



# TUSCOLA COUNTY

## Committee of the Whole

### MEETING AGENDA

Monday, April 25, 2022 – 8:00 AM

H.H. Purdy Building Board Room, 125 W. Lincoln  
St., Caro, MI 48723

**Public may participate in the meeting electronically:**  
**Join by phone:** (US) +1 929-276-1248 PIN:112 203 398#  
**Join by Hangouts Meeting ID:** [meet.google.com/mih-jntr-jya](https://meet.google.com/mih-jntr-jya)

8:00 AM Call to Order - Chairperson Bardwell  
Roll Call - Clerk Fetting

Page

#### County Updates

#### New Business

1. Health Department 2021 Audit Presentation - Heather Thomas-Verhaeghe with Gardner, Provenzano, Thomas & Luplow P.C.  
[Tuscola County Health Department \(TCHD\) 2021 Audit Presentation](#) 4 - 16
2. Road Commission Millage and Projected Projects - Mike Tuckey, Director of Finance, Tuscola County Road Commission  
[Bridge and Street Improvement Renewal Proposal 296 - Voted Bridge](#) 17 - 20  
[Primary Roads and Street Improvement Renewal Proposal 214- Voted Primary Road Improvement](#)
3. Proposed Resolution Proclaiming the Month of May Motorcycle Awareness Month, Jeremy Bouvrette, ABATE of Michigan Regional Legislative Officer  
[Proclamation Request Letter](#) 21 - 22  
[Potential Resolution Proclaiming the Month of May Motorcycle Awareness Month](#)
4. Hazard Mitigation Plan - Steve Anderson, Emergency Services Director
5. Jail Stove Bids - Mike Miller, Building and Grounds Director

## Old Business

1. Potential Annex Addition Review- Keith Kosick, TSSF 23  
[Annex Draft 2022](#)
2. American Rescue Plan Act (ARPA) List of Projects, Provision of Government Services Details Potential Action 24 - 29  
[ARPA Funds Review 4-25-22](#)
3. Board Rules of Order Discussion on Potential Amendments 30 - 43  
[Board Rules of Order Revised 3-25-21](#)

## Finance/Technology

Committee Leader **Commissioner Young** and Commissioner DuRussel

### Primary Finance/Technology

1. Budget Amendments for First Quarter 44 - 48  
[2022 First Quarter Budget Review](#)  
[Medical Examiner Budget](#)
2. Tuscola County Medical Care Facility Funds Transfer Request for Various Capital Projects 49 - 60  
[2022-04-21 Request to Transfer Funds \\$119,526.89](#)

### On-Going and Other Finance

### On-Going and Other Technology

## Building and Grounds

Committee Leader **Commissioner DuRussel** and Commissioner Grimshaw

### Primary Building and Grounds

### On-Going and Other Building and Grounds

## Personnel

Committee Leader **Commissioner Grimshaw** and Commissioner Vaughan

### Primary Personnel

1. Resignation of Michael Rolando, Tuscola County Managed Assigned Counsel Administrator

### On-Going and Other Personnel

1. Tuscola County Managed Assigned Council Request to Add Staff Attorney 61 - 62  
[Request to add a Staff Attorney](#)

**Other Business as Necessary**

**On-Going Other Business as Necessary**

**Public Comment Period**

**Adjournment**



# Tuscola County Health Department Audit Presentation September 30, 2021

Gardner, Provenzano, Thomas & Luplow P.C.

# What Is An Audit ?

- Expression of opinion
  - Unmodified
- Independent person
- Auditors responsibilities
  - Generally accepted auditing standards
  - Uniform Guidance
  - Department of Treasury
  - Reasonable assurance

# Required Communications

A blue stethoscope is positioned in the top right corner of the slide, partially overlapping the dark blue header bar. The stethoscope is oriented vertically, with the chest piece at the top and the earpieces pointing downwards.

- **Compliance with Laws, Regulations, Contracts and Grants**
  - No instances of noncompliance found
- **Internal Control over Financial Reporting**
  - No issue to report
- **Single audit testing**
  - WIC and Coronavirus relief fund was tested-no findings
- **Significant Accounting Policies**
  - None
- **Significant audit adjustments**
  - None
- **Accounting Estimates**
  - Example: Depreciation

# Required Communications

A blue stethoscope is positioned in the top right corner of the slide, partially overlapping the dark blue header bar. The stethoscope is shown from a slightly elevated angle, with its chest piece and earpieces visible.

- **Disagreement with Management**
  - None
- **Consultation with Other Independent Accountants**
  - None noted
- **Issues Discussed Prior to Retention**
  - Normal course for preparation
- **Difficulties Encountered in Performing the Audit**
  - None
  - Staff was well prepared for audit

## Tuscola County Health Dept. Highlights



- TCHD finished the year better than budget by \$93,861.
- The TCHD transitioned COVID testing from its parking lot to the County's Mosquito Abatement building.
- COVID-19 vaccine was received in December of 2020. TCHD shifted the focus to vaccinations.
  - The first mass vaccination clinic was held in January 2021 with over 900 residents vaccinated in a single day.
  - By the end of September 2021, over 18,000 vaccines were administered.
- New revenue allocations were identified to support COVID-19 testing, tracing and vaccinations.



# GASB 68

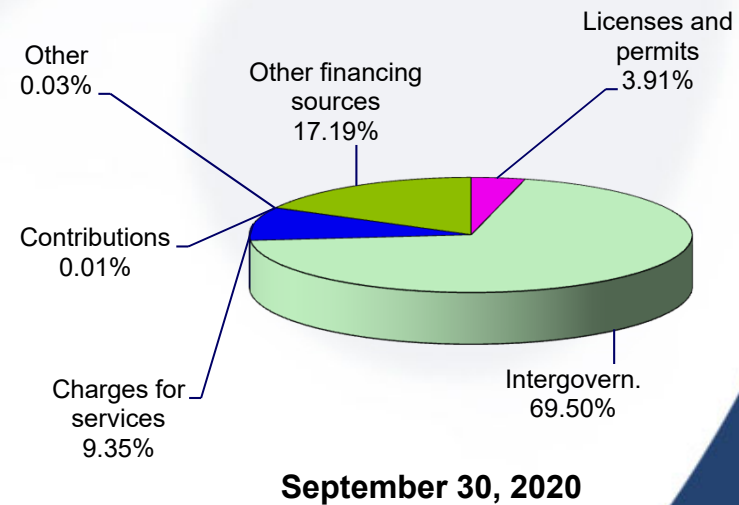
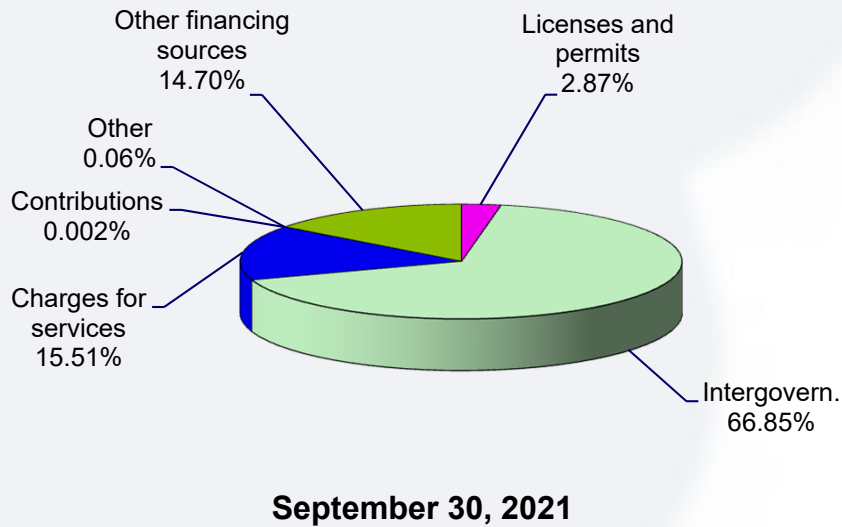
- To recognize Net Pension Liability.
- Is the difference between the total pension liability (amount owed to employees) and the fiduciary net position (also called market value assets or the asset held in the pension trust).
- Total net pension liability as determined by using the actuary report from 12/31/2020 was \$2,214,477 at 09/30/2021 which is an increase of \$389,306 from the previous year.

# Tuscola County Health Dept. Revenue and Other Financing Sources



For the Year Ended September 30,	2021	2020	Variance	%
Licenses and permits	\$ 136,445	\$ 162,763	\$ (26,318)	-16.17%
Intergovernmental	3,180,638	2,890,679	289,959	10.03%
Charges for services	738,104	389,056	349,048	89.72%
General contributions	99	413	(314)	-76.03%
Other	2,955	1,274	1,681	131.95%
Other financing sources	699,282	714,900	(15,618)	-2.18%
<b>Total revenues and other sources</b>	<b>\$ 4,757,523</b>	<b>\$ 4,159,085</b>	<b>\$ 598,438</b>	<b>14.39%</b>

FY 2021 saw a significant increase in funding for COVID-19. (Testing, tracing, immunizations)  
Charge for services increased from the prior year due to 2020-2021 not having a state shut down and the beginning of vaccinations for COVID-19.



