

**TUSCOLA COUNTY BOARD OF COMMISSIONERS
BOARD MEETING AGENDA
THURSDAY, JANUARY 16, 2020 – 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 – Chairperson Bardwell
Prayer – Commissioner Bardwell
Pledge of Allegiance –Jensen
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 #8**)

New Business

1. Review Mosquito Abatement Director Job Description (**See Correspondence #9**)
2. Review RFP for Governmental Representation and Consulting Services (**See Correspondence #10**)
3. Jean Doss, Capitol Services Update - **9:00 a.m.**
4. Controller Request to Carryover Vacation Time

Old Business

Correspondence/Resolutions

COMMISSIONER LIAISON COMMITTEE REPORTS

JENSEN

Board of Health
Community Corrections Advisory Board
Dept. of Human Services/Medical Care Facility Liaison
Genesee Shiawassee Thumb Works
Jail Planning Committee
Local Emergency Planning Committee (LEPC)
MAC Judiciary Committee
MEMS All Hazard
Local Units of Government Activity Report

BARDWELL

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

YOUNG

Board of Public Works
County Road Commission Liaison
Dispatch Authority Board
Genesee Shiawassee Thumb Works
Great Start Collaborative
Human Services Collaborative Council (HSCC)
Jail Planning Committee
MAC Agricultural/Tourism Committee
MI Renewable Energy Coalition (MREC)
Region VI Economic Development Planning
Saginaw Bay Coastal Initiative
Senior Services Advisory Council
Tuscola 2020
Local Units of Government Activity Report

VAUGHAN

Board of Health
County Planning Commission
Economic Development Corp/Brownfield Redevelopment
MAC Environmental Regulatory
Mid-Michigan Mosquito Control Advisory Committee
NACO-Energy, Environment & Land Use
Parks and Recreation Commission
Tuscola County Fair Board Liaison
Local Units of Government Activity Report

GRIMSHAW

Behavioral Health Systems Board
Recycling Advisory
Local Units of Government

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. December 23, 2019 Full Board Minutes and Statutory Finance Committee Minutes
2. December 27, 2019 Full Board Minutes
3. December 27, 2019 Budget Public Hearing Minutes
4. January 13, 2020 Amended Budget Public Hearing
5. January 13, 2020 Board of Commissioners Organizational Meeting Minutes
6. January 13, 2020 Full Board Minutes
7. January 13, 2020 Committee of the Whole Minutes
8. Consent Agenda Resolution
9. Mosquito Abatement Director Job Description
10. RFP for Governmental Representation and Consulting Services
11. Road Commission Minutes 12/12/19 Meeting
12. Kankaska County Board of Commissioners Resolution Regarding Supporting Passage of Legislation to Adopt 4 Year Term for County Commissioners
13. Bay County Board of Commissioners Resolution Regarding the Support of HB 4937-38 and Senate Bills 504-505 to Enact Four Year Terms for County Commissioners
14. Bay County Board of Commissioners Resolution Requesting Declaration of the Great Lakes Shoreline as a Disaster Area and Seeking Assistance

Draft
TUSCOLA COUNTY BOARD OF COMMISSIONERS
December 23, 2019 Minutes
H. H. Purdy Building

Commissioner Bardwell called the regular 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 December 2019, to order at 8:00 o'clock a.m. local time.

Prayer – Commissioner Bardwell

Pledge of Allegiance – Commissioner Jensen

Roll Call – Clerk Fetting

Commissioners Present: District 1 - Thomas Young, District 2 - Thomas Bardwell, District 3 - Kim Vaughan, District 4 - Mark Jensen, District 5 – Daniel Grimshaw (arrived at 8:13 a.m.)

Commissioner Absent: None

Also Present: Clerk Jodi Fetting, Clayette Zechmeister, Eean Lee, Register John Bishop, Debbie Babich, Shelly Lutz, Sandy Nielsen, Steve Roland, Jessica Roland, Mark Haney, Eric Morris

Adoption of Agenda -
19-M-268

Motion by Young, seconded by Jensen to adopt the agenda as presented.
Motion Carried.

Action on Previous Meeting Minutes -
19-M-269

Motion by Young, seconded by Vaughan to adopt the meeting minutes from the December 11, 2019 Special Board meeting and the December 12, 2019 Regular Board and Statutory Finance meetings. Motion Carried.

Brief Public Comment Period for Agenda Items Only - None

Consent Agenda Resolution - None

New Business -

-Resolution Honoring Steven Roland - Commissioner Bardwell read and presented a resolution on behalf of the Board of Commissioners to Steve Roland.

-2020 County Board and Committee of the Whole Meeting Potential Schedule -

19-M-270

Motion by Young, seconded by Vaughan to approve the Tuscola County Board and Committee of the Whole Meeting Schedule for 2020. Motion Carried.

-Medical Care Community Transfer Request -

19-M-271

Motion by Vaughan, seconded by Jensen that per the request from the Medical Care Community Chief Executive Officer that \$254,237.25 be transferred from the Voted Medical Care Facility Fund (298) to the Regular Medical Care Facility (291) for the items listed in the December 11, 2019 letter from the Chief Executive Officer. Motion Carried.

-Circuit Court/Family Court Legal Services Contract - Contract proposed on December 19, 2019 by Judge Amy Grace Gierhart discussed by Board.

19-M-272

Motion by Vaughan, seconded by Young that per the request from the Chief Judge the Circuit Court/Family Court Legal Services Contract for January 1, 2020 through December 31, 2020 in the amount of \$250,000 be approved. Also, all authorized signatures be authorized. Motion Carried.

-Contract for Representation for Alleged Developmentally Disabled Individuals in the Tuscola County Probate Court - Contract proposed on December 19, 2019 by Judge Amy Grace Gierhart discussed by Board.

19-M-273

Motion by Young, seconded by Vaughan that per the request from the Chief Judge the Contract for Representation for Alleged Developmentally Disabled Individuals in the Tuscola County Probate Court Contract for January 1, 2020 through December 31, 2020 in the amount of \$6,000 be approved. Also, all authorized signatures be authorized. Motion Carried.

-2020 Baseline Budget and Review Request Summary (continued below) - Board discussed the presented General Fund Revenue Budget, General Fund Expenditure Budget by Department.

-Closed Session for Labor Negotiations -

19-M-274

Motion by Young, seconded by Vaughan that the Board meet in Closed Session under Section 8 (c) of the Open Meetings Act, in order to discuss strategy connected with the negotiation of new collective bargaining agreements with Jodi Fetting, Clayette Zechmeister, Shelly Lutz and Eric Morris allowed to attend at 9:02 a.m. Roll Call Vote: Young - yes; Vaughan - yes; Jensen - yes; Grimshaw - yes; Bardwell - yes. Motion Carried.

Reconvened regular meeting at 10:35 a.m.

Recessed at 10:35 a.m.

Reconvened at 10:44 a.m.

19-M-275

Motion by Jensen, seconded by Vaughan that Tuscola County ratify the tentative agreement for a successor contract to be effective January 1, 2020 reached between the County's bargaining team and the Police Officers Labor Council bargaining team for the Supervisory unit. I also move that Chairman Bardwell be authorized to execute a final agreement on behalf of Tuscola County reflecting the terms of the tentative agreement. Roll Call Vote: Jensen - yes; Grimshaw - no; Young - yes; Vaughan - yes; Bardwell - yes. Motion Carried.

19-M-276

Motion by Jensen, seconded by Vaughan that Tuscola County ratify the tentative agreement for a successor contract to be effective January 1, 2020 reached between the County's bargaining team and the Police Officer's Association of Michigan bargaining team for the Non-Supervisory sheriff's deputies unit. I also move that Chairman Bardwell be authorized to execute a final agreement on behalf of Tuscola County reflecting the terms of the tentative agreement. Roll Call Vote: Grimshaw - no; Young - yes; Vaughan - yes; Jensen - yes; Bardwell - yes. Motion Carried.

19-M-277

Motion by Jensen, seconded by Vaughan that contingent upon the Union's prior ratification, I move that Tuscola County ratify the tentative agreement for a successor contract to be effective January 1, 2020 reached between the County's bargaining team and the Police Officer's Association of Michigan bargaining team for the Corrections Officers Unit. I also move that Chairman Bardwell be authorized to execute a final agreement on behalf of Tuscola County reflecting the terms of the tentative agreement. Roll Call Vote: Young - yes; Vaughan - yes; Jensen - yes; Grimshaw - no; Bardwell - yes. Motion Carried.

19-M-278

Motion by Jensen, seconded by Vaughan that contingent upon the Union's prior ratification, I move that Tuscola County ratify the tentative agreement for a successor contract to be effective January 1, 2020 reached between the County's bargaining team and the Police Officers Association of Michigan bargaining team for the 911 Dispatchers Unit. I also move that Chairman Bardwell be authorized to execute a final agreement on behalf of Tuscola County reflecting the terms of the tentative agreement. Roll Call Vote: Vaughan - yes; Jensen - yes; Grimshaw - no; Young - yes; Bardwell - yes. Motion Carried.

