

**TUSCOLA COUNTY BOARD OF COMMISSIONERS  
MEETING AGENDA**

**THURSDAY, DECEMBER 17, 2015 – 7:30 A.M.**

**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

- 7:30 A.M. Call to Order – Chairperson Bardwell  
Prayer – Commissioner Kirkpatrick  
Pledge of Allegiance – Commissioner Bierlein  
Roll Call – Clerk Fetting  
Adoption of Agenda  
Action on Previous Meeting Minutes (See Correspondence #1)  
Brief Public Comment Period  
Consent Agenda Resolution (None)  
New Business
- Court Personnel Changes (See Correspondence #2)
  - Friend of the Court Service Fees (See Correspondence #3)
  - Honorary Resolution for Retiring Family Division Court Recorder  
(See Correspondence #4)
  - Commissioner Allen Letter of Resignation (See Correspondence #5)
  - Commissioner Appointment Process (See Correspondence #6)
  - MCF Millage Transfer Request
  - 2015 County Work Program Accomplishments (See  
Correspondence #7)
  - 2016 Draft Work Program for Discussion (See Correspondence #8)
  - Geographic Information System Update (See Correspondence #9)
  - Equalization Director Request to Carryover Vacation Days (See  
Correspondence #10)
  - Resolution in Opposition to Treating 17 Year Olds as Juveniles  
Rather than Adults (See Correspondence #11)
  - Inmate Health Services Amendment (See Correspondence #12)
  - Primary Road Transfer Request
  - Bridge Millage Transfer Request
  - Solid Waste Management Plan Resolution (See Correspondence  
#13)
  - Refilling Dispatch Vacancy (See Correspondence #14)
  - Board of Health Vacancy (See Correspondence #16)
  - District Court Deputy Court Clerk Position (See Correspondence  
#18)
  - Health Department Family Planning Fee Schedule Changes (See  
Correspondence #21)
  - Huron County Health Dept. Request to Contract for Tuscola County  
Health Dept. for Dietitian Services (See Correspondence #22)
- Old Business  
Correspondence/Resolutions

**COMMISSIONER LIAISON COMMITTEE REPORTS**

KIRKPATRICK

Board of Health  
Community Corrections Advisory Board  
Dept. of Human Services/Medical Care Facility Liaison  
Land Acquisition  
MI Renewable Energy Coalition  
MEMS All Hazards  
MAC-Environment Energy Land Use  
Oil/Shale Work Group  
Cass River Greenways Pathway  
Local Unit of Government Activity Report  
Tuscola In Sync  
NACO- Energy, Environment & Land Use

BARDWELL

Economic Development Corp/Brownfield Redevelopment  
Caro DDA/TIFA  
MAC Economic Development/Taxation  
MAC 7<sup>th</sup> District  
Local Unit of Government Activity Report  
TRIAD  
Human Services Collaborative Council  
Behavioral Health Systems Board

BIERLEIN

Thumb Area Consortium/Michigan Works  
Human Development Commission (HDC)  
Tuscola 2020  
Recycling Advisory Committee  
Local Emergency Planning Committee (LEPC)  
Great Start Collaborative Council  
Local Unit of Government Activity Report  
Tuscola In-Sync  
MAC Board of Directors  
Human Services Collaborative Council  
Region VI Economic Development Planning  
MAC-Economic Development & Taxation

TRISCH

Board of Health  
Planning Commission  
Economic Development Corp/Brownfield Redevelopment  
Local Unit of Government Activity Report

Animal Control  
Solid Waste Management  
Thumb Works

ALLEN

Dispatch Authority Board  
County Road Commission  
Board of Public Works  
Senior Services Advisory Council  
Mid-Michigan Mosquito Control Advisory Committee  
Saginaw Bay Coastal Initiative  
Parks & Recreation  
Local Unit of Government Activity Report

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 November 23, 2015 Full Board & Statutory Finance Minutes
- #2 Court Personnel Changes
- #3 Friend of the Court Service Fees
- #4 Resolution for Retiree
- #5 Commissioner Allen Letter of Resignation
- #6 Commissioner Appointment Process
- #7 2015 County Work Program Accomplishments
- #8 2016 Initial Work Program
- #9 Geographic Information
- #10 Request to Carryover Vacation Days
- #11 Resolution Opposing Treating 17 Year-Olds as Juveniles
- #12 Inmate Health Services Amendment
- #13 Solid Waste Management Plan Resolutions
- #14 Dispatcher Vacancy
- #15 Regional Phragmites Grant Project
- #16 Tuscola Board of Health Resignation
- #17 November 5<sup>th</sup> and 19<sup>th</sup>, 2015 Road Commission Minutes
- #18 District Court Job Opening
- #19 Region VII Area Agency on Aging 2015 Holiday Newsletter
- #20 Tuscola County Health Dept. Christmas Holiday Office Closure
- #21 Tuscola County Health Dept. Fee Schedule
- #22 Letter of Agreement between Tuscola County Health Dept. and Huron County Health Dept. Regarding Dietitian Services
- #23 December 2105 Tuscola County Health Dept. Monthly Report

*Draft*  
TUSCOLA COUNTY BOARD OF COMMISSIONERS  
November 23, 2015 Minutes  
H. H. Purdy Building

Commissioner Thomas Bardwell called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the City of Caro, Michigan, on the 23rd day of November, 2015 to order at 7:30 o'clock a.m. local time.

Prayer – Commissioner Bardwell

Pledge of Allegiance – Commissioner Trisch

Roll Call – Clerk Jodi Fetting

Commissioners Present: District 1 - Roger Allen, District 2 – Thomas Bardwell, District 3 - Christine Trisch (excused at 9:25 a.m.), District 4 – Craig Kirkpatrick (Via Google Hangouts), District 5 – Matthew Bierlein

Commissioner Absent: None

Also Present: Mike Hoagland, Clerk Jodi Fetting, Mary Drier, Tisha Jones, Judge Nancy L. Thane, Nancy Barrios, Register John Bishop, Steve Anderson, Mike Miller, Sharon Darbee, Brandon Darbee

*Adoption of Agenda -*  
15-M-187

Motion by Bierlein, seconded by Trisch to adopt the agenda as amended. Motion Carried.

*Action on Previous Meeting Minutes -*  
15-M-188

Motion by Allen, seconded by Trisch to adopt the meeting minutes from the November 12, 2015 meeting. Motion Carried.

*Brief Public Comment Period -*

-Nancy Barrios introduced herself and expressed her interested in serving as a Tuscola County Commissioner.

*Consent Agenda Resolution - None*

*New Business -*

-MSU-e/4-H Programs Involving Juveniles, Judge Thane -  
-There are 19 youth participating in the MSUe program established by the Commissioners by increasing the hours of the MSUe employee. The Juvenile Probation Officers have found the program to be beneficial and appreciate the positive influence Heather Middleton has had on the youth. Currently, Judge Thane has 110 open juvenile cases and 69 juveniles on probation.

-FOC Budget Amendment 2016 - Mike Hoagland explained Sandy Erskine's request for the Budget Amendment.

15-M-189

Motion by Trisch, seconded by Allen to table the FOC Budget Amendment Request to the next Board Meeting to allow Judge Amy Grace Gierhart to attend and provide explanation. Motion Carried.

-Medical Care Facility Budget Amendment 2016 - Mike Hoagland explained the request received from the Medical Care Facility.

15-M-190

Motion by Trisch, seconded by Allen that per the November 19, 2015 communication from the Medical Care Facility that the 2016 Medical Care Facility Budget be amended per the updated information provided in the November 23, 2015 Board of Commissioners correspondence. Motion Carried.

-State Revenue Sharing Compliance - Mike Hoagland reviewed compliance required and the need for the dashboard to be kept up to date.

-Michigan Renewable Energy Collaborative - Mike Hoagland provided an update from the meeting. There has not been an exact date set for our case to be heard at the tax tribunal but looks like it may be scheduled for Spring 2016.

-Vacancies on Various Boards and Commissions -

Region VII Area Agency on Aging - Currently, looking for applicants but have not had interest yet.

Tuscola County Senior Citizens Advisory Council -

15-M-191

Motion by Bierlein, seconded by Trisch that the letter of resignation from Margaret Wenta from the Tuscola County Senior Citizens Advisory Council be received and placed on file. Also, the County Clerk be requested to use all available methods to seek applicants to fill said vacancy. Motion Carried.

Tuscola County Behavioral Health Systems -

15-M-192

Motion by Allen, seconded by Trisch that Thomas Bardwell be appointed to fill the Commissioner position on the Tuscola County Behavioral Health Systems Board. Motion Carried.

Construction Code Board of Appeals -

15-M-193

Motion by Bierlein, seconded by Allen that Keith Kosik be reappointed to the Tuscola County Construction Code Board of Appeals. Motion Carried.

-Veteran's Affairs Vehicle Purchase (Matter Added) - Mike Hoagland explained need for the purchase of a vehicle.

15-M-194

Motion by Bierlein, seconded by Allen that per the November 19, 2015 correspondence from the County Veteran's Affairs Director that the county front the balance of \$9,348.09 needed to purchase a vehicle to transport veterans and reimbursement to the county be made when the new Veteran's millage funds become available in 2016. Motion Carried.

-Vanderbilt Park (Matter Added) - Commissioner Allen attended a recent Road Commission Meeting where the uncertified road within Vanderbilt Park was discussed. The Board discussed whose responsibility it is to pay the Road Commission to maintain the uncertified road. The Road Commission is to be contacting Wisner Township to try to work this issue out.

*Old Business -*

-MSU-e/4-H Millage Language

15-M-195

Motion by Allen, seconded by Trisch that the following language for a millage request to fund MSU-e/4-H as reviewed and approved by corporate council and MSU-e officials be approved. This language is to be placed on the March 8, 2016 ballot contingent upon state legislative approval to allow a county election to be held on this date.

For the purpose of sustaining 4-H youth development, agriculture and agribusiness, health and nutrition and other community education programs through Michigan State University Extension services within Tuscola County, shall the County increase the limitation in the total amount of ad valorem taxes which may be imposed for all purposes upon real and personal property in the County, as provided in the Michigan Constitution of 1963, as amended, which would result in a new levy of 0.1 mills (\$0.10 per \$1,000) of taxable valuation, for a period of six (6) years, in the years 2016 to 2021, both inclusive? This levy is estimated to raise \$173,094 in the first year.

Motion Carried.

-Update on Retirement System Changes & Pension Bonds - Plan has been placed on [www.tuscolacounty.org](http://www.tuscolacounty.org) and has been presented to the Treasury for approval.

-Johnson Controls Performance Contracting - Mike Miller is working on project.

-Community Corrections Meeting Update - Mike Hoagland updated the Board regarding the meeting. The appropriate departments are continuing to meet to work through eligibility of inmates.

-County Property Appraisal Update - Mike Hoagland provided an update.

*Correspondence/Resolutions -*

-Bay County Resolutions reviewed.

-Undersheriff Skrent is applying for a grant to aid in education, communication and enforcement of the Michigan Medical Marijuana Act.

-Thumb Regional Sobriety Court Stakeholders Meeting - December 4, 2015 at 1:00 p.m.

-Tuscola County Road Commission Meeting Schedule provided.

-Legislation discussed regarding handling of a 17-year-old as a juvenile or as an adult.

-MI County Cares Dental Program letter received by Commissioner Bardwell.

## COMMISSIONER LIAISON COMMITTEE REPORTS

### BARDWELL

Economic Development Corp/Brownfield Redevelopment

Caro DDA/TIFA - Meeting postponed.

MAC Economic Development/Taxation

MAC 7<sup>th</sup> District - No update on meeting scheduled.

Local Unit of Government Activity Report

TRIAD - Meeting in December

Human Services Collaborative Council

### BIERLEIN

Thumb Area Consortium/Michigan Works - Meeting location being moved to Lapeer County Health Department.

Human Development Commission (HDC) - HDC has provided monetary assistance to Thumbbody which reimbursement has not been received. This could cause services to stop.

Tuscola 2020 - Meeting in January.

Recycling Advisory Committee - Meeting in December.

Local Emergency Planning Committee (LEPC) - Meeting in December.

Great Start Collaborative Council

Local Unit of Government Activity Report

Tuscola In-Sync



MAC Board of Directors - Road Bill was discussed at last meeting. Judiciary Committee meeting today.  
Human Services Collaborative Council  
Region VI Economic Development Planning  
MAC-Economic Development & Taxation - Dark Stores are being discussed.

TRISCH

Board of Health - Veterans Affair purchase of vehicle was discussed.  
Planning Commission  
Economic Development Corp/Brownfield Redevelopment - Met last week.  
Local Unit of Government Activity Report  
Behavioral Health Systems Board  
Animal Control  
Solid Waste Management  
Thumb Works

ALLEN

Dispatch Authority Board  
County Road Commission  
Board of Public Works  
Senior Services Advisory Council  
Mid-Michigan Mosquito Control Advisory Committee  
Saginaw Bay Coastal Initiative - Waiting on grant.  
Parks & Recreation  
Local Unit of Government Activity Report - Concerned resident regarding the noise from the milk plant. Steve Erickson stated there is a plan in place to help alleviate the issue. Nancy Barrios stated that there has not been anyone in attendance at recent Village Council meetings and she is aware that the plant is working on solutions.

Commissioner Trisch excused at 9:25 a.m.

KIRKPATRICK

Board of Health  
Community Corrections Advisory Board  
Dept. of Human Services/Medical Care Facility Liaison - Medical Care Facility is waiting for appraisal to be completed.  
Land Acquisition  
MI Renewable Energy Coalition  
MEMS All Hazards  
MAC-Environment Energy Land Use  
Oil/Shale Work Group  
Cass River Greenways Pathway  
Local Unit of Government Activity Report  
Tuscola In Sync  
NACO- Energy, Environment & Land Use - Looking at waters of the U.S.

Closed Session - None

Other Business as Necessary -

-Commissioner Bardwell questioned how the appointment process will be handled due to Commissioner Allen's resignation.

