



TUSCOLA COUNTY

Committee of the Whole

MEETING AGENDA

Monday, February 6, 2023 – 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

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

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County Updates

- Legislative Update and Introductions:**
Senator Kevin Daley, Representing Michigan's 26th Senate District
Senator Dan Lauwers, Representing Michigan's 25th Senate District
Representative Phil Green, Representing Michigan's 67th House District
Representative Matthew Bierlein, Representing Michigan's 97th House District
Representative Gregory Alexander, Representing Michigan's 98th House District

New Business

- Prosecutor Office Potential Restructure - Mark Reene, Tuscola County Prosecutor 4 - 12
[MEMO-Board of Commissioners-Request for Office Manager and Part-time Victim Advocate Positions](#)
[Prosecutor Office Manager Job Description](#)
[Prosecutor Office Manager Wage Step Scale](#)
[Secretary II Victim Advocate – Part-Time](#)
[Prosecutor Proposed Positions Costs](#)
[2023 Drug Forfeiture Fund](#)
[2023 Prosecutor Budget](#)
[General Fund 2023 Contingency 1-31-23](#)

2. Jail Millage Discussion/Direction
3. Tuscola County Board of Commissioners Board Rules as of March 25, 2021 - Discussion and Clarification of Potential Revisions 13 - 30
[Board Rules of Order Potential Revisions](#)

Old Business

Finance/Technology

Committee Leader **Commissioner Young** and Commissioner Koch

Primary Finance/Technology

1. Proposed General Fund Health Insurance Budget Adjustments - 31 - 32
 Debbie Babich, Personal Fiscal Analyst
[2023 Health Insurance Adjustment](#)
2. American Rescue Plan Act (ARPA) Update - Debbie Babich, 33 - 47
 Fiscal Personnel Analyst
[U.S. Treasury's Final Rule for ARPA Replacing Lost Revenue Project & Expenditures Report-Quarter 4 2022 \(October-December\)](#)
[ARPA Tracker Funded Projects 2-2-23](#)
[ARPA Tracker Potential Projects 2-2-23](#)

On-Going and Other Finance

On-Going and Other Technology

Building and Grounds

Committee Leader **Commissioner Koch** and Commissioner Lutz

Primary Building and Grounds

1. Pump House Demolition Bids for the Parcels - Mike Miller,
 Director of Buildings and Grounds

On-Going and Other Building and Grounds

1. Vanderbilt Park - Potential Building and Grounds Meeting
 February 14, 2023

Personnel

Committee Leader **Commissioner Bardwell** and Commissioner Vaughan

Primary Personnel

On-Going and Other Personnel

Other Business as Necessary

Public Comment Period

Adjournment

**OFFICE OF PROSECUTING ATTORNEY
COUNTY OF TUSCOLA
STATE OF MICHIGAN**

MARK E. REENE

Prosecuting Attorney

207 E. Grant Street, Suite 1

ERIC F. WANINK

Chief Assistant Prosecuting Attorney

Caro, Michigan 48723

(989) 672-3900

Fax: (989) 673-8612

ERIC J. HINOJOSA

Assistant Prosecuting Attorney

ERICA K. WALLE

Assistant Prosecuting Attorney

WILLIAM A. HILL

Assistant Prosecuting Attorney


KURT C. ASBURY

Assistant Prosecuting Attorney

MEMORANDUM

DATE: February 2, 2023

TO: Tuscola County Board of Commissioners

FROM: Mark E. Reene 
Prosecuting Attorney

RE: Officer Manager and Part Time Victim Advocate in the Office of the
Prosecuting Attorney

This correspondence is being forwarded to address the critical need to add both an Office Manager Position and Part Time Victim Advocate Position in the Office of the Prosecuting Attorney. We recently suffered the loss in November of an Administrative Professional with 24 years of service with the County due solely to financial circumstances and her level of compensation. It is impossible to quantify the impact this has had on our operations.

Our entire Office had to reinvent how we do business during the pandemic and its aftermath. Our staff has had to develop new practices and procedures in order to continue to fulfill our core functions. We have continued to rely on overtime completed by the Administrative Professionals to process our cases. This is not a sustainable model due to the toll it takes on employees long term.

The work we do is extraordinarily specialized. The knowledge resulting from years of experience is truly priceless. The fact our Office is at a critical point cannot be overstated.

Employees in the Office of the Prosecuting Attorney do not have the luxury of working established core hours and have to make sacrifices on a continuing basis due to the nature of their work. The Office has to be available 24 hours a day/7 days a week to address the myriad of public safety issues that arise around the clock. This takes an immeasurable toll that can no longer be ignored.

Both Administrative Professionals and Attorneys in the Office have to personally address facts, circumstances and information that involves the very worst of human conduct. This information is often graphic and unimaginable. Members of our Office interact with individuals that frequently have suffered incalculable harm.

Crime victims are dependent upon the Office of the Prosecuting Attorney to assist them in navigating a system fraught with challenges and complications. On a daily basis our staff accomplishes the incredible with minimal resources.

