

**TUSCOLA COUNTY BOARD OF COMMISSIONERS**  
**MEETING AGENDA**  
**TUESDAY, MAY 12, 2009 – 8:00 A.M.**  
**ANNEX BOARD ROOM**

207 E. Grant Street  
Caro, MI 48723-1660

Phone: 989-672-3700  
Fax : 989-672-4011

8:00 A.M. Call to Order – Chairperson Peterson  
Prayer – Commissioner Roggenbuck  
Pledge of Allegiance – Commissioner Bardwell  
Roll Call – Clerk White-Cormier  
Adoption of Agenda  
Action on Previous Meeting Minutes (See Correspondence #1)  
Brief Public Comment Period  
Consent Agenda Resolution (See Correspondence #2)  
New Business  
    -M-25 Heritage Route  
Old Business  
Correspondence/Resolutions

**COMMITTEE AND LIAISON REPORTS**

**Committee of the Whole – FINANCE FOCUS** (See Correspondence # 3)  
Commissioner Bardwell/Commissioner Peterson

Other Business/On-Going Matters  
Next Meeting Date Thursday, May 14, 2009 – 8:00 A.M.

**Committee of the Whole – PERSONNEL FOCUS** (See Correspondence # 3)  
Commissioner Bardwell/Commissioner Roggenbuck

Other Business/On-Going Matters  
Next Meeting Date Thursday, May 14, 2009 – 8:00 A.M.

**Committee of the Whole – BUILDING AND GROUNDS FOCUS** (See  
Commissioner Kern/Commissioner Petzold Correspondence # 3)

Other Business/On-Going Matters  
Next Meeting Date Thursday, May 14, 2009 – 8:00 A.M.

**COMMISSIONER LIAISON COMMITTEE REPORTS**

PETERSON

Enterprise Facilitation  
Human Development Commission

MEMS

Michigan Association of Counties – Aging Work Group

Michigan Association of Counties – Environmental

LEPC

NACO

Local Unit of Government Activity Report

Parks & Recreation

Dispatch Authority Board

PETZOLD

Recycling Advisory

Resource Conservation and Development District

Mid-Michigan Mosquito Control Technical Advisory Committee

Thumb Area Consortium

Multi-County Solid Waste

TRIAD

Local Unit of Government Activity Report

Road Commission

Health Board

ROGGENBUCK

Enterprise Facilitation

Planning Commission

Human Services/Medical Care Facility Liaison

Board of Public Works

Local Unit of Government Activity Report

Human Services Coordinating Council

MAC Judiciary & Public Safety Committee

Great Start Collaborative – Tuscola County

BARDWELL

Caro DDA

Brownfield Redevelopment Authority

Economic Development Corporation

Tuscola 2011

MAC Economic Development/Taxation

MAC 7<sup>TH</sup> District

Local Unit of Government Activity Report

Michigan Association of Counties – Board of Directors

NACO

KERN

Thumb Area Consortium

Human Development Commission

Health Board

Senior Services Advisory  
Region VII Area Agency on Aging Advisory Council  
Local Unit of Government Activity Report  
Community Corrections Advisory Board  
Behavioral Health Board

Closed Session (If Necessary)

Other Business as Necessary

Extended Public Comment

Adjournment

Note: If you need accommodations to attend this meeting please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two days in advance of the meeting.

## **CORRESPONDENCE**

- #1 April 28, 2009 Full Board Minutes
- #2 Consent Agenda Resolution
- #3 April 30, 2009 Committee of the Whole & Statutory Finance Committee Minutes
- #4 April 15, 2009 Human Development Commission Minutes
- #5 April 16, 2009 Road Commission Minutes
- #6 April 2, 2009 Tuscola Co. Economic Development Corporation Minutes

**DRAFT****Tuscola County Board of Commissioners****April 28, 2009 Minutes****Courthouse Annex**

Chairman Gerald Peterson called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the County Annex Building in the Village of Caro, Michigan, on the 28th day of April, 2009 to order at 8:01 a.m. local time.

Prayer by Commissioner Petzold  
Pledge by Commissioner Roggenbuck

**COMMISSIONERS PRESENT:**

District #1 Amanda Roggenbuck, District #2 Thomas Bardwell, District #3 Tom Kern, District #4 Roy Petzold, District #5 Gerald Peterson

09-M-085

Motion by Bardwell seconded by Roggenbuck to adopt the agenda as amended. Motion carried.

09-M-086

Motion by Bardwell seconded by Roggenbuck to approve the minutes of the 4/14/09 regular meeting. Motion carried.

Brief Public Comment - none

09-M-087

It was moved by Bardwell and supported by Kern that the following Consent Agenda Resolution be adopted:

**CONSENT AGENDA**

<b>Agenda Reference:</b>	A
<b>Entity Proposing:</b>	COMMITTEE OF THE WHOLE 4/16/09
<b>Description of Matter:</b>	Move that per the April 8, 2009 letter of recommendation from the Sheriff, the Jail Health Services Proposal from Health Professionals, LTD (using the services of a physician's assistant) be approved for an annual amount of \$58,736.55 and all

documents related to this matter be authorized to be signed.

**Agenda Reference:**

C

**Entity Proposing:**

COMMITTEE OF THE WHOLE 04/16/09

**Description of Matter:**

Move the Building and Grounds Director be authorized to build additional picnic tables for Vanderbilt County Park & Campground with assistance from county jail inmates. Also, a budget of \$1200 be established for said project.