Extended Public Comment -

-Nancy Barrios asked if there has been any further information regarding the State of Michigan property and grants that possibly could be available. Commissioner Kirkpatrick responded that this issue is still being discussed with Senator Green.

Meeting adjourned at 9:44 a.m.

Jodi Fetting  
Tuscola County Clerk

Statutory Finance Committee Minutes  
November 23, 2015  
H.H. Purdy Building  
125 W. Lincoln St, Caro MI

Meeting called to order at 9:44 a.m.

Commissioners Present: Allan, Bardwell, Bierlein

Commissioners Absent: Kirkpatrick, Trisch (reviewed finance prior to being excused from Board meeting at 9:25 a.m.)

Also Present: Mike Hoagland, Clerk Jodi Fetting, Tisha Jones, Mary Drier

Claims and Per Diems were reviewed and approved.

Public Comment - None

Meeting adjourned at 9:47 a.m.

Jodi Fetting  
Tuscola County Clerk

STATE OF MICHIGAN



54TH JUDICIAL CIRCUIT COURT


HON. AMY GRACE GIERHART  
CIRCUIT COURT JUDGE

440 NORTH STATE STREET  
CARO, MICHIGAN 48723

(989) 672-3720

**Memorandum**

**TO:** Mike Hoagland

**FROM:** Hon. Amy Grace Gierhart 

**RE:** Court Personnel

**DATE:** Dec. 2, 2015

We at the Courts are going through some personnel transitions, which are creating some vacancies we need to fill. I would appreciate the Board's support in making the following personnel moves.

First, our long-time Family Division Recorder is retiring. We have identified an internal candidate as the best option to fill this position. Because the law requires that a verbatim record be kept of all in-court proceedings, we see this as vital position that must be filled. I would appreciate your support in filling this position.

Second, moving an existing employee into this role, creates a vacancy. We would like to reclassify this role as a "Family Division Clerk/Deputy Probate Register," and put it on the same wage scale as the "FOC Acct" position, with Step 1 at \$15.47 in 2015 and \$15.78 in 2016. We feel, once again, as though this is a position that must be filled. This position provides essential receptionist and records maintenance services for the Probate/Family court. Because we intend on moving most of this position's collections-related work to other employees, however, we

believe that a pay scale more in line with this position's reduced duties is justified, which represents a substantial savings to the County – roughly \$8300 in 2016.

Finally, I am asking that you restore the District Court Administrator to her 2015 job classification and pay scale for the 2016 fiscal year (as adjusted by the County's cost of living increase). The cost to the County of this change is more than offset by the reduction in salary from reclassifying the Probate/Family Court position's replacement.

mhoagland@tuscolacounty.org

**From:** Sandra Erskine <serskine@tuscolacounty.org>  
**Sent:** Wednesday, November 18, 2015 5:56 PM  
**To:** Mike Hoagland  
**Cc:** Clayette Zechmeister; Jana Brown; Amy Gierhart  
**Subject:** Service Fees/Processing Fees

Greetings Mike:

I wanted to follow up with you on our conversation yesterday regarding service fees and processing fees.

As discussed, FOC is asking for a budget amendment where the processing fee revenues under line item 000-610-215 be eliminated. FOC believes that it's prudent to instead have these fees allocated to the 215 fund under line item 143-609-000. It is estimated that this would result in a change to the general fund revenue of approximately 5-6K annually. The county treasurer would not need to take any action to effectuate this change. Instead, the FOC would change the line item this money is sent to via MiCSES/MiSDU.

In 2010, the Legislature modified MCL 600.2538 and increased the fees. The fee structure is as follows: all payers who pay child support through the Michigan State Disbursement Unit (MiSDU) are assessed a \$3.50 per month fee. Of the \$3.50, MiSDU sends \$1 to the state to be deposited in the state court fund, \$0.25 is sent to the Attorney General, and \$2.25 is sent to the county treasurer. Per SCAO, amounts transmitted to the general fund should be used to fund the provisions of the Friend of the Court that are not reimbursable through the IV-D program. This essentially means that \$2.25 should be used to help fund parenting time and custody activity. This money CANNOT be used to fund child support related activity or we could risk running afoul of the above statute and/or federal regulations regarding grant funded program income.

For some reason, we (FOC/Tuscola County) have bifurcated the fees coming in to the county where \$2 is going to the 215 fund under line item 143-609-000 and \$0.25 is going to the general fund under line item 000-610-215. I'm asking that the \$0.25 also be sent to the 215 fund to help defray some of our parenting time and custody expenses (non-IV-D expenses).

Note that in a recent published opinion (11/10/15), *Trantham v. State Disbursement Unit*, No. 322289, the Court held that the \$3.50 charge doesn't violate due process or the taking clause but the \$0.25 allocated to the Attorney General is not a fee and instead a tax which could possibly violate the the Distinct Object Clause and the Title-Object Clause of the Michigan Constitution. The Court went on to say that the remainder \$3.25 is properly characterized as a fee since it goes to support the work of the Friend of the Court either directly or indirectly. Specifically, the Court discussed how the \$2.25 was directly used by counties to fund the parenting time and custody work the FOC performs.

With the above in mind, it seems most appropriate to have the full \$2.25 directed to the 215 fund rather than just \$2.00 so we can clearly demarcate its use for custody and parenting time related work. As such, Friend of the Court is asking that a budget amendment be made removing FOC processing fees from general fund revenues. If possible, I would like to move forward with this change as soon as possible.

Thanks for your help and consideration in this matter.

Sandy Erskine  
Tuscola County FOC

# TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500  
Caro, MI 48723

## Retirement Resolution Honoring Patricia L. Sauber

Whereas, Ms. Patricia L. Sauber, 54th Circuit Court Family Division Court Recorder, is retiring on December 31st, 2015;

Whereas, Ms. Sauber has ably served Tuscola County and its court system since being hired as the Circuit Court Judicial Secretary on November 25, 1985;

Whereas, Ms. Sauber joined the Tuscola County Friend of the Court as Executive Secretary/Court Recorder on July 10, 1987;

Whereas, Ms. Sauber joined the Juvenile Division of the Tuscola County Probate Court as its Court Recorder on October 29, 1997; and

Whereas, Ms. Sauber has continued working in this capacity since the Juvenile Division of the Tuscola County Probate Court was reorganized as the Family Division of the 54th Circuit Court on January 1, 1998 to the present day;

*Resolved*, that the Tuscola County Board of Commissioners thanks and commends Ms. Patricia L. Sauber for her tireless years of service to the County Courts;

*Resolved*, that the Tuscola County Board of Commissioners congratulates Ms. Sauber on a well-earned retirement.

IN WITNESS WHEREOF, we have hereunto set our hands this 17<sup>th</sup> day of December, in the year of our Lord two thousand fifteen, and of the independence of the United States of America the two hundred and fortieth.

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Thomas C. Bardwell  
Chair  
Tuscola County Board of Commissioners

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Michael R. Hoagland  
Controller/Administrator  
Tuscola County

TO: Thom Bardwell, Chairman, Tuscola County Board of Commissioners  
FROM: Roger Allen, Commissioner, Tuscola County District 1  
DATE: December 12, 2015  
SUBJECT: My Official Resignation

It is with a fair degree of sadness that I am resigning as the Tuscola County Commissioner for District One, effective 10 January, 2016.

I have enjoyed serving Tuscola County very much. I believe the county is left in the very good hands and I will miss not regularly seeing my fellow commissioners as well as the administrative staff, and all of the hard working, dedicated employees of Tuscola County. It has been a pleasure to get to know you all.

A handwritten signature in cursive script that reads "Roger Allen". The signature is written in black ink and is positioned below the main body of text.



## DRAFT

The Tuscola County Board of Commissioners has a commissioner vacancy in District 1 as a result of the commissioner from this district resigning effective January 10, 2016. The Board plans on exercising the option to appoint to refill the vacancy. The appointment must be done within 30 days of the resignation. The Board of Commissioners wants to communicate that this vacancy exists so that all interested parties have the opportunity to apply. The attached information is being forwarded to you to share with individuals who may be interested in applying. Applications are being received from interested individuals who reside in District 1 which includes: Akron, Columbia, Elkland, Elmwood, Fairgrove, Gilford and Wisner Townships in addition to the Villages of Akron, Cass City, Fairgrove, Gagetown, and Unionville. The notice below provides additional information on procedures to apply. The deadline to receive applications is Thursday, January 21, 2016. Even though this is a short term appointment, an election will be conducted later in 2016 (as with all county commissioner positions) to fill the position.

## NOTICE

### **Tuscola County Board of Commissioners Vacancy**

The Tuscola County Board of Commissioners has a vacancy in District 1 as a result of the commissioner from this district resigning effective January 10, 2016. The Board plans on exercising the option to appoint to refill the vacancy. The appointment must be done within 30 days of the resignation. Applications are being received from interested individuals who reside in District 1 which includes: Akron, Columbia, Elkland, Elmwood, Fairgrove, Gilford and Wisner Townships in addition to the Villages of Akron, Cass City, Fairgrove, Gagetown, and Unionville.

If you live in District 1 and are interested in serving as a county commissioner please send a cover letter and resume explaining your qualifications to the Tuscola County Controller's Office at 125 W. Lincoln Street, Caro, Mi. 48723 or [mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org) by 4:30 P.M. on Thursday, January 21, 2016. Also, answers to the following questions must be included with your cover letter and resume:

1. Why do you want to be appointed a county commissioner?
2. What qualifications, background, education do you have that would make you a good commissioner?
3. Is there something you want to change or accomplish?
4. Do you plan on filing and running to be elected to the position?

To qualify, candidates must live in District 1, be a registered voter, be 18 years of age and be a United States citizen. The Board will conduct interviews at the Monday, January 25, 2016 Committee of the Whole meeting and make an appointment at their meeting on Thursday, January 28, 2016.

Even though an appointment may be made, an election must be held during 2016 for the District 1 commissioner position. To clarify this, an individual may be temporarily appointed now, but will ultimately have to be a candidate on the ballot and then be elected to continue on as commissioner. This is an elected position and ultimately will be filled through election later in 2016. Please contact the County Clerk for filing information deadlines if you want to be included on the ballot.

To: Tuscola County Board of Commissioners

From: Controller/Administrator

Date: December 17, 2015

Re: 2015 Work Program Accomplishments

### Year-In-Review

#### 2015 County Work Program Accomplishments

In 2015, many important Work Program (WP) objectives were accomplished. Employees and county officials continued to deliver quality services while operating within financial limitations. The following is an overview of significant 2015 accomplishments along with a discussion of challenges encountered.



## **1. Continued Effective Financial Management**

I am pleased to report that a well-established highly effective financial management system remains in place. The top priority of the 2015 WP was to maintain effective financial management. This is critical because it enables safeguarding of public funds, enables operating within financial means and enables delivery of quality public services. The county was rewarded with a recent bond rating upgrade for its effective management of financial resources.

The foundations of this system are the annual budget, capital improvement planning, annual audit (Comprehensive Annual Financial Report), financial status reporting and the five-year financial plan. The effectiveness of this system has produced positive results as explained below.

The 2014 audit was unqualified and there were no material weaknesses. The audit confirmed that all county funds were in a positive fund balance position. A balanced 2015 budget was adopted. Although 2015 is not completed, preliminary information indicates a favorable financial year with general fund revenues projected to exceed expenditures. Prisoner medical costs were well below normal year amounts and significant staff turn-over occurred resulting in delays in refilling vacant positions which further reduced costs.

## **2. Successful Update to the Five-Year County Financial Plan**

Considerable time was spent in updating the five-year financial plan. This planning process has proven to be highly effective. Recommendations that were developed and implemented have helped to adjust to changing financial capabilities. Clearly, this process has and will continue to play a vital part in keeping the county in a stable financial position.

The 2014 and 2015 five-year financial plans reaffirmed that operating the county status quo is no longer an option because of restricted financial capabilities. Projected declining financial ability primarily results from wind turbine revenue which declines to about 30% of the original amount in about 10 years. This situation has a concerning negative impact on county financial ability. Most of the other major county revenue sources are flat or experiencing minimal growth which is further compounding the problem.

The outcomes from the five-year financial planning process have resulted in a philosophy that status quo operations are no longer an option. Proactive steps are being taken to implement changes in stages over time with the goal of creating the least negative impact on services and employees. Certain recommended changes that were implemented in 2015 are discussed below. Additional changes are planned for future years.

## **3. Veterans Millage Approval**

One of the recommendations from the five-year plan was to request a dedicated .17 of a mill to fund Veteran Services. In May of 2015 the public approved this request. The millage will generate approximately \$295,000 per year beginning in 2016. It will allow needed improvements to veteran services with a full-time director and another key support staff. The millage also provides the ability to

meet increasing veterans' needs for food, shelter, transportation and related items. Approximately \$85,000 in general fund financial relief was provided as a result of this millage passing.

#### **4. Economic Development Corporation Millage Request Failed**

The five-year financial plan also recommended requesting a .2 mill to fund the Economic Development Corporation (EDC). This request was not approved. The EDC has fund balance that is being used to operate and has begun making other financial adjustments. Methods of stabilizing EDC funding continue to be reviewed.

#### **5. 2016 Request to Fund MSU-e/4-H with Dedicated Millage**

Another recommendation from the five-year financial plan was to determine remaining non-mandated services that are funded from the general fund. In order to balance the 2016 budget, the decision was made to discontinue funding to MSU-e/4-H which is not a service that is required by state law. The county has been appropriating about \$140,000 annually for MSU-e/4-H programs. There are few remaining non-mandated general fund services. MSU-e is the largest with others in the range of \$3,000 to \$5,000. In May of 2016 .1 mill will be requested to fund MSU-e/4-H programs. If the millage fails, the board has stated these non-mandated programs will be eliminated from the budget.

#### **6. Achieved Cost Reductions through Pension System Changes**

Extensive analysis was conducted with assistance from the county bond attorney to determine if there would be financial advantages to making changes to the county retirement system. Actuarial reports from the Michigan Municipal Employees Retirement System documented that costs of the current defined benefit plan will experience large increases in future years.

