

**TUSCOLA COUNTY BOARD OF COMMISSIONERS**  
**MEETING AGENDA**  
**WEDNESDAY, NOVEMBER 10, 2010 – 8:30 A.M.**  
**ANNEX BOARD ROOM**

207 E. Grant Street  
Caro, MI 48723-1660

Phone: 989-672-3700  
Fax : 989-672-4011

- 8:30 A.M. Call to Order – Chairperson Bardwell  
Prayer – Commissioner Petzold  
Pledge of Allegiance – Commissioner Bardwell  
Roll Call – Clerk White  
Adoption of Agenda  
Action on Previous Meeting Minutes (See Correspondence #1)  
Brief Public Comment Period  
Consent Agenda Resolution (See Correspondence #2)  
New Business  
    -Draft Airport Zoning Ordinance Public Hearing  
    -Fees for Airport Zoning Administration (See Correspondence #3)  
    -Agreement for New Telephone System for Relocated Offices  
    -Airport Zoning Administrator Services (See Correspondence #5)  
    -Airport Zoning Board of Appeals  
Old Business  
Correspondence/Resolutions

**COMMITTEE AND LIAISON REPORTS**

**Committee of the Whole – FINANCE FOCUS** (See Correspondence # 4)  
Commissioner Peterson/Commissioner Bardwell

Other Business/On-Going Matters  
Next Meeting Date November 10, 2010 at Conclusion of Board Meeting

**Committee of the Whole – PERSONNEL FOCUS** (See Correspondence # 4)  
Commissioner Peterson/Commissioner Roggenbuck

Other Business/On-Going Matters  
Next Meeting Date November 10, 2010 at Conclusion of Board Meeting

**Committee of the Whole – BUILDING AND GROUNDS FOCUS** (See  
Commissioner Kern/Commissioner Petzold Correspondence # 4)

Other Business/On-Going Matters

Next Meeting Date November 10, 2010 at Conclusion of Board Meeting

**COMMISSIONER LIAISON COMMITTEE REPORTS**

PETERSON

Enterprise Facilitation

Human Development Commission

MEMS

Michigan Association of Counties – Aging Work Group

Michigan Association of Counties – Environmental

LEPC

NACo

Local Unit of Government Activity Report

Parks & Recreation

Dispatch Authority Board

County Planning Commission

PETZOLD

Recycling Advisory

Resource Conservation and Development District

Mid-Michigan Mosquito Control Technical Advisory Committee

Thumb Area Consortium

Multi-County Solid Waste

TRIAD

Local Unit of Government Activity Report

Road Commission

Health Board

ROGGENBUCK

Board of Public Works

Local Unit of Government Activity Report

Human Services Coordinating Council

MAC Judiciary & Public Safety Committee

Great Start Collaborative – Tuscola County

Parks & Recreation

NACo Agricultural Committee

NACo Rural Action Caucus

MAC Agriculture & Tourism

BARDWELL

Caro DDA

Brownfield Redevelopment Authority

Economic Development Corporation

Tuscola 2011

MAC Economic Development/Taxation

MAC 7<sup>TH</sup> District

Local Unit of Government Activity Report

Michigan Association of Counties – Board of Directors

NACo

KERN

Thumb Area Consortium

Human Development Commission

Health Board

Senior Services Advisory

Local Unit of Government Activity Report

Community Corrections Advisory Board

Behavioral Health Board

DHS/Medical Care Facility Liaison

Closed Session (If Necessary)

Other Business as Necessary

Extended Public Comment

Adjournment

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

## **CORRESPONDENCE**

- #1 October 28, 2010 Full Board Minutes
- #2 Consent Agenda Resolution
- #3 Tuscola Area Airport Ordinance Fees
- #4 October 28, 2010 Committee of the Whole & Statutory Finance Minutes
- #5 Airport Zoning Administrator Services

**DRAFT**

**Tuscola County Board of Commissioners**

**October 28, 2010 Minutes**

**Akron Township Hall**

Vice-Chairman Gerald Peterson called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the Akron Township Hall in the Village of Akron, Michigan, on the 28<sup>th</sup> day of October, 2010 to order at 6:00 p.m., local time.

