



# TUSCOLA COUNTY

## Committee of the Whole

### MEETING AGENDA

Monday, January 22, 2024 – 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 Vaughan  
Roll Call - Clerk Fetting

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#### New Business

1. Community Development Block Grant Housing Improving Local Livability (CHILL) Program - Clayette Zechmeister, Controller/Administrator  
[MSHDA Community Development Block Grant Program-Overview](#)  
[MSHDA Citizen Participation Plan](#) 4 - 16
2. Intergovernmental Agreement with Huron County for Geographic Information System (GIS) - Clayette Zechmeister, Controller/Administrator
3. Proposed Resolution for the Cass City Chronicle  
[Proposed 2024-02 Resolution Honoring the Cass City Chronicle](#) 17

#### Old Business

1. Multi-County Recycling Updates 18
  - Respond to Genesee County
  - Initiate Correspondence to Bay and Saginaw Countys - Mike Miller, Director Building and Grounds/Recycling[Genesee County Multi-County Materials Management Planning Letter](#)

#### Finance/Technology

Committee Leader **Commissioner Young** and Commissioner Koch

**Primary Finance/Technology**

- |    |   |         |
|----|---|---------|
| 1. | 2024 Equipment/Capital Needs<br><a href="#">Equipt-Tech-Capital 2024</a><br><a href="#">GF Contingency 2024</a>   | 19 - 22 |
| 2. | Michigan Renewable Energy Collaborative (MREC) Update -<br>Clayette Zechmeister, Controller/Administrator<br><a href="#">Tuscola Intermediate School Letter Regarding MREC 1-16-24</a>  | 23      |
| 3. | 2024 Tuscola County Council on Aging Request for Funds for<br>Annual Senior Dance<br><a href="#">2024 Tuscola County Council on Aging Request of Funds for<br/>Annual Senior Dinner Dance</a><br><a href="#">Voted Senior Citizens Fund</a> | 24 - 26 |
| 4. | 2024 Tuscola County Council on Aging Request for Funds for<br>Paddle Boat Ride in Frankenmuth<br><a href="#">2024 Tuscola County Council on Aging Request of Funds for<br/>Paddle Boat Ride in Frankenmuth (Annual)</a>                     | 27      |

**On-Going and Other Finance**

**On-Going and Other Technology**

**Building and Grounds**

Committee Leader **Commissioner Koch** and Commissioner Lutz

**Primary Building and Grounds**

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

**Personnel**

Committee Leader **Commissioner Bardwell** and Commissioner Vaughan

**Primary Personnel**

- |    |  |         |
|----|--|---------|
| 1. | Geographic Information System GIS Director Position - Clayette<br>Zechmeister, Controller/Administrator<br><a href="#">GIS Director Job Description</a><br><a href="#">Potential Rate Table for GIS Director</a> | 28 - 30 |
| 2. | Materials Management Planning Designated Planning Agency<br>Stipend Pay - Clayette Zechmeister, Controller/Administrator<br><a href="#">DPA Motion 6-15-2023</a>   | 31      |

**On-Going and Other Personnel**

**Other Business as Necessary**

**Public Comment Period**

**Adjournment**



## COMMUNITY DEVELOPMENT BLOCK GRANT

Michigan State Housing Development Authority  
Neighborhood Housing Initiatives Division  
CDBG Housing Improving Local Livability (CHILL) Program  
735 East Michigan Avenue, Lansing, MI 48909

December 20, 2023

Clayette Zechmeister  
Tuscola County  
zclay@tuscolacounty.org

Dear Clayette,

**CONGRATULATIONS!** After careful review of your agency's Letter of Intent submission for the Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program that was submitted on 12/11/2023, it has been determined that your submission has met the threshold criteria to warrant an invitation to submit an application for further consideration for an award of CHILL grant program funding. Thank you for your time completing the Letter of Intent and submitting your documentation on time and in an understandable format and for your interest in this new funding opportunity. At this time no funds have been formally reserved for your agency's proposed activities and no commitment of any nature is being made.

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We are pleased to announce the application process for the Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program is **OPEN**.

**Application Access.** You can access the online application portal using the following link:  
<https://forms.office.com/g/hPCQBbPMXk>.

**Application Instructions.** The application process is completed in two steps, similar to the Letter of Intent. You will complete the online portion using the portal link. Once you click submit, an email will be sent to you with instructions and a link to a SharePoint folder for uploading all additional documents required to complete your application.

### Attachments

**Application Part 2** – Excel workbook with tabs for completing a Rehabilitation/Reconstruction Timeline, a DRR Reconstruction Budget (for those with DRR projects), a Grant Budget, Certifications and Assurances, and a Signature page. For the second step of the application you will complete, print, sign and upload to the SharePoint folder provided.

**CHILL Application Scoresheet** – This is a sample for informational purposes only, so you can see how your applications will be evaluated.

**Additional Documents** – Please upload other documents as indicated in the application via your SharePoint link.

**Deadline.** Please note completed applications are due on **Monday, February 12, 2024, at 11:59:59 pm EST.**

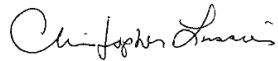
**Q&A Sessions.** Meeting invitations for the remote Q&A sessions will be sent out later and posted on our website. The first one will be held remotely on Monday, January 8, the second conference call is scheduled for January 30.

**Contact Information.** If you have any questions or concerns regarding this email or the application process, please send them to [mshda-cdbg@michigan.gov](mailto:mshda-cdbg@michigan.gov).

**MSHDA Website.** For additional information, please visit our website at <https://www.michigan.gov/mshda/neighborhoods/community-development-block-grant>.

We look forward to receiving your application.

Respectfully,



Christopher Lussier  
CHILL Program Manager | Neighborhood Housing Initiatives Division

## CHAPTER 1

### PROGRAM OVERVIEW

The CDBG Housing Improving Local Livability (CHILL) Program Policy Manual is intended as an overarching guide for UGLGs that have received Community Development Block Grant (CDBG) awards from the Michigan State Housing Development Authority (MSHDA). It outlines the Federal rules that govern the use of CDBG awards to meet a HUD National Objective, as well as the MSHDA's policies regulating the application process, and the on-going operation of its CDBG-funded programs from initial award to grant closeout. The manual may also serve as a resource for the MSHDA staff and members of the public that are interested in the details of the CHILL Program and how it operates.