It was determined that \$6 to \$7 million in avoidance costs would occur over a 20 year period by issuing bonds to fully fund the current system. The other part of this adjustment is the requirement to change new hires from a defined benefit to a defined contribution plan. The County bond rating upgrade allowed the ability to issue pension bonds. The county is waiting on final approval from the Michigan Department of Treasury to issue the pension bonds and implement this new retirement program.

#### **7. Completion of Geographic Information System (GIS) Digital Parcel Mapping**

Completion of the digital parcel mapping system was a major accomplishment in 2015. Building this 35,000 parcels map was a prerequisite to advancing the GIS system. The county can now proceed to build parcel layers for unlimited data which will be used in decision making. With this system, multiple data sets can be integrated and viewed geographically. This is a tremendous tool not only to the county but also local units of government and many other public and private entities.

#### **8. Critical Funding for Capital Improvement Needs Re-Established in 2015**

Funding for county capital improvement needs has been inadequate for many years. From 2007 to 2014 the balance in the capital improvement fund declined from about \$2.2 million to \$1 million. Over much of this period, zero funds were allocated for short-term and long-term capital improvement needs.

During the recent recession, funding for capital improvement needs was sacrificed so that enough resources could be available to fund operating costs.

The board passed a policy that until adequate funding (approximately \$400,000 per year) can be achieved a moratorium on funding capital improvement projects was adopted. Also, the policy assigned a minimum contingency reserve in the capital improvement fund of \$800,000. The county plans to use the results of the building energy efficiency study to help target what capital improvements will be made to county buildings.

#### **9. Wind Energy Assessing/Taxation Dispute**

The dispute with wind development companies continues regarding fair assessing/taxation of wind energy projects. As financially beneficial as wind turbine revenue is short-term, county officials remain frustrated with what they were told they would receive versus what they actually receive. By the end of 2016 it is estimated \$1 million of wind project revenue will be escrowed in case the county loses the dispute.

The county remains a member of the Michigan Renewable Energy Collaborative (MREC) which has the mission of properly assessing and taxing wind energy. MREC is a five county organization involving counties and local units of government members where wind energy projects have located. The law firm of Clark Hill has been hired along with Appraisal Economics to assist in protecting the interests of county and local government. The focus is on establishing a multiplier schedule and resolving the 1603 Federal cash grant and other tax credit issues.

Wind energy assessing/taxation is a huge issue. The resolution of this dispute will impact county finances for many years. The goal is to request the State Tax Commission to establish a multiplier schedule based on the appraisal economic study. The other issues concerning the Federal Cash grant and other incentives is expected to be heard by the Michigan Tax Tribunal in the first quarter of 2016. It is unknown whether a compromise can be reached prior to the case being heard by the Tax Tribunal.

#### **10. Completed Comprehensive Fixed Assets Inventory Update**

A comprehensive update of county fixed assets was completed in 2015. Recording of these assets is important in stating overall county net financial position. It is used by county insurance companies. Maintaining this inventory is valuable in safeguarding these public assets.

#### **11. Successfully Added County Treasurer as Signatory to all Bank Accounts**

Discussion with the Chief Judge was conducted and the judge agreed to add the Treasurer to all court related bank accounts. County auditors have recommended that this occur so the county is in compliance with state law. It has also been reiterated that under state law all new bank accounts have to first be approved by the Board of Commissioners so the Treasurer is signatory and receives all bank account information.

## **12. Review of Potential Combining of County Clerk and Register of Deeds Elected Positions**

The Board continues to review the potential of combining the County Clerk and Register of Deeds positions which is permitted under Michigan Law. Research has been conducted and implementation procedures determine. By 2/3 vote of the Board of Commissioners (4 out of 5) this action can be taken. There are approximately 30 of the 83 counties in the state that have combined the positions. Estimated cost reduction is in the range of \$50,000 to \$60,000 annually. Specific steps must be followed to implement the change which have been provided by County Corporate Council. More discussion of this matter is anticipated in early 2016.

## **13. Reviewed Potential of Conducting Operational Efficiency**

County officials have begun discussion with the Whitehall Group LLC. This is a professional consulting firm that reviews detailed departmental operations and recommends cost reduction methods. The county is discussing the possibility of obtaining assistance from this firm to conduct operational efficiency audits of county departments. The objective is to proactively determine methods of reducing costs. A well thought out and agreed to detailed plan to reduce costs when an employee leaves employment would be helpful by allowing the least negative impact on services and employees. This proactive approach allows opportunity to work with department officials to implement changes necessary for future anticipated reduced financial capabilities.

## **14. Steps Taken to Implement Improvement at Vanderbilt Park**

The Board of Commissioners and County Parks and Recreation Commission have taken action to improve Vanderbilt Park. The Parks and Recreation plan was updated. A Natural Resources Trust Fund grant application is being prepared to provide drinking water along with play equipment and other park amenities. The objective is to make the park financially self-sufficient and discontinue general fund appropriations to operate the park. By the spring of 2016, a determination should be made whether grant funding will be provided. An ordinance was adopted in 2015 to enforce parking of vehicles in the park.

## **15. Restoration of Space Rental Payment from SCMCCI**

Discussion was conducted with South Central Michigan Construction Code Incorporated (SCMCCI) and they agreed to increase the payment for rental of space from the county from \$20,000 to \$30,000 annually. At one-time SCMCCI paid \$50,000 annually, but this was reduced to help the company through the recessionary period.

## **16. Other Important Accomplishment and Activities from 2015**

- Region 6 Prosperity Economic Development Planning continued
- Mechanic/Material Storage building for Mosquito Abatement was completed
- Continue to request Road Commission to develop a plan of action to reduce legacy costs
- County now officially owns the state police post with the final bond payment made in 2015

- Updated the County Investment Policy
- Updated the Community Health Assessment
- Review of possible acquisition of state property continues
- County was paid in full and discontinued involvement in the Denmark Water project
- Continued important participation in the Cass River Greenway work to enhance the Cass River
- Hired a full-time Information System Director to lead technology development in the county
- Working with Bay/Arenac Counties to obtain a grant to eradicate invasive fragmities along the Bay
- Nearing completion of an update to the County Solid Waste Management Plan
- Implement VOIP telephone systems in several buildings resulting in significant savings
- Reviewed potential of increasing certain court fines/costs – no changes were implemented at this time
- Grant and local funds were used to purchase an Airboat which is an important marine safety equipment
- Grant funds were received to update the Hazard Mitigation Plan
- Grant funds were received for a recycling trailer to enhance the successful county recycling program

## 2016 INITIAL WORK PROGRAM

### Finance – Ongoing

1. Complete bonding for pension system and change new hires to defined contribution plan
2. Work to resolve the dispute concerning wind turbine assessing/taxation
3. Continue to escrow wind turbine revenue until the dispute is resolved
4. Monitor wind turbine development and the impact on county financial capabilities
5. Update the multi-year county financial plan
6. Monitor the results of MSU-e/4-H millage request
7. 2015 year-end financial standing summary
8. 2015 Comprehensive Annual Financial Plan (Audit) preparation/presentation
9. 2017 County Budget development
10. Obtain a road commission update regarding legacy cost liabilities
11. Update audit financial information for local governmental units in the county
12. Continue to review service consolidations between counties and governments within the county
13. Review future drain-at-large costs and impact on the budget

### Finance – New

1. Review potential pension bonding for health department
2. Determine if operational efficiency audits will be performed and establish specific objectives
3. Primary road, bridge and recycling millage renewals
4. Determine millage renewals for 2017 and 2018
5. Determine if register of deeds and county clerk positions will be combined
6. Review potential cost adjustment to the assessing contact with the City of Caro
7. Restore full SCMCCI lease payment
8. Bid county health insurance per state law with assistance from Brown and Brown
9. Bid the 2016 county audit work
10. Develop solutions to continuing Huron/Tuscola county equalization director
11. Determine if a foundation fund raising program will be pursued
12. Consider modifying the county hiring policies



### **Building and Grounds – On-going**

1. Complete Vanderbilt park grant application, parking enforcement, achievement of self sufficiency
2. Complete an energy efficiency study of county buildings to target capital expenditures
3. Pursue grant funding assistance to increase building energy efficiency
4. Update the county fixed asset inventory
5. Determine if the county will acquire land from the state near the Caro Regional Center
6. Complete appraisal of county property and negotiate purchase price with Medical Care Facility

### **Building and Grounds – New**

1. Develop a solution to county storage needs
2. Use energy efficiency study to target capital improvement expenditures
3. Update the 10 year capital improvements plan
4. Determine when capital improvement project funding will be resumed
5. Review and determine new location for county recycling operation
6. Fragmites removal grant implementation
7. Review of jail needs and alternative solutions
8. Parking enforcement at Vanderbilt park

### **Technology – On-Going**

1. Provide a GIS status report of the county and determine next objectives
2. Provide a fiber optic update
3. Continue to develop and advance online services
4. Update and make adjustments to web site so it remains relevant and useful to all parties

### **Technology – New**

1. Complete and review the five-year county technology plan
2. Conduct an audit of county computer system backup and other procedures
3. Obtain an update regarding technology plans for the register of deeds operation

### **Personnel – On-going**

1. Update regarding ACA and record keeping requirements

2. Update regarding exempt and non-exempt employee law changes
3. Assure corrections are made by the software company to time attendance system
4. Open enrollment for health/dental insurance coverages

#### **Personnel – New**

1. Review court system reorganization
2. Review and approve updated personnel policies
3. Establish labor negotiation objectives, wages, health insurance changes, etc.
4. Update the emergency plans for to protect employees in county buildings

#### **General/Other Personnel – On-going**

1. Health Department federally qualified health provider
2. Monitor and assist with the Cass River Greenways project improvements
3. Monitor the potentials of a Dairy Farmers of America Phase II project in Cass City
4. Assist in strengthening EDC financial stability
5. Review the Region 6 prosperity plan and how it can help economic development
6. Review and approve the updated solid waste management plan

#### **General/Other Personnel – New**

1. Load all current county policies on county web site with an index system
2. Review the potential of conducting employee flu shots by the County Health Department

#### **State Legislative Proposal/Changes – MAC Concerns**

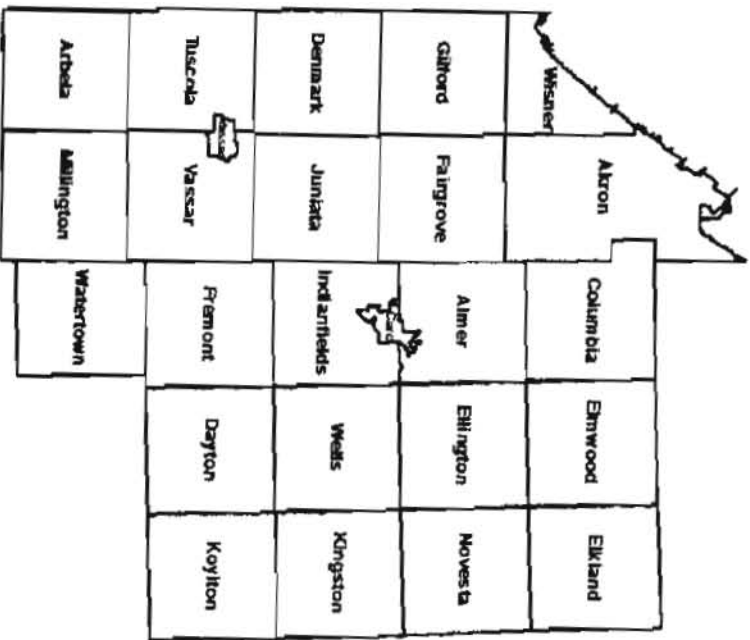
1. Proposal to increase juveniles age to 17 which would likely increase county costs
2. Preemptive parole for state prisoners
3. Potential reduction in State Revenue Sharing
4. Review MAC weekly state legislative reports to protect county interests
5. Review and comment on MAC platform
6. Dark store assessing
7. Unfunded state mandates
8. Water of the United States
9. Future diversion of state general fund monies for road funding

# Tuscola County GIS Status

Parcels Mapped

July 2014

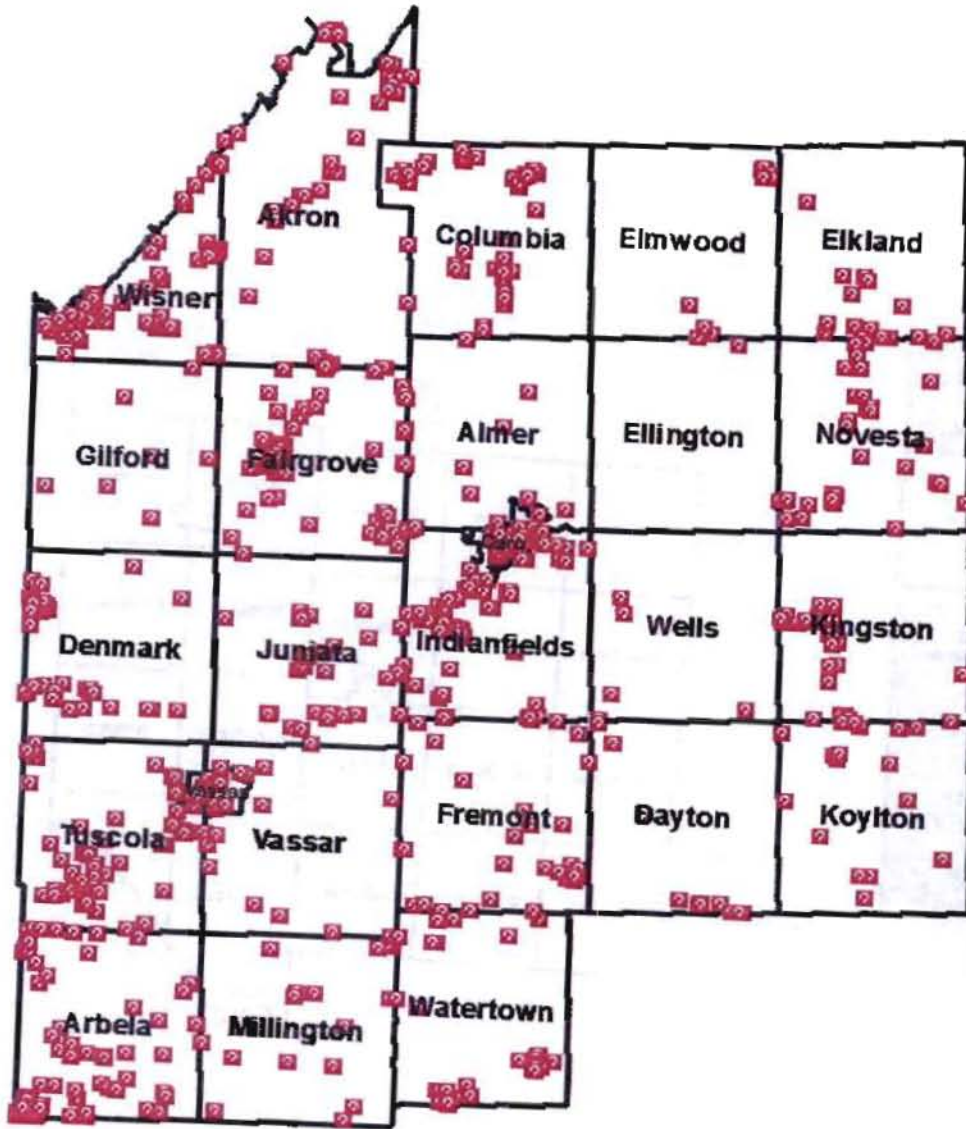
ZERO



December 2015

over 35,000 mapped





Problems? Tax Descriptions need correction.....

