

TUSCOLA COUNTY BOARD OF COMMISSIONERS ORGANIZATIONAL MEETING AGENDA

**THURSDAY, DECEMBER 15, 2011 – 8:30 A.M.
(At the Conclusion of the 8:30 A.M. Board Meeting)**

**H. H. PURDY BUILDING BOARD ROOM
125 W. Lincoln Street
Caro, MI**

125 W. Lincoln Street
Caro, MI 48723

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

- 1) Call to Order – Clerk White
- 2) Organizational Meeting
 - ❖ Election of Chairperson
 - ❖ Election of Vice-Chairperson
 - ❖ Potential Board Organizational Model and Meeting Schedule
(See Attachment A)
 - ❖ Commissioner Appointments to Boards/Commissions (See
Attachment B)
 - ❖ Board Rules of Order (See Attachment C)
 - ❖ 2011 Accomplishments and 2012 Strategic Work Program (See
Attachment D)
- 3) Public Participation
- 4) Other Business as Necessary

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

Commissioners

I discussed with most of you the possibility of modifying the Board of Commissioners organizational structure. The following are some bullet points regarding this possible modification:

History

- Beginning in 2001 the number of commissioners was reduced from 7 to 5.
- Prior to 2001 the Board operated with 3 standing committees: Finance, Personnel and Building/Grounds
- Committee meetings were posted and the Board chair could attend these meeting at their discretion
- Committee minutes were kept and recommendations made for full board action at a later board meeting
- In 2001 standing committee model was replaced with a committee of the whole (all 5 commissioners)
- Originally, committee of the whole meetings were held on a different day than the Board meetings
- In 2011 the Board began holding committee of the whole meetings on the same day as Board meetings

Potential Modified Organizational Model

- Eliminate the committee of the whole and form 2 standing committees: finance/personnel and building & grounds
- Post committee meetings and conduct as open meetings (chairperson attends at his or her discretion)
- Conduct the meetings on a different day than the Board meeting - reduces number of agenda items
- Maintain brief minutes and prepare recommendations for full board action at a later board meeting on a different day

Possible Advantages to Modification

- Conducting Board and committee meetings on different days reduces meeting length and helps to maintain focus
- Re-establishes understanding that Board meetings are for action on committee recommendations
- Re-establishes understanding that issues have to be presented, discussed and commissioner recommendations made at the committee level (in most cases issues are not taken directly to Board meetings)
- By dividing the work load into two committees, commissioners can concentrate and specialize with issues involved in their own committee
- By having more time for committee issues, commissioners can gain more in-depth understanding and help to take ownership of the issue

Attached is a potential meeting schedule that would fit the two committee organizational model

TO: Department Heads and Public
 FROM: County Board of Commissioners, Controller/Administrator, County Clerk
 DATE:
 RE: County Board and Committee of the Whole Meeting Schedule for 2012

The following is a list of dates for the County Board and Standing Committee Meetings in 2012. Requests to address the Standing Committees should be submitted to the Controller/Administrator in advance of the scheduled meeting dates. Also, it should be noted that meetings can be added or cancelled at the discretion of the Committee Leader. All meetings are held in the Tuscola County Purdy Building located at 125 W. Lincoln St., Caro, MI 48723 unless otherwise stated.

MONTH	BOARD MEETINGS 8:30 A.M. (Tuesdays)	BOARD MEETINGS 6 P.M. (Tuesdays)	FINANCE/PERSONNEL STANDING COMMITTEE 8:30 A.M. (Thursdays)	BUILDINGS & GROUNDS STANDING COMMITTEE 8:30 A.M. (Thursdays)
January	10 th	24 th	12 th	26 th
February	14 th	28 th	16 th	30 th
March	13 th	27 th ???	15 th	29 th
April	10 th	24 th	12 th	26 th
May	8 th	22 nd	10 th	24 th
June	12 th	26 th	14 th	28 th
July	10 th	24 th	12 th ???	26 th
August	14 th	28 th	16 th	30 th
September	11 th	25 th ???	13 th	27 th
October	9 th	23 rd	11 th	25 th
November	13 th	27 th	15 th	29 th
December	11 th	???	13 th	???