The Office Manager Position is long overdue. Given the complexity and volume of cases that have to be processed we need an Office Manager to coordinate all the various tasks that require completion by the attorneys and administrative professionals. The roles of Administrative Professionals have changed dramatically in recent years due to the nature of case submissions we now receive. There is now a plethora of electronic evidence that has to be obtained and disseminated. Body cameras and car cameras provide useful information that has to be reviewed. 911 calls have to be obtained and documented. This literally requires hours of processing by our Staff. This is only one area of many that arguably by itself could justify another full time position to review and prosecute cases.

As for the Part Time Victim Advocate we previously had a person in that role for a brief time but funding was discontinued by the State despite our repeated requests. Our Victim Advocate does an extraordinary job but is responsible for every case involving victims. That involves cases in three courts. Victim contact and interaction can also involve hours on a single matter given the nature of an individual case. It is important to note there are hundreds of cases in process at any given time. The monumental nature of the task is self evident.

We will continue to seek grants to assist with our Victim Services function but the Part Time Advocate will provide a degree of necessary assistance.

If there is any additional information I can provide in regard to these requests please do not hesitate to contact me.

Mark Reene
Tuscola County Prosecuting Attorney

TUSCOLA COUNTY JOB DESCRIPTION

TITLE: PROSECUTING ATTORNEY OFFICE MANAGER

General Statement of Duties

This position works under the direction of the Prosecuting Attorney. The Office Manager will be involved with overseeing and supervising the administrative support staff by planning organizing, assigning, directing, reviewing, and evaluating the work of the support staff. This is a very diversified and confidential position that will offer essential support to the Prosecutor's office.

Examples of Work and Knowledge:

Examples of knowledge and work conducted by the Office Manager are listed below. Other work is conducted as assigned by the Prosecutor. This list is not all inclusive and other duties may be assigned as necessary.

- Oversees the administrative support staff, conduct weekly meetings, coordinating operation of the Office, ensuring tasks are completed in a timely and effective manner and facilitating the daily workflow of the Office.
- Develops and implements goals, objectives, policies, procedures and work standards for the Prosecuting Attorney's Office. Plan, organize, assign, direct, review and evaluate the work of assigned staff directly and through supervision.
- Provide professional assistance to staff and other county departments.
- Responsible for maintaining and processing all cases from initiation to closure for Circuit Court, Court Appeals, Forfeitures, Application to Set Aside Convictions and Secretary of State Appeals. Duties in these areas include but are not limited to trial prepping files by gathering evidence from various agencies and recordkeepers to disseminate to opposing counsel and perform related work as required.
- Office LEIN TAC. Train and provide assistance to staff with LEIN. Ensure that we are in compliance with LEIN requirements at all times. Prepare and execute LEIN Audit with the Criminal Justice Information Center for the Michigan State Police.
- Assist in interviewing and provides training for support staff.
- Assists clerical and support staff with their assigned duties, particularly when more advanced, skilled, or sensitive work is required.
- Prioritizes tasks and delegates them when appropriate.
- Performs various secretarial and administrative tasks, and support functions for the legal staff of the Office of the Prosecuting Attorney.
- Prepares and/or processes various motions, court orders and a variety of legal documents.
- Fills in and performs job functions in the absence of other administrative support staff.
- Assists public, law enforcement agencies, attorneys and others with multiple and diverse inquiries.
- Enters received Warrant Requests/Reports from agencies and completes the authorization process to provide new cases to the Court once reviewed by a Prosecutor.
- Performs other duties as requested or assigned.

PAY: \$51,951 SALARY

Rate Table		Description		
PA OFFICE MGR		PA OFFICE MANAGER		
Step	Rate	Timespan	Type	Time Description
Effective Date: 01/01/2023				
1	51,951.0000	Not Used		0
2	52,470.0000	Not Used		1 1 YEAR ANNIVERSARY
3	53,677.0000	Not Used		2 2 YEAR ANNIVERSARY
4	55,143.0000	Not Used		3 3 YEAR ANNIVERSARY
5	56,700.0000	Not Used		4 4 YEAR ANNIVERSARY

TUSCOLA COUNTY JOB DESCRIPTION

TITLE: SECRETARY II VICTIM ADVOCATE – Part-Time

General Statement of Duties

This position works under the direction of the Prosecuting Attorney. The Part-time Victim Advocate will work a clerical position between 15 to 22.5 hours per week. This is a confidential position that will offer support for victims of crime in Tuscola County and essential support staff in the Prosecutor's Office.

Examples of Work and Knowledge:

- Provide advocacy and support for victims of crime in Tuscola County.
- Ensure victims immediate needs are addressed, providing assistance, informed advocacy and referrals.
- Providing Court accompaniment to victims on criminal cases as needed.
- Coordinate appointments with victims and attorneys to prepare victims for pending court hearings and discuss potential case resolution.
- Prepare correspondence as necessary to victims on criminal cases.
- Assist victims with completing victim impact statements, compensation applications and restitution paperwork when appropriate.
- Maintain professional relationships with DHHS, law enforcement and other community service agencies for the advocacy of victims.
- Maintain confidentiality and ethics consistent with victim service standards.
- Continue education and training in the field of victim advocacy and criminal procedures to be up to date with present standards and laws.
- Assume other job related duties as specified by the Prosecuting Attorney and comply with the Prosecuting Attorney's Office policies and procedures.