Initial funding of the MSHDA CHILL Program was transferred from the Michigan Economic Development Corporation (MEDC). As a result, some of the forms used in the MSHDA CHILL Program are derived from the MEDC and may have version dates in the past.

#### **Disclaimer**

The MSHDA reserves the right to update CHILL Program guidance, including the CHILL Term Sheet (1-D) parameters. All documents, processes, procedures, and approvals must follow current guidelines.

### **NATIONAL OBJECTIVE**

#### **Introduction**

The LMI National Objective is often referred to as the primary National Objective, as the regulations require that States expend at least 70% of their CDBG funds on activities that benefit low- and moderate-income people as defined below. In addition to ensuring that the required percentage of CDBG funds serve people in the overall LMI category, UGLGs must also ensure that the activities proposed, when taken as a whole, will not benefit moderate income people to the exclusion of low-income people (see definitions below). MSHDA activities are considered LMI Housing activities and must meet the LMI Housing National Objective.

#### **Definition of Low- and Moderate-Income (LMI)**

The definition of LMI used in the MSHDA's CDBG program is the same as in Title I of the Housing and Community Development Act, as amended. These income limits are to be used to qualify persons/households as eligible LMI beneficiaries of CDBG-assisted activities.

Before discussing the specific income figures, it is important to note the difference between persons, families, and households.

Most CDBG programs require that UGLGs target benefits to LMI people. However, LMI people are in turn defined as individuals that are members of a low-income family.

The one instance when HUD looks at households rather than families is in the case of CDBG-funded housing programs, because the beneficiary of the assistance is the entire household living in the unit that was assisted, regardless of whether they are in the same family. Thus, if a person with little or no income was sharing a residence with an unrelated wealthy person, neither of them would be considered low-income people. Rather, they would both be part of a two-person household that did not qualify as LMI.

For purposes of determining CDBG eligibility and compliance with the LMI National Objective, household incomes are adjusted for household size. A low-income household is one that has an income of less than or equal to 50% of the Area Median Income, as adjusted for household size. A moderate-income household is one that has an income of greater than 50% of the Area Median Income but less than or equal to 80% of the Area Median income, as adjusted for household size. The two categories are referred to as Low and Moderate Income, or LMI.

HUD provides specific income figures (e.g., median income, 80% of median income, 50% of median income) adjusted by household size for all counties and all metropolitan areas of the state. These figures are adjusted annually. Note: The Consolidated Planning Regulations at 24 CFR Part 91 require the State to collect and report information on the number of extremely low, low, moderate, and middle-income persons served by each activity.

### **LMI Housing Overview**

An LMI Housing activity is one carried out for the purpose of providing or improving permanent, residential structures that will be occupied by LMI households upon completion. This would include, but not necessarily be limited to housing rehabilitation for single-family, owner-occupied units and the reconstruction of a vacant, single-family, residential lot, for homeownership. The home must have been vacant and demolished within 12 months of in-fill construction and submission of LOI materials to the MSHDA. The UGLG must provide evidence that the property was previously vacant and residential.

### **LMI Housing**

The following documentation of program benefit is required for all CDBG-funded activities that are carried out under the LMI Housing National Objective:

1. For each unit to be assisted, the size and income of the occupant household.
2. A copy of the written agreement with each developer receiving CDBG assistance committing the total number of dwellings will be occupied by LMI households after the assistance.

The following documentation of program benefit is required for all CDBG-funded activities that are carried out under the LMI Housing National Objective. Additional back-up documentation must be kept on file.

1. For each assisted unit, the family size and income and ranges (30%, 50%, 80%) of occupant households and the amount of CDBG funds spent on rehabilitation.
2. Data on the racial, ethnic and gender characteristics of persons who are applicants for, participants in, and/or beneficiaries of CDBG activities. Therefore, Grantees are required to report income and demographic information for the residents living in all the units.

## **PROGRAM SUMMARY**

Under the MSHDA CHILL Program, grants are awarded to non-entitlement Units of General Local Government (UGLG) in non-entitlement areas to develop and preserve decent, affordable housing for use by low- and moderate-income families. See CDBG Municipalities Map (1-A). The CHILL Program makes state CDBG funds available to conduct homeowner rehabilitation and residential reconstruction/resale activities.

State CDBG funds are federal dollars from the United States Department of Housing and Urban Development (HUD). Congress amended the Housing and Community Development Act of 1974 in 1981 to give each State the opportunity to administer CDBG funds for non-entitlement areas. Non-entitlement areas include those UGLGs which do not receive CDBG funds directly from HUD. Generally, this includes municipalities with populations of less than 50,000 (except cities that are designated principal cities of Metropolitan Statistical Areas), and counties with populations of less than 200,000. The MSHDA CDBG program only awards grants to non-entitlement units of general local government in non-entitlement areas.

The CHILL Program prioritizes homeowner rehabilitation and infill housing activities to address housing priorities identified in a 2023 survey of housing and community development needs. The survey had 690 responses from local government representatives, non-profit agencies, and individual State of Michigan residents. The survey asked respondents to rank a predetermined short list of community development and housing needs, and solicited

open-ended responses, that resulted in an additional 232 suggestions. 45.5% of all respondents and 46% of local government representatives from non-entitlement communities ranked homeowner rehabilitation as the highest priority amongst available options. The second highest priority amongst non-entitlement community representatives was the redevelopment and resale of single-family housing on previously cleared vacant lots, which was their top priority 17.1% of the time. These two priorities were also strongly supported in the open-ended suggestion section of the survey.

The two eligible activities under the CHILL Program are Homeowner Improvement Project (HIP) and Demolition/Reconstruction/Resale (DRR). In addition to aligning with UGLG priorities in the survey, these activities are designed to further Michigan's Statewide Housing Plan goal of constructing, or rehabilitating, 75,000 housing units.

Grant awards will be made through a competitive evaluation process that considers geographic distribution, and the ability of applicants to demonstrate capacity and implementation plans that align with program priorities. The program's intent is to fund tangible housing activities that are implementation ready—able to be completed in 18 months; highly visible; impactful to the neighborhood and resident quality of life; holistically and community focused; and where there is buy-in and demonstrated support within the neighborhood and community. Grant awards will be based on a regional distribution of funding with 5% set aside for the Upper Peninsula (UP), 30% set aside for rural areas (including the 5% set aside for the UP), and 100% targeted to non-entitlement areas overall. Proposals will be funded up to \$500,000 per community (includes administrative costs).