*MAC Legislative Conferences 3/26-3/28 and 9/23-9/25
 *NACo Annual Conference 7/13-7/17

County Board
 Chairperson:
 Vice-Chairperson:
 Members:

Standing Committees
 Finance/Personnel:
 Building & Grounds:

Meetings may be added, cancelled or rescheduled as necessary.
 If you need accommodations to attend a meeting, please notify the Tuscola County Controller/Administrator's Office at (989) 672-3700 two days in advance of the meeting.

YEAR 2012 HOLIDAYS

**TUSCOLA COUNTY COURTHOUSE, ANNEX, H.H. PURDY BUILDING OFFICES,
MOSQUITO ABATEMENT, FRIEND OF THE COURT and RECYCLING CENTER**

WILL BE CLOSED

THE FOLLOWING WEEKDAYS TO OBSERVE THE LISTED HOLIDAYS:

MONDAY, JANUARY 2, 2012	NEW YEAR'S DAY OBSERVED
MONDAY, JANUARY 16, 2012	MARTIN LUTHER KING, JR. DAY
MONDAY, FEBRUARY 20, 2012	PRESIDENT'S DAY
FRIDAY, APRIL 6, 2012	GOOD FRIDAY
MONDAY, MAY 28, 2012	MEMORIAL DAY
WEDNESDAY, JULY 4, 2012	INDEPENDENCE DAY
MONDAY, SEPTEMBER 3, 2012	LABOR DAY
MONDAY, NOVEMBER 12, 2012	VETERAN'S DAY OBSERVED
THURSDAY, NOVEMBER 22, 2012	THANKSGIVING DAY
FRIDAY, NOVEMBER 23, 2012	FRIDAY AFTER THANKSGIVING
MONDAY, DECEMBER 24, 2012	CHRISTMAS EVE DAY
TUESDAY, DECEMBER 25, 2012	CHRISTMAS DAY
MONDAY, DECEMBER 31, 2012	NEW YEAR'S EVE DAY
TUESDAY, JANUARY 1, 2013	NEW YEAR'S DAY

**Normal Business Hours are 8:00 A.M. – 12:00 Noon and
1:00 P.M. – 4:30 P.M. for the Courthouse, Annex & H.H. Purdy Building**

MAC ANNOUNCES DATES FOR 2012 CONFERENCES

MAC is happy to announce the dates for their conferences for 2012! Mark your calendars and stay tuned for more information about registration.

2012 MAC Legislative Conference

March 26-28, 2012 Lansing Center / Radisson Hotel-Downtown
Lansing, Michigan

2012 MAC Annual Conference

September 23-25, 2012
Shanty Creek Resort
Bellaire, Michigan

[NACo](#) > [Meetings & Education](#) > [Attend a Conference](#) > [Legislative Conference](#)

2012 NACo Legislative Conference
Washington Hilton
March 3-7

The NACo Legislative Conference is held on an annual basis in Washington, DC. This meeting brings over 2,000 elected and appointed county officials from across the country to focus on legislative issues facing county government. Attendees hear from key Administration officials and members of Congress and are offered a myriad of additional educational opportunities addressing current and hot topic issues. A day of lobbying on Capitol Hill the last day rounds out an information packed Conference that is NOT to be missed.



2012

Naco Annual Conference

7/13 - 7/17/12

Event Calendar

July, 2012

Expand All Collapse All | Day Week Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
					2012 NACo Annual Conference and Exposition	
15	16	17	18	19	20	21
2012 NACo Annual Conference and Exposition						
22	23	24	25	26	27	28
29	30	31	1	2	3	4

© 2011 NACo
National Association of Counties 25 Massachusetts Avenue, NW Washington, DC 20001 Phone: 202.393.6226

Current Structure

TO: Department Heads and Public
 FROM: County Board of Commissioners, Controller/Administrator, County Clerk
 DATE:
 RE: County Board and Committee of the Whole Meeting Schedule for 2012

The following is a list of dates for the County Board and Committee of the Whole meetings in 2012. Requests to address the Committee of the Whole should be submitted to the Controller/Administrator in advance of the scheduled meeting dates. Also, it should be noted that meetings can be added or cancelled at the discretion of the Committee Leader. All meetings are held in the Tuscola County H.H. Purdy Building at 125 W. Lincoln St., Caro, MI 48723 unless otherwise stated.