**Agenda Reference:**

D

**Entity Proposing:**

COMMITTEE OF THE WHOLE 04/16/09

**Description of Matter:**

Move to rescind previous Board Motion 09-M-084 which would have involved bidding an energy study for all county buildings and instead allow the Building and Grounds Director to utilize Johnson Controls to conduct the heating/cooling system and energy upgrades at the Department of Human Services Building. Also, the contract with Johnson Controls related to this matter be authorized to be signed.

**Agenda Reference:**

E

**Entity Proposing:**

COMMITTEE OF THE WHOLE 04/16/09

**Description of Matter:**

Move that per the April 14, 2009 memorandum from the Mosquito Abatement Director and in accordance with county policy that authorization is given to purchase a file cabinet from a supply account for an amount of \$622.60.

**Agenda Reference:**

F

**Entity Proposing:**

COMMITTEE OF THE WHOLE 04/16/09

**Description of Matter:**

Move that the 2008 Behavioral Health Systems Audit be received and placed on file.

**Agenda Reference:**

G

**Entity Proposing:** COMMITTEE OF THE WHOLE 04/16/09

**Description of Matter:** Move that Tim and Kathy Howell, owners of Howell Farms at 7740 Deckerville Road, Fairgrove, Michigan be recognized by the Tuscola County Board of Commissioners for their outstanding commitment to the environment and for assuring that agricultural resources and a quality of life are available for current and future generations by achieving the standards of the Michigan Agricultural Environmental Assurance Program (MAEAP).

**IT IS FURTHER RESOLVED** that any motion, resolution, or other act of Tuscola inconsistent with this Resolution is hereby rescinded, modified, replaced or superseded by this Resolution.

YEAS: all

NAYS: none

ABSTENTIONS: none

RESOLUTION ADOPTED.

09-M-087

Motion by Bardwell seconded by Kern that per the request of Fremont Township officials, tax bill and tax roll production process and corresponding fees generated be transferred from the County to Fremont Township beginning immediately. Also, per the request of the County Treasurer that if there are any additional costs associated with the township change to BS&A software it will be the responsibility of the township to pay all of these costs. Roll call: Bardwell, yes; Peterson, yes; Roggenbuck, yes; Kern, yes; Petzold, yes. Motion carried.

09-M-088

Motion by Roggenbuck seconded by Kern Move that the County Health Department Annual Report be received and placed on file. Motion carried.

09-M-089

Motion by Kern seconded by Roggenbuck that revisions to the Board of Health by-laws as recommended by the Board of Health and prepared by corporate counsel be approved. Motion carried.

09-M-090

Motion by Kern seconded by Petzold that per the recommendation of the Board of Health, to authorize the changes in the language to the Health

Department Personnel Policies sections 18.1 and 18.4 to clarify mileage issues. Motion carried.

09-M-091

Motion by Kern seconded by Petzold to authorize the transfer of \$145,286.31 in Bridge Millage funds from the Voted Bridge Millage fund to the Road Commission fund per voucher #03-09 (April 9, 2009) from the County Road Commission. Motion carried.

09-M-092

Motion by Bardwell seconded by Petzold to approve the 2008 County Equalization Report as presented by the County Equalization Director and authorize all appropriate signatures. Motion carried.

09-M-093

Motion by Petzold seconded by Bardwell to approve the March 20, 2009 letter of request from Recycling Coordinator, Kate Neese, to reduce the 3 part time probationary employees by 5 hours per week per employee due to budgetary constraints effective May 1, 2009. Motion carried.

09-M-094

Motion by Kern seconded by Roggenbuck that Tri-County Equipment be awarded the bid for the purchase of a John Deere Z840A lawn mower for an amount of \$5,619.77 which was budgeted to be purchased for the County Building and Grounds Department. Motion carried.

09-M-095

Motion by Kern seconded by Petzold to approve the rehiring of Adam Gilley, Nathaniel Gokey, Anthony Langlois, Amos Perkins, Michael Seamen, Nicholas Sattelberg, and Tony Thomas and the hiring of Paul Chronowski, Shawn Downing, William Hendricks, and Shentele Sudds as Mosquito Abatement seasonal technicians pending satisfactory physical and drug screen results. Motion carried.

09-M-096

Motion by Bardwell seconded by Petzold to approve the promotion of Caryl Langmaid from part time General Office Clerk to full time Secretary I in the Tuscola County Clerk's office at the Step 1 wage rate of \$13.03 per hour effective May 15, 2009 which would allow for a two week training period. Motion carried.

09-M-097

Motion by Bardwell seconded by Petzold to authorize the posting and refilling of the part time (30 hours per week) General Office Clerk position in the Tuscola County Clerk's office at the Step 1 wage rate of \$12.56/hr. Motion carried.



County resident Richard Horsch appeared regarding the structure of the Mosquito Abatement program and recently implemented changes.

Work Group Chair (County Planning Commission), Delores Damm appeared regarding a Tuscola County Farmland and Open Space Preservation Ordinance Certification. She also updated the board regarding the Tuscola Area Zoning Ordinance Work Group meetings. Delores also outlined the Tuscola County Wind Energy proposal.

09-M-098

Motion by Kern seconded by Petzold to authorize the chair to sign a letter of support and authorize submittal of a grant application by East Central Michigan Planning and Development Region to the Michigan Department of Environmental Quality Coastal Zone Management program to develop a wind energy plan designed to balance the need to protect public health and safety with opportunity for economic growth from the development of wind energy potential in Tuscola County (in-kind match will be used with no cash outlay required by Tuscola County). Motion carried.

Meeting adjourned at 10:56 a.m. until 8 a.m., May 12, 2009.

Margie White-Cormier  
Tuscola County Clerk

**'DRAFT'**

**COUNTY OF TUSCOLA**

**STATE OF MICHIGAN**

**RESOLUTION TO ADOPT CONSENT AGENDA**

At a regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the County Annex Building in the Village of Caro, Michigan, on the 12<sup>th</sup> day of May, 2009 at 8 o'clock a.m. local time.