Prayer by Commissioner Kern  
Prayer by Commissioner Petzold

**COMMISSIONERS PRESENT:**

District #1 Amanda Roggenbuck, District #3 Tom Kern, District #4 Roy Petzold, District #5 Gerald Peterson

**COMMISSIONERS ABSENT:**

District #2 Thomas Bardwell

10-M-212

Motion by Kern seconded by Petzold to adopt the agenda as amended. Motion carried.

10-M-205

Motion by Kern seconded by Roggenbuck to approve the minutes of the 10/14/10 regular meeting. Motion carried.

Brief Public Comment – none

10-M-206

It was moved by Roggenbuck and supported by Kern that the following Consent Agenda Resolution be adopted:

**CONSENT AGENDA**

**Agenda Reference:** A

**Entity Proposing:** COMMITTEE OF THE WHOLE 10/14/10

**Description of Matter:** Move that the Workers Compensation Transfer Agreement Forms be approved to change Claims Service Contract from the Accident Fund to CompOne coverage at no additional cost to the county.

**Agenda Reference:** B

**Entity Proposing:** COMMITTEE OF THE WHOLE 10/14/10

**Description of Matter:** Move that the Notice of Public Hearing for the Draft Tuscola County Airport Zoning Ordinance be approved and placed in the October 23, 2010 issue of the Tuscola County Advertiser.

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

YEAS: all

NAYS: none

ABSTENTIONS: none

RESOLUTION ADOPTED.

10-M-207

Motion by Kern seconded by Roggenbuck to approve the resolution authorizing issuance of Drain Improvement Bonds for the Akron Main Street Tile Drain, (Series 2010) and authorize all appropriate signatures. Roll call: Kern, yes; Peterson, yes; Petzold, yes; Roggenbuck, yes. Motion carried.

10-M-208

Motion by Kern seconded by Roggenbuck to approve, sign and send the Tuscola County Recycling annual tire permit application as required by the Michigan Department of Natural Resources and Environment. Motion carried.

10-M-209

Motion by Roggenbuck seconded by Kern to approve, sign and send the Tuscola County Recycling annual Municipal Recycling Contracts to all seven participating municipalities. Motion carried.

10-M-210

Motion by Roggenbuck seconded by Kern to approve, sign and send the Tuscola County Recycling annual application for the Michigan Department of Agriculture's Clean Sweep grant for reimbursement of pesticide and mercury disposal. Motion carried.

10-M-211

Motion by Kern seconded by Roggenbuck that enforcement and administration of building code laws for Tuscola County schools be delegated to South Central Michigan Construction Code Inspections and all appropriate documents related to this matter are approved for signature. Motion carried.

10-M-212

Motion by Kern seconded by Petzold to approve the Primary Road Millage transfer request of \$291,390.26 as identified by Voucher #04-10 dated October 25, 2010 for transfer from the Primary Road millage to the Road Commission General Fund. Motion carried.

10-M-213

Motion by Kern seconded by Petzold to approve the Local Bridge Millage transfer request of \$132,742.50 as identified by Voucher #03-10 dated October 25, 2010 for transfer from the Bridge millage to the Road Commission General Fund. Motion carried.

10-M-214

Motion by Kern seconded by Petzold that per the October 26, 2010 memo from the Circuit/Family Court Administrator, to approve the request to process a check in the amount of \$282 for the processing of 47 income tax garnishments. Motion carried.

10-M-215

Motion by Kern seconded by Roggenbuck that per the October 28, 2010 memo from the District Court Administrator, to authorize the budget amendment request of \$1,500 to provide the funding to conduct income tax garnishments for unpaid funds related to District Court. Motion carried.