MONTH	Committee of the Whole 8:30 A.M. H.H. Purdy Building	Full Board/Committee of the Whole 8:30 A.M. H.H. Purdy Building	Full Board/Committee of the Whole 6:00 P.M. H.H. Purdy Building***
January	3 rd	12 th	26 th
February	7 th	9 th	23 rd
March	6 th	8 th	22 nd
April	3 rd	12 th	26 th
May	1 st	10 th	24 th
June	5 th	14 th	28 th
July	3 rd	12 th	26 th
August	7 th	9 th	23 rd
September	4 th	13 th	27 th
October	2 nd	11 th	25 th
November	6 th	8 th	22 nd
December	4 th	13 th	27 th

****All 6 PM meetings will be held at the H.H. Purdy Building, 125 W. Lincoln St., Caro.**

County Board
Chairperson:
Vice-Chairperson:
Members:

Meetings may be added, cancelled or rescheduled as necessary.
 If you need accommodations to attend a meeting, please notify the Tuscola County Controller/Administrator's Office at (989) 672-3700 two days in advance of the meeting.

COMMISSIONER LIAISON COMMITTEE REPORTS

(B)

PETZOLD

Recycling Advisory
Mid-Michigan Mosquito Control Technical Advisory Committee
Michigan Works
Multi-County Solid Waste
TRIAD
Local Unit of Government Activity Report
Road Commission
Health Board
Saginaw Bay RC & D

KERN

Thumb Area Consortium
Human Development Commission
Health Board
Senior Services Advisory
Local Unit of Government Activity Report
Community Corrections Advisory Board
Behavioral Health Board
DHS/Medical Care Facility Liaison
Tuscola 2011

BARDWELL

Caro DDA
Brownfield Redevelopment Authority
Economic Development Corporation
MAC Economic Development/Taxation
MAC 7TH District
Local Unit of Government Activity Report
Michigan Association of Counties – Board of Directors
NACo

ALLEN

Board of Public Works
Local Unit of Government Activity Report
Human Services Coordinating Council
Great Start Collaborative – Tuscola County
Parks & Recreation
MAC Judiciary & Public Safety Committee
NACo Agricultural Committee
NACo Rural Action Caucus
MAC Agriculture & Tourism

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
County Planning Commission

**BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 11/14/06**

1. PURPOSE

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

2. MEETINGS

2.1 Organizational Meeting

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

The first item of business shall be election of the chairperson of the Board and the vice-chairperson. The clerk shall call for nominations for the office of chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the clerk shall receive written ballots from the members. When one nominee receives a majority of the votes of the members elected and serving, the nominee shall be declared chairperson.

The newly elected chairperson shall assume the chairperson and proceed with the election to the office of vice-chairperson, which shall be conducted by roll call vote.

2.2 Regular Meetings

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

2.3 Special Meetings

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

2.3.1 As an alternate means of calling a special meeting, upon the

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written petition filed with the county clerk and signed by one-third or more of the members. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting.

2.4 Emergency Meetings

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

2.5 Place of Meetings

Meetings of the Board of Commissioners shall be held in the chambers of the board of commissioners in the county annex unless public notice of the meeting states a different location. Whenever the regular meeting place of the Board of Commissioners shall appear inadequate for members of the public to attend, the chairperson may change the meeting location to a larger facility in the county. A notice of such change shall be prominently posted on the door of the regular meeting place.

2.6 Time of Regular Meetings

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

2.6.1 Change in Schedule

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

3. PUBLIC NOTICE OF MEETINGS

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

3.1 Regular Meetings

Posting a notice within 10 days after the first meeting of the County Board in each calendar year indicating the date, time, and place of the

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Board's regularly scheduled, committee of the whole and committee meetings.