## ELIGIBLE ACTIVITIES

### **Homeowner Improvement Project (HIP)**

Preserving affordable owner-occupied housing units will be achieved by offering low- and moderate-income homeowners, those making less than 80% of the area median income (AMI), up to \$40,000 to address health and safety concerns and maintenance issues. Projects requiring CDBG assistance of \$10,000 or less will be offered as a grant with no requirement or expectation of repayment. CDBG assistance of \$10,001 or more shall be offered as a zero interest zero payment loan, forgivable after 5 years and secured by a second mortgage. See HIP Quickfinder (1-C) for activity overview.

Eligible project costs are the actual costs of rehabilitating housing and soft costs, including but not limited to interior and exterior improvements to meet code requirements, roof repair or replacement, siding, windows, plumbing, electrical, mechanical, and insulation. This excludes cosmetic only renovations and upgrades.

### **Demolition Reconstruction Resale (DRR)**

This activity promotes blight reduction, reactivation of vacant parcels in established neighborhoods, infill construction, and affordable homeownership. It allows for the reconstruction of single-family housing on a vacant, previously residential, parcel recently cleared (within 12 months) through the use of demolition, and resale to a low- or moderate-income (80% AMI) homebuyer. Note that acquisition and demolition are NOT allowable uses of CDBG funds under this activity. CDBG assistance is capped at \$200,000 per unit, secured by a construction mortgage during construction and discharged upon resale to an eligible buyer. See DRR Quickfinder (1-B) for activity overview.

The maximum per unit subsidy limit for the DRR program is 50% of CDBG assistance up to \$100,000. At least \$1,000 and up to \$40,000 of that subsidy must be used for homebuyer assistance, based on need determined through underwriting. Homebuyer assistance will be in the form of a zero interest, zero payment loan, forgivable after 5 years and secured by a second mortgage. Eligible project costs include but are not limited to costs to meet applicable building and construction standards, modest landscaping, and soft costs (or reasonable developer fee).



Proceeds of sale can be used to pay off a construction mortgage or reimburse grantee equity financing in the project if development and homebuyer subsidy limits are observed. Remaining proceeds of sale are considered Program Income, and Program Income is returned to MSHDA within 90 days of closing.

Grantee equity financing is local resources committed to the project to facilitate development and includes, funds used for the reconstruction, the appraised value of the property (as determined by a third-party appraisal), and other eligible costs related to the reconstruction that occur within the grant term. Grantee equity financing does not include granted funds from other sources or resources expended outside the grant term (i.e., the start date of the grant listed in the grant agreement).

While it has been determined that CHILL DRR funds cannot be used to pay for Acquisition or Demolition, these uses qualify as grantee equity financing if they occur within the grant term and can be reimbursed from the proceeds of sale, provided development and homebuyer subsidy limits are observed.

## CONFLICT OF INTEREST

The CDBG requirements pertaining to conflict of interest are summarized in the following paragraphs.

### Conflicts Prohibited

Except for the use of CDBG funds to pay salaries and other related administrative or personnel costs, the general rule is that no persons (described below under “Persons Covered”) who exercise, or have exercised, any functions or responsibilities with respect to CDBG activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

### Persons Covered

The conflicts of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the State, the unit of local government, or of any designated public agencies or subrecipients that are receiving CDBG funds.

### Exceptions

Upon the written request of the applicant/recipient, the MSHDA may forward a request for exception to the provisions of this section to HUD on a case-by-case basis when it determines that such an exception will further the purposes of Title I and the effective and efficient administration of the program, project of the State, or the unit of local government. Forwarding an exception request to HUD will only be considered after the local government has provided the following:

1. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
2. A certification that the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question; and
3. An opinion of the local government's attorney that the interest for which the exception is sought would not violate State or local law. In addition, grant administration may also require an opinion from the State Ethics Board that the conflict does not violate State law.

**Factors To Be Considered for Exceptions**

In determining whether to forward a requested exception after the local government has satisfactorily met the above requirements, the MSHDA shall consider the cumulative effect of the following factors, where applicable:

1. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available.
2. Whether an opportunity was provided for open, competitive bidding, or negotiation.
3. Whether the person affected is a member of a group of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class.
4. Whether the interest or benefit was present before the affected person was in a position as previously described.
5. Whether undue hardship will result either to the State or local government or the person affected when weighed against the public interest served by avoiding the prohibited conflicts.
6. Any other relevant considerations.

**COMPLAINT PROCEDURE**

Under the CHILL Program, Urban General Local Governments (UGLGs) are required to comply with the following established complaint procedure policy bulletin. This policy outlines the process for handling complaints from various parties, including applicants for assistance, dissatisfied owners, and participating contractors. The procedure includes steps for local resolution, referral to Dispute Resolution Services if necessary, and a final review by the MSHDA if the dispute remains unresolved. It's important to note that all liability arising from the actions or failure to act on the part of the UGLG or its subcontractors falls under the responsibility of the UGLG, not the MSHDA.

## DRAFT

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**  
**NEIGHBORHOOD HOUSING INITIATIVES DIVISION**  
**Subject: COMPLAINT PROCEDURE**  
**Effective Date: November 1, 2018**

The purpose of this policy bulletin is to outline requirements for NHID Subrecipients to establish a client complaint procedure for consistent resolution of conflicts. Complaints may come from applicants for assistance, owners dissatisfied with work, participating contractors, or other interested parties.

**A SUBRECIPIENT'S CLIENT COMPLAINT PROCEDURE MUST**

- 1. Be outlined in Subrecipient's Program Guidelines.** Clients and contractors must be informed of the complaint procedure when they are selected to participate in the program or upon receipt of a written complaint.
- 2. Establish a timely response.** Ensure that a client's initial complaint is responded to by the program administrator within 15 working days of the date of the complaint.
- 3. Require that the Chief Executive Officer (CEO) or Executive Director** of the subrecipient be informed of any complaint the program administrator fails to resolve. The subrecipient (at its option) may ask the CEO to review the case and recommend a resolution.
- 4. Provide for the establishment of a review committee,** to be comprised of at least three people, which must hear all cases that cannot be successfully resolved by the program administrator (and CEO if he/she is part of the complaint procedure). It is recommended that the committee members serve a specified number of years.

**The review committee should be comprised of:**

- A person with building/construction expertise (completely separate from the contractor who is part of the complaint);
- A local community representative; and
- A representative of the subrecipient (but should not be administrator or staff member of housing program)

**The claimant** may choose to make a presentation or submit a written description (including documentation) to the committee for review.