Work with the County Treasurer and Township Assessors to make corrections.

Our mapping partners at Amalgam tell us this is a pretty low number of problems. Probably because our County Treasurer's office has been handling deeds and splits for years.

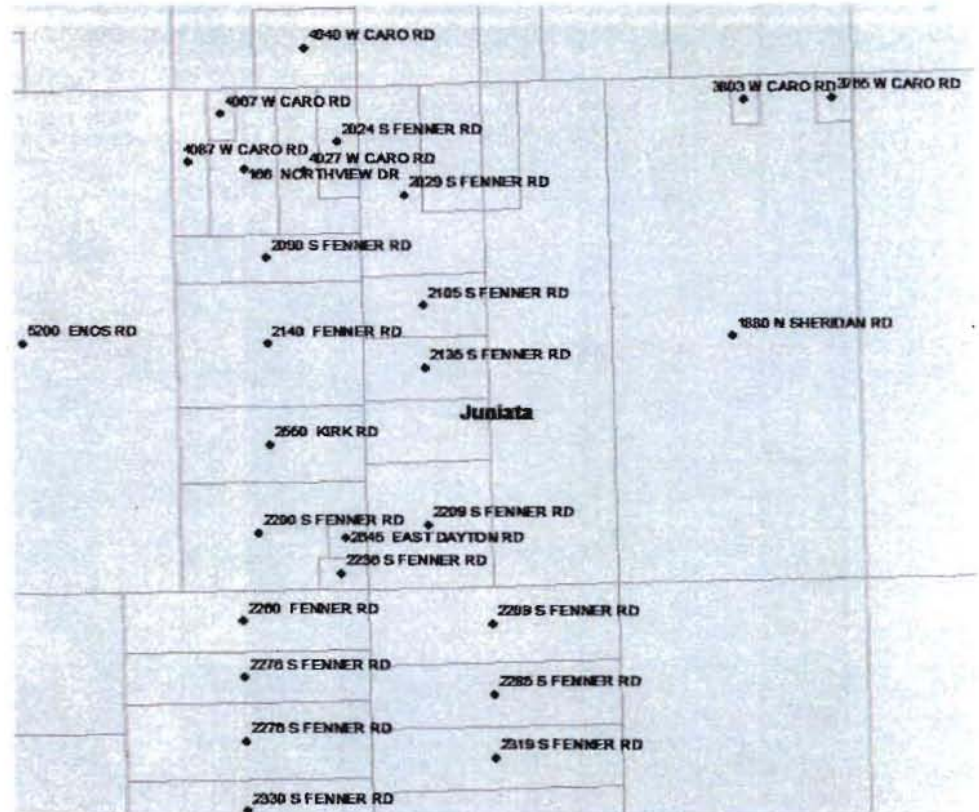
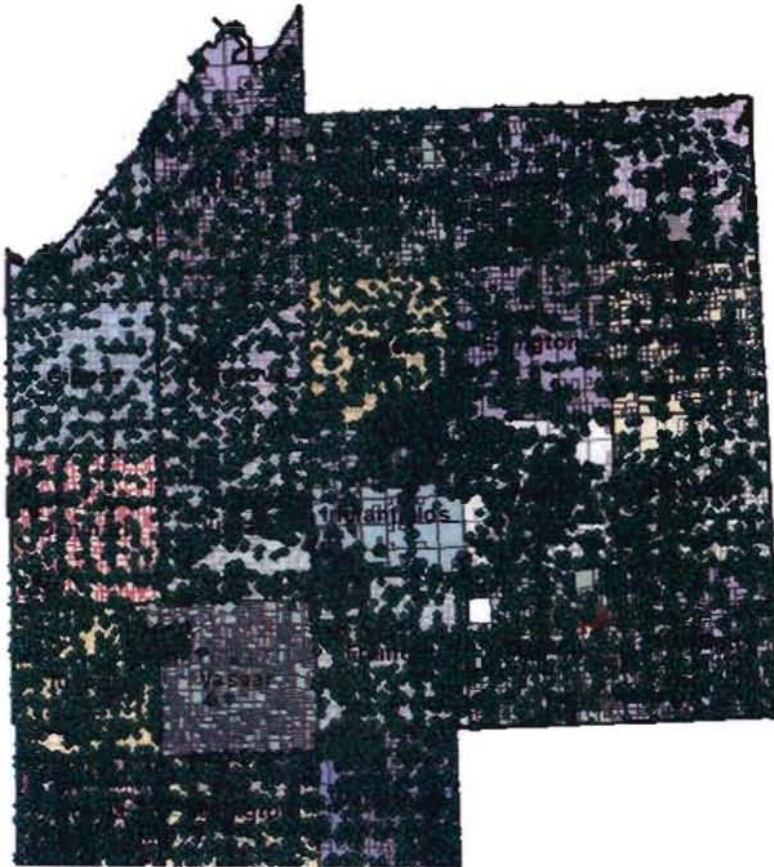
Some problems you just can't see until you try to map them.....

Already Done –

Worked with the Tuscola County Dispatch Director to create Address Points for use in Emergency Dispatching GIS CAD System

911 Address Points

Address Points Detail



This helps dispatchers direct first responders to the correct location.

Address points will be updated with most current property addresses each year.

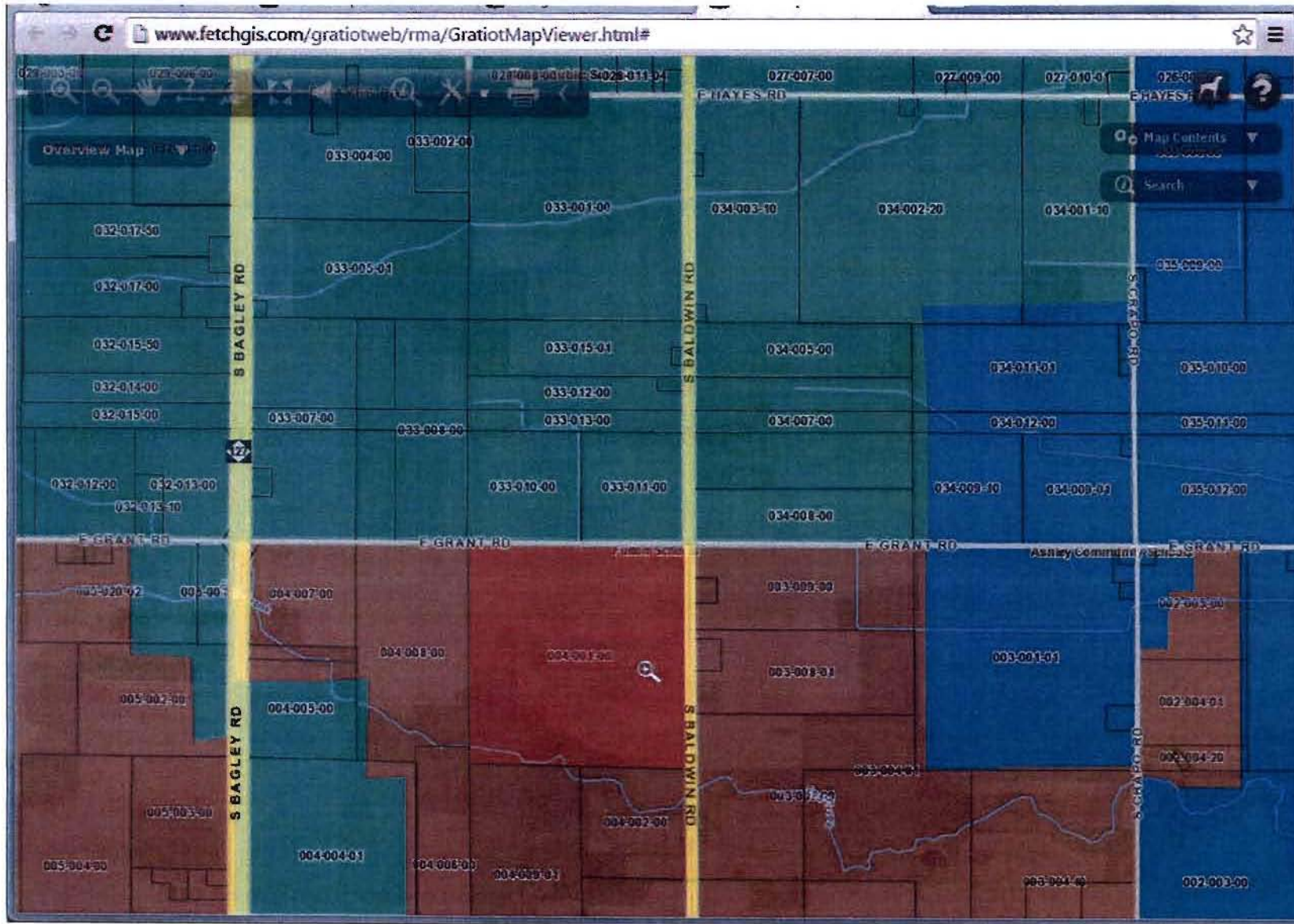
FEMA Flood Zones Mapped. Help owners determine if their property is located in a flood zone.



## What's Next?

Mapping School District, District Library, and other boundaries to help Clerks determine voter qualification.

Which district am I in? It's easy to see.



Working with other County Departments so they can use GIS data in their operations.

Or so that their data can be displayed in Fetch GIS.

Departments like:

Mosquito Abatement

Recycling

Drain Commission

Road Commission

Emergency Management

Sheriff's Department

Treasurer's Office

Or anyone who needs to see location information. Please tell us!

Working with our Townships, Cities, and Villages so they can use County developed GIS data.

Or so that their data can be displayed online.

Examples:

Zoning and Planning

Cemetery Mapping

Asset Management – water & sewer, signs, roads, buildings

Assessment Land, ECF, and Tax Maps

Planning a meeting for Township, City, and Village Officials for January 6, 2016 at the Purdy Building.



[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

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**From:** Walt Schlichting <wsch@tuscolacounty.org>  
**Sent:** Thursday, December 03, 2015 3:27 PM  
**To:** mhoagland@tuscolacounty.org  
**Subject:** vacation carryover approval from BOC and GIS update on December 14th

Mike,

I'm asking that the board approve vacation carryover of up to 21 days for me. Please put this request on the agenda for the upcoming board meeting.

My end of year is Dec 31 and I can't take sufficient vacation. It has been a busy year and the combination of new GIS duties and the three jobs as Equalization Director for two counties and assessor for the City of Caro have not allowed me to take the time off this year.

If you could also schedule me for a few minutes at the December 14<sup>th</sup> committee meeting, I will update the board on our GIS mapping progress to date and plans for the future.

Thanks,  
Walt

Walt Schlichting  
Equalization Director  
989-672-3833

**RESOLUTION IN OPPOSITION TO HOUSE BILLS 4947 THROUGH 4966**

**WHEREAS**, House Bills 4947 through 4966 would treat seventeen-year-olds as juveniles rather than adults;

**WHEREAS**, By changing state statutes to define seventeen-year-old defendants as eligible for services in the juvenile justice system, this places pressure on an already under-funded court system and constitutes an unfunded mandate on counties;

**WHEREAS**, According to the Michigan Department of Corrections, from 2003 to 2013, there were 19,118 seventeen year olds that went through the criminal court system; with additional offenders with lower level offenses not counted in those numbers.

