	3.650%	480,000	09/01/2022	62,308.37	52,536.77	43,464.28	35,345.38	27,409.02
09/01/2032	3.750%	500,000	09/01/2022	77,124.97	65,915.10	55,473.44	46,064.04	36,881.75
09/01/2033	4.000%	525,000	09/01/2022	102,172.50	89,198.29	77,078.83	66,090.40	55,384.15
09/01/2034	4.000%	555,000	09/01/2022	117,879.55	103,052.03	89,178.58	76,549.33	64,265.09
<b>Total</b>		<b>- \$5,245,000</b>		<b>- \$500,568.13</b>	<b>\$414,028.36</b>	<b>\$334,622.46</b>	<b>\$265,136.56</b>	<b>\$197,168.91</b>

## Current Refunding Sensitivity Summary of Savings by Maturity

Maturity	Coupon	Principal	Call Date	- 0.400%	- 0.200%	Base	+ 0.200%	+ 0.400%
09/01/2023	3.000%	335,000	09/01/2022	2,778.81	2,002.36	1,234.12	576.01	(79.73)
09/01/2024	3.000%	350,000	09/01/2022	6,817.67	5,318.35	3,832.77	2,467.38	1,109.57
09/01/2025	3.000%	360,000	09/01/2022	10,965.60	8,722.09	6,500.67	4,410.76	2,336.44
09/01/2026	3.000%	395,000	09/01/2022	16,290.39	13,066.26	9,877.92	6,845.28	3,841.00
09/01/2027	3.150%	415,000	09/01/2022	24,458.78	20,260.85	16,115.65	12,149.02	8,226.85
09/01/2028	3.300%	425,000	09/01/2022	33,630.90	28,496.00	23,433.61	18,572.35	13,774.43
09/01/2029	3.450%	445,000	09/01/2022	45,281.32	39,020.57	32,858.27	26,928.68	21,086.96
09/01/2030	3.550%	460,000	09/01/2022	56,603.00	49,219.33	41,963.77	34,974.55	28,101.24
09/01/2031	3.650%	480,000	09/01/2022	69,979.16	61,314.23	52,813.73	44,621.15	36,578.65
09/01/2032	3.750%	500,000	09/01/2022	84,966.95	74,929.74	65,099.27	55,624.01	46,338.46
09/01/2033	4.000%	525,000	09/01/2022	110,390.70	98,688.56	87,245.65	76,216.77	65,426.59
09/01/2034	4.000%	555,000	09/01/2022	126,327.16	112,860.36	99,713.68	87,049.12	74,679.81
<b>Total</b>		<b>- \$5,245,000</b>		<b>- \$588,490.45</b>	<b>\$513,898.69</b>	<b>\$440,689.11</b>	<b>\$370,435.10</b>	<b>\$301,420.26</b>



# Methods of Sale

## Competitive, Negotiated, or Private Placement

Competitive Sale	
<ul style="list-style-type: none"> <li>• The County takes bids at a certain time on a predetermined date</li> <li>• The underwriter offering best rate wins</li> </ul>	
<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none"> <li>Multiple bidders</li> <li>Best rate on the day of sale wins</li> <li>Most open process</li> </ul>	<ul style="list-style-type: none"> <li>Date of sale is fixed</li> <li>Lack of flexibility</li> <li>Typically higher cost of issuance through additional risk premium and other costs</li> </ul>

Negotiated Sale	
<ul style="list-style-type: none"> <li>• Underwriter is selected before the transaction</li> <li>• Underwriter fee is set, bonds are "reoffered" to investors</li> <li>• The County, in conjunction with their municipal advisor, and underwriter negotiate a price for the bonds on a per maturity basis</li> </ul>	
<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none"> <li>Flexibility in all deal parameters</li> <li>Lower cost of issuance</li> <li>Better for complex issues (like advance refunding)</li> </ul>	<ul style="list-style-type: none"> <li>Less pricing transparency</li> </ul>

Private Placement	
<ul style="list-style-type: none"> <li>• Direct placement with a local bank</li> <li>• Bank holds bonds to maturity</li> </ul>	
<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none"> <li>Lowest cost of issuance</li> <li>Easiest process for issuer</li> </ul>	<ul style="list-style-type: none"> <li>Limited number of buyers</li> <li>Typically higher interest rate for longer dated final maturities</li> </ul>



# Sale Type – Competitive or Negotiated

- **Competitive Sale.** For public sales, GFOA believes that the presence of the following factors may favor the use of a competitive sale:

1. The rating of the bonds, either credit-enhanced or unenhanced, is in the single-A category or higher.
2. The bonds are general obligation bonds (full faith and credit obligations of the issuer) or are secured by a strong, known and long-standing revenue stream.
3. The structure of the bonds does not include innovative or new financing features that require extensive explanation to the bond market.
4. **The issuer is well known and regularly in the market.**

- **Negotiated Sale.** For public sales, GFOA believes that the presence of the following factors may favor the use of a negotiated sale:

1. The rating of the bonds, either credit-enhanced or unenhanced, is lower than the single-A category.
2. Bond insurance or other credit enhancement is unavailable or not cost-effective.
3. The structure of the bonds has features, such as a pooled bond program, deferred interest bonds, or other unique or innovative structure, that may be better suited to negotiation.
4. The sale of debt is occurring during or shortly after events that led to any market disruption, in which the negotiated sale process provides more market information and timing flexibility.
5. Variable rate demand bonds, or commercial paper, where an on-going remarketing agent or dealer is required.
6. The issuer desires to target underwriting participation to include disadvantaged business enterprises (DBEs) or local firms.
7. **Refunding transactions, which are often dependent on market conditions and/or other structure considerations.**
8. **Other factors that the issuer, in consultation with its municipal advisor, believes favor the use of a negotiated sale process.**



# Sale Type – Competitive or Negotiated

- Many studies have examined competitive vs. negotiated sales with differing results.
- The largest study of over 250,000 bond sales found no difference in the interest rate between methods.

## A Comprehensive Evaluation of the Comparative Cost of Negotiated and Competitive Methods of Municipal Bond Issuance

Randall Pozdena, Ph.D.  
ECONorthwest

Eric Fruits, Ph.D.  
Portland State University  
ECONorthwest

James Booth, Ph.D.  
Arizona State University

Richard Smith, Ph.D.  
Claremont Graduate University

January 8, 2007

### Executive Summary

This study performs the first comprehensive analysis of the comparative interest costs of negotiated and competitive municipal bond issuance. In contrast to prior studies that relied upon data on a few hundred issues, the current study analyzes more than 250,000 new issues in the 1990-2006 time period.

In addition, the study explicitly recognizes and treats two potential sources of bias. The first of these is so-called self-selection bias that arises out of the fact that the method of issuance is not random but, rather, selected by the issuer with ultimate issuance cost in mind. The second source of bias is sample selection bias. This addresses the fact that not all issues are able to be included in a study due to non-random missing data processes.

The study also reports on the results of interviews of market participants including issuers, underwriters, broker-dealers, and investment bankers. These interviews probed participants for their assessment of the pros and cons of negotiated and competitive issue processes. The interviews generally yielded the opinion that neither method of issue has advantage over the other in every case. The interview participants identified qualitative aspects of each method of issue that are material but may not be captured easily in available data.

The analysis performed in this study compares true interest cost. Bias control is effected with both Heckman two stage modeling and with switching regression formulations. In addition, recent literature regarding the post-marketing behavior of new issue prices is examined for the comparative effects in this regard of the method of issue.

### Key Findings

Our analysis statistically indicates no difference in true interest cost between negotiated and competitive issuances. In particular:

1. **There is no difference in the true interest cost associated with issues offered by negotiated or competitive issuance methods.** Once sample selection and self selection biases have been controlled any putative difference in true interest costs disappears.
2. **Issuers choose the issuance method that minimizes their expected costs of issuance.** Efforts to mandate one type of issuance over the other will likely increase issuance costs.



## Conclusion - County Decision Points

- Execute an Advance Refunding now or wait for a Current Refunding in 2022?
- If Advanced Refunding, Negotiated Sale or Competitive Sale?
- If a Negotiated Sale, Underwriter selection:
  - Huntington Securities initially contacted the County with the advance refunding opportunity.
    - Huntington offered a fee of \$5.00 per \$1,000 of par value.
      - This fee is fair and reasonable when compared to other recent transactions of similar size.
      - Huntington is a good fit of the County due to their average deal size and experience with infrequent Michigan issuers.
  - The County can RFP other underwriters.
  - The County can select a different underwriter without an RFP.
  - The County can change underwriters up until a bond purchase agreement is signed after bond pricing.



# Tuscola County Planning Commission Annual Report 2020

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## **1.0 INTRODUCTION**

The Tuscola County Planning Commission functions under and has their powers and duties set forth by both the Michigan Planning Enabling Act (PA 33 of 2008) and the Michigan Zoning Enabling Act (PA 110 of 2006). The Michigan Planning Enabling Act (MPEA) provides for the creation, organization, powers and duties of Planning Commissions. The Michigan Zoning Enabling Act (MZEa) provides for the adoption of zoning ordinances and the establishment of zoning districts and prescribes powers and duties of certain officials including the Planning Commission.

Section 19 of the MPEA (MCL 125.3819) requires the Tuscola County Planning Commission to make an annual written report to the County Board of Commissioners. This report is to provide the Board with a summary and status of planning activities over the past year.

## **2.0 MEMBERSHIP**

The MPEA states that the membership of the Planning Commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire geography of the local unit of government to the extent practicable.

