

**Agenda**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole – Monday, May 7, 2018 – 8:00 A.M.**  
**HH Purdy Building - 125 W. Lincoln, Caro, MI**

**Finance/Technology**  
Committee Leaders-Commissioners Kirkpatrick and Bierlein

**Primary Finance/Technology**

1. **Request for County Allocation to Repair Cass City Pool (See A)**
2. **Animal Control Update (See B)**
3. **Indigent Defense Funding (See C)**
4. **State Revenue Sharing**
5. **Jail Needs Planning (See D)**
6. **Review of Alternative Solutions Concerning the Caro Dam (See E)**

**On-Going and Other Finance**

1. Update Regarding Potential Dental Clinic
2. Continue Review of Road Commission Legacy Costs
3. Update Wind Turbine Revenue History and Projections
4. Work to Resolve Remaining Assessing/Taxation Disputes with Wind Turbine Companies
5. Presentation of County Treasurer Investment Report
6. Water Rates Paid for County Facilities Along M24 and Deckerville Roads
7. Avoidance Costs from Retirement System Changes Previously Implemented
8. Update Regarding Indigent Defense Plan
9. Medical Examiner System
10. Opioid Lawsuit Update
11. Update Regarding Airport Zoning Board of Appeals
12. Empower Deferred Compensation Proposed Contract Changes
13. Potential Personnel Property Tax Changes
14. Work on an Update to the Multi-Year Financial Plan
15. MSU-e Building Costs
16. Meeting to Discuss Caro Regional Center 5/24/18
17. Vassar Foundry Tax Repayment Alternative

**Personnel**  
Committee Leader-Commissioner Bardwell

**Primary Personnel**

1. **Proposed Treasurer Office Reorganization (See F)**
2. **Health Department Medical Director Vacancy (See G)**

**On-Going and Other Finance**

1. Reporting Relationship (Nepotism Policy)
2. Review the Potential Formation of Quarterly Meetings with County Leaders
3. Process and Cost to Replace County Health Department Medical Director

**Building and Grounds**  
Committee Leaders-Commissioners Young and Vaughan

**Primary Building and Grounds**

1. Vanderbilt Park Update
2. Recycling Update

**On-Going and Other Building and Grounds**

1. County Property Ownership Identification
2. Review Potential Acquisition of Land from State Near Caro Regional Center
3. Update 10 Year Capital Improvement Plan
4. 2018 Budgeted Driveway, Parking Lot and Sidewalk Repairs
5. Update Regarding County Record Storage Needs

**Other Items Not Assigned to a Committee**

1. 2018 MAC Priorities
2. Cass River Greenways
3. On-Going Economic Development Activity Updates from EDC Director
4. Review County-Wide Economic Development Strategic Plan
5. Dairy Farmers of America Phase 2– Cass City
6. Road Commission Organizational Alternatives – Next Steps
7. Sunday Retail Sales of Spirits, Beer and Wine – Next Steps

**Other Business as Necessary**

1. Phase 1 Multi-Year Financial Planning

**Public Comment Period**

**mhoagland@tuscolacounty.org**

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**From:** Debbie Powell <ccmanager@casscity.org>  
**Sent:** Thursday, May 3, 2018 3:25 PM  
**To:** mhoagland@tuscolacounty.org  
**Cc:** Jenny Zawilinski; Marilyn Biefer; Michael Kirn; Nancy Barrios; Robert Piaskowski; Tom Herron  
**Subject:** Cass City Petition for Monday's Committee Meeting  
**Attachments:** 20180503141935.pdf

Hello Mike,

As discussed on the phone, I am forwarding a Cass City petition for consideration at your Monday, May 7<sup>th</sup> County Commission Committee meeting concerning the Helen Stevens Memorial Pool located in the Cass City Municipal Park. Please confirm you have received the attached communication. I look forward to meeting with you and the Commissioners Monday morning. Thank you for your assistance, I really appreciate your help.

Debbie

Debbie Powell  
Village Manager  
Village of Cass City  
W 989-872-2911  
C 989-385-1972



*Moving Forward Working Together*

May 3, 2018

Tuscola County Board of Commissioners  
Tuscola County  
125 W. Lincoln Street  
Caro, MI 48723

Re: Cass City Petition – Helen Stevens Memorial Pool

Dear Commissioners:

I have had the opportunity to speak with some of you already concerning the condition of the Helen Stevens Memorial Pool in the Village of Cass City Municipal Park. The pool requires extensive rehabilitation. However, prior to the rehabilitation of the pool, the surrounding concrete pad must be replaced. I attended the Parks and Recreation Committee Meeting on April 26, 2018. I shared at that time the pool condition, and requested a donation for the pool concrete pad, estimated at \$25,000.

Please allow me to elaborate. One of the Strategic Planning goals for the Village of Cass City is to address maintenance of the pool and park. The pool was donated 42 years ago as a memorial to Helen Stevens, but did not include an endowment for maintenance. Sadly repairs needed to this beloved community pool exceed \$100,000, more than the small Village of Cass City taxpayers can bear.

The Cass City Park and Helen Stevens Memorial Pool are a recreational destination for fun events and activities, athletics, swimming lessons and cooling off in the summer heat. Adults and children alike need a sense of place to enjoy and make memories, and for many in the Thumb, that has been the Cass City Park and recreational programs.