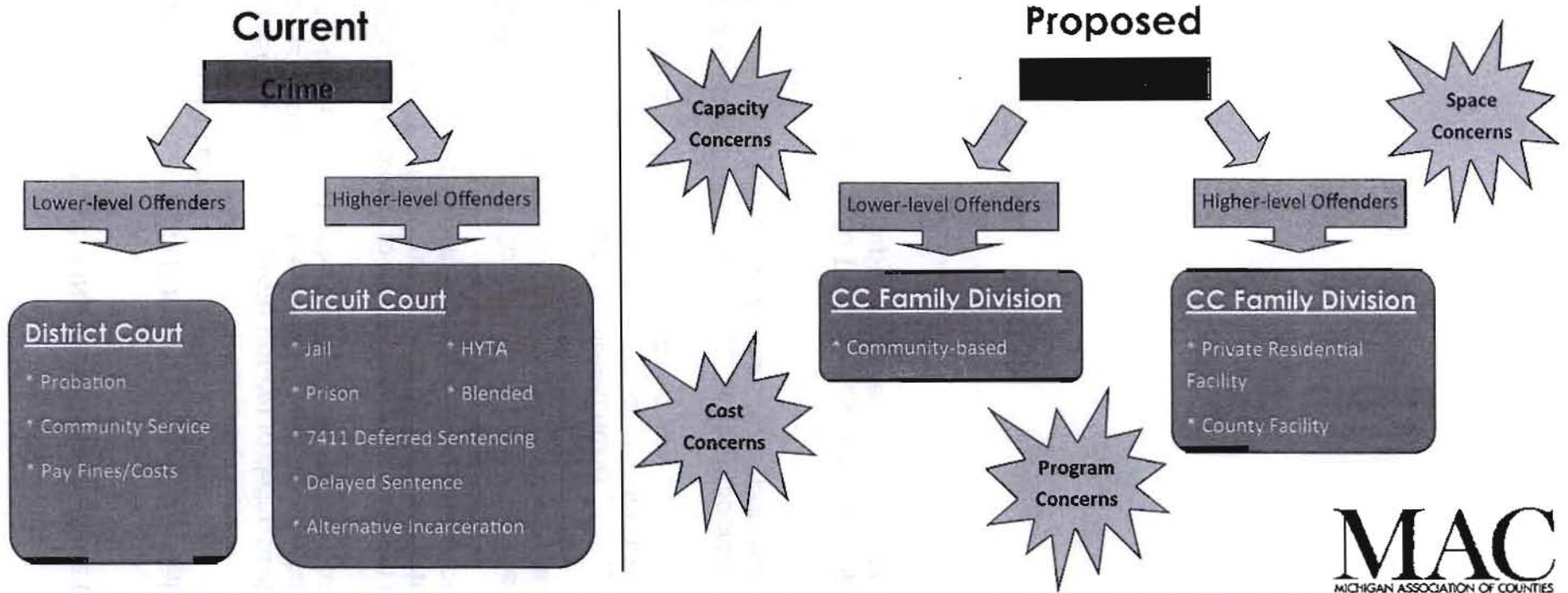
**WHEREAS**, \_\_\_\_\_ County has concerns that the probate court system does not have the financial resources or capacity to handle a new population of offenders;

**WHEREAS**, Without additional state funding, \_\_\_\_\_ County could not absorb the costs of programming for this population in the juvenile system and services to younger offenders could be negatively affected.

**BE IT RESOLVED THAT**, the \_\_\_\_\_ County Board of Commissioners hereby urges the Governor and Michigan Legislature to not pass House Bills 4947 through 4966 as written; and

**BE IT FURTHER RESOLVED THAT**, a copy of this resolution is forwarded to Governor Snyder, Senator \_\_\_\_\_, Representative \_\_\_\_\_, and the Michigan Association of Counties.

# How Michigan handles 17-year-old offenders



## CHANGE IN APPROACH MEANS CHANGE IN COMMITMENTS, RESOURCES

- Juvenile system requires higher standard of care
- Programs are more extensive, and more expensive
- Start-up funds for program expansion
- Lead time for scaling up programs, capacity
- Additional safety/security concerns with the commitment/placement of 17-year-olds in residential facilities

**Headlee violation!**

**Zero-sum game\***

\*Without additional funding, other juveniles lose

FIFTH AMENDMENT TO THE AGREEMENT FOR INMATE HEALTH CARE SERVICES AT TUSCOLA COUNTY, MICHIGAN (Effective January 1, 2016)

This is the Fifth Amendment (this "Amendment") to the Agreement for Inmate Health Care Services at Tuscola County, Michigan, effective July 1, 2010, as amended (the "AGREEMENT"), by and between Correctional Healthcare Companies, Inc., (hereinafter "CHC") and Tuscola County, Michigan (hereinafter the "COUNTY").

NOW THEREFORE, IN CONSIDERATION of the foregoing facts, the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree that effective January 1, 2016, Paragraphs 8.0 AGREEMENT shall be deleted and amended to state as follows:

8.0 ANNUAL AMOUNT/MONTHLY PAYMENTS. The base annual amount to be paid by the COUNTY to CHC under this AGREEMENT is Ninety-One Thousand Seven Hundred Twenty-Two Dollars and Forty-Eight Cents (\$91,722.48) for a period of twelve (12) months. Each monthly payment shall be at Seven Thousand Six Hundred Forty Three Dollars and Fifty-Four Cents (\$7,643.54), pro-rated for any partial months and subject to any reconciliations as set forth below. The first monthly amount is to be paid to CHC on the 1st day of January, 2016 for services administered in the month of January, 2016. Each monthly payment thereafter is to be paid by the COUNTY to CHC before or on the 1st day of the month of the month of service.

Except for the provisions amended by this Amendment, all other provisions of the AGREEMENT shall remain in full force and effect and unchanged.

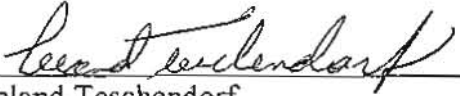
IN WITNESS WHEREOF, the parties have caused this Amendment to be executed in their names or their official acts by their respective representatives, each of whom is duly authorized to execute the same.

[Signatures on Following Page]

AGREED TO AND ACCEPTED AS STATED ABOVE:

County of Tuscola, Michigan

Correctional Healthcare Companies, Inc.

By:   
Leland Teschendorf  
Title: Tuscola County Sheriff

By: \_\_\_\_\_  
Cary McClure  
Title: Assistant Secretary

Date: 12/9/2015

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Thomas Bardwell  
Title: County Commissioner

Date: \_\_\_\_\_

Resolution  
Tuscola County Board of Commissioners  
125 Lincoln Street  
Caro, MI 48723

WHEREAS, the Tuscola County Solid Waste Management Planning Committee are charged with providing for the health and safety of the residents of Tuscola County, and

WHEREAS, the Tuscola County Solid Waste Management Planning Committee, as part of that responsibility understand that providing for the safe collection and removal of solid waste is part of that obligation, and

WHEREAS, the Tuscola County Board of Commissioners has appointed the Tuscola County Solid Waste Management Committee to provide guidance and assistance in the development of the amended Tuscola County Solid Waste Management Plan for the County, and

WHEREAS, THE Solid Waste Management Planning Committee has reviewed, discussed, and devised an amendment to the Solid Waste Management Plan and as required by the Michigan Department of Environmental Quality submitted the request to all of the local legislative bodies within Tuscola County for consideration and a 90 day public comment period, and

WHEREAS, the Tuscola County Solid Waste Management Planning Committee met to discuss the comments and suggestions given during the 90 day public review and comment period, and

WHEREAS, this complies with the Michigan Department of Environmental Quality's requirements, and

NOW THEREFORE LET IT BE RESOLVED, that the Tuscola County Board of Commissioners hereby accepts and approves the Tuscola County Solid Waste Management Plan Amendment as recommended by the Tuscola County Solid Waste Management Planning Committee, and

NOW THEREFORE BE IT FURTHER RESOLVED, that upon approval by 67% of Tuscola County Townships, Villages, and Cities the amendment will be forwarded to the Michigan Department of Environmental Quality for their review and concurrence.

Ayes:

Nayes:

Absent:

\_\_\_\_\_  
Thomas Bardwell – Chairman

I certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Tuscola County Board of Commissioners at a regular meeting held on \_\_\_\_\_

\_\_\_\_\_  
Jodi Fetting – Clerk

Resolution

WHEREAS, the Tuscola County Board of Commissioners and its representatives on the Tuscola County Solid Waste Management Planning Committee are responsible for the preparation of a solid waste management plan for Tuscola County, and all amendments to the said plan, and

WHEREAS, this plan must conform to State of Michigan, Part 115 of 1994 Public Act as amended and monitored by the Michigan Department of Environmental Quality, and

WHEREAS, in addition to State of Michigan requirements, the Solid Waste Management Planning Committee has prepared a Plan Amendment that best represents the needs of the residents of Tuscola County and includes environmental responsibility and economic feasibility, and

WHEREAS, the Tuscola County Board of Commissioners has presented the Plan Amendment to us for review and vote, and

NOW THEREFORE LET IT BE RESOLVED, that the \_\_\_\_\_ does hereby approve the above referenced Tuscola County Solid Waste Management Plan Amendment as presented.

Ayes:

Nays:

Absent:

\_\_\_\_\_

Name and Title

I certify that the foregoing constitutes a true and complete copy of a resolution adopted by the \_\_\_\_\_ at a regular meeting held on \_\_\_\_\_.

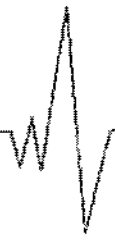
\_\_\_\_\_

Name and Title

9-1-1

Tuscola County Central Dispatch

Sandra Nielsen, Director



December 14, 2015

Tuscola County Board of Commissioners  
Mr. Michael Hoagland, County Controller

Dispatcher Lynn Nigl will be retiring effect December 31, 2015, see attached letter. I respectfully request authorization to fill this newly vacant position. Having 10 full-time trained dispatchers is a must in order to provide adequate service to the county and the community. Additionally, the costs for these positions comes out of the Central Dispatch budget which operations on surcharge fees and does not affect the General Fund budget.

Thank you for your consideration and should you have any questions please feel free to contact me.

Sincerely,

Sandra Nielsen, Director



12-4-2015

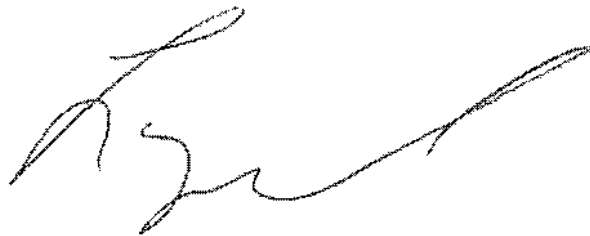
Director Nielsen:

All the paper work is filed with MERS, and I will retire from Tuscola County Central Dispatch at the end of the year 2015.

As pay period end on January 1<sup>st</sup> and it is my pass day so formally MERS has set my last day as employee of Tuscola County as December 31<sup>st</sup>, 2015.

Thank You

Lynn M Nigl

A handwritten signature in black ink, appearing to read "Lynn M Nigl", written in a cursive style.



## Tuscola County Economic Development Corporation

Empowering Leaders in Agriculture, Manufacturing, and Clean Energy

December 3, 2015

Laura Ogar, Director  
Bay County Environmental Affairs and Community Development  
515 Center Avenue, Suite 500  
Bay City, MI 48708

Re: Regional Phragmites Grant Proposal; Restoration of Inner Saginaw Bay Coastal Ecosystems and Community Socio-Economic Connections

Dear Ms. Ogar,

As you know we are partners on the above regional Phragmites grant proposal and if awarded, we intend to participate in the grant project and also look forward to having some of our shoreline area treated for Phragmites. As part of our participation we are committed to helping with public outreach by promoting the project through various meetings, use of the hall for workshops, and donations of time by our staff as needed. We anticipate that this in-kind donation has a value of \$5,200. Please accept this letter as our commitment to offer this as local in-kind match for the project. Thank you

Signed,

A handwritten signature in black ink, appearing to read 'Steve Erickson'.

Steve Erickson  
Executive Director

141 S. Almer Street  
Caro, MI 48723  
(989) 673-2849  
(989) 672-0991

December 12, 2015

Gretchen Tenbusch, R.N., M.S.A.  
Health Officer, Tuscola County Health Department  
1309 Cleaver Road, Suite 8  
Caro, MI 48723-9135  
(989)673-8114

Dear Ms. Tenbusch,

Please accept this letter as receipt of my resignation from the Tuscola County Health Department's Board of Health, effective immediately.

It has been my distinct pleasure to serve as Secretary on the Board of Health for the past several years. My resignation comes only due to a conflict with my current employment schedule and geographical difference. It was my hope that an alternate conclusion could have been derived; however, at the current time, this does not appear to be the case.

The work that is accomplished each day at the Tuscola County Health Department is unsurpassed by no other agency of the same, or even similar, nature. The integrity, dedication, and utmost desire to provide excellent public health services while remaining fiscally responsible is truly evidenced by the outcomes of your agency. The leadership displayed by the administrative staff is to be emulated by all other human service organizations within Tuscola County.

It has been a joy and my privilege to have served on the Board of Health. I wish you, your agency and your staff well as you look toward a bright future in public health in the coming year(s). Thank you for allowing me to serve in this capacity.

Sincerely,

Tina Gomez, RN, BSN

November 5, 2015

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, November 5, 2015 at 8:00 A.M.

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

Also present: County Commissioner Roger Allen

Absent: Road Commissioner Pat Sheridan.

Motion by Parsell seconded by Matuszak that the minutes of the October 22, 2015 regular meeting of the Board be approved. Matuszak, Zwerk, Parsell, Laurie --- Carried.

Payroll in the amount of \$89,691.11 and bills in the amount of \$821,648.60 covered by vouchers #15-56 and #15-57 were presented and audited.

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

Brief Public Comment Segment:

- (1) Tuscola County Commissioner Roger Allen asked the Board if Beach Road, in Vanderbilt Park, could be graded. The Board recommended that the request for road grading be requested from the Wisner Township Board.

Motion by Parsell seconded by Matuszak to approve the scheduled Federal Aid Projects, with revisions to years 2018 and 2019 to avoid advance construction, and approved by the Local Task Force. Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Matuszak seconded by Parsell to approve the proposed 2016 road and bridge projects, all part of the 2016 Financial Budget. Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Matuszak to approve the request from the Elmwood Township Board, and supported with physician diagnosis, to install "Handicap Person" signs on Hurds Corner Road and Cass City Road in Elmwood Township. Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak to grant Watertown Township a variance of the Local Road Improvement and Township Allowance Policy for the 2015 season approving to add road projects immediately, and waive the required initial deposit in order to complete the projects yet this season. Matuszak, Zwerk, Parsell, Laurie -- Carried.