In 2020, the Planning Commission's membership consisted of:

- Rick Boylan
- Zygmunt Dworzecki, Chair\*
- Cynthia Kapa\*\*
- Lonnie Kester, Vice Chair
- Albert Pearsall
- Ann Westover, Secretary\*\*

\*member has Master Citizen Planner Certification through MSU Extension.

\*\*member has Citizen Planner Certification through MSO Extension.

The Board of Commissioner's Liaison was Kim Vaughn.

## **3.0 MEETINGS**

At the December 3, 2020 meeting the Planning Commission set their 2021 meetings for the first Wednesday of each month at 5:00 p.m. Meetings are to be held at the Purdy Building.



In 2020, the Commission met during seven months. The regularly scheduled meetings for April, May, June, July and August were canceled to comply with the executive orders issued by Governor Gretchen Whitmer and the closure of county buildings due to the Coronavirus-19 pandemic. No special meetings were held. All meetings were held in compliance with the Open Meetings Act (PA 267 of 1976).

### 3.1 ATTENDANCE

The Planning Commission held seven (7) regular meetings in 2020. Member attendance is indicated with an X.

Name	January	February	March	September	October	November	December
Rick Boylan	X		X		X	X	X
Zygmunt Dworzecki	X	X	X	X	X	X	X
Cynthia Kapa	X	X		X	X	X	X
Lonnie Kester	X		X	X	X	X	X
Albert Pearsall	X	X	X	X	X	X	X
Ann Westover	X	X	X	X	X	X	X

### 4.0 PLANNING COMMISSION RESPONSIBILITIES

The Planning Commission has a broad range of responsibilities and duties. While many duties are statutory, the scope of certain roles are directed, defined and approved by the Board of Commissioners. The Planning Commission's basic duties and responsibilities as defined by the MZEA and the MPEA include the following:

- Review and make recommendations, as required by the MZEA, on zoning amendments for any Township or municipality in the County that has their own zoning ordinance
- Review and comment on any proposed Master Plans or Master Plan amendments for any community within or adjacent to Tuscola County as required by the MPEA
- Reviews applications into the Farmland and Open Space Preservation Program (PA 116)
- Serves as the coordinating agency for all planning in the county
- Cooperates with neighboring and area local governments, state and federal governments and other agencies of Tuscola County government
- Oversees, creates, modifies and maintains the Tuscola County Master Plan. Part of this work includes promoting public interest and understanding of the master plan and the master plan process. The Planning Commission also makes ordinance proposals, plan amendments and sub plans as required by the Board of Commissioners in accordance with the MZEA, Tuscola County Zoning Ordinance and the Tuscola County Master Plan.

- Creates studies of existing and future conditions, surveys, and probable growth. These studies should include economic development, social development, physical development and environmental concerns.
- Recommends Capital Improvement Program (CIP) elements for capital expenditures of the government. (and creates the CIP if not assigned to another agency)
- Conducts infrastructure reviews of proposed physical improvements in the government
- Prepares an annual report and submits a yearly budget and an annual work program.
- Keep public records of its meetings and other documents, all complying with the Freedom of Information Act

## **5.0 PLANNING COMMISSION ACTIVITY IN 2020**

### **5.1 Master Plan Reviews**

- Village of Akron
- Fremont Township Master Plan 2020-2040

### **5.2 Zoning Change Reviews**

- Arbela Township- A-1 to RR
- Novesta –Residential to Commercial

### **5.3 Zoning Amendments**

- Millington Township Zoning Ordinance #1-general amendments
- Vassar Township Zoning ordinance #100.14- Adult Use Marijuana Establishments.

### **5.4 Review of Township Land Use Ordinances**

- Almer Charter Township Zoning Ordinance
- Fairgrove Township Zoning Ordinance
- Gilford Township Zoning Ordinance
- Ellington Township Ordinance 100 (Solar Energy)

### **5.5 Farmland Agreement Applications (PA 116)**

In 2020, the Commission reviewed and commented on a total of 25 Farmland agreement application packages in 10 different townships (Akron, Almer, Arbela, Denmark, Fremont, Gilford, Kingston, Koylton, Millington and Tuscola). The applications represented a total of more than 935 acres applying to enter the Farmland and Open Space Preservation Program.

## **5.6 Topics Reviewed and Discussed**

The following topics were discussed in the context of having potential large and long lasting impact on the future of Tuscola County.

- Solar Energy. Renewable energy continues to be a driving force in the county. Solar energy zoning continues to be of concern.
- Tuscola Dam/EDC purchase. The Tuscola Dam has been inoperable since 2014. Early in 2020, the Tuscola County Economic Development Corporation decided to purchase the dam. The planning commission discussed potential impacts on Tuscola County.
- USAFRC F-35 Operation Bed Down/Tuscola County Impacts. Selfridge Air National Guard Base was being considered one of five potential receiving bases for the F-35. Truax Field Air National Guard Base (Madison, Wisconsin) was ultimately selected.

## **5.7 County Master Plan**

The Tuscola County Master Plan was last updated in 2013.

## **5.8 County Ordinances**

To the best of the Planning Commission's knowledge, the county currently has eight (8) ordinances.

- Airport Zoning Ordinance 2010
- County Animal Control Ordinance 2003
- County Property Smoking Ordinance of Tuscola County 2006
- Farmland and Open Space Preservation Ordinance 2008
- Hazardous Materials Incident Cost Recovery Ordinance 1995
- Off Road Vehicle Ordinance 2012
- Ordinance Governing Activities at All Tuscola County Parks and Recreational Areas 2015
- Public Well Water Testing Ordinance of Tuscola County 2003

## **6.0 ZONING PERMIT AND VIOLATION ACTIVITY IN 2020**

Zoning Permitting at the county level is the responsibility of South Central Michigan Construction Code Inspection, Inc. (SCMCCI).

## **7.0 ZONING BOARD OF APPEALS ACTIVITY IN 2020**

### **7.1 Airport Zoning Board of Appeals**

The Airport Zoning Board of Appeals (AZBA) has the powers defined in the Tuscola County Airport Zoning Ordinance, Ordinance number 2010-01. They have the power to issue certificates of variance under the provisions of ordinance 2010-01 and to otherwise decide appeals from any order, requirements, rule, regulation, decision or determination made by the Airport Zoning Administrative Agency/Airport Zoning Administrator.

The 2020 AZBA members were:

- Keith Kosik, Chairman
- Tim Kenney, Vice Chairman
- Bill Campbell, Secretary\*
- Don Clinesmith
- Paul Hoose

\*Secretary duties are performed by Jodi Fetting, Tuscola County Clerk.

The AZBA met five times in 2020. All members were present at each meeting. The business conducted at these meetings included:

- Informational meeting regarding a variance request for 8 turbines by Pegasus Wind LLC
- Passed resolution denying variances for 8 wind turbines (2020-M-AZ-008)
- Organizational meeting; Approved private legal representation to intervene in Pegasus Wind LLC's appeal to Michigan Court of Appeals (COA) -regarding Tuscola County Circuit Court (TCCC) upholding AZBA variance denial for 8 turbines (2020-M-AZ-015)
- Approved appeal to Michigan Supreme Court -regarding the 2019 TCCC case overriding AZBA denial of 33 variances (2020-M-AZ-022); Approved these 33 variances with 10 conditions attached (2020-M-AZ-023)
- Approved appeal to COA -regarding TCCC order to enforce the November 27, 2019 judgment granting 33 variances (2020-M-AZ-029); Approved private funding and authorized legal representation (2020-M-AZ-030)

## **8.0 TRAINING**

No county level planning commission training was scheduled or conducted in 2020. The Planning Commission did not publish a newsletter in 2020.

## **9.0 PLANNING COMMISSION GOALS FOR 2021**

- Have 2-3 members complete Citizen Planner training
- Replace the lost expertise on the planning commission by encouraging completion of the Master Planner Course

- Promote county wide planning commission learning by publishing and distributing 2 newsletters to governmental bodies that have a planning function
- Create 2 white information papers on various county entities, projects and topics
- Create a work plan around the duties outlined by the MZEA and MPEA
- Begin review of the master plan
- Provide timely and constructive reviews of submitted plans, ordinances, and PA 116 packages.
- Conduct survey of local planning functions and commissions.



Tuscola County

Clayette Zechmelster &lt;zclay@tuscolacounty.org&gt;

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**[EXTERNAL] County Revenue Sharing Ask**

1 message

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**Deena Bosworth** <bosworth@micounties.org>  
To: Deena Bosworth <bosworth@micounties.org>

Mon, Apr 19, 2021 at 3:57 PM

Good afternoon Board Chairs and Administrators,

MAC has done extensive research into county revenue sharing and the impact the County Revenue Sharing Reserve Fund (CRSRF) has had on county allocations. Our research indicates the state has cumulatively shorted 60 counties more than \$110 million between 2009 and 2014. Now is the time to ask the state for the restoration of those funds.

As most of you will remember, the original deal, negotiated in 2004, zeroed out county revenue sharing for a period of time during which counties were allowed to pay themselves an equivalent amount to their statutory revenue sharing payments. Each year, while paying themselves, the Michigan Department of Treasury authorized each county inflationary increases over the 2004 base level.

The deal struck with the State at the beginning of the Great Recession to pay ourselves and save the State from allocating General Fund dollars to counties, was funded through a property tax collection shift. The proceeds from the shift were put into the CRSRF. Once a county exhausted their reserve fund, they re-entered the state revenue sharing system. By statute, the state was required to pay counties their full funding amount when they re-entered the system. Full funding is defined as the 2004 payment plus inflation until the time you re-entered the state revenue sharing system. If you entered earlier than others, you stopped accruing inflationary increases, in fact, you also lost base funding each of those years.