As such, we invite Tuscola County to partner with other local government units in our community to provide much needed repairs and maintenance for the pool so that it may be shared and enjoyed for years to come.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

This institution is an equal opportunity provider and employer.

6506 Main St., P.O. Box 123, Cass City, MI 48726 \* 989-872-2911 \* Fax 989-872-4855 \*  
TTY 989-872-4742 or e-mail: [casscity.org](http://casscity.org)

Cass City Petition  
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The Village Council and staff understand budget constraints faced by local governments; however, by considering a donation to the pool project, Tuscola County will share in the restoration with us in providing a healthy, fun, and family friendly space for our regional community.

In order to plan and fund the repairs needed, the Village Council and staff will also be working with local service groups, grant providers, the Pinney Foundation, and neighboring townships to complete the needed repairs for the pool and park for the entire region to enjoy.

This petition seeks consideration of a one-time allocation of \$25,000 to the Village of Cass City for concrete replacement surrounding the Helen Stevens Memorial Pool. We greatly appreciate your consideration of our petition, and ask that you strongly consider supporting this very worthy project. Please join us and share in our community pride.

Sincerely,

A handwritten signature in cursive script that reads "Deboria L. Powell".

Deboria L. Powell  
Village Manager

Enclosure (Concrete Estimate)

Cc: Village Council

## ESTIMATE

Cost to replace all concrete around pool. Existing concrete to be removed by DPW.

For this estimate I used the total square footage around the pool. There are some areas that have been replaced. That square footage could be deducted from my total.

Total Square Footage	7,601
Concrete and Labor Costs	\$3.25 per sq. ft.
	<b>\$24,703.00</b>

**From:** mhoagland@tuscolacounty.org  
**Sent:** Tuesday, May 1, 2018 11:42 AM  
**To:** 'Bardwell Thom'; 'Bierlein Matthew'; 'Kim Vaughan'; 'Kirkpatrick Craig'; 'Tom Young'  
**Cc:** Clayette Zechmeister (Clayette Zechmeister); Shelly Lutz; Patricia Gray  
**Subject:** Animal Control Situation and Recommendations  
**Attachments:** Animal Control Alternatives1.xlsx

Commissioners

**Current Situation**

Tuscola County (TC) has contracted with Sanilac County (SC) for animal control (AC) services since 2004. Notice was received that they are terminating the contract effective June 25, 2018. This two county program was less than optimum but was operated within financial limitations. There were only three staff members to serve over 1,700 square miles and a total two county population of about 95,000 which has resulted in limiting program capabilities.

The director is retiring June 25, 2018 and another employee is leaving employment June 1, 2018. There is a serious threat TC could be without animal control services unless a solution is determined quickly. In about four weeks AC will be down to two employees and in about eight weeks to one employee. Resolving this issue should be top priority by staff and commissioners. AC is a public safety issue.

**History**

Until the end of 2002, TC operated a county animal control department. There were three full time staff members (Director, Animal Control Officer and a Shelter Attendant). In the last year of operation total revenue generated by the department was \$52,767 with expenditures of \$131,610 resulting in net general fund (GF) cost for animal control of approximately \$78,843. The program was far from paying for itself. Revenue generated from licensing animals was extremely low at about \$40,000 compared to \$117,000 in 2017.

With increasing financial pressures and dissatisfaction with the TC program, it was ended in 2002. An attempt was made to operate without a program but this simply did not work. In 2004, a contract with SC was started to provide AC services to TC. This contract has been in place for 14 years. In 2017, TC spent approximately \$148,000 for the SC contract. Total revenue was approximately \$125,000 resulting in a minimal net GF cost of \$22,000. SC also benefitted with a significant reduction in cost to operate AC in their county. Now we are at a major crossroads to determine what kind of program can best serve TC.

**Contracting with another County**

Continuing to contract with SC was probably unrealistic. Again, SC is losing two out of three staff and are in the process of rebuilding their department. Also, their shelter is small and is in need of major upgrades which increases their reliance on the TC shelter. This limits the ability of TC to meet its animal housing needs.

Meetings were held with AC offices in Lapeer and Bay counties to explore the potential of contracting with these counties. An information packet was provided to each of these counties. After about a week, follow-up discussion was conducted with both counties and they decided it would not be financially advantageous to offer a contract to TC at this time.

Bay County only has a part-time director and uses police agencies for AC assistance. Lapeer has a new director that has only been in the position about four months. Both of these counties have indicated they cannot provide AC services to TC

on a contractual basis. Saginaw County never pursued our inquiry so it is concluded they are not interested in contracting. Inquiry was made with the TC Sheriff to determine if he wanted to assist with AC. He explained they did not have the time to assume the responsibility.

### Alternatives

There were four alternatives considered. (See attached spreadsheet). All of these assume a TC AC department is re-established. This appears to be the only viable option at this point in time. The alternatives only estimate annual operating costs. There would be a first year start-up cost to purchase trucks and dog boxes. Each new truck and dog box is approximately \$35,000. There may be the possibility of purchasing used trucks to reduce costs. This one-time truck and dog box cost would not reoccur for the useful life of the truck. Line item costs are held constant in each alternative. The opinion of the Lapeer AC director and others is that a director and three FT staff are required to optimally staff a TC AC department.