3.2 Schedule Change

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

3.3 Special and Emergency Meetings

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

4. QUORUM, ATTENDANCE, CALL OF THE COUNTY BOARD

4.1 Quorum

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

4.2 Attendance

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

5. AGENDA FOR MEETINGS

5.1 Agenda Preparation Responsibility

The Controller/Administrator, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled Board of Commissioners, committee of the whole, and other committee meetings. The chairperson of the Board or chairperson of the respective committee shall review and add or delete items, as he/she considers proper. Unanticipated agenda items that require discussion or decisions may be covered under the other business agenda reference. It is each individual's responsibility to attend the meeting to understand other business items that may be covered.

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RULES OF ORDER**

5.2 Distribution of Regular Board of Commissioner Agenda and Materials

Upon completion of the agenda for the regular Board of Commissioner meeting, the Controller/Administrator shall immediately distribute to Commissioners copies of the agenda together with copies of reports, explanations, etc. which shall relate to matters of business of the agenda. Unless extenuating circumstances arise, the agenda will be sent on the Thursday prior to the Tuesday regular meeting. (This should enable the agenda to be available on Saturday prior to the Tuesday regular meeting). Upon completion, copies of board agendas with attachments will be made available in the Controller/Administrator's Office and the County Clerk's Office for use by departments to copy or review as desired. (It is the responsibility of the requesting department to make the copy.)

5.3 Distribution of Committee of the Whole or Other Committee Meeting Agendas

Committee of the whole and other committee agenda items will be e-mailed or faxed to county department heads 24 hours before the scheduled committee meeting in draft form. It is stressed that other agenda items may be added the day of the meeting. Also, certain items may be covered under the agenda heading "other business/on-going matters." There may be extenuating circumstances where it is not possible to distribute the agenda in advance of the meeting.

5.4 Consent Agenda

The County Board of Commissioners shall use a "Consent Agenda" according to the resolution and rules approved by the Board of Commissioners on January 25, 2000. (See attachment A)

5.5 Order of Business

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

- a. Call to Order
- b. Prayer
- c. Pledge of Alliance
- d. Roll Call
- e. Adoption of Agenda
- f. Action on Previous Meeting Minutes
- g. Brief Public Comments
- h. Consent Agenda
- i. New Business
- j. Old Business

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- k. Correspondence
- l. Committee and Liaison Reports
- m. Closed Sessions (if necessary)
- n. Extended Public Comment
- o. Adjournment

6. CONDUCT OF MEETINGS

6.1 Chairperson

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

6.2 Form of Address

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

6.3 Disorderly Conduct

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

6.4 Brief and Extended Public Comment Period

A brief public comment period will be provided early on the Board of Commissioners agenda. Comments during this period will be limited to 3 minutes in order to leave time for the Board to conduct other items on the agenda.

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

6.5 Procedures to Address the Board

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

7.0 RECORD OF MEETINGS

7.1 Minutes and Official Records

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

7.2 Record of Discussion

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

7.3 Request for Remarks to Be Included

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

7.4 Public Access to Meeting Records

The clerk shall make available to members of the public the records and minutes of the Board meetings in accordance with the Freedom of Information Act. Draft board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board

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shall be available within five business days of the meeting at which they were approved. The Board shall also promptly mail copies of minutes to persons who have subscribed and paid the fee therefore as determined by the Board of Commissioners, consistent with any requirements of the Freedom of Information Act.