COMMISSIONERS PRESENT:

\_\_\_\_\_  
\_\_\_\_\_

COMMISSIONERS ABSENT:

\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Consent Agenda Resolution be adopted:

**CONSENT AGENDA**

**Agenda Reference:** A

**Entity Proposing:** COMMITTEE OF THE WHOLE 4/30/09

**Description of Matter:** Move that the 2009 Budget amendments as identified for April by the Chief Accountant be authorized for implementation.

**Agenda Reference:** B

**Entity Proposing:** COMMITTEE OF THE WHOLE 4/30/09

**Description of Matter:** Move that the Sheriff Department be authorized to submit a RAP Grant to the County Insurance Company (MMRMA) to help defray a portion of the cost for Palm Livescan

Equipment for the Sheriff Department.

**Agenda Reference:** C

**Entity Proposing:** COMMITTEE OF THE WHOLE 4/30/09

**Description of Matter:** Move that per the request of the Sheriff Department, that authorization is given to implement a "Smart Card" system through Swanson Services to refund inmates their remaining funds upon release from jail.

**Agenda Reference:** D

**Entity Proposing:** COMMITTEE OF THE WHOLE 4/30/09

**Description of Matter:** Move that a new lease with Toshiba for an eSTUDIO 353C copy machine is authorized for the Sheriff's Department with the understanding this new machine is cost neutral compared to the current machine.

**Agenda Reference:** E

**Entity Proposing:** COMMITTEE OF THE WHOLE 4/30/09

**Description of Matter:** Move that Don McLane be re-appointed to the Behavioral Health Systems Board.

**Agenda Reference:** F

**Entity Proposing:** COMMITTEE OF THE WHOLE 4/30/09

**Description of Matter:** Move that authorization be given to post and advertise to fill the budgeted part-time summer maintenance positions.

**Agenda Reference:** G

**Entity Proposing:** COMMITTEE OF THE WHOLE 4/30/09

**Description of Matter:** Move that as permitted by Section 2.15 of the County Purchasing Policy that all bids related to lease or purchase of a facility to house Adult Probation be rejected.

**IT IS FURTHER RESOLVED** that any motion, resolution, or other act of Tuscola inconsistent with this Resolution is hereby rescinded, modified, replaced or superseded by this Resolution.

YEAS:

NAYS:

ABSTENTIONS:

RESOLUTION ADOPTED.

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Jerry Peterson, Chairperson  
Tuscola County Board of Commissioners

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Margie White-Cormier  
Tuscola County Clerk

**DRAFT**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole Minutes**  
**Thursday, April 30, 2009 – 8:00 A.M.**  
**Annex Board Room (207 E. Grant Caro, Mi.)**

Commissioners present: Roggenbuck, Bardwell, Kern, Petzold, Peterson. Also present: Michael Hoagland, Margie White-Cormier, Mike Miller, Mari Young, Clayette Zechmeister, Kyle Jaskulka, Mary Drier, Carrie Krampits, Renee McLane, Donna Fraczek, Steven Lark

**Finance**

**April 2009 Budget Amendments** – (see consent agenda resolution)

**Cohl, Stoker, Toskey Invoice** – a conference call occurred yesterday. Awaiting additional information as well as returned phone calls!

**MMRMA – RAP Funding for County Share of Palm Livescan Equipment** – a grant application was reviewed (see consent agenda resolution to approve submittal)

**Inmates Smart Cards** – a debit card is issued to inmates in lieu of checks which often do not get cashed (see consent agenda resolution)

**Sheriff Department Copy Machine Request** – eliminates copy overage charge at no additional cost (see consent agenda resolution)

**State Executive Order Budget Cuts** – watching closely

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation (Balanced through March)
2. Financial Planning Task Force
3. Juvenile Placement Potential Changes and Cost to County
4. 14A Drain Calculations and Future Year Drain Cost Projections
5. Imaging Workflow System
6. Jail Overcrowding, Sentencing Guidelines and State Reimbursement
7. Associated County Health Department and Health Department Title V Funding
8. Potential Plan for Automation Fund
9. Dispatch/911 Issues
10. Behavioral Health Contract for Transporting Patients - \$8,000
11. State Revenue Sharing
12. Procedural Audit Implementation Status
  - Sheriff Department
  - Drain Commission
  - Register of Deeds

**Personnel**

**Update NACO Caremark Prescription Program** – press releases were distributed last week. The next step is to distribute posters and cards. A list of potential distribution centers was reviewed

**Behavioral Health Systems Vacancy** – (see consent agenda resolution to appoint Don McLane)

**Buildings & Grounds summer personnel** – (see consent agenda resolution)

**Postage Meter** – to be taken up at the next departmental meeting (June 25)

### Secondary/On-Going Personnel Items

1. Circuit Court Personnel Policies
2. Probate Court Request to Extend Temporary Employee
3. Incorporate County Personnel Policies and Other key Personnel Information on the County Web Site
4. Department Head Meetings – Next Meeting **June 25, 2009** – 10:30 A.M.
5. Employee Recognition
6. Open Meetings Act Discussion for Boards and Commissions – Corporate Council and County Prosecutor
7. Commissioner Luncheon to Honor Employees – **May 8, 2009**
8. Employee Life Insurance Requested Change – the minimum number of employees (10) responded to enable this program to go forward
9. Mosquito Abatement Committee – currently meets annually. Suggested was asking the director to assist with educating the residents regarding policies and procedures.
10. Farmland Preservation Committee
11. Workers Compensation Potential Cost Saving Analysis