Language Skills:

Ability to read and interpret documents such as law enforcement reports, government or agency regulations and legal interpretations. Ability to compose and produce necessary reports and business correspondence. Ability to speak effectively before individuals or public groups. Ability to interact with individuals in a proficient manner to maintain working relationships with victims and other agency professionals.

RATE OF PAY: \$18.15 PER HOUR

Budget Name: PA OFFICE MANAGER

Budget Start: 01/01/2023

Department Totals:

Department:

Total Salaries:	21,235.50
Total Overtime:	0.00
Total Costs:	1,918.54
Total Budget:	23,154.04

new Budgeted for 22.50 hours per week.
Charged For feiture

Expenses

Expense	Amount
SOCSEC_ER	1,316.60
MEDICARE_ER	307.91
WORK COM ER	294.03
Total Expense:	1,918.54

Department: PROSECUTOR PROSECUTOR

Total Salaries:	51,951.00
Total Overtime:	0.00
Total Costs:	29,273.45
Total Budget:	81,224.45

new Promotion and refill
vacant position this will
create.

Expenses

Expense	Amount
DISABILITY ER	441.36
ER PAID LIFE	31.56
HLTH INS ER	17,800.00
MEDICARE_ER	753.29
POB ER	2,835.00
SOCSEC_ER	3,220.96
WORK COM ER	719.32
TCMERS DB 20 ER	3,471.96
Total Expense:	29,273.45

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	END BALANCE	2023		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		12/31/2022 NORM (ABNORM)	ORIGINAL BUDGET	AMENDED BUDGET	2023 01/31/2023 NORM (ABNORM)	MONTH 01/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 266 - DRUG FORFEITURE FUND									
Revenues									
Dept 229 - PROSECUTOR									
266-229-650.000	DRUG FORF PROSCECUTOR 15%	4,060.00	5,000.00	5,000.00	2,403.00	2,403.00	2,597.00		48.06
Total Dept 229 - PROSECUTOR		4,060.00	5,000.00	5,000.00	2,403.00	2,403.00	2,597.00		48.06
TOTAL REVENUES		4,060.00	5,000.00	5,000.00	2,403.00	2,403.00	2,597.00		48.06
Expenditures									
Dept 229 - PROSECUTOR									
266-229-700.000	ENFORCEMENT PROSECUTOR	173,960.00	5,000.00	5,000.00	2,117.55	2,117.55	2,882.45		42.35
Total Dept 229 - PROSECUTOR		173,960.00	5,000.00	5,000.00	2,117.55	2,117.55	2,882.45		42.35
TOTAL EXPENDITURES		173,960.00	5,000.00	5,000.00	2,117.55	2,117.55	2,882.45		42.35
Fund 266 - DRUG FORFEITURE FUND:									
TOTAL REVENUES		4,060.00	5,000.00	5,000.00	2,403.00	2,403.00	2,597.00		48.06
TOTAL EXPENDITURES		173,960.00	5,000.00	5,000.00	2,117.55	2,117.55	2,882.45		42.35
NET OF REVENUES & EXPENDITURES		(169,900.00)	0.00	0.00	285.45	285.45	(285.45)		100.00
BEG. FUND BALANCE		281,413.57	281,413.57	281,413.57	281,413.57				
NET OF REVENUES/EXPENDITURES - 2022					(169,900.00)		(169,900.00)		
END FUND BALANCE		111,513.57	281,413.57	281,413.57	111,799.02				