7.5 Board Stationery

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

8.0 COMMITTEES

8.1 Committee of the Whole

All five commissioners may serve on a Committee of the Whole, which may be established by the Board as ad hoc or standing committees with a particular subject purview related to County business that is also established by the Board at the time of creation. Three commissioners will constitute a quorum. Except for the Statutory Finance Committee, a Committee of the Whole will be advisory only, responsible for making recommendations to the Board, but not decisions for the Board. The Chair of each Committee of the Whole, subject to Committee override, may select the County Clerk or someone from the Controller/Administrator's office to maintain minutes of the Committee of the Whole's meetings and shall deliver such record to the clerk of the Board with the bi-monthly Board packet. One or more Committees of the Whole may be established to discuss such topics as financial, personnel, building and grounds and other matters. The Board may combine topics within a Committee of the Whole's assignments. The Statutory Finance Committee, however, shall serve as a separate Committee of the Whole. In the event that the Statutory Finance Committee meets in a continuous meeting setting with the Full Board or another Committee of the Whole Meeting, the Statutory Finance Committee meeting shall be separately called, opened and adjourned, and separate minutes shall be kept. The County Clerk must keep the minutes of this meeting. Certain commissioners may be assigned to lead discussion at Committee of the Whole meetings.

8.2 Labor Negotiations/Grievance Committee

Two commissioners will meet on an as-needed basis for labor negotiations. This committee will make recommendations to the Board of Commissioners regarding negotiations. The committee will also serve to fulfill union contract grievance procedures.

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8.3 Statutory Finance Committee

As noted above, the Statutory Finance Committee shall serve as a Committee of the Whole with full Board authority to approve claims, per diems and other matters as identified in Attachment B.

8.4 Commissioner Appointments

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

9.0 CLOSED MEETINGS

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

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

9.2.1 To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.

9.2.2 To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the county Board.

9.2.3 To consider a County attorney's written opinion.

9.2.4 To review the specific contents of an application for employment to a county position and the applicant requests that the application remain confidential. Whenever the Board meets to interview an applicant, the meeting shall be open to the public.

9.2.5 Other Reasons

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

9.2.5.1 To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing the matter

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at issue shall thereafter be considered only in open public meeting.

9.2.5.2 To consider strategy connected with the negotiation of a collective bargaining agreement.

9.2.5.3 To consider any other matter authorized as a topic of a closed meeting by the Open Meetings Act, upon the proper vote specified therein.

9.3 Minutes, Closed Meetings

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

10. MOTIONS AND RESOLUTIONS

10.1 Statement by Chairperson, Motions, and Resolutions

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

10.2 Rank of Motions

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

10.3 Subsidiary Motions

- a. Lay on the table
- b. Call the previous question (immediately to close debate and making of subsidiary motions except lay on the table)
- c. Limit or extend the limits of debate

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- d. Postpone to a certain time (postpone definitely)
- e. Refer to a committee
- f. Amend the main motion
- g. Postpone indefinitely
- h. Clear the floor of all motions

10.3.1 Main Motion

10.3.2 Non-debatable Motions

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

10.4 Procedural Motions

10.4.1 Motion to Reconsider

The motion to reconsider shall be in order on any question that the Board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken, or at the following meeting. The motion to reconsider shall be made only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board has adopted a motion to reconsider, however, motions to amend shall be in order.

10.4.2 Motion to Clear the Floor

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

10.4.3 Temporary Suspension of the Rules

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

10.4.4 Appeal Rulings of the Chairperson

Any Commissioner may appeal the ruling of the chairperson. On all appeals receiving a second, the question shall be "Shall the

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decision of the Chairperson stand as the decision of the County Board of Commissioners?"

11. VOTING

11.1 Abstaining from Voting

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

11.2 Roll Call Votes

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

11.3 Voting Via Voice

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

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

11.4 Votes Required

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

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12. PARLIAMENTARY AUTHORITY

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

13. INTRODUCTION AND ADOPTION OF ADMINISTRATIVE RESOLUTIONS

13.1 Definition

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

13.2 Introduction

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

13.3 Order for Consideration

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

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

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

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

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

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

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

BOARD OF COMMISSIONERS RULES OF ORDER

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

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

13.3.4 Form

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

13.5 Committee Review

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

13.6 Adoption

The Board of Commissioners may adopt the committee recommendation or refer the report to the committee of the whole where further consideration can be given. On the final adoption of a proposed amendment, the vote shall be taken by a record roll call or in accordance with Rule 11.3. A majority of the commissioners elected and serving shall be required for adoption, unless a statute requires a larger number of votes to adopt the policy.