### Building and Grounds

#### Adult Probation

**Vanderbilt Park Roof Work** - \$7500 budgeted. Commissioner requested the swings be upgraded provided there were adequate funds

**Parks & Recreation Vanderbilt Activities Planned** - a press release was reviewed.

**Picnic Tables** – trustees will be authorized to assist. Scheduled to be in place May 9

### Secondary/On-Going Building and Grounds Items

1. Emergency Services Plan for County Operations
2. Energy Grant Update
3. Treasurer Office Remodeling
4. Mosquito Abatement Parking Stone Crete
5. Remodeling of Computer Operations Room
6. DHS Remodeling
7. Discussion of a Potential Land Bank in Tuscola County
  - Garner Street Building Owned by County

### Correspondence/Other Business as Necessary

1. Draft 2009 Work Program Update
2. Cancel **May 5, 2009** Committee Meeting
3. Economic Development
  - County EDC Strategic Planning and CAT Integration – Next Steps
  - EDC and Enterprise Facilitation Strategic Planning Meeting
  - Enterprise Facilitation Update – 501c3 Status
  - Revolving Loan Fund
  - Economic Gardening

- Rural Business Enterprise Grant 3<sup>rd</sup> Year Application
- Coastal Zone Management Grant
- ECMPDR Wind Energy Grant

**Public Comment Period - none**

**Meeting adjourned at 9:23 a.m.**

Margie White-Cormier  
Tuscola County Clerk

**Statutory Finance Committee Minutes  
Thursday, April 30, 2009  
Annex Board Room  
207 E. Grant St., Caro, MI**

Called to order: 9:23 a.m.

Commissioners present: Roggenbuck, Bardwell, Kern, Petzold, Peterson

Also present: Michael Hoagland, Margie White-Cormier

Claims and per diems were reviewed and approved

Public Comment - none

Meeting adjourned at 9:30 a.m.

Margie White-Cormier  
County Clerk



HUMAN DEVELOPMENT COMMISSION  
Board of Directors Meeting  
April 15, 2009  
3 p.m.

#4

**PRESENT:** Chris Taylor, Jerry Peterson, Bob Sugden, Tom Kern, Carl Holmes, Bob Wood, John Merriman, Jamie Daws, Norton Schramm, Grace Temple, George Loomis, Elmer Bussema, Al Long, Ron Wruble, Steve Vaughan, Beth Hunter, Della Hammond, Bill Butler, Gary Roy, Linda Jarvis, Leo Dorr

**ABSENT:** Judge Kim Glaspie (excused), Nicole Ontiveros

**STAFF:** Mary Ann Vandemark, Lori Offenbecher, Tim Hardesty, Brian Neuville, Becky Hassler, Steve Cormier, Lori Ertman

Chairperson Hammond convened the meeting at 3 p.m. Roll was called and a quorum established. The Pledge of Allegiance and introduction of staff followed.

Motion by Bob Wood, seconded by George Loomis, to accept the March 18, 2009 Board of Director minutes as mailed. Motion carried.

TIME FOR PUBLIC - There were no comments from the public.

CHAIRPERSON'S REPORT

The Board Pass-Around Folder was distributed and contained; 1) HDC's Financial/Business Procedures Manual. 2) Huron Tribune news article regarding the new Kitchen/ADS Center to be constructed in Bad Axe, 3) notice of Public Hearing on Region VII Area Agency on Aging's 2010-12 Multi-Year Plan, 4) letter of thanks to Governor Granholm for conducting a conference call with Michigan CAAs regarding the Weatherization Program, and 5) Governor's Proclamation regarding April as Sexual Assault Awareness Month.

Bylaws/Membership Committee Report

Mr. Bussema advised that the Committee had been presented with a recommendation for Board membership from the Community Services Advisory Council.

Motion by Elmer Bussema, seconded by Chris Taylor, to accept Carl Holmes as a member of the Board of Directors representing the consumer sector of Tuscola County. Motion carried.

Chairperson Hammond presented the agency's 2008 Annual Report and noted the 2009/10 Board Committee Roster which was contained in the Board packets. She appointed Mr. Holmes to the Planning/Evaluation Committee.

She also advised that there would not be an All Staff Meeting prior to the Annual Meeting on May 15, hence, she asked the Board's desire to change the meeting from the 20<sup>th</sup> to the 15<sup>th</sup>.

Motion by Leo Dorr, seconded by Grace Temple, to hold the May Board of Directors meeting on the 20<sup>th</sup> at 10 a.m. in the HDC Board Room. Motion carried.

Motion by Chris Taylor, seconded by Norton Schramm, to accept the Chairperson's report as presented. Motion carried.

FINANCE REPORT

Mr. Neuville presented the March, 2009 Finance Report which reflected monthly expenses in the amount of \$771,418 and a total budget of \$9.4 million.

Motion by Norton Schramm, seconded by John Merriman, to accept the Finance Report as presented. Motion carried.

PLANNING/EVALUATION COMMITTEE

Mr. Peterson, Chairman of the Committee, presented proposals which the agency wished to submit for funding.

Motion by Jerry Peterson, seconded by Norton Schramm, that the agency submit the proposals as recommended by the Planning/Evaluation Committee. Motion carried.

Mr. Peterson noted that the Michigan State Housing Development Authority had granted a 2009-2010 Emergency Shelter Grant for Huron, Sanilac, and Tuscola Counties for foreclosure prevention assistance, homeless case management, and Continuum of Care coordination.

Motion by Jerry Peterson, seconded by Bob Sugden, that the terms and conditions of the 2009-10 Emergency Shelter Grant for Huron, Sanilac and Tuscola Counties be accepted and that Mary Ann Vandemark, Executive Director, be authorized to submit the grant-related documents on behalf of the governing board. Motion carried.

