

**TUSCOLA COUNTY BOARD OF COMMISSIONERS  
MEETING AGENDA**

**THURSDAY, APRIL 26, 2018 – 8:00 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

- 8:00 A.M. Call to Order – Vice-Chairperson, Matt Bierlein  
Prayer – Rev. Doug Abef, Vassar Presbyterian Church  
Pledge of Allegiance – Commissioner Kirkpatrick  
Roll Call – Clerk Fetting  
Adoption of Agenda  
Action on Previous Meeting Minutes (See Correspondence #1)  
Brief Public Comment Period for Agenda Items Only  
Consent Agenda Resolution (See Correspondence #2)  
New Business  
    -DHHS Child Care Fund Update (See Correspondence #3)  
    -Behavioral Health System Audit Review  
    -Sunday Liquor Sales Petitions  
    -Animal Control Update  
    -County Treasurer Discussion of Delinquent Taxes on Former Vassar Foundry  
    -Resolution of Appreciation for Sharon Mika (See Correspondence #4)  
    -Designation of Entity Administrator for SAM (See Correspondence #5)  
Old Business  
Correspondence/Resolutions

**COMMISSIONER LIAISON COMMITTEE REPORTS**

**KIRKPATRICK**

Board of Health  
Community Corrections Advisory Board  
Dept. of Human Services/Medical Care Facility Liaison  
MI Renewable Energy Coalition  
MAC Environmental Regulatory – Vice Chair  
Cass River Greenways Pathway  
Local Unit of Government Activity Report  
NACO- Energy, Environment & Land Use  
Jail Planning Committee

(Continued on Page 2)

Saginaw Bay Coastal Initiative  
Tuscola In-Sync  
Region VI Tourism Discussions

BARDWELL

Economic Development Corp/Brownfield Redevelopment  
Caro DDA/TIFA  
MAC Finance  
MAC 7<sup>th</sup> District  
Local Unit of Government Activity Report  
TRIAD  
Behavioral Health Systems Board  
MAC Workers Comp Board

YOUNG

Dispatch Authority Board  
County Road Commission Liaison  
Board of Public Works  
Senior Services Advisory Council  
Saginaw Bay Coastal Initiative  
Local Unit of Government Activity Report  
MAC Agricultural/Tourism Committee  
Strategic EDC Planning Committee  
Jail Planning Committee  
Genesee Shiawassee Thumb Works  
Region VI Economic Development Planning  
Tuscola 2020

VAUGHAN

Board of Health  
Planning Commission  
Economic Development Corp/Brownfield Redevelopment  
Local Unit of Government Activity Report  
Mid-Michigan Mosquito Control Advisory Committee  
Parks and Recreation Commission  
Tuscola County Fair Board Liaison

BIERLEIN

Genesee Shiawassee Thumb Works  
Human Development Commission (HDC)  
Recycling Advisory Committee  
Local Emergency Planning Committee (LEPC)  
Great Start Collaborative Council  
Local Unit of Government Activity Report  
MAC Board of Directors  
Human Services Collaborative Council  
MAC Judiciary Committee  
Tuscola County College Access Network  
MAC Agricultural/Tourism Committee  
MEMS All Hazards

Other Business as Necessary

Extended Public Comment

Adjournment

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

## CORRESPONDENCE

- #1 April 12, 2018 Full Board and Statutory Finance Committee Minutes
- #2 Consent Agenda Resolution
- #3 DHHS Child Care Fund Update
- #4 Resolution of Appreciation for Sharon Mika
- #5 Designation of Entity Administrator for SAM
- #6 April 20, 2018 Health Department Report
- #7 April 5, 2018 Road Commission Minutes
- #8 Region VII Area Agency on Aging Annual Meeting Invitation
- #9 April 23, 2018 Committee of the Whole Minutes

*Draft*  
TUSCOLA COUNTY BOARD OF COMMISSIONERS  
April 12, 2018 Minutes  
H. H. Purdy Building

Commissioner Matthew Bierlein 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 12th day of April 2018, to order at 8:00 o'clock a.m. local time.

Prayer –

Pledge of Allegiance – Commissioner Bardwell

Roll Call – Clerk Fetting

Commissioners Present: District 2 - Thomas Bardwell, District 3 - Kim Vaughan, District 4 - Craig Kirkpatrick (via Google Hangouts) excused at 9:34 a.m., District 5 – Matthew Bierlein

Commissioner Absent: District 1 - Thomas Young

Also Present: Mike Hoagland, Jodi Fetting, Eean Lee, Mike Miller, Tisha Jones, Register John Bishop, Angie Daniels, Nancy Laskowski, Steve Anderson, Ann Hepfer, Debra Cook, Heather Thomas-Verhaeghe, Steve Erickson, Vicky Sherry, Caryn Michalak, Clayette Zechmeister, Brenda Caruthers, Ron Anderson, Brian Chapman, Sandy Nielsen

*Adoption of Agenda -*

18-M-060

Motion by Bierlein, seconded by Vaughan to adopt the agenda as provided.  
Motion Carried.

*Action on Previous Meeting Minutes -*

18-M-061

Motion by Bierlein, seconded by Vaughan to adopt the meeting minutes from the March 29, 2018 meeting. Motion Carried.

*Brief Public Comment Period for Agenda Items Only - None*

*Consent Agenda Resolution -*

18-M-062

Motion by Bierlein, seconded by Vaughan that the following Consent Agenda Resolution from the April 9, 2018 Committee of the Whole Meeting be adopted.  
Motion Carried.