13.7 Notification

Upon the final adoption of an administrative resolution, the Board secretary shall notify each county department head of the Board action. Such notification shall be by title or summary. The Board secretary shall make available a copy of the full administrative resolution.

13.8 Record of Administrative Resolutions

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

**BOARD OF COMMISSIONERS
RULES OF ORDER**

14. INTERPRETATION & OPERATION

14.1 Intent Controls

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

14.2 Coordination

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

14.3 Severance

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

14.4 Ratification

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

14.5 Amendment

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

Tuscola County 2011 Accomplishments and 2012 Strategic Work Program



Tuscola County Board of Commissioners



**Standing left to right: Standing Roy Petzold, Gerald Peterson, Roger Allen, Thomas Kern
Seated: Thomas Bardwell, Chairperson**

2011 TUSCOLA COUNTY WORK PROGRAM

ACCOMPLISHMENTS

Continued Sound and Effective Financial Management

1. Although state revenue sharing was substantially cut by the state – Tuscola and other counties successfully argued and succeeded in mitigating the cut from 34% to 24%
2. County developed a position paper to explain the implication of state revenue sharing cuts
3. Medical care facility construction bonds were refinanced saving an estimated \$400,000
4. 2012 county budget was completed and is balanced after making certain reductions which are critical to maintaining long-term county financial stability: changed employees from full-time to part-time employees or eliminated a part-time employee in – the controller, veterans, treasurer, and sheriff offices – significantly reduced county appropriations to – economic development corporation, Michigan State extension, juvenile child care, health department and others
5. New auditing firm was hired and the 2010 county audit (comprehensive annual financial report) was completed – even with continued financial challenges all county funds remain in a positive financial position
6. Purdy Building was purchased in lieu of an installment purchase agreement resulting in significant tax payer savings
7. Recycling costs were reduced by combining the building and grounds and recycling director positions
8. County developed a document titled County Dashboard which measures Tuscola county changes in socio-economic factors
9. Board approved obtaining a legal opinion from current corporate council regarding alternative methods of financing county drain-at-large costs
10. County continued to monitor potential state changes in the personal property tax and in particular how potential changes may impact wind energy revenue – the county has membership on the Thumb Regional Renewable Energy Authority which is advocating for reasonable taxation on wind energy development
11. Continued to make available primary budget and financial information on the county web site which has saved considerable staff time in preparing financial information for various entities

Major Project Completions and Operational Changes

1. Administrative staff changes in the mosquito abatement operation were highly successful with significantly improved service delivery and public satisfaction during the 2011 season

2. With the exception of Juvenile, all office remodeling and relocations were completed in 2011
3. DELEG energy grant was completed providing lighting upgrades for the county and certain local units of government, new wind energy system established in Cass City and Mayville and energy audits completed for several local governments in the county
4. Document titled Innovation in Tuscola County Government was developed to illustrate service base consolidation and cost cutting measures undertaken as “best county practices” for efficiency in service delivery
5. After the resignation of the Information System Director and other staff in the department the county contracted for technology/computer services with Zimco Inc. – this change has strengthened support provided to departments without increasing overall costs
6. An Off Road Vehicle Ordinance has been developed and is anticipated to be adopted before year-end
7. Retirement saving alternative was approved for county employees by adding a second deferred compensation company called Nationwide
8. County and the Board of Public works has assisted Denmark and Wisner Townships with Act 185 financing for water projects – by working through the county, local unit of government projects can be conducted without limitations on local state equalized value and local government can capitalize on the county A+ bond rating which lowers project borrowing costs
9. County worked with Medical Care Facility staff to purchase the former Davenport University building and property which provides a method of providing space to meet the needs of the community into the future
10. Review was conducted to determine if the county was in compliance with state county share of payment for employee health insurance requirements under Act 152 which limits the amount that the county can pay for employee health insurance – with the exception of the Health Department and Road Commission the county was in full compliance – the Road Commission and Health Department are making coverage changes to gain compliance
11. Sheriff requested the formation of a Chaplin’s Corp to provide assistance to police officers and family
12. County Airport Zoning Ordinance was adopted to regulate structure heights in order to protect pilots and the public
13. Road Commissioner entered into a contract with the County and Sheriff to provide Weigh Master Services which is anticipated to strengthen the ability to perform the functions required by the Weigh Master
14. Board organization was changed eliminating the Committee of the Whole and establishing a two committee structure
15. Vacancy in the District 1 commission position was refilled first by appointment and then by a public election
16. Next Era wind energy project was started in Gilford township