10-M-216

Motion by Kern seconded by Roggenbuck to approve the Commencement Date Agreement and the First Amendment to the Installment Purchase Agreement regarding the HH Purdy property and authorize all appropriate signatures. (Payment commencement date is 11/1/10 provided the seller's work is substantially complete depending upon the issuance of a temporary certificate of occupancy). Motion carried.

10-M-217

Motion by Roggenbuck seconded by Petzold to go into closed session according to Section 8(c) of the Open Meetings Act to discuss labor negotiations. Roll call: Roggenbuck, yes; Kern, yes; Peterson, yes, Petzold, yes. Motion carried.

10-M-218

Motion by Kern seconded by Roggenbuck to come out of closed session. Motion carried.

Extended public comment – Zygmunt Dworzecki appeared regarding a question he had been asked as to whether Commissioner Roggenbuck resides in the district.

Meeting adjourned at 7:25 p.m.

Margie A. White  
Tuscola County Clerk

**'DRAFT'**

**COUNTY OF TUSCOLA**

**STATE OF MICHIGAN**

**RESOLUTION TO ADOPT CONSENT AGENDA**

At a regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the County Annex Building in the Village of Caro, Michigan, on Wednesday, the 10<sup>th</sup> day of November, 2010 at 8:30 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 10/28/10

**Description of Matter:** Move that approval is given to use the Audit RFQ specifications presented at the Committee of the Whole meeting with a three year engagement and with the use of an audit review committee to make recommendations to the Board of Commissioners for the Board meeting of November 24, 2010.



**Agenda Reference:** B

**Entity Proposing:** COMMITTEE OF THE WHOLE 10/28/10

**Description of Matter:** Move that per the October 20, 2010 letter of request from Future Youth Involvement, that the Courthouse Lawn be approved for use on May 13 and 14, 2011 for the annual Cardboard City Sleep-Out.

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

YEAS:

NAYS:

ABSTENTIONS:

RESOLUTION ADOPTED.

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Thomas Bardwell, Chairperson  
Tuscola County Board of Commissioners

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Margie White  
Tuscola County Clerk

DRAFT

Tuscola Area Airport Ordinance Fees

Suggested Fees

Tuscola Area Airport zoning permit application	\$35
for those permit applications going to the County Airport Zoning Administrator only	
Local Municipalities administering the ordinance will set their own permit application fee	

Variance application	\$350
Each additional application by the same applicant for structures in the same municipality	\$ 50
(These would be heard at the same meeting)	

Suggested payment for services

Airport Ordinance Zoning Administrator for each permit application.	\$35
includes: time and all incidental expenses	

Airport Zoning Board of Appeals	per sitting	(5members)	
Chair			\$60
Secretary			\$60
Members			\$50
per member, per additional variance applications at the same sitting			\$10

This should make the total expense for a board of appeals sitting for one application \$270 plus the cost of one publication.

Mike:

I would suggest that the fees for permit application and variance application plus the payments to the zoning administrator and zoning board of appeals members be set at the November meeting.

This will allow the ordinance to be complete when it goes into effect in December and will allow you to give complete information to applicants.

Ione

**DRAFT**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole Minutes**  
**Thursday, October 28, 2010**  
**Akron Township Hall**  
**4380 Beach Street, Akron, MI 48701**  
**7:25 p.m.**

Commissioners present: Roggenbuck, Kern, Petzold, Peterson. Also present: Mike Hoagland, Margie White, Robert Mantey, Mary Drier, Dena Jacoby, Ann Allen, Mike Miller, Renee Ondrajka, Carrie Krampits, Mari Young, Damian Wasik, Mark Ransford, Ione Vyse, Carol and Zygmunt Dworzecki, Dutch Guthrie, Dennis Stein, Melissa Payk, Adam and Randy Filkins, James Brzezinski, Joe Bixler