Also, the Michigan State Housing Development Authority had granted a 2009-2010 Emergency Shelter Grant for Lapeer County for foreclosure prevention assistance and homeless case management.

Motion by Jerry Peterson, seconded by John Merriman, that the terms and conditions of the 2009-10 Emergency Shelter Grant for Lapeer County be accepted and that Mary Ann Vandemark, Executive Director, be authorized to submit the grant-related documents on behalf of the governing board. Motion carried.

Motion by Norton Schramm, seconded by Bill Butler, to accept the Planning/Evaluation Committee report as presented. Motion carried.

FINANCE/AUDIT & EXECUTIVE COMMITTEES

Mr. Sugden advised that the Committees met on March 20 at which time the agency's auditing firm provided preliminary results of the Human Development Commission/Cass River Enterprises audit for the year ended September 30, 2008. It was noted that the audit encompassed financial and compliance data, and the auditors anticipated that the agency would have no findings or questioned costs and could anticipate being a low-risk auditee next year.

The auditor also advised that the agency operated 29 programs in 2008 which was significant compared to other CAAs who, on average, operated 16 programs. Also of significance, it was noted that average daily expenses for the agency had barely fluctuated over the past four years which reflected the agency's ability to contain costs.

The agency's Financial/Business Procedures Manual and Cost Allocation Method was also reviewed and approved by the Committees.

Motion by Jerry Peterson, seconded by Chris Taylor, to accept the Finance/Audit and Executive Committee minutes as presented. Motion carried.

#### COMMUNITY SERVICES ADVISORY COUNCIL

Mr. Sugden advised that the Council had met on April 8 and were provided with several programmatic reports and were informed that the agency still had emergency utility funds available.

Motion by John Merriman, seconded by Leo Dorr, to accept the Community Services Advisory Council minutes as presented. Motion carried.

#### DOMESTIC VIOLENCE SERVICES ADVISORY COUNCIL

Ms. Hunter highlighted the March 18 minutes of the Council noting that a presentation was heard regarding Tuscola County STOP activities.

Motion by Bill Butler, seconded by Bob Wood, to accept the Domestic Violence Services Advisory Council minutes as presented. Motion carried.

#### FOSTER GRANDPARENT PROGRAM ADVISORY COUNCIL

Ms. Jarvis noted that the Council had met on March 24 at which time election of officers took place and was shared on the Recognition Banquet to be held April 30 in Cass City.

Motion by Linda Jarvis, seconded by Grace Temple, to accept Jean Vaughan, Janet Gemmell, Bertha Bennet, Jeanie Brandibur, Harvey Gerstenberger, and Georgia Gilbert as Foster Grandparent representatives to the FGP Advisory Council. Motion carried.

Motion by Jamie Daws, seconded by Beth Hunter, to accept the Foster Grandparent Program Advisory Council minutes as presented. Motion carried.

#### CARO TRANSIT AUTHORITY

Mr. Taylor reported that the Authority met on March 25 and were provided financial reports for both the regular service and the New Freedom service Program which reflected that expenses were in line with the time lapse of the contract.

An update on the current fleet of busses and vans was provided and a subcommittee was named to pursue options of becoming a countywide system over the next year.

Motion by Bob Sugden, seconded by Bill Butler, to receive the Caro Transit Authority report as presented. Motion carried.

AGENCY REPORTS

Executive Director Report

Ms. Vandemark highlighted the Thumb Area Senior News in which "Buy Michigan" articles had been, and will continue to be, an on-going theme. She also highlighted a Michigan CAA Fact Sheet which identified the location of the 30 CAAs and the benefits realized through their services.

She advised that she had met with Representatives Brown and Espinoza to provide them with an update on HDC's ARRA (American Recovery & Reinvestment Act) funding, which included funding for the Weatherization Program. She noted that the Davis-Bacon Act will apply to the ARRA Weatherization Program contract (but not the regular DOE or DOE Supplemental contracts). This regulation will impose many more administrative duties and agencies have been notified that they are not to utilize DOE ARRA dollars until the State submits their plan in May and it is approved by DOE.

She also updated members on funds to be received which will benefit Thumbody Express, Senior Services Nutrition, TEFAP, Early Head Start and the Generations Program.

In relation to job creation, the agency anticipates hiring 36 additional positions based on the receipt of ARRA funds. Private contractors who are interested in working in the Weatherization Program and the many other Housing services offered by the agency are being placed on a prospective contractor's list.

Ms. Vandemark advised that on March 31, the agency was one of 22 CAAs on a conference call with the Governor who talked about the Weatherization Program and urged agencies to purchase Michigan products/materials.

With the addition of new staff, the Board was apprised that the agency will renovate the Marlex Warehouse to house Weatherization staff and supplies.

Ms. Vandemark noted that on March 25, she testified before the House Appropriations Committee regarding Community Action's role in the American Recovery and Reinvestment Act and on April 1, also attended the Senate Appropriations Committee meeting.

She advised that she and Brian Neuville had met with the Huron County Board of Commissioners last month to share the design for the Bad Axe building. Also, just prior to our Board meeting, she met with the Huron County Board representatives and provided them more detail on the building.

Motion by Bill Butler, seconded by George Loomis, to renew the line of credit at Signature Bank, in the amount of \$275,000, at a rate of 70% of bank prime, and, to renew the mortgage on the Frank Street property with Signature Bank for the purpose of rate adjustment. Motion carried.

Ms. Vandemark asked the Board for direction as it related to a tour of the agency's facilities in the four counties. It was suggested that a Board Meeting be scheduled in each of the counties and a tour of that county's facilities scheduled at that time.