19-M-279

Motion by Jensen, seconded by Vaughan that contingent upon the Union's prior ratification, I move that Tuscola County ratify the tentative agreement for a successor contract to be effective January 1, 2020 reached between the County's bargaining team and the AFSCME Local 2697 bargaining team for the Courthouse Employees Unit. I also move that Chairman Bardwell be authorized to execute a final agreement on behalf of Tuscola County reflecting the terms of the tentative agreement. Roll Call Vote: Jensen - yes; Grimshaw - no; Young - yes; Vaughan - yes; Bardwell - yes. Motion Carried.

-Animal Control Ordinance - Clayette Zechmeister presented a proposed animal control ordinance. Commissioner Grimshaw expressed concern over the ordinance as he has not had an opportunity to review it. Also, he feels that a public hearing should be held prior to adopting. Board discussed proposed changes. Board would like to have the matter added to an upcoming Board meeting. Board would like to send the draft ordinance to the Township Supervisors, City Mayors and Village Presidents for review and input.

19-M-280

Motion by Grimshaw, seconded by Jensen to place Draft on the proposed animal control ordinance and to send by first class mail and by email to all local jurisdictions. Review of matter tabled to the last Board of Commissioners meeting of January 2020. Motion Carried.

-2020 Baseline Budget and Review Request Summary (continued from above) - Board continued discussion on the General Fund Expenditure Budget. Board discussed 2020 Budget Requests. Board discussed the proposed budget.

19-M-281

Motion by Vaughan, seconded by Bardwell that the Draft 2020 County Baseline Budget be approved for review at a public hearing to be held on December 27, 2019 at 9:00 A.M. Also, notice of the Public Hearing be placed in the local newspaper. And, copies of the updated budget be forwarded to county officials for review and comment. Motion Carried.

Old Business - None

Correspondence/Resolutions -

-Commissioner Bardwell received a letter from SCMCCI, Curtis Stowe, which was sent to Ashley Levesque.

-Ribbon Cutting Ceremony on January 15, 2020 at 11:00 a.m. at the new Quality Roasting plant at 1335 Bradleyville Rd, Reese.

COMMISSIONER LIAISON COMMITTEE REPORTS**BARDWELL**

Behavioral Health Systems Board
Caro DDA/TIFA - Update provided on Farmer's Market in Caro.
Economic Development Corp/Brownfield Redevelopment
MAC 7th District
MAC Workers Comp Board
TRIAD
Local Units of Government Activity Report

YOUNG

Board of Public Works
County Road Commission Liaison
Dispatch Authority Board
Genesee Shiawassee Thumb Works
Great Start Collaborative
Human Services Collaborative Council (HSCC)
Jail Planning Committee
MAC Agricultural/Tourism Committee
MI Renewable Energy Coalition (MREC)
Region VI Economic Development Planning
Saginaw Bay Coastal Initiative
Senior Services Advisory Council
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Local Units of Government Activity Report

VAUGHAN

Board of Health
County Planning Commission
Economic Development Corp/Brownfield Redevelopment
MAC Environmental Regulatory
Mid-Michigan Mosquito Control Advisory Committee
NACO-Energy, Environment & Land Use
Parks and Recreation Commission
Tuscola County Fair Board Liaison
Local Units of Government Activity Report - Commissioner Vaughan provided follow-up from a driveway complaint from Shay Lake resident. Also, discussed was the greenhouse in Vassar.

GRIMSHAW

Behavioral Health Systems Board
Recycling Advisory
Local Units of Government

JENSEN

Board of Health - Dr. Horsch announced his retirement from the Board.

Community Corrections Advisory Board

Dept. of Human Services/Medical Care Facility Liaison

Genesee Shiawassee Thumb Works

Jail Planning Committee

Local Emergency Planning Committee (LEPC)

MAC Judiciary Committee

MEMS All Hazard

Local Units of Government Activity Report

Other Business as Necessary - None

Extended Public Comment -

-Mark Haney questioned the terms of the proposed tentative agreements for the union contracts; which they are 2 years.

Meeting adjourned at 12:33 p.m.

Jodi Fetting
Tuscola County Clerk

Statutory Finance Committee Minutes
December 23, 2019
H.H. Purdy Building
125 W. Lincoln St, Caro MI

Meeting called to order at 12:34 p.m.

Commissioners Present: Young, Bardwell, Vaughan, Jensen, Grimshaw

Commissioners Absent: None

Also Present: Clerk Jodi Fetting, Clayette Zechmeister

-Claims and Per Diems were reviewed and approved.

Public Comment - None

Meeting adjourned at 12:38 p.m.

Jodi Fetting
Tuscola County Clerk

Draft
TUSCOLA COUNTY BOARD OF COMMISSIONERS
December 27, 2019 Minutes
H. H. Purdy Building

Commissioner Bardwell called the regular 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 27th day of December 2019, to order at 8:00 o'clock a.m. local time.

Prayer – Commissioner Grimshaw

Pledge of Allegiance – Commissioner Vaughan

Roll Call – Clerk Fetting

Commissioners Present: District 1 - Thomas Young, District 2 - Thomas Bardwell, District 3 - Kim Vaughan, District 4 - Mark Jensen, District 5 – Daniel Grimshaw

Commissioner Absent: None

Also Present: Clerk Jodi Fetting, Clayette Zechmeister, Eean Lee, Sheila Long, Eric Morris, Register John Bishop, Mark Haney, Treasurer Patricia Donovan-Gray

Adoption of Agenda -

19-M-282

Motion by Young, seconded by Grimshaw to adopt the agenda as amended.
Motion Carried.

Action on Previous Meeting Minutes - None

Brief Public Comment Period for Agenda Items Only - None

Consent Agenda Resolution - None

New Business -

-Public Hearing Regarding 2020 County Budget -

19-M-283

Motion by Grimshaw, seconded by Young to recess the public hearing for the 2020 budget until after the closed session. Motion Carried.

-Closed Session - Discuss Written Legal Opinion (matter added) -

19-M-284

Motion by Young, seconded by Grimshaw that the Board meet in closed session under Section 8(h) of the Open Meetings Act to consider written material from the County's attorney that is exempt from disclosure by Section 13(1)(g) of the Freedom of Information Act with Eric Morris, Clayette Zechmeister and Jodi

Fetting allowed to attend at 8:12 a.m. Roll Call Vote: Young - yes; Vaughan - yes; Jensen - yes; Grimshaw - yes; Bardwell - yes. Motion Carried.

Reconvened from the Closed Session at 9:14 a.m.

-Commissioner Grimshaw reviewed information he researched regarding the Budgeting Act. He stated all local units must hold a public hearing prior to adopting a budget. The public hearing notice posted by the Controller/Administrator's Office for Tuscola County Public Hearing does not have a required statement included in the notice. Commissioner Grimshaw does not feel the budget public hearing notice was properly completed and is in violation of Open Meeting Acts and Budgeting Act.

-Commissioner Vaughan asked what the solution should be to move the county forward to fix the error in the notice.

-Commissioner Grimshaw suggested that the Board adopt a 14-day budget and then properly notice the budget public hearing for the budget to adopt a budget for the entire 2020 year.

-Commissioner Bardwell suggested that if the baseline budget is adopted that anytime a budget amendment is to be completed that a public hearing is held with proper notice given.

-Board discussed adopting the proposed budget and holding a budget public hearing to adopt a final budget on January 13, 2020.

-Public Hearing Regarding 2020 County Budget -

Recessed Regular Meeting at 9:53 a.m. to call the Public Hearing to order.

Reconvened the Regular Meeting at 10:14 a.m.

-Adoption of the 2020 County All Funds Budget General Appropriations Act -
19-M-287

Motion by Jensen, seconded by Vaughan that the 2020 General Appropriations Act adopting the 2020 Proposed County Budget be approved and copies of the proposed budget incorporated with the financial reporting section on the county web page making this information available to County Officials and the public. Also, to have a public hearing scheduled for January 13, 2020 at 9:00 a.m. to adopt the final budget. Roll Call Vote: Jensen - yes; Grimshaw - absent; Young - yes; Vaughan - yes; Bardwell - yes. Motion Carried.

-Year End Compliance with the Uniform Budgeting and Accounting Act -
19-M-288

Motion by Jensen, seconded by Vaughan that the 2019 general fund activity budgets be amended as shown in the table to prevent actual year-end expenditures from exceeding budget and in order to gain compliance with the Uniform Budgeting and Accounting Act.