### Finance

**AJ Automotive Group Presentation Regarding Alternative Fuels** –Adam and Randy Filkins and James Brzezinski presented information regarding a program that converts gasoline vehicles to burn propane – they would like to conduct a feasibility study and pursue a Clean City grant  
**Draft County Audit Request for Qualifications** – it is requested the audit engagement be increased from 3 to 4 and an audit committee made up of the finance commissioners, controller, treasurer, the drain office's account clerk and chief accountant (see consent agenda resolution)  
**Office Space Changes – Revenue/Expenditure Estimates** – a two-year analysis was reviewed  
**Contingency Reduction Plan for Controller/Administrator's Office** – Alternative 3 will be expanded and emailed to the commissioners before the next meeting  
**Departmental Comments Regarding 2011 Draft #1 County Budget**

- **Recycling – new roof request**
- **Circuit/Family Court – under review**
- **District Court – not acceptable awaiting meeting with Commissioners**

#### Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation
2. DELEG Energy Grant
3. Tire Collection Program
4. Three-Year Dog Licensing
5. Juror Card Program
6. Probate Court Budget Change Request
7. Allied Information Systems
8. Draft Policy Confidential Information on Copiers and Fax Machines
9. Register of Deeds – Automation Fund Budget Amendment Request
10. Jail Prisoner Overcrowding Alternatives
  - House Arrest Services Re-Contacted – Tether Program
  - Evaluation of Housing More Prisoners in Tuscola Jail

## **Personnel**

### Secondary/On-Going Personnel Items

Circuit/Family Court Personnel Policies  
MERS Bridged Benefits Valuation  
Labor Negotiations

## **Building and Grounds**

**Jail Inspection Report** – found to be in compliance with all of the Administrative Rules for Jails and Lockups

### **Airport Zoning Ordinance**

- **Updated Airport Zoning Ordinance Available on County Website**
- **Notice of Public Hearing**
- **Potential Ordinance Administration Fees**
- **Potential RFP for Airport Zoning Ordinance Administration Services**

### **Office Space Planning – Next Steps**

**Request to Use Courthouse Lawn** - Future Youth Involvement wishes to use the courthouse lawn for an event called Cardboard City Sleep-Out May 13-14, 2011 (see consent agenda resolution)

### Secondary/On-Going Building and Grounds Items

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

**Public Comment Period** – Mary Drier inquired about a Huron County recycling project

Meeting adjourned at 9:10 p.m.

Margie A. White  
Tuscola County Clerk

**Statutory Finance Committee Minutes  
Thursday, October 28, 2010  
Annex Board Room  
207 E. Grant St., Caro, MI**

Called to order: 9:12 p.m.

Commissioners present: Roggenbuck, Kern, Petzold, Peterson

Also present: Mike Hoagland, Margie White

Claims and per diems were reviewed and approved

Public Comment - none

Meeting adjourned at 9:18 p.m.

Margie A. White  
Tuscola County Clerk

# 5

Tuscola County  
REQUEST FOR PROPOSAL  
FOR  
AIRPORT ZONING ADMINISTRATOR  
December 15, 2010

DRAFT

## REQUEST FOR PROPOSALS

### I. INTRODUCTION

#### A. General Information

Tuscola County is requesting proposals from qualified firms or individuals, hereinafter referred to as "contractor", for an airport zoning administrator. The proposed contract would start on December 15, 2010.

There is no expressed or implied obligation for the County to reimburse responding contractors for any expenses incurred in preparing proposals in response to this request.

To be considered, four (4) copies of a proposal must be received at the Controller/Administrator's Office, 207 E. Grant Street, Caro, Michigan 48723 by 4:00 P.M. on Friday, December 03, 2010. The County reserves the right to reject any or all proposals submitted.

During the evaluation process, the County reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the County, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the contractor selected.

It is anticipated the selection of an Airport Zoning Administrator will be completed by December 09, 2010.