This policy covers the following processes:

- The subrecipient's client complaint procedure
- Referrals to Dispute Resolution Services
- MSHDA review of complaint
- Resolution determined by the MSHDA

**REFERRAL TO DISPUTE RESOLUTION SERVICES REQUIRED IF CONFLICT NOT SATISFACTORILY RESOLVED**

Should the above listed efforts fail to resolve all outstanding issues, subrecipients must seek the services of the closest Dispute Resolution/Mediation Program. The costs, if any, for using mediation to seek resolution of the dispute are eligible administrative costs under the MSHDA's Neighborhood Housing Initiatives Division written agreements. A list of Community Dispute Resolution Program (CDRP) Mediation Centers may be found at <http://courts.mi.gov/administration/scao/officesprograms/odr/pages/community-dispute-resolution-program.aspx>.

See Client Complaint Procedure process map that follows for a typical complaint procedure. The MSHDA will review complaints only after this process is complete and the dispute is still unresolved.

If the MSHDA is contacted directly by a complainant, they will be referred to the subrecipient for implementation of policy procedures. After all, previously outlined steps have failed to resolve the complaint, the subrecipient may contact the MSHDA in writing, detailing the complaint and verifying its compliance with the above listed steps.

**NOTE:** All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the subrecipient in the performance of its NHID funded written grant agreement shall be the responsibility of the subrecipient, and not the responsibility of the Authority, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the subrecipient, any subcontractor, anyone directly or indirectly employed by the subrecipient, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the subrecipient or its employees by statute or court decisions.

Questions regarding this policy should be directed to your Specialist.

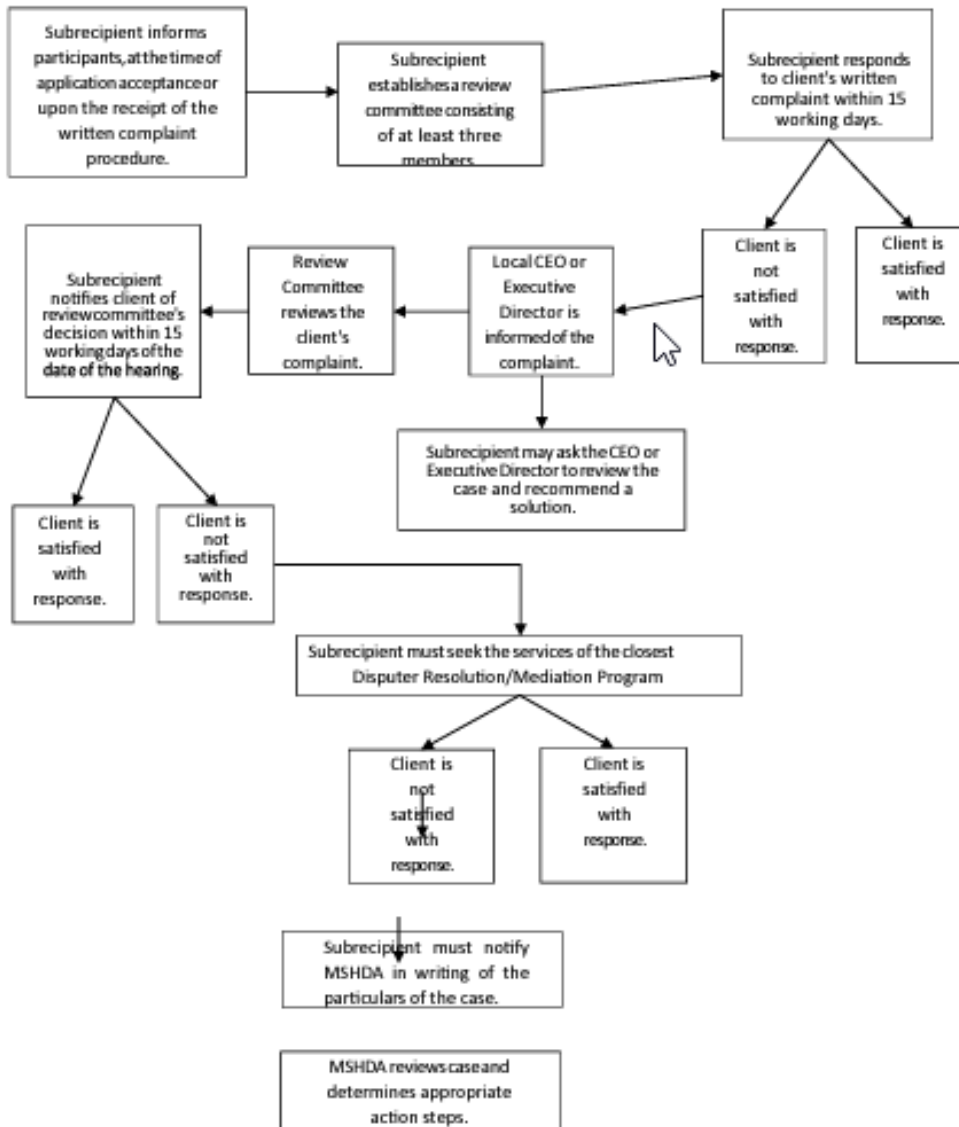
### CLIENT COMPLAINT PROCEDURE

Follow steps in the order listed below.

1	Subrecipient informs participants, at the time of application acceptance or upon the receipt of the written complaint procedure.
2	Subrecipient establishes a review committee consisting of at least three members.
3	Subrecipient responds to client's written complaint within 15 working days.
4	Client is satisfied with response. RESOLVED. Client is <b>not</b> satisfied with response. Proceed to Step 5.
5	Local CEO or Executive Director is informed of the complaint. OPTION: Subrecipient may ask the CEO or Executive Director to review the case and recommend a solution. RESOLVED.
6	Review Committee reviews the client's complaint.
7	Subrecipient notifies client of review committee's decision within 15 working days of the date of the hearing.
8	Client is satisfied with response. RESOLVED. Client is <b>not</b> satisfied with response. Proceed to Step 9.
9	Subrecipient must seek the services of the closest Disputer Resolution/Mediation Program
10	Client is satisfied with response. RESOLVED. Client is not satisfied with response. Proceed to Step 11.
11	Subrecipient must notify MSHDA in writing of the particulars of the case.
12	MSHDA reviews case and determines appropriate action steps.

