

**DRAFT – Agenda**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole – Thursday, December 9, 2010**  
**HH Purdy Building**  
**125 W. Lincoln**  
**Caro, MI**

**Finance**

Committee Leaders-Commissioner Peterson and Bardwell

**Primary Finance Items**

1. **Dog Licensing Program Financial Comparisons (See A)**
2. **Out of State Travel Request from Sheriff (See B)**
3. **Imprest Cash**
4. **Update Regarding Sheriff Hardware/Software for Accident Reconstruction (See C)**

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation
2. Road Commission Compensation Change Request (See D)
3. Thumb Regional Renewable Energy Collaborative
4. Potential Refunding of 2003 Medical Care Facility Bonds
5. Jail Prisoner Overcrowding Alternative

**Personnel**

Committee Leader-Commissioners Peterson and Roggenbuck

**Primary Personnel Items**

1. **Fill the Part-Time Dispatch Vacant Position (See E)**

Secondary/On-Going Personnel Items

1. Airport Zoning Board of Appeals
2. New Hire Benefit Changes
3. Circuit/Family Court Personnel Policies
4. MERS Bridged Benefits Valuation
5. Labor Negotiations

**Building and Grounds**

Committee Leader-Commissioners Petzold and Kern

**Primary Building and Grounds Items**

**None**

Secondary/On-Going Building and Grounds Items

1. Office Space Planning – Next Steps

## **Correspondence/Other Business as Necessary**

1. Other County Resolutions

### **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

### Cost Worksheet

Fill in yellow fields. Replace estimates in yellow fields as appropriate.

1 Licenses Sold Annually: 1

**A Labor:**

2 Management: 2a x 2b  
*One FTE/70,000 licenses sold*  
 2a  Number: 2b  Local Salary: 2  Total:  
 2a = (Box 1)/(70000)

3 Clerks: 3a x 3b  
*One FTE/10,000 licenses sold. This includes time for processing all mail, data entry of licenses purchased and tag or certificate mailouts.*  
 3a  3b  3   
 3a = (Box 1)/(10000)

4 Data Entry: 4a x 4b  
*One FTE/40,000 licenses sold. This is the cost to enter vaccination records from clinics.*  
 4a  4b  4   
 4a = (Box 1)/(40000)

5 Total Salary Costs: (Box 2 + Box 3 + Box 4) 5

6 Benefits:  
*At 41% of salary. (41% x Box 5)* 6

7 Overtime:  
*At 14.26% of salary. (14.26% x Box 5)* 7

8 **Total Labor Costs: (Box 5 + Box 6 + Box 7)** 8

**B Mailings**

9 Cost of Return Mailings:

	Estimated Costs:	Your Costs:
Postage	\$ 0.44	<input type="text" value="\$ 0.44"/>
Mailing Envelope	+ \$ 0.05	+ <input type="text" value="\$ 0.09"/>
Return Envelope	+ \$ 0.05	+ <input type="text" value="\$ -"/>
Printing/Paper	+ \$ 0.02	+ <input type="text" value="\$ 0.02"/>
<b>Total Cost of Return Mailings per piece</b>	<b>\$ 0.56</b>	<b><u>9</u> <input type="text" value="\$ 0.55"/></b>

10 Cost of Tag or Receipt Mailings:

Postage	\$ 0.44	<input type="text" value="\$ 0.44"/>
Mailing Envelope	+ \$ 0.05	+ <input type="text" value="\$ 0.05"/>
Printing/Paper	+ \$ 0.02	+ <input type="text" value="\$ 0.02"/>
<b>Total Cost of Receipt Mailings per piece</b>	<b>\$ 0.51</b>	<b><u>10</u> <input type="text" value="\$ 0.51"/></b>

11 Number of Renewals

a. For Annual Accounts  Multi-year Licenses are available (Yes/No)  
 = Box 1 11a   
*One mailed to each licensee from previous year.*

b. For Multi-Year Accounts

	%	
% of 1-year licenses x Box 1	<input type="text" value="100%"/>	<input type="text" value="8163"/>
% of 2-year licenses ÷ 2 x Box 1	<input type="text" value="0%"/>	+ <input type="text" value="0"/>
% of 3-year licenses ÷ 3 x Box 1	<input type="text" value="0%"/>	+ <input type="text" value="0"/>
<b>Total:</b>	<b><u>11b</u></b>	<b><input type="text" value="8163"/></b>