# Tuscola County Health Dept. Expenditure Highlights

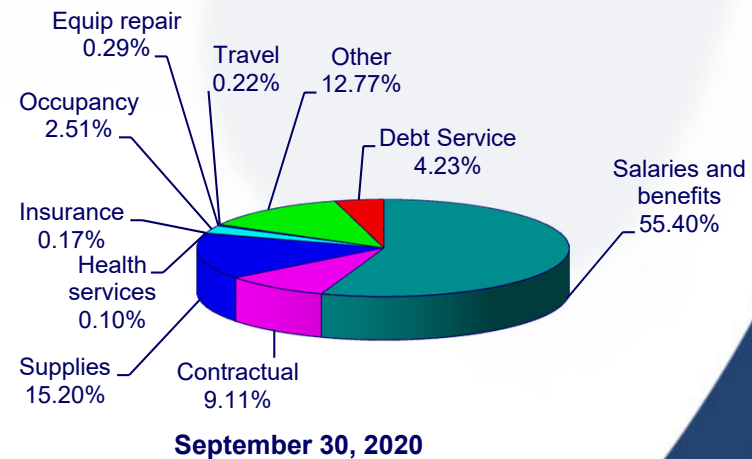
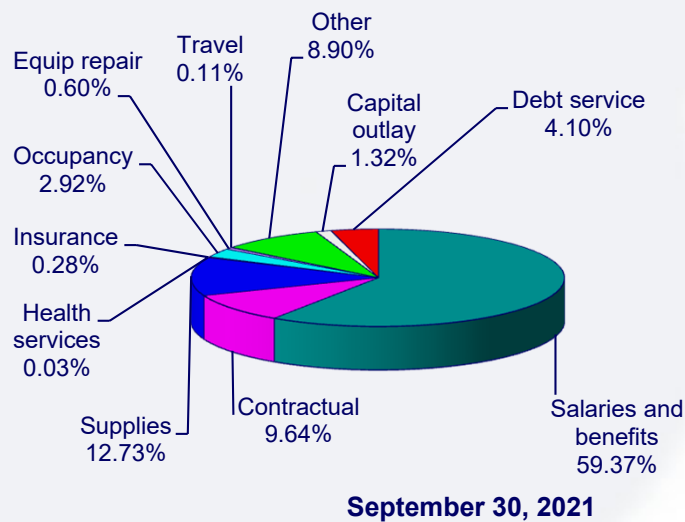
By Category	2021	2020	Variance	%
For the Year Ended September 30,				
Salaries and benefits	\$ 2,655,036	\$ 2,301,043	\$ 353,993	15.38%
Contractual	430,982	378,520	52,462	13.86%
Supplies	569,102	631,291	(62,189)	-9.85%
Internal health services	1,161	4,270	(3,109)	-72.81%
Insurance	12,556	7,074	5,482	77.50%
Occupancy	130,547	104,173	26,374	25.32%
Equipment repairs and maintenance	26,944	11,967	14,977	125.15%
Travel	4,916	9,319	(4,403)	-47.25%
Other	397,979	530,355	(132,376)	-24.96%
Capital outlay	59,214	-	59,214	100%
Debt service	183,255	175,670	7,585	4.32%
<b>Total Expenditures</b>	<b>\$ 4,471,692</b>	<b>\$ 4,153,682</b>	<b>\$ 318,010</b>	<b>7.66%</b>

The increase in salaries and benefits was mostly due to the added need for staff for new COVID grants.

The most significant increase in contractual was in the PeriNatal health program.

Supplies will vary from year to year depending on programs/grants.

The decrease in other is due to less return of revenue to the State for settlements of cost reimbursements in FY 2021. Note: Fund balance has been restricted for many years for these funds until they are spent or if they have to be paid back to the State.



# Tuscola County Health Department Recap



	2021	2020	Variance
Total revenues and other sources	\$ 4,757,523	\$ 4,159,085	\$ 598,438
Total expenditures	(4,471,692)	(4,153,682)	(318,010)
Excess of revenues and other financing sources over expenditures	285,831	5,403	280,428
Fund balance-beginning of year	2,322,342	2,316,939	5,403
Fund balance- end of the year	\$ 2,608,173	\$ 2,322,342	\$ 285,831

The amended budget plan was to increase fund balance by \$191,970. Actual results were \$93,861 better than anticipated.

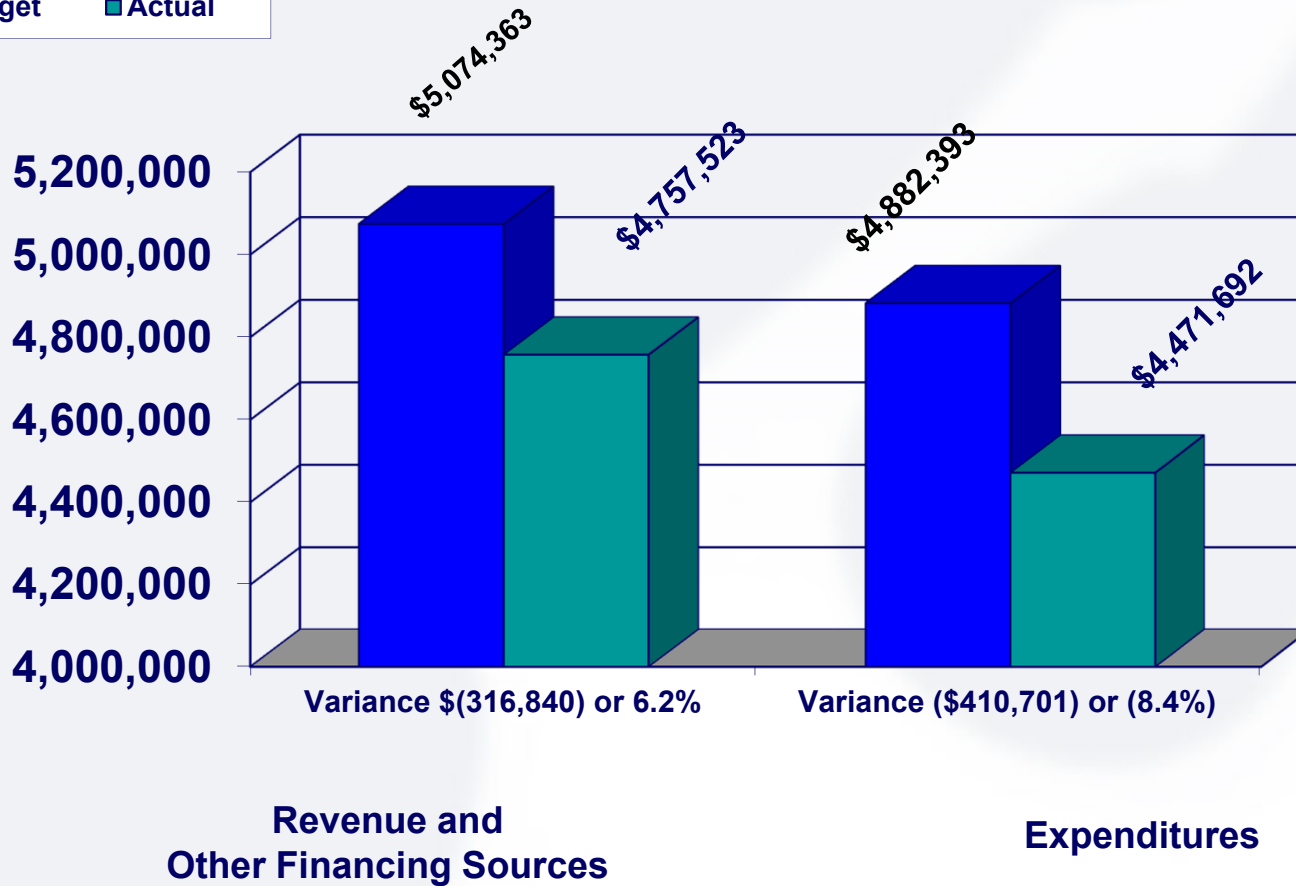
Fund Balance	Category	%
Nonspendable	\$ 52,575	2.0%
Restricted	1,248,529	47.9%
Committed	494,917	19.0%
Assigned	72,736	2.8%
Unassigned	739,416	28.3%
Total Fund Balance	\$ 2,608,173	100%