The exhaustion of the accounts was staggered, with Tuscola exhausting their account in 2008, while Emmet County is expected to exhaust theirs in 2023. The counties that exhausted their accounts prior to 2014 faced cuts to their base revenue sharing payments that were never restored. Counties that came back on to the system in 2014, and later, did not have any of their base funding cut.

Our ask to you is that you share the enclosed information with your senators and representatives and ask for this money to be paid back to your county this year. You are asking for a one-time payment of the cumulative shortfall. The other columns just help illustrate the disparity.

Thanks to the American Rescue Plan, the state is flush with cash. Paying a debt owed to your county should be a priority.

You will inevitably get resistance from legislators, citing the \$1.9 billion slated to go directly to counties from the American Rescue Plan. Please remember and remind them that county revenue sharing is unrestricted, it goes to your general fund and it can pay for non-COVID/pandemic-related expenditures. Please give your legislators examples of general fund expenditures so they understand how this money could be allocated.

As always, if you have any questions or would like to provide feedback, please call or text me. My cell phone number is listed below.

Thank you in advance for helping us secure these withheld funds for you.

Deena

**Deena Bosworth**

Director of Governmental Affairs

[bosworth@micounties.org](mailto:bosworth@micounties.org)

(517) 282-1647 (c)



**NEW ADDRESS!**

Capital Tower


110 W. Michigan Ave., Suite 200

Lansing, MI 48933

[www.micounties.org](http://www.micounties.org)

517-372-5374 (p) 517-482-4599 (f)

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 **County by county handout.pdf**  
161K

County	Year Back	Full Funding per PA 356 of '04	Cumulative Shortfall	Cumulative Shortfall due to CPI Increases being dicounted after County's retrun to CRS
Tuscola	2008	\$1,097,391	\$900,164	\$2,226,361
Gratiot	2009	\$858,658	\$667,924	\$1,373,324
Houghton	2009	\$682,419	\$530,834	\$1,277,974
Ionia	2009	\$1,177,604	\$1,135,182	\$2,184,891
Montcalm	2009	\$1,242,506	\$966,510	\$1,985,781
Saginaw	2009	\$4,566,393	\$3,593,584	\$7,128,205
St. Joesph	2009	\$1,373,505	\$1,404,350	\$2,543,232
Alpena	2010	\$727,709	\$494,016	\$1,067,487
Bay	2010	\$2,583,966	\$1,754,164	\$3,815,206
Branch	2010	\$967,225	\$656,617	\$1,428,600
Calhoun	2010	\$2,996,863	\$2,034,468	\$4,424,203
Genesee	2010	\$9,882,633	\$6,708,976	\$14,625,200
Hillsdale	2010	\$938,712	\$1,227,594	\$1,049,469
Jackson	2010	\$3,372,803	\$2,289,678	\$2,886,114
Lapeer	2010	\$1,671,555	\$1,134,762	\$2,475,325
Sanilac	2010	\$916,181	\$806,909	\$1,330,496
Shiawassee	2010	\$1,441,355	\$978,486	\$2,111,210
Van Buren	2010	\$1,538,127	\$1,044,181	\$2,273,531
Wayne	2010	\$50,012,170	\$33,951,522	\$72,673,445
Alger	2011	\$191,722	\$130,153	\$252,997
Arenac	2011	\$336,518	\$146,892	\$467,395
Cass	2011	\$1,041,225	\$717,466	\$1,427,003
Clare	2011	\$645,334	\$314,745	\$917,803
Delta	2011	\$802,102	\$547,072	\$1,163,381
Gladwin	2011	\$509,301	\$350,168	\$698,347
Ingham	2011	\$6,088,744	\$4,133,437	\$8,165,477
Isabella	2011	\$1,243,488	\$844,161	\$1,697,773
Kalamazoo	2011	\$5,188,838	\$3,529,074	\$7,423,778
Kent	2011	\$12,048,525	\$8,173,376	\$17,073,729
Lenawee	2011	\$2,034,689	\$1,381,023	\$2,749,793
Luce	2011	\$128,332	\$89,349	\$86,273
Marquette	2011	\$1,275,675	\$958,867	\$1,959,710
Newaygo	2011	\$954,111	\$647,713	\$1,320,530
Oscela	2011	\$566,809	\$384,977	\$789,290
Ottawa	2011	\$4,688,171	\$3,182,637	\$6,878,327
Allegan	2012	\$2,249,250	\$991,041	\$2,304,036
Barry	2012	\$1,147,434	\$500,923	\$1,103,777
Berrien	2012	\$3,642,830	\$1,590,495	\$3,785,728
Chippewa	2012	\$717,778	\$314,745	\$703,186
Eaton	2012	\$2,216,196	\$967,474	\$2,263,460
Gogebic	2012	\$338,841	\$147,910	\$357,240



Huron	2012	\$801,286	\$350,177	\$734,923
Iosco	2012	\$531,378	\$368,227	\$565,611
Macomb	2012	\$16,432,531	\$14,116,664	\$16,698,290
Mecosta	2012	\$851,547	\$373,020	\$821,115
Menominee	2012	\$530,794	\$229,938	\$522,573
Missaukee	2012	\$283,698	\$123,858	\$287,661
Muskegon	2012	\$3,601,090	\$2,444,656	\$5,328,206
Ontonagon	2012	\$173,272	\$141,169	\$180,180
Schoolcraft	2012	\$184,693	\$80,633	\$176,026
Baraga	2013	\$187,463	\$37,829	\$83,701
Dickenson	2013	\$572,795	\$411,914	\$310,820
Iron	2013	\$270,641	\$243,011	\$136,331
Livingston	2013	\$3,109,165	\$2,316,267	\$1,667,611
Midland	2013	\$1,974,882	\$959,786	\$1,173,095
Monroe	2013	\$3,104,205	\$621,449	\$1,528,514
Oceana	2013	\$535,534	\$107,048	\$300,925
Roscommon	2013	\$507,564	\$101,527	\$765,051
St. Clair	2013	\$3,754,393	\$751,345	\$1,934,886
Washtenaw	2013	\$6,907,907	\$1,381,281	\$3,618,512
Wexford	2013	\$671,845	\$134,386	\$346,660
<b>Clinton</b>				
Clinton	2014	\$1,334,267	\$0	\$233,851
<b>Manistee</b>				
Manistee	2014	\$545,132	\$0	\$124,501
<b>Benzie</b>				
Benzie	2015	\$339,784	\$0	\$44,363
<b>Cheboygan</b>				
Cheboygan	2015	\$564,233	\$0	\$54,064
<b>Crawford</b>				
Crawford	2015	\$320,817	\$0	\$357,718
<b>Grand Traverse</b>				
Grand Traverse	2015	\$1,707,927	\$0	\$209,834
<b>Lake</b>				
Lake	2015	\$246,750	\$0	\$170,719
<b>Montmorency</b>				
Montmorency	2015	\$216,036	\$0	\$24,873
<b>Oakland</b>				
Oakland	2015	\$26,163,819	\$0	\$3,364,472
<b>Ogemaw</b>				
Ogemaw	2015	\$460,256	\$0	\$60,479
<b>Oscoda</b>				
Oscoda	2015	\$196,384	\$0	\$12,207
<b>Otsego</b>				
Otsego	2015	\$490,832	\$0	\$60,312
<b>Presque Isle</b>				
Presque Isle	2015	\$313,601	\$0	\$28,279
<b>Kalkaska</b>				
Kalkaska	2016	\$348,930	\$0	\$17,036
<b>Mason</b>				
Mason	2016	\$628,952	\$0	\$30,694
<b>Alcona</b>				
Alcona	2017	\$244,389	\$0	\$9,147
<b>Charlevoix</b>				
Charlevoix	2017	\$589,368	\$0	\$13,823
<b>Antrim</b>				
Antrim	2019	NA	\$0	NA
<b>Keweenaw</b>				
Keweenaw	2019	NA	\$0	NA
<b>Mackinac</b>				
Mackinac	2019	NA	\$0	N/A
<b>Leelanau</b>				
Leelanau	2021	NA	\$0	N/A
<b>Emmet</b>				
Emmet	2023	NA	\$0	NA
<b>Total</b>		<b>\$215,968,889</b>	<b>\$117,617,804</b>	<b>\$234,466,150</b>

TUSCOLA COUNTY BOARD OF COMMISSIONERS

**RESOLUTION IN SUPPORT OF THE STATE OF MICHIGAN  
TO FULFILL ITS STATUTORY OBLIGATIONS WITH REGARD TO STATE  
REVENUE SHARING PAYMENT AMOUNTS**

WHEREAS, in 2005 State Revenue Sharing payments were discontinued to counties, relieving the State Budget of \$183 million in annual State Revenue Sharing payments to counties, with the promise and agreement that these payments would be restored when each of the individual counties Revenue Sharing Reserve Fund were exhausted

WHEREAS, Tuscola County's Revenue Sharing Reserve Fund was exhausted in 2008; and

WHEREAS, the Michigan Association of Counties has identified 60 Michigan counties that have received less than the statutorily required amount of State Revenue Sharing since Revenue Sharing Reserve Funds were exhausted; and

WHEREAS, The Michigan Association of Counties has identified a \$900,164 cumulative shortfall in State Revenue Sharing payments to Tuscola County since 2008; and

WHEREAS, with the influx of American Rescue Plan funds to the State of Michigan, there are sufficient funds available to make counties whole with regard to State Revenue Sharing payment shortfalls; and

WHEREAS, unlike Tuscola County's allocation from the American Rescue Plan, the payment of the State Revenue Sharing shortfall will not be restricted to COVID-19 related expenses thereby making it eligible for critical infrastructure projects, pension fund or OPEB contributions and other expenditures.

