

DRAFT
Agenda
Tuscola County Board of Commissioners
Committee of the Whole
Thursday, September 24, 2009 – 8:00 A.M.
Annex Board Room (207 E. Grant Caro, Mi.)

Non-Committee

Finance

Committee Leaders-Commissioner Bardwell and Peterson

Primary Finance Items

1. **Environmental Health Officer Agreement between Tuscola and Huron Counties**
2. **MAC Update Regarding State Revenue Sharing (See A)**
3. **Use of Corrections Officers Training Fund for Inmate Mental Health Costs**
4. **2010 Budget Development Update (See B)**
5. **Out of State Travel Request (See C)**

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation (Balanced through August)
2. ACS Contract Potential Changes – Corporate Council Language Needed
3. Update Regarding Broadband Application
4. Revolving Loan Fund and Enterprise Facilitation
5. Potential Changes in Dog License Issue Periods
6. ATM, PayPal, Touch Pay Options for Courthouse – Circuit/Court Administrator
7. SBCI – Great Lakes Restoration Initiative Grant Funds - Set Meeting Date with Bay County Executive
8. Monthly Financial Reports
9. Discussion of Tether Program Potentials-Commissioner to Call Judge
10. Draft Lapeer County Resolution
11. BCBSM Claim
12. Circuit/Family Court 2009 Supplemental Appropriation Request

Personnel

Committee Leader-Commissioners Roggenbuck and Bardwell

Primary Personnel Items

1. **Honorary Resolution for Dagmar Brown (See D)**
2. **Review of Draft Appointment Application Form (See E)**

Secondary/On-Going Personnel Items

1. Employee Recognition
2. Open Meetings Act Discussion for Boards and Commissions – Corporate Council and County Prosecutor
3. Mosquito Abatement Committee – Policy Review
4. Farmland Preservation Committee
5. Job Descriptions
6. Incorporate County Personnel Policies and Other key Personnel Information on the County Web Site
7. Backup Computer Support for Sheriff Department
8. Electronic Time Recording System
9. Circuit/Family Court Personnel Policies
10. Veterans' Affairs Committee Vacancy
11. County Organizational Chart
12. RFP for Labor/Personnel Legal Services

Building and Grounds

Committee Leader-Commissioners Petzold and Kern

Primary Building and Grounds Items

Secondary/On-Going Building and Grounds Items

1. Vanderbilt Park Operational Cost Sharing Request with Wisner Township and Proposed Upgrades
2. Human Services Building Remodeling Update
3. Follow-Up Work for NACO Energy Star Program
4. Review of FOC Potential Relocation to the Courthouse
5. Adult Probation Update Regarding Purchase Completion Steps
6. Energy Efficiency Grants Timeline and Application Procedures – Next Steps
7. Draft Airport Zoning Update - Timeline

Correspondence/Other Business as Necessary

1. Resolutions from Other Counties
2. National Flood Insurance Program
3. Economic Development
 - County EDC Strategic Planning and CAT Integration
 - Economic Gardening
 - RBEG 3rd Year Application Enterprise Facilitation
 - East Central Michigan Council of Governments Coastal Zone Management Grant
 - Regional Tourism

Public Comment Period

Closed Session – If Necessary

Other Business as Necessary

Notes:

Except for the Statutory Finance Committee, committee meetings of the whole are advisory only. Any decision made at an advisory committee is only a recommendation and must be approved by a formal meeting of the Board of Commissioners.

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.

This is a draft agenda and subject to change. Items may be added the day of the meeting or covered under other business at the meeting.

Statutory Finance Committee

1. Claims Review and Approval

From: Mike Hoagland [MHoagland@TuscolaCounty.org]
Sent: Wednesday, September 23, 2009 2:47 PM
To: Angie Daniels
Subject: FW: revenue sharing update

Importance: High

From: Tom Hickson [mailto:hickson@micounties.org]
Sent: Wednesday, September 23, 2009 2:16 PM
Subject: revenue sharing update
Importance: High

HOUSE APPROPRIATIONS NOT LIKELY TO VOTE ON COUNTY REVENUE SHARING BILLS, SENATE STILL PLANS TO CUT

Today, it appears that the House Appropriations Committee will not take up House Bills 5251 and 5252, and after weeks of delaying a vote, the future for the bills is unclear.

What is clear is that our contacts to the committee and the House members have definitely been very effective in preventing passage of this legislation. It is possible these bills could be shelved for a little while.