Motion by John Merriman, seconded by Jerry Peterson, to accept the report as presented.  
Motion carried.

Community Development Director/Deputy Director Report

Mr. Hardesty provided an update on the Croswell Country Manor Development Project noting that he and Ms. Vandemark had met with the Director of MSHDA to obtain his assistance in expediting the process. As a result, MSHDA provided HUD with three alternatives to complete the project.

He reported on South Saginaw Homes noting that the project is at 100% occupancy and a waiting list in place. In partnership with Miller Valentine, the agency wished to apply for Phase II of the project with the intent of constructing 20-40 additional homes.

Motion Jerry Peterson, seconded by George Loomis, to authorize the agency to apply for South Saginaw Homes Phase II. Motion carried.

Mr. Hardesty provided information on the Neighborhood Stabilization Program and the Michigan Rural Caucus, as well as noting that an extensive bid process will be developed for the purchase of supplies of the Weatherization Program.

Motion by Beth Hunter, seconded by George Loomis, to accept the report as presented.  
Motion carried.

Community Services Director/Deputy Director Report

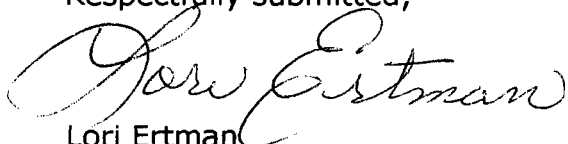
Ms. Offenbecher highlighted the new income guidelines for the Weatherization Program and stated that many new customers are being seen by agency staff based on interest in the service. She also noted that the Commodity Supplemental Food Program now had a waiting list and additional funding will be received under the Emergency Food & Shelter Program for Huron, Sanilac and Tuscola County.

She stated that Region VII Area Agency on Aging had been on-site during the week to conduct a monitoring of senior services. It was noted that ARRA funding may be received for the Congregate Nutrition Program and Region VII may also have carry-over funds available this year.

Motion by John Merriman, seconded by Beth Hunter, to accept the report as presented.  
Motion carried.

Meeting adjourned at 4:35 p.m.

Respectfully submitted,



Lori Ertman  
Executive Director's Assistant

April 16, 2009

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, April 16, 2009 at 8:00 A. M.

Present: Commissioners John Laurie, Gary Parsell, and Mike Zwerk, County Highway Engineer Michele Zaverucha, Superintendent/Manager Jay Tuckey, Director of Finance/Secretary-Clerk Michael Tuckey.

Motion by Parsell seconded by Zwerk that the minutes of the April 2, 2009 regular meeting of the Board be approved. Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Parsell that the minutes of the closed session of the Board dated April 2, 2009 be approved. Zwerk, Parsell, Laurie --- Carried.

Payroll in the amount of \$113,804.17 and bills in the amount of \$261,593.58 covered by voucher #09-11 were presented and audited.

Motion by Parsell seconded by Zwerk that the payroll and bills be approved. Zwerk, Parsell, Laurie --- Carried.

Brief Public Comment Segment:

None.

Koylton Township Supervisor Doug Kramer and Koylton Township Clerk James Borek appeared before the Board to further discuss White Creek Road and proposed roadwork in Koylton Township. County Highway Engineer Zaverucha presented several options to rebuild White Creek Road all including crushing & shaping the existing asphalt. After review and further discussion, Mr. Kramer and Mr. Borek will present the Road Commission's recommendations at the next Koylton Township Board Meeting.

### **PUBLIC HEARING**

At 8:30 A.M. a public hearing was held for the proposed replacement of the Cass City Road Bridge east of Kirk Road over the Allen Drain (BC-2-L-13) in Sections 20 and 29 of Akron Township. County Highway Engineer Zaverucha presented the plans for the project and reported that this project is part of the American Recovery and Reinvestment Act (ARRA) of 2009. Members of the public were given the opportunity to speak at the hearing, of which a complete transcript of the hearing is available at the Road Commission Office. After hearing no comments from the public, the following motion was introduced:

Motion by Parsell seconded by Zwerk to close the public hearing and proceed with the proposed replacement of the Cass City Road Bridge east of Kirk Road over the Allen Drain (BC-2-L-13) in Sections 20 and 29 of Akron Township, all in accordance with the ARRA of 2009. Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Parsell that the Seasonal Weight Restrictions be removed from all affected county roads effective Monday, April 20, 2009 at 7:00 A.M. Zwerk, Parsell, Laurie --- Carried.

Management and the Board further discussed a proposed policy for returning a hard surface road back to gravel. The Board reviewed the proposed policy and will present such at the next Blue Water Highway Council Meeting for further discussion.

Motion by Parsell seconded by Zwerk that the bids for 2009 Roadside Spraying taken and accepted at the April 2, 2009 regular meeting of the Board be awarded to Owen Tree Service, as recommended by the County Highway Engineer. Zwerk, Parsell, Laurie --- Carried.

County Highway Engineer Zaverucha reported to the Board that the Tuscola Community Church has requested to open-cut a portion of Church Street in Tuscola Township for drainage purposes. The request is to open-cut that portion of Church Street in order to install a tile in coordination with their new parking lot. Zaverucha reported that open-cutting the road is not Road Commission policy, and the Tuscola Community Church is asking the Board for a variance. The Board would consider the variance contingent upon the Tuscola Community Church being responsible for any future maintenance until that mile of roadway is resurfaced, and the property owners taking the discharge have given permission for the project. After further discussion, the following motion was introduced:

Motion by Zwerk seconded by Parsell that the permit be drafted with contingencies stated granting the Tuscola Community Church an exception to the Road Commission's policy, and to allow the open-cutting of Church Street in Tuscola Township in order to install a tile for drainage purposes. Zwerk, Parsell, Laurie --- Carried.