# Tuscola County Health Dept. Budget to Actual-General Fund

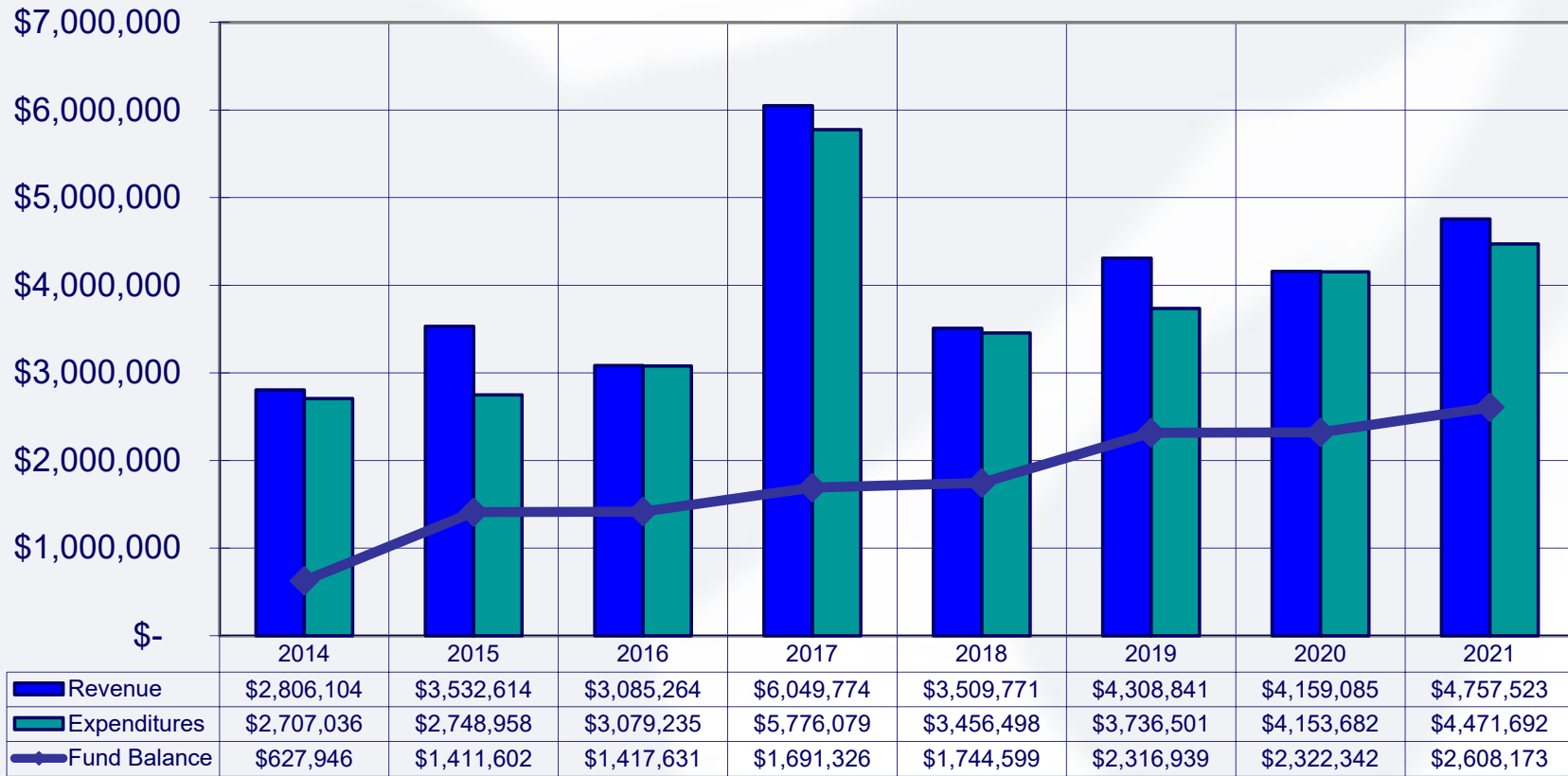


## For the Year Ended September 30, 2021

■ Budget ■ Actual



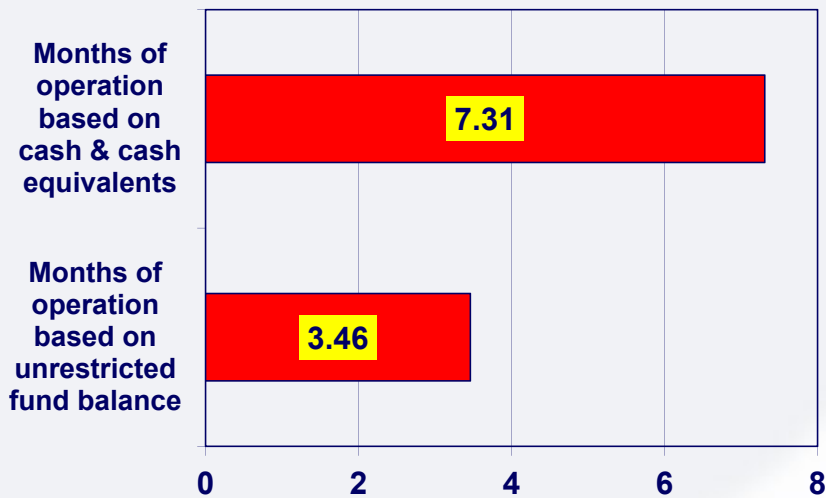
## Tuscola County Health Dept. Comparative Revenues, Expenditures & Fund Balance



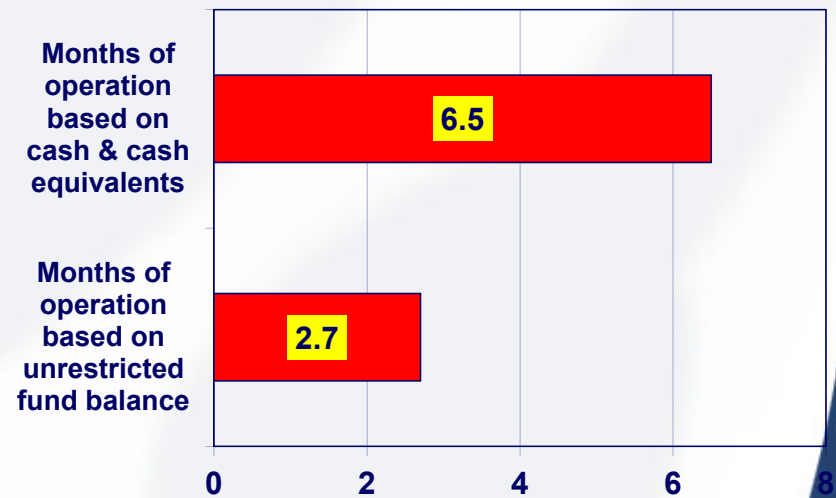
■ Revenue   
 ■ Expenditures   
 ◆ Fund Balance

2017 had \$2,475,000 in both revenue and expenditures due to pension bonding.

# Tuscola County Health Department Days of Operation General Fund



2021



2020

GASB 54 gave guidance for the minimum amount of unrestricted ( The total of committed, assigned and unassigned) fund balance as “no less than two months” of the next years budgeted expenditures or revenues which ever is less volatile.

Note: This calculation does not include restricted fund balance.

# Questions?





**TUSCOLA COUNTY  
BRIDGE AND STREET IMPROVEMENT  
RENEWAL PROPOSAL**

For a period of eight (8) years, from 2024 and continuing through 2031, both inclusive, shall the previously voted increase in the taxable property rate limitation of Tuscola County be renewed at the rate of .4807 mills (\$.4807 for each \$1,000 of taxable value) to provide funds for local bridges, roads, and streets within Tuscola County? If approved and levied in its entirety, this millage would raise in the first year an estimated \$978,581. Revenue shall be disbursed to the Tuscola County Road Commission as well as villages and cities within Tuscola County, and be used exclusively for improvement to local bridges, roads and streets within Tuscola County. As required by State law, a small portion of the millage may be captured by the Millington Downtown Development Authority, the Cass City Downtown Development Authority, the City of Vassar Downtown Development Authority, and the City of Caro Downtown Development Authority.

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	END BALANCE	2022		YTD BALANCE	ACTIVITY FOR	% BDGT USED
		12/31/2021 NORM (ABNORM)	ORIGINAL BUDGET	2022 AMENDED BUDGET	03/31/2022 NORM (ABNORM)	MONTH 03/31/22 INCR (DECR)	
Fund 296 - VOTED BRIDGE							
Revenues							
Dept 100 - CONTROL							
296-100-402.000	CURRENT/DELINQUENT TAXES	770,381.98	790,732.00	790,732.00	881,429.03	881,338.26	111.47
296-100-402.891	CURRENT TAX WIND REVENUE	185,097.16	191,021.00	191,021.00	0.00	0.00	0.00
296-100-665.000	INTEREST REVENUE	1,974.06	4,000.00	4,000.00	(13,509.36)	(6,301.25)	(337.73)
Total Dept 100 - CONTROL		<u>957,453.20</u>	<u>985,753.00</u>	<u>985,753.00</u>	<u>867,919.67</u>	<u>875,037.01</u>	<u>88.05</u>
TOTAL REVENUES		<u>957,453.20</u>	<u>985,753.00</u>	<u>985,753.00</u>	<u>867,919.67</u>	<u>875,037.01</u>	<u>88.05</u>
Expenditures							
Dept 100 - CONTROL							
296-100-891.000	ESCROW PORTION OF WIND REVENUE	0.00	32,028.00	32,028.00	0.00	0.00	0.00
296-100-964.000	REFUNDS & REBATES	378.10	500.00	500.00	0.00	0.00	0.00
296-100-999.000	TRANSFER OUT - VILLAGES	139,647.05	140,000.00	140,000.00	0.00	0.00	0.00
296-100-999.201	OPERATING TRANSFERS OUT-CO. RD	926,025.25	700,000.00	700,000.00	0.00	0.00	0.00
Total Dept 100 - CONTROL		<u>1,066,050.40</u>	<u>872,528.00</u>	<u>872,528.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES		<u>1,066,050.40</u>	<u>872,528.00</u>	<u>872,528.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund 296 - VOTED BRIDGE:							
TOTAL REVENUES		957,453.20	985,753.00	985,753.00	867,919.67	875,037.01	88.05
TOTAL EXPENDITURES		<u>1,066,050.40</u>	<u>872,528.00</u>	<u>872,528.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		(108,597.20)	113,225.00	113,225.00	867,919.67	875,037.01	766.54
BEG. FUND BALANCE		1,541,197.42	1,541,197.42	1,541,197.42	1,541,197.42		
NET OF REVENUES/EXPENDITURES - 2021					(108,597.20)		
END FUND BALANCE		1,432,600.22	1,654,422.42	1,654,422.42	2,300,519.89		

**TUSCOLA COUNTY  
PRIMARY ROADS AND STREET IMPROVEMENT  
RENEWAL PROPOSAL**

For a period of eight (8) years, from 2024 and continuing through 2031, both inclusive, shall the previously voted increase in the taxable property rate limitation of Tuscola County be renewed at the rate of .9657 mills (\$.9657 for each \$1,000 of taxable value) to provide funds for primary county roads and streets within Tuscola County? If approved and levied in its entirety, this millage would raise in the first year an estimated \$1,965,917. Revenue shall be disbursed to the Tuscola County Road Commission as well as villages and cities within Tuscola County, and be used exclusively for the construction, repair and maintenance of primary county roads and major streets within Tuscola County. As required by State law, a small portion of the millage may be captured by the Millington Downtown Development Authority, the Cass City Downtown Development Authority, the City of Vassar Downtown Development Authority, and the City of Caro Downtown Development Authority.

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	END BALANCE	2022		YTD BALANCE	ACTIVITY FOR	% BDGT USED
		12/31/2021 NORM (ABNORM)	ORIGINAL BUDGET	2022 AMENDED BUDGET	03/31/2022 NORM (ABNORM)	MONTH 03/31/22 INCR (DECR)	
Fund 214 - VOTED PRIMARY ROAD IMPROVEMENT							
Revenues							
Dept 100 - CONTROL							
214-100-402.000	CURRENT/DELINQUENT TAXES	1,548,794.17	1,588,536.00	1,588,536.00	1,771,865.49	1,771,683.09	111.54
214-100-402.891	CURRENT TAX WIND REVENUE	371,851.15	383,751.00	383,751.00	0.00	0.00	0.00
214-100-665.000	INTEREST REVENUE	4,917.63	6,000.00	6,000.00	93.24	56.55	1.55
Total Dept 100 - CONTROL		<u>1,925,562.95</u>	<u>1,978,287.00</u>	<u>1,978,287.00</u>	<u>1,771,958.73</u>	<u>1,771,739.64</u>	<u>89.57</u>
TOTAL REVENUES		<u>1,925,562.95</u>	<u>1,978,287.00</u>	<u>1,978,287.00</u>	<u>1,771,958.73</u>	<u>1,771,739.64</u>	<u>89.57</u>
Expenditures							
Dept 100 - CONTROL							
214-100-891.000	ESCROW PORTION OF WIND REVENUE	0.00	64,342.00	64,342.00	0.00	0.00	0.00
214-100-964.000	REFUNDS & REBATES	726.17	0.00	0.00	0.00	0.00	0.00
214-100-999.000	TRANSFER OUT - VILLAGES	280,543.29	294,000.00	294,000.00	0.00	0.00	0.00
214-100-999.201	OPERATING TRANSFERS OUT-CO. RD	1,440,761.48	0.00	0.00	0.00	0.00	0.00
Total Dept 100 - CONTROL		<u>1,722,030.94</u>	<u>358,342.00</u>	<u>358,342.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES		<u>1,722,030.94</u>	<u>358,342.00</u>	<u>358,342.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<hr/>							
Fund 214 - VOTED PRIMARY ROAD IMPROVEMENT:							
TOTAL REVENUES		1,925,562.95	1,978,287.00	1,978,287.00	1,771,958.73	1,771,739.64	89.57
TOTAL EXPENDITURES		<u>1,722,030.94</u>	<u>358,342.00</u>	<u>358,342.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		203,532.01	1,619,945.00	1,619,945.00	1,771,958.73	1,771,739.64	109.38
BEG. FUND BALANCE		229,893.21	229,893.21	229,893.21	229,893.21		
NET OF REVENUES/EXPENDITURES - 2021					203,532.01		
END FUND BALANCE		433,425.22	1,849,838.21	1,849,838.21	2,205,383.95		

## REQUEST FOR PROCLAMATION

My name is *Jeremy Bouvrette*. I belong to the non-profit organization ABATE of Michigan. ABATE stands for *American Bikers Aiming Toward Education*, and this region covers Huron, Tuscola, & Sanilac counties. We are motorcyclists from all walks of life and our goals are to insure safety and freedom of our public roads, promote motorcycling in general and to promote motorcycle awareness to the general public. One of the ways we aim to do this, is by getting May declared as **Motorcycle Awareness Month** through proclamation. So we are asking the County of Tuscola to proclaim May as *Motorcycle Awareness Month*. It is our hope that by obtaining these proclamations declared by cities, townships, villages and counties that motorists will become more aware of alternate forms of transportation; which is everyone's concern. This awareness will help the visibility and safety of not only motorcyclists, but also pedestrians, bicyclists and joggers; which will increase as the weather becomes nicer and warmer.