DRAFT

CLIENT COMPLAINT PROCEDURE



Complaint Procedure A Client Complaint Procedure Chart 09.14.22

**ATTACHMENTS**

- 1-A CDBG Municipalities Map
- 1-B Demolition Reconstruction Resale (DRR) Quickfinder
- 1-C Homeowner Improvement Project (HIP) Quickfinder
- 1-D CHILL Term Sheet

# STATE OF MICHIGAN CITIZEN PARTICIPATION PLAN

APRIL 2021

1. The State will provide citizens and units of local government with reasonable notice and opportunity to comment on the Consolidated Plan and its substantial amendments. Reasonable notice will be given through a public notice in a newspaper(s) with statewide circulation. Opportunity to offer comments will be provided by a period of not less than 30 days, identified in the public notice, to receive comments on the substantial amendments before the amendment is implemented. The notice will clearly provide the name and address of the person responsible for receiving these comments. Reasonable notice will be given to the public for non-substantial amendments by a statewide mailing to current grantees and other interested parties.

Note: When additional funding is provided by the U.S. Department of Housing and Urban Development based on a declared emergency and/or funding needs to be repurposed to meet immediate need and in-person public hearings are not feasible, public notification will take place via internet postings only. An opportunity to offer comment will be provided by a period of not less than 5 days. The notice will clearly provide the methodology and contact person responsible for receiving comments.

2. The State will consider any comments or views of citizens and units of general local government received in writing, if any, in preparing the substantial amendment to the consolidated plan. A summary of these comments or views not accepted and the reasons therefore shall be attached to the substantial amendment to the consolidated plan.

## **Performance Reports.**

1. Citizens shall be provided with a reasonable notice and opportunity to comment on any performance reports required on the Consolidated Plan. A period of not less than 15 days shall be provided to receive comments on the performance report prior to its submission to HUD. Reasonable notice shall be given in the form of an announcement in one or more newspapers of general public circulation.
2. The state shall consider any comments received in writing or orally when preparing the performance report. A summary of these comments shall be attached to the performance report.

## **Citizen participation requirements for local governments.**

Units of general local government receiving CDBG funds from the State will hold a public hearing to receive comment on their proposed project(s) prior to submission to the State. For housing projects, these hearings also include comment on program accomplishments from the preceding project(s). Units of local government receiving CDBG funds from the State for non-housing projects also hold a public hearing to receive public comment on program accomplishments after project completion but prior to final close out.

Units of general local government receiving CDBG HUD Disaster Recovery funds from the State will furnish citizens with information regarding the amount of funds available, the range of activities, the estimated amount of the proposed activities that will benefit persons of low to moderate income; will publish the proposed Action Plan for Disaster Recovery for public comment; and will provide reasonable public notice and comment period on any substantial change to the Action Plan.

**Availability to the public.**

The consolidated plan, as adopted, substantial amendments, and the performance report, shall be available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request. These documents shall be available at the MSHDA Website at [www.michigan.gov/mshda](http://www.michigan.gov/mshda) and available upon request to members of the general public through U.S. Mail. \_

**Access to records.**

The state shall provide citizens, public agencies, and other interested parties with reasonable and timely access to the state's consolidated plan and the state's use of assistance under the programs covered by this part during the preceding five years.

**Complaints.**

The state shall provide a timely, substantive written response to every written citizen complaint, within 15 working days where practicable, to complaints received from citizens on the consolidated plan, amendments, and performance report.

**Use of the Citizen Participation Plan.**

The state assures that it will follow its Citizen Participation Plan.



# TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500  
Caro, MI 48723

Telephone: 989-672-3700  
Fax: 989-672-4011

## Resolution 2024-02 Honoring the Cass City Chronicle

**Whereas**, after 117 years of successful, dedicated publishing of the Cass City Chronicle, the current owner, Clark Haire, has made the difficult decision to sell the paper; and

**Whereas**, in 1906 the paper came to be known as the Cass City Chronicle, having previously been known as the Cass City Enterprise, the Cass City Times, and the Tri-City Chronicle; and

**Whereas**, over the many years of publication, the Cass City Chronicle provided information to the local residents about local government decisions, civic matters, sports and more; and

**Whereas**, the Haire family worked in the small-town weekly newspaper business for many years; publishing the Cass City Chronicle for four generations, beginning with Clarke's great-grandfather, Clarke T. Haire; and

**Whereas**, the Chronicle was a main part of the family's locale as they lived above the Chronicle for several years and as the children grew older, they were also part of assisting with the various jobs associated with publishing a newspaper; and

**Whereas**, during the past several years the number of subscribers has steadily declined due to the impact of the internet, cable television and other mediums which now bring news and advertising to the consumer; and

**Whereas**, the Haire family wishes to express their gratitude to all of the subscribers over the years who have provided for the longevity of the paper.

**Therefore, Be It Resolved**, that on behalf of the residents of Tuscola County, the Board of Commissioners commends Mr. Clark Haire and his family for their tremendous contributions to Tuscola County during their many years of publishing the Cass City Chronicle.

Date \_\_\_\_\_

\_\_\_\_\_  
Kim Vaughan, Chairperson  
Tuscola County Board of Commissioners

I, Jodi Fetting, Tuscola County Clerk, CCO, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Tuscola County Board of Commissioners at its meeting on January 25, 2024.

Date \_\_\_\_\_

\_\_\_\_\_  
Jodi Fetting  
Tuscola County Clerk, CCO



**GENESEE COUNTY**  
**METROPOLITAN PLANNING**  
**COMMISSION**

January 11, 2024

Kim Vaughn, Chairperson  
Tuscola County Board of Commissioners  
125 W. Lincoln St., Suite 500  
Caro, MI 48723

**Subject: Multi-County Materials Management Planning**

Dear Chairperson Vaughn,

In accordance with the new Act 451 Part 115 requirements in House Bill 4461, Subpart 11, Materials Management Plans, you are receiving this letter to gauge your interest in working with the Genesee County Metropolitan Planning Commission (GCMPC) on a multi-county Materials Management Plan (MMP). Due to the Part 115 changes, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) initiated the development of MMPs on January 8, 2024, which will replace existing Solid Waste Management Plans.

Per EGLE requirements, surrounding counties have 30 days to submit an official response to this letter. Please provide GCMPC staff with a written response that documents support or opposition of drafting a multi-county materials management plan with Genesee County by February 10, 2024. If you have any questions or would like to meet to discuss, please do not hesitate to contact me at [croblyer@geneseecountymi.gov](mailto:croblyer@geneseecountymi.gov) or (810) 766-6570.