	2019	2019	Estimated	2019
Expenditure	Amended	Projected	Difference	Year End
Category/Department	Budget	Actual	Under Budget (Over Budget)	Amended Budget
Legal	125,000	210,000	(85,000)	210,000
Prosecutor Co-Op	191,046	199,564	(8,518)	199,564
Special Programs	69,600	84,000	(14,400)	84,000
Planning Commission	4,000	5,100	(1,100)	5,100
Airport Zoning	3,400	6,600	(3,200)	6,600
Airport Zoning Board Appeals	1,000	2,000	(1,000)	2,000

Motion Carried with Grimshaw absent.

Grimshaw re-joined the meeting at 10:25 a.m.

19-M-289

Motion by Jensen, seconded by Vaughan that the 2019 special revenue fund budgets be amended as shown in the table to prevent actual year-end expenditures/revenues from exceeding budget and in order to gain compliance with the Uniform Budgeting and Accounting Act.

	11/30/2019	2019	Estimated	2019	
	2019	Projected	Difference	Year End	
	Amended	Actual	Under Budget	Amended	
Special Revenue Funds	Budget	Exp/Rev	(Over Budget)	Budget	Comments
COUNTY PARKS REVENUE	29,500	40,300	(10,800)	40,300	Revenue to Actual
HEALTH DEPARTMENT REVENUE	3,225,536	4,215,210	(989,674)	4,215,210	Revenue to Actual
EXPENSE	3,195,381	3,463,156	(267,775)	3,463,156	Expense to Actual
HDP STOP GRANT REVENUE	31,634	38,801	(7,167)	38,801	Revenue to Actual
EXPENSE	31,634	38,801	(7,167)	38,801	Expense to Actual
VOTED BRIDGE REVENUE	869,637	874,907	(5,270)	869,637	Revenue to Actual
PENSION OB BOND DEBT REVENUE	490,200	493,727	(3,527)	493,727	Revenue to Actual
CAPITAL IMPROVEMENTS REVENUE	258,000	260,473	(2,473)	260,473	Revenue to Actual
TAX FORECLOSURE REVENUE	402,500	659,824	(257,324)	658,824	Revenue to Actual
EXPENSE	307,862	515,493	(207,631)	515,493	Expense to Actual

Motion Carried.

19-M-290

Motion by Jensen, seconded by Vaughan that temporary supplemental appropriations from the general fund as shown in the table above be authorized to prevent the identified funds from finishing the 2019 fiscal year in a deficit situation and gain compliance with the Uniform Budgeting and Accounting Act.

GENERAL FUND APPROPRIATIONS		
Arbela Twp Police Svc Contract		\$4,000
Regional DWI Court Grant		\$17,717
Vassar Twp Police Svc Contract		\$19,287
Millington Twp Police Svc Contract		\$29,503
Mental Health Court		\$21,483
Victim Services Grant		\$22,929
State Survey Grant		\$38,770
Victim of Crime Act Grant		\$1,938
HDC Stop Grant		\$1,120
Homeland Security		\$15,393

Motion Carried.

19-M-291

Motion by Jensen, seconded by Vaughan to transfer actual delinquent tax income to the General Fund as budgeted. Motion Carried.

19-M-292

Motion by Vaughan, seconded by Jensen to authorize staff after consultation with the county auditors to conduct further year-end financial transactions and make other adjustments as necessary to gain compliance with the Uniform Budgeting and Accounting Act. Motion Carried.

Old Business - None

Correspondence/Resolutions - None

COMMISSIONER LIAISON COMMITTEE REPORTS

- YOUNG** - No Report.
- Board of Public Works
- County Road Commission Liaison
- Dispatch Authority Board
- Genesee Shiawassee Thumb Works
- Great Start Collaborative
- Human Services Collaborative Council (HSCC)
- Jail Planning Committee
- MAC Agricultural/Tourism Committee
- MI Renewable Energy Coalition (MREC)
- Region VI Economic Development Planning

YOUNG - continued.

Saginaw Bay Coastal Initiative
Senior Services Advisory Council
Tuscola 2020
Local Units of Government Activity Report

VAUGHAN - No Report.

Board of Health
County Planning Commission
Economic Development Corp/Brownfield Redevelopment
MAC Environmental Regulatory
Mid-Michigan Mosquito Control Advisory Committee
NACO-Energy, Environment & Land Use
Parks and Recreation Commission
Tuscola County Fair Board Liaison
Local Units of Government Activity Report

GRIMSHAW - No Report.

Behavioral Health Systems Board
Recycling Advisory
Local Units of Government

JENSEN - No Report.

Board of Health
Community Corrections Advisory Board
Dept. of Human Services/Medical Care Facility Liaison
Genesee Shiawassee Thumb Works
Jail Planning Committee
Local Emergency Planning Committee (LEPC)
MAC Judiciary Committee
MEMS All Hazard
Local Units of Government Activity Report

BARDWELL - No Report.

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

Other Business as Necessary -

- Commissioner Bardwell expressed his appreciation of the hard work the Commissioners have done this year and all of the work they completed on the tasks that came up in 2019.

- Treasurer Donovan-Gray reported that the trailer park in Reese has been sold.

- Commissioner Grimshaw expressed that he would like to see Tuscola County have a budget calendar established and followed for the 2020 budgeting process to allow for adoption of a budget earlier in the year.

- Commissioner Young would like to see a line chart comparing the revenues to the expenses for the county in the current year and the projected years.

- Commissioner Young would also like to see a projection of where the county would be without the wind turbine revenue.

Extended Public Comment -

- Clerk Fetting stated that an organizational meeting will need to be scheduled for January 13, 2020 at 8:45 a.m. She will handle the posting of the meeting.

- Commissioner Vaughan expressed concern over the process of appointing members to the Land Bank Board. Bylaws will need to be adopted once a board has been established as well as a budget set. Board discussed.

19-M-293

Motion by Grimshaw, seconded by Jensen to adjourn the meeting at 11:06 a.m.
Motion Carried.

Jodi Fetting
Tuscola County Clerk

Draft
TUSCOLA COUNTY
2020 Budget Public Hearing
December 27, 2019 Minutes
H. H. Purdy Building

Commissioner Thomas Bardwell called the 2020 County Budget Public Hearing held at the H.H. Purdy Building in the City of Caro, Michigan, on the 27th day of December, 2019 to order at 9:53 o'clock a.m. local time.

Commissioners Present: District 1 - Thomas Young, District 2 - Thomas Bardwell, District 3 - Kim Vaughan, District 4 - Mark Jensen, District 5 - Daniel Grimshaw

Commissioners Absent: None

Present: Clerk Jodi Fetting, Clayette Zechmeister, Eean Lee, Register John Bishop, Sheila Long, Mark Haney, Treasurer Patricia Donovan-Gray

19-M-285

Motion by Grimshaw, seconded by Young to cancel the Public Hearing scheduled for today and reschedule to January 13, 2020 at 9:00 a.m. to review the final county budget for 2020. Motion Carried.

-Clerk Fetting expressed concern of making a Board motion during a public hearing setting rather than in a Board meeting.

19-M-286

Motion by Grimshaw, seconded by Young to withdraw motion 19-M-286. Motion Carried.

-Commissioner Grimshaw excused at 10:02 a.m.

-Board discussed if public hearing needs to be held even if for a proposed budget.

-Clayette expressed concern of not adopting the General Appropriations Act by the end of the year.

-Board would plan to hold another public hearing on January 13, 2020 at 9:00 a.m. regarding the adoption of the final 2020 year budget.

Public Comment:

-Clerk Fetting questioned if the baseline budget only includes a 2% increase in supervisory salaries as in quickly reviewing the proposed budget, it appeared that some were listed at a higher increase. Clayette clarified that salaries included in the proposed budget only should have a 2% increase included.

Public Hearing closed at 10:14 a.m.

Jodi Fetting
Tuscola County Clerk

TUSCOLA COUNTY
2020 Budget Public Hearing
January 13, 2020 Minutes
H. H. Purdy Building

Commissioner Thomas Bardwell called the 2020 County Budget Public Hearing held at the H.H. Purdy Building in the City of Caro, Michigan, on the 13th day of January, 2020 to order at 9:58 o'clock a.m. local time.

Commissioners Present: District 1 - Thomas Young, District 2 - Thomas Bardwell, District 3 - Kim Vaughan, District 4 - Mark Jensen, District 5 - Daniel Grimshaw

Commissioners Absent: None

Present: Clerk Jodi Fetting, Clayette Zechmeister, Marie Swick, Debbie Babich, Magistrate Joe VanAuken, Sandy Nielsen, Mike Miller, Mark Haney, Sheila Long, Sandy Erskine, Caryl Langmaid (arrived 11:43 a.m.)

Clayette Zechmeister presented General Fund Revenue, General Fund Expenditures, Capital Improvement Fund Budget, 2020 All Funds Budget and 2020 Above and Beyond Budget Requests.