Enclosed is a copy of the proclamation of which we believe may help in reducing accidents; thus avoiding injuries and/or death.

Thank you for your time and if there are any questions please feel free to contact our State Awareness Director or myself. Thank You

Sincerely,

Jeremy "Lil Ice Man" Bouvrette  
(989) 980-8842  
the\_iceman99turbo@yahoo.com

**Resolution  
Proclaiming the Month of May**

**MOTORCYCLE AWARENESS  
MONTH**

WHEREAS, the (County, Township, etc.) has many Citizens who are concerned about Motorcycle Safety while touring, during recreation, and daily transportation; and

WHEREAS, the Month of May is the Nationally recognized month motorcycles become more prevalent on our streets; the need to be more aware of their presence is of the utmost urgency; and

WHEREAS, due to the Pure Michigan advertising campaign and the modification of the Michigan Helmet Law many out of State riders will be visiting our State and using our roads, and

WHEREAS, an overwhelming number of car vs. motorcycle accidents could be avoided with due regard, respect, and awareness of motorcycles on the streets and intersection of this (County, Township, Village, etc.); and

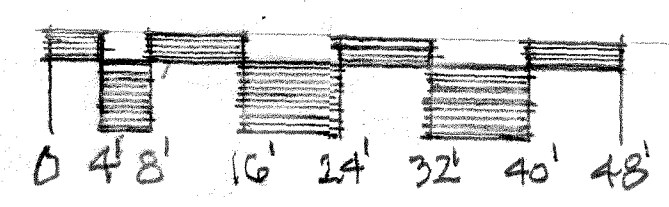
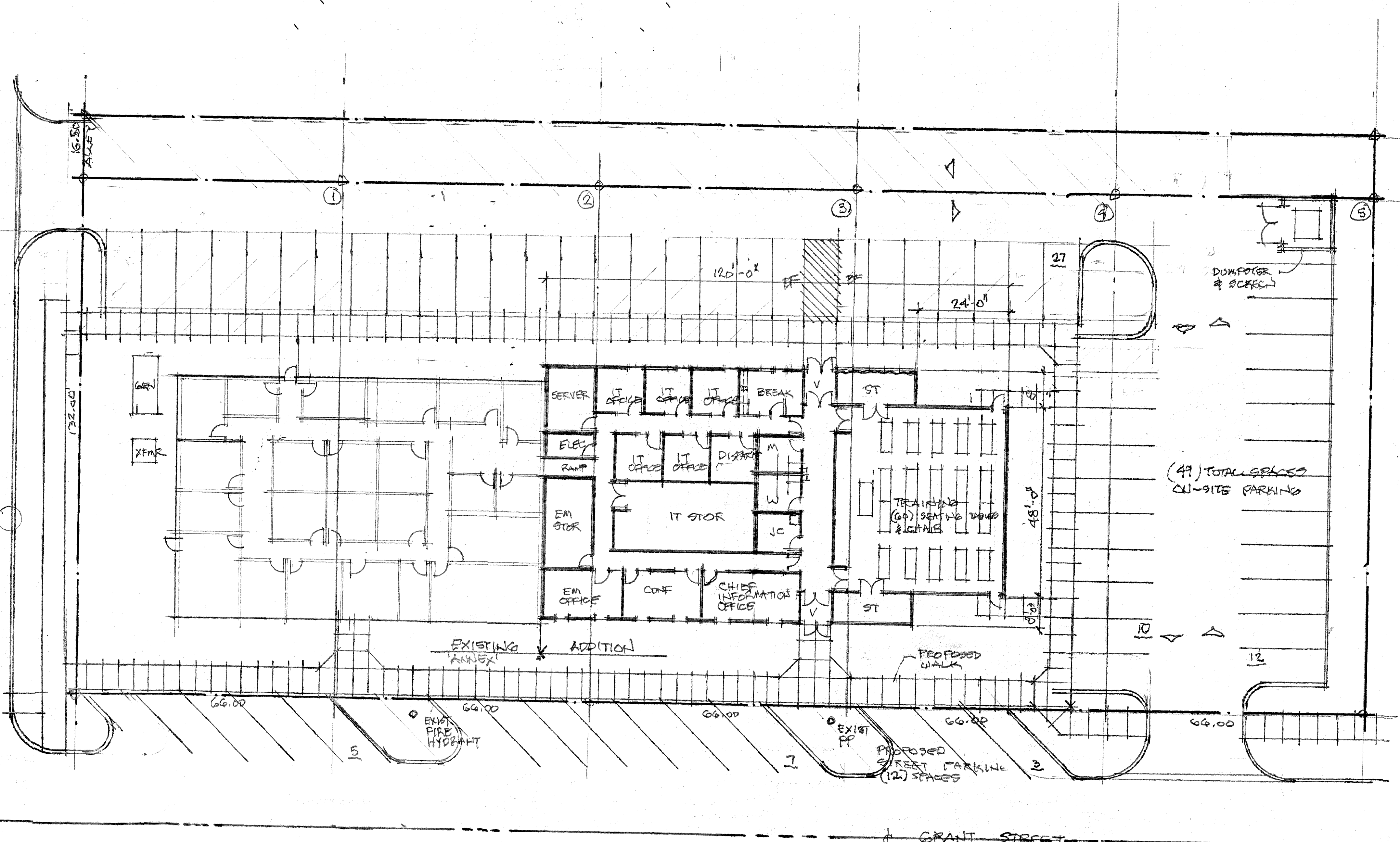
WHEREAS, the inclusion of Motorcycle Awareness provided by ABATE of Michigan as a distinct part of the driver education curriculum and Motorcycle Rider Education programs will help to promote safe driving and motorcycle riding practices, and

WHEREAS, it is in the interest of our community and the Citizens of the (County, Township, etc.) to note the increase in the amount of motorcycle traffic as we enter the warm months, to enable the reduction of accidents and injuries involving motorcyclists.

NOW, THEREFORE, BE IT RESOLVED, that on this ## Day of (Month), 2013, the (Government Body) hereby Proclaim the Month of May as Motorcycle Awareness Month in (County, Township, etc.)

Resolution offered by:

Resolution supported by:



SITE / FLOOR PLAN

GRANT STREET

# NEU Summary – Collaboration Opportunities

NEU	ARPA Amount	Collaboration Details	Amount Requested
Cass City Village	\$238,226	Support for a Wastewater Plant Project of Approximately \$16 Million	\$250,000
Columbia Township	\$75,571	Support for a new Fire Department	TBD
Vassar City	\$266,067	Water and sewer investments	TBD
Denmark Township	\$159,410	Requesting assistance to replace failing sewer lagoons. Also reaching out to State of Michigan for assistance.	\$800,000
		<b>Estimated Total as of 4-22-22</b>	<b>\$1,050,000</b>



# Potential ARPA Projects

Key	
●	Low Risk
●	Mid Risk
●	High Risk

Idea	Risk	Amount	Notes
<b>POTENTIAL COUNTY PROJECTS</b>			
COVID Remediation	●		
HVAC	●	\$20,000	Annex Rooftops
Windows	●	TBD	
Ventilation	●	TBD	
Treasurers Office Window	●	\$4,000 - TBD	Purdy Building Windows
Parks and Rec upgrades	●	\$200,000	Vanderbilt Park Playground equipment, canoe launch, signage, roads
Chest Compression	●	\$150,000	10 Units at \$15,000
Health Department Storage Building	●	\$500,000	Events, such as drive through clinics. Storage for PPE. Potentially part of a larger multiuse project with Morgue/ME
Medical Examiner/Equipment/Morgue/Cold Storage	●	\$600,000	Potentially part of larger multiuse project with the Health Department Building

# Potential ARPA Projects

Key	
●	Low Risk
●	Mid Risk
●	High Risk

Idea	Risk	Amount	Notes
<b>POTENTIAL COUNTY PROJECTS (Cont.)</b>			
New Driveway at Recycling Center	●	\$10,000-\$20,000	Concrete Driveway Replacement for Dirt Driveway
Tuscola County Space Needs/Emergency Response Center	●	TBD	Space for IT, Emergency Services, Large Meeting/Training Room, Remote Court, GIS
Provision of Government Services	●	\$6,883,096	This reimbursement of previous costs would free up an equal amount for the general fund going forward.
<b>Estimated Total as of 4-22-22</b>		<b>\$8,377,096</b>	

# Potential ARPA Projects

Key	
●	Low Risk
●	Mid Risk
●	High Risk

Idea	Risk	Amount	Notes
<b>OTHER POTENTIAL PROJECTS</b>			
<b>Human Development Commission</b>			
Roof Repair	●	\$300,000	30 roofs/HDC
Septic System	●	\$160,000	20 @ 8k each/HDC
Medical Transport Subsidy	●	\$108,000	Thumb Body Transit System 3 year expansion project
Well System	●	\$200,000	20 @ 10k/HDC
Affordable Housing	●	TBD	Housing Homeless
<b>Fairgrounds</b>			
Tuscola County Fair Funding	●	\$248,300	Repave Midway and parking areas. (Uses of lost revenue or TBD proper way to deliver funds)
<b>Estimated total as of 4-22-22</b>		<b>\$1,016,300</b>	