THEREFORE BE IT RESOLVED, that the Tuscola County Board of Commissioners does hereby support and urge the State of Michigan to fulfill its statutory obligations with regard to State Revenue Sharing payments for all 60 Michigan counties identified by the Michigan Association of Counties that received less than their statutorily required amounts.

BE IT FURTHER RESOLVED, that the County Clerk shall send copies of this resolution to the Governor of the State of Michigan, the Majority Leader for the Michigan Senate, the Speaker of the Michigan House of Representatives, for their consideration and action.

4/20/21 H.

### Employment of Relatives:

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

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

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

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

5. **Drain Commissioner – Copy Machine** - Patty Witkovsky explained the need for a new copier for the Drain Commissioners Office. Matter to be placed on the Consent Agenda.

#### On-Going and Other Finance

1. Human Development Commission CDBG Housing Rehabilitation Loan
2. Jail Planning Committee - There is still plumbing work going on in the basement of the jail.
3. Millage Renewal Planning - Brian Neuville is researching the additional cost of adding more seniors for delivery of meals.
4. Monitor Wind Turbine Development and Assessing/Taxation Dispute - NextEra made a settlement offer that the attorneys has suggested not be accepted.
5. Continue Review of Road Commission Legacy Costs - The mild winter should help the Road Commission with some of the legacy costs.
6. Delinquent Tax Revolving Fund - The County pays the local townships and cities the amount of taxes that are supposed to be collected, not just the amount that was paid toward the taxes due.
7. CenturyLink Millennia Invoice - Mike Hoagland is still waiting for an invoice.

Recess at 9:07 a.m.

Reconvened at 9:12 a.m.

#### **Personnel**

Committee Leader-Commissioner Bardwell

**Primary Personnel** - None

#### On-Going and Other Personnel

1. Reporting Relationship (Nepotism Policy) - Commissioner Kirkpatrick said the attorney is working on a recommendation.
2. Initiate Turnover and Wage Survey to Minimize Vulnerability to Loss of Critical Positions
3. Update Personnel Policies with Federal Changes such as ACA, Exempt/non-Exempt
4. Develop Parameters for 2017 Labor Negotiations - Mike Hoagland thought there may be pressure for multi-year contracts.
5. Review Re-Establishment of Judicial Committee Meetings
6. Review Formation of Quarterly Meetings with Senior Leaders and Road Commissioners
7. Develop a Method to Communicate County Concerns to State Senator and Representative

4. **Liquor Control Commission Request** - Mike Hoagland updated the Board with the language requested by the Liquor Control Commission for clarification. Attorney would like to submit the proposed language to the Liquor Control Commission to verify if it will satisfy their request. Matter to be placed on the Consent Agenda.
5. **Center for Disease Control - Open House August 8, 2017** - Mike Hoagland shared the invitation with the Board.
6. **Equalization Overtime Budget** - The necessary training for employees to become certified is on Saturdays. The Equalization Director is requesting an amendment to the overtime line item to allow for the training. Matter to be placed on the Consent Agenda.
7. **2018 County Budget Development** - Meeting set for September 11, 2017 after the Board meeting.
8. **Jail Planning Committee** - Matter discussed.
9. **Region 6 Prosperity Region** - Commissioner Young provided an update to the Board. There is a meeting scheduled for Wednesday. Matter discussed by the Board.
10. **Challenges Ahead in Balancing the State Budget (matter added)** - Mike Hoagland shared an article written by Citizens Research Council of Michigan. Mike has prepared an article that he would like to submit to Michigan Association of Counties. Matter to be placed on the Consent Agenda.

#### On-Going and Other Finance

1. Solar Energy Presentation – Scheduled for August 10, 2017
2. County Audit Presentation – Scheduled for August 10, 2017
3. Indigent Defense Meeting - Scheduled for August 10, 2017 at 2:00 P.M.
4. Wind Turbine Development and Assessing/Taxation Dispute – Scheduled for September 18, 2017
5. Continue Review of Road Commission Legacy Costs
6. Road Patrol and Senior Citizen Millage Planning Update - Election Day is August 8, 2017. Polls are open from 7:00 a.m. to 8:00 p.m.
7. House Bill 4184 – Potential Physical Presence Required to Vote

#### Personnel

Committee Leader-Commissioner Bardwell

**Primary Personnel** - None

#### On-Going and Other Personnel

1. **Reporting Relationship (Nepotism Policy)** - Mike Hoagland and Shelly Lutz are currently working on draft policy.

## On-Going and Other Finance

1. Solar Energy - Lapeer County Experience - No update.
2. Continue Review of Road Commission Legacy Costs - Board discussed.
3. Clerk/IT Director Record Storage - Clerk Fetting explained the changes coming regarding e-filing and the retention schedule for court records.
4. Election Equipment - Clerk Fetting updated the Board regarding the distribution of the new election equipment that will be rolled out for the November election.
5. MSU-e Newsletter - Newsletter is showing a new acting Director.

## Personnel

### Committee Leader-Commissioner Bardwell

1. **Medical Examiner Request to Increase MEI Compensation** - Dr. Bush has requested the pay be increased from \$150.00 to \$190.00 to match what Huron County pays their Medical Examiner. Matter to be placed on the Consent Agenda.
2. **Court Wage Change Request** - Mike Hoagland explained the request received from District Court employees.
3. **Appointment to County Planning Commission** - Ann Westover has submitted an application to be appointed to the Planning Commission. Matter to be placed on the Consent Agenda.
4. **County Planning Commission Vacancy** - Ziggy Dworzdecki notified Mike Hoagland of a resignation on the Planning Commission. Mike Hoagland will forward to Clerk Fetting who resigned from the Commission. Clerk Fetting will need to advertise. Matter to be placed on the Consent Agenda.
5. **Appointment to Board of Canvassers** - Matter tabled to the September 14, 2017 Board meeting.
6. **Refilling Part-Time Custodian Position** - Mike Miller is requesting to advertise for the position. Matter to be placed on the Consent Agenda.
7. **Resolution for Richville Fire Department** - Commissioner Bierlein will work with Mike Hoagland on preparing a resolution.
8. **Proposed Recycling Job Description Change and Compensation Modification** - Mike Miller is requesting a change as his time at the Center is limited to 15 hours per week. There has been times where a manager has been needed when Mike is not at the Center. Matter to be tabled to the September 14, 2017 meeting.

## On-Going and Other Personnel

1. Reporting Relationship (Nepotism Policy) - Mike Hoagland is working with the attorneys.
2. Union Negotiations Wage Survey
3. Initiate Turnover and Wage Survey to Minimize Vulnerability to Loss of Critical Positions
4. Update Personnel Policies with Federal Changes such as ACA, Exempt/non-Exempt
5. Review Re-Establishment of Judicial Committee Meetings
6. Review Formation of Quarterly Meetings with Senior Leaders and Road Commissioners
7. Method to Communicate County Concerns to State Senator and Representative

### Employment of Relatives:

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

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**Personnel**  
Committee Leader - Commissioner Vaughan and Bardwell

**Primary Personnel**

1. **Advertising for Boards and Commissions Members** - The option of changing the how the availability of positions on Boards and Commissions are advertised was discussed. Matter to be placed on the January 17, 2019 board agenda.
2. **Resolve the Drain Office Grievance – Closed Session to Discuss Attorney Opinion Letter January 17, 2019** - Board to set a closed session for January 17, 2019 at 8:00 a.m. The attorney will appear by phone. Clerk Fetting will prepare the notice.
3. **Employee Request to Purchase MERS Service Time** - Mike Hoagland explained request made by an employee to buy service time. Matter to be placed on the Consent Agenda.
4. **Review of Potential Policy Regarding Employment of Relatives** - Mike Hoagland explained the proposed policy as presented. Discussion of proposed policy to continue.

**Ongoing Personnel - Mike Hoagland**

1. Process to Replace Retiring Controller/Administrator - Update provided.
2. Negotiation of Expiring Union Contracts – Setting Financial and Other Objectives - Update provided.
3. Develop a Nepotism Policy - Matter discussed earlier in agenda.
4. Strengthen and Streamline Year-End Open Enrollment - Update provided.
5. Evaluate Potential Training Programs - Update provided.
6. Start the Development of Pay Grade Schedule and updated Job Descriptions - Update provided.

**Building and Grounds**  
Committee Leaders - Commissioners Jensen and Grimshaw

**Primary Building and Grounds**

1. **Recycling Soil Removal and Construction** - Mike Miller provided an update regarding the project. Mr. Kozan has made an agreement for a payment amount but a check has not been received yet from him. Board discussed matter. Matter to be placed on the Board agenda for January 17, 2019 to move project forward.
2. **County Jail Study Committee – Development of a Conceptual Plan and Other County Millage Information** - Commissioner Jensen provided an update.

**Ongoing Building and Grounds**

1. Complete Formation of County Land Bank - Matter discussed as to the need to the formation of the Land Bank.
2. County Physical and Electronic Record Storage Needs – Potential Use of Recycling Pole Building
3. County Property Ownership Inventory
4. Review of Alternative Solutions Concerning the Caro Dam - Update provided. Matter discussed.
5. Sidewalk Improvements and Parking lot Sealing



description for the creation of a new position in his office. It is not believed that he has presented to the union yet. Commissioner Vaughan is in support of rescinding the original motion. Matter to be handled at the Board meeting today.