**CONSENT AGENDA**

- Agenda Reference:** A
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/9/18
- Description of Matter:** Move that per the request of the Chief Judge, that the contact with ImageSoft to purchase the OnBase software module for Tuscola County Probate Court be approved and all appropriate signatures are authorized. Also, all appropriate budget amendments are authorized including the transfer of \$84,493 from the 292 Probate Juvenile Child Care Fund with \$71,750 to the 244 Equipment Fund for the purchase/installation of the software and \$12,743 to the general fund computer operations budget for the service contract support costs.
- Agenda Reference:** B
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/9/18
- Description of Matter:** Move that the 2017 Dispatch Annual Report be received and placed on file.
- Agenda Reference:** C
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/9/18
- Description of Matter:** Move that the letter from Sharon Mika resigning from the County Recycling Committee be received and placed on file with said resignation to be effective April 18, 2018. Also, the County Clerk is requested to advertise to fill said vacancy.
- Agenda Reference:** D
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/9/18
- Description of Matter:** Move to authorize to post and advertise to refill a vacant part-time material handler position at recycling.
- Agenda Reference:** E

- Entity Proposing:** COMMITTEE OF THE WHOLE 4/9/18
- Description of Matter:** Move that the jail impoundment lot project excavating work be awarded to Brinkman Excavating who was the low bidder for an amount of \$4,972.00. Also, the jail impoundment lot fence part of the project be awarded to Half-Way Fence Company who was the low bidder for an amount of \$8,981.25. Also, a new project be established in the 278 Drug Enforcement Grant Fund with a budget of \$13,954.00.
- Agenda Reference:** F
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/9/18
- Description of Matter:** Move that the steel door replacement at the Purdy Building be awarded to Keys Construction who was the sole bidder for an amount of \$2,890.00. Also, a card access reader system be purchased at a cost not to exceed \$1,000.00.
- Agenda Reference:** G
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/9/18
- Description of Matter:** Move that the partial roof replacement at the Purdy Building be awarded to Marlette Roofing who was the sole bidder for an amount of \$4,960.00.
- Agenda Reference:** H
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/9/18
- Description of Matter:** Move that the jail rooftop HVAC C-wing replacement be awarded to Johnson Controls who was the sole bidder for an amount \$7,587.00.
- Agenda Reference:** I
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/9/18
- Description of Matter:** Move that the MSU-e parking lot sealing bid be awarded to Yeager Asphalt who was the low bidder for an amount of \$2,337.00.



*New Business -*

-Presentation of 2017 County Health Department Audit -  
Heather Thomas-Verhaeghe, Gardner, Provenzano, Thomas & Luplow, P.C.,  
presented a favorable overview of the Tuscola County Health Department Audit.

18-M-063

Motion by Kirkpatrick, seconded by Bierlein that the 2017 Health Department  
Audit be received and placed on file. Motion Carried.

-Economic Development Corporation (EDC) Project Update from Director -  
The EDC Board is requesting the Commissioners to approve Robert Wolak from  
Chemical Bank as a new Board member.

18-M-064

Motion by Bierlein, seconded by Vaughan to appoint Robert Wolak from  
Chemical Bank as a new Board Member to the EDC Board effective immediately  
to complete the remainder of a 2-year which will end on December 31, 2019.  
Motion Carried.

-Ron Anderson, Riverside Grill, Vassar, expressed that without the EDC his  
business would not be in existence and as successful.

-Brenda Caruthers, Optimal Health Coach, shared the success of her business  
from being an incubator start-up business located in the Roth Building.

-Chris Sergent, is working with the EDC on creating a master plan for his  
business he is planning to open in Vassar.

-Steve Erickson reviewed additional projects that are being worked on. Vicky  
Sherry provided an update to the CDBG Grant. Also, establishing a Sister City is  
a project being worked on.

-Vassar Foundry was discussed at length with steps that could be taken to move  
project forward. Commissioner Bardwell and Commissioner Bierlein are willing  
to set up a meeting to continue the discussion.

Commissioner Kirkpatrick excused at 9:34 a.m.

-2018 County Equalization Report -  
Angie Daniels, Equalization Director, presented the Tuscola County Equalization  
Report to the Board.

18-M-065

Motion by Bierlein, seconded by Vaughan that the 2018 Equalization Report as  
presented by the County Equalization Director be approved and placed on file.  
Also, approval is given to sign all documents regarding the 2018 County  
Equalization Report. Motion Carried.

-Vassar Outdoor Siren Warning Project -



Steve Anderson explained the proposed request with bids received.

18-M-066

Motion by Bierlein, seconded by Vaughan that per the recommendation of the Emergency Services Manager, that the City of Vassar Outdoor Warning Siren Project, which is a Fiscal Year 2016 Homeland Security Grant Project be "conditionally" awarded to West Shore Services which met all bidding requirements. In order for this action to become final, Tuscola County must receive written verification from the City of Vassar that they are willing to spend additional funding beyond the \$35,000 Homeland Security allocation. Also, all appropriate signatures are authorized contingent upon funding verification from the City of Vassar. Motion Carried.

-Caro School Request to Use Maintenance Property on Luder Road as Turn Around -

The bridge on Luder Road will be undergoing repairs and Caro Community Schools have requested to use the Maintenance Property as a turnaround.

18-M-067

Motion by Vaughan, seconded by Bierlein that per the request of Caro School officials, authorization is given to use the County Maintenance parking area as a bus turn around location until the Luder Road Bridge repairs are completed. This action is taken because the county has been protected with the addition of the county to the school liability insurance with \$1 million of coverage. Motion Carried.