# Completed/Ongoing ARPA Projects

Idea	Risk	Amount	Notes
Enclosure for FOC counter	●	\$7,600	Completed in 2022
Premium Pay	●	\$1,500,000	County Completed Health Department in process. Intergovernmental Agreement needed
Justice AV Solutions	●	\$294,619	Audio and Visual for Hybrid Courtroom Environment/Project Complete
Guidehouse Inc.	●	\$20,521	Not Complete – Ongoing – Not to exceed \$200,000
Pro Com Inc. and CDW	●	\$1,600	Automatic Vehicle Locator (AVL)
Infrastructure	●	\$40,000	Fiber Optic to Animal Shelter (Approved not spent)
Gabridge & Co	●	\$3,000	Identify Revenue Losses
<b>Estimated Total</b>		<b>\$1,867,340</b>	

# Summary ARPA Projects Costs/Balances

Idea	Risk	Amount	Notes
Total ARPA Awarded		\$10,147,979	
Estimated/Potential Uses Totals		\$10,443,396	
Total Spent/Committed		<b>\$1,867,340</b>	
<b>Balance</b>		<b>(\$2,162,757)</b>	

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17 ~~03-25-21~~

**1. PURPOSE**

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

**2. MEETINGS**

**2.1 Organizational Meeting**

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

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

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

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

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

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

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

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17 **03-25-21**

**2.2 Regular Meetings**

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

**2.3 Special Meetings**

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

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

**2.4 Emergency Meetings**

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

**2.5 Place of Meetings**

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

**2.6 Time of Regular Meetings**

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

**2.6.1 Change in Schedule**

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

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised ~~1/03/17~~ **03-25-21**

**3. PUBLIC NOTICE OF MEETINGS**

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

**3.1 Regular Meetings**

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

**3.2 Schedule Change**

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

**3.3 Special and Emergency Meetings**

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

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

**4.1 Quorum**

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

**4.2 Attendance**

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

**4.3 Compensation**

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

**5. AGENDA FOR MEETINGS**

**5.1 Agenda Preparation Responsibility**

The Controller/Administrator, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled Board of Commissioners, committee, and other meetings. The Chairperson of the Board or Chairperson of the respective committee shall review and add or delete items, as he or



BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17 **03-25-21**

she considers proper. Unanticipated agenda items that require discussion or decisions may be covered under the other business **as necessary** (see 5.5.1 note) agenda reference. It is each individual's responsibility to attend the meeting to understand other business items that may be covered.

## 5.2 Distribution of Regular Board of Commissioner Agenda and Materials

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

Unless extenuating circumstances arise, a paper copy of the agenda and attachments will be sent enough in advance of the scheduled meeting date to allow Commissioner review prior to the meeting. A paper copy of the complete agenda and attachments is made available in the Controller/Administrator's Office. An electronic copy of the agenda and attachments is also made available on the county web **site at: [www.tuscolacounty.org](http://www.tuscolacounty.org)**. The Controller/Administrator's office electronically notifies all **Elected Officials**, Department Heads and other requesting parties when agendas are available on the website.

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

## 5.3 Distribution of Committee Meeting Agendas

Committee agendas (in draft form) will be made available electronically via the county website **and/or faxed** in advance of the scheduled meeting. The Controller/Administrator's Office also notifies all **Elected Officials**, Department Heads and other requesting parties when the agenda is available on the website. It is stressed that other agenda items may be added the day of the meeting. Also, certain items may be covered under the agenda heading "other business/~~on-going matters~~ **as necessary** (see note on 5.5.1)." There may be extenuating circumstances where it is not possible to distribute the agenda in advance of the meeting.

## 5.4 Consent Agenda

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

### 5.5.1 Order of Business

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

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17 **03-25-21**

- a. Call to Order
- b. Prayer
- c. Pledge of Alliance
- d. Roll Call
- e. Adoption of Agenda
- f. Action on Previous Meeting Minutes
- g. Brief Public Comments – **Agenda Items Only**
- h. Consent Agenda
- i. New Business
- j. Old Business
- k. Correspondence
- l. Committee and Liaison Reports
- m. ~~Closed Sessions (if necessary)~~ **Other Business as Necessary**
- n. Extended Public Comment
- o. Adjournment

**5.5.2**

The order of business at all **Committee of the Whole** meetings shall follow the following agenda, unless the Board approves modifications during the “Agenda” section of the meeting:

- a. Call to Order
- b. Roll Call
- c. County Updates
- d. New Business
- e. Old Business
- f. Primary Finance/Technology
- g. On-Going and Other Finance and Technology
- h. Primary Building and Grounds
- i. On-Going and Other Buildings and Grounds
- j. Primary Personnel
- k. On-Going and Other Personnel
- l. Other Business as Necessary
- m. On-Going Other Business as Necessary
- n. Public Comment Period
- o. Adjournment

## **6. CONDUCT OF MEETINGS**

### **6.1 Chairperson**

The person elected Chairperson in the first meeting each year of the Board shall preside at all meetings of the Board. In the absence of the Chairperson, the person elected Vice-chairperson shall preside. If neither the Chairperson nor the Vice-

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17 **03-25-21**

Chairperson is present, the clerk shall preside until the Commissioners present elect a Commissioner to preside during the absence of the Chairperson or Vice-chairperson.

**6.2 Form of Address**

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

**6.3 Disorderly Conduct**

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

**6.4 Brief and Extended Public Comment Period**

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

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

**6.4.1 Brief Public Comment Period**

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

**6.4.2 Extended Public Comment Period**

An extended public comment period will be provided later on the agenda. Comment during this period will be limited to 5 minutes unless this time is waived by the Chairperson.

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised ~~1/03/17~~ **03-25-21**

**6.5 Procedures to Address the Board**

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

**7.0 RECORD OF MEETINGS**

**7.1 Minutes and Official Records**

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

**7.2 Record of Discussion**

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

**7.3 Request for Remarks to Be Included**

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

**7.4 Public Access to Meeting Records**

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

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17 **03-25-21**

**7.5 Board Stationery**

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

**8.0 COMMITTEES**

**8.1 Committee of the Whole**

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

**8.2 Statutory Finance Committee**

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

**8.3 Grievance Committee**

Two Commissioners will be appointed and serve on the union contract grievance committee **as needed.**

**8.4 Commissioner Appointments**

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

**9.0 CLOSED MEETINGS**

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

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

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17 **03-25-21**

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

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

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

### **9.3 Minutes, Closed Meetings**

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

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17 **03-25-21**

**10. MOTIONS AND RESOLUTIONS**

**10.1 Statement by Chairperson, Motions, and Resolutions**

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

**10.2 Rank of Motions**

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

**10.3 Subsidiary Motions**

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

**10.3.1 Main Motion**

**10.3.2 Non-debatable Motions**

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

**10.4 Procedural Motions**

**10.4.1 Motion to Reconsider**

The motion to reconsider shall be in order on any question that the Board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken, or at the following meeting. The motion to reconsider shall be made

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17 **03-25-21**

only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board has adopted a motion to reconsider, however, motions to amend shall be in order.

**10.4.2 Motion to Clear the Floor**

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

**10.4.3 Temporary Suspension of the Rules**

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

**10.4.4 Appeal Rulings of the Chairperson**

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

**11. VOTING**

**11.1 Abstaining from Voting –**

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

If a Commissioner present does not respond to the call for the voice vote, his or her vote shall be recorded as an affirmative vote, unless good cause is shown for abstaining. If there is abstention or a nay vote, there shall be a roll call vote.

**11.2 Officials Not to Benefit**

**11.2.1 Conflicts of Interest, County Commissioners**

County Commissioners shall comply with all requirements of MCL 15.322, Public Servants Contracting with the Public Entity they serve.

**11.2.2 Conflicts of Interest, Other Board, Commission, Authority or Committee Members.**

Any person who serves on any County board, commission, authority, special or advisory committee and who qualifies as a public servant shall not be a party, directly or indirectly, to any contract between himself or herself and the public



BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17 **03-25-21**

entity of which he or she is an officer or employee and shall comply in all respects with MCL 15.322, Public Servants Contracting with the Public Entity the Serve.

**11.2 3 Roll Call Votes**

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

**11.3-4 Voting Via Voice**

When in the judgment of the Chairperson, the Board of Commissioners will cast a unanimous vote on the question on the floor, the Chairperson may put the question to the members by stating: "Without objection, the Chair will direct the Clerk to enter a unanimous affirmative (or negative) vote on the question. Is there objection? Hearing none, the Clerk is directed to enter a unanimous affirmative (or negative) vote on the question." At this point, the Clerk shall enter an affirmative (or negative) vote for each of the members present.

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

**11.4-5 Votes Required**

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

**12. PARLIAMENTARY AUTHORITY**

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

**13. INTRODUCTION AND ADOPTION OF ADMINISTRATIVE RESOLUTIONS**

**13.1 Definition**

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

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17 **03-25-21**

**13.2 Introduction**

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

**13.3 Order for Consideration**

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

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

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

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

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

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

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

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

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

**13.3.4 Form**

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

**13.5 Committee Review**

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

**13.6 Adoption**

The Board of Commissioners may adopt the committee recommendation or refer the report to a standing committee where further consideration can be given. On

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17 ~~03-25-21~~

the final adoption of a proposed amendment, the vote shall be taken by a record roll call or in accordance with Rule 11.3. A majority of the Commissioners elected and serving shall be required for adoption, unless a statute requires a larger number of votes to adopt the policy.

**13.7 Notification**

Upon the final adoption of an administrative resolution, the Board ~~secretary~~ **Clerk** shall notify each county **Elected Official and** Department Head of the Board action. Such notification shall be by title or summary. The Board ~~secretary~~ **Clerk** shall make available a copy of the full administrative resolution.

**13.8 Record of Administrative Resolutions**

The Clerk shall keep a copy of each administrative resolution of the Board in a separate file or book with appropriate subcategories according to subjects covered. The record of each administrative resolution shall provide the date of adoption, the record vote of each Commissioner, and any amendments thereto adopted by the Board.

**14. INTERPRETATION & OPERATION**

**14.1 Intent Controls**

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

**14.2 Coordination**

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

**14.3 Severance**

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

**14.4 Ratification**

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

**14.5 Amendment**

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

# Internal Service Fund Working Capital Reserves Adjustment

## Condition

Tuscola County had two Internal Service Funds with working capital reserves that exceed the allowable amounts established by 2 CFR Part 200 in 2020.