3. **Review of Potential Policy Regarding Employment of Relatives** - Mike Hoagland has distributed proposed policy for review. Matter discussed and to be placed on the next Board agenda.
4. **Potential Process to Replace Retiring Controller/Administrator** - Mike Hoagland provided information to the Board regarding his potential retirement date of mid-June 2019. He provided a proposed plan to find a replacement for the position.

Commissioner Vaughan excused at 10:25 a.m.

5. **Review Economic Development Corporation (EDC) By-Laws, Board Member Terms, and Related Issues** - Commissioner Bardwell discussed the appointment of EDC Board Members and the current size of the EDC Board. There are three positions that are up for re-appointment. The County Clerk has submitted an ad to be placed in the Tuscola County Advertiser and it has been placed on the County website. Commissioner Young would like an update from EDC provided to the Board on a monthly basis. Commissioner Bardwell would like the current EDC board members to write a letter stating the business or entity they represent and to include the region they represent. Matter of Dr. Link to be removed from the EDC Board to be handled at the Board meeting today.

#### **On-Going and Other Personnel - No update**

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

#### **Building and Grounds**

Committee Leaders-Commissioners Jensen and Grimshaw

#### **Primary Building and Grounds**

1. **County Jail Study Committee – Development of a Concept Plan and Other County Millage Information** - Mike Miller stated the walk-through meeting with potential contractors is scheduled for February 19, 2019.
2. **Parks and Recreation Meeting Update** - Mike Hoagland shared the concern of Robert McKay in obtaining a quorum at the Parks and Recreation meeting. Matter discussed at length.
3. **Cass River Greenways – Request to Serve by Robert McKay** - Mike Hoagland explained request of Robert McKay to serve on the Cass River Greenways.

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

1. Complete Formation of County Land Bank
2. County Physical and Electronic Record Storage Needs – Potential Use of Recycling Pole Building
3. County Property Ownership Inventory
4. Review of Alternative Solutions Concerning the Caro Dam
5. Sidewalk Improvements and Parking lot Sealing

2/1/19

(E)

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

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

**Elected and Appointed Officials**

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

Draft

**Policy Regarding Employment of Relatives**

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

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

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

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

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

That is my 2 cents.

Sandra Nielsen

On Wed, Jan 23, 2019 at 1:31 PM [mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org) <[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)> wrote:

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### Policy Regarding Employment of Relatives

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

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

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

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

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

On Wed, Jan 23, 2019 at 1:31 PM [mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org) <[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)> wrote:

Elected and Appointed Officials

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

Draft

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

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

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

John Bishop

On Wed, Jan 23, 2019 at 1:31 PM [mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org) <[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)> wrote:

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

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

## CONSENT AGENDA

- Agenda Reference: A
- Entity Proposing: COMMITTEE OF THE WHOLE 1/8/18
- Description of Matter: *A* Move that per the request of the Sheriff, county hiring practices be temporarily modified and the Sheriff be authorized to offer employment as soon as possible to candidates after graduating from the police academy, to be able to offer timely employment to the top candidates. This approval is granted contingent upon satisfactory background checks and physicals. Also, all hiring record keeping will continue to be coordinated with the Human Resource Coordinator and official board action is taken at a later date to concur with the hiring.
- Agenda Reference: B
- Entity Proposing: COMMITTEE OF THE WHOLE 1/8/18
- Description of Matter: Move that per the recommendation of the Buildings and Grounds Director that one of the boilers in the Jail, which is not functioning, be replaced with the purchase of a new boiler from Johnson Controls for an amount of \$42,360.00. Also, the 2018 capital improvement budget be amended through the use of fund balance to pay for the new boiler.

### *New Business -*

-Health Department Plan for Using Cost Based Reimbursement Funds - Ann Hepfer and Deb Cook explained to the Board how the cost base reimbursement funds are received by the Health Department. There are restrictions to how the funds can be spent as they can only be used in the program that earned the funds. Funds not used in the year earned are placed in a restricted fund account. Deb explained how some of the rollover funds were spent in 2017. Ann explained how the 2018 rollover funds are being proposed to be used.

### -Draft 2018 Work Program -

Mike Hoagland presented the work program at the January 8, 2018 Committee of the Whole. Board had no additional items to be placed on the work program.

18-M-004

Motion by Young, seconded by Kirkpatrick that the 2018 County Work Program be received and placed on file and put on the county web page. Motion Carried.

### -Jail Office Window Bids -

-Mike Miller opened the one bid received from Dave's Glass located in Caro. Bid was open and it is in the amount of \$27,700.00.

## EMPLOYEE SELECTION

Amended: 10/30/06

### I. PURPOSE

To establish policies and procedures regarding employee selection.

### II. POLICY

The County Board is responsible for the selection, employment, and discharge of the County Controller. The County Controller is responsible for the selection, employment, and discharge of the Recycling Coordinator, Mosquito Abatement Director, Information System Director, Dispatch Director and employees within the Controller's Office. Elected or appointed Department Heads are responsible for the selection, employment and discharge of employees within their Department.

When a permanent full-time or regular part-time job or vacancy occurs in a County position, notice of the job or vacancy shall be posted in the office where the vacancy occurred, in the lobby of the Controller's Office and advertised by such other means as deemed appropriate by the Human Resources Coordinator and the Department Head. Individuals interested in the position may file a written application by the deadline established in the vacancy notification. The County Board shall determine if a vacancy exists which is to be filled.

The County shall give due consideration to all applicants for the permanent vacancy, including applications from non-County employees. The applicant considered by the County to be the best qualified shall be awarded the permanent vacancy. The County reserves the right to determine that none of the applicants are qualified and leave the position open or to seek further applicants.

### III. PROCEDURES

A. All new employees shall be selected exclusively on merit. Employment of relatives of the County Controller, a Department Head or County Board members will require unanimous approval of the County Board. Employment of relatives of employees shall be at the discretion of the Department Head, with this information being shared with the County Board.

B. The Department Head will notify the County Board of openings or needs for additional personnel, setting forth such items as the number of additional employees needed, education required, training and experience, and personal qualities preferred. The County Board will determine whether any vacancy will be filled.

Position vacancies will be posted in the lobby of the Controller's Office and at all other locations within the complex. In addition, the Human Resources Coordinator may cause notice of the vacancy to be publicized through the use of regularly circulated newspapers, professional publications, departmental bulletin boards, e-mail bulletin boards, listings with employment services and other means of communication. The notice of position vacancy shall include a statement that the County is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, sexual preference, age, height, weight, marital status, religion, or disability. Application forms will be available at the Human Resources Office.

C. Each applicant shall submit a written application and references in the form to be determined by the Human Resources Coordinator. The application form will request information concerning conviction of crimes and disclosure of pending felony charges, and will advise prospective employees that their employment is subject to termination if the information provided is subsequently determined to be false. In addition, each applicant shall be requested to sign a waiver allowing a thorough background search to be conducted, and to provide evidence of citizenship or lawful entry into the United States.

D Applicants will not be employed unless they met the minimum requirements for the position. The County may require applicants to undergo written, oral or physical testing to demonstrate the skills and qualifications necessary for the position.

E. The Human Resources Coordinator will normally review the employment history of the applicants, interview those applicants considered to be potentially eligible of the position, arrange for final interviews by Department Heads and advise the County Board regarding the applicant to be hired.

F. Applicants tentatively selected for appointment to a position may be required to undergo a medical examination by a physician designated by the County at the County's expense prior to commencement of employment. This pre-employment physical examination will include drug testing. The physician will be provided with a copy of the job description of the position and requested to advise the County if the applicant can presently perform the essential functions required for that position.

G. Each appointment to a position shall be on a probationary basis.

H. The Department Head may vary the hiring procedures in appropriate circumstances.



- 1. In order to prevent litigation and in order to establish proper taxing structure, departments are required to obtain a decision from the Human Resource Coordinator (with assistance from the County labor attorney as necessary) to determine whether a hiring situation is classified as an independent contractor or County employee.

# State of Emergency

J.



## County-declared SOE

No report

Yes

No



**MAC**  
MICHIGAN ASSOCIATION OF COUNTIES

WHEREAS, as of Thursday, April 29, 2021, the County of Tuscola continues to face the ongoing threat of the global COVID-19 pandemic and related impacts. As a result of this situation, the following conditions exist: gathering restrictions and mask requirements in public places in accordance with Michigan Department of Health and Human Services Epidemic Order under MCL 333.2253, and significant changes to public health, healthcare, public safety, and governmental operations; and,

WHEREAS, the community spread of COVID-19 has not been eliminated and remains a concern, therefore, the need to balance virus mitigation against the need for continuing county services remains exigent;

WHEREAS, the the Tuscola County Board of Commissioners, in accordance with Section 10 of 1976 PA 390, as amended hereby declares that a "State of Emergency" exists within our jurisdiction, that the response and recovery elements of our emergency operations plan have been activated, and that local resources are being utilized to the fullest extent possible.

NOW, THEREFORE, BE IT RESOLVED, that to accommodate the specific need of protecting the public, staff, and other attendees of public meetings, where capacity is unknown or unable to be controlled, the Tuscola County Board of Commissioners is continuing with the declaration of the Local State of Emergency caused by the COVID-19 pandemic. Since April 1, 2021, the continued use of virtual public meetings is allowed as long as this local "State of Emergency" stays in effect. This declaration is made pursuant to the authority contained in Section 10 of the Emergency Management Act and Section 3 of the Open Meetings Act, which permits a public body to meet by electronic or telephonic means upon declaration of a local "State of Emergency" or "State of Disaster" if meeting in person would place a risk to the personal health or safety of members of the public or members of the public body. Per Section 14 of PA 390, as amended, the Tuscola County Office of Emergency Management is directed to transmit this request to the Emergency Management and Homeland Security Division of the Michigan State Police.