Available Reserves

111,799.02

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	END BALANCE	2023		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		12/31/2022	ORIGINAL	AMENDED	2023	01/31/2023	MONTH 01/31/23	BALANCE	
		NORM (ABNORM)	BUDGET	BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)		
Fund 101 - GENERAL FUND									
Expenditures									
Dept 229 - PROSECUTOR									
101-229-703.000	SALARIES SUPERVISION	103,732.67	108,867.00	108,867.00	6,230.91	6,230.91	102,636.09	5.72	
101-229-704.000	SALARIES PERMANENT	338,958.68	351,470.00	351,470.00	19,901.50	19,901.50	331,568.50	5.66	
101-229-704.020	HEALTH INSURANCE INCENTIVE	569.26	0.00	0.00	230.74	230.74	(230.74)	100.00	
101-229-704.030	DISABILITY PLAN	2,642.66	2,643.00	2,643.00	219.91	219.91	2,423.09	8.32	
101-229-704.040	UNUSED SICK TIME PAYOUT	0.00	0.00	0.00	4,104.99	4,104.99	(4,104.99)	100.00	
101-229-705.000	SALARIES - PART/TIME	31,935.00	20,442.00	20,442.00	3,131.75	3,131.75	17,310.25	15.32	
101-229-706.000	SALARIES OVERTIME	30,402.70	0.00	0.00	3,168.03	3,168.03	(3,168.03)	100.00	
101-229-710.000	WORKERS COMPENSATION	5,624.86	9,616.00	9,616.00	865.19	865.19	8,750.81	9.00	
101-229-711.000	HEALTH & DENTAL INSURANCE	114,157.09	150,000.00	150,000.00	11,658.28	11,658.28	138,341.72	7.77	
101-229-715.000	F.I.C.A.	37,774.34	36,780.00	36,780.00	2,754.92	2,754.92	34,025.08	7.49	
101-229-717.000	LIFE INSURANCE	220.92	221.00	221.00	18.41	18.41	202.59	8.33	
101-229-718.000	RETIREMENT	46,316.05	40,500.00	40,500.00	3,243.73	3,243.73	37,256.27	8.01	
101-229-718.100	POB IN LIEU OF RETIREMENT	20,421.13	26,461.00	26,461.00	1,770.87	1,770.87	24,690.13	6.69	
101-229-727.000	SUPPLIES, PRINTING & POSTAGE	5,807.13	9,500.00	9,500.00	50.61	50.61	9,449.39	0.53	
101-229-729.000	WESTLAW	4,628.60	7,500.00	7,500.00	516.56	516.56	6,983.44	6.89	
101-229-801.000	CONTRACTED SERVICES	2,081.75	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
101-229-805.010	STENO TRANSCRIPTS	1,727.67	2,500.00	2,500.00	128.18	128.18	2,371.82	5.13	
101-229-805.020	STENO APPEAL TRANSCRIPTS	0.00	500.00	500.00	0.00	0.00	500.00	0.00	
101-229-807.000	WITNESS FEES & TRAVEL	9,750.40	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	
101-229-809.000	MEMBERSHIPS & SUBSCRIPTIONS	6,190.30	500.00	500.00	0.00	0.00	500.00	0.00	
101-229-861.000	TRAVEL	1,070.37	900.00	900.00	0.00	0.00	900.00	0.00	
101-229-862.000	TRAVEL - EXTRADITIONS	0.00	4,200.00	4,200.00	0.00	0.00	4,200.00	0.00	
101-229-934.000	OFFICE EQUIP REPAIRS & MAINT.	1,195.00	2,500.00	2,500.00	27.50	27.50	2,472.50	1.10	
101-229-957.000	EMPLOYEE TRAINING	780.00	2,750.00	2,750.00	0.00	0.00	2,750.00	0.00	
101-229-982.000	BOOKS	1,465.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
Total Dept 229 - PROSECUTOR		767,451.58	790,850.00	790,850.00	58,022.08	58,022.08	732,827.92	7.34	
TOTAL EXPENDITURES		767,451.58			58,022.08	58,022.08	732,827.92	7.34	
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		767,451.58	790,850.00	790,850.00	58,022.08	58,022.08	732,827.92	7.34	
NET OF REVENUES & EXPENDITURES		(767,451.58)	(790,850.00)	(790,850.00)	(58,022.08)	(58,022.08)	(732,827.92)	7.34	

Projected Overtime
 Could hit \$38,016

REVENUE AND EXPENDITURE REPORT FOR TUSCOLA COUNTY

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	END BALANCE		2023		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		12/31/2022 NORM (ABNORM)		ORIGINAL BUDGET	2023 AMENDED BUDGET	01/31/2023 NORM (ABNORM)		MONTH 01/31/23 INCR (DECR)		BALANCE NORM (ABNORM)		
Fund 101 - GENERAL FUND												
890 - CONTINGENCY FUND		0.00	135,418.00	124,906.00		0.00		0.00		124,906.00		0.00
	TOTAL EXPENDITURES	0.00	135,418.00	124,906.00		0.00		0.00		124,906.00		0.00
Fund 101 - GENERAL FUND:												
	TOTAL REVENUES	0.00	0.00	0.00		0.00		0.00		0.00		0.00
	TOTAL EXPENDITURES	0.00	135,418.00	124,906.00		0.00		0.00		124,906.00		0.00
	NET OF REVENUES & EXPENDITURES	0.00	(135,418.00)	(124,906.00)		0.00		0.00		(124,906.00)		0.00

TUSCOLA COUNTY BOARD OF COMMISSIONERS BOARD RULES OF ORDER



REVISED AND ADOPTED
MARCH 25, 2021

BOARD OF COMMISSIONERS
 RULES OF ORDER
 TUSCOLA COUNTY, MICHIGAN
 Revised March 25, 2021

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BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised March 25, 2021

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 March 25, 2021

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 Alternate means of Calling a Special Meeting

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

2.4 Emergency Meetings

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

2.5 Place of Meetings

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

2.6 Time of Regular Meetings

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

2.6.1 Change in Schedule

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

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3 PUBLIC NOTICE OF MEETINGS

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

3.1 Regular Meetings

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

3.2 Schedule Change

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

3.3 Special and Emergency Meetings

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

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

4.1 Quorum

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

4.2 Attendance

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

4.3 Compensation

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

5 AGENDA FOR MEETINGS

5.1 Agenda Preparation Responsibility

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

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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. 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."

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 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.

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5.5 Order of Business

5.5.1 Board Meetings

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

- a. Call to Order
- b. Prayer
- 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. Other Business as Necessary
- n. Extended Public Comment
- o. Adjournment

5.5.2 Committee of the Whole

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

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6 CONDUCT OF MEETINGS

6.1 Chairperson

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

6.2 Form of Address

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

6.3 Disorderly Conduct

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

6.4 Brief and Extended Public Comment Period

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.

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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 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.