Director of Finance Michael Tuckey presented to the Board the 2008 Annual Financial Report. After review and discussion, the following motion was introduced:

Motion by Parsell seconded by Zwerk that the 2008 Annual Financial Report be approved. Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Parsell to approve the Road Commission change to its summer operating hours effective Monday, May 4, 2009; as recommended by the Superintendent/Manager. Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk to approve the signing of the title sheet for the Reed Road Bridge over the Cass River (B-8-L-1) Federal Aid Project in Elkland Township, and to proceed with letting the project. Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk that bid item #18 for Elkland Township and addendum #71 for Indianfields Township of the 2009 bituminous resurfacing bids be awarded to the low bidder, Albrecht Sand & Gravel Company. Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk that the meeting be adjourned at 10:20 A.M. Zwerk, Parsell, Laurie --- Carried.

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Chairman

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Secretary-Clerk of the Board

**MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 6:09 p.m. by Board Chair Doug Link at the Caro Municipal Building, 317 S. State Street, Caro.

**MEMBERS PRESENT:** Tom Bardwell, Don Beavers, Bill Bushaw, Dave Gloer, Rose Laskowski, Dr. Doug Link, James McLoskey and Christine Young.

**II. APPROVAL OF AGENDA**

Motion by Young, supported by Laskowski, to approve the April 2, 2009 agenda, as written. Motion carried unanimously.

**III. APPROVAL OF MINUTES**

Motion by Young, supported by Laskowski, to approve the minutes of the March 5, 2009 board meeting, as written. Motion carried.

**IV. TIME FOR PUBLIC COMMENT**

The board was told that EDC board member Kate VanAuken was named the 2009 Cass City Citizen of the Year. The board wished to write a letter of congratulations to Kate regarding her wonderful accomplishment.

**V. WORKFORCE DEVELOPMENT SPECIALIST REPORT**

The board was updated on a letter from Kate VanAuken about the excellent work performance of Sheila Conely at the Cass City Excell Group interview sessions at the Rawson Memorial Library. Sheila was very helpful in meeting the Excell Group's needs and her organizational skills with the applicants and the Excell Group was exemplary. 40 new employees will start their jobs in Cass City on April 20.

**VI. FINANCIAL REPORT**

The financial reports, including the Revolving Loan Fund reports dated March 31, 2009 were reviewed by the board. The Board was told that the payment of bills was routine in nature. Motion made and supported to approve the March 31, 2009 financial reports, as submitted.

**VII. DIRECTOR'S REPORT**

McLoskey updated the board regarding the assistance give to the Excell Group with marketing and job interviews for a new Call Center in Cass City. He spoke about working with the Thumb Area Partnership group in revising a grant application being submitted to the USDA Rural Development Agency. The board was told that McLoskey reviewed a proposed tax abatement pre-application from a firm planning to locate in Tuscola County.

McLoskey told the board that he provided Revolving Loan Fund information to several firms in need of gap financing. He helped gather information for the Michigan EDC on potential funding for a proposed project and infrastructure needs. McLoskey reported to the board regarding retention call visits made with Michigan EDC representative Tom Young to Larsen Graphics, ADS Kaumagraph and the LaBudde Group.



He updated the board regarding attending the monthly board meeting and talking to a prospect. McLoskey reported about attending the monthly meeting of the Caro Downtown Blueprint Committee and talking to a prospect. McLoskey reported to the board about attending the monthly board meeting of the Tuscola Area Airport, the LEAD Tuscola Steering Committee, and the Tuscola County Municipal Managers Group – Intergovernmental Committee meeting in Mayville. He updated the board about meeting with County Controller Mike Hoagland to write a progress report to the National Association of Counties, and attending the Cass City EDC board meeting. McLoskey told the board about receiving a quarterly allocation from the Vassar EDC and attending the board's monthly meeting. McLoskey spoke about taping his weekly radio program on WKYO-WIDL.

The board was updated regarding the upcoming sessions regarding Economic Gardening. 3 or 4 companies will take part in a conference call with Barb Fails of MSU on Friday April 10. The board was told about planning for a Government 101 workshop at the Rawson Memorial Library in Cass City to be scheduled in May. McLoskey reported to the board regarding Representative Brown's invitation to 5 of the EDC board members to the Community conversation at the Tuscola Technology Center coming later in April.

## VIII. COMMITTEE REPORTS

- A. Marketing & Fund Development – The board discussed the possibility of having a meeting or outing in July in Northern Michigan which could be held on a Saturday. Bill Bushaw will keep the group posted.

The board discussed the new Tuscola County EDC web page which can be found at [www.tuscolacountyedc.org](http://www.tuscolacountyedc.org), and thanked Joe Hembling and Glen Roth for their assistance. The website is adaptable to changes in content, and updates will be made on a regular basis.

- B. Business Services and Community Assessment Team – The board was told that Carl Osentoski from the Huron County EDC spoke to Jim McLoskey regarding the proposed Small Town Design Initiative in the Unionville Sebewaing area (Home Town USA). The board discussed its potential interest in the project of the Tuscola County EDC, Michigan State University Extension and the Village of Unionville. The board discussed the next step to be taken in the process.

The board was updated regarding the draft EDC budget for 2009-10 and list of services being sent to the Enterprise Facilitation Group. The packet gave a summary of the budget activities of the EDC and a list of services that helps describe the EDC's mission to retain and create jobs.