BE IT FURTHER RESOLVED, this declaration of a local "State of Emergency" shall continue in effect until Month Date, 2021, or upon further order of the Tuscola County Board of Commissioners, whichever action may occur first.

# REQUEST FOR PROPOSAL

PROFESSIONAL BUILDING PLAN REVIEW SERVICES  
AND  
PROFESSIONAL BUILDING INSPECTION SERVICES

Tuscola County  
[Contact Information]

[Date]

**REQUEST FOR PROPOSAL—THIS IS NOT AN ORDER OR OFFER**

REQUEST FOR PROPOSAL

DATE OF REQUEST [Insert RFP Issuance Date]

RFP DEADLINE [Insert date and time]

SEALED BID OPENING DATE/TIME [Insert date and time]

SUBMIT PROPOSAL TO Tuscola County  
[Insert Address]

MARK EXTERIOR ENVELOPE: DELIVER TO [ ]  
IMMEDIATELY

MARK INTERIOR SEALED ENVELOPE: “BUILDING CODES RFP.”

**GENERAL INFORMATION:**

1. **RIGHT TO ACCEPT OR REJECT:** Tuscola County reserves the right to accept or reject any or all items in the proposal; to accept or reject any or all proposals; to award the proposal in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the low bidder.

2. **FIRM BID:** All proposals shall be firm for sixty (60) days from the deadline listed above.

3. **CONTACT INFORMATION:** To receive future communications related to this RFP, possible bidders are asked to immediately send contact information by email to \_\_\_\_\_ at \_\_\_\_\_ failure to do so may limit your ability to submit a complete, competitive proposal.

4. **CHANGES TO RFP:** All additions, corrections or changes to the solicitation documents will be made in the form of a written Addendum submitted by \_\_\_\_\_. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner,

**DRAFT – DISCUSSION PURPOSES ONLY**

whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written Addendum. All written Addendums issued shall become part of the Agreement documents.

5. **RFP, PROPOSALS AND ACCEPTANCE DO NOT OBLIGATE:** The parties agree that they will not consider either distribution of this RFP or receipt of Proposals by the County or even notification of Proposal acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its Board of Commissioners.

6. **TAX-EXEMPT STATUS:** Tuscola County is a tax exempt entity. A tax exempt form will be provided to the successful bidder.

7. **FOIA:** All properly submitted sealed bids are confidential until the listed bid opening time and date; however, as a public entity, Tuscola County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

8. **NON-DISCRIMINATION:** In the performance of the proposal and resultant contract, bidder agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Bidder shall not discriminate against any employee or applicant for employment to be employed in the submission of this Proposal or in performance of the duties necessitated by an award of the proposed Agreement with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the Agreement.

9. **CONTRACT:** The County's award of any proposal is subject to and conditioned upon execution of a formal agreement for the proposed services between the successful bidder and the County. In submitting a proposal, the bidder acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the bidder fails to execute the formal agreement within \_\_\_\_\_ of its presentment by the County, the County may reject the selected bidder, and proceed to accept another qualified proposal, or reject all proposals.

10. **RESPONSIBILITY:** Bidder is solely responsible for ensuring its bid is received by Tuscola County in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

**DRAFT – DISCUSSION PURPOSES ONLY**

Tuscola County shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of bid shall be made as outlined below~~above~~.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this Request.

DRAFT

## PROPOSAL SUBMISSION REQUIREMENTS:

- Each bidder must provide with its formal Proposal a written sworn statement certifying that it has not colluded with any competing bidder or County employee or entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Request for Proposal. This certification must be in the form as outlined in **Exhibit A** to this RFP.
- Each bidder must complete the accompanying business information form, as outlined in **Exhibit B** to this RFP, and submit the form as part of its Proposal.
- **All Proposals (a total of including 1 original and 6 copies) must be delivered within a sealed envelope marked “BUILDING CODES RFP.” This sealed envelope should be enclosed within an envelope addressed and delivered as described above.**
- The County will not accept proposals send by fax or e-mail.
- The County will not accept late proposals.
- In addition to addressing the relevant proposal details (outlined below) each Proposal must address each of the following:
  - A. **Firm Overview:** History of firm, including organization type, age, size, number and location of offices, number of employees (fulltime & part-time) and their level of experience, number of clients and any specialty areas.
  - B. **Qualifications:**
    - a. Biographies/resumes of firm leadership and key personnel.
    - b. Specialized equipment/vehicles available to service the County.
    - c. What is your normal availability and response time for non-emergency service work.
    - d. Describe your procedure for taking emergency service requests and what your response time is.
    - e. Please provide examples of similar experience, whether governmental or commercial, and describe services provided.
    - f. Describe what additional “value added services” your firm can provide.
    - g. List the key differentiators for your firm. What factors distinguish your firm from your competitors?
    - h. Experience with Construction Code Commission meetings.
  - C. **References:**
    - a. List five (if you have less than five, list all current) similar clients you currently provide ongoing Professional Building Plan Review and Inspection services for:



**DRAFT – DISCUSSION PURPOSES ONLY**

- i. Name of company
- ii. Length of time a customer
- iii. Services provided
- iv. Contact name and title
- v. Phone number

**D. Conflict of Interest:**

- a. Disclose any conflicts or perceived conflicts of interest.
- b. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

**E. Additional Documentation:**

- a. Errors and omissions coverage (if none, indicate).
- b. Liability coverage.
- c. Any and all relevant state registration certificates.

- If there are general questions that require clarification concerning this RFP, please contact \_\_\_\_\_ at \_\_\_\_\_.

## PROPOSAL DETAILS:

A. **DESCRIPTION** – Tuscola County is seeking proposals for Professional Building Department Services, Permit Issuance, Plan Review and Inspection Services. The County is soliciting proposals from qualified contractors to perform Professional Building Plan Review Services and Building Inspection Services for new commercial/industrial building, additions, and remodels; new residential construction additions and remodels; and other retro-fits of any and all buildings. The Contractor will serve as the Building Official for Tuscola County. Inspection services will encompass:

- Building Plan Review/Inspections
- Mechanical (HVAC, Fire Suppression) Plan Review/Inspections
- Plumbing Plan Review/Inspections
- Electrical Plan Review/Inspections
- Permit Issuance, all disciplines

B. **BACKGROUND:** Tuscola County currently contracts with a third party for Professional Building Plan Review and Professional Building Inspection Services.

C. **TUSCOLA COUNTY OFFICE:** The winning Contractor will be required to maintain a regular office presence in Tuscola County. All Proposals should address whether bidder is seeking to lease office space from Tuscola County in connection with its Proposal. The terms of ~~any~~ lease agreement between the County and a bidder shall be negotiated concurrently with the final Contract.

D. **COMPENSATION:** All proposals must indicate bidder's proposed compensation (fee schedule).

~~D. **COMPENSATION:** The incumbent Contractor provides services in exchange for compensation pursuant to the fee schedule attached as Exhibit C to this RFP. All proposals must indicate acceptance of this fee schedule. If a bidder is unable to accept the current fee schedule, its Proposal must propose an alternative fee schedule and justify bidder's need for revised compensation.~~

E. **SCOPE OF WORK:**

### **Building Plan Review Services (All Disciplines)**

- Provide plan review of any and all types of structures including, but not limited to, single family dwellings, multiple family dwelling units, commercial and industrial building for compliance with all local ordinance, Michigan Building codes, Michigan Mechanical Codes, Michigan Plumbing Codes, Michigan Electrical Codes, American with Disabilities Act and Michigan Barrier Free Codes and the Michigan Energy Codes and referenced standards.

## DRAFT – DISCUSSION PURPOSES ONLY

- Generally, residential initial plan check turn-around time shall be no more than \_\_\_\_\_ working days. Large commercial/industrial plan check turn-around time shall be no more than \_\_\_\_\_ working days.
- Plan reviews shall include electronic comment reports describing code violations in full with reference to plan sheet and detail identification and specific codes and code sections relating to each comment as applicable.

### **Building Inspection Services (All Disciplines)**

- Provide Building Inspection Services for any and all types of structures including single family dwellings, multiple family dwelling units, commercial and industrial buildings, and other structures for compliance with local building codes.
- Inspections shall occur between the hours of \_\_\_\_\_ Monday – Friday, unless otherwise agreed upon by the contractor and the customer.
- Inspectors shall respond to phone messages and be available to answer customer questions each working day. Inquiries may be handled from the office of the Contractor.
- Whenever possible and appropriate, the contractor shall coordinate inspections between disciplines to occur on a common site on the same day.
- Contractor’s inspectors shall be provided by the Contractor with all the necessary code books, tools, equipment, and transportation required to perform plan review and inspection duties. All inspectors shall maintain a cell phone number which shall be available to the public to access the inspector.

## **F. QUALIFICATIONS AND SELECTION CRITERIA:**

### **Required Qualifications:**

- Contractor, and any employee of Contractor providing services to the County, must be appropriately licensed, qualified and registered as required by PA 54 of 1986 and all other applicable state or federal statutes, rules and regulations.
- Contractor must be qualified to act as the County’s Building Official under applicable state law and regulations.
- Contractor must be duly licensed to do business in the State of Michigan and acceptable to Tuscola County.
- The contractor must understand, interact and communicate well with all local departments and agencies involved in the inspection and zoning process.
- The County seeks a contractor that can address the challenges of a rural community, able to communicate effectively with all agencies involved with building permits.
- The contractor must be able to communicate effectively with County employees, the construction industry, utilities, developers, property owners, other agencies and property owners.
- The contractor will function as an agent of Tuscola County and provide plan review services, inspections, enforcement of appropriate building codes, respond to citizen

**DRAFT – DISCUSSION PURPOSES ONLY**

complaints and have the ability to communicate effectively to ensure minimal impacts to the public, neighborhoods, etc. from building activities in the County.