Board reviewed and discussed the various funds and requests at length.

There is one remaining bargaining unit that has not settled and will be going to mediation.

Board discussed requests from the County Clerk, Court, Controller, Prosecutor, Sheriff, Register of Deeds, Friend of the Court, Animal Control.

Board is favorable to grant the Prosecutor's request for the additional part-time Prosecutor. Board is favorable to the 3% for the non-union employees.

Commissioner Grimshaw asked for clarification on the Health Insurance Fund labeled Board of Commissioners. It is a labeling issue that needs to be updated in the BS & A software system.

Magistrate VanAuken expressed concern on the MIDC Attorney being classified as a State employee as he is a county employee. Also discussed the on-call status that he is obligated to. Board would like to research how the on-call pay was addressed and how the amount is paid.

Clerk Fetting excused at 11:43 a.m.

Sandy Erskine spoke to the Board regarding wages for the FOC Department. She would like to see a wage study done for her Department and would be happy to take on this task.

Adjourned at 12:00 p.m.

Jodi Fetting
Tuscola County Clerk

Caryl Langmaid
Chief Deputy Clerk

Draft
 TUSCOLA COUNTY BOARD OF COMMISSIONERS
 ORGANIZATIONAL MEETING
 January 13, 2020 Minutes
 H. H. Purdy Building

Commissioner Bardwell called the organizational 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 13th day of January 2020, to order at 8:45 o'clock a.m. local time.

Roll Call – Clerk Fetting

Commissioners Present: District 1 - Thomas Young, District 2 - Thomas Bardwell, District 3 - Kim Vaughan (via Google Hangouts) (excused at 12:52 p.m.), District 4 - Mark Jensen, District 5 – Daniel Grimshaw (arrived at 8:49 a.m.)

Commissioner Absent: None

Also Present: Clerk Jodi Fetting, Clayette Zechmeister, Mike Miller, Treasurer Pat Donovan-Gray, Drain Commissioner Bob Mantey, Sheila Long, Sandy Erskine, Mark Haney, Mike Miller, Sandy Nielsen, Debbie Babich, Magistrate Joe VanAuken, Marie Swick, Caryl Langmaid (arrived at 11:43 a.m.)

New Business -

-Nominations for and Election of Board Vice-Chairperson -

Commissioner Jensen nominated Commissioner Young as Vice-Chairperson.

Commissioner Bardwell called for other nominations with none stated.

Commissioner Jensen called for the close of nominations with support from Young with all Commissioners in favor.

2020-M-001

Motion by Jensen, seconded by Vaughan to appoint Commissioner Young as Vice-Chairperson for a 1-year term. Motion Carried.

-Appointment of Commissioners to Boards/Commissions -

Board discussed various Boards and Commissions appointments. Commissioners made adjustments as discussed.

-Board would like an update from Deena Bosworth from Michigan Association of Counties (MAC) at an upcoming meeting.

2020-M-002

Motion by Young, seconded by Jensen to approve the Boards and Commission appointments as discussed with follow-up to be made with Matt Bierlein on appointment to the Human Development Commission. Motion Carried.

-Finance, Personnel and Building & Grounds Standing Committee Commissioner Appointments -

Board discussed the appointments to the standing committees.

2020-M-003

Motion by Grimshaw, seconded by Vaughan to reappoint standing committee chairs as currently appointed. Motion Carried.

Commissioner Bardwell appointed Commissioner Grimshaw to an Ad Hoc Committee titled County Policy Review Committee with Debbie Babich and a representative from the County Clerk's office to be members.

Recessed at 9:35 a.m.

Reconvened at 12:52 p.m.

Clerk Felling excused at 11:43 a.m. during Public Hearing Meeting.

Commissioner Vaughan excused at 12:52 p.m. after the Special Board of Commissioners Meeting.

Other Business as Necessary -

-Board Rules of Order - Board discussed the Board Rules of Order

2020-M-016

Motion by Grimshaw, seconded by Jensen to approve Board Rules of Order and to review and revise within six (6) months. Motion Carried.

- 2020 Conferences - Board reviewed 2020 conferences.

-2020 County Holidays - Board reviewed County Holidays for 2020.

Public Comment - None

Meeting adjourned at 1:05 p.m.

Jodi Felling
Tuscola County Clerk

Caryl Langmaid
Chief Deputy Clerk

Draft
TUSCOLA COUNTY BOARD OF COMMISSIONERS
January 13, 2020 Minutes
H. H. Purdy Building

Commissioner Bardwell called the special 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 13th day of January 2020, to order at 9:43 o'clock a.m. local time.

Prayer – Commissioner Young

Pledge of Allegiance – Commissioner Jensen

Roll Call – Clerk Fetting

Commissioners Present: District 1 - Thomas Young, District 2 - Thomas Bardwell, District 3 - Kim Vaughan (via Google Hangouts), District 4 - Mark Jensen, District 5 – Daniel Grimshaw

Commissioner Absent: None

Also Present: Clerk Jodi Fetting, Clayette Zechmeister, Debbie Babich, Drain Commissioner Bob Mantey, Marie Swick, Magistrate Joe VanAuken, Sandy Nielsen, Mike Miller, Mark Haney, Sheila Long, Sandy Erskine, Caryl Langmaid

Adoption of Agenda -
2020-M-004

Motion by Grimshaw, seconded by Jensen to adopt the agenda as amended.
Motion Carried.

Action on Previous Meeting Minutes - None

Public Comment -

-Commissioner Mantey provided an update on the Drain at Large and the concern of rising water levels.

Consent Agenda Resolution - None

New Business -

Public Hearing Regarding 2020 Amended County Budget -

Recessed at 9:58 a.m. for Public Hearing

Reconvened at 12:01 p.m. from Public Hearing

Clerk Fetting excused at 11:43 a.m. during Public Hearing Meeting

-General Fund Expenditures

2020-M-005

Motion by Jensen, seconded by Young to approve the wage increase of 3% for all non-union employees effective January 1, 2020. Motion Carried.

-General Fund Revenues

2020-M-006

Motion by Grimshaw, seconded by Jensen to amend the General Fund revenues to reinstate the \$406,315.00 that was previously cut from the budget due to the Governor's actions. Motion Carried.

2020-M-007

Motion by Grimshaw, seconded by Jensen to transfer to Capital Improvement Fund by \$100,000.00. Motion Carried.

2020-M-008

Motion by Grimshaw, seconded by Jensen to decrease the budgeted use of General Fund balance by \$205,661.00. Motion Carried.

2020-M-009

Motion by Grimshaw, seconded by Jensen to amend the General Fund Expenditures by \$48,121.00 for settlement of labor contracts. Motion Carried.

2020-M-010

Motion by Grimshaw, seconded by Young to amend the Special Revenue Funds to reinstate the \$54,401.00 that was previously cut from the budget due to the Governor's actions. Motion Carried

2020-M-011

Motion by Grimshaw, seconded by Young to amend the Special Revenue Funds Expenditures by \$38,872.00 for the settlement of labor contracts. Motion Carried.

2020-M-012

Motion by Grimshaw, seconded by Young to approve effective January 6, 2020 the Judges request to the Child Care Fund to eliminate the Family Court Administrator position and increase the Chief Probation Officer starting base wage at \$60,293.00. Also, refill the vacant Juvenile Probation Officer position starting at step one base wage of \$39,373.00 for a total reduction to the Child Care Fund of approximately \$31,775.00. Motion Carried.

2020-M-013

Motion by Grimshaw, seconded by Jensen to approve per the request of the Prosecutor to hire a Part Time Prosecutor at the estimate wage of \$45,000.00 and a Part Time Secretary at the estimate wage of \$15,000.00, for an estimated total of \$60,000.00 for Domestic Violence. Motion Carried.

2020-M-014

Motion by Jensen, seconded by Vaughan to approve effective January 13, 2020 the Controller/Administrators Office Restructure to eliminate the Chief Accountant position, promote the Part Time Account Clerk II to a full time Human Resource/ Finance Assistant. Eliminate the full time shared Account Clerk II, promote the Administrative Assistant to Financial Coordinator. Also, authorization to post and advertise to refill the part time Account Clerk II for Register of Deeds office for a total reduction to the General Fund of approximately \$66,958.00. Motion Carried.

-Capital Improvement and Equipment Technology Request - No additional discussion.

-RFP for Lobbyist -

Clayette working on RFP. She is hoping to have it completed for the Board of Commissioners Meeting on Thursday, January 16, 2020.

-All Funds Fund Balances - No additional discussion.

-Appointment of Airport Zoning Board of Appeals Members -

2020-M-015

Motion by Jensen, seconded by Young to reappoint Don Clinesmith, Paul Hoose, Tim Kinney to the Airport Zoning Board of Appeals effective January 1, 2020 through January 31, 2020. Motion Carried.

