



# TUSCOLA COUNTY

## Board of Commissioners

### SPECIAL BOARD MEETING AGENDA

Monday, December 30, 2024 – 10:00 a.m.

H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723

**Public may participate in the meeting electronically:**

(US) +1 929-276-1248 PIN:112 203 398#

Join by Hangouts Meet: [meet.google.com/mih-jntr-jya](https://meet.google.com/mih-jntr-jya)

10:00 AM Call to Order - Chairperson \_\_\_\_\_  
Roll Call - Clerk Fetting

Page

#### Adoption of Agenda

#### Brief Public Comment Period for Agenda Items Only

#### New Business

1. Request for Permission to Advertise to Fill the Vacant Controller/Administrator Position - Shelly Lutz, Human Resources Director, Interim Administrator
2. Request from Prosecutor's Office to Appoint Eric Hinojosa as Chief Assistant Prosecuting Attorney - Erica Walle, Chief Assistant Prosecutor, Prosecutor Elect  
[Prosecutor's Office Appointments Effective January 1, 2025](#) 5
3. Request from Prosecutor's Office to Appoint Mark Reene as Assistant Prosecuting Attorney - Erica Walle, Chief Assistant Prosecutor, Prosecutor Elect  
[Prosecutor's Office Appointments Effective January 1, 2025](#) 6
4. Year-End Compliance with the Uniform Budgeting and Accounting Act - Clayette Zechmeister, Interim Chief Accountant  
[Year-End Compliance with the Uniform Budgeting and Accounting Act](#) 7 - 9
5. 2024 General Fund Adjustments

6. 2024 Special Revenue and Debt Service Fund Adjustments
7. 2024 Special Revenue and Debt Service Funds with Deficits
8. 2024 Delinquent Tax Revolving Fund Transfer
9. Other 2024 Compliance Adjustments

## **Old Business**

## **Correspondence/Resolutions**

1. Road Commission 2025 Meeting Schedule  
[Road Commission 2025 Meeting Schedule](#)

10 - 11

## **Commissioner Liaison Committee Reports**

### **Koch**

Behavioral Health Systems Board  
Recycling Advisory  
Jail Planning Committee  
MI Renewable Energy Coalition (MREC)  
Local Units of Government

### **Young**

Board of Public Works  
County Road Commission Liaison  
Dispatch Authority Board  
Genesee Shiawassee Thumb Works  
Great Start Collaborative  
Human Services Collaborative Council (HSCC)  
MAC Agricultural/Tourism Committee  
Region VII Economic Development Planning  
Saginaw Bay Coastal Initiative  
Senior Services Advisory Council  
Tuscola 2020  
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  
MAC Finance Committee  
NACo Rural Action Caucus (RAC)

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

**Lutz**

Board of Health  
Community Corrections Advisory Board  
Department 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

Multi-County Recycling Committee

Local Units of Government Activity Report

Human Development Commission Board of Directors Liaison

**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 (2) days in advance of the meeting.



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## Prosecutor's Office Appointments Effective January 1, 2025

1 message

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**Erica Walle** <ewalle@tuscolacounty.org>

Thu, Dec 26, 2024 at 12:16 PM

To: Clayette Zechmeister <zclay@tuscolacounty.org>, Shelly Lutz <lutzs@tuscolacounty.org>, Renee Francisco <renee@tuscolacounty.org>

Cc: Mark Reene <mreene2011@gmail.com>

Good Afternoon,

It is my intention to make the following appointments beginning January 1, 2025:

1. Appoint Eric Hinojosa as Chief Assistant Prosecuting Attorney. I request that his wage starting January 1, 2025 be Step 5 of the Chief Assistant Scale at \$88,097.00.
2. Appoint Mark Reene as Senior Assistant Prosecuting Attorney. I request that his wage starting January 1, 2025 be Step 5 of the Assistant Prosecuting Attorney scale at \$82,495.51.
3. Re-appoint Tyler Steger as Assistant Prosecuting Attorney at his current wage.

Please present these appointments to the Board for Approval. Additionally, if these matters need to be added to the 12/30/24 Meeting Agenda, please do so.