## Criteria

Title 2 CFR Part 200, Appendix V, Section G, states that Internal Service Funds are dependent upon a reasonable level of working capital reserve to operate from one billing cycle to another. A working capital reserve as part of retained earnings of up to 60 days cash expenses for normal operating purposes is considered reasonable.

## Exception

Tuscola County charges most departments (including the Health Department) for expenses using Internal Service Funds. The funds are used to finance the cost of providing services for their departments. Based on the December 31, 2020 financial statements, the County had accumulated excess balances for two internal service funds.

The following represents an analysis of Tuscola County's Internal Service Funds for the year ended **December 31, 2020** for the funds that exceeded the allowable limits:

Fund	(A) 2 CFR Part 200 Adjusted Retained Earnings	(B) 60-Day Operating Expenses	(C) Excess [A – B]	(D) Months of Excess [(C / B) x 2]
Worker's Compensation Insurance	\$ 51,209	\$ 32,642	\$ 18,567 ✓	1.1
Health Insurance	\$ 581,384	\$ 544,414	\$ 36,970 ✓	0.1

The following represents an analysis of Tuscola County's Internal Service Funds for the year ended **December 31, 2021** for the funds that exceeded the allowable limits:

Fund	(A) 2 CFR Part 200 Adjusted Retained Earnings	(B) 60-Day Operating Expenses	(C) Excess [A – B]	(D) Months of Excess [(C / B) x 2]
Worker's Compensation Insurance	\$ 21,159	\$ 21,774	(\$615) ✓	0
Health Insurance	\$ 842,165	\$ 563,860	\$ 278,305 ✓	1.0

Reductions in the Work Comp fund from 2020-2021 achieved the goals as outlined by Title 2 CFR Part 200. Additional reductions are needed for the Health Insurance Fund to achieve compliance with Federal cost principles for the amount listed above due to additional increases in the working capital reserve. As a result of the excess working capital reserves, Federal programs are over-charged for services provided through the Internal Service Fund.

## Response and Corrective Action Plan

### Internal Service Fund Work Compensation

Our plan to reduce the reserves in the Workers Compensation was complete in fiscal year 2021. Reserves were reduced an additional \$30,050. Our fund balance is now at \$21,159 and represents just under the 60 day measurement of \$21,774.

### Health Insurance Fund

Tuscola County runs a self-insurance plan through Blue Cross Blue Shield. Our Health Insurance fund (678) does need some funds to settle any claims that come through late to settle in the coming year. For fiscal year 2021 we experienced an increase of cost of approximately 4%. Our Fund balance grew from 2020 to 2021 by \$260,000. ***Refunds or cost adjustments of approximately \$278,305 across all cost centers will be issued in fiscal year 2022.***

2022 HEALTH INSURANCE PROPOSED BUDGET AMENDMENT				2022 RETIREMENT PROPOSED BUDGET AMENDMENT			
PERIOD ENDING 03/31/2022				PERIOD ENDING 03/31/2022			
GL NUMBER	2022 AMENDED BUDGET	YTD BALANCE 03/31/2022	2022 PROPOSED BUDGT AMEND INCREASE/(DECREASE)	2022 AMENDED BUDGET	YTD BALANCE 03/31/2022	2022 PROPOSED BUDGT AMEND INCREASE/(DECREASE)	2022 AMENDED BUDGET
Fund 101 - GENERAL FUND HEALTH & DENTAL INSURANCE	1,628,511	410,219	(168,963)	250,077	44,035	239,562	489,639
Fund 207 - ROAD PATROL:							
<b>207 FUND TOTAL</b>	364,411	71,490	(29,737)	74,191	11,610	67,598	141,789
Fund 213 - ARBELA TWP POLICE SVC CONTRACT	17,250	4,313	(1,754)	7,000	0	0	7,000
<b>213 FUND TOTAL</b>	17,250	4,313	(1,754)	7,000	0	0	7,000
Fund 215 - FRIEND OF THE COURT	187,306	43,019	(15,789)	40,740	6,518	37,474	78,214
<b>215 FUND TOTAL</b>	187,306	43,019	(15,789)	40,740	6,518	37,474	78,214
Fund 218 - DISPATCH/911	202,200	60,720	(22,807)	33,276	4,835	24,749	58,025
<b>218 FUND TOTAL</b>	202,200	60,720	(22,807)	33,276	4,835	24,749	58,025
Fund 224 - REGIONAL DWI COURT GRANT	25,925	2,156	(1,754)	3,988	312	0	3,988
<b>224 FUND TOTAL</b>	25,925	2,156	(1,754)	3,988	312	0	3,988
Fund 225 - VASSAR TWP POLICE SVC CONTRACT	17,250	4,313	(1,754)	5,588	0	0	5,588
<b>225 FUND TOTAL</b>	17,250	4,313	(1,754)	5,588	0	0	5,588
Fund 230 - RECYCLING	24,148	6,692	(2,456)	7,606	1,727	13,112	20,718
<b>230 FUND TOTAL</b>	24,148	6,692	(2,456)	7,606	1,727	13,112	20,718
Fund 233 - MENTAL HEALTH COURT	8,575	2,156	(1,754)	5,310	392	0	5,310
<b>233 FUND TOTAL</b>	8,575	2,156	(1,754)	5,310	392	0	5,310
Fund 236 - VICTIM SERVICES	17,250	4,313	(1,754)	699	55	0	699
<b>236 FUND TOTAL</b>	17,250	4,313	(1,754)	699	55	0	699
Fund 239 - ANIMAL SHELTER	51,750	14,340	(5,263)	3,412	1,222	0	3,412
<b>239 FUND TOTAL</b>	51,750	14,340	(5,263)	3,412	1,222	0	3,412
Fund 240 - VOTED MOSQUITO FUND	69,000	19,119	(7,017)	6,970	491	0	6,970
<b>240 FUND TOTAL</b>	69,000	19,119	(7,017)	6,970	491	0	6,970
Fund 255 - VICTIM OF CRIME ACT GRANT	17,250	4,313	(1,754)	7,759	0	0	7,759
<b>255 FUND TOTAL</b>	17,250	4,313	(1,754)	7,759	0	0	7,759
Fund 258 - GIS	17,250	4,780	(1,754)	1,982	175	0	1,982
<b>258 FUND TOTAL</b>	17,250	4,780	(1,754)	1,982	175	0	1,982
Fund 260 - MANAGED ASSIGNED COUNCIL FUND	17,250	4,780	(1,754)	2,668	201	0	2,668
<b>260 FUND TOTAL</b>	17,250	4,780	(1,754)	2,668	201	0	2,668
Fund 292 - CHILD CARE	52,698	14,724	(5,263)	4,501	305	0	4,501
<b>292 FUND TOTAL</b>	52,698	14,724	(5,263)	4,501	305	0	4,501
Fund 532 - TAX FORECLOSURE FUND	69,000	17,601	(6,974)	15,135	0	0	15,135
<b>532 FUND TOTAL</b>	69,000	17,601	(6,974)	15,135	0	0	15,135
<b>TOTAL - ALL FUNDS</b>	<b>2,787,024</b>	<b>689,046</b>	<b>(278,305)</b>	<b>478,083</b>	<b>45,972</b>	<b>382,495</b>	<b>860,578</b>
							797064 (DB) 68194 (DC) 865258 Budget 482763 Actual 382495 Short

# BUDGET ADJUSTMENT

BATCH:

CAZ

**Adjust Revenue to actual or establish budget**

<b>General Fund Revenue</b>		<b>INCREASE</b>	<b>DECREASE</b>
101-000-439-000	Recreational Marijuana Tax Payments	216,059	
101-000-573-253	Local Comm Stabalization PPT Reimb	4,420	
101-000-625-215	Voter Regist Processing Processing	100	
101-000-676-136	Reimb Counseling Circuit/Family Crt	100	
101-000-676-301	Reimbursement Sheriff	2,000	
		<b>222,679</b>	

<b>General Fund Expense</b>		<b>INCREASE</b>	<b>DECREASE</b>
101-648-801-000	Medical Examiner	25,000	
101-890-965-000	Contingency	127,080	
	<b>Retirement</b>	<b>239,562</b>	
	<b>Health Insurance</b>		<b>168,963</b>
		391,642	168,963
			<b>222,679</b>

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	END BALANCE	2022		YTD BALANCE	ACTIVITY FOR	% BDGT USED
		12/31/2021 NORM (ABNORM)	ORIGINAL BUDGET	2022 AMENDED BUDGET	03/31/2022 NORM (ABNORM)	MONTH 03/31/22 INCR (DECR)	
Fund 101 - GENERAL FUND							
Expenditures							
101-648-801.000	CONTRACTUAL	133,850.00	75,000.00	75,000.00	37,150.00	18,800.00	49.53
TOTAL EXPENDITURES		<u>133,850.00</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>37,150.00</u>	<u>18,800.00</u>	<u>49.53</u>
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		<u>133,850.00</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>37,150.00</u>	<u>18,800.00</u>	<u>49.53</u>
NET OF REVENUES & EXPENDITURES		<u>(133,850.00)</u>	<u>(75,000.00)</u>	<u>(75,000.00)</u>	<u>(37,150.00)</u>	<u>(18,800.00)</u>	<u>49.53</u>



# Tuscola County Medical Care Community

Your Care Partner in Skilled Nursing and Rehabilitation Therapy

1285 CLEAVER ROAD ♦ CARO, MICHIGAN 48723  
PHONE (989) 673-4117 ♦ FAX (989) 673-6665

## Executive Management

Brenda Kretzschmer, RN, NHA – Chief Executive Officer  
Maggie Root, CHC – Chief Financial Officer  
Mandy Palmer, RN – Chief Nursing Officer  
Arshad Aqil, M.D. – Certified Medical Director



Tuscola County Department of Health & Human Services  
and Tuscola County Medical Care Facility  
Board of Directors  
Tyler Colling - Chairman  
Sue Morris – Vice-Chair  
Michael Bearden – Member

April 21, 2022

Mrs. Clayette Zechmeister, Controller  
Tuscola County Board of Commissioners  
125 W. Lincoln Street  
Caro, MI 48723

RE: Funds Transfer Request for various Capital Projects

Dear Mrs. Zechmeister:

This letter is to request a Transfer of Funds **from Millage Fund 298-000-001-000 to General Fund Account 291-000-001-000** for recent capital expenses accumulated by Community:

1. Generator Repair / Alderman W.W. Williams	\$16,742.39 January 2022
2. Hot Water Pipe Repair   Alderman MJ Mechanical	\$14,760.00 February 2022
3. New   Replacement 75lb Commercial Dryer Michigan Laundry	\$7,524.00 February 2022
4. Materials Downpayment – Alderman Roof Project Valley Roofing	\$80,500.50 March 2022