One problem remains, however, and that is that the Senate still is looking to garner at least a 14% cut from counties, as passed in their version of the budget earlier. Tonight it is possible that the Conference Committee on the General Government (Revenue Sharing) budget, SB 245 may be acted on. Senators need to hear from you today that counties have already been saving the state nearly a billion dollars since 2004. The argument being made is that cities have taken hits and we need to as well. While HB 5251 and 5252 may be on the shelf for a time, the budget for counties can still be cut by other means.

Any of the arguments you made in your conversations on 5251, 52 can be used to oppose cuts in the General Government budget.

First of all, counties went from \$183 million to zero to help out the state. Any further cuts are simply double dipping. Second, cuts to counties don't make the cities feel any better, and vice versa. Huge cuts to revenue sharing, no matter if it is to the county, city, village or township all impact residents in a big way. **Many of your Senators voted on the county revenue sharing deal the first time around and you may remind them the following:**

- The legislature and Governor need to honor their commitment to counties for forgoing revenue sharing by bringing us back.
- Counties have lost considerable cash flow from this deal, due to the later collection date and cutting only exacerbates the problem.

- Counties are mandated to take on many services from the state and already face nearly \$100 million of cuts in the Community Health Budget alone in the areas of public health, mental health and Medicaid. We also face potential hits to human services programs and corrections program. The bleeding has to stop somewhere!

Below is a list of conferees on the Conference Committee and a list of all Senators.

General Government: SB 245

Conferees:

Senators Pappageorge (R-Oakland), Jansen (R-Kent), Cherry (D-Genesee)

Representatives Durhal (D-Wayne), Cushingberry (D-Wayne), Rogers (R-Livingston)

Below is a list of all Senate members so you may contact them today!

		Phone Number	Fax Number	Location
<u>Allen, Jason</u>	<u>37</u>	(517) 373-2413	(517) 373-5144	820 Farnum Building
<u>Anderson, Glenn S.</u>	<u>6</u>	(517) 373-1707	(517) 373-3935	610 Farnum Building
<u>Barcia, Jim</u>	<u>31</u>	(517) 373-1777	(517) 373-5871	1010 Farnum Building
<u>Basham, Raymond E.</u>	<u>8</u>	(517) 373-7800	(517) 373-9310	715 Farnum Building
<u>Birkholz, Patricia L.</u>	<u>24</u>	(517) 373-3447	(517) 373-5849	805 Farnum Building
<u>Bishop, Michael</u>	<u>12</u>	(517) 373-2417	(517) 373-2694	S-106 Capitol Building
<u>Brater, Liz</u>	<u>18</u>	(517) 373-2406	(517) 373-5679	510 Farnum Building
<u>Brown, Cameron</u>	<u>16</u>	(517) 373-5932	(517) 373-5944	405 Farnum Building
<u>Cassis, Nancy</u>	<u>15</u>	(517) 373-1758	(517) 373-0938	905 Farnum Building
<u>Cherry, Deborah</u>	<u>26</u>	(517) 373-1636	(517) 373-1453	910 Farnum Building
<u>Clark-Coleman, Irma</u>	<u>3</u>	(517) 373-0990	(517) 373-5338	310 Farnum Building
<u>Clarke, Hansen</u>	<u>1</u>	(517) 373-7346	(517) 373-9320	710 Farnum Building
<u>Cropsey, Alan L.</u>	<u>33</u>	(517) 373-3760	(517) 373-8661	S-8 Capitol Building
<u>Garcia, Valde</u>	<u>22</u>	(517) 373-2420	(517) 373-2764	S-132 Capitol Building
<u>George, Thomas M.</u>	<u>20</u>	(517) 373-0793	(517) 373-5607	320 Farnum Building
<u>Gilbert II, Judson</u>	<u>25</u>	(517) 373-7708	(517) 373-1450	705 Farnum Building
<u>Gleason, John</u>	<u>27</u>	(517) 373-0142	(517) 373-3938	315 Farnum Building
<u>Hardiman, Bill</u>	<u>29</u>	(517) 373-1801	(517) 373-5801	305 Farnum Building
<u>Hunter, Tupac A.</u>	<u>5</u>	(517) 373-0994	(517) 373-5981	915 Farnum Building
<u>Jacobs, Gilda Z.</u>	<u>14</u>	(517) 373-7888	(517) 373-2983	1015 Farnum Building