#### B. Term of Engagement

This proposal is for the term of one (1) year, with an option at the County's discretion to extend additional years if such an offer was valuable to the County. Some proposers may wish to extend a contract offer with a greater cost savings for the subsequent years. Ultimately, the County will decide what length a contract will be.

### II. NATURE OF SERVICES REQUIRED

#### A. General

Tuscola County is soliciting the services of qualified contractors for airport zoning administrator. This includes reviewing plans, explaining the requirements of the airport zoning ordinance and attending County meetings, when requested.

#### B. Scope of Work to be Performed

It shall be the duty of the Airport Zoning Administrator to administer and enforce the regulations prescribed in the Airport Zoning Ordinance. Applications for permits may be made to the Airport Zoning Administrator only under the following conditions, upon a form published for that purpose.

- (a) The municipality in which the property is located has chosen not to have the Local Zoning Administrator administer this ordinance.
- (b) The Zoning Administrator of the municipality in which the property is located, requests that the Airport Zoning Administrator rule on the application.

Applications requiring submission to the Airport Zoning Administrator by this Ordinance shall be considered and granted or denied as promptly as is feasible.

**C. Compensation**

Compensation shall be at a rate determined by the Tuscola County Board of Commissioners.

**III. DESCRIPTION OF THE GOVERNMENT**

**A. Name and Telephone Number of Contact Person**

The contractor's principal contact with Tuscola County will be Michael Hoagland, Controller/Administrator, 989-672-3700.

**B. Background Information**

Tuscola County, Michigan (pop. 58,266), is a community located in the "Thumb". The County's fiscal year begins on January 1 and ends on December 31. Further information about Tuscola County can be obtained on the County's website [www.tuscolacounty.org](http://www.tuscolacounty.org) or by contacting Michael Hoagland, County Controller/Administrator, at 989-672-3700. Any questions regarding this RFP or its process should be directed to the previously mentioned individual.

**IV. TIME REQUIREMENTS**

**A. Proposal Calendar**

The following is a list of key dates up to and including the date proposals are to be submitted:

Request for proposal issued **November 10, 2010**

Due date for proposals **December 03, 2010 4:00 p.m.**

**B. Notification and Contract Dates**

Selected contractor notified (anticipated) **December 09, 2010**

Contract date **December 15, 2010**

**V. PROPOSAL REQUIREMENTS**

**A.** The following material is required to be received by 4 pm Friday, December 03, 2010 for a proposing contractor to be considered:

1. Title Page

Title page showing the request for proposals subject; the contractor's name; the name, address and telephone number of the contact person; and the date of the proposal.



2. Transmittal Letter  
A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the contractor believes itself to be best qualified to perform the engagement, a statement that the proposal is a firm, and an irrevocable offer for the year starting December 15, 2010.
3. Detailed Proposal  
The detailed proposal should follow.

- B. Proposers should send labeled proposals "Airport Zoning Administrator RFP" to the following address:  
County Controller/Administrator  
207 E. Grant Street  
Caro, MI 48723

## VI. EVALUATION PROCEDURES

- A. **Proposal Evaluation**  
Proposals submitted will be evaluated by Tuscola County Board of Commissioners.
- B. **Oral Presentations**  
During the evaluation process, the County may, at its discretion, request any one or all contractors to make oral presentations. Such presentations will provide contractors with an opportunity to answer any questions the County may have on a contractor's proposal. Not all contractors may be asked to make such oral presentations.
- C. **Final Selection**  
The staff and Council will select a contractor based upon the above criteria. It is anticipated that a contractor will be selected by December 09, 2010. Following notification of the contractor selected, it is expected a contract will be executed between both parties by December 15, 2010.
- D. **Right to Reject Proposals**  
By responding to this RFP an individual respondent accepts the process outlined in this RFP and fully acknowledges that the final determination of Tuscola County is binding and without appeal. The Board of Commissioners reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interests of the County.

Tuscola County Board of Commissioners reserves the right to accept the proposal considered most advantageous to Tuscola County. All respondents accept this process in submitting a proposal.