-Animal Control -

Mike Hoagland informed the Board there are two staff members leaving the Sanilac County Animal Control within the next two months. The Board will need to look at options regarding how to handle this situation in the short term as Tuscola County currently contracts with Sanilac County.

-Dispatch Annual Report - Sandy Nielsen presented an overview of the annual report. Report was accepted and placed on file in the April 12, 2018 Consent Agenda.

*Old Business -*

-Jail Planning - National Sheriff's Association consultants are onsite completing a review and plan recommendation. Mike Hoagland and Mike Miller will be meeting with the consultant team.

*Correspondence/Resolutions -*

-Thumb Regional Sobriety Court Graduation - April 27, 2018 10:00 a.m.  
-Commissioner Bierlein received a thank you letter from Mark Bernstein for signing on with the Opioid Lawsuit.

## **COMMISSIONER LIAISON COMMITTEE REPORTS**

BIERLEIN - No update.

Genesee Shiawassee Thumb Works  
Human Development Commission (HDC)  
Recycling Advisory Committee  
Local Emergency Planning Committee (LEPC)  
Great Start Collaborative Council  
Local Unit of Government Activity Report  
MAC Board of Directors  
Human Services Collaborative Council  
MAC Judiciary Committee  
Tuscola County College Access Network  
MAC Agricultural/Tourism Committee  
MEMS All Hazards

KIRKPATRICK - absent

Board of Health  
Community Corrections Advisory Board  
Dept. of Human Services/Medical Care Facility Liaison  
MI Renewable Energy Coalition  
MAC Environmental Regulatory – Vice Chair  
Cass River Greenways Pathway  
Local Unit of Government Activity Report  
NACO- Energy, Environment & Land Use  
Jail Planning Committee  
Saginaw Bay Coastal Initiative  
Tuscola In-Sync  
Region VI Tourism Discussions

BARDWELL

Economic Development Corp/Brownfield Redevelopment  
Caro DDA/TIFA - Meeting was cancelled.  
MAC Finance  
MAC 7<sup>th</sup> District  
Local Unit of Government Activity Report  
TRIAD - Commissioner Bardwell would like the group to do a presentation to the Board.  
Behavioral Health Systems Board  
MAC Workers Comp Board

YOUNG - absent.

Dispatch Authority Board  
County Road Commission Liaison

Board of Public Works  
Senior Services Advisory Council  
Saginaw Bay Coastal Initiative  
Local Unit of Government Activity Report  
MAC Agricultural/Tourism Committee  
Strategic EDC Planning Committee  
Jail Planning Committee  
Genesee Shiawassee Thumb Works  
Region VI Economic Development Planning  
Tuscola 2020

VAUGHAN

Board of Health  
Planning Commission  
Economic Development Corp/Brownfield Redevelopment  
Local Unit of Government Activity Report  
Mid-Michigan Mosquito Control Advisory Committee  
Parks and Recreation Commission - Commissioner Vaughan stated the Park Manager has been receiving calls from people interested in camping at Vanderbilt Park with the potential of one seasonal site.  
Tuscola County Fair Board Liaison

*Other Business as Necessary - None*

*Extended Public Comment -*

-Nancy Laskowski - Provided an update regarding the Concerned Citizens of Juniata Township and they have filed an amended complaint in federal court.

Meeting adjourned at 10:09 a.m.

Jodi Fetting  
Tuscola County Clerk

Statutory Finance Committee Minutes  
April 12, 2018  
H.H. Purdy Building  
125 W. Lincoln St, Caro MI

Meeting called to order at 10:09 a.m.

Commissioners Present: Bardwell, Vaughan, Bierlein

Commissioners Absent: Young, Kirkpatrick

Also Present: Mike Hoagland, Jodi Fetting

Claims and Per Diems were reviewed and approved.

Public Comment - None

Meeting adjourned at 10:11 a.m.

Jodi Fetting  
Tuscola County Clerk

# 'DRAFT'

## COUNTY OF TUSCOLA

## STATE OF MICHIGAN

### RESOLUTION TO ADOPT CONSENT AGENDA

At a regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the Village of Caro, Michigan, on the 26<sup>th</sup> day of April, 2018 at 8:00 a.m. local time.

COMMISSIONERS PRESENT:

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COMMISSIONERS ABSENT:

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

### CONSENT AGENDA

- Agenda Reference:** A
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/23/18
- Description of Matter:** Move that per the request of the Human Development Commission that a letter of support be submitted to request funding from the Michigan State Housing Development Authority via HOME Investment Partnership funds to help low income home owners make repairs to their homes.

**Agenda Reference:** B  
**Entity Proposing:** COMMITTEE OF THE WHOLE 4/23/18  
**Description of Matter:** Move that the Register of Deeds has authorization to approve refunds to Kofile for overcharges of online copy fees not to exceed \$1,000.

**Agenda Reference:** C  
**Entity Proposing:** COMMITTEE OF THE WHOLE 4/23/18  
**Description of Matter:** Move that the easement requested by the City of Caro to install a sidewalk for the county Court Street and Bush Street property be approved with the understanding there is no cost to the county. Also, the chairperson is authorized to sign said easement.

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

YEAS:

NAYS:

ABSTENTIONS:

RESOLUTION ADOPTED.

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Thomas Bardwell, Chairperson  
Tuscola County Board of Commissioners

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Jodi Fetting  
Tuscola County Clerk





STATE OF MICHIGAN

RICK SNYDER  
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
TUSCOLA COUNTY

NICK LYON  
DIRECTOR

MEMORANDUM

DATE: 4/20/18

TO: Tuscola County Board of Commissioners

FROM: Irene Bazan Waller, Director  
By Karen Southgate, Program Manager  
*KS*

SUBJECT: 2017-2018 County Child Care Fund DHHS 206B Account - Line Item Transfer

Tuscola County DHHS respectfully requests approval from the Tuscola County Board of Commissioners and signature approval from Board Chairperson, Mr. Thomas Bardwell for the actions outlined in the chart below to be taken on the 2017-2018 County Child Care Fund 206B DHHS Account. This is not a request for additional funds.