<u>Jansen, Mark C.</u>	<u>28</u>	(517) 373-0797	(517) 373-5236	520 Farnum Building
<u>Jelinek, Ron</u>	<u>21</u>	(517) 373-6960	(517) 373-0897	S-324 Capitol Building
<u>Kahn, Roger MD</u>	<u>32</u>	(517) 373-1760	(517) 373-3487	420 Farnum Building
<u>Kuipers, Wayne</u>	<u>30</u>	(517) 373-6920	(517) 373-2751	1005 Farnum Building
<u>McManus, Michelle</u>	<u>35</u>	(517) 373-1725	(517) 373-0741	S-2 Capitol Building
<u>Olshove, Dennis</u>	<u>9</u>	(517) 373-8360	(517) 373-9230	920 Farnum Building
<u>Pappageorge, John</u>	<u>13</u>	(517) 373-2523	(517) 373-5669	1020 Farnum Building
<u>Patterson, Bruce</u>	<u>7</u>	(517) 373-7350	(517) 373-9228	505 Farnum Building
<u>Prusi, Michael</u>	<u>38</u>	(517) 373-7840	(517) 373-3932	S-105 Capitol Building
<u>Richardville, Randy</u>	<u>17</u>	(517) 373-3543	(517) 373-0927	205 Farnum Building
<u>Sanborn, Alan</u>	<u>11</u>	(517) 373-7670	(517) 373-5958	S-310 Capitol Building
<u>Scott, Martha G.</u>	<u>2</u>	(517) 373-7748	(517) 373-1387	220 Farnum Building
<u>Stamas, Tony</u>	<u>36</u>	(517) 373-7946	(517) 373-2678	720 Farnum Building
<u>Switalski, Michael</u>	<u>10</u>	(517) 373-7315	(517) 373-3126	410 Farnum Building
<u>Thomas III, Samuel Buzz</u>	<u>4</u>	(517) 373-7918	(517) 373-5227	S-9 Capitol Building
<u>VanWoerkom, Gerald</u>	<u>34</u>	(517) 373-1635	(517) 373-3300	605 Farnum Building
<u>Whitmer, Gretchen</u>	<u>23</u>	(517) 373-1734	(517) 373-5397	415 Farnum Building
<u>Cherry, John D., Jr.</u>		(517) 373-6800	(517) 241-3956	215 Capitol Building



Mike Hoagland

From: Mike Hoagland [MHoagland@TuscolaCounty.org]
Sent: Monday, September 14, 2009 3:05 PM
To: Bob Mantey (drain-commissioner@tuscolacounty.org); Dan Grimshaw (dgrimshaw@tuscolacounty.org); Donna Fraczek (Donna Fraczek); Glen Skrent (undersheriff@tuscolacounty.org); Gretchen Tenbusch (Gretchen Tenbusch); Hal Hudson (Hal Hudson); 'Jenifer Robb'; Jim Matson (scac@avci.net); Jim Mcloskey (Jim Mcloskey); Kate Neese (recycle@tuscolacounty.org); Kyle Jaskulka (KJaskulka@tuscolacounty.org); Lee Teschendorf (sheriff@tuscolacounty.org); Margie White-Cormier (Margie White-Cormier); Margot Roedel (Margot Roedel); Mark Reene; Mary Ann Vandermark (Mary Ann Vandermark); Mary Lou Burns (mlburns@tuscolacounty.org); Mike Miller (Mike Miller); Pat Donovan (Pat Donovan); Pat Finn (Pat Finn); Paul Keast (Paul Keast); Robert Klenk (Robert Klenk); Sharon Beals (sebeals@tbhs.net); Sherri Hoy (Sherri Hoy); Steven Lark; Walt Schlichting (Walt Schlichting)
Cc: Clayette Zechmeister (Clayette Zechmeister); ckrampits@tuscolacounty.org; Mari Young (Mari Young); Amanda Roggenbuck (aroggenbuck@tuscolacounty.org); 'Jerry Peterson'; 'Tom Bardwell (tbardwell@hillsanddales.com); Tom Kern (commishkern@gmail.com)
Subject: Departmental Input Regarding 2009 and 2010 General Fund Revenue Projections
Attachments: General Fund Revenue Projections.xls

Good Afternoon

Attached are **first draft** general fund revenue projections for year-end 2009 and the 2010 budget. Projections have been revised from the July Financial Planning Task Force estimates using August year-to-date actual information but the results are very close to earlier Task Force projections. Your input into this process is critical. The more individuals who review this information the stronger the process because as an elected or appointed official you may have insight that no one else has regarding a particular revenue source and the factors that could have an impact on a certain revenue source and thus on overall 2009 and 2010 year-end projections. This information is being sent to all department heads for review and comment. It should also be noted that currently the Michigan House of Representatives is debating a significant cut to state revenue sharing of over \$163,000 that if implemented would further reduce 2010 total revenue.