- **Alternative 1** – is a full-time director and 3 full-time (FT) staff. This is considered the optimum staffing. Annual operating costs estimated for this Alternative are \$250,761. This is an increase of \$102,605 compared to the 2017 SC contract.
- **Alternative 2** – is a full-time director and two FT staff. Annual operating costs estimated for this Alternative are \$198,467. This is an increase of \$50,311 compared to the 2017 SC contract.
- **Alternative 3** – is a full-time director, 1 FT and 2 PT. Annual operating costs estimated for this Alternative are \$193,923. This is an increase of \$45,767 compared to the 2017 SC contract.
- **Alternative 4** – is a full-time director, 1 FT and 1 PT staff. Annual operating costs estimated for this Alternative are \$170,931. This is an increase of \$22,775 compared to the 2017 SC contract.

### Recommendations for Board Consideration

With SC ending the TC contract and no surrounding counties interested in contracting, the only remaining option is to re-establish a TC AC program. It is recommended that the TC AC program be re-established using Alternative 4 which is a FT director, FT officer and a PT assistant (29 hours per week).

The annual operating costs for this start-up program are an estimated \$170,000 which is only about \$22,000 more than the 2017 SC contract. This program best fits with the current county financial limitations. There would also be one-time costs to purchase vehicles and dog boxes for the vehicles. Costs for two trucks and dog boxes are estimated at \$70,000, but could be reduced if purchased used. These costs would be funded from the equipment fund.

Re-establishing a county AC department is a major task. The next step would be to begin the process to hire a director including development of a job description, advertising, selecting candidates, interviewing and choosing the director and training/certification of director. This step will require several weeks, but needs to be accomplished quickly in order to move onto the important next steps. The rest of the program can be built with input from the new director. Other steps that should be started or completed in the next two months include:

- Developing and approving a budget
- Establishment of a special revenue fund to separate/track program revenues/expenditures, donations, etc.
- Hiring other staff
- Training staff
- Purchasing trucks and dog boxes
- Assuring that licensing programs continue and are improved (critical that dog license revenue does not decline)
- Determining how volunteer assistance can be used
- Determining if a committee could help guide operations



After the director is hired and the program is stabilized, a longer term planning process can begin to further strengthen the program. This could include a plan to create optimum staffing. Based on input from other AC directors, optimum staffing for TC would be a director and 3 FT staff. The estimated cost for this program is about \$250,000. This is about \$80,000 more than the \$170,000 start-up program costs. Funding for increased costs may come from licensing enforcement, donations and possibly a future millage.

Mike

Michael R. Hoagland  
Tuscola County Controller/Administrator  
989-672-3700  
[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

VISIT US ON LINE FOR COUNTY SERVICES @ [www.tuscolacounty.org](http://www.tuscolacounty.org)

Animal Control Alternatives						
	2017 Contract with Sanilac	Alternative 1 1 FT Director 3 FT (Optimum)	Alternative 2 1 FT Director 2 FT officers	Alternative 3 1 FT Director 1 FT officer and 2 PT	Alternative 4 1 FT Director 1 FT officer and 1 PT	Future Methods of Funding Optimum
<b>Revenues</b>						
Animal Licenses	117,581	117,581	117,581	117,581	117,581	178,021
Animal Boarding	1,477	3,000	3,000	3,000	3,000	3,000
Adoption Fees	50	5,000	5,000	5,000	5,000	5,000
Bond Forfeitures (Spay/Neut)	0	2,000	2,000	2,000	2,000	2,000
Donations/Fundraisers	2,200	2,200	2,200	2,200	2,200	62,640
Reimbursement Restitution	98	100	100	100	100	100
Reimbursement Gas	6,114	-	-	-	-	-
<b>Total Revenue</b>	<b>127,520</b>	<b>129,881</b>	<b>129,881</b>	<b>129,881</b>	<b>129,881</b>	<b>250,761</b>
<b>Operating Expense</b>						
Sanilac Agreement	139,803	0	-	-	-	0
Supervisor Salary	0	43,794	43,794	43,794	43,794	43,794
Full Time Salaries	0	91,852	63,627	35,402	35,402	91,852
Part-Time Salaries	0	0	-	42,311	21,156	0
Overtime	0	3,000	3,000	3,000	3,000	3,000
Work Comp	0	1,428	1,137	1,282	1,064	1,428
FICA	0	10,606	8,447	9,525	7,906	10,606
Life Insurance	0	178	133	89	89	178
Retirement	0	17,232	13,029	8,826	8,826	17,232
Health Insurance	0	61,080	45,810	30,540	30,540	61,080
Disability	0	1,291	1,090	754	754	1,291
Supplies, Printing, Postage	0	1,000	1,000	1,000	1,000	1,000
Other Supplies	0	500	500	500	500	500
Dog Handling	0	2,000	2,000	2,000	2,000	2,000
Dog License & Collection	550	0	0	0	0	0
Uniforms and Accessories	0	2,500	2,500	2,500	2,500	2,500
Gas, Oil, etc	7,192	7,200	7,200	7,200	7,200	7,200
Janitorial Supplies	0	1,000	1,000	1,000	1,000	1,000
Animal Food/Supplies	0	2,000	2,000	2,000	2,000	2,000
Animal Disposal	0	500	500	500	500	500
Veterinarian Services	0	1,000	1,000	1,000	1,000	1,000
Telephone	611	700	700	700	700	700
Misc		500	500	500	500	500
Vehicle Operating/Repairs		1,400	1,400	1,400	1,400	1,400
<b>Total Operating Expense</b>	<b>148,156</b>	<b>250,761</b>	<b>198,467</b>	<b>193,923</b>	<b>170,931</b>	<b>250,761</b>
<b>Net General Fund Cost</b>						
	<b>(20,636)</b>	<b>(120,880)</b>	<b>(68,586)</b>	<b>(64,042)</b>	<b>(41,050)</b>	<b>0</b>