- The contractor shall provide current qualifications and certifications of all its employees providing services.
- Contractor shall hold and save harmless the County from all claims by others whose personnel or property may be damaged or injured by Contractor, its employees or subcontractors in the performance of the duties of the contract.
- Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of the County, for any damages for which the Contractor is liable, of which the County shall be sole judge.
- Contractor shall ensure that its employees and agents conform to all Federal (OSHA) laws and regulations, State and County safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

**Selection Criteria:** The requested information is intended to provide information that will assist Tuscola County in the selection of the most qualified, competent, experienced, responsive and economical service provider, who will best serve the needs of the County. During the evaluation process, where it may serve its best interest, the County reserves the right to request additional information or clarifications from proposing firms, to reject any or all proposals or unauthorized modifications, to allow corrections of errors or omissions, or to waive irregularities. A selection committee will evaluate the proposals based upon the factors listed above. After a review of the written proposals, selected firms may also be asked to make an in-person presentation or field follow-up questions. Tuscola County will choose the proposal(s) that best fits its needs. The County is not obligated to award the contract based on cost alone. The selected firm will be required to enter into a written agreement with the Tuscola County that will detail the specifics of the relationship and include scope of work, compensation, insurance requirements and other matters. This agreement is anticipated to be for \_\_\_\_\_ years. If an agreement cannot be reached, Tuscola County reserves the right to render the proposal invalid and may award the contract to another qualified vendor in its sole discretion.

EXHIBIT A

**CERTIFICATION**

The individual signing below swears, affirms and certifies:

1. He/She fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Proposal was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.
4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Company Name: \_\_\_\_\_

Signatory Name: \_\_\_\_\_

Signatory Title: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT B

BIDDER INFORMATION

*Name:	
*Title:	
*Name Company:	
*Address	
*City/State/Zip:	
*Phone Number:	
*Fax Number:	
*Email Address:	

DRAFT

EXHIBIT C

Current Fee Schedule

DRAFT

L.

# U.S. DEPARTMENT OF THE TREASURY

## POLICY ISSUES

### COVID19 Economic Relief

Assistance for American Families and Workers

Assistance for Small Businesses

### Assistance for State, Local, and Tribal Governments

#### State and Local Fiscal Recovery Fund

Capital Projects Fund

Homeowner Assistance Fund

Emergency Rental Assistance Program

State Small Business Credit Initiative

Coronavirus Relief Fund

Assistance for American Industry

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Tax Policy

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Economic Policy

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Terrorism and Illicit Finance

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Financing the Government

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Financial Markets, Financial Institutions, and Fiscal Service

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Financial Sanctions

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Consumer Policy

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International



## Small Business Programs

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### Tribal Affairs

## Coronavirus State and Local Fiscal Recovery Fund

The American Rescue Plan Act provides \$350 billion in emergency funding for state, local, territorial, and Tribal governments to respond to the COVID-19 public health emergency, or its negative economic impacts, including by providing assistance to households, small businesses, and nonprofits, or aid to impacted industries, such as tourism, travel, and hospitality; respond to workers performing essential work during the COVID-19 pandemic by providing premium pay to eligible workers of the State, territorial or Tribal government performing essential work or by providing grants to eligible employers that have eligible worker; provide government services, to the extent COVID-19 caused a reduction of revenues collected in the most recent full fiscal year of the State, territorial, or Tribal government; or make necessary investments in water, sewer, or broadband infrastructure.

State, local and Tribal governments across America have been under an unprecedented strain in the wake of the COVID-19 crisis. At the height of the economic fallout in 2020, public sector employment fell by around 1.4 million jobs, including layoffs of 1 million educators, compared to around 750,000 job losses during the Great Recession. As a result, communities have faced untenable choices, between laying off educators, firefighters, and other frontline workers or failing to provide services that communities rely on.

The Recovery Fund provides funding for critical projects, and includes:

- \$195 billion for states
- \$130 billion for local governments, including counties, cities, and smaller local governments

- \$20 billion for tribal governments
- \$4.5 billion for territories

The American Rescue Plan will provide needed relief to state, local, and Tribal governments to enable them to continue to support the public health response and lay the foundation for a strong and equitable economic recovery. In addition to helping these governments address the revenue losses they have experienced as a result of the crisis, it will help them cover the costs incurred due responding to the public health emergency and provide support for a recovery – including through assistance to households, small businesses and nonprofits, and aid to impacted industries. It will also provide resources for state, local, and Tribal governments to provide premium pay to essential workers and make necessary investments in water, sewer, and broadband infrastructure.

Additional guidance is under development and will be available on this page in the near future.

## **PRE-AWARD REQUIREMENTS (UPDATED 4/15/2021)**

Prior to the formal launch of the Coronavirus State and Local Fiscal Recovery Funds Program, those entities that are eligible to receive a **direct payment of funds** from Treasury under the program should prepare certain information in advance as outlined below. By undertaking these preparatory steps, eligible entities will be better positioned to receive payments from Treasury in a more timely manner after the program is launched.

Direct payment from Treasury will be made to:

- States (defined to include the District of Columbia)
- Territories
- Tribal governments
- Counties
- Metropolitan cities

All Federal financial assistance recipients must have a Data Universal Numbering System (DUNS) number and an active registration with the System for Award Management (SAM) database at SAM.gov. As a result, all eligible entities receiving direct payment from Treasury under the State and Local Fiscal Recovery Funds Program will need a DUNS number and an active SAM registration to receive payment. The DUNS and SAM registration process may take

several business days to complete. Therefore, Treasury recommends that eligible entities begin those registration processes if they have not already completed them.

**As soon as possible, these governments should take the steps below.**

1. **Ensure the entity has a valid DUNS number.** A DUNS number is a unique nine-character number used to identify an organization and is issued by Dun & Bradstreet. The federal government uses the DUNS number to track how federal money is allocated. A DUNS number is required prior to registering with the SAM database, which is outlined below. Registering for a DUNS number is free of charge.

If an entity does not have a valid DUNS number, please visit

<https://fedgov.dnb.com/webform/> or call 1-866-705-5711 to begin the registration process.

2. **Ensure the entity has an active SAM registration.** SAM is the official government-wide database to register with in order to do business with the U.S. government. All Federal financial assistance recipients must register on SAM.gov and renew their SAM registration annually to maintain an active status to be eligible to receive Federal financial assistance. There is no charge to register or maintain your entity SAM registration.

If an entity does not have an active SAM registration, please visit, SAM.gov to begin the entity registration or renewal process. Please note that SAM registration can take up to three weeks; delay in registering in SAM could impact timely payment of funds.

Click here for a quick overview for SAM registration

3. **Gather the entity's payment information,** including:
  - Entity Identification Number (EIN), name, and contact information
  - Name and title of an authorized representative of the entity
  - Financial institution information (e.g., routing and account number, financial institution name and contact information)

**Eligible Non-entitlement Units of Local Government will receive a distribution of funds from their respective state government.** "Non-entitlement units of local government" are defined in 42 U.S.C. 5302(a)(5) that are not metropolitan cities. For these Non-entitlement units of local government, Treasury will allocate and pay funds to state governments, and the state will distribute funds to non-entitlement units of local government in proportion to population. Non-entitlement units must have a valid DUNS number to meet reporting the requirements

under the program. If an entity does not have a valid DUNS number, please visit <https://fedgov.dnb.com/webform/> or call 1-866-705-5711 to begin the registration process.

**Program guidance for the Coronavirus State and Local Fiscal Recovery Fund will be released in the coming weeks. Please continue to check this website for further updates.**