We request approval to make the following line item transfers: subtract \$100,000.00 from the Family Foster Care Line; \$70,000.00 from the In-Home Care Line; and \$5,000.00 from the Independent Living Line in order to add \$175,000.00 to the Institutional Care Line. The reason for this request is an increased need in the Institutional Care Line due to an increased cost in Institutional Care.

Thank you for your consideration of this request.

TYPE OF CARE	ANTICIPATED EXPENDITURES		
	MDHHS	COURT	COMBINED
<b>I. CHILD CARE FUND</b>			
A. Family Foster Care..... <i>-100,000</i>	150,000 <del>\$250,000.00</del>	\$10,000.00	\$260,000.00
B. Institutional Care..... <i>+175,000</i>	675,000 <del>\$500,000.00</del>	\$229,000.00	\$729,000.00
C. In-Home Care..... <i>-70,000</i>	37,496 <del>\$107,496.00</del>	\$591,055.64	\$698,551.64
D. Independent Living..... <i>-5,000</i>	5,000 <del>\$10,000.00</del>	\$2,500.00	\$12,500.00
E. SUBTOTALS..... <i>No change</i>	<u>\$867,496.00</u>	\$832,555.64	\$1,700,051.64
F. Revenue..... <i>No change</i>	<u>\$20,000.00</u>	\$30,000.00	\$50,000.00
G. Net Expenditure..... <i>No change</i>	<u>\$847,496.00</u>	\$802,555.64	\$1,650,051.64



# 4

# TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500  
Caro, MI 48723

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

## RESOLUTION: Honoring Sharon Mika's Dedication to Recycling in Tuscola County

**Whereas**, we assemble this day to celebrate approximately 26 years of excellent service provided by Sharon Mika to the advancement of recycling in Tuscola County, and

**Whereas**, Sharon's commitment to recycling is evident by becoming the first Recycling Coordinator and then by serving on the Tuscola County Recycling Committee for many years and most recently as Chairperson, and

**Whereas**, with the help of Sharon Mika and her strong leadership skills the county was able to secure a special purpose millage in 1996 which has continued to be renewed and is used to fund current operations along with enhancements and expansion of recycling in the county, and

**Whereas**, Sharon has most recently dedicated many hours in helping to determine a new location for recycling so the program has room to expand in order to further increase the amount and type of materials that are recycled, and

**Whereas**, her commitment to helping to protect and improve the environment through recycling has been a driving force that helped to build the highly successful recycling program we enjoy today in Tuscola County,

**Now Therefore Be It Resolved**, that on this day of April 26, 2018, we thank you Sharon for your dedication to helping to establish one of the best rural recycling programs in the state. On behalf of the Tuscola County Board of Commissions, we congratulate you on a job well done!

Date \_\_\_\_\_

\_\_\_\_\_  
Matthew Blerlein, Vice-Chairperson  
Tuscola County Board of Commissioners

I, Jodi Fetting, Tuscola County Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution approved by the Board of Commissioners at a meeting on April 26, 2018.

Date \_\_\_\_\_

\_\_\_\_\_  
Jodi Fetting  
Tuscola County Clerk



## SAM Update

# Alleged Fraudulent Activity in SAM - Updated April 19, 2018

GSA's System for Award Management (SAM) is supporting an active investigation by the GSA Office of Inspector General (OIG) into alleged, third party fraudulent activity in SAM. At this time, only a limited number of entities registered in SAM are suspected of being impacted by this alleged fraudulent activity.

GSA has already taken proactive steps to address this issue and has notified affected entities. GSA will continue to work with the OIG and law enforcement agencies to take additional action as appropriate.

These proactive steps include requiring submission of an original, signed notarized letter identifying the authorized Entity Administrator for the entity associated with the Data Universal Numbering System (DUNS) number before the registration will be activated. GSA posted instructions for domestic entities and instructions for international entities for easy reference. This requirement went into effect on March 22, 2018 for new entities registering in SAM. This requirement will go into effect April 27, 2018 for existing registrations being updated or renewed.

## What is GSA doing to address the problem?

GSA's SAM team is supporting GSA's OIG in an active investigation into alleged, third-party fraudulent activity related to SAM. GSA has taken a number of proactive steps to address this issue and is in the process of making system modifications to prevent improper activity going forward. In the interim, GSA expired, then deactivated any entity registrations that appeared to have been affected. These entities are being advised to validate their registration information in SAM, particularly their financial information and points of contact, before reactivating the entity registrations. Further, GSA has begun implementing additional reviews during the registration process to prevent future issues.

## Who was impacted?

Entities with registrations that appeared to be impacted were notified. Instructions were provided explaining how to validate registration information and how to reactivate the registration. In addition, entities whose bank account information for Electronic Fund Transfer (EFT) changed within the last year were notified. Although not associated with suspicious activity, these entities are required to validate their registration information, particularly their EFT information.

## What is an entity?

In SAM, you, your company, business, or organization is referred to as an "entity." Individuals register themselves or their entity to do business with the U.S. Federal Government by completing the registration process in SAM.

## What should entities registered in SAM do to protect themselves and confirm that their bank account information has not been changed?