12 Cost for Renewals: (11a or 11b) x Box 9 12

13 Number of Past-Due Renewals (11a or 11b)x(1-Box13a%)  
*An average response rate is 60%.*  
 13a  Your Response % 13

14 Cost for Past-Due Renewals: (Box 13 x Box 9) 14

15 Number of Billings: (11a or 11b) x (Box15a%)  
*The number of Billings is usually half the number of*  
 15a  Your % of Billings: 15

16 Cost for Billings: (Box 15)x(Box 9) 16

17 Number of Past-Due Billings: (Box 15) x (1-Box17a%)  
*An average response rate is 20%*  
 17a  Your Response % 17

18 Cost for Past-Due Billings: (Box 17 x Box 9) 18

19 Number of Tag or Receipt Mailings: Box 1 x (1-Box19a%)  
*An average of 10% of licenses are purchased in person.*  
 19a  Your in-person % 19

20 Cost of Tag or Receipt Mailings: (Box 19 x Box 10) 20

21 **Total Cost of Mailings:** 21

**C Miscellaneous**

22 Vaccination Certificates/License Applications (22a x Box 1)  
*An average expense is \$0.08/license sold.*  
 22a  Your Expense 22

23 Office Supplies (23a x Box 1)  
*An average expense is \$0.22/license sold.*  
 23a  23

24 Seat Licenses 24a x (2a+3a+4a)  
*Software licenses for licensing employees.*  
 24a  24

25 Phone Minutes (Box 1) x 25a x 25b  
*An average is 0.59 minutes on phone/licenses sold.*  
 25a  25b min/lic  25

26 Energy 26

27 Other 27

28 **Total Miscellaneous:** 28

29 **Total Costs: (Box 8 + Box 21 + Box 28)** 29

30 **Total Cost/License: (Box 29)÷(Box 1)** 30



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## Tuscola County Sheriff's Office

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420 Court Street • Caro, MI 48723

Lee Teschendorf, Sheriff  
Glen Skrent, Undersheriff

Phone (989) 673-8161  
Fax (989) 673-8164

To: Tuscola County Board of Commissioners  
From: Sheriff Lee Teschendorf  
Ref: Out of state training Request  
Date: November 22, 2010

We wish to send two officers to a Smith and Wesson Armorer Training ,one day school located in Ohio. This is the closest training location we can find. We need them trained in the Smith and Wesson handguns that were purchased last year. They previously had been to Glock Armorer training but now we use the Smith and Wesson handgun also. Cost is \$175.00 per student plus two nights in a hotel. The class date is February 24<sup>th</sup> 2010.

Respectfully Submitted

Sheriff Lee Teschendorf

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## Tuscola County Sheriff's Office

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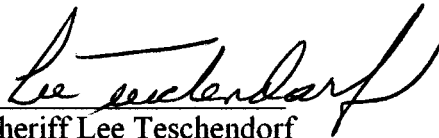
420 Court Street • Caro, MI 48723  
Lee Teschendorf, Sheriff  
Glen Skrent, Undersheriff

Phone (989) 673-8161  
Fax (989) 673-8164

To: Tuscola County Board of Commissioners  
From: Sheriff Lee Teschendorf  
Ref: Updating hardware/software for Accident Reconstruction  
Date: 12/8/2010

Our department is currently the only Law Enforcement Agency in the County with the equipment and capability to do a full accident reconstruction. Two of our officers have expert witness status in court and we have another officer in the training process to become an accident reconstructionist. Our department is the only one with the device called the Total Station which can measure a accident scene using laser technology. We also have the equipment to plug a computer into vehicles after a crash to retrieve the last few seconds of data before the crash. With any equipment there is upkeep. We need to purchase the current vehicle bundle so they can continue to use the equipment. The only place to purchase the equipment is from the original manufacturer of the product, Crash Data Group. They have provided a quote valid for 30 days. After the quote was examined by the officers the only item they do not need is the Carry Case which they feel they can purchase something at Walmart. The cost before removing the carry case is \$1288.00. There is money available in the equipment repair and maintenance to pay for the purchase.