Thank you,  
Erica Walle



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Please present these appointments to the Board for Approval. Additionally, if these matters need to be added to the 12/30/24 Meeting Agenda, please do so.

Thank you,  
Erica Walle

TO: Tuscola County Board of Commissioners

FROM: Interim Chief Accountant

DATE: December 30, 2024

**RE: Year-End Compliance with the Uniform Budgeting and Accounting Act**

In order to be in compliance with the Uniform Budgeting and Accounting Act certain 2023 year-end financial correcting actions must be made by the County Board of Commissioners. This is an annual county activity that is completed to abide by the conditions of the act. The County Fiscal Analyst and I have identified preliminary recommended year-end adjustments to meet the terms of the Act. It should be noted that, further actions may be required at a later date when the County Auditors (Gabridge & Co.) begin their annual county auditing work. A summary of each of the terms of the act that must be fulfilled is listed below along with a specific recommended Board of Commissioners action.

**1. General Fund adjustments so actual year-end expenditures do not exceed budget at the activity level**

The following is a list of activity level budgets (departments) in the general fund where actual year end expenditures are expecting to exceed budget. These budgets will need to be increased so the actual year-end expenditures do not exceed budget.

			Estimated	2024
	2024	2024	Difference	Year End
Expenditure	Amended	Projected	Under Budget	Amended
Category/Department	Budget	Actual	(Over Budget)	Budget
Legal (211)	108,500	110,500	(2,000)	110,500
Weighmaster (324)	111,506	118,049	(6,543)	118,049

**See Motion Sheet for Action**

- **Correcting Action** - Move that the 2024 general fund activity budgets be amended up to the amounts shown in the table above to prevent actual year-end expenditures from exceeding budget and in order to gain compliance with the Uniform Budgeting and Accounting Act.

**2. Special Revenue and Debt Service Fund adjustments so actual year-end expenditures/revenues do not exceed budget at the total fund level**

The following is a list of special revenue and debt service budgets (departments) where actual year end expenditures/revenues exceeded budget. These budgets need to be increased so actual year-end expenditures/revenues do not exceed budget.

	2024	2024	Estimated	2024	
	12-30-24	Projected	Difference	Year End	
	Amended	Actual	Under Budget	Amended	
Special Revenue Funds	Budget	Exp/Rev	(Over Budget)	Budget	Comments
ROAD PATROL Revenue	3,179,176	3,199,176	(20,000)	3,199,176	Revenue to Actual
HEALTH DEPARTMENT Revenue	4,575,016	4,876,100	(301,084)	4,876,100	Revenue to Actual
RECYCLING Expense	389,551	409,551	(20,000)	409,551	Expense to Actual
VICTIM SERVICES Revenue	100,347	105,347	(5,000)	105,347	Revenue to Actual
VICTIM SERVICES Expense	100,347	105,347	(5,000)	105,347	Expense to Actual
VOTED MOSQUITO Revenue	1,453,431	1,463,431	(10,000)	1,463,431	Revenue to Actual
CDBG Revenue	70,300	100,300	(30,000)	100,300	Revenue to Actual
VICTIM OF CRIME GRANT Revenue	112,424	122,424	(10,000)	122,424	Revenue to Actual
VICTIM OF CRIME GRANT Expense	107,499	122,424	(14,925)	122,424	Expense to Actual
POLICE CPE TRAINING Revenue	11,500	34,500	(23,000)	34,500	Revenue to Actual
LOCAL CORR OFF'S TRAINING Revenue	8,200	10,200	(2,000)	10,200	Revenue to Actual
VOTED MSU Revenue	222,446	223,446	(1,000)	223,446	Revenue to Actual
CHILD CARE DHHS Expense	166,700	176,700	(10,000)	176,700	Expense to Actual
MEDICAL CARE FACILITY Revenue	25,698,136	26,698,136	(1,000,000)	26,698,136	Revenue to Actual
CHILD CARE PROBATE Revenue	768,050	848,050	(80,000)	848,050	Revenue to Actual
STATE POLICE BUILDING Expense	16,000	20,000	(4,000)	20,000	Expense to Actual
CAPITAL IMPROVEMENTS Revenue	477,983	502,983	(25,000)	502,983	Revenue to Actual
TAX FORECLOSURE Revenue	1,208,000	1,245,000	(37,000)	1,245,000	Revenue to Actual

**See Motion Sheet for Action**

- **Correcting Action** - Move that the 2024 special revenue fund budgets be amended up to the amounts shown in the table above to prevent actual year-end expenditures/revenues from exceeding budget and in order to gain compliance with the Uniform Budgeting and Accounting Act.