Motion by Parsell seconded by Zwerk to approve the bridge closure of the Quanicassee Road Bridge over the Centerline Drain in Gilford Township, as recommended by BMJ Engineers and Surveyors. Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk that the meeting be adjourned at 9:00 A.M. Matuszak, Zwerk, Parsell, Laurie --- Carried.

---

Secretary-Clerk of the Board

November 19, 2015

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, November 19, 2015 at 8:00 A.M.

Present: Road Commissioners John Laurie, Gary Parsell, Mike Zwerk, Julie Matuszak and Pat Sheridan; County Highway Engineer Michele Zawerucha, Superintendent/Manager Jay Tuckey, Director of Finance/Secretary-Clerk Michael Tuckey.

Also present: County Commissioner Roger Allen

Motion by Parsell seconded by Zwerk that the minutes of the November 5, 2015 regular meeting of the Board be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Payroll in the amount of \$86,760.80 and bills in the amount of \$643,963.71 covered by vouchers #15-58 and #15-59 were presented and audited.

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

**Brief Public Comment Segment:**

(1) Vassar Township Supervisor Bob Forbes read a resolution adopted by the Vassar Township Board supporting the Road Commission's tree removal grant project. Mr. Forbes also reported to the Board that Vassar Township recently received bids for tree removal within the township. Management explained that tree removal in the road right-of-way would be eligible for the Preventive Maintenance Township Allowance.

Motion by Parsell seconded by Sheridan to approve the request from the Millington Township Board to install a "Hill Blocks View" specialty sign with an advisory speed plaque of 45 M.P.H. on Birch Run Road in Millington Township. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

At 8:15 A.M. the following bids were opened for 2015-16 Liquid De-Icing Materials:

<u>Bidder</u>	<u>Material Specification</u>	<u>Picked Up By TCRC</u>	<u>Delivered To Livingston Storage</u>
The Wilkinson Corporation	20% CaCl	\$ .070 p/gal	\$ .160 p/gal
Michigan Chloride Sales	18% CaCl	\$ .120 p/gal	\$ .160 p/gal
Chloride Solutions, LLC	no bid	no bid	no bid
Liquid Calcium Chloride Sales	32% CaCl	\$ .400 p/gal	\$ .434 p/gal

Motion by Parsell seconded by Matuszak that the bids for 2015-16 Liquid De-Icing Materials be accepted and awarded to The Wilkinson Corporation. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Mr. Richard Sylvester appeared before the Board to discuss the proposed Hauling Agreement renewal between the Road Commission and Sylvester Farms. Mr. Sylvester supports the needed improvements to Quanicassee Road, but disagrees with the formula used to figure his cost share of the improvements. Mr. Sylvester made a counter proposal for the cost share of the proposed improvements to be funded over a ten (10) year term. The Board requested that the County Highway Engineer further review the proposed improvements for the Hauling Agreement renewal, and report back to the Board.

Mr. Dave Duke with Hirschman Oil & Propane presented to the Board a proposal for on-site diesel fuel supply at the Road Commission's divisions. The Board received the information and requested that Management further review the proposal, and report back to the Board.

Motion by Parsell seconded by Matuszak to approve the request from the Akron Township Board to install a 36" x 36" "Truck Crossing Ahead" specialty sign for Kemp Tiling on Liken Road in Akron Township. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Sheridan seconded by Zwerk to deny the request from Pavement Maintenance Systems to extend their 2015 prices for Chip Seals to the 2016 season, and that the Road Commission receive bids for Chip Seals next season. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Management and the Board further discussed Beach Road in Vanderbilt Park. After further discussion, the following motion was introduced:

Motion by Parsell seconded by Sheridan that the Road Commission propose an hourly rate to the Wisner Township Board for grading non-certified roads in Wisner Township. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that the Board go into closed session at 9:45 A.M. for the purpose of wage and benefit discussions with the non-union personnel. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

At 10:40 A.M. the Board returned to open session.

Motion by Parsell seconded by Matuszak that wages for the Road Commission's non-union personnel be increased by 2.0% in year 2016, increased by 2.0% in year 2017, and increased by 2.0% in year 2018; and that one tier be added to the wage step increases for employees with 30+ years of service; and that DOT Physicals be reimbursed to CDL holders at a maximum of \$100.00 every two years; and that all other terms of employment in effect at this time to remain the same. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that the meeting be adjourned at 10:45 A.M. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

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Chairman

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Secretary-Clerk of the Board

**STATE OF MICHIGAN**  
**71B DISTRICT COURT**  
440 NORTH STATE STREET  
CARO, MI 48723  
TELEPHONE: (989) 672-3800

HON. KIM DAVID GLASPIE  
DISTRICT COURT JUDGE

SHEILA M. LONG, DISTRICT COURT ADMINISTRATOR

**M E M O R A N D U M**

DATE: December 8, 2015

TO: Mike Hoagland

CC: Hon. Amy Grace Gierhart

FROM: Sheila Long, District Court Administrator 

RE: Job Opening

Due to the resignation of an employee, District Court currently has an open Deputy Court Clerk position. The opening has been posted and we would like to offer the position to an individual. I am requesting that the County concur with our decision to fill this vacant position within the courts.



## Region VII Area Agency on Aging 2015 Holiday Newsletter

**Our Mission is to advocate, plan, develop, and support a comprehensive system of quality care and services designed to assure the optimum level of health, well-being, and independence of people as they age.**

### Holiday greetings!

We are excited to start a new year, but first would like to take this opportunity to reflect upon this year's accomplishments and give recognition and sincere thanks to our boards, staff, service providers, community agencies, and everyone who provides services to the older adults and disabled clients throughout the regions' ten counties. With your hard work and dedication, the older and/or disabled adults residing in our ten counties are living a healthier and better life with independence and dignity.

2015 has been an incredibly busy year for advocating for a number of issues on behalf of the older and disabled adults in our region and across the State. Over 80 Region VII Board and Advisory Council members, staff, clients, and service providers advocated at Older Michiganians Day, "A Voice for Michigan's Aging", at the State Capitol to urge elected state officials to: improve access to affordable long-term supports and services; support adequate funding for elder abuse prevention; improve accessibility for seniors in the community; and to support caregivers. The Senior Advisory Group (SAG) membership continues to grow and has focused its advocacy on: non-medical transportation, especially in crossing county lines; renewal of the Older Americans Act; preserving Medicare and Social Security; and increasing funding for services for the elderly and disabled.

Region VII had a notable increase in walk-ins, and our dedicated staff provided extensive outreach to the public, community agencies, and other groups throughout our PSA. Staff: are trained in conducting the evidence-based programs of PATH, Savvy-Caregiver, Matter of Balance, Chronic Pain and PATH Diabetes, and enhanced housing resources; held Emergency Disaster Preparedness, which included staff, service providers and community representation; held cultural competency education on LGBT; attended Senior Fairs; and conducted four (4) Grandparents and Others as Parents Day events. We were able to serve 1,108 MI-Choice Home and Community-Based Waiver client's with their service needs. The Agency has worked very diligently in becoming CARF (Commission on Accreditation of Rehab Facilities) accredited and will be submitting its' CARF application in December.

The ADRC of the Thumb Counties and of Central Michigan are still an unfunded mandate and Region VII has been granted fully functional status by AASA. The Agency has three "Alliance of Information and Referral Systems" (AIRS) certified information and assistance specialists to assist the public with their service needs, two (2) "Certified Application Counselors" (CAC) to help individuals navigate the Federal Healthcare Exchange Marketplace, and two (2) "Certified CPR" instructors, and one (1) Person Centered Trainer. Agency staff have attended many educational seminars to enhance their skills and knowledge, and we have engaged in new partnerships and have participated in numerous community education and awareness events throughout the year.

Region VII's goals and achievements would not be possible without the hard work and loyalty from everyone who contributes to the needs of our senior and disabled population within our ten counties. Thank you to everyone for your dedication to fulfilling Region VII's mission. Your hard work is greatly appreciated!

**The Board of Directors, Advisory Council, and Staff at Region VII AAA  
wish you a Happy Holiday Season!**

[www.region7aaa.org](http://www.region7aaa.org)  
1-800-858-1637



# TUSCOLA COUNTY HEALTH DEPARTMENT

\* 20

Phone: 989-673-8114 1309 Cleaver Road, Suite B, Caro, MI 48723-9160 Fax: 989-673-7490  
Russell L. Bush, M.D., M.P.H., Medical Director [www.tchd.us](http://www.tchd.us) Gretchen Tenbusch, R.N., M.S.A., Health Officer

December 8, 2015

Tuscola County 911 Central Dispatch  
Sandy Nielsen, Director  
1303 Cleaver Road  
Caro, MI 48723

Re: Office Closure during Christmas Holiday

Dear Ms. Nielsen:

We would like to take this opportunity to wish you and your staff a very Merry Christmas and a Happy New Year.

Once again, we are seeking your assistance as the Tuscola County Health Department will be closed Thursday, December 24, 2015 through Friday, January 1, 2016. We will be informing clients of our closure dates via messages placed on doors, verbally, and a recorded message on our voice mail system with instructions to contact the 911 Central Dispatch in case of an emergency for further information.

Below you will find names, home telephone numbers and cell phone numbers of the administrative staff of the Tuscola County Health Department. In the event that an emergency arises, please contact one of these staff members so that the appropriate action can be taken regarding the emergency.

Gretchen Tenbusch, R.N., M.S.A.  
Health Officer  
Cell Phone: (989) 415-5730

Russell L. Bush, M.D., M.P.H.  
Medical Director/Chief Medical Examiner  
Cell Phone: 810-287-0613  
Home Phone: (810) 664-8523

Ann Hepfer, R.N., B.S.  
Nursing Administrator  
Cell Phone: (989) 415-6259  
Home Phone: (989) 274-3208

Tip MacGuire, R.S.  
Environmental Health Director  
Cell Phone: (989) 415-7773  
Home Phone: (989) 551-2995

The staff of the Tuscola County Health Department greatly appreciates your cooperation in this matter and looks forward to working with you in the upcoming year, as our two agencies provide service to the residents of Tuscola County.

Sincerely,

Gretchen Tenbusch, R.N., M.S.A.  
Health Officer

GT/ko

cc: Mike Hoagland  
Board of Health

**TUSCOLA COUNTY HEALTH DEPARTMENT  
FEE SCHEDULE**

#24

<b>SECTION</b>	<b>1 (Part 1)</b>	<b>SUBJECT</b>	Immunization Program
<b>PURPOSE</b>	To establish fees to be charged for services rendered.		
<b>EFFECTIVE DATE</b>	<b>08/01/2014</b>	<b>LAST REVIEW</b>	<b>07/10/2014</b>
<b>DATE ESTABLISHED</b>	01/26/1999	<b>LAST REVISION DATE</b>	<b>07/10/2014</b>
<b>BOH ADOPTED DATE</b>	01/15/1999	<b>BOH ADOPTED DATE</b>	<b>07/18/2014</b>
<b>BOC ADOPTED DATE</b>	01/26/1999	<b>BOC RATIFICATION DATE</b>	<b>07/31/2014</b>

Service	Fee
Dtap, TD, or DT- Children and Students	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)
Td/Tdap- Adult	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)
Injectable Polio Vaccine/ Oral Polio Vaccine – Children, Students, Susceptible Adults, Adults for Foreign Travel	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)
Measles/Mumps/Rubella- Children, Students, Required College Booster, Adults for Foreign Travel, Susceptible Adults	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)
Influenza – Less than 36 months old	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)
Influenza – 36 months and older	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)
Influenza – Adult	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)
Flu Mist – age 2 years through 50 years	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)
Prevnar 13– PCV13	\$20 Administration Fee and Vaccine Cost + 20%
Pneumococcal	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)
Tuberculin Tests	\$20
H1B - Pedvax	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)
Hepatitis B Vaccine – Children through 18 years	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)
Hepatitis B Vaccine – age 19 years	\$20 Administration Fee and Vaccine Costs + 20%
Hepatitis B Vaccine – age 20 years and older	\$20 Administration Fee and Vaccine Costs + 20%
Hepatitis A – 12 months – Age 18	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)
Hepatitis A - age 19 years and older	\$20 Administration Fee and Vaccine Costs + 20% (unless covered by VFC/VRP)

Note: Different Fees may be negotiated with Qualified Health Plans and other Health Insurance Provider as long as they are delineated in a contract which is approved by the Tuscola County Board of Health/Board of Commissioners.

**TUSCOLA COUNTY HEALTH DEPARTMENT  
FEE SCHEDULE**

SECTION	1 (Part 2)	SUBJECT	Immunization Program
PURPOSE	To establish fees to be charged for services rendered.		
EFFECTIVE DATE	<del>08/01/2014</del> 01/01/2016	LAST REVIEW	<del>07/10/2014</del> 12/01/2015
DATE ESTABLISHED	01/26/1999	LAST REVISION DATE	<del>07/10/2014</del> 12/18/2015
BOH ADOPTED DATE	01/15/1999	BOH ADOPTED DATE	<del>07/18/2014</del> 12/18/2015
BOC ADOPTED DATE	01/26/1999	BOC RATIFICATION DATE	<del>07/31/2014</del> 12/28/2015

Service	Fee
Kinrix (Dtap & inactivated Polio)	\$20 Administration Fee and Vaccine Cost + 20% (unless covered by VFC/VRP)
Pentacel (Dtap/HIB/IPV)	\$20 Administration Fee and Vaccine Cost + 20% (unless covered by VFC/VRP)
Varicella	\$20 Administration Fee and Vaccine Cost + 20% (unless covered by VFC/VRP)
Pediarix (DTap/IPV/Hep B)	\$20 Administration Fee and Vaccine Cost + 20% (unless covered by VFC/VRP)
Rotovirus	\$20 Administration Fee and Vaccine Cost + 20% (unless covered by VFC/VRP)
ProQuad	\$20 Administration Fee and Vaccine Cost + 20%
RIG(Rabies Immune Globulin)	\$20 Administration Fee and Vaccine Cost + 20%
Rabies - Pre-Exposure/ Post-Exposure	\$20 Administration Fee and Vaccine Cost + 20% (unless covered by MDCH)
Rabies - Titer	\$20 per titer
Meningococcal Vaccine (Menomune)	\$20 Administration Fee and Vaccine Cost + 20% (unless covered by MDCH)
Menactra Vaccine	\$20 Administration Fee and Vaccine Cost + 20%
Immunization Record –Initial	Free
<del>Duplicate Immunization Record</del>	<del>\$2</del>
Gardasil	\$20 Administration Fee and Vaccine Cost + 20%
Twinrix (Hep A/B combo)	\$20 Administration Fee and Vaccine Cost + 20%

Note: Different Fees may be negotiated with Qualified Health Plans and other Health Insurance Provider as long as they are delineated in a contract which is approved by the Tuscola County Board of Health/Board of Commissioners.