Sincerely,

Cody Roblyer, Lead Planner  
Genesee County Metropolitan Planning Commission

Cc: Jodi Fetting, Clerk  
Clayette A. Zechmeister, Controller/Administrator

Derek Bradshaw, Director    Christine Durgan, Assistant Director

1101 Beach Street – Room 111, Flint, Michigan 48502-1470 • (810) 257-3010 • [www.gcmipc.org](http://www.gcmipc.org)

**2024 Equipment/Capital Improvement Budget Request**

2024 Equipment/Capital Improvement Budget Request							
Requests			Potential Recommended for Funding				
Department Request		All Capital Improvement Requests	Recommended for Funding from Capital Improvement Fund - 483	Recommended for Funding from Equipment/Technology Fund - 244	Jail Capital Improvements Fund	Recommended for Funding from Road Patrol Fund - 207	Comments
<b>Unified Court</b>	Two Chairs	\$415		\$415			DC Clerk Chair and Circuit Court Desk Chair
	Floor Mat Magistrate Clerk	\$75		\$75			
	Filing Cabinet	\$300		\$300			Juvenile Probation Dept
<b>Controller</b>	Microfilm General Ledger	\$2,000		\$2,000			Mandated
	<i>Copier **added 11-6-23</i>	\$7,300		\$7,300			Pool Copier 10 years old, parts are hard to find and copy costs are very high/New copier would keep cost down
	Microfilm Building Permits	\$10,000		\$10,000			Many Years will need to be done, this will be the beginning
<b>Computer Operations</b>	Servers	\$10,000		\$10,000			
	Workstations	\$25,000		\$25,000			
	VOIP Phone Refresh	\$120,000		\$120,000			
	Pure Storage Refresh	\$400,000		\$400,000			
	Switches	\$15,000		\$15,000			
	Replace Old Cabling	\$10,000		\$10,000			
	Security Buttons	\$5,000		\$5,000			
	Door Access Cards	\$12,000		\$12,000			
	Desktop Scanners	\$4,000		\$4,000			
	Security Cameras	\$5,000		\$5,000			

**2024 Equipment/Capital Improvement Budget Request**

Requests			Potential Recommended for Funding				
Department Request		All Capital Improvement Requests	Recommended for Funding from Capital Improvement Fund - 483	Recommended for Funding from Equipment/Technology Fund - 244	Jail Capital Improvements Fund	Recommended for Funding from Road Patrol Fund - 207	Comments
	Cruiser Cameras	\$44,000		\$0		\$44,000	Sheriff agrees to charge to the Road Patrol Budget (207)
<b>Computer Operations (cont'd)</b>	Zoom Display	\$1,000		\$1,000			
	Pivot Point Software	\$6,000		\$6,000			
	Prosecutor Software Module	\$10,000		\$10,000			
<b>Drain Commissioner</b>	New Truck	\$50,000		\$50,000			2013 Ford F150
<b>Emergency Services</b>	AED Batteries	\$1,000		\$1,000			
<b>Buildings &amp; Grounds</b>	Courthouse Painting	<del>\$30,000</del>	<del>\$30,000</del>				
	Courthouse Back Sidewalk	<del>\$50,000</del>	<del>\$50,000</del>				
	Jail Cells Window Replacement	<del>\$375,000</del>	\$0		<del>\$375,000</del>		
	Jail Fire Suppression System	\$200,000	\$0		\$200,000		
	Jail Report Room Carpet	<del>\$1,000</del>	\$0		<del>\$1,000</del>		
	MSU Parking Lot Seal Coat	\$3,500	\$3,500				
	MSU Building Interior Remodel	<del>\$150,000</del>	<del>\$150,000</del>				
	Health Department Parking Lot Seal Coating	\$10,000	\$10,000				
	DHHS Roof Replacement	\$200,000	\$200,000				

**2024 Equipment/Capital Improvement Budget Request**

Requests			Potential Recommended for Funding				
Department Request		All Capital Improvement Requests	Recommended for Funding from Capital Improvement Fund - 483	Recommended for Funding from Equipment/Technology Fund - 244	Jail Capital Improvements Fund	Recommended for Funding from Road Patrol Fund - 207	Comments
	DHHS Parking Lot Seal Coating	\$8,000	\$8,000				
	MSP Interior Remodel	\$60,000	\$60,000				
	Purdy Building Painting	<b>\$10,000</b>	<b>\$10,000</b>				
	Health Department Rooftop HVAC Units	<b>\$40,000</b>	<b>\$40,000</b>				
	<b>Grand Total</b>	<b>\$1,875,590</b>	<b>\$561,500</b>	<b>\$694,090</b>	<b>\$576,000</b>	<b>\$44,000</b>	
	<b>Total Funded</b>	<b>\$1,209,590</b>	<b>\$281,500</b>	<b>\$684,090</b>	<b>\$200,000</b>	<b>\$44,000</b>	
	<b>Total Not Funded 2024 Projects</b>	<b>\$666,000</b>	<b>\$280,000</b>	<b>\$10,000</b>	<b>\$376,000</b>	<b>\$0</b>	

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024		ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDT USED
		12/31/2023 NORM (ABNORM)	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/24 INCR (DECR)	01/31/2024 NORM (ABNORM)	BALANCE NORM (ABNORM)		
Fund 101 - GENERAL FUND									
Expenditures									
Dept 890 - CONTINGENCY FUND									
101-890-965.000	CONTINGENCY	0.00	344,810.00	344,810.00	0.00	0.00	344,810.00	0.00	
Total Dept 890 - CONTINGENCY FUND		0.00	344,810.00	344,810.00	0.00	0.00	344,810.00	0.00	
TOTAL EXPENDITURES		0.00	344,810.00	344,810.00	0.00	0.00	344,810.00	0.00	
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	344,810.00	344,810.00	0.00	0.00	344,810.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	(344,810.00)	(344,810.00)	0.00	0.00	(344,810.00)	0.00	



# Tuscola Intermediate School District

989-673-2144

1385 Cleaver Road, Caro, MI 48723

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

## ADMINISTRATION

Eugene W. Pierce  
Superintendent

Eric S. Kunisch  
Assistant Supt.  
Special Ed.