## Tuscola County Animal Control Director

Applications are being accepted through Thursday, May 10 for the position of Full Time Animal Control Director

Wage Range: \$43,793.61 to \$52,699.88

### General Statement of Duties

Under the general direction of the County Controller/Administrator and the Board of Commissioners, this position is responsible for the day to day operations of the Animal Control Department, the enforcement of all laws and control pertaining to animals, and the protection of animals which are determined to be mistreated. Other duties may be assigned as deemed necessary.

### Qualifications/Skills Required:

- Preferred one year experience as an Animal Control Officer
- High School Diploma
- Completion of 100 instructional hours of training as suggested by the Michigan Department of Agriculture
- 40 Hour Euthanasia Training and Certification
- Valid Michigan Driver's License
- Comply with all local, state, and federal laws and requirements
- Manage budgets and financial operations
- Maintain proper records, documentation, and statistical reports
- Proper enforcement of animal licensing requirements
- Ability to communicate effectively both written and verbally
- Strong and effective public relations with ability to build relationships
- Recruit, train and manage Animal Control Staff properly
- Basic computer knowledge
- Customer service and adoption processes
- Must be able to lift up to 50 pounds
- Willing to work some weekends and irregular hours
- Organize fund raisers and recruit and oversee volunteers as necessary

### Application Instructions:

1. You must complete a **General Employment Application** found online at <http://www.tuscolacounty.org/employment/> or pick up an application at

Tuscola County  
Human Resources  
125 W. Lincoln St.  
Caro, MI 48723

2. Submit the completed application with a copy of your resume to Human Resources one of the following ways:
  - a. Mail to address listed in item 1
  - b. FAX to 989-672-4011
  - c. Submit online at <http://www.tuscolacounty.org/employment/>
  - d. Email to [Human-Resources@tuscolacounty.org](mailto:Human-Resources@tuscolacounty.org)
3. Please no phone calls.



## SANILAC COUNTY BOARD OF COMMISSIONERS

60 W. Sanilac Road • Room 102 • Sandusky, Michigan 48471 • PH:(810) 648-2933 • FX:(810) 648-2830  
www.sanilaccounty.net

Administrator/Controller: Tara Griffith • Administrative Assistant/Human Resources Manager: Jody Morris

**Daniel Dean**  
Chairman  
District 1  
(810) 622-9132  
Argyle  
Austin  
Delaware  
Evergreen  
Forester  
Greenleaf  
Lamoille  
Marion  
Minden  
Wheatland

**Bob Conely**  
Vice-Chairman  
District 4  
(810) 346-2931  
Buel  
Elk  
Elmer  
Flynn  
City of Marlette  
Marlette

**Gary Heberling**  
District 2  
(810) 404-0406  
Bridgehampton  
Custer  
Moore  
City of Sandusky  
Washington  
Watertown

**Bill Sarkella**  
District 3  
(810) 622-8842  
City of Croswell  
Sanilac  
Lexington

**Paul Muxlow**  
District 5  
(810) 346-2132  
City of Brown City  
Fremont  
Maple Valley  
Speaker  
Worth

April 30, 2018

Mr. Michael Hoagland, Administrator/Controller  
County of Tuscola  
125 W. Lincoln St.  
Caro, MI 45983

Dear Mike,

After extensive review and discussion with Sanilac County Commissioners and Animal Control Staff, I've determined it necessary to formally terminate coverage of the Tuscola County Animal Shelter operations. The original contract in place with Tuscola County expired in 2014, however we've been operating without a contract since then.

Through conversations with Staff and Commissioners, we've come to a consensus that we need to start focusing solely on our Shelter operations and implement a census program that currently does not exist.

Our last day honoring the expired contract will align with Mr. Jim Matson's retirement date of Monday, June 25<sup>th</sup>, 2018.

On behalf of Sanilac County, thank you for allowing us to service your Animal Shelter programming needs, I look forward to collaborating with Tuscola County on future endeavors.

Respectfully,

Tara Griffith, MBA  
Administrator/Controller

## **Funding issues for Indigent Defense Standards**

The governor's fiscal 2019 budget includes financial provisions for indigent defense that would increase the burden on counties and do not uphold the state's responsibilities in providing this service. Please communicate with your legislators on these points:

- The state has failed to provide competent representation to indigent defendants, thus failing to meet the state and federal constitutional obligation of a right to an attorney to all individuals.
- The state has long passed this duty on to counties with no funding nor requirements; counties were left to do the best they could with inadequate resources.
- Enactment of the PA 93 of 2013, the Michigan Indigent Defense Act, was the effort of the state to improve indigent defense services. The act clearly explained local systems would only be responsible for the cost equal to the system's average annual expenditure for such services in the three fiscal years immediately preceding the creation of the Indigent Defense Commission (MIDC), less the money received from partially indigent reimbursements. The remaining costs to meet MIDC-created standards would be paid by the state.
- Plans for compliance with the initial four standards submitted by funding unites were significantly higher in cost than the state expected; it is now trying to back out of its statutory obligation.
- The governor's proposal includes \$46 million in state General Fund dollars, plus an additional \$15.3 million clawed from counties via money now collected from partially indigent defendants.
- The governor also proposes a \$7.25 per capita local share. This would, in some cases, let the state off the hook for paying any money toward complying with its own standards and would more than double the local cost share.
- The governor's plan is an egregious violation of the Headlee Amendment's prohibition against new unfunded mandates on local governments.