17. Computer hardware and/or software upgrades were made in many county offices including: register of deeds, treasurer, equalization, drain, etc.
18. The Apportionment Commission decided to remain with five commissioners but the districts were substantially changed to meet the population and other standards required by election laws
19. Implementation of radio, pager and other equipment changes is nearly complete which will enable the county to convert to the Michigan Public Services Communication System
20. Tuscola county was the host and did much of the planning for a successful National Association of Counties Rural Action Caucus in Frankenmuth
21. Change was made in companies who prepare the county indirect cost plan from Maximus to MGT
22. Staff has completed depositions related to lawsuit against Blue Cross Blue Shield and is monitoring the progress of this matter
23. Flexible spending account (Section 125) established in 2011 allowing employees to pay for medical related costs with their pre-tax dollars
24. Staff worked with county health department to consolidate health department health insurance under the county plan saving both employee and tax payer dollars

2012 TUSCOLA COUNTY STRATEGIC WORK PROGRAM

OBJECTIVE 1: Advocate for financial changes to maintain/improve overall county financial position

1. Advocate to prevent any further state revenue cuts and restore full funding of state revenue sharing
2. Support passage of legislation to avert new state/federal mandates without full state/federal funding
3. Advocate to restore full state Payment-In-Lieu-Of Tax payments
4. Determine how potential state changes in personal property tax could impact the county and advocate for full replacement dollars
5. Review potential methods of revenue enhancement including sources for which the county has discretion to change and determine if adjustments are appropriate
6. Support a tax structure for wind energy projects that is fair and equitable and reasonably compensates the community for the construction of these generators
7. Advocate for passage of .3 new millage to stabilize funding for road patrol and emergency services and provide some financial relief to the general fund
8. Advocate that state officials do not tie-bar court funding to implementation of changes in the court system because county commissioners have no jurisdiction over this separate branch of government
9. Advocate assistance from local governments and the private sector to stabilize funding for the county economic development corporation and the vital functions this organization performs

OBJECTIVE 2: Continue to practice effective financial management

1. Update the county financial Dashboard and other financial tools that provide full disclosure of county financial status
2. Continue to implement proactive multi-year financial planning
3. Make financial decisions that will preserve and strengthen county A+ bond rating
4. Maintain balanced county budgets and continue to prepare county audits that comply with the highest standards of the Government Finance Officers Association
5. Obtain copies and review audits of the Court system and implement changes identified from the audits
6. Work to assure that local units of government are aware of opt out provisions of wind energy laws so that essential tax revenue is not forfeited

7. Gain additional understanding of the Tax Foreclosure Fund and develop a multi-year plan on how to manage this source of funds
8. Obtain legal opinions and work with the County Drain Commissioner to determine alternative methods of financing county drain-at-large costs
9. Conduct a cash flow analysis to determine changes in county cash position over periods of time and work to preserve cash levels that are satisfactory to sustain county operations
10. Establish a priority of further strengthening collection of delinquent court fines and costs
11. Monitor the status and financial impact of law suits that have been filed against the county
12. Evaluate the feasibility of the county equalization department conducting more assessing functions for local governmental units
13. Review alternative methods of reducing county utility costs
14. Identify and confirm the staffing reductions to be made to balance the 2013 county budget
15. Review the State Treasury report regarding the 2010 financial status of local units of government in the county
16. Closely monitor all debt service funds for potential savings from refunding or defeasing bonds as they become callable