**TUSCOLA COUNTY HEALTH DEPARTMENT  
FEE SCHEDULE**

<b>SECTION</b>	<b>2 (Part 1)</b>	<b>SUBJECT</b>	Family Planning
<b>PURPOSE</b>	To establish fees to be charged for services rendered.		
<b>EFFECTIVE DATE</b>	<del>04/17/2015</del> 01/01/2016	<b>LAST REVIEW</b>	<del>04/15/2015</del> <u>12/01/2015</u>
<b>DATE ESTABLISHED</b>	01/26/1999	<b>LAST REVISION DATE</b>	<del>04/17/2015</del> <u>12/18/2015</u>
<b>BOH ADOPTED DATE</b>	01/15/1999	<b>BOH ADOPTED DATE</b>	<del>04/17/2015</del> <u>12/18/2015</u>
<b>BOC ADOPTED DATE</b>	01/26/1999	<b>BOC RATIFICATION DATE</b>	<del>04/30/2015</del> <u>12/28/2015</u>

Service	Fee
Initial Exam (ages 12 – 17) [99384]	<del>\$305.03</del> <u>265.20</u>
Initial Exam (ages 18 – 39) [99385]	<del>\$343.67</del> <u>319.60</u>
Initial Exam (ages 40 – 64) [99386]	<del>\$343.67</del> <u>319.60</u>
Established Exam (ages 12 – 17) [99394]	<del>\$238.59</del> <u>189.28</u>
Established Exam (ages 18 – 39) [99395]	<del>\$242.22</del> <u>205.09</u>
Established Exam (ages 40 – 64) [99396]	<del>\$259.05</del> <u>224.73</u>
Initial Office Visit – Problem Focused [99201]	<del>\$138.15</del> <u>167.57</u>
Initial Office Visit – Expanded Problem Focused [99202]	<del>\$153.87</del> <u>183.75</u>
Established Office Visit – RN [99211]	<del>\$83.26</del> <u>95.56</u>
Established Office Visit – MLP-Problem Focused[99212]	<del>\$138.15</del> <u>167.57</u>
Established Office Visit – MLP-Expanded Problem Focused [99213]	<del>\$156.34</del> <u>186.52</u>
Pregnancy Test [81025]	\$15
Hematology [85018QW]	\$10

Note: Different Fees may be negotiated with Qualified Health Plans and other Health Insurance Provider as long as they are delineated in a contract which is approved by the Tuscola County Board of Health and the Tuscola Board of Commissioners.

**TUSCOLA COUNTY HEALTH DEPARTMENT  
FEE SCHEDULE**

<b>SECTION</b>	<b>2 (Part 2)</b>	<b>SUBJECT</b>	Family Planning
<b>PURPOSE</b>	To establish fees to be charged for services rendered.		
<b>EFFECTIVE DATE</b>	<del>01/01/2014</del> 01/2016	<b>LAST REVIEW</b>	<del>12/05/2013</del> 12/01/2015
<b>DATE ESTABLISHED</b>	01/26/1999	<b>LAST REVISION DATE</b>	<del>12/05/2013</del> 12/18/2015
<b>BOH ADOPTED DATE</b>	01/15/1999	<b>BOH ADOPTED DATE</b>	<del>12/13/2013</del> 12/18/2015
<b>BOC ADOPTED DATE</b>	01/26/1999	<b>BOC RATIFICATION DATE</b>	<del>12/27/2013</del> 12/28/2015

Service	Fee
GC - Probetec [87850] High Risk	Actual Cost of Test, unless free from MDCH
Chlamydia - Probetec [86631] High Risk	Actual Cost of Test, unless free from MDCH
VDRL [84703QW]	Actual Cost of Test, unless free from MDCH
Terazol [Z8005]	\$15
Flagyl 4 Tabs [Z8090]	<del>Actual Cost of Drug, unless free from MDCH</del>
Flagyl 14 Tabs [Z8091]	<del>Actual Cost of Drug, unless free from MDCH</del>
Doxycycline [Z8068]	Actual Cost of Drug, unless free from MDCH
Zithromax Suspension 1 gm. [ Q0144]	Actual Cost of Drug, unless free from MDCH
Suprax	Actual Cost of Drug, unless free from MDCH
Vantin	<del>Actual Cost of Drug, unless free from MDCH</del>
Depo Provera [J1055]	\$45
Ortho Evra Patch	\$25
Micronor	\$ 20

Note: Different Fees may be negotiated with Qualified Health Plans and other Health Insurance Provider as long as they are delineated in a contract which is approved by the Tuscola County Board of Health and the Tuscola Board of Commissioners.

**TUSCOLA COUNTY HEALTH DEPARTMENT  
FEE SCHEDULE**

<b>SECTION</b>	<b>2 (Part3)</b>	<b>SUBJECT</b>	Family Planning
<b>PURPOSE</b>	To establish fees to be charged for services rendered.		
<b>EFFECTIVE DATE</b>	<del>01/01/2014</del> <u>01/01/2016</u>	<b>LAST REVIEW</b>	<del>12/05/2013</del> <u>12/01/2015</u>
<b>DATE ESTABLISHED</b>	01/26/1999	<b>LAST REVISION DATE</b>	<del>07/12/2013</del> <u>12/18/2015</u>
<b>BOH ADOPTED DATE</b>	01/15/1999	<b>BOH ADOPTED DATE</b>	<del>12/13/2013</del> <u>12/18/2015</u>
<b>BOC ADOPTED DATE</b>	01/26/1999	<b>BOC RATIFICATION DATE</b>	<del>12/27/2013</del> <u>12/28/2015</u>

Service	Fee
Alesse [ <del>S4993</del> ]	\$20/Pack
Diaphragm [A4266]	\$20
Male Condom [A4267]	\$4.20
Female Condom [A4268]	\$ 2.00
Jelly [A4269]	\$10
Nuva Ring [J7303] Nuva Ring - Prime Vendor	\$ 45 Actual Cost of Drug
Diflucan [Z8060]	\$5
Ortho Novum 777 [ <del>S4993</del> ]	\$20/pack
Ortho-cyclen [ <del>S4993</del> ]	\$ 20/pack
Triphasil [ <del>S4993</del> ]	\$ 20/pack
Nordette [ <del>S4993</del> ]	\$ 20/pack
Tri Cyclen [ <del>S4993</del> ]	\$ 20/pack
Lo-Ovral [ <del>S4993</del> ]	\$ 20/pack
Ortho Tricyclen LO	\$ 20/pack
Lutera	\$20
Plan B [Z8506]	\$15/pack
IUD [ <del>S4989</del> ]	Actual Cost of Device
IUD Insertion [58300] IUD Removal [58301]	Actual cost according to Contract
Rocephin Injection (Ceftriaxone)	\$15

Note: Different Fees may be negotiated with Qualified Health Plans and other Health Insurance Provider as long as they are delineated in a contract which is approved by the Tuscola County Board of Health and the Tuscola Board of Commissioners

**TUSCOLA COUNTY HEALTH DEPARTMENT  
FEE SCHEDULE**

<b>SECTION</b>	<b>3</b>	<b>SUBJECT</b>	Maternal Infant Support Program (Maternal Infant Health Program)
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<b>PURPOSE</b>	To establish fees to be charged for services rendered.		
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<b>EFFECTIVE DATE</b>	<b>01/01/2014</b>	<b>LAST REVIEW</b>	<b>12/05/2013</b>
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<b>DATE ESTABLISHED</b>	01/26/1999	<b>LAST REVISION DATE</b>	02/01/2013
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<b>BOH ADOPTED DATE</b>	01/15/1999	<b>BOH ADOPTED DATE</b>	12/13/2013
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<b>BOC ADOPTED DATE</b>	01/26/1999	<b>BOC RATIFICATION DATE</b>	12/27/2013
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Service	Fee
MSS Office Enrollment	\$85
MSS Home Enrollment	\$105
MSS Home Visit	\$95
MSS Office Visit	\$70
ISS Home Enrollment	\$105
ISS Home Visit	\$95
ISS Office Visit	\$70
ISS Visit Drug Exposed Infant	\$95
Childbirth Education Series	\$35

Note: Different Fees may be negotiated with Qualified Health Plans and other Health Insurance Provider as long as they are delineated in a contract which is approved by the Tuscola County Board of Health and the Tuscola Board of Commissioners.



**TUSCOLA COUNTY HEALTH DEPARTMENT  
FEE SCHEDULE**

<b>SECTION</b>	<b>4</b>	<b>SUBJECT</b>	Miscellaneous Fees
<b>PURPOSE</b>	To establish fees to be charged for services rendered.		
<b>EFFECTIVE DATE</b>	<u>07/17/2015</u> <u>01/2016</u>	<b>LAST REVIEW</b>	<u>06/26/2015</u> <u>12/01/2015</u>
<b>DATE ESTABLISHED</b>	01/26/1999	<b>LAST REVISION DATE</b>	<u>07/17/2015</u> <u>12/18/2015</u>
<b>BOH ADOPTED DATE</b>	01/15/1999	<b>BOH ADOPTED DATE</b>	<u>07/17/2015</u> <u>12/18/2015</u>
<b>BOC ADOPTED DATE</b>	01/26/1999	<b>BOC RATIFICATION DATE</b>	<u>07/20/2015</u> <u>12/28/2015</u>

Service	Fee
Lead	\$25
Immune Status Titers: FB146 – Medical/Nursing Student – Measles, Mumps, Rubella, Anti-HBs, Varicella Zoster FB147- Health Care Worker – Measles, Mumps, Rubella, Varicella Zoster	Actual Cost of Lab Tests/Kits (when test kits available)
Lead Nursing Home Visit – First Visit & Second T1028	\$85
Lead Environmental Health Home Visit – First Visit & Second T102	\$205
Court Ordered Testing	\$141
Public Health Nurse/Health Educator Presentation	\$75/Hour (min. 1 hour charge)
Disinterment/Reinterment Permit	\$10
Record Copy Cost (per page)	.02 per page (FOIA related – first 30 copies free)
BCCCP Initial Exam (40-64)	\$253.37
BCCCP Established Exam (40-64)	\$190.78
Dental Varnish Screening Exam (Children under the age of 3 – Medicaid only)	\$14.89
Dental Varnish Application (Children under the age of 3 – Medicaid only)	\$9.00

**TUSCOLA COUNTY HEALTH DEPARTMENT  
FEE SCHEDULE**

<b>SECTION</b>	<b>5 (Part 1)</b>	<b>SUBJECT</b>	Environmental Health
<b>PURPOSE</b>	To establish fees to be charged for services rendered.		
<b>EFFECTIVE DATE</b>	<b>10/01/2014</b>	<b>LAST REVIEW</b>	<b>09/15/2014</b>
<b>DATE ESTABLISHED</b>	01/26/1999	<b>LAST REVISION DATE</b>	<b>10/01/2013</b>
<b>BOH ADOPTED DATE</b>	01/15/1999	<b>BOH ADOPTED DATE</b>	<b>12/13/2013</b>
<b>BOC ADOPTED DATE</b>	01/26/1999 plus BOC motion 99-M-023 for Detroit CPI adjustment	<b>BOC RATIFICATION DATE</b>	<b>12/27/2013</b> <b>10/01/2014</b> For CPI adjustment per motion 99-M-023

<b>Food Service – Profit and Non Profit effective 10/1/08</b>	<b>Fee</b>
New License (Fixed)	\$444 + State Fees
Renewal (Fixed)	\$385 + State Fees
Mobile	\$226 + State Fees
Temporary Food	\$64 + State Fees
Vending Site	\$64 + State Fees
Special Transitory Food (STFU)	\$112 + State Fees
STFU	\$156
STFU Inspection fee for each requested inspection	\$90
Change of Ownership Inspection	\$339
Full Plan Review Fee	\$339
Formal Hearing	\$367
Partial Plan Review Fee	\$170
Operation Prior to License Application - Fixed/Temporary/Vending	2 x License Fee
Food Service License Late Fee - Fixed/Mobile/Transitory	\$154 per month (1 <sup>st</sup> day of each month)
Construction/Alteration Prior to Plan Approval	2 x Normal Fee
Change of Ownership Inspection Late Fee	2 x Normal Fee
Second Follow-up Inspection Same Violation	\$102
Additional Follow-up Inspections - Same Violations	\$190

**TUSCOLA COUNTY HEALTH DEPARTMENT  
FEE SCHEDULE**

<b>SECTION</b>	<b>5 (Part 2)</b>	<b>SUBJECT</b>	Environmental Health
<b>PURPOSE</b>	To establish fees to be charged for services rendered.		
<b>EFFECTIVE DATE</b>	<b>10/01/2014</b>	<b>LAST REVIEW</b>	<b>09/15/2014</b>
<b>DATE ESTABLISHED</b>	01/26/1999	<b>LAST REVISION DATE</b>	10/01/2013
<b>BOH ADOPTED DATE</b>	01/15/1999	<b>BOH ADOPTED DATE</b>	12/13/2013
<b>BOC ADOPTED DATE</b>	01/26/1999 plus BOC motion 99-M-023 for Detroit CPI adjustment	<b>BOC RATIFICATION DATE</b>	12/27/2013 10/01/2014 for CPI adjustment per motion 99-M-023