**MAC is opposed to the governor's plan and urges lawmakers to properly fund state standards from state resources, as per the 2013 act.**

On April 25, 2018 at a regular meeting of the Roscommon County Board of Commissioners, held at the Roscommon County Administration Building located at 500 Lake Street, Roscommon, Michigan the following "RESOLUTION OF OPPOSITION TO AMENDATORY LEGISLATION TO MICHIGAN PUBLIC ACT 93 OF 2013" was unanimously accepted and supported by the Roscommon County Commissioners:

PRESENT: Robert E. Schneider, Ken Melvin, Marc J. Milburn, Gary Stefanko and David Russo.

ABSENT: None

The following preamble and resolution were offered by Commissioner Stefanko and supported by Commissioner Milburn.

**RESOLUTION OF OPPOSITION TO AMENDATORY LEGISLATION TO  
MICHIGAN PUBLIC ACT 93 OF 2013**

WHEREAS, Michigan Public Act 93 of 2013 created the Michigan Indigent Defense Commission (MIDC), authorized the MIDC to establish minimum standards for the provisions of indigent defense services, mandated compliance plans from all Michigan counties by November 20, 2017 to address the first four indigent defense standards, and mandated that any additional costs required to implement these minimum standards be paid by the state; and

WHEREAS, Roscommon County has developed a mandatory compliance plan for implementing the first four indigent defense standards and submitted this plan to the MIDC by the November 20, 2017 deadline; and

WHEREAS, Governor Rick Snyder has now proposed a FY19 budget for the state of Michigan, which includes insufficient funding to pay the additional indigent defense expenses that are anticipated in association with implementation of the first four indigent defense minimum standards, as required by Michigan Public Act 93 of 2013; and

WHEREAS, realizing state funding as currently proposed is insufficient and in violation of Michigan Public Act 93 of 2013, the Governor has further proposed amendatory legislation, "to clarify and improve" Michigan Public Act 93 of 2013, which include, among other things, establishing a new minimum local share of indigent defense costs to \$7.25 per capita and requiring that 90 percent of the revenue now collected by counties from partially indigent defendants be remitted to the state to support statewide system costs; and

WHEREAS, it has been determined that the proposed amendatory changes to Michigan Public Act 93 of 2013 would result in an absorbent increase in expenses to Roscommon County to provide indigent services in compliance with the first four standards; and

**THEREFORE BE IT RESOLVED**, the Roscommon County Board of Commissioners hereby opposes any amendatory legislation to Michigan Public Act 93 of 2013 that would reduce or eliminate the state of Michigan's fiduciary responsibility to pay any and all additional costs required to implement the minimum indigent defense standards, as presently legislated; and

BE IT FURTHER RESOLVED, the Roscommon County Board of Commissioner's remains committed to implementing the new indigent defense standards as mandated by the MIDC, so long as the state of Michigan remains true to its original commitment to pay for any additional costs necessary for their implementation.

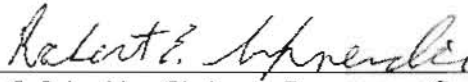
BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to Governor Rick Snyder, State Representative Daire Rendon, State Senator Darwin Booher, the Michigan Association of Counties, and the other 82 counties

A Roll Call Vote was taken as follows:

AYES: Schneider, Melvin, Milburn, Stefanko, Russo

NAYS: None

Resolution Declared Adopted



Robert E. Schneider, Chairman, Roscommon County Board of Commissioners



Michelle M. Stevenson, Roscommon County Register of Deeds/County Clerk

STATE OF MICHIGAN        )  
                                          ) ss.  
COUNTY OF ROSCOMMON )

I hereby certify that the foregoing is a true and complete copy of "Resolution of Opposition to Amendatory Legislation to Michigan Public Act 93 of 2013" adopted by the County Board of Commissioners of Roscommon County at a regular meeting held April 25, 2018, and I further certify that public notice of such meeting was given as provided by law.



Michelle M. Stevenson, Roscommon County Register of Deeds/County Clerk

*"Menominee – Where the best of Michigan Begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

*Jason Carviou – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

### RESOLUTION NO. 2018-15

#### OPPOSING AMENDATORY LEGISLATION TO MICHIGAN PUBLIC ACT 93 OF 2013

**WHEREAS**, Michigan Public Act 93 of 2013 created the Michigan Indigent Defense Commission (MIDC), authorized the MIDC to establish minimum standards for the provision of indigent defense services, mandated compliance plans from all Michigan counties by November 20, 2017 to address the first four indigent defense standards, and mandated that any additional costs required to implement these minimum standards be paid by the state; and

**WHEREAS**, Menominee County developed a mandatory compliance plan for implementing the first four indigent defense standards and submitted this plan to the MIDC by the November 20, 2017 deadline, and