## **PROGRAM UPDATES**

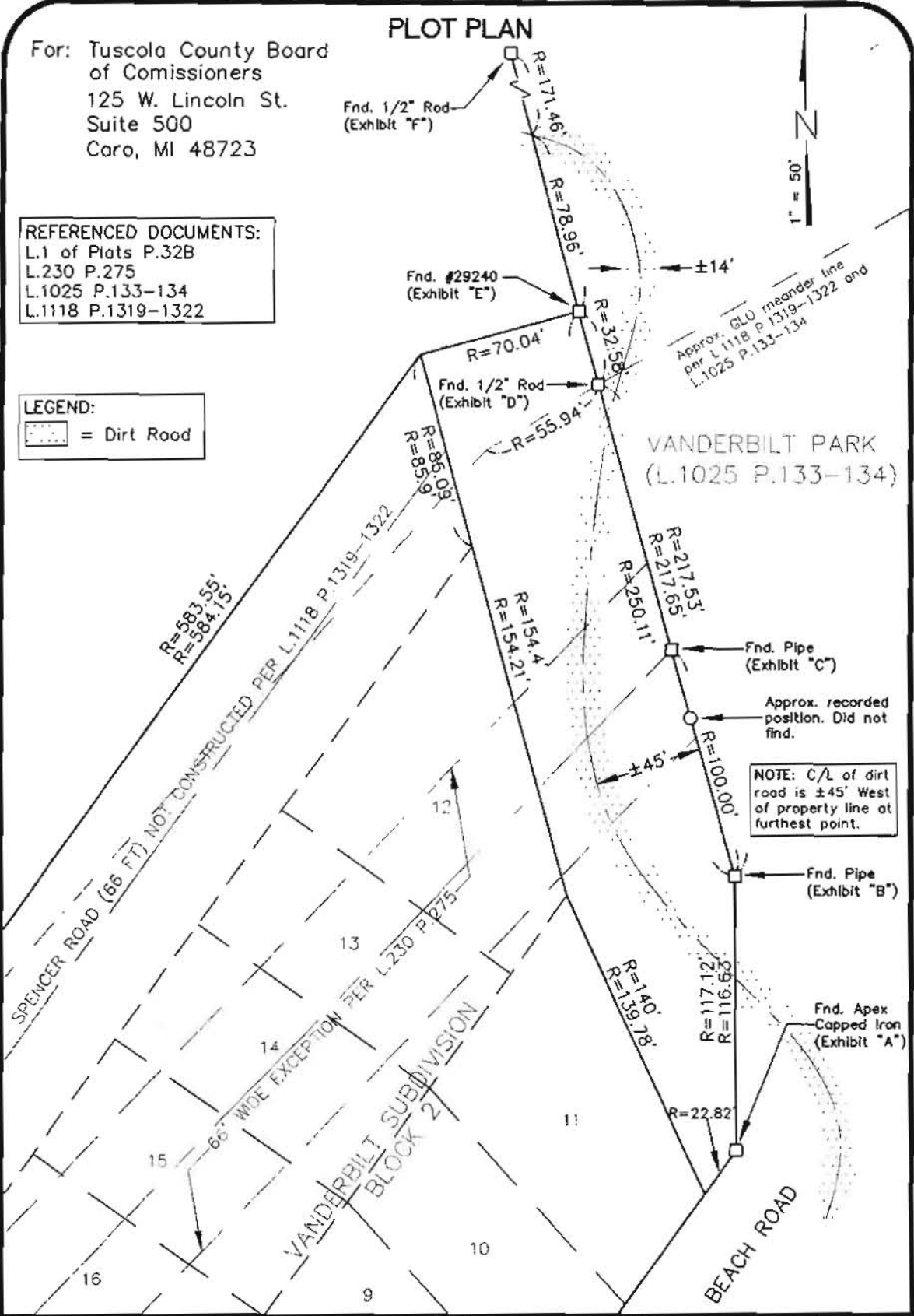
Statement on State Fiscal Recovery Funds and Tax Conformity (April 7, 2021)

**PLOT PLAN**

For: Tuscola County Board  
of Commissioners  
125 W. Lincoln St.  
Suite 500  
Caro, MI 48723

**REFERENCED DOCUMENTS:**  
L.1 of Plats P.32B  
L.230 P.275  
L.1025 P.133-134  
L.1118 P.1319-1322

**LEGEND:**  
[Dotted line symbol] = Dirt Road



**ADVANCE SURVEYING INC.**

201 S. MAIN ST.

VASSAR, MICHIGAN 48768 Ph. (810) 895-4491

DRAWN BY SEM	SECTION 28 T14N-R07E
FIELD WORK BY MKY/SM	JOB NUMBER
SHEET 1 OF 1	21-015

MICHAEL K. YATES DATE  
PROFESSIONAL SURVEYOR No. 4001050460



Exhibit A



Exhibit R

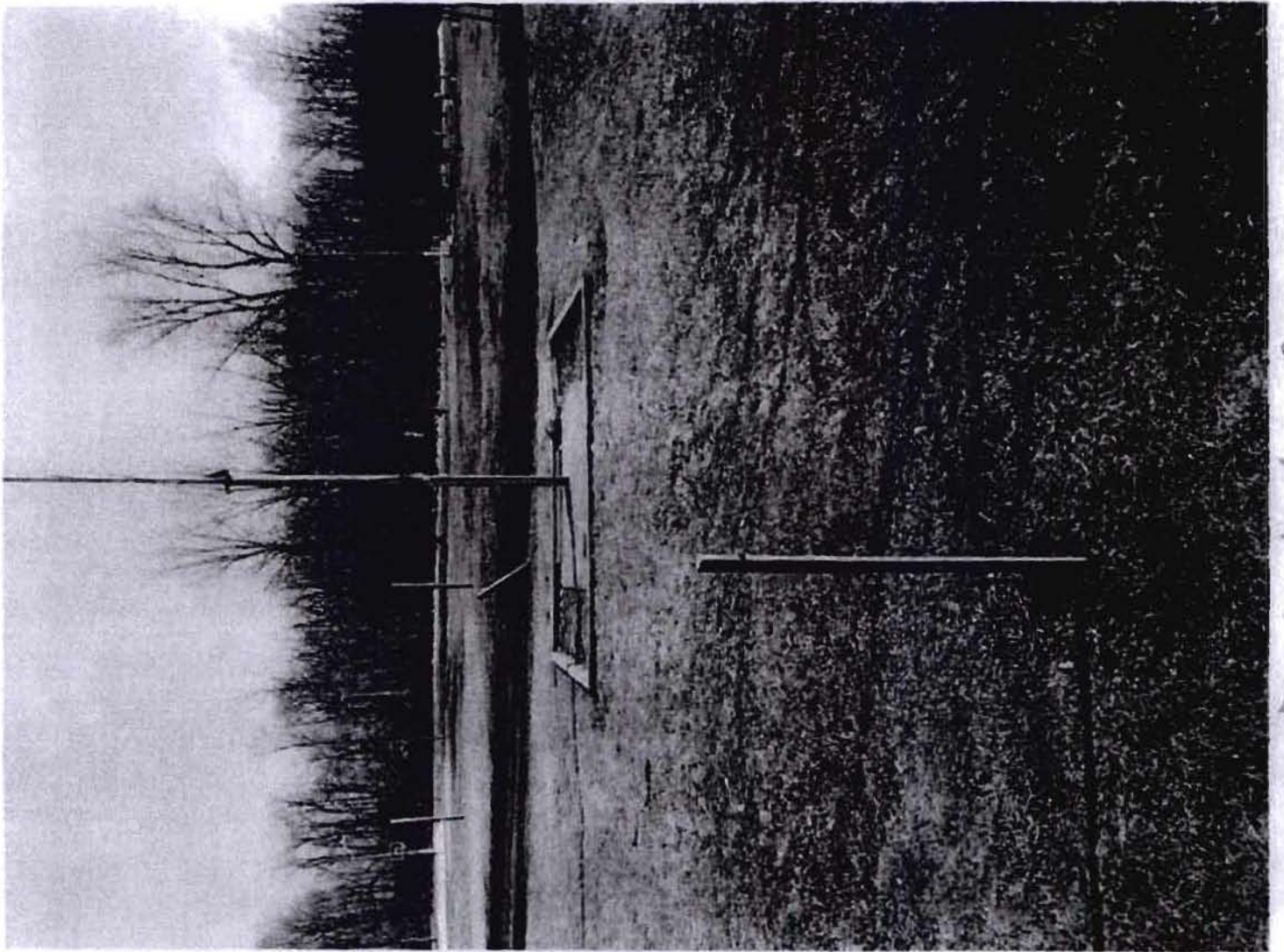


Exhibit C





F-1-L:7 ✓



Exhibit F



7-17-77



## TUSCOLA COUNTY MOSQUITO ABATEMENT

1500 Press Drive  
Caro, Michigan 48723-9291  
989-672-3748 Phone ~ 989-672-3724 Fax  
*Larry Zapfe, Director*

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To: Tuscola County Board of Commissioners  
Clayette Zechmeister, Controller/Administer

From: Larry Zapfe, Director

Date: April 22, 2021

RE: Full time Administrative Assistant Position at Mosquito Abatement

Due to a vacancy in our department, I would like to respectfully recommend and request that our current General Office Position (seasonal) employee Laura Hill be promoted to the full time Office Administrative Assistant Position.

Effective Date: April 29, 2021

Thank you for your time and consideration.

Respectfully,

Larry Zapfe, Director

## 2021 Work Comp

1.02

Based on 203  
Employees

WC #	Description	2021 Estimated Payroll	Rate	Annual Modified Premium	Per WC Code Annual Per EE	Current Per EE	Current Annual Premium
7590	Recycling	\$ 97,491.16	\$ 5.79	\$ 5,757.63	\$ 1,439.41	\$ 642.80	\$ 2,571.20
7720	Police Officers	\$ 2,612,031.44	\$ 3.35	\$ 89,253.11	\$ 1,593.81	\$ 642.80	\$ 35,996.80
8395	SD Mechanic	\$ 8,395.00	\$ 2.93	\$ 250.89	\$ 250.89	\$ 642.80	\$ 642.80
8810	Clerical	\$ 4,061,019.47	\$ 0.28	\$ 11,598.27	\$ 122.09	\$ 642.80	\$ 61,066.06
8820	Attorneys	\$ 694,766.33	\$ 0.22	\$ 1,559.06	\$ 194.88	\$ 642.80	\$ 5,142.40
8831	Animal Control	\$ 132,614.32	\$ 1.36	\$ 1,839.63	\$ 367.93	\$ 642.80	\$ 3,214.00
8832	Physicians	\$ -	\$ 0.42	\$ -	\$ -	\$ -	\$ -
9015	Janitorial	\$ 259,347.00	\$ 3.95	\$ 10,449.09	\$ 1,044.91	\$ 642.80	\$ 6,428.00
9410	Municipal Employees/MA	\$ 737,620.10	\$ 1.30	\$ 9,780.84	\$ 407.54	\$ 642.80	\$ 15,427.20
		\$ 8,603,284.82		\$ 130,488.53			\$ 130,488.46
<b>Grand Total</b>		\$ 8,603,284.82		\$ 130,488.53			\$ 130,488.46

0