Old Business - None

Correspondence/Resolutions - None

COMMISSIONER LIAISON COMMITTEE REPORTS**BARDWELL**

Behavioral Health Systems Board

Caro DDA/TIFA

Economic Development Corp/Brownfield Redevelopment

MAC 7th District

MAC Workers Comp Board

TRIAD

Local Units of Government Activity Report

YOUNG

Board of Public Works

County Road Commission Liaison - Boy Scout Rd update was given, there are 4 options. Indianfields Township Board to decide which option to implement.

Dispatch Authority Board

Genesee Shiawassee Thumb Works

Great Start Collaborative

Human Services Collaborative Council (HSCC)

Jail Planning Committee

MAC Agricultural/Tourism Committee

MI Renewable Energy Coalition (MREC)

Region VI Economic Development Planning

Saginaw Bay Coastal Initiative

Senior Services Advisory Council

Tuscola 2020

Local Units of Government Activity Report

VAUGHAN

Board of Health

County Planning Commission

Economic Development Corp/Brownfield Redevelopment

MAC Environmental Regulatory

Mid-Michigan Mosquito Control Advisory Committee

NACO-Energy, Environment & Land Use

Parks and Recreation Commission

Tuscola County Fair Board Liaison

Local Units of Government Activity Report

GRIMSHAW

Behavioral Health Systems Board

Recycling Advisory

Local Units of Government

JENSEN

Board of Health

Community Corrections Advisory Board

Dept. of Human Services/Medical Care Facility Liaison

Genesee Shiawassee Thumb Works

Jail Planning Committee

Local Emergency Planning Committee (LEPC)

MAC Judiciary Committee

MEMS All Hazard

Local Units of Government Activity Report

Other Business as Necessary - None

Extended Public Comment - None

Meeting adjourned at 12:52 p.m.

Jodi Fetting
Tuscola County Clerk

Caryl Langmaid
Chief Deputy Clerk

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Draft
Tuscola County Board of Commissioners
Committee of the Whole
Monday, January 13, 2020 –8:05 A.M.
HH Purdy Building - 125 W. Lincoln, Caro, MI

Commissioners Present: District 1 - Thomas Young, District 2 - Thomas Bardwell, District 3 - Kim Vaughan (via Google Hangouts), District 4 - Mark Jensen, District 5 - Daniel Grimshaw (arrived at 8:49 a.m. during Organizational Meeting)

Absent: None

Also Present. Clerk Jodi Fetting, Clayette Zechmeister, Mike Miller, Treasurer Patricia Donovan-Gray, Shelly Lutz, Judge Amy Grace Gierhart, Sheila Long, Mark Haney, Sandy Erskine, Sandy Nielsen, Drain Commissioner Bob Mantey, Caryl Langmaid (arrived at 11:43 a.m.)

Personnel
Committee Leader-Commissioner Vaughan and Bardwell

Primary Personnel - (continued below)

- Child Care Fund Refilling of Juvenile Probation Officer -
- Judge Gierhart reviewed the budget requests from the Court and offered to answer any questions the Commissioners may have. Judge also wanted to verify the Child Care Fund budget was not being amended.

Finance/Technology
Committee Leaders-Commissioners Young and Jensen

Primary Finance/Technology

- 2020 IRS Mileage Rate Reduction - The IRS has reduced the rate to \$.575. Matter to be placed on the Consent Agenda.
- Request to Post RFP for Imaging/Restoration using the Register of Deeds Automation Fund -
- Chief Deputy Register of Deeds Marie Swick requested permission to post the RFP and to use the Automation Fund to cover the cost which is estimated at \$56,863.30. Matter to be placed on the Consent Agenda.

On-Going and Other Finance

Finance

1. Preparation of Updated Multi-Year Financial Plan
2. Continue Review of Road Commission Legacy Costs

Technology

1. Increasing On-Line Services/Updating Web Page
2. Implementation of New Computer Aided Dispatch System

Personnel

Committee Leader-Commissioner Vaughan and Bardwell

Primary Personnel - (continued from above)

-Position Filled for IT Department - CIO Eean Lee has found a candidate and is requesting the hiring approval. Matter to be placed on the Consent Agenda.

-Controller's Office Restructure - Clayette reviewed the restructure plan for the Controller's Office. Board discussed.

-Child Care Fund Refilling of Juvenile Probation Officer - Board discussed. Matter to be placed on the Consent Agenda.

Recessed at 8:45 a.m.

Commissioner Grimshaw arrived at 8:49 a.m.

Reconvened at 1:05 p.m.

Clerk Fetting excused at 11:43 a.m. during the Public Hearing Meeting.

Commissioner Vaughan excused at 12:52 p.m. after the Special Board Meeting.

On-Going and Other Personnel

1. Strengthen and Streamline Year-End Open Enrollment

Building and Grounds

Committee Leaders-Commissioners Jensen and Grimshaw

Primary Building and Grounds

-Potential Land Purchase - Mike Miller would like to contact the owner of the home that recently had a structure fire behind the Maintenance Garage to see if they would be interested in selling. Board directed Mike to make contact with the owner.

On-Going and Other Building and Grounds

1. County Jail Study - A meeting is scheduled on January 15, 2020 at 10:00 a.m. for the proposed building layout.
2. Recycling Relocation Update
3. County Physical and Electronic Record Storage Needs – Potential Use of Recycling Pole Building
4. Review of Alternative Solutions Concerning the Caro Dam

Other Business as Necessary

-Animal Control Ordinance Input – E-mail and Regular US Mail Distribution has been completed and the locals have until January 24, 2020 to respond. The Animal Control Ordinance and comments will be added to the January 30, 2020 meeting for review.

Public Comment Period - None

Meeting adjourned at 1:35 p.m.

Jodi Fetting
Tuscola County Clerk

Caryl Langmaid
Chief Deputy 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 16th day of January, 2020 at 8:00 a.m. local time.

COMMISSIONERS PRESENT:

COMMISSIONERS ABSENT:

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

CONSENT AGENDA

Agenda Reference: A

Entity Proposing: COMMITTEE OF THE WHOLE 1/13/20

Description of Matter: Move that per the correspondence from the Internal Revenue Service that effective January 1, 2020 the standard county mileage rate be increased from \$0.58 per mile to \$0.575 per mile

Agenda Reference: B

Entity Proposing: COMMITTEE OF THE WHOLE 1/13/20

Description of Matter: Move that per the request from the Register of Deeds the posting for the RFP for Imagining/restoration of records in the Deeds office be posted.

Agenda Reference: C

Entity Proposing: COMMITTEE OF THE WHOLE 1/13/20

Description of Matter: Move to temporarily lift the county hiring freeze and authorize the hiring of Matthew Brown as an IT Help Desk Technician at Step I effective January 17, 2020 pending favorable background, physical and drug screen.

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.

Thomas Bardwell, Chairperson
Tuscola County Board of Commissioners

Jodi Fetting
Tuscola County Clerk



TUSCOLA COUNTY MOSQUITO ABATEMENT

1500 Press Drive
Caro, Michigan 48723-9291
989-672-3748 Phone ~ 989-672-3724 Fax

CLASS TITLE: MOSQUITO ABATEMENT DIRECTOR

General Statement of Duties:

Directs and supervises the Mosquito Abatement operation of Tuscola County. The Mosquito Abatement Director is responsible for the overall management, budgeting, public relations, financial monitoring, personnel, planning and related functions of the Mosquito Abatement Program.

The Mosquito Abatement Director is under the general supervision of the Tuscola County Controller/Administrator.

Distinguishing Feature of this Class:

Plans and executes a yearly treatment plan that is financially responsible while meeting the public's anticipated needs and follows the tenants of an Integrated Pest Management (I.P.M.) Plan. The Mosquito Abatement Director plans long-range goals and objectives of the program.

Examples of Work:

Examples of work are listed below. Other work is conducted as assigned by the Tuscola County Controller/Administrator and/or the Tuscola County Board of Commissioners. This list is not all inclusive and other duties may be assigned as necessary.

1. Supervises mosquito abatement staff including participating in employment interviews, training, assigning work, scheduling, and assisting in the resolution of employee relations issues.
2. Explains and informs the public regarding the Mosquito Abatement Program and operations.
3. Informs the Tuscola County Board of Commissioners and the Controller/Administrator regarding program status and refers policy related matters. Prepares an Annual Report and an annual Technical Program.
4. Develops an annual Mosquito Abatement Budget for review and consideration by the Controller/Administrator and the Tuscola County Board of Commissioners. The Mosquito Abatement Director is responsible

for monitoring the Mosquito Abatement Budget and reviewing financial activity in relation to said budget.