**3. Correct Special Revenue and Debt Service Funds with Deficits**

The following is any special revenue and debt service funds where actual expenditures will exceed revenues and beginning fund balance at year-end if temporary supplemental general fund appropriations are not provided. If adjustments were not made the fund would finish the year in a deficit and the state would demand that a corrective action plan be developed.



<b>GENERAL FUND APPROPRIATIONS</b>		
Friend of the Court (215)		\$114,000
Juvenile Mental Court (231)		\$700
Millington Township Police Svc Contract (232)		\$35,000
Mental Health Court (233)		\$18,000
Victim Services Grant (236)		\$21,000
Animal Shelter (239)		\$2,200
County Veteran Service Grant (246)		\$30,700
Remonumentation (252)		\$36,000
Victim of Crime Act Grant (255)		\$7,000
Work Comp Fund (677)		\$6,000

**See Motion Sheet for Action**

- **Correcting Action** - Move that *temporary* supplemental appropriations from the general fund up to the amounts shown in the table above be authorized to prevent the identified funds from finishing the 2024 fiscal year in a deficit situation and gain compliance with the Uniform Budgeting and Accounting Act.

**4. Delinquent Tax Revolving Fund**

Estimated delinquent tax net income for 2024 is approximately \$715,000

**See Motion Sheet for Action**

- **Correcting Action** – Move to transfer the actual delinquent tax income to the General Fund as budgeted.

**5. Other Compliance Adjustments**

**See Motion Sheet for Action**

- **Correcting Action** – Move 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.

**NOTICE**

**THE TUSCOLA COUNTY ROAD COMMISSION WILL HOLD  
REGULAR BOARD MEETINGS IN THEIR OFFICES AT 1733 S. MERTZ  
RD., CARO, MICHIGAN BEGINNING AT 8:00 A. M. ON THE FOLLOW-  
ING DATES IN 2025:**

**FRIDAY, JANUARY 3**

**THURSDAY, JANUARY 16**

**THURSDAY, JANUARY 30**

**THURSDAY, FEBRUARY 13**

**THURSDAY, FEBRUARY 27**

**THURSDAY, MARCH 13**

**THURSDAY, MARCH 27**

**THURSDAY, APRIL 10**

**THURSDAY, APRIL 24**

**THURSDAY, MAY 8**

**THURSDAY, MAY 22**

**THURSDAY, JUNE 5**

**THURSDAY, JUNE 19**

**WEDNESDAY, JULY 2**

**THURSDAY, JULY 17**

**THURSDAY, JULY 31**

**THURSDAY, AUGUST 14**

**THURSDAY, AUGUST 28**

**THURSDAY, SEPTEMBER 11**

**THURSDAY, SEPTEMBER 25**

**THURSDAY, OCTOBER 9**

**THURSDAY, OCTOBER 23**

**THURSDAY, NOVEMBER 6**

**THURSDAY, NOVEMBER 20**

**THURSDAY, DECEMBER 4**

**THURSDAY, DECEMBER 18**

**OFFICIAL MINUTES OF THE TUSCOLA COUNTY ROAD  
COMMISSION ARE AVAILABLE FOR PUBLIC INSPECTION AT THE  
ROAD COMMISSION OFFICE AT 1733 S. MERTZ RD., CARO,  
MICHIGAN UPON REQUEST. ANY INQUIRIES MAY BE MADE BY  
TELEPHONE BY CALLING 989-673-2128.**

**MICHAEL TUCKEY, SECRETARY-CLERK**