Entities registered in SAM are advised to log into SAM and review their registration information, particularly their bank account information for Electronic Funds Transfer (EFT) on the financial information page. Contact the supporting Federal Service Desk at [www.fsd.gov](http://www.fsd.gov), or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally) Monday through Friday from 8 a.m. to 8 p.m. (EDT), for FREE assistance. Entities are responsible for ensuring that their information is current and correct in SAM in accordance with paragraph (b) of Federal Acquisition Regulation (FAR) clause 52.232-33 or Title 2 of the Code of Federal Regulations Part 25 (2 CFR § 25.310 and Appendix A), as applicable, and should routinely review such information for accuracy.

## Who should entities contact if they find that payments due them from Federal agencies have been paid to a bank account that other than their own?

If an entity suspects a payment due them from a Federal agency was paid to a bank account other than their own, they should contact the Federal Service Desk at [www.fsd.gov](http://www.fsd.gov), or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), Monday through Friday from 8 a.m. to 8 p.m. (EDT), for FREE assistance.

## What interim changes have been made to the SAM registration process?

The proactive steps taken by SAM to address this fraudulent activity include requiring an original, signed notarized letter identifying the authorized Entity Administrator for the entity associated with the DUNS number before a new SAM.gov entity registration will be activated.

## What future changes are coming to the SAM registration process?

Beginning on April 27, 2018, entities renewing or updating their registration will be required to submit an original, signed notarized letter confirming the authorized Entity Administrator associated with the DUNS number before the registration is activated.

## Who should an international entity contact if they are unable to complete the notarized letter process?

Entities not located in the U.S. or its outlying areas should read the international entity instructions posted at the Federal Service Desk that outline procedures and provide links to letter templates. If they have additional questions, international entities should contact the Federal Service Desk at [www.fsd.gov](http://www.fsd.gov), or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), Monday through Friday from 8 a.m. to 8 p.m. (EDT), for FREE assistance.



## Template 2 - Multiple, Domestic Entities (located in the U.S. or its outlying areas)

### Background

The System for Award Management (SAM) is a computer system accessed by the Internet managed by the U.S. Government. Entities must have an active registration in SAM to do business with the U.S. Government. An "entity" is the company, business, or organization registering in SAM. Each entity is represented by a nine-digit unique entity identifier, the Data Universal Numbering System (DUNS®) Number as issued by Dun & Bradstreet.

Only individuals who are authorized to represent a particular entity, or individuals representing themselves as an entity, may register an entity in SAM. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained for the entity.

### Instructions to Entity

- 1. Multiple, Domestic Entities.** Use this template to formally appoint an Entity Administrator for multiple, domestic entities located in the U.S. or its outlying areas.
- 2. Complete the template.** Fill in the blanks. Enter the highlighted information on the next two pages. Do not include this instruction page in your letter.
- 3. Print the letter on your entity's letterhead.** If you don't have letterhead, enter your entity's legal business name and physical address at the top of the letter before printing.
- 4. Sign the completed letter in the presence of the notary.** Make sure the person who signs the letter is someone with signatory authority, i.e. who can make commitments on behalf of the entity like an executive, officer, partner, or other authorized signatory. The notary will confirm the signatory's identity in accordance with your state's notary procedures.
- 5. Mail the completed, signed, notarized letter.** Your letter will be reviewed for completeness upon receipt at the Federal Service Desk at:

FEDERAL SERVICE DESK  
ATTN: SAM.GOV REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285

If incomplete or incorrect, you will be contacted. Your registration will not be activated until an approved letter is on file.

**End of instructions. Complete the template that follows.**

[PRINT LETTER ON ENTITY LETTERHEAD]

[Insert Date]

FEDERAL SERVICE DESK  
ATTN: SAM.GOV REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285

SUBJECT: Information Required to Activate SAM Entity Registrations

### Purpose of Letter

The purpose of this letter is to formally appoint an Entity Administrator for each named Entity and to attest to the accuracy of the information contained in the associated entity registration.

### Designation of Entity Administrator

I, [Insert Name and Title of Signatory], the below signed individual, hereby confirm that the appointed Entity Administrators are authorized officers, agents, or representatives of the Entities. This letter authorizes the appointed Entity Administrators to manage the Entity registration records, associated users, and their roles to the Entities, in the System for Award Management (SAM).

### Entities Covered by this Letter

Entity DUNS® Number	Entity Legal Business Name	Entity Physical Address

*\*Add or delete rows as needed.*

### Entity Administrator Contact Information

Entity DUNS® Number	Entity Administrator Full Name	Entity Administrator Phone Number	Entity Administrator Email Address

*\*Add or delete rows as needed. Each DUNS® Number must have a designated Entity Administrator. The same Entity Administrator may manage more than one DUNS*

[PRINT LETTER ON ENTITY LETTERHEAD]

*Number. The Entity Administrator must have an individual user account in SAM associated with the email address listed.*

### **Account Administration Preference (ONLY CHOOSE ONE)**

You must choose **ONE** of the two following statements by checking the applicable box. Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

#### **Self-Administration Confirmation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entities listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrators are not third-party agents.

#### **Third-Party Agent Designation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize **[insert full name, phone number, address, and email address of the Third-Party Agent]** (Designated Third-Party Agent) to act on behalf of the Entities listed above. This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

### **Attestation**

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrators listed above all have individual SAM User Accounts created with the email addresses provided in this letter.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entities above is correct and accurate.

Respectfully,

[Insert Full Name of Signatory]

[Insert Title of Signatory, e.g. Director of Contracting, Managing Partner, Vice President for Research, etc.]