Jill M. Ball  
Assistant Supt.  
Instructional Services

## BOARD OF EDUCATION

James Welke  
President

Charles Squires  
Vice President

James Brown  
Secretary

Dean Nichols  
Treasurer

Louise Hodges  
Trustee

January 16, 2024

Clayette Zechmeister  
Tuscola County Controller  
125 West Lincoln Street  
Caro, MI 48723

Dear Clayette,

On January 15, 2024 the Tuscola Intermediate School District hosted its monthly meeting and discussed the Michigan Renewable Energy Collaborative (MREC). As you are aware, Tuscola ISD has been an active member of MREC since its inception in 2012. MREC currently includes Tuscola, Huron, Sanilac, and Gratiot-Isabella counties. MREC was originally formed to ensure the proper taxing of wind energy systems for all taxing entities.

At this time, Tuscola ISD has spent approximately \$304,670 on legal fees through MREC to ensure proper taxing of wind energy systems predominantly owned and operated by Consumers Energy, DTE, and Constellation. MREC participants collaboratively have spent over \$5.5 million in litigation fees since 2012. At this time, settlements have been reached with Consumers Energy and DTE while negotiations and litigation continues with Constellation. TISD informed MREC in October that if a settlement was not reached with Constellation by the end of December, Tuscola ISD may withdraw from MREC.

Seeing no end in sight to the litigation process with Constellation, Tuscola ISD took action at the January School Board meeting to discontinue participation in MREC. The vote to discontinue MREC participation by Tuscola ISD was unanimous.

Tuscola ISD will remain responsible for the proportional share of legal invoices related to MREC through January 31, 2024.

Please contact me if you have any questions.

Sincerely,

Eugene W. Pierce



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**[EXTERNAL] 2024 Request of funds for Annual Senior Dinner Dance**

1 message

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**Jerald Gamm** <jeraldgamm@gmail.com>  
To: renee@tuscolacounty.org

Tue, Jan 9, 2024 at 7:46 PM

Good Day,  
The Tuscola County Council on Aging is formally requesting \$2500.00 to help put on the Annual Dinner Dance in September 2024.

Thank you,  
Jerald Gamm  
Chairman-Treasurer



Virus-free.[www.avast.com](http://www.avast.com)



PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024		ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		12/31/2023	ORIGINAL BUDGET	2024 AMENDED BUDGET	MONTH 01/31/24 INCR (DECR)	01/31/2024	BALANCE	
		NORM (ABNORM)				NORM (ABNORM)	NORM (ABNORM)	
Fund 297 - VOTED SENIOR CITIZENS								
Revenues								
Dept 672 - HUMAN DEV COMM								
297-672-402.000	CURRENT/DELINQUENT TAXES	553,027.98	589,794.00	589,794.00	6.33	6.33	589,787.67	0.00
297-672-402.891	CURRENT TAX WIND REVENUE	117,295.80	110,829.00	110,829.00	0.00	0.00	110,829.00	0.00
297-672-665.000	INTEREST REVENUE	7,125.53	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
297-672-699.000	OPERATING TRANSFERS IN	177,701.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 672 - HUMAN DEV COMM		855,150.31	706,623.00	706,623.00	6.33	6.33	706,616.67	0.00
TOTAL REVENUES		855,150.31	706,623.00	706,623.00	6.33	6.33	706,616.67	0.00
Expenditures								
Dept 672 - HUMAN DEV COMM								
297-672-700.010	HUMAN DEVELOPMENT COMMISSION	496,753.00	496,753.00	496,753.00	124,188.25	124,188.25	372,564.75	25.00
297-672-700.020	EXTRA HOME DELIVERED MEALS	294,578.00	164,596.00	164,596.00	41,149.00	41,149.00	123,447.00	25.00
297-672-700.070	HDC VEHICLE MAINT/SUPPORT	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00
297-672-700.090	HDC SENIORS MISC. CARE	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00
297-672-700.150	VOLUNTEER MILEAGE	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00
297-672-707.000	SALARIES - PER DIEM	125.01	150.00	150.00	24.99	24.99	125.01	16.66
297-672-715.000	F.I.C.A.	9.58	11.00	11.00	1.91	1.91	9.09	17.36
297-672-964.000	REFUNDS & REBATES	184.64	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 672 - HUMAN DEV COMM		840,150.23	661,710.00	661,710.00	165,364.15	165,364.15	496,345.85	24.99
Dept 673 - HEALTH DEPT								
297-673-700.040	FLU SHOTS	0.00	200.00	200.00	0.00	0.00	200.00	0.00
297-673-700.080	GERIATRIC PROGRAM	22,143.10	26,795.00	26,795.00	0.00	0.00	26,795.00	0.00
Total Dept 673 - HEALTH DEPT		22,143.10	26,995.00	26,995.00	0.00	0.00	26,995.00	0.00
Dept 674 - SENIOR CITIZENS OTHER								
297-674-700.030	REGION VII AGENCY DUES	3,402.00	3,402.00	3,402.00	0.00	0.00	3,402.00	0.00
297-674-707.000	SALARIES - PER DIEM	3,350.00	3,100.00	3,100.00	0.00	0.00	3,100.00	0.00
297-674-715.000	F.I.C.A.	256.26	238.00	238.00	0.00	0.00	238.00	0.00
297-674-802.000	LEGAL	2,392.44	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
297-674-861.000	TRAVEL	1,210.36	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
297-674-955.000	SENIOR BALL/FAIR-SENIOR ALLIA	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
297-674-956.000	SENIOR DINNER/DANCE-SR.ADVISO	2,500.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
297-674-999.101	INDIRECT COSTS	5,826.00	5,478.00	5,478.00	1,369.50	1,369.50	4,108.50	25.00
Total Dept 674 - SENIOR CITIZENS OTHER		19,937.06	17,918.00	17,918.00	1,369.50	1,369.50	16,548.50	7.64
TOTAL EXPENDITURES		882,230.39	706,623.00	706,623.00	166,733.65	166,733.65	539,889.35	23.60
Fund 297 - VOTED SENIOR CITIZENS:								
TOTAL REVENUES		855,150.31	706,623.00	706,623.00	6.33	6.33	706,616.67	0.00
TOTAL EXPENDITURES		882,230.39	706,623.00	706,623.00	166,733.65	166,733.65	539,889.35	23.60
NET OF REVENUES & EXPENDITURES		(27,080.08)	0.00	0.00	(166,727.32)	(166,727.32)	166,727.32	100.00
BEG. FUND BALANCE		166,526.98	166,526.98	166,526.98		166,526.98		
NET OF REVENUES/EXPENDITURES - 2023						(27,080.08)	(27,080.08)	

Page 25 of 31

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024		ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT USED
		12/31/2023	ORIGINAL	2024	MONTH 01/31/24	01/31/2024	BALANCE	BALANCE	
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 297 - VOTED SENIOR CITIZENS									
END FUND BALANCE		139,446.90	166,526.98	166,526.98		(27,280.42)			



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**[EXTERNAL] 2024 Request of funds for Paddle Boat ride in Frankenmuth (Annual)**

1 message

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**Jerald Gamm** <jeraldgamm@gmail.com>  
To: renee@tuscolacounty.org

Tue, Jan 9, 2024 at 7:49 PM

Good day,

The Tuscola County Council on Aging would like to formally request \$1000.00 to help with the cost of the Paddle Boat ride in Frankenmuth, MI. in the fall of 2024. This is an annual event for seniors of Tuscola County.