5. The Mosquito Abatement Director shall be involved in the process of bidding and purchasing of various equipment, abatement materials and services for program operation.
6. If necessary to use aerial application, the Mosquito Abatement Director shall direct aerial applicators and other contractors involved in the Mosquito Abatement Program operations.
7. Conducts planning and participates in mosquito abatement organizations and associations to update current operations with the latest state of the art practices.
8. Maintains an effective record keeping system.
9. The Mosquito Abatement Director is responsible for coordinating the purchase of annual pollution insurance and the maintenance of all equipment.
10. Performs related work as required.

Required Knowledge, Skills and Abilities:

All of the following knowledge, skills, and abilities are essential.

1. Comprehensive knowledge in mosquito abatement technology and products.
2. Must be able to deal with all employees and with the public as a representative of the mosquito abatement program.
3. Good oral, written, and personal communication skills are required.
4. Ability to assess problems and address them appropriately.
5. Ability to obtain State Certification as a Commercial Pesticide Applicator-Mosquito Management (7F) and a Pesticide Applicator Trainer Certificate from the State of Michigan.
6. Must be knowledgeable in office skills (i.e., typing, FAX machine, copy machine, general computer skills, etc).
7. Knowledge in use of ArcMap software.

8. Must be able to safely perform all essential job functions without harm to self or others with or without reasonable accommodations.

Training and Experience:

1. Two (2) years of managerial or supervisory experience in a mosquito abatement program or a comparable management position.
2. Must be a high school graduate or have a GED.
3. A four (4) year college degree in an environmental science discipline is preferred. Specialized training and experience in mosquito abatement may be substituted.
4. Must have a valid Driver's License with a good driving record and maintain such.



TUSCOLA COUNTY CONTROLLER/ADMINISTRATOR'S OFFICE

Clayette A. Zechmeister
Controller/Administrator
zclay@tuscolacounty.org

125 W. Lincoln St., Suite 500
Caro, Michigan 48723

Telephone
989-672-3700

Dated: January 16, 2020:

Tuscola County is accepting proposals from experienced and qualified consultants to provide governmental representation and consulting services. Sealed proposals will be received by Tuscola County at the Controller/Administration office, 125 W. Lincoln, Suite 500, Caro, MI, 48723 until EXACTLY 4:30 P.M. Local Time, WEDNESDAY, FEBRUARY 12, 2020 The name of submitting proposers will be publicly read at the Tuscola County Full Board Meeting on February 13, 2020

Tuscola County officially distributes solicitation documents from the Controller/Administration Office or on the county web page at www.tuscolacounty.org

TUSCOLA COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.

Any deviation from the specifications must be noted on the proposal.

Please submit proposal on or before the date and time given above to:

Clayette Zechmeister, Controller/Administrator
Tuscola County
125 W. Lincoln Street, Suite 500
Caro, MI 48723

All proposals must be submitted in a Sealed Envelope marked: "RFP – GOVERNMENTAL REPRESENTATION AND CONSULTING SERVICES"

Background

Tuscola County is a residential community located in the "Thumb" of Michigan, with a population approaching 52,764. The county was created by Michigan Law on April 1, 1840 and authorized to establish its own government in 1850. The County's fiscal year begins on January 1st and ends on December 31st. Further information about Tuscola County can be obtained on the County's website www.tuscolacounty.org or by contacting Clayette Zechmeister, County Controller/Administrator, at 989-672-3700.

Objectives

The objective of this proposal is to select a qualified and experienced governmental consultant, with well-developed strategic relationships, for the purpose of assisting the County in developing and implementing an effective and strategic agenda that addresses areas of interest. The awarded consultant will represent the County in legislation and in policy level governmental decisions made on the county, state and federal levels. In addition, the consultant will be expected to assist and advocate proactively on behalf of the County on legislative matters, funding opportunities and other issues pertaining directly to the County's unique governmental interests.

The consultant will receive direction from the County Controller/Administrator and/or designee(s) relative to the legislative agenda and strategies for local issues of concern. The consultant will be expected to interact with the staff of various County departments, depending upon the nature of the particular issue. The consultant will be expected to provide reports and/or make periodic presentations to the County Commissioners or its committees.

Scope of Work

Working in consultation with the County Commissioners and/or County Controller/Administrator the following primary areas of responsibility:

- Develop and maintain relationships with members of State and Federal legislature, legislative leadership, executive branch and others to effectively represent the interests of Tuscola County.
- Monitor Federal and State legislative and regulatory issues with potential impact to Tuscola County; consult and advise on legislative activities.
- Provide assistance in development and implementation of a government relations plan (public and private sectors) to support Tuscola County interests.
- Represent or advocate for the County on specific projects, issues, legislation and funding.
- Outreach, coordination and collaboration with individuals and groups that have interests similar to Tuscola County.
- Obtain and provide data pertaining to matters of interest to Tuscola County.
- Regularly communicate with Tuscola County concerning current and potential legislation regulations and related issues that could have an impact on the County. Include monthly updates/reports on activities. Be available to meet with County officials as requested.
- Provide facilitation and coordination with complex projects that involve multiple entities from ownership, regulatory, financing, elected officials, key staff, and the like.
- Identify opportunities for the County to pursue that would result in positive recognition for the county and its residents and businesses.

- Provide such other representation and consulting duties as are determined to be in the interests of the County and as communicated to the awarded consultant by the Controller/Administrator through direction from the Board of Commissioners.

Mandatory Requirements

These guidelines are provided to assist participating consultants in formulating a thorough response. The successful consultant shall ensure/understand that:

1. Consultant will work closely with County Commissioners and County staff during all phases of the work. A strong, positive working relationship must be maintained.
2. All licenses required for a discipline by the State of Michigan shall be maintained during the course of the contract.
3. Consultant will provide a single point of contact for the duration of the contract.
4. Consultant will not proceed on a project without the written consent of the County.
5. Consultant will comply with all State and Federal laws applicable to any and all services provided to the County.
6. All required insurances are to be maintained by the consultant during the course of the contract.
7. Consultant will provide reports and status sheets monthly to the County.
8. Conflicts of interest on the part of the consultant shall be identified to the County. In submitting a proposal, the consultant shall provide a list of all current clients. The County may waive conflict of interest at its sole discretion.

Contract Period and Payment Terms

A contractual period will be for the duration of one (1) year with options to renew for up to a total of three (3) years. Contract extension options will be completed prior to expiration of contract, for each available extension year.

Payment will be remitted by check net 30 days or ACH net 30 days from receipt of correct and acceptable invoice that includes the following detailed project information:

- Information for each discipline on each individual project
- Number of hours spent on each project
- Number of hours spent on miscellaneous services
- Sub-consultant hours

A contract amount shall be proposed by the consultant, although the County may choose to negotiate. All costs incurred by consultant shall be included in its fees.

Qualifications and Minimum Evaluation Factors

Proposals will be evaluated and ranked by the Board of Commissioners and the Controller/Administrator. A select number may, if it is in the best interest of the County, be invited for

an interview. The County reserves the right to request a best and final offer. A recommendation will then be presented to the proper signing authority for consideration and approval.

The County reserves the right to interview any number of qualifying firms as part of the evaluation and selection process. The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of the services, which will include, but not be limited to: depth and breadth of experience, size and scope of previous projects, quality and experience of the assigned personnel, work program, etc.

No negotiations, decisions or actions shall be initiated by any firm as a result of any verbal discussion with any individual county employee prior to the opening of responses to this document or during the evaluation process. All communication shall be conducted through the County Controller/Administrator or County Commissioners, unless specific written documentation is provided to the vendor. The County reserves the right to select and subsequently recommend for award, the proposed equipment which best meets its required needs, quality levels and budget constraints.

All proposals will be evaluated. Tuscola County reserves the right to reject any and all proposals or to make an award based directly on the proposals. Tuscola County reserves the right to negotiate separately with any consultant, when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection or a counter-offer on the part of the County. The consultant selected for the award will be chosen on the basis of the apparent greatest benefit to Tuscola County.

Tuscola County reserves the right to interview any number of qualifying consultants as part of the evaluation process. The decision of which consultant to contact (if any) will be based on the selection criteria outlined in this document and as determined in the evaluation process. The County reserves the right to award in its best interests without interviews. Meetings with shortlisted consultants will provide additional information and criteria upon which the County will base its selection decision. Tuscola County reserves the right to select, and subsequently recommend for award, the proposed services which best meets its required needs, quality levels and budget constraints.

The County is not required to accept the lowest cost proposal in all or in part. The proposal award will not be based solely upon cost. The proposal evaluation criteria should be viewed as standards, which measure how well a consultant's approach meets the desired requirements and needs of the County.

General Conditions

The County reserves the right to reject any and all proposals, to waive any informality in the proposal received, and to accept any proposal (or part thereof) which it will deem to be most favorable to the interest of the County or to award to multiple proposers.