[Insert Email of Signatory]

[Insert Entity Legal Business Name]

[Insert Entity Physical Address]

[PRINT LETTER ON ENTITY LETTERHEAD]

TO BE COMPLETED BY NOTARY  
*(in accordance with State notary requirements)*

State of \_\_\_\_\_

County of \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year), by \_\_\_\_\_ (name of  
officer or agent, title or officer or agent) of \_\_\_\_\_  
(name of entity).

\_\_\_\_\_ Personally Known

\_\_\_\_\_ Produced Identification

Type of ID and Number on ID \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Name of Notary  
(Typed, Stamped or Printed)

Notary Public, State of \_\_\_\_\_



# 6

## Tuscola County Health Department

Board of Health Report: April 20, 2018

Ann Hepfer RN, B.S., Health Officer

### Outcomes for the Month:

1. **Medical Director Replacement Update:** Interviews for the Medical Director should be completed by the second week of May. The state health department will need to approve the candidate before a final contract can be signed. This would be a shared Medical Director between Huron, Sanilac, Tuscola, Lapeer and District #2. This contractual agreement will increase the cost to the health department by a minimum of \$8,750
2. **Lions Club:** The vision program received a \$2400 donation from the Lions Club. The funds will be used to do preschool/daycare vision screenings this summer on 3-4 year olds in selected programs.
3. **Summer Camp:** The funds are available again this summer to offer the Abstinence Education program at Camp Fowler.
4. **Dental Assessments:** There is currently legislation that is coming up for a vote that would require kindergarteners to have a dental assessment by a Dental Hygienist. The health department would need to contract with a hygienist if this legislation passes. The assessments are covered by most insurance and those not covered will be reimbursed by the state. In years when the state does not set aside funds to cover the cost then the health departments could opt out to provide the services.
5. **State Wide Sewage Code:** There is also legislation to implement a state wide sewage code. Governor Snyder has been in support of this legislation but it could have negative implications for our county. I will have Tip McGuire, Environmental Health Director, add to next BOC agenda to explain the implications.
6. **Drug Task Force:** Updates: List Psychological and Chance for Change both are providing Medication Assisted Treatment and counseling services. This is great news for our county as previously we did not have providers. List Psychological and the Sheriff were instrumental in getting red barrel drug drop off containers located throughout the county. The Health Department is looking into becoming a NARCAN provider. Next meeting is May 17 8:30-10:30 am at the Medical Care Facility annex.

April 5, 2018

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, April 5, 2018 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 Thomas Young.

Motion by Parsell seconded by Matuszak that the minutes of the March 22, 2018 regular meeting of the Board be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Payroll in the amount of \$109,411.58 and bills in the amount of \$79,868.60 covered by vouchers #18-16, #18-17, and #18-18 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:  
None.

Motion by Parsell seconded by Matuszak to grant a Right-Of-Way Permit variance to Cheryl Zmijewski in order to install a well within the road right-of-way on Howard Street in Wilmot in Kingston Township, all in accordance with the terms and conditions specified in the Right-Of-Way Permit. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

The Board discussed a recent news article with Tuscola County Commissioner Thomas Young regarding the Road Commission's organizational structure.

Motion by Parsell seconded by Zwerk that Management continue to monitor the weather conditions, and if necessary, Seasonal Weight Restrictions be lifted at the discretion of the Superintendent/Manager upon notification of the Board and a minimum of two (2) day's notice. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Sheridan seconded by Matuszak that the bids for Leased Motor Graders taken and accepted at the March 22, 2018 regular meeting of the Board be awarded to the low bidder, Michigan Cat. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Matuszak that bid item #36 for Juniata Township, and bid item #62 for Almer Township of the 2018 bituminous resurfacing bids be awarded to the low bidder, Pyramid Paving Company. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk that bid items #67 and #68 of the 2018 bituminous resurfacing bids for additional primary roads be awarded to the low bidder, Ace-Saginaw Paving Company. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Sheridan seconded by Matuszak that bid items #8, #9, #10, #11, #12, #13, #14, and #15 for Columbia Township funded by the wind turbine project, and bid items #20 and #21 for the Road Commission's

Stockpiles of the 2018 Furnishing & Placing Crushed Limestone bids be awarded to the low bidder, Burroughs Materials. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Sheridan seconded by Zwerk that bid item #17 for the Vassar Garage Driveway of the 2018 Furnishing & Placing Crushed Limestone bids be awarded to the low bidder, Wirt Stone Dock. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

TUSCOLA COUNTY BOARD OF ROAD COMMISSIONERS  
RESOLUTION OF  
SUPPORT FOR THE RECONSTRUCTION OF THE LOOMIS ROAD BRIDGE  
OVER THE WISCOGGIN DRAIN, SECTIONS 25 & 36 – AKRON TOWNSHIP  
STRUCTURE NUMBER 10524 – BETWEEN SHERIDAN ROAD & M-25

Commissioner Sheridan offered the following resolution and moved for its adoption:

BE IT RESOLVED, the Tuscola County Board of Road Commissioners supports the application for State and/or Federal funding participation in the replacement of the Loomis Road Bridge over the Wiscoggin Drain (Structure Number 10524),

BE IT FURTHER RESOLVED, that the Board of Road Commissioners, County of Tuscola, concurs that this replacement is urgently needed.