**Sewage – effective 10/1/08**

**Fee**

Application	\$330
Relocation	\$177
Permit Transfer	\$24
Systems Installed Without Permit	3 x Application Fee
Commercial- Less than 2,000 gal/day	\$380
Commercial- Greater than 2,000 gal/day	\$496
Sewage Contractor=s License - New	\$190
Sewage Contractor=s License - Renewal	\$66
Septic Tank Only application	\$ 221

**Water Wells**

**Fee**

Residential/Type III Application	\$223
Type II Application	\$339
Water Wells Installed Without Permit	3 x Application Fee
Type II Monitoring Collections	\$129 + Lab Fee
Permit Transfer	\$24
Expired Permit Sampling Fee	\$29

**Body Art Inspections**

**Fee**

Body Art Inspection Fee	\$250
Follow-up Inspections	\$ 172
Temporary Fee	\$250

**TUSCOLA COUNTY HEALTH DEPARTMENT  
FEE SCHEDULE**

<b>SECTION</b>	<b>5 (Part 3)</b>	<b>SUBJECT</b>	Environmental Health
<b>PURPOSE</b>	To establish fees to be charged for services rendered.		
<b>EFFECTIVE DATE</b>	<b>10/01/2014</b>	<b>LAST REVIEW</b>	<b>09/15/2014</b>
<b>DATE ESTABLISHED</b>	01/26/1999	<b>LAST REVISION DATE</b>	<b>10/01/2013</b>
<b>BOH ADOPTED DATE</b>	01/15/1999	<b>BOH ADOPTED DATE</b>	<b>12/13/2013</b>
<b>BOC ADOPTED DATE</b>	01/26/1999 plus BOC motion 99-M-023 for Detroit CPI adjustment	<b>BOC RATAIFICATION DATE</b>	<b>12/27/2013 10/01/2014 for CPI adjustment per motion 99-M-023</b>

<b>DHS/MDCIS – effective 10/1/08</b>		<b>Fee</b>
Full Inspection (Part A & B)		\$316
Partial (Part A or B)		\$223
Plan Review		\$340
Partial Plan Review		\$167
<b>Land Division/Subdivision/Site Condominiums/Proposed Mobile Home Parks/ Proposed Campgrounds/Proposed Cemeteries</b>		<b>Fee</b>
Raw Land Evaluations (Applied toward preliminary plat if submitted)		\$399 up to 20 acres \$127 Up to 10 acres addition
Land Division (Per Parcel)		\$227
Preliminary Plat		\$445 (additional \$22/lot above 4 lots)
<b>Other Services</b>		<b>Fee</b>
Sewer and Water Evaluation Fee		\$316
Campground Inspection Fee		\$190 + State Fee
Temporary Campground Inspection Fee		\$100 + State Fee (1-25 sites) \$112 + State Fee (26-50 sites) \$125 +State Fee (51-75 sites) \$136 +State Fee (76-100 sites) \$153 +State Fee (101-500 sites) \$191 +State Fee (500 + sites)
Usage Approval Application		\$160
Public Swimming Pool Inspection Fee		\$101 + State Fee
Appeals Board Application		\$340
Raw Land Evaluation for single residential usage		\$199
Requested Evaluation (Water/Soil/Other)		\$63 + Lab Fee

**TUSCOLA COUNTY HEALTH DEPARTMENT  
FEE SCHEDULE**

<b>SECTION</b>	<b>6</b>	<b>SUBJECT</b>	Sexually Transmitted Disease
<b>PURPOSE</b>	To establish fees to be charged for services rendered.		
<b>EFFECTIVE DATE</b>	<del>01/01/2014</del> 01/2016	<b>LAST REVIEW</b>	<del>12/05/2013</del> 12/01/2015
<b>DATE ESTABLISHED</b>	01/26/1999	<b>LAST REVISION DATE</b>	02/01/2013 12/18/2015
<b>BOH ADOPTED DATE</b>	01/15/1999	<b>BOH ADOPTED DATE</b>	<del>12/13/2013</del> 12/18/2015
<b>BOC ADOPTED DATE</b>	01/26/1999	<b>BOC ADOPTED DATE</b>	<del>12/27/2013</del> 12/28/2015

Service	Fee
New Client – Office Visit – Problem Focused	\$ <del>40.00</del> <u>167.57</u>
New Client – Office Visit – Expanded Problem	\$ <del>65.00</del> <u>186.52</u>
Established Client – Office Visit – Nursing Intervention	\$ <del>25.00</del> <u>95.56</u>
Established Client – Office Visit – Problem Focused	\$ <del>40.00</del> <u>167.57</u>
Laboratory – Pregnancy Test	\$15.00
Laboratory - Serology/VDRL	Actual cost of test unless free from MDCH
Laboratory – Chlamydia	Actual cost of test unless free from MDCH
Laboratory – GC	Actual cost of test unless free from MDCH
Medications – Flagyl – 4 tabs	Actual cost of drug unless free from MDCH
Medications – Flagyl – 14 tabs	Actual cost of drug unless free from MDCH
Diflucan	\$5.00/ea
Medications – Doxycycline	Actual cost of drug unless free from MDCH
Medications – Zithromax	Actual cost of drug unless free from MDCH
Suprax	Actual cost of drug unless free from MDCH
Vantin	Actual cost of drug unless free from MDCH
Rocephin Injection (Ceftriaxone)	Actual cost of drug unless free from MDCH
Contraceptives – Condoms/Dozen	\$4.20, unless free from the state
Contraceptives – Female Condom	\$2.00, unless free from the state

**Note:** Different Fees may be negotiated with Qualified Health Plans and other Health Insurance Provider as long as they are delineated in a contract which is approved by the Tuscola County Board of Health/Board of Commissioners.

**LETTER OF AGREEMENT**  
between  
**TUSCOLA COUNTY HEALTH DEPARTMENT**  
and  
**HURON COUNTY HEALTH DEPARTMENT**

This agreement is made and entered into by and between the Tuscola County Health Department, whose address is 1309 Cleaver Rd., Suite B, Caro, MI, 48723-9160, hereinafter referred to as TCHD and the Huron County Health Department, 1142 S. VanDyke, Bad Axe, MI 48413, hereinafter referred to as HCHD for Dietitian Services.

**WITNESSETH:**

**WHEREAS**, the HCHD is desirous of contracting with the TCHD for Registered Dietitian services in Huron County; and

**WHEREAS**, the TCHD has a Full time Dietitian that could be shared with HCHD; and

**WHEREAS**, the provision of accurate, informative and timely Nutrition Education services is important; and

**WHEREAS**, the TCHD and HCHD have, by appropriate Board of Health motion, been authorized to enter into this Agreement pursuant to the provisions of Act 378 of 1978, MCL §333.2419;

**NOW THEREFORE, IT IS AGREED AS FOLLOWS:**

- 1) The TCHD has a full time Dietitian and she/he will provide their services to the HCHD 1 day per month via telehealth means. Documentation will be done via the State of Michigan's WIC electronic record. The HCHD will get authorization for the Dietitian to access the Huron WIC system.
- 2) At all times hereto, the Dietitian shall be an employee of the TCHD, not HCHD. She shall take her direction from the Nursing Administrator and Health Officer of the TCHD, which shall have the exclusive authority to hire, fire, supervise, discipline and direct the Dietitian. The Dietitian shall report to the HCHD Nursing Director for the period of time she is contracted by HCHD.
- 3) The TCHD will invoice HCHD each month for services rendered by the Dietitian on behalf of the HCHD. The TCHD shall bill the HCHD for salary, fringe, mileage, worker's compensation, liability, appropriate indirect costs and other benefits afforded full time TCHD employees utilizing the TCHD wage scale, benefit package, holiday schedule and mileage reimbursement for the 1 day/month she works for HCHD. The costs associated with training shall be split 95/5 between the TCHD and HCHD.
- 4) The TCHD will provide the HCHD with copies of the Dietitian's training certificates.
- 5) The standards of performance, the discipline of the Dietitian and other matters incident to the

performance of such service and the control of the Dietitian so assigned to provide such service shall remain in the TCHD, however, the standards of performance shall not be lower than that furnished in the TCHD, nor shall the caliber and the ability of the Dietitian supplied be lower than that furnished at the TCHD. Further, the HCHD may, during the term of this agreement, request meetings with the TCHD's Finance Director and Health Officer to discuss matters of standards of performance, discipline and other matters incident to providing of services by the Dietitian under this contract, and the TCHD's Finance Director and Health Officer shall meet with the HCHD as soon as practical upon receiving a written request from the HCHD for such a meeting.

6) The HCHD will provide supporting staff services to the Dietitian during normal hours of operation.

7) The HCHD will provide equipment/supplies that the Dietitian will need during service provision at the HCHD.

8) The HCHD will remit payment to TCHD within 30 days of receiving invoice.

9) Except as otherwise provided in this agreement, the TCHD agrees to defend, indemnify and hold harmless, the HCHD, its Board of Directors, commissioners, officers and agents against any and all claims, losses, damages, or lawsuits for damages arising from, or allegedly arising from or related to negligent acts or omissions, in the provision of services of TCHD, its employees or agents.

10) The HCHD agrees to defend, indemnify and hold harmless TCHD, its commissioners, officers and agents against any and all claims, losses, damages, or lawsuits for damages arising from, or allegedly arising from or related to negligent acts or omissions, in the provision of services, of the HCHD, its employees or agents, and also agrees to indemnify TCHD or Tuscola County from any deductible or self insured retention liability that they might incur as a result of a claim for the Dietitian's services under this Contract in HURON County, unless the Dietitian was grossly negligent or engaged in intentional misconduct.

11) The HCHD shall not be required to assume any liability for the direct payment of salaries, wages, or other compensation to the TCHD for any Health Department personnel performing the services set forth in this document except as herein otherwise specified. The TCHD shall be responsible for and shall provide the Dietitian with the TCHD's insurance including but not limited to workmen's compensation.

12) This agreement begins on January 4, 2016 and will renew every October unless revisions are requested by one of the parties.

13) Either party may terminate this agreement without cause by giving not less than thirty (30) days prior written notice to the other party stating the reasons for termination and the effective date. It may also be terminated with thirty (30) days prior written notice upon the failure of either party to carry out the terms of this agreement, provided the alleged defaulting party is given notice of the alleged breach and fails to cure the default within the thirty (30) days.

#### **ARTICLE V - CONFIDENTIALITY/HIPAA COMPLIANCE/ BUSINESS ASSOCIATE**

TCHD will comply with the Health Insurance Portability and Accountability Act Requirements to the extent that this Act is pertinent to the services that TCHD provides to the HCHD. HCHD will comply with the Health Insurance Portability and Accountability Act Requirements to the extent that this Act is pertinent to the services that HCHD provides to the Agency. This will be done in accordance with the Business Associate Agreement on file between the TCHD and the HCHD.

IN WITNESS WHEREOF, the parties agree that this agreement represents the complete understanding between them.

**HURON COUNTY  
HEALTH DEPARTMENT**

**TUSCOLA COUNTY HEALTH  
DEPARTMENT**

By \_\_\_\_\_  
**Bob Siver, Chairperson  
Huron County Board of Health**

By \_\_\_\_\_  
**Eileen Hiser, Chairman  
Tuscola County Board of Health**

Date \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_  
**Chairperson  
Huron County Board of Commissioners**

By \_\_\_\_\_  
**Chairperson  
Tuscola County Board of Commissioners**

Date \_\_\_\_\_

Date \_\_\_\_\_



**Tuscola County Health Department**  
**Board of Commissioners Monthly Report for December 2015**  
Prepared by: Gretchen Tenbusch, RN, MSA, Health Officer  
Visit our website at [www.tchd.us](http://www.tchd.us)

**Outcomes for the Month:**

- Immunization Coordinator, Kelly Urban, RN, has put in her retirement notice with her last day of work being January 29, 2016. She has worked 24 ½ years for the health department.

**Issues under consideration by the Local Health Department:**

- Staff from Huron, Sanilac, and Tuscola Counties are working together to develop standard orders/policies for Family Planning. MDHHS recently released new Title X guidelines and policies which need to be followed. These are being incorporated into the changes as well.
- Rep. Thomas Hooker introduced legislation this week that would end the Department of Health and Human Service's new rule requiring parents planning to enroll their children in public schools to meet with local health department staff before acquiring a nonmedical waiver not to vaccinate their children, and Rep. Mike Callton, chair of the House Health Policy Committee, plans to give the bills a hearing. The bills, HB 5126\* and HB 5127\*, would prohibit DHHS from promulgating rules more stringent than state law and would bar local health departments from stopping unimmunized students from attending school as a disease control measure unless there is an epidemic.
- We are working with Huron and Sanilac County Health Departments along with all the hospitals in the Thumb on a Community Health Assessment survey that includes focus groups, and interviews, paper and online surveys. The data from the surveys will be used in conjunction with additional sources of data to provide us with a picture of the health concerns/needs in our county. It will also look at the strengths that the counties have related to health. Tuscola County will try to gather input from 8000 residents. The funding for the public health component is coming from a grant that Sanilac County Health Department secured.

**Issues to be brought to Board of Commissioners:**

- Motion needed that states: Approval of the TCHD Fee Schedule. The Family Planning portion of the Fee Schedule revision is based on the Fee Analysis and the median income/poverty level in Tuscola County. These revised fees would be **effective January 1, 2016**. As a result of the Family Planning fee adjustment, the Tuscola County Board of Health/Board of Commissioners recognize the adjusted fees will not recover the total cost of services and local funds may need to be used to makeup the program funding shortfall.
- Motion needed to authorize the BOC Chairperson to sign the Intergovernmental Agreement between the Huron County Health Department and the Tuscola County Health Department to share a Dietitian via telehealth means. The contract would be effective January 4, 2016.