The County reserves the right to waive any informalities, or immaterial omissions or defects not involving price, time or changes in the work and to reject any or all proposals, if to do so is deemed in the best interest of the County. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the consultant to whom it is proposed to make such award. Any contract awarded to a person or company who is discovered to have been in default or disqualified at the time of the awarding of the contract shall be voidable at the discretion of the Board of Commissioners of Tuscola County.

The County reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and/or any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the consultant resulting from the requested changes are subject to acceptance by the County. Changes may be increases or decreases.

No proposal will be accepted from any person, firm or corporation who is in arrears upon any obligation to the County or who otherwise may be deemed irresponsible or unreliable by the County.

All costs incurred in the preparation and presentation of this proposal, in any way whatsoever, shall be wholly absorbed by the prospective firm. All supporting documentation shall become the property of Tuscola County unless requested otherwise at the time of submission. The confidentiality or disclosure of any information submitted is governed by the Michigan FOIA. The County cannot promise, warrant or guarantee confidentiality nor will the information presented be exempt from disclosure under the FOIA. The County may honor requests for confidentiality only to the extent that FOIA permits.

Ownership of all data, materials and documentation originated and prepared for Tuscola County pursuant to the Request for Proposals and the subsequent contract shall belong exclusively to Tuscola County.

Any deviation from the specifications must be noted in the proposal. All information requested herein must be submitted with the proposal; failure to do so may result in rejection of the proposal as non-responsive and/or incomplete. No faxed or late proposals will be accepted.

Municipalities are exempt from Michigan State Sales and Federal Excise Taxes. Prices quoted shall not include Federal or State taxes. The County will furnish the successful consultant with tax exemption certificates when requested.

The consultant is an independent contractor and as such will be responsible for paying his/her own Federal income tax and self-employment tax, or any other taxes applicable to the compensation paid under this agreement.

All correspondence or inquiries from interested firms regarding this proposal shall be directed to the attention of Clayette Zechmeister, County Controller/Administrator 125 W. Lincoln Street, Suite 500, Caro, MI 48723, zclay@tuscolacounty.org. All inquiries will be made in writing in order that a written response in the form of an addendum can be processed before the due date. Inquiries received after Thursday, February 12, 2020 at 4:30 P.M., will not be considered.

Only those persons designated above are authorized to seek additional information from Prospective consultants regarding their proposals. Correspondence or inquiries made directly to firms regarding their proposals from all other persons are to be directed to those County employees designated above for appropriate review and response.

Tuscola County shall reserve the right to terminate the contract without penalty upon 30 days written notice due to poor performance or for any reason deemed to be in its best interest. Tuscola County reserves the right to re-award the contract to the second most qualified proposal, re-bid the contract, or do whatever is deemed to be in its best interest.

No contract may be assigned, sublet or transferred without the written consent of Tuscola County. Any sub-consultant, so approved, shall be bound by the terms and conditions of this contract. The consultant shall be fully liable for all acts and omissions of its sub-consultant(s) and shall indemnify Tuscola County for such acts or omissions.

The consultant will provide competent, suitable and qualified personnel to perform the work as required by the County. A single point of contact will be designated for the County by the awarded firm. All work shall meet the approval of the Board of Commissioners or their authorized representative, as conforming to the provisions and requirements of this contract.

Advanced payments will not be authorized. Payments will be made upon acceptance of services rendered.

Tuscola County is exempt from all sales, excise and transportation taxes. Contracts for work under this proposal will obligate the firm to not discriminate on the grounds of race, color, creed, religion or national origin in their employment practices. In the event bankruptcy proceedings are commenced by or against consultant or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability. The County may cancel the Agreement/Contract or affirm the Contract and hold the proposer responsible for damages.

The County's acceptance of a proposal/bid and approval of the award of a contract shall not constitute a formed contract and the acceptance of a proposal/bid and award of a contract shall be contingent and conditioned upon the parties' entry into and execution of a written agreement acceptable to the County.

It shall be the consultant's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all consultants shall be bound by such changes or addenda.

Insurance Regulations

The vendor shall not commence work until he has obtained and delivered to Tuscola County the certificate of insurance required under this paragraph. All insurance carriers must be acceptable to the County and licensed and admitted to do business in the State of Michigan. Certificate of Insurance and required endorsements shall be sent electronically to Tuscola County to the attention of the Controller/Administrator at the following email address: zclay@tuscolacounty.org.

A new certificate of insurance shall be provided to the County each year at the time of policy renewal. Failure of the Vendor to maintain the required insurance shall be grounds for contract cancellation.

1. Commercial General Liability Insurance: The Vendor shall procure and maintain during the life of the blanket purchase order/contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General

Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

2. **Umbrella Liability Insurance:** The Vendor shall procure and maintain during the life of this contract Umbrella Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence.
3. **Workers' Compensation Insurance:** The contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including employers' liability coverage, in accordance with all applicable statutes of the State of Michigan.
4. **Professional Liability:** The Consultant shall procure and maintain during the life of this contract, Professional Liability insurance in an amount not less than \$1,000,000 per occurrence and aggregate.
5. **Cancellation Notice:** Workers' Compensation Insurance and Commercial General Liability Insurance, as described above, shall include an endorsement stating the following: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the certificate holder named to the left."
6. **Proof of Insurance Coverage:** The Contractor shall provide Tuscola County, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to Tuscola County at least ten (10) days prior to the expiration date.

Hold Harmless

To the fullest extent permitted by law, Vendor agrees to defend, pay in behalf of indemnify and hold harmless Tuscola County, its elected and appointed officials, employees and volunteers and others working in behalf of Tuscola County against any and all claims, demands, suits, or loss, including all costs and attorneys' fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from Tuscola County, its elected and appointed officials, employees, volunteers or others working in behalf of Tuscola County by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

Instructions to Proposers

Any significant explanation desired by a proposer, regarding the meaning or interpretation of the Request for Proposals must be requested with sufficient time allowed for a reply to reach all prospective proposers before the submission of their proposals.

Any information given to a prospective proposer concerning the Request for Proposals will be furnished to all prospective proposers as an amendment or an addendum to the Request for Proposals, if such information would be of significance to uninformed proposers. The County shall make the sole determination as to the significance to uninformed proposers. Questions regarding the proposal must be made in writing and sent to Clayette Zechmeister, County Controller/Administrator, 125 W. Lincoln Street, Suite 500, Caro, MI 48723; zclay@tuscolacounty.org; prior to Wednesday, February 12, 2020 at 4:30 P.M.

The proposal is to be completed in legible form, preferably typewritten.

PLEASE MARK YOUR ENVELOPES: "RFP: --GOVERNMENTAL REPRESENTATION AND CONSULTING SERVICES." NO FAXED PROPOSALS WILL BE ACCEPTED.

TIMELY SUBMITTAL: Proposals are accepted until Wednesday, February 12, 2020, at EXACTLY 4:30 P.M. (Local time). Late submittals will not be accepted.

All information requested herein shall be submitted with the Request for Proposals (RFP); failure to do so may result in rejection of the Request for Proposals as non-responsive and/or incomplete.

Tuscola County reserves the right to reject any and all Request for Proposals to waive any irregularity or informality in any Request for Proposals received, and to accept any Request for Proposals or part thereof, which shall be deemed to be most favorable to the interests of Tuscola County.

December 12, 2019

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, December 12, 2019 at 8:00 A.M.

Present: Road Commissioners John Laurie, Gary Parsell, Julie Matuszak, David Kennard, and Duane Weber; Acting County Highway Engineer Brent Dankert, Operations Engineer Technician Will Green, Superintendent/Manager Jay Tuckey, and Director of Finance/Secretary-Clerk Michael Tuckey.

Motion by Parsell seconded by Weber that the minutes of the November 27, 2019 regular meeting of the Board be approved. Weber, Kennard, Matuszak, Parsell, Laurie --- Carried.

Payroll in the amount of \$113,041.60 and bills in the amount of \$85,710.45 covered by vouchers #19-62 and #19-63 were presented and audited.

Motion by Matuszak seconded by Parsell that the payroll and bills be approved, and that the payroll and bills be approved in two (2) weeks by the Director of Finance. Weber, Kennard, Matuszak, Parsell, Laurie --- Carried.

Brief Public Comment Segment:

- (1) Mr. James Satchel appeared before the Board with a list of questions regarding the Shay's Lake Road Box Culvert Project. Acting County Highway Engineer Dankert provided the answers to his questions, and explained the current status of the project.

BUDGET HEARING

At 8:15 A.M. a budget hearing was held to hear any comments regarding the proposed 2020 Budget for the Tuscola County Road Commission. Director of Finance Michael Tuckey presented the proposed 2020 Budget. After hearing comments from the public, the following motion was introduced:

Motion by Parsell seconded by Weber that the proposed 2020 Budget for the Tuscola County Road Commission be adopted as presented. Weber, Kennard, Matuszak, Parsell, Laurie --- Carried.