Motion supported and resolution adopted on a roll call vote:

AYES: Sheridan, Matuszak, Zwerk, Parsell, Laurie

NAYS: None

TUSCOLA COUNTY BOARD OF ROAD COMMISSIONERS  
RESOLUTION OF  
SUPPORT FOR THE REHABILITATION OF THE BRADFORD ROAD BRIDGE  
OVER THE NORTHWEST DRAIN OUTLET 2, SECTIONS 3 & 4 – GILFORD TOWNSHIP  
STRUCTURE NUMBER 10605 - BETWEEN DUTCHER ROAD & AKRON ROAD

Commissioner Sheridan offered the following resolution and moved for its adoption:

BE IT RESOLVED, the Tuscola County Board of Road Commissioners supports the application for State and/or Federal funding participation in the rehabilitation of the Bradford Road Bridge over the Northwest Drain Outlet 2 (Structure Number 10605),

BE IT FURTHER RESOLVED, that the Board of Road Commissioners, County of Tuscola, concurs that this rehabilitation is urgently needed.

Motion supported and resolution adopted on a roll call vote:

AYES: Sheridan, Matuszak, Zwerk, Parsell, Laurie

NAYS: None

TUSCOLA COUNTY BOARD OF ROAD COMMISSIONERS  
RESOLUTION OF  
SUPPORT FOR THE PREVENTIVE MAINTENANCE OF THE BAY PARK ROAD BRIDGES  
OVER THE SOUTHGATE, ALLEN, WALKER HAYES, AND AKRON CENTERLINE DRAINS  
SECTIONS 3, 4, 5 & 6 – AKRON TOWNSHIP  
STRUCTURE NUMBERS 10481, 10482, 10483, 10484 - BETWEEN VASSAR ROAD & CLARK ROAD



Commissioner Sheridan offered the following resolution and moved for its adoption:

BE IT RESOLVED, the Tuscola County Board of Road Commissioners supports the application for State and/or Federal funding participation in the preventive maintenance of the Bay Park Road Bridges over the Southgate, Allen, Walker Hayes, and Akron Centerline Drains (Structure Numbers 10481, 10482, 10483, 10484),

BE IT FURTHER RESOLVED, that the Board of Road Commissioners, County of Tuscola, concurs that this preventive maintenance is urgently needed.

Motion supported and resolution adopted on a roll call vote:

AYES: Sheridan, Matuszak, Zwerk, Parsell, Laurie

NAYS: None

Motion by Matuszak seconded by Zwerk to continue the Local Road Brush Spray Program and offer Arbela Township the township-wide Brush Control for the 2018 season. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Management and the Board reviewed and discussed the crushed gravel applied in Arbela Township during the 2017 season.

Motion by Parsell seconded by Matuszak that the Road Commission obtain quotes on a building design in order to further review and discuss a new building at the Akron Division. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Sheridan seconded by Zwerk to approve the promotions of Andy Hecht as Caro Division Working Foreman, and Lee Crosby as Vassar Division Working Foreman, all to be effective April 16, 2018. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak to approve the Road Commission internally post one (1) hourly job opening within the Heavy Equipment Operator classification at the Vassar Division, all in accordance with the Union Labor Agreement. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Matuszak to approve the Road Commission internally post two (2) hourly job openings within the Light Equipment Operator classification at the Caro Division, all in accordance with the Union Labor Agreement. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Management and the Board discussed the current wage and benefit package for the Road Commission's Division Foreman and Working Foreman positions.

Motion by Parsell seconded by Matuszak that a meeting be scheduled with M.E.R.S. of Michigan to further review the Road Commission's Pension Plans. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak to approve and sign the title sheet for the Cass City Road Bridge Superstructure Replacement Federal Aid Project, and to move forward with letting the project. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that the meeting be adjourned at 10:15 A.M. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

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Chairman

---

Secretary-Clerk of the Board

# 8



ENGAGE AT EVERY AGE: MAY 2018

**REGION VII AREA  
AGENCY ON AGING**

**On behalf of the Board of Directors, Region VII Area  
Agency on Aging cordially invites you to their**

**Annual Meeting**

**May 3, 2018**

**11:15 a.m. Registration**

**Polish American Club  
1466 Mertz Road (M-24)  
Caro, MI**

**Please RSVP by April 27th**

**1-800-858-1637**

*Draft*  
**Tuscola County Board of Commissioners**  
**Committee of the Whole**  
**Monday, April 23, 2018 – 8:00 A.M.**  
**HH Purdy Building - 125 W. Lincoln, Caro, MI**

Commissioners Present: District 2 - Thomas Bardwell via Hangouts, District 3 - Kim Vaughan, District 4 - Craig Kirkpatrick, District 5 - Matthew Bierlein

Absent: District 1 - Thomas Young

Also Present: Mike Hoagland, Caryl Langmaid, Caryn Michalak, Eean Lee, Tisha Jones, Mike Miller, Judge Amy Grace Gierhart, Register John Bishop, and Nancy Laskowski

**Finance/Technology**  
Committee Leaders-Commissioners Kirkpatrick and Bierlein

**Primary Finance/Technology**

1. **Court Administrator Explanation of Law Day** - Caryn Michalak stated Law Day is May 1st from 4:00 PM to 7:00 PM at the Courthouse. This year Law Enforcement will also be participating. They will have emergency vehicles parked on Sherman Street for the public to view as well as having officers in the Courthouse to talk to the public. The Liberty Bell winner will be announced in the Circuit Court courtroom at 4:00 PM.
2. **Animal Control Update**- Mike Hoagland informed the Board, Sanilac County Animal Control will be losing 2 key employees this year. Mike informed the Board that the County has 3 options, continue to contract with Sanilac County, Tuscola County operate its own animal control or intergovernmental operate with another county. Mike has reached out to Lapeer, Bay and Saginaw County. Commissioner Vaughan and Mike met with Lapeer County last week and will meet with Bay and Saginaw Counties next Wednesday.
3. **MSU-e Building Costs** - Mike Hoagland to set up a meeting with MSU.
4. **Indigent Defense Funding** - Commissioner Bierlein shared he will know more later today.
5. **State Revenue Sharing** - Commissioner Bierlein shared that a 1% increase is currently in the Senate.
6. **Meeting to Discuss Caro Regional Center** - Commissioners Bierlein and Vaughan shared they heard Engineers have been at the Caro Center. Mike Hoagland talked to Representative Canfield regarding setting up a meeting.
7. **HDC Request for Support Letter to Pursue Grant** - To be placed on Consent Agenda