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7.5 Board Stationery

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

8 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 CLOSED MEETINGS

9.1 Closed Meeting Vote Record

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

9.2 Reasons for Closed Session

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:

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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

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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. Closed session minutes are not to be destroyed unless ordered by the Court.

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

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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. 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 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.

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11.3 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.

11.4 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.

11.5 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.

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.

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13.3 Order for Consideration

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

13.3.1 Introduction

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

13.3.2 Report

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

13.3.3 Full Board

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 the final adoption of a proposed amendment, the vote shall be taken by a record roll

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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 Clerk shall notify each county Elected Official and Department Head of the Board action. Such notification shall be by title or summary. The Board 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.

02/02/2023

General Fund Health Insurance
 PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022 NORM (ABNORM)	2023 ORIGINAL BUDGET	Proposed 2023 AMENDED BUDGET	Surplus (Deficit)
Fund 101 - GENERAL FUND					
101	BOARD OF COMMISSIONERS	64,747.18	89,000.00	36,000.00	53,000.00
130	UNIFIED COURT	354,993.88	445,000.00	428,617.00	16,383.00
215	CLERK	114,157.09	142,400.00	124,600.00	17,800.00
223	CONTROLLER	81,216.14	89,000.00	89,000.00	0.00
225	EQUALIZATION	48,277.20	53,400.00	53,400.00	0.00
229	PROSECUTOR	114,157.09	150,000.00	106,800.00	43,200.00
230	CO-OP REIMBURSEMENT-PROSECUTOR	48,277.20	0.00	53,400.00	(53,400.00)
236	REGISTER OF DEEDS	48,277.20	71,200.00	71,200.00	0.00
253	TREASURER	30,447.89	44,500.00	39,302.00	5,198.00
259	COMPUTER OPERATIONS	71,812.19	89,000.00	89,000.00	0.00
265	BUILDING AND GROUNDS	41,896.51	71,200.00	53,600.00	17,600.00
275	DRAIN COMMISSION	48,277.20	53,400.00	53,400.00	0.00
277	COURTROOM SECURITY	20,125.00	35,600.00	35,600.00	0.00

303 - COURTHOUSE SECURITY	12,997.33	17,800.00	35,600.00	(17,800.00)
304 - SHERIFF - JAIL	252,007.48	302,600.00	312,600.00	(10,000.00)
324 - WEIGHMASTER ENFORCEMENT	12,925.43	17,800.00	17,800.00	0.00
333 - SECONDARY ROAD PATROL	1,425.43	17,800.00	17,800.00	0.00
426 - EMERGENCY SERVICES	12,925.43	17,800.00	17,800.00	0.00
TOTAL EXPENDITURES	1,378,942.87	1,707,500.00	1,635,519.00	71,981.00

Fund 101 - GENERAL FUND:

Health Insurance Incentive Not budgeted (30,000.00)

Available \$ 41,981.00



REPLACING LOST REVENUE

Counties can use Recovery Funds to provide government services, up to the amount of revenue loss experienced using one of two Treasury approaches.

1. **NEW** \$10 million revenue loss allowance
2. Improvements to the revenue loss formula

KEY NEW FEATURES IN FINAL RULE

1. NEW \$10 MILLION REVENUE LOSS ALLOWANCE

- Counties may allocate up to \$10 million of their total Recovery Fund allocation to spend on government services
- Counties may still calculate actual revenue loss through Treasury formula – both must pick 1 of the 2 approaches
- Simplifies reporting requirements for counties using the standard \$10M standard allowance
- 2,137 counties (70%) now eligible to invest entirety of allocated Recovery Funds in general government services

2. IMPROVEMENTS TO THE REVENUE LOSS FORMULA

- Revenue loss growth rate changed from 4.1% to 5.2% as the new standard default allowance for the formula
- General revenue now includes utility revenue and liquor store revenue, at the discretion of the county
- Counties may choose to calculate revenue loss on a fiscal year or calendar year basis – must pick & stay with one option
- Counties must adjust actual revenue totals for the effect of tax cuts/increases adopted after January 6, 2022

Counties may use “lost revenue” for **general government services up to the revenue loss amount**, whether that be the standard allowance amount (\$10 million) or the amount calculated using Treasury’s formula:

- Government services generally include any service traditionally provided by a government, unless Treasury has stated otherwise

SLFRF Compliance Report - SLT-2471-P&E Report-Q4 2022

Report Period : Quarter 4 2022 (October-December)

Recipient Profile

Recipient Information

Recipient UEI	██████████
Recipient TIN	386004893
Recipient Legal Entity Name	Tuscola County, Michigan
Recipient Type	Metro City or County
FAIN	
CFDA No./Assistance Listing	
Recipient Address	125 W Lincoln St, Suite 500
Recipient Address 2	
Recipient Address 3	
Recipient City	CARO
Recipient State/Territory	MI
Recipient Zip5	48723
Recipient Zip+4	
Recipient Reporting Tier	Tier 2. Metropolitan cities and counties with a population below 250,000 residents which received more than \$10 million in SLFRF funding
Base Year Fiscal Year End Date	12/31/2022
Discrepancies Explanation	
Is the Recipient Registered in SAM.Gov?	Yes