OBJECTIVE 3: Make personnel/fringe benefit decisions with the understanding there is a critical need to reduce costs to maintain a balanced county budget

1. Prepare a board strategy with guidelines to direct staff and the county labor attorneys with labor negotiations that will begin mid-year 2012
2. Review the benefit cost of consolidating independent payroll, fringe benefit, finance and other central service functions at the health department and road commission in the controller/administrators office for efficiency and potential savings through economies of scale
3. Work with the courts and labor unions and non-union employees to establish wage and fringe benefits that are different for new hires as a method of reducing long-term county costs
4. Implement the county hiring freeze with conviction and conduct a complete analysis when an employee leaves employment to determine methods of reducing staffing to lower costs
5. Review Act 152 requirements to determine if the county continues to comply under the 80/20 rule or hard cap
6. If the board of commissioners combines the county clerk and register of deeds offices, begin planning in 2012 to provide for a seamless transition for the start of 2013
7. Review fringe benefit programs and determine if any should be bid (2013 health insurance will have to be bid under state law)

8. Provide employee information and schedule representatives from health insurance, retirement and other benefit programs for updates and to answer employee questions regarding benefits
9. Schedule and conduct employee work training sessions with the county insurance companies including sexual harassment and workers compensation

OBJECTIVE 4: Continue current and expand communications

1. Continue monthly meetings with elected and appointed department heads
2. Re-establish quarterly meetings with state senator and state representative
3. Continue to distribute Michigan Association of Counties legislative updates and newsletters
4. Implement the new board of commissioner committee organizational structure
5. Review and consider methods of strengthening the county web site

OBJECTIVE 5: Computer and other technology upgrades for efficiency

1. Complete implementation of all aspects of the new Harris payroll software such as recording and maintenance of sick/vacation time records
2. Develop a backup system to prevent loss of county internet access which is critical for public safety operations
3. Implement major computer system upgrades in the sheriff department and other budgeted hardware in the county
4. Complete automation upgrades in the register of deeds office
5. Complete implementation of new dispatch radio and paging system enabling the county to convert to the state communication system
6. Complete the training hardware/software changes so the value of the On Base (Data Workflow Imaging System) is maximized

OBJECTIVE 6: Continue to provide oversight and input related to community wide issues

1. Monitor the progress of the International Transmission Company electrical grid infrastructure system upgrade in Tuscola, Huron and Sanilac Counties
2. Monitor changes the Medical Care Facility plans related to moving administrative offices to the former Davenport University building
3. Review other future planned wind energy projects in Tuscola county including Consumers Energy
4. Review the potential for consolidation of services with local units of government and consider requesting the county planning commission for assistance

5. Provide feedback to NACo and the Rural Action Caucus concerning agricultural/rural issues
6. Provide feedback to NACo concerning the Great Lakes and water related issues
7. Continue to advocate for preservation of county sugar beet and ethanol industries

OBJECTIVE 7: County operational tasks

1. Prepare a contingency plan for building code services if South Central Michigan Construction Code Commission (SCMCCI) is unable to remain in operation - possibly ask the county planning commission for assistance
2. Continue to perform services for local units of government through the controller-administrator's office and board of public works related to bonding for sewer and water projects
3. Review and approve a lease with century telephone to install a new communications tower on county land near the Sheriff department to replace the previous tower
4. Update the county emergency services plan
5. Review the county's role in parks and recreation including Vanderbilt park in light of the county declining financial ability and request the parks and recreation commission to update the county parks and recreation plan
6. Review proposals from the Chief Judge related to overall court restructuring in the county
7. Determine the amount of rent reduction achieved on the former Niland building
8. Make storage upgrades at the county recycling center
9. Implement 2012 budgeted capital improvement projects including jail roofs-windows-sidewalks replacement, courthouse roof replacement and district court
10. Determine remodeling needs of the county juvenile operation in the lowest level of the courthouse
11. Continue to explore state and federal grant opportunities that would be beneficial to the county

**Document prepared by:
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