**The total amount of this request is \$119,526.89.** Thank you for your assistance.

Sincerely,

Brenda L. Kretzschmer, RN, NHA, CEO

Cc: Ashley Bennett, Tuscola County Treasurer

**W. W. Williams**Client Acct # **992703**

Vendor Code

**103557**

Invoice Number	Description	Date	Amount	Discount	Withheld	Net Amount		
<b>057W12060</b>	<b>057W12060 - Generator Repair Alderman, Valve, Relays, Wire</b>	<b>01/25/2022</b>	<b>16,742.39</b>	<b>0.00</b>	<b>0.00</b>	<b>16,742.39</b>		
<b>10-57-70503</b>	<b>Harness</b>		<b>16,742.39</b>					
	<b>Capital Outlay - MME Plant Ops</b>							
<b>Check Date:</b>	<b>02/11/2022</b>	<b>Check #:</b>	<b>0000065302</b>	<b>Totals:</b>	<b>16,742.39</b>	<b>0.00</b>	<b>0.00</b>	<b>16,742.39</b>

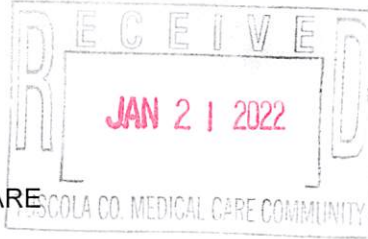


# W.W. Williams

## CONSIDER IT DONE.

Repair Facility # - F167078

Saginaw  
715 South Outer Dr.  
Saginaw, MI 48601  
989-753-4411



**\*\* Reprint \*\***  
Invoice: **057W12060**  
Date / Hour: 1/18/2022 1:42:50PM  
Repair Order: 12060  
Customer: 992703  
Branch: SAG  
Location: Shop  
Total Invoice: \$ 16,742.39  
\*\*\*Charge\*\*\*  
Page 1 of 3

**Bill To:** TUSCOLA COUNTY MEDICAL CARE  
1285 Cleaver Rd  
Caro, MI 48723

**Ship To:** TUSCOLA COUNTY MEDICAL CARE  
1285 Cleaver Rd  
Caro, MI 48723

Work: 989-672-0530

Shop: 989-672-0530

Fax: 989-673-6665

Customer P/O: approved repair. mspark ebriand Orig R/O: 0 Completion Date: 01/13/2022

**Unit Number:** TCMGEN001

**Model Year:** 0

**Make/Model:** Kohler 275RZD

**Type:** Generator

**VIN:** 2012826

**Meter:** 1 Hours

Kw : 275

Unit Components:

Manufacturer	Model	Part Number	Serial Number
Detroit Diesel	Series 60		06R0775163

**Task: 1 28 Repair Work**

**Department: Gen SVC**

**Complaint:** WOODWARD ACTUATOR AND VALVE.

**Cause:** WOODWARD ACTUATOR AND VALVE NEED TO BE REPLACED.



\* PART NUMBER , DDE 23523732 , IS UNABLE TO BE ORDERED FROM MANUFACTURER. THIS PART WILL HAVE TO BE ORDERED FROM AN OUTSIDE VENDOR AND WILL NOT BE COVERED UNDER WARRANTY BY WWWILLIAMS.

**Correction:** DRIVE TO SITE. GAIN ACCESS. REMOVE WOODWARD ACTUATOR AND VALVE. INSTALL NEW ACTUATOR AND VALVE. MAKE ADJUSTMENTS TO ACUATOR AND VALVE AS NEEDED PER WOODWARD SPECS. RUN UNIT TO CHECK OPERATION AND VERIFY REPAIRS.

PU TEST ECM MODULE AND HARNESS AT SAGINAW SHOP DRIVE TO SITE REVIEW PROJECT CHAIN OF EVENTS. CHECK CIRCUITS AND FOUND FAILURE AT TDR TIME DELAY RELAY CAUSING MULTIPLE INTERMITTANT COMPONENT FAILS. REPLACE TDR WITH STANDARD RELAY FOR TESTING. UNIT NOW STARTS AND RUNS.

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
	23523732	THROTTLE VALVE	EA	1.0	\$3,000.00	\$3,000.00
	DDE 23513509	SEALANT GSKT	EA	1.0	\$25.26	\$25.26
	DDE 23516362	GASKET	EACH	2.0	\$9.40	\$18.80
	DDE 23532339	LOCTITE 509	EA	1.0	\$38.79	\$38.79
	RC500`	RAIN CAP	EA	1.0	\$65.01	\$65.01
	RC500`	RAIN CAP	EA	-1.0	\$65.01	(\$65.01)
	RC600	RAIN CAP	EA	1.0	\$54.56	\$54.56
	VM7797.0005	GAS VALVE	EACH	1.0	\$7,389.00	\$7,389.00
	Freight In	Freight Inbound		1.0	\$500.00	\$500.00
	Mileage	Mileage		1.0	\$60.00	\$60.00
	Sublet	EXPIDITE FEE WOODWARD		1.0	\$718.99	\$718.99

Tech: 3215 mhewitt  
Tech: 5600 jmklovic

57-70503  
**POSTED**  
01/25/2022

<b>Task 1 Subtotals</b>	Parts:	\$10,526.41
	Labor:	\$2,835.00
	Miscellaneous:	\$1,278.99
	<b>Task 1 Subtotals</b>	<b>\$14,640.40</b>

**Task: 2 28 Repair Work**

**Department: Gen SVC**

**Complaint:** REPLACE RELAYS AND HARNESS.



**W.W. Williams**  
**CONSIDER IT DONE.**  
 Repair Facility # - F167078

Saginaw  
 715 South Outer Dr.  
 Saginaw, MI 48601  
 989-753-4411

**\*\* Reprint \*\***  
 Invoice: **057W12060**  
 Date / Hour: 1/18/2022 1:42:50PM  
 Repair Order: 12060  
 Customer: 992703  
 Branch: SAG  
 Location: Shop  
 Total Invoice: \$ 16,742.39  
 \*\*\*Charge\*\*\*  
 Page 2 of 3

**Bill To:** TUSCOLA COUNTY MEDICAL CARE  
 1285 Cleaver Rd  
 Caro, MI 48723

**Ship To:** TUSCOLA COUNTY MEDICAL CARE  
 1285 Cleaver Rd  
 Caro, MI 48723

Work: 989-672-0530

Shop: 989-672-0530

Fax: 989-673-6665

Customer P/O: approved repair. msparks ebriand Orig R/O: 0 Completion Date: 1/13/2022

Cause: HARNESS, MUTLIPLE RELAYS .  
 Correction: HARNESS, RELAYS ALL CHANGED. UNIT RAN AS DESIRED.

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
	1EJD1	RELAY	EACH	2.0	\$31.59	\$63.18
	DDE 23519890	HARNESS	EA	1.0	\$1,244.99	\$1,244.99
	K1K-10-662	TIME DELAY	EACH	2.0	\$96.05	\$192.10
	RY115	RELAY 12V	EACH	2.0	\$23.36	\$46.72
	Freight In	Freight Inbound		1.0	\$15.00	\$15.00

Tech: 5600 jmiklovic

<b>Task 2 Subtotals</b>	Parts:	\$1,546.99
	Labor:	\$540.00
	Miscellaneous:	\$15.00
	<b>Task 2 Subtotals</b>	<b>\$2,101.99</b>

Detail Tax Info:  
 Sales Tax \$0.00  
\$0.00

<b>Total Parts:</b>	<b>\$12,073.40</b>
<b>Total Labor:</b>	<b>\$3,375.00</b>
<b>Total Miscellaneous:</b>	<b>\$1,293.99</b>
<b>Invoice Subtotal:</b>	<b>\$16,742.39</b>
<b>Total Tax:</b>	<b>\$0.00</b>
<b>Total Invoice:</b>	<b>\$16,742.39</b>

Payment Method      Terms      Due Date  
 Charge                      NET 15                      2/2/2022

Remit To:  
 Saginaw - The W. W. Williams Co, LLC  
 Po Box 772022  
 Detroit, MI 48277-2022

RECEIVED JAN 24 2021



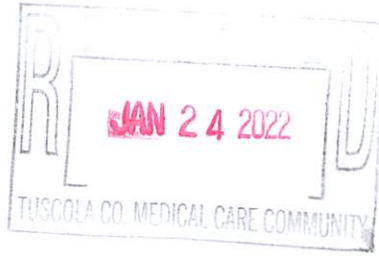
**MJ Mechanical**

11787 Prior Rd.  
St. Charles, MI 48655  
Saginaw

Voice: 989-865-9633  
Fax: 989-865-9632

**INVOICE**

Invoice Number: 7295  
Invoice Date: Jan 19, 2022  
Page: 1  
Duplicate



**Bill To:**  
Tuscola Co. Medical Facility  
1285 Cleaver Rd.  
Caro, Mi 48723

**Ship to:**  
Tuscola Co. Medical Facility  
1285 Cleaver Rd.  
Caro, MI 48723

Customer ID	Customer PO	Payment Terms	
00211	9112	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		2/18/22

Quantity	Item	Description	Unit Price	Amount
		Domestic Hot water boiler piping repair		14,760.00

RECEIVED JAN 25 2021

Subtotal	14,760.00
Sales Tax	
Total Invoice Amount	14,760.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>14,760.00</b>

Check/Credit Memo No:

57-70501  
**POSTED**  
02/9/2022 *[Signature]*





**Universal Laundry Machinery**

"The Best in the Midwest"

38700 Webb Dr.

Westland, MI 48185

Phone: 734-727-0478 Fax: 734-727-0481

Toll Free: 1-800-525-7787

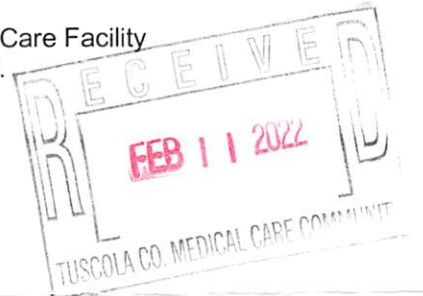
**Invoice**

**Bill To**

Tuscola Medical Care Facility  
1285 Cleaver Rd.  
Caro, MI 48723

**Ship To**

Tuscola Medical Care Facility  
1285 Cleaver Rd.  
Caro, MI 48723



Invoice # 30273

Date 2/8/2022

Terms Net 15

Payment Due 2/23/2022

Customer #

Salesperson MD

Proposal No. 211704

**Products Delivered**

Qty	Description	Price	Total Price
1	75 lb Reversing OptiDry Dryer Serial # 2110046330	7,799.00	7,799.00
1	Minus Tuscola MCF Discount	-1,560.00	-1,560.00
1	Freight from Factory	260.00	260.00
1	Delivery, Set in Place and Level	830.00	830.00
1	Utility Reconnections	195.00	195.00

RECEIVED FEB 11 2021

48-70503  
**POSTED**  
02/10/2022 [Signature]

**Subtotal** \$7,524.00

**Sales Tax (6.0%)** \$0.00

**Total** \$7,524.00

**Payments/Credits** \$0.00

**Balance Due** \$7,524.00 ✓

Balance Due By 2/23/2022

Warranty parts must be returned within 2 weeks with:  
model, serial number, and a brief description of the defect.  
Customer is responsible for freight on warranty parts.