**WHEREAS**, Governor Rick Snyder has now proposed a FY19 budget for the state of Michigan, which includes insufficient funding to pay the additional indigent defense expenses that are anticipated in association with implementation of the first four indigent defense minimum standards, as required by Michigan Public Act 93 of 2013; and

**WHEREAS**, realizing state funding as currently proposed is insufficient and in violation of Michigan Public Act 93 of 2013, the Governor has further proposed amendatory legislation, "to clarify and improve" Michigan Public Act 93 of 2013, which include, among other things, establishing a new minimum local share of indigent defense costs to \$7.25 per capita and requiring that 90 percent of the revenue now collected by counties from partially indigent defendants be remitted to the state to support statewide system costs; and

**WHEREAS**, it has been determined that the proposed amendatory changes to Michigan Public Act 93 of 2013 would result in an increase in expenses to Menominee County to provide indigent defense services in compliance with the first four standards, and

**THEREFORE BE IT RESOLVED**, the Menominee County Board of Commissioners hereby **opposes** any amendatory legislation to Michigan Public Act 93 of 2013 that would reduce or eliminate the state of Michigan's fiduciary responsibility to pay any and all additional costs required to implement the minimum indigent defense standards, as presently legislated.

**BE IT FURTHER RESOLVED**, the Menominee County Board of Commissioners remains committed to implementing the new minimum indigent defense standards as mandated by the MIDC, so long as the state of Michigan remains true to its original commitment to pay for any additional costs necessary for their implementation.

*Steven Gromala*

*Gerald Piche – Chairperson*

*William Cech – Vice Chairperson*

*Larry Phelps*

*John Nelson*

*Jan Hafeman*

*Charlie Meintz*

*Bernie Lang*

*Larry Schei*



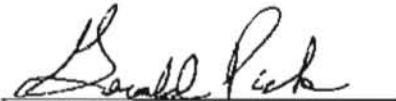
**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to Governor Snyder, Senator Stabenow, State Representative LaFave, the Michigan Association of Counties, and the other 82 counties.

**A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:**

AYES: COM. William Cech, Steven Gromala, Bernie Lang, Jan Hafeman, Charlie Meintz  
John Nelson, Larry Phelps, Gerald Piche and Larry Schei

NAYS: None.

**RESOLUTION DECLARED ADOPTED**



Gerald Piche, Chairman,  
Menominee County Board of Commissioners



Marc Kleiman, County Clerk

STATE OF MICHIGAN            )  
                                          ) ss  
COUNTY OF MENOMINEE )

I hereby certify that the foregoing is a true and complete copy of Resolution 2018-15 adopted by the County Board of Commissioners of Menominee County at a regular meeting held on April 24, 2018, and I further certify that public notice of such meeting was given as provided by law.



Marc Kleiman, County Clerk

APRIL 25, 2018

OPPOSING AMENDATORY LEGISLATION TO MICHIGAN PUBLIC ACT 93 OF 2013

RESOLUTION

WHEREAS, Michigan Public Act 93 of 2013 created the Michigan Indigent Defense Commission (MIDC), authorized the MIDC to establish minimum standards for the provision of indigent defense services, mandated compliance plans from all Michigan counties by November 20, 2017 to address the first four indigent defense standards, and mandated that any additional costs required to implement these minimum standards be paid by the state; and

WHEREAS, Charlevoix County developed a mandatory compliance plan for implementing the first four indigent defense standards and submitted this plan to the MIDC by the November 20, 2017 deadline; and

WHEREAS, Governor Rick Snyder has now proposed a FY19 budget for the state of Michigan, which includes insufficient funding to pay the additional indigent defense expenses that are anticipated in association with implementation of the first four indigent defense minimum standards, as required by Michigan Public Act 93 of 2013; and

WHEREAS, realizing state funding as currently proposed is insufficient and in violation of Michigan Public Act 93 of 2013, the Governor has further proposed amendatory legislation, "to clarify and improve" Michigan Public Act 93 of 2013, which include, among other things, establishing a new minimum local share of indigent defense costs to \$7.25 per capita and requiring that 90 percent of the revenue now collected by counties from partially indigent defendants be remitted to the state to support statewide system costs; and

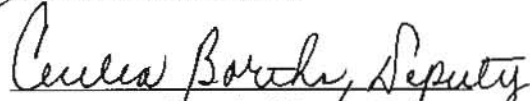
WHEREAS, it has been determined that the proposed amendatory changes to Michigan Public Act 93 of 2013 would result in an increase in expenses to Charlevoix County to provide indigent defense services in compliance with the first four standards, and

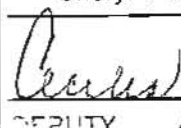
NOW THEREFORE BE IT RESOLVED, the Charlevoix County Board of Commissioners hereby opposes any amendatory legislation to Michigan Public Act 93 of 2013 that would reduce or eliminate the state of Michigan's fiduciary responsibility to pay any and all additional costs required to implement the minimum indigent defense standards, as presently legislated.

BE IT FURTHER RESOLVED, the Charlevoix County Board of Commissioners remains committed to implementing the new minimum indigent defense standards as mandated by the MIDC, so long as the state of Michigan remains true to its original commitment to pay for any additional costs necessary for their implementation.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to Governor Snyder, Representative Triston Cole, Senator Wayne Schmidt, the Michigan Association of Counties, and the other 82 counties.