Project Overview

Project Name: Staff Salaries

Project Identification Number	704-001
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	
Total Cumulative Obligations	\$9,707,301.92
Total Cumulative Expenditures	\$9,707,301.92
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Staff salaries from 3-3-2021 through 9-30-2022

Project Name: Management Staff Salaries

Project Identification Number	704-000
Project Expenditure Category	7-Administrative
Project Expenditure Subcategory	7.1-Administrative Expenses
Status To Completion	Completed
Total Cumulative Obligations	\$115,033.75
Total Cumulative Expenditures	\$115,033.75
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Management Staff Salaries

Project Name: Ambulance Equipment

Project Identification Number	971.100-1
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	
Adopted Budget	\$1,800.12
Total Cumulative Obligations	\$1,600.12
Total Cumulative Expenditures	\$1,600.12
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Equipment to support critical health situations for the Akron, Columbia and Wisner Township ambulance.

Project Name: Remote Court

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Project Identification Number	971.100-2
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	
Adopted Budget	\$291,097.96
Total Cumulative Obligations	\$291,097.96
Total Cumulative Expenditures	\$291,097.96
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Video equipment to allow for remote and/or socially distanced court operations.

Project Name: ARPA Consultants

Project Identification Number	801.000-1
Project Expenditure Category	7-Administrative
Project Expenditure Subcategory	7.1-Administrative Expenses
Status To Completion	Completed
Total Cumulative Obligations	\$32,945.25
Total Cumulative Expenditures	\$32,945.25
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Consulting services for ARPA reporting and compliance

Subrecipients

Subrecipient Name: Guidehouse Inc

TIN	
Unique Entity Identifier	██████████
POC Email Address	
Address Line 1	2941 Fairview Park DR STE 501
Address Line 2	
Address Line 3	
City	Falls Church
State	VA
Zip	22042
Zip+4	
Entity Type	Subrecipient
Is the Recipient Registered in SAM.Gov?	Yes

Expenditures

Aggregate Expenditures for Awards less than \$50,000

Expenditure: EN-00649470

Project Name	ARPA Consultants
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$3,416.25
Total Period Obligation Amount	(\$3,723.75)

Expenditure: EN-00278586

Project Name	ARPA Consultants
Subaward Type (Aggregates)	Aggregate of Contracts Awarded
Total Period Expenditure Amount	\$13,381.50
Total Period Obligation Amount	\$22,410.25

Expenditure: EN-00460678

Project Name	ARPA Consultants
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$9,007.50
Total Period Obligation Amount	\$7,118.75

Expenditure: EN-00052213

Project Name	ARPA Consultants
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$7,140.00
Total Period Obligation Amount	\$7,140.00

Payments To Individuals

Expenditure: EN-00460669

Project Name	Management Staff Salaries
Total Period Expenditure Amount	\$115,033.75
Total Period Obligation Amount	\$115,033.75

Report

Revenue Replacement

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	Yes
Revenue Loss Due to Covid-19 Public Health Emergency	\$10,000,000.00
Were Fiscal Recovery Funds used to make a deposit into a pension fund?	No
Please provide an explanation of how revenue replacement funds were allocated to government services	We are accepting the \$10,000,000.00

Overview

Total Obligations	\$10,147,979.00
Total Expenditures	\$10,147,979.00
Total Adopted Budget	\$292,898.08
Total Number of Projects	5
Total Number of Subawards	0
Total Number of Expenditures	5

Certification

Authorized Representative Name	CLAYETTE ZECHMEISTER
Authorized Representative Telephone	(989) 672-3710
Authorized Representative Title	Controller/Administrator
Authorized Representative Email	zclay@tuscolacounty.org
Submission Date	1/23/2023 4:30 PM

Funded Projects Tracker General Fund Appropriation

Project/Potential Project	Account Number	Board Motion	Amount Expensed	Funds Received	7.1 Board Approved Use of Funds/ARPA	Board Approved/Prov of Gov Svcs	Description
ARPA Funds Total				\$ 10,147,979.00	\$ 147,979.00	\$ 10,000,000.00	
Ambulance Equipment Ambulance Automatic Vehicle Locator (AVL)	270-501-971-100 Check# 184272/184272 CDW Government	2021-M-270	\$ 1,600.12	\$ -	\$ -	\$ 1,600.12	<i>Sheriff's Cradlepoint 5-yr Net Cloud and Panorama Antenna Equipment for AVL for Akron, Columbia, Wisner (ACW) Township and Mayville Ambulance to support Critical health situations Board approved \$4,500 for project</i>
Annex Rooftops/HVAC	244-265-983-001	2022-M-114	\$ 1,225.41			\$ 20,000.00	<i>Project in process, approved with 2022 Capital Funds requests needs (potential ARPA funded)</i>
ARPA Consultants Professional & Contractual/ Guidehouse	270-501-801-000	2021-M-284	\$ 32,945.25	\$ -	\$ 32,945.25	\$ -	<i>Consulting svcs for ARPA Reporting Guidehouse</i>
Remote Court Justice AV Solutions/ Hybrid Courtroom Environment	270-501-971-100 244-130-981-000	2021-M-179	\$ 291,097.96	\$ -	\$ -	\$ 292,698.08	<i>Video equipment to allow for remote and/or socially distanced court operations</i>
Gabridge & Co (to Identify Revenue Losses)	270-501-801-000	2021-M-186	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	<i>Identify Revenue Losses Board approved (Project Completed)</i>
Tuscola County Space Needs Emergency Response Center PSB Building/Rent/Demolition/Remodel/HVAC/ estimated cost \$2,000,000	483-901-805-000 483-901-975-001 483-901-975-002	2022-M-133 2023-M-012 2023-M-013	\$ 4,500.00	\$ -	\$ -	\$ 2,153,391.00	PSB Building /Estimated renovation for Emergency Response Center/County space needs
Tuscola County Space Needs Emergency Response Center/Rent	101-265-940-010 (\$21,447.33 - rent pd 6/30/22-12/31/22 spent)	2022-M-133	\$ 24,746.91	\$ -	\$ -	\$ 179,827.17	PSB Building /18 mo. (3299.58/mo) (\$1649.85 prorated) rent is currently being paid, project is in process, end date 12/31/23 (\$178,177 is 2022-2026)