Thank you,  
Jerald Gamm  
Chairman - Treasurer



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# GIS Director

## **General Statement of Duties**

The GIS Director is responsible for tasks related to managing the Tuscola County Geographic Information Systems (GIS) Department. They will serve as the project manager and technical team lead in designing, developing, testing, implementing and maintaining GIS applications, tools, and data. The Director will provide supervision to GIS staff, assess County GIS needs, administer County policies, and support County initiatives.

## **Essential Job Functions**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform.

- Meet with department heads to understand key initiatives and identify how GIS can assist. Plan methodologies, timelines, and cost estimates in support of these operations.
- Provide County, City, Township, and other partners with training, expertise, and project support to help them achieve their organizational needs.
- Aid in researching legal descriptions, parcel boundaries, property ownership, and potential boundary conflicts.
- Assist the Treasurer's Office with the property foreclosure process. Ensure staff has the means to correctly identify and post notice to any properties involved in this process. Provide a means for interested individuals to obtain delinquent tax info.
- Work with Equalization, Treasurer's Office, and Township staff to process property split and combination requests. Provide notice if these request violate established practices. Update County parcel layer and assessing database accordingly.
- Create and manage spatial data and perform quality control operations to ensure its accuracy and completeness.
- Synthesize spatial, tabular, and other data sources into useful GIS products.
- Create and maintain online maps and applications.
- Produce digital and hard copy maps.
- Assist in development and maintenance of aerial photography layers as needed.
- Research emerging GIS technologies and develop plans for testing and implementing software / system upgrades.
- Manage ESRI user accounts and credit utilization. Assist Information Systems in maintaining and monitoring GIS hardware, software, cloud infrastructure, and licensing.
- Participate in developing and enforcing County policies, procedures, and standards.
- Develop the annual GIS budget. Project revenues and expenses and predict supply needs.
- Assess GIS Department staffing needs, assign tasks, and provide supervision.
- Perform other GIS related services as may be required.

## **Required Knowledge, Skills and Abilities**

- Knowledge of best practices of GIS mapping for municipal practices.
- Skill in the use of office equipment and technology including ArcGIS and other GIS software, relational databases, personal computers and related software including Microsoft Office. Skill in the use of ArcGIS Online is a major plus.
- Proficiency in spreadsheet and database management.
- Able and willing to master new technologies.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other departments, employees, governmental agencies as well as other professional contacts.
- Ability to communicate effectively and present ideas orally, through presentations and in writing.
- Ability to manage projects and prioritize tasks.
- Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines, and changes in priorities.
- Possess and maintain a valid driver's license.
- The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is required to view and produce written reports. The employee frequently is required to stand, walk, use hands to finger, hand, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move items of light to moderate weights.

## **Preferred Experience and Training**

A Bachelor's degree from an accredited university with major coursework related to Geographic Information Sciences – AND – at least three years of experience in the operations and administration of Geographic Information Systems.

Rate Table

Description

GIS DIRECTOR GIS DIRECTOR

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Step	Rate	Timespan Type	Time	Description
Effective Date: 01/01/2024				
1	74,887.8000	Not Used	0	STARTING PAY
2	76,385.5500	Years	1	AFTER 1 YEAR
3	77,913.2600	Years	2	AFTER 2 YEARS
4	81,029.7900	Years	3	AFTER 3 YEARS
5	84,270.9800	Years	4	AFTER 4 YEARS

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2023-M-134

Motion by Thomas Young, seconded by Matt Koch to adopt the meeting minutes from the May 25, 2023 Regular meeting. Motion Carried.

### **Brief Public Comment Period for Agenda Items Only**

None

### **Consent Agenda**

2023-M-135

Motion by Bill Lutz, seconded by Thomas Young that the Consent Agenda Minutes as corrected and Consent Agenda Items from the June 12, 2023 Committee of the Whole meeting be adopted. Motion Carried.

### **CONSENT AGENDA**

1. Michigan Association of Register of Deeds (MARD) Conference Request For Overnight Accommodations Consideration -  
Move that per the request from Marianne Brandt, Register of Deeds, to allow overnight accommodations in Midland at the Michigan Association of Register of Deeds (MARD) Conference. The conference falls just under the 60-mile restriction in our policy and requires Board approval. Sufficient funds are available in the department budget for this training.
2. New Materials Management Planning Designated Planning Agency (DPA) - Individual to Serve as the Contact Person -  
Move that Mike Miller, Director of Buildings and Grounds/Recycling Coordinator, be the Designated Planning Agency (DPA). He shall serve as the contact person for the purpose of materials management planning for Tuscola County.
3. Lead, Educate And Develop (LEAD) Tuscola -  
Move that Tim Green - Information Technology Office, Angie House - Controller/Administrator's Office and Nick Tselepis - Managed Assigned Counsel Office be appointed to represent Tuscola County in the Lead, Educate And Develop (LEAD) Tuscola Program. Funds are available in the Special Programs 101-104-965-070 budget for tuition costs.
4. Michigan Township Association (MTA) County Membership Dues for 2023/2024 -  
Move to approve the payment of the Michigan Township Association (MTA) Dues for July 1, 2023 to June 30, 2024 in the amount of \$2,500.00. Funds are available in the special programs line item 101-104-965-070.
5. Courthouse Cooling Tower Carryover Project Budget Amendment -  
Move to approve the 2023 budget amendment of \$151,490.00 in line item 483-931-985-019 for the approved Courthouse Cooling Tower project through the use of fund balance in the Capitol Improvements Fund (483).