  
Chairman of the Board

  
Clerk to the Board of Commissioners

CERTIFIED	
Cheryl Potter Browe, County Clerk	
	04/26/2018
DEPUTY	DATE

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk  
101 COURT STREET, MONTICELLO, MI 49862

RESOLUTION #2018-06

OPPOSING AMENDATORY LEGISLATION TO MICHIGAN PUBLIC ACT 93 OF 2013

WHEREAS, Michigan Public Act 93 of 2013 created the Michigan Indigent Defense Commission (MIDC), authorized the MIDC to establish minimum standards for the provision of indigent defense services, mandated compliance plans from all Michigan counties by November 20, 2017 to address the first four indigent defense standards, and mandated that any additional costs required to implement these minimum standards be paid by the state; and

WHEREAS, Governor Rick Snyder has now proposed a FY19 budget for the state of Michigan, which includes insufficient funding to pay the additional indigent defense expenses that are anticipated in association with implementation of the first four indigent defense minimum standards, as required by Michigan Public Act 93 of 2013; and

WHEREAS, realizing state funding as currently proposed is insufficient and in violation of Michigan Public Act 93 of 2013, the Governor has further proposed amendatory legislation, "to clarify and improve" Michigan Public Act 93 of 2013, which include, among other things, establishing a new minimum local share of indigent defense costs to \$7.25 per capita and requiring that 90 percent of the revenue now collected by counties from partially indigent defendants be remitted to the state to support statewide system costs; and

WHEREAS, it has been determined that the proposed amendatory changes to Michigan Public Act 93 of 2013 would result in an increase in expenses to Alger County to provide indigent defense services in compliance the first four standards, and

THEREFORE BE IT RESOLVED, the Alger County Board of Commissioners hereby opposes any amendatory legislation to Michigan Public Act 93 of 2013 that would reduce or eliminate the state of Michigan's fiduciary responsibility to pay any and all additional costs required to implement the minimum indigent defense standards, as presently legislated.

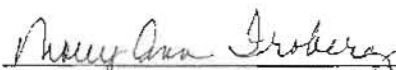
BE IT FURTHER RESOLVED, the Alger County Board of Commissioners remains committed to implementing the new minimum indigent defense standards as mandated by the MIDC, so long as the state of Michigan remains true to its original commitment to pay for any additional costs necessary for their implementation.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to Governor Snyder, Representative Cambensy, Senator Casperson, the Michigan Association of Counties, and the other 82 counties.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Alger County Board of Commissioners at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

  
Mary Ann Froberg, Alger County Clerk

Dated: March 19, 2018



# SHERIFF TUSCOLA COUNTY

SHERIFF GLEN SKRENT

UNDERSHERIFF ROBERT BAXTER

420 COURT STREET, CARO, MI 48723

Phone: 989-673-8161 Fax: 989-673-8164

Branch County asked the other Sheriffs who had recently done a jail remodel or new.

### Branch County

Our Commissioners just approved the language for the millage. We are now beginning our marketing phase and many citizens are asking to see what we are planning to build. We don't want to hire architects until after we know if the millage passes so we don't have any official drawings only some concept illustrations. **Their millage is just for construction and financing. They already have an operational millage of 5 mills which will expire in 2021.**

### Alpena County

Voters approved a millage for a new sheriff's office/correctional facility in November Last year. We interviewed 6 architects, narrowed the field to three. We toured facilities designed by the three in Michigan, Minnesota, New Hampshire and Maine and chose BKV from Chicago. We're in the design phase for it now and have recently sent out Request for Proposals (RFP's) for a construction manager at risk (CMR). We hope to have them on board within a month.

### Kalamazoo County

We finished our Jail addition and renovation in 2013. Currently, we are designing a new court house with a 40 person lock up.-

### Vanburen County

Started last April. They are finishing up next week.

Daniel E. Abbott  
Sheriff

### Muskegon County

Ours was opened in late August of 2015.

(E)

**mhoagland@tuscolacounty.org**

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**From:** Robert Mantey <rmantey@tuscolacounty.org>  
**Sent:** Thursday, May 3, 2018 5:41 PM  
**To:** Mike Hoagland  
**Cc:** Craig Kirkpatrick - Commissioner; 'Kim Vaughan'  
**Subject:** Caro Dam Proposal for Options  
**Attachments:** LRE-Caro Dam Proposal 5-3-18.pdf

Mike,  
Attached is a Proposal for Services to look at options for the Caro Dam. I will be at the committee meeting Monday morning, if you wish to discuss this. If you have questions prior to the meeting, let me know and I will try to bring the answers to Mondays meeting.  
Bob

Robert J. Mantey  
Tuscola County Drain Commissioner  
125 W. Lincoln St., Suite 100, Caro, MI 48723  
Hours: 8:00am – 4:30pm; Closed Noon-1:00pm  
Summer Hours: M-Th; 7:00am-5:00pm  
PH: 989-672-3820 FAX: 989-673-3497 CELL: 989-553-3824

May 3, 2018

Mr. Bob Mantey  
Tuscola County Drain Commissioner  
125 West Lincoln Street  
Caro, MI 48723