The format to the spreadsheet from left to right is as follows:

- Column 1 - revenue account number
- Column 2 - revenue name and category
- Column 3 - 2007 audited actual revenue
- Column 4 - 2008 audited actual revenue
- Column 5 - 2009 original budget
- Column 6 - 2009 amended budget as of 8-31-09
- Column 7 - current projected 2009 actual year-end revenue
- Column 8 - current projected 2010 actual year-end revenue
- Column 9 - name of elected/appointed official involved with a specific revenue source and requested to review 2009 and 2010 revenue projections (color coded for reference) other department heads can also provide comment
- Column 10 - elected/appointed official recommended change in 2009 original projection - PLEASE ENTER RECOMMENDED REVISED AMOUNTS IN THIS COLUMN - if no

- revised amount is entered it is assumed you agree with the current amounts entered
- Column 11 - elected/appointed official recommended change in 2010 original projection - PLEASE ENTER RECOMMENDED REVISED AMOUNTS IN THIS COLUMN - if no revised amount is entered it is assumed you agree with the current amounts entered

Completion of this revenue projecting portion of the 2010 budget development process by Friday, September 25, 2009 would be appreciated so budget development can continue moving forward. Please email back to my attention.

Thank you for your input into this important process.

Mike Hoagland

From: Mike Hoagland [MHoagland@TuscolaCounty.org]
Sent: Wednesday, September 16, 2009 12:10 PM
To: Mike Miller (Mike Miller)
Subject: Departmental Input Regarding 2009 Expenditure Projections and 2010 Budget Requests
Attachments: 101-266 Human Svcs. Bldg Maintenance.pdf; 101-265 Building and Grounds.pdf; Equipment-Capital Improvement.xls

Good Morning

Now that we have the revenue estimating process underway, attention needs to turn to the expenditure side of the 2010 budget. Attached are budget expenditure forms for your use in a PDF format. These forms had to be sent in a PDF format because the current version of the Harris Software does not allow the forms to be used interactively. In other words, you will need to print the forms and manually enter your information. Upon completion, the forms can then be faxed, scanned or hand delivered back to my attention. Next year we hope to have the updated Harris Software that will enable the exchange of information interactively. Attached are the forms that pertain to your operation. If applicable, there may be three types of budget forms that you receive:

- General Fund expenditure budget requests
- Special Revenue and Debt Service Fund budget requests
- Equipment/Capital Improvement budget requests

General, Special Revenue and Debt Service forms all have the same format

- Column 1 - expenditure name and account number
- Column 2 - 2007 audited actual expenditures
- Column 3 - 2008 audited actual expenditures
- Column 4 - 2009 amended 2009 budget
- Column 5 - 2009 actual expenditures as of 8-31-09
- Column 6 - projected 2009 actual year-end expenditures (the system does allow the deletion of the zero so please enter your numbers over the zero)
- Column 7 - 2010 departmental budget requests
- Columns 8 and 9 - are for Board of Commissioner use

Please remember it is critical that you provide both an estimate for 2009 year-end actual expenditures and 2010 budget request. Narrative explanation of your 2009 projections or 2010 budget request may be provided.

Equipment/Capital Improvement forms format

Attached if applicable is a form that can be used to make your 2010 equipment/capital improvement requests.

- Column 1 - is a basic description of the request
- Column 2 - asks for the year for which the request is being made

- Column 3 - is the estimated cost
- Column 4 - is an identification of possible funding sources
- Column 5 - is to explain why the request is necessary

Completion of this expenditure portion of the 2010 budget development process by Friday, October 2, 2009 would be appreciated so budget development can continue moving forward. Please forward your information to my attention.

Thank you for your input into this important process.

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Completion of this revenue projecting portion of the 2010 budget development process by Friday, September 25, 2009 would be appreciated so budget development can continue moving forward. Please email back to my attention.

Thank you for your input into this important process.