On-Going and Other Finance



1. Update Regarding Potential Dental Clinic
2. Continue Review of Road Commission Legacy Costs
3. Behavioral Health 2017 Audit
4. Update Wind Turbine Revenue History and Projections
5. Work to Resolve Remaining Assessing/Taxation Disputes with Wind Turbine Companies
6. Presentation of County Treasurer Investment Reports
7. Water Rates Paid for County Facilities Along M24 and Deckerville Roads
8. Avoidance Costs from Retirement System Changes Previously Implemented
9. Solar Assessing/Taxation Information
10. Update Regarding Indigent Defense Plan
11. Medical Examiner System
12. Opioid Lawsuit Update
13. Update Regarding Airport Zoning Board of Appeals
14. Empower Deferred Compensation Proposed Contract Changes
15. Potential Personal Property Tax Changes
16. Work on an Update to the Multi-Year Financial Plan - Mike Hoagland working on a 4 year plan. Commissioner Bierlein suggested setting a finance meeting on a Monday, in place of a Committee of the Whole meeting.

#### **Personnel**

Committee Leader-Commissioner Bardwell

**Primary Personnel - None**

**On-Going and Other Finance**

1. Reporting Relationship (Nepotism Policy)
2. Review the Potential Formation of Quarterly Meetings with County Leaders
3. Procedural Coordination with HR Director Regarding Hiring/Discharge/Payroll/Record Keeping
4. Develop a System to Keep Job Postings on the Web Site Current
5. Determine how to Gain Help for the County from the Leaders Program
6. Process and Cost to Replace County Health Department Medical Director

#### **Building and Grounds**

Committee Leaders-Commissioners Young and Vaughan

**Primary Building and Grounds**

1. **Vanderbilt Park Update** - Commissioner Vaughan shared he has a crew at the park today, 04/23/18, working on the basketball courts, horseshoe pits, and tether ball. Mike Miller shared that next week, weather permitting, water will be turned on, painting will be completed and markers will be set. A suggestion was made that a celebration should be held for the reopening of the park in June.
2. **Recycling Relocation Update** - Mike Hoagland to contact attorney.

#### On-Going and Other Building and Grounds

1. County Property Ownership Identification
2. Review Potential Acquisition of Land from State Near Caro Regional Center
3. Update 10 Year Capital Improvement Plan
4. 2018 Budgeted Driveway, Parking Lot and Sidewalk Repairs
5. Planning for County Record Storage Needs
6. Potential Annexation of County Property to City for Water/Sewer Cost Reductions
7. Update Regarding County Record Storage Needs

#### Other Items Not Assigned to a Committee

1. Review of Alternative Solutions Concerning the Caro Dam – Meeting 4/18/18 - Options are to fix the broken gates or install fish ladders. New gates could cost as much as \$60,000.00. If fish ladders are installed, it may be able to be qualified for grants. Depending on the fix, ownership of the Caro Dam may change, if new gates are installed ownership remains the same, if fish ladders are installed ownership, along with liability, will revert to a municipality or government entity. Commissioner Bierlein feels if Tuscola County contributes funding there needs to be a written agreement regarding access for the community.
2. 2018 MAC Priorities
3. Cass River Greenways
4. On-Going Economic Development Activity Updates from EDC Director
5. Review County-Wide Economic Development Strategic Plan
6. Dairy Farmers of America Phase 2– Cass City
7. Road Commission Organizational Alternatives – Next Steps
8. Sunday Retail Sales of Spirits, Beer and Wine – Next Steps

#### Other Business as Necessary -

-Judge Gierhart invited the Board of Commissioners to Sobriety Court Graduation on Friday, April 27, 2018 at 10:00 AM. Supreme Court Justice Bridget Mary McCormack will be attending. Huron and Sanilac County Bar have also been invited to attend.

-Caryn Michalak shared with the Board, the City of Caro is extending the sidewalk along Court Street to Bush Street, where the Juvenile Probation students have the summer garden, at no charge to Tuscola County.

-Register of Deeds John Bishop asked the Board to authorize him to reimburse Kofile up to \$1000.00 for online copies paid for by customers who request copies but never received their copies. To be placed on Consent Agenda.

-Mike Miller asked the Board for direction regarding the awning on the Purdy Building. The Board suggested Mike get quotes on replacing versus repairing the awning.

-Commissioner Kirkpatrick questioned why Mike Hoagland does not have a Deputy Controller. Mike Hoagland to call County Attorney regarding legality of grooming a current employee to possible fill Controller's position if the need should arise.

**Public Comment Period** - Nancy Laskowski thanked the Board for looking into the animal control issue. She stated she checked out the online option to purchase dog license online. Stated it was a bit confusing, did not see where a person could submit the dogs rabies vaccine certificate. Nancy also stated she thinks a lot of Tuscola County resident think the MSU building is just for 4-H and do not know other programs exist. Nancy also updated the Board on the turbine issue in Juniata Township. DEQ has granted interested parties a hearing on the project.

Meeting adjourned at 10:07 AM

Caryl Langmaid  
Deputy Clerk