Project/Potential Project	Account Number	Board Motion	Amount Expensed	Funds Received	7.1 Board Approved Use of Funds/ARPA	Board Approved/Prov of Gov Svcs	Description
Tuscola County Jail Video Booths Request: \$50,000	244-270-971-300	2021-M-295	\$ 15,245.50	\$ -	\$ -	\$ 50,000.00	2022 Capital Improvement requests to be potentially funded with ARPA funds, Video booths to provide isolated video hearings, attorney meetings and medical consultations. Current situation is too loud and not private.
EDC Request for \$500,000 Support for Small Business Revitalization Program	101-728-955-000	2022-M-167	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	Funding available for businesses for making a direct investment into their business for maintenance, working capital, inventory expansion or new product lines, update business equipment
EMS Chest Compression Units 10 Units @ \$200,000	244-270-971-500	2022-M-184	\$ 198,415.75	\$ -	\$ -	\$ 198,415.75	10 Units @ \$20,000 ea. (expected 10% increase October 1st) One unit for ea.: Ambulance: ACW, Mayville Medical First Response: Millington, Reese, Caro
EMS LIFEPAK CR2 Defibrillator Units 18 Units @ \$29,640.06	244-270-971-029	2023-M-019	\$ -	\$ -	\$ -	\$ 43,651.42	26 LIFEPAK CRT2 Automated External Defibrillators (AEDs), \$43,651.42 with an additional 6 AEDs plus extra pads for approx. \$11,476.42 which will be reimbursed@ 100% from local fire departments
FOC Counter Enclosure/ 2022 Budgeted project \$ 7,600	270-501-971-000	2022-M-096	\$ 7,829.91	\$ -	\$ -	\$ 7,600.00	2022 Budgeted project Project completed
County Clerks Office Cost TBD	244-100-707-001	2021-M-314	\$ -			\$ 15,000.00	Redesign office to separate employee space from public space and Walk-up Window for security and safety purposes.
Home Projects Program to Assist Residents with Roof Repairs, Septic System and Well Systems (HDC)	101-729-955-113	2022-M-156	\$ 330,000.00	\$ -	\$ -	\$ 330,000.00	Original Request: 30 Roofs @ \$10,000 ea, 20 Septic Systems @ \$10,000 ea., 20 Wells @ \$10,000 ea., 7/28/22 Board approved \$330,000 for Home Projects Program
Infrastructure/ Fiber Optic - Animal Shelter	483-928-980-002	2022-M-177	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	Fiber Optic transport service to Animal Shelter (project in process)
NEU (Non-Entitlement Unit of Local Government) Request - Cass City Village Request for \$250,000 to be used to renovate 21 yr old wastewater treatment plant (cost of 5,500,000)	101-729-955-200	2022-M-153	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00	Support for a wastewater plant project of approx.. \$16 million

Project/Potential Project	Account Number	Board Motion	Amount Expensed	Funds Received	7.1 Board Approved Use of Funds/ARPA	Board Approved/Prov of Gov Svcs	Description
NEU (Non-Entitlement Unit of Local Government) Request - Denmark Township Request for \$800,000 Assistance to replace failing sewer lagoons	101-729-955-500	2022-M-154	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00	Assistance to replace failing sewer lagoons
NEU (Non-Entitlement Unit of Local Government) Request - Fairgoe Village Request for \$18,103 Lights	101-729-955-400	2022-M-199	\$ 18,103.00	\$ -	\$ -	\$ 18,103.00	Requested assistance in the cost of transitioning of lighting from mercury to LED in order to save money to the taxpayers.
NEU (Non-Entitlement Unit of Local Government) Request - Millington Village Request for \$104,355 Water Tower and pipes	101-729-955-300	2022-M-183	\$ 104,355.00	\$ -	\$ -	\$ 104,355.00	Requested \$14,355 to assist with costs to repair water tower and pipes Submitted details for Repair and Paint for an elevated 300,000 Gallon Storage Tank Total Bid: \$173,420
Premium Pay (HDC included)	270-501-703-100 (will stay in this fund)	2022-M-072	\$ 1,298,040.25	\$ -	\$ -	\$ 1,298,040.25	4/30/2022 1298040.25 (-111,263.61 Adm) + 99300.15 (FICA) = 1,286,076.79 includes 5/31/2022 \$430,649.50 (HD) Project Completed
Management Staff Salaries	101-223-703-000/ 101-223-704-000	2021-M-072			\$ 115,033.75	\$ -	Management Staff Salaries
Recycling Center New Driveway \$ 20,000	483-402-984-002	2022-M-155	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	Replacing dirt with Concrete for safety and maintenance improvement.
Recycling Center New Driveway add'l \$ 6,000	483-402-984-002	2022-M-188	\$ 5,000.00	\$ -	\$ -	\$ 6,000.00	Replacing dirt with Concrete for safety and maintenance improvement.
Dispatch Tower Maintenance/Radios/Generator	218-334-970-000	2022-M-185	\$ 11,751.00	\$ -	\$ -	\$ 266,669.00	Tower Maintenance - \$178,934, Radios - \$58,755, Purchase new generator - \$58,755
Affordable Housing				Housing Homeless		DENIED	Denied for other funding possibilities and difficult to estimate cost
Medical Transport Subsidy \$108,000						DENIED	Thumb Body Transit System 3 year expansion project (denied as private company-can apply for separate government funds)
		TOTAL	\$ 3,457,856.06	\$ 10,147,979.00	\$ 147,979.00	\$ 6,098,350.79	