Valley Roofing Company Inc					Vendor Code	103366		
Invoice Number	Description	Date	Amount	Discount	Withheld	Net Amount		
1001-024 10-57-70501	1001-024 - Materials Depsoit Alderman Roof Paymt. 1 Capital Outlay - Building, BC, BSE	03/21/2022	80,500.50 80,500.50	0.00	0.00	80,500.50		
<b>Check Date:</b>	03/25/2022	<b>Check #:</b>	0000065474	<b>Totals:</b>	80,500.50	0.00	0.00	80,500.50

Tuscola Co Medical Care Facility - Tuscola Co Medical Care Facility - Tuscola Co Medical Care Facility - Tuscola Co Medical Care Facility - Tuscola Co Medical Care Facility - Tuscola Co Medical Care Facility - Tuscola

**APPLICATION AND CERTIFICATE FOR PAYMENT**

TO OWNER:  
Tuscola Co. Medical Care Community  
1285 Cleaver Road  
Caro, MI 48723  
FROM CONTRACTOR:  
Valley Roofing Co., Inc.  
408 Woodside Avenue  
Bay City, MI 48708

PROJECT:  
Tuscola Medical  
  
VIA: ARCHITECT

APPLICATION #: One  
PERIOD TO:  
PROJECT NOS: 1001-024  
CONTRACT DATE: 09/12/00  
Distribution to:  
 Owner  
 Const. Mgr  
 Architect  
 Contractor

CONTRACT FOR: Roofing

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet(s) attached.

1. ORIGINAL CONTRACT SUM-----	\$	629,716.00
2. Net change by Change Orders-----	\$	
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	629,716.00
4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on Continuation Sheet)	\$	89,445.00
5. RETAINAGE:		
a. 10.0% of Completed Work	\$	8,944.50
b. _____ of Stored Material (Column F on Continuation Sheet)	\$	
Total Retainage (Line 5a + 5b or Total in Column 1 of Continuation Sheet-----	\$	8,944.50
6. TOTAL EARNED LESS RETAINAGE----- (Line 4 less Line 5 Total)	\$	80,500.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)-----	\$	
8. CURRENT PAYMENT DUE-----	\$	80,500.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents; that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:  
By: Brit Newlin Date 3-15-22

State of: Michigan  
County of: Bay

Subscribed and sworn to before me this 15 day of March

Notary Public: Rusha Bauer  
My Commission expires: 06/06/24

57-70501  
**POSTED**  
03/21/2022  
*RB*

**CERTIFICATE FOR PAYMENT**

In accordance with application, the undersigned Architect and I believe the Contract Documents are being complied with the Contract Documents. This certificate is being issued in accordance with the Contract Documents and the information provided by the Contractor.

AMOUNT OF PAYMENT: \$80,500.50  
(Attach explanation of application and figures on this certificate.)

ARCHITECT:  
By: \_\_\_\_\_  
This Certificate is being issued in accordance with the Contract Documents and the information provided by the Contractor. Contractor named herein is the Contractor named in the Contract Documents.

*We need to pay Valley Roofing a down payment of \$80,500.50 as a down payment for materials for roof project notes.*  
*Burnda*

**CONTINUATION SHEET**

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: One

PROJECT:  
Tuscola Medical

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO: 1001-024

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)				Total Completed And Stored To Date (D + E + F)	% (G/C)		
1	Peterson Metal Panels	70,349.00			70,349.00		70,349.00	100%		7,034.90
2	Trim pcs, valley, drip, cap	12,884.00							12,884.00	
3	ice & water shield	10,800.00			10,800.00		10,800.00	100%		1,080.00
4	Firestone 5" flashing & access.	4,435.00			4,435.00		4,435.00	100%		443.50
	Performance bond	3,861.00			3,861.00		3,861.00	100%		386.10
6	Dumpster	3,600.00							3,600.00	
7										
8	Labor/overhead	276,067.00							276,067.00	
9										
10	Serenus Johnson .. Deck repair,									
11	shingle transfer, scaffling	247,720.00							247,720.00	
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
SUBTOTALS PAGE 2		629,716.00			89,445.00		89,445.00	14%	540,271.00	8,944.50

RECEIVED MAR 18 2021

# VALLEY ROOFING COMPANY, INC.

ROOFING and SHEET METAL CONTRACTORS  
"CONTINUOUS SERVICE SINCE 1865"

408 Woodside Ave. • Bay City, Michigan 48708  
(989) 892-2412 • Fax (989) 892-0181

PROPOSAL AND CONTRACT

To: TCMCF  
1285 Cleaver Road  
CARO, MI 48723  
ATTN: Kris Singer

Date: June 9, 2021

We agree to furnish and apply in accordance with the plans and specifications as prepared by \_\_\_\_\_

: the following work as listed below for the

Metal roofing on existing facility

at Caro, MI

## WORK WHICH THIS PROPOSAL COVERS

1. Remove existing shingles, haul debris from site, repair plywood decking.
2. Install high temp. ice & water shield over plywood deck.
3. Install 18" standing seam 24 ga. Kynar finish metal panels. (Peterson Snap Clad. Limited colors to be determined at time of order placement.)
4. Install metal drip edge at top of metal panels to tie into existing EPDM roof.
5. Re-use existing vent materials, gutter and downspouts.
6. Install new metal drip edge into gutters.
7. Strip in metal with 5" EPDM membrane on EPDM roof.
8. Install scaffolding at roof edge for work platform and to catch shingles during tear off.
9. Debris to be transferred to dumpster by Skytrac and crane.
- 10 An allowance of \$5,000.00 for landscape repair included.

**\*\*\*CONTRACT PRICE \$631,424.00 tax included**

**PRICE ON MATERIALS GOOD TILL 6/30/21**

RECEIVED JUN 22 2021

TERMS: Material and labor 90% each month as job progresses. When work is finished 100% payment within 90 days. 1% finance charge on all accounts over 30 days (annual rate 18%)  
Shop work will be implemented if payments are late. Legal fees to collect payment of contract will be added to contract if contract is not paid within terms.

### THIS PROPOSAL IS SUBJECT TO THE FOLLOWING CONDITIONS - CLERICAL ERRORS SUBJECT TO CORRECTIONS.

We will not be responsible for damage done by other than our own employees. Our work will be done in accordance with plans and specifications and to be done in workmanlike manner, and inspection of same shall be made by owner, or authorized representative, which notified that our work is completed, and before our men leave the job. If, for any reason our work is not accepted, notice of defects must be given at once so that we can remedy the same. Not responsible for possible mold growth in your building. Assume decking sound condition (unless stated) but if defective substrate is detected during roof work and needs to be repaired, additional charges may occur. Not responsible for dust, debris that enter building during roof tear off. Mechanical and electrical work not included in contract. Owner is aware that during re-roofing process there is an increase risk of moisture enter building and take due care to protect interior materials that are intolerable or sensitive to moisture. All agreements are made contingent upon strikes, fires, accidents, or causes beyond our control. THERE ARE NO WARRANTIES EXPRESSED OR IMPLIED INCLUDING ANY IMPLIED WARRANTIES ON MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF.

ACCEPTED,  
(sign here)

VALLEY ROOFING COMPANY, INC. L292738

Date \_\_\_\_\_  
Acceptance of this proposal shall constitute a contract.

By  Kris Singer

Form #1001 (153)



Tuscola County Managed Assigned Counsel Office  
429 N. State St., Ste. 103 Caro, MI 48723  
[midcadmin@tuscolacounty.org](mailto:midcadmin@tuscolacounty.org)  
(989) 672-3900

March 25, 2022

Clayette Zechmeister  
Tuscola County Controller

Good afternoon,

Per our conversation, I am writing you about our request to add a full time staff attorney to this office.

Adding the attorney will not change the amount the County has to financially contribute for adult criminal indigent defense. The County's portion is set by statute and any funds over that amount are provided by the Stat of Michigan through the MIDC grant.

We are asking to add a full time attorney. The attorney will have a yearly income of \$74,057.08 with standard Tuscola County benefits.

The Staff Attorney would start as soon as possible, and would have the following duties:

- assist / be a back up for the Manage Assigned Counsel Administrator (MACA) with conducting Arraignments and any other functions of the MACA deems appropriate
- the Staff Attorney can be assigned adult indigent criminal defense cases – primarily misdemeanors
- any other duties the MACA deems appropriate

The qualifications should be:

- Licensed to practice law in the State of Michigan and a Member in good standing with the State Bar of Michigan
- Preferred but not required: 1 year of practicing criminal law in the State of Michigan
- A commitment to public service
- Able to complete tasks in a timely manner
- Ability to grasp, comprehend, and analyze legal issues
- Able to ace in accordance with the Michigan Code of Professional Conduct
- Able to maintain working relationships with the public and other persons they interact with
- Able to understand and follow verbal and written instructions

Adding a full time Staff Attorney is necessary because of the increased demands on this office from additional MIDC Standards, changes in laws requiring certain



Tuscola County Managed Assigned Counsel Office  
429 N. State St., Ste. 103 Caro, MI 48723  
[midcadmin@tuscolacounty.org](mailto:midcadmin@tuscolacounty.org)  
(989) 672-3900

hearings to take place in very short time frames, changes in the demographics of attorneys in Tuscola County, changes in scheduling, etc. This office cannot meet the MIDC Standards without another attorney. Adding the attorney will also help increase the efficiency of the Court's scheduling when situations arise where an Arraignment has to happen in a very short time period.

Sincerely,

A handwritten signature in blue ink that reads "Michael Rolando".

Michael Rolando  
Tuscola County MACA