Mike Hoagland

From: Jerry Peterson [jerry58c@yahoo.com]
Sent: Wednesday, September 23, 2009 11:38 AM
To: Mike Hoagland
Subject: Out of state travel

Date: September 24, 2009
To: Tuscola County Board of Commissioners
From: Jerry Peterson
Re: Request for Out-of-State Travel

I am requesting permission for out-of-state travel to attend the NACo 2010 Annual Legislative Conference in Washington, DC. March 5th -10th 2010 and the NACo Annual Conference July 16th-20th, in Nevada. As an attendee of this conference, I will be a member of the Policy Advisory Group of the Steering Committee for Water Quality and Land Use, which you know is vital and critical to our area of the Great Lakes. I have been appointed to a leadership team at NACo by the President of NACo, Valerie Brown, and as the Chair of the Coastal Wetlands Task Force, I feel that my attendance will be very worthwhile in this area seeing that Michigan has the second longest coastline in the United States.

Committee leadership at the national level is a serious commitment and a big responsibility, even more so this year with a federal administration engaged in developing policy on a number of issues facing counties.

These conferences are an opportunity to follow up on the important ongoing issues that were discussed at the previous NACo conference. I am requesting that the Board grant its Permission for me to attend this conference and cover my expenditures.

Thank you for your consideration in this matter.

WHEREAS, each Labor Day thousands of people walk the Mackinaw Bridge, the longest suspension bridge in the western hemisphere, which encompasses a distance of approximately 5 miles or 26,372 feet, and

WHEREAS, this tradition started by Governor G.Mennen Williams in 1957, has been going on for 52 years, and during these 52 years, Dagmar Brown a United States Navy Retiree and a retired Licensed Practical Nurse of Cass City, Michigan has now made this walk for 50 sequential years, having only missed the very first two years, and

WHEREAS, this is a monumental feat for anyone to accomplish, yet alone a person that has celebrated 87 years of life. Dagmar Brown normally makes this 5 mile walk in approximately one hour and thirteen minutes, during which time she stops along the way to throw two new pennies into the lake to make a wish for herself and her friends for "good health, happiness, and peace".

THEREFORE, for all the above reasons and more, this 2009 Tuscola County Board of Commissioners wishes to honor and congratulate Dagmar Brown for this truly heroic and monumental accomplishment, and

BE IT FURTHER RESOLVED, that this Resolution be spread upon the official records of Tuscola County and that a copy be presented to Dagmar Brown.

Date _____

Jerry Peterson, Chairperson
Tuscola County Board of Commissioners

I, Margie White-Cormier, Tuscola County Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Tuscola County Board of Commissioners at a regular meeting on 2009.

Date _____

Margie-White Cormier
Tuscola County Clerk

TUSCOLA COUNTY APPOINTMENT APPLICATION

(E)

Please return this questionnaire to the County Clerk's Office, Attention: Appointments Division,
440 N. State St., Caro MI 48723; by email to appoint@tuscolacounty.org; or by fax at (989) 672-4264
Please submit your resume with this application.

* Denotes required field

Position(s) for which you would like to be considered:

First Name*

Middle Initial*

Last Name*

Have you ever used, or have you ever been known by any other name? Yes No

If yes, provide names and explain:

Home Address

City

Zip

Township

County

Employer Name:

Employer Address

City

Zip

Position Title

Work Number*

Home Number*

Cell Number

Email

Spouse or Partner's Name

Are you a United States Citizen? Yes No

Are you a Michigan Resident? Yes No

Are you a Registered Voter? Yes No

EDUCATION (Include degree and dates; if answered in full on your attached resume, please indicate):

EMPLOYMENT EXPERIENCE (if answered in full on your attached resume, please indicate):

Do you hold any professional licenses? If so, please include numbers:

What special skills could you bring to this position?

Previous government appointments:

Please provide us with the names of your:

State Senator

State Representative

County Commissioner

The following **optional** information is elicited in order to ensure that this administration considers the talent and creativity of a diverse pool of candidates. In addition, specific backgrounds or qualifications are legally required for appointment to some boards and commissions. You may, therefore, wish to provide this information in order to ensure that you are considered for relevant boards and commissions.

Age

Political Affiliation

Military Service

CONSENT AND CERTIFICATION

I, (please print name), certify that all statements and representations provided in this statement and on accompanying materials and resume are, to the best of my knowledge, true and accurate.

Signature

Dated