Project/Potential Project	Account Number	Board Motion	Amount Expensed	Funds Received	7.1 Board Approved Use of Funds/ARPA	Board Approved/Prov of Gov Svcs	Description
General Funds Appropriation Summary							
				Gov of Prov Funds Received	Expensed	Earmarked	Available Remaining
				\$ 10,000,000.00	\$ 3,457,856.06	\$ 2,640,494.73	\$ 3,901,649.21
					Remainder for 7.1	\$ 147,979.00	\$ -
						\$	3,901,649.21

Potential Projects Tracker General Fund Appropriation

Project/Potential Project	Board Motion	Board Approved	Potential Use of Provision Gov Svcs	Description
Health Dept Storage Building \$ 500,000		\$ -	\$ 500,000.00	<i>Drive through clinics, storage for PPE</i>
Medical Examiner/Equipment/Morgue/ Cold Storage Building \$ 600,000		\$ -	\$ 600,000.00	<i>Potentially part of multiuse project with Health Dept</i>
NEU (Non-Entitlement Unit of Local Government) - Almer Township Request for \$600,000 to replace 70 yr old building; increase storage space and add adm offices, hosts soccer field		\$ -	\$ 600,000.00	<i>Replace 70 yr old building; increase storage space and add adm offices, hosts soccer field</i>
NEU (Non-Entitlement Unit of Local Government) - City of Vassar Request for \$1,500,000 to be used for the Fire Dept. Squad Vehicle \$300K, Safety radios \$140K, Expansion of sewer service, \$1,060,000 (city received \$267,135.52 ARPA funds to be used for water system and Vac truck)		\$ -	\$ 1,500,000.00	<i>Fire Depart. Squad Vehicle \$300k, safety radios \$140k, Expansion of sewer service,\$1,060,000, (City received \$267,135.52 ARPA funds to be used for water system and Vac truck)</i>
NEU (Non-Entitlement Unit of Local Government) - Columbia Township Request for \$75,571 Support for New Fire Hall for Akron, Wisner & Columbia (AWC)		\$ -	\$ 75,571.00	<i>Support for a potential new fire hall for Akron, Wisner & Columbia (ACW) Fire Dept.</i>
NEU (Non-Entitlement Unit of Local Government) - Millington Twnshp Request for \$321,228 <i>Purchase tractor and roadside mower</i>		\$ -	\$ 321,228.00	<i>Purchase tractor and roadside mower</i>
Parks and Rec upgrades \$ 200,000		\$ -	\$ 200,000.00	<i>Vanderbilt Park Playground equipment, canoe launch, signage, roads</i>

Project/Potential Project	Board Motion	Board Approved	Potential Use of Provision Gov Svcs	Description
Purdy Building Windows (ability to open) <i>Cost TBD</i>		\$ -	TBD	<i>Purdy Building Windows (to be able to open windows for ventilation)</i>
Purdy Building Ventilation (HVAC) <i>Cost TBD</i>		\$ -	TBD	<i>Purdy Building (modify/improve HVAC system or modify/add windows in order to be able to open)</i>
Tuscola County Fairgrounds Funding		\$ -	\$ 248,300.00	<i>Repave Midway and Parking Areas</i>
		TOTAL	\$ 4,045,099.00	

Board Approved	Potential Use of Provision Gov Svcs	Description
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General Funds Appropriation Summary

Gov of Prov Funds Received	Expensed to Date	Earmarked	Available Remaining	Requested/Not Board Approved	Available Remaining if Requested Approved
\$ 10,000,000.00	\$ 3,457,856.06	\$ 2,640,494.73	\$ 3,901,649.21	\$ 4,045,099.00	\$ (143,449.79)
\$ 147,979.00	\$ 147,979.00	\$ -	\$ -	\$ -	\$ -
\$ 10,147,979.00	\$ 3,605,835.06	\$ 2,640,494.73	\$ 3,901,649.21	\$ 4,045,099.00	\$ (143,449.79)