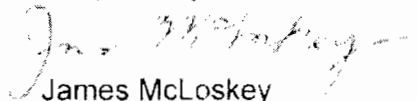
The board reviewed the 5-page report of Tuscola County current and future projects that was prepared by Mike Hoagland, Jim McLoskey and Hal Hudson for the National Association of Counties Organization. Board member Tom Bardwell spoke to the board regarding his meeting with Congressman Kildee, as an associate of the National Association of Counties. Recently, Congressman Kildee submitted a \$100,000 request to the Small Business Administration that will help the Tuscola County EDC Revolving Loan Fund provide gap financing to Tuscola County entrepreneurs and small business owners. The allocation could be funded later this year.

- C. Intergovernmental – McLoskey told the board that the next Tuscola County Municipal Managers Group – EDC Intergovernmental Committee will meet in Caro on Friday, April 17. Discussion will be held on a proposed Recovery Zone bond program.
- D. Revolving Loan Fund - The board was told that a manufacturing firm is working on a business plan regarding a possible request of funds from the Village of Caro and the Tuscola County EDC Revolving Loan Fund for \$100,000. The application will be submitted to the RLF Committee and to Don Beavers.

IX. **ADJOURNMENT**

Motion by Bardwell, supported by Bushaw, to adjourn the meeting at 7:07 p.m.  
The next meeting will be Thursday May 7, 2009 at the Cass City Municipal Building,  
6506 Main Street, Cass City.

Respectfully submitted,



James McLoskey  
Board Secretary

Director's Report  
April 30, 2009

- I. **Business Development and Expansion – I worked with the following agencies, businesses or persons to provide assistance and/or information:**
  - A. Excell Group – to welcome the firm to a new office in Cass City and its 40 employees.
  - B. Nu-Way Plastics – to meet with company representatives and review a Revolving Loan Fund application.
  - C. Economic Gardening – to meet with a Mayville company and a SBTDC counselor.
  - D. L&L Poultry – to review a tax abatement application from a firm planning to locate in the Cass City Industrial Park. A public hearing will be held in May.
  - E. Bierlein Construction – to welcome the new owner of the former Superfoods building to Vassar.
  - F. Retention Calls – visits were made with Tom Young of the Michigan EDC to Nu-Way Plastics, JC Equipment and Bierlein Construction.
  - G. Betsy's Place – to attend a public hearing for the proposed new business in Koylton Township.
- II. **Downtown Development**
  - A. Cass City DDA – to attend the monthly board meeting and talk to a prospect.
  - B. Caro DDA - to attend the monthly meeting of the Caro Downtown Development Authority and talk to a prospect.
- III. **Additional Activities**
  - A. Tuscola Area Airport Authority – to attend the monthly board meeting and meetings of the Tuscola County Planning Commission.
  - B. LEAD Tuscola – to attend the Steering Committee meeting at Davenport University.
  - C. Public Relations – taped weekly program at WKYO-WIDL.
  - D. Tuscola County Municipal Manager's Group – Intergovernmental Committee – attended the monthly meeting in Caro.
  - E. Cass City EDC – attended a monthly board meeting and met with a prospect.
  - F. Vassar EDC – received a quarterly allocation that was approved at the monthly meeting.
  - G. Michigan Department of Transportation – to attend a meeting of the proposed M-25 Heritage Route.
  - H. Community Conversation – attended the vision session with Representative Terry Brown at the Tuscola Technology Center.

Tuscola County Brownfield Redevelopment Authority  
Thursday May 7, 2009 @ 5:45 pm.  
Cass City Municipal Building, 6506 Main Street, Cass City

If unable to attend meeting, please call 989-673-2849

**I. CALL TO ORDER**

Tom Bardwell, Don Beavers, Bill Bushaw, Dave Gloer, Kent Graf,  
Joe Hembling, Colleen Langenburg, Rose Laskowski, Dr. Doug Link,  
James McLoskey, Myron Ortner, John Tilt, Curt Strickland, Kate VanAuken,  
Margie White-Cormier and Christine Young

**II APPROVAL OF AGENDA**

**III. APPROVAL OF MINUTES**

**IV. TIME FOR PUBLIC COMMENT**

**v. NEW BUSINESS – Update on Environmental Assessment Projects**

**VI ADJOURNMENT – The next regular Brownfield Redevelopment Authority meeting will be Thursday, June 4, 2009.**

**Tuscola County Brownfield Redevelopment Authority**

April 2, 2009

**MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 5:55 at the Caro Municipal Building, 317 S. State Street, Caro.

**MEMBERS PRESENT:** Bill Bushaw, Dave Gloer, Rose Laskowski, Dr. Doug Link, James McLoskey and Christine Young.

**GUESTS PRESENT:** Gabriel Zawadzki, Michigan Association of Counties

**II. APPROVAL OF AGENDA**

Motion by Gloer, supported by Young, to approve the April 2, 2009 agenda, as written. Motion carried unanimously.

**III. APPROVAL OF MINUTES**

Motion by Gloer, supported by Young, to approve the minutes of the March 5, 2009 board meeting, as written. Motion carried.

**IV. TIME FOR PUBLIC COMMENT**

**V. NEW BUSINESS**


The Tuscola County Brownfield Redevelopment Authority reviewed the Brownfield Environmental Assessment Chart prepared by Ryan Londrigan of AKT Peerless Environmental with Gabriel Zawadzki of the Michigan Association of Counties. The board was told that the Vassar Super Foods building has been sold to a new owner.

The board was given an update regarding potential environmental work in Mayville. The EPA has given the Tuscola County Brownfield Redevelopment Authority permission to use the grant money for environmental work at the Mayville Industrial Park.

**VI. ADJOURNMENT**

Motion made by Gloer, and supported by Young, to adjourn at 6:09 p.m. Motion carried.

Respectfully submitted,



James McLoskey  
Board Secretary