Respectfully,

  
Sheriff Lee Teschendorf



I GOT HIT LLC  
 DBA CRASH DATA GROUP  
 P.O. Box 3383  
 Kirkland, WA 98083-3383

# Quote

Date	Quote #
12/3/2010	1495

Name / Address
Tuscola Sheriff's Department Mike Mattlin 207 E Grant Street Caro MI 48723

Expiration Date	Rep
1/2/2011	SG

Item	Description	Qty	Rate	Total
F00K-108-426	3.1 CDR Hardware Update Bundle. Includes Ford ACM Cables: - F00K-108-382 - F00K-108-383 - F00K-108-384 Chrysler ORC Cable: - F00K-108-385 - ACM Adapter: F00K-108-387	1	734.00	734.00
F00K-108-516	Chrysler TRW 56-PIN (3.4 Release)	1	142.00	142.00
F00K-108-546	Chrysler ACM Cable (3.5 Release)	1	142.00	142.00
F00K-108-598	Chrysler ACM Cable (3.6 Release) Scheduled for release mid December - Promotional price of \$99 good thru January 31, 2011	1	99.00	99.00
<del>F00K-108-402</del>	<del>Donut CDR Sub Case (2000 Release)</del>	1	146.00	146.00
SHIP	Shipping and Handling		25.00	25.00

This quote is valid for 30 days. Please call (800) 280-7940 when you are ready to place your order. You may order using a purchase order, please include a copy of this quote when faxing or mailing the signed PO.

**Total**

\$1,288.00

Phone #	Fax #	E-mail	Web Site
(800) 280-7940	(866) 966-7033	sbaker@crashdatagroup.com	www.cdr-system.com



**County Road Commission Board  
 Compensation & Benefits  
 Year: 2010**

<b>Compensation:</b>	Chairman		Vice Chairman		Member		Meeting		Mileage
	County	Salary	County	Salary	County	Salary	Per Diem		
Tuscola CRC		\$4,500.00		\$4,200.00		\$4,200.00	No Meeting Fees Paid	All Meetings = \$0.50/mile	
Huron CRC		\$5,000.00		\$5,000.00		\$5,000.00	Extra Meetings = \$35.00	All Meetings = \$0.50/mile	
Sanilac CRC		\$9,000.00		\$8,000.00		\$8,000.00	Extra Meetings = \$40.00	All Meetings = \$0.50/mile	
Lapeer CRC		\$7,704.00		\$7,704.00		\$7,704.00	Extra Meetings = \$35.00	All Meetings = \$0.47/mile	

**Benefits**

County	Medical Ins.	Dental Ins.	Optical Ins.	Life Insurance	Pension
Tuscola CRC	\$2,000 Annual Stipend		Self Paid	Not Available	Yes
Huron CRC	Covered R/C	Covered R/C	Covered R/C	Yes = \$5,000	No
Sanilac CRC	Covered Co.	Covered Co.	Covered Co.	Yes = \$10,000	No
Lapeer CRC	Covered R/C	Covered R/C	Covered R/C	Yes = \$15,000	Yes

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**9-1-1**



**Tuscola County Central Dispatch**

**Robert Klenk, Director**

December 7, 2010

From: Robert J. Klenk, Director  
Subject: Part/Time Dispatch Position  
To: Board of Commissioners

Commissioners,

I am requesting approval to hire Tyler Woidan to fill the vacant 30 hour part time dispatcher position in Central Dispatch. Permission to advertise and fill this position was granted in the Board of Commissioners Meeting on August 10, 2010. Tyler was selected from a large group of applicants and has passed a thorough background investigation. He needs only to pass a physical and drug screening. If approved he will start in Central Dispatch in January 2011.

Thank you,

Robert J. Klenk, Director  
Tuscola County Central Dispatch