Management and the Board further discussed the status of the road closure on Boy Scout Road. Indianfields Township Supervisor Ray Rendon was also in attendance for the discussion. Acting County Highway Engineer Dankert reported to the Board that road repair options are currently being designed, along with cost estimates for the proposed road repairs. Indianfields Township Supervisor Ray Rendon reported to the Board that the township is willing to participate in the funding for the road repairs. Dankert will forward the cost estimates to Indianfields Township once they are available.

Motion by Weber seconded by Parsell to deny the request from the Watertown Township Board to install specialty street signs in the Village of Fostoria, as recommended by the Acting County Highway Engineer because the signs are not compliant with the Michigan Manual of Uniform Traffic Control Devices. Weber, Kennard, Matuszak, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak to approve the request from Consumers Energy to open-cut Beech Road in the Village of Fostoria, with the conditions specified in the Permit. Weber, Kennard, Matuszak, Parsell, Laurie --- Carried.

Larry Weller and Tim Hutchinson appeared before the Board to discuss the Board's approved extension of Mr. Weller's request for Leave of Absence. After discussion, Management will further review the request with the Road Commission's Labor Attorney, and report back to the Board.

Motion by Parsell seconded by Weber granting Scott Jacoby a Medical Leave of Absence for twelve (12) weeks. Weber, Kennard, Matuszak, Parsell, Laurie --- Carried.

Superintendent/Manager Jay Tuckey reviewed with the Board the current status and future needs of the Road Commission's road equipment.

Motion by Parsell seconded by Weber that the Board go into closed session at 10:20 A.M. for the purpose of discussing a pending lawsuit. Weber, Kennard, Matuszak, Parsell, Laurie --- Carried.

At 10:30 A.M. the Board returned to open session.

The Board discussed options regarding the future staffing of the Road Commission's Engineering Department.

Motion by Parsell seconded by Matuszak that Management put together plans for hosting the next Blue Water Highway Council Meeting to be held Thursday, January 23, 2020. Weber, Kennard, Matuszak, Parsell, Laurie --- Carried.

Motion by Matuszak seconded by Parsell that the meeting be adjourned at 11:00 A.M. Weber, Kennard, Matuszak, Parsell, Laurie --- Carried.

Chairman

Secretary-Clerk of the Board

Kalkaska County Board of Commissioners
Resolution 2019-56
Supporting Passage of Legislation to Adopt 4-Year
Terms for County Commissioners

At a Regular Meeting of the Kalkaska County Board of Commissioners, on December 18, 2019:

WHEREAS the 1963 Michigan Constitution stipulated four-year terms for the County Board of Supervisors, the preceding body to today's Board of Commissioners; and

WHEREAS the Legislature voted in 1966 to abolish Boards of Supervisors and formally replace them with the Boards of Commissioners after the 1968 elections; and

WHEREAS Public Act 261 of 1966 promulgated that the length of terms for the new County Commissioners shall be concurrent with that of State Representatives, as specified, as specified in Article IV, Section 3 of the Michigan Constitution; and

WHEREAS the scope of duties of a County Commissioner has greatly increased in the last century – road patrols, indigent defense, mental health treatment and substance abuse prevention programing, solid waste pick-up and disposal, food and water supply safety, park operations, economic development efforts, emergency management and response, etc.; and

WHEREAS Michigan is one of only five states in the United States that provides for exclusively two-year terms for County Commissioners; and

WHEREAS all other county and township elected officials in Michigan are elected to terms of at least four years; and

WHEREAS the position of County Commissioner is a highly complex oversight role that requires years to master; and

WHEREAS legislation to amend state law to enact four-years terms has been filed in the form of House Bills 4937-38 and Senate Bills 504-505; and

WHEREAS the Michigan Association of Counties supports the legislation as introduced;

THEREFORE, BE IT RESOLVED that the Kalkaska County Board of Commissioners supports House Bills 4937-38 and Senate Bills 504-505 to enact four-year terms for County Commissioners.

Motioned by West to adopt Resolution 2019-56. Supported by Comai. Roll call vote:

Yeas: West, Comai, Crambell, Sweet, Fisher.

Nays: None

Absent: Cox, Ngirarsaol

5 yeas. 0 nays. 2 absent. Motion Carried.

 12-18-2019

Kohn E. Fisher,
Chairman of the Board of Commissioners Kalkaska County

I, the undersigned, Clerk of Kalkaska County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Kalkaska County Board of Commissioners, at its Regular Meeting on December 18, 2019 the original of which is part of the Board's minutes.

_____
Deborah L. Hill
Clerk of the Board of Commissioners Kalkaska County

BAY COUNTY BOARD OF COMMISSIONERS

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DECEMBER 10, 2019

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS

WHEREAS, The 1963 Michigan Constitution stipulated four-year terms for the county Board of Supervisors, the preceding body to today's Board of Commissioners; and
 WHEREAS, The Legislature voted in 1966 to abolish Boards of Supervisors and formally replace them with Boards of Commissioners after the 1968 elections; and
 WHEREAS, Public Act 261 of 1966 promulgated that the length of terms for the new county commissioners shall be concurrent with that of state representatives, as specified in Article IV, section 3 of the Michigan Constitution; and
 WHEREAS, The scope of duties of a county commissioner has greatly increased in the last century — road patrols, indigent defense, mental health treatment and substance abuse prevention programming, solid waste pick-up and disposal, food and water supply safety, park operations, economic development efforts, emergency management and response; and
 WHEREAS, Michigan is only one of five states in the United States that provides for exclusively two-year terms for county commissioners; and
 WHEREAS, All other county and township elected officials in Michigan are elected to terms of at least four years; and
 WHEREAS, The position of county commissioner is a highly complex oversight role that requires years to master; and
 WHEREAS, Legislation to amend state law to enact four-year terms has been filed in the form of House bills 4937-38 and Senate Bills 504-505; and
 WHEREAS, The Michigan Association of Counties supports the legislation as introduced; Therefore, Be It Resolved That the Bay County Board of Commissioners supports House Bills 4937-38 and Senate Bills 504-505 to enact four-year terms for county commissioners; Be It Further Resolved That a copy of this resolution be forwarded to Governor Gretchen Whitmer, Senator Kevin Daley, Representatives Brian Elder and Annette Glenn, the Michigan Association of Counties and the other 82 Michigan Counties.

MICHAEL J. DURANCZYK, CHAIR
AND BOARD

Commissioner 4 Year Terms

Resolution co-sponsored by Commissioners Michael J. Duranczyk, 1st District, and Ernie Krygier, 2nd District

MOVED BY COMM. LUTZ

SUPPORTED BY COMM. RYDER

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	X			KIM J. COONAN	X			MICHAEL E. LUTZ	X		
ERNIE KRYGIER	X			THOMAS M. HEREK	X						
VAUGHN J. BEGICK	X			TOM RYDER	X						

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: XX YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED X DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

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BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 10, 2019

BAY COUNTY RESOLUTION REQUESTING DECLARATION OF THE GREAT LAKES SHORELINE AS A DISASTER AREA AND SEEKING ASSISTANCE

- WHEREAS, Near record high water levels in the Great Lakes, as well as the bays and rivers connected to them, have contributed toward major erosion on beaches and shorelines all across the State of Michigan throughout 2019; and
- WHEREAS, With the Michigan winter, ice flows and jams will continue to worsen the already bad situation throughout the Great Lakes; and
- WHEREAS, The Great lakes are Michigan's most vital and precious resource; and
- WHEREAS, The County of Bay realizes that storms, high water, and wind driven wave action are causing severe erosion of the shoreline; and
- WHEREAS, The Great Lakes are the State of Michigan's economic and property value driver for the tax base along the shoreline and connecting tributaries; and
- WHEREAS, The current conditions of the Great Lakes shoreline negatively affects businesses and the tourism industry by limiting access to the beaches; the loss of private property along the shoreline negatively affects the local, county, and state tax base; and municipal water systems and the inland water levels throughout the state are all negatively affected; Now, Therefore, Be it Hereby
- RESOLVED That the Bay County Board of Commissioners requests that the Governor of the State of Michigan along with our State Legislature declare the Shoreline of the Great Lakes in the State of Michigan a disaster area, and that the Governor and the State Legislature seek assistance from Congress and the President of the United State for this devastating situation which has a negative impact statewide.

ERNIE KRYGIER, 2ND DISTRICT
BAY COUNTY COMMISSIONER

Krygier - Great Lakes Shoreline Disaster Area Declaration

MOVED BY COMM. LUTZ

SUPPORTED BY COMM. KRYGIER

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	X			KIM J. COONAN	X			MICHAEL E. LUTZ	X		
ERNIE KRYGIER	X			THOMAS M. HEREK	X						
VAUGHN J. BEGICK	X			TOM RYDER	X						

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: XX YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED X DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

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