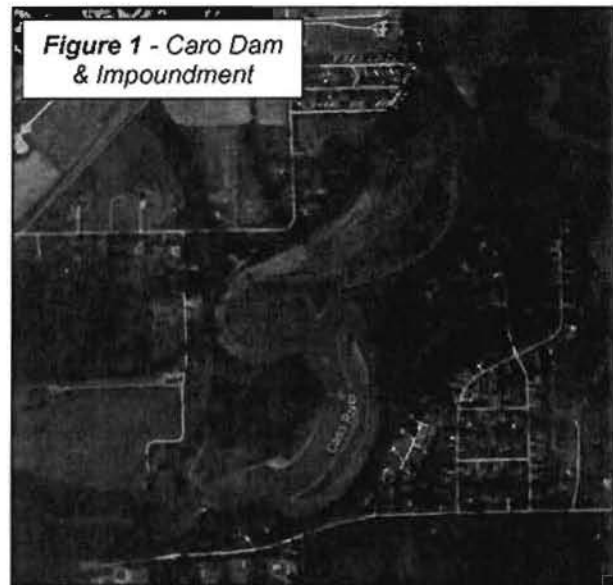
**Re: Proposal to Provide Professional Services for  
Caro Dam Engineering Study  
Indianfields Township, Tuscola County, Michigan**

Dear Mr. Mantey:

Land and Resource Engineering (LRE) is pleased to present this proposal for professional services to conduct an engineering study of the Caro Dam along the Cass River in Section 16 of Indianfields Township, Tuscola County, Michigan.

## Project Background

The Caro Dam (Dam) is privately owned by Mr. Eric Fox and is located along the Cass River in Section 16 of Indianfields Township, near the City of Caro, Tuscola County, Michigan. The Dam is classified as a low hazard dam, meaning a failure of the dam may cause limited damage to downstream infrastructure but should not pose a threat to human life. The Dam consists of a main spillway regulated by two radial (tainter) gates on the southeast side, a 144-foot long fixed crest spillway in the center, a non-functional powerhouse on the northwest side, and an emergency spillway on the far northwest side.



The impoundment along the Cass River once provided for recreational activities such as fishing and boating. However, failure of the radial gates has caused water levels to drop by more than 3.5 feet. The limits of the former impoundment relative to the current river upstream of the Dam are shown in **Figure 1**. The deteriorated condition of the Dam combined with loss of recreational use prompted the Dam owner and local municipalities to consider conducting an engineering feasibility study to evaluate potential alternatives to repair the Dam and restore the historic impoundment level along the Cass River.

## Project Approach

LRE has extensive experience conducting dam inspections pursuant to Part 307, Inland Lake Levels, and Part 315, Dam Safety, of the Natural Resources and Environmental Protection Act, (P.A. 451 of 1994, as amended). We have also successfully completed legal lake level studies pursuant to Part 307 and dam replacement projects pursuant to Part 307 and Part 315.

Our staff specialize in water resource engineering and are well versed in fluvial geomorphology and river restoration using natural channel design techniques. LRE will team with Streamside Ecological Services (SES) to provide expertise in biological and fishery consideration particularly as they relate to improved fish passage. In addition, both LRE and SES have helped to successfully obtain grant funding to help offset the cost of similar projects.

This proposal outlines the services included in the engineering study phase of the project. The primary purpose of the study is to analyze the condition of the existing Dam, evaluate potential improvement alternatives and implementation strategies, and summarize our findings into a final report for stakeholder input and Tuscola County approval.

Following is the **Scope of Services**, which includes a description of the tasks included in this proposal, as well as the associated **Professional Fee** and **Project Schedule**.

### Scope of Services

**Kickoff Meeting:** LRE will organize a kickoff meeting with project stakeholders to review the project scope, schedule, and budget. Expectations and goals of the stakeholder group will be reviewed. LRE will prepare an agenda, study schedule, and issue minutes for the kickoff meeting.

**Review of Resource Information:** LRE will obtain and review all available resource information provided by the Dam owner and Tuscola County, including but not limited to:

- Construction drawings of the Dam, including past improvement projects.
- Historical records, including design information, operating history, maintenance, etc.
- Past inspection reports.
- Current operation and maintenance plans.
- GIS Data.

**Field Inspection:** A field inspection will be conducted by LRE and SES staff to gain a better understanding as to the deficiencies in the current Dam, the morphology of the Cass River, historic recreational uses and the riparian corridor. Photographs of the Dam and surrounding area will be taken for record purposes and incorporation into the final report.

**Topographic Survey:** A preliminary survey of the Dam and former impoundment will be conducted. The location and elevation of critical features, including the Dam crest, radial gates, sediment, water surface, etc. will be recorded.

In addition, a topographic survey of the Cass River will be conducted from approximately 300-feet downstream of the Dam to Riverview Park. The purpose of this survey is to evaluate the potential for fish passage or river restoration improvements, which could be incorporated into the Dam project and provide grant opportunities to help offset project costs. Four cross sections of the Cass River will be recorded. Each cross section will include the top of bank, inner berm (if applicable), bottom of bank, centerline of channel (thalweg), bottom of sediment, and water surface.

**Survey Drawings:** A condensed plan and profile survey of the Cass River will be prepared to document existing conditions and evaluate potential alternatives, specifically those related to river restoration and/or fish passage. In addition, the survey drawings will serve as a base-map for conceptual drawings or renderings depicting potential Dam improvements. Both a 24-inch by 36-inch hard copy and electronic copy of the existing survey drawings will be delivered.

**Evaluation of Alternatives:** LRE and our project team will evaluate the feasibility as well as pros and cons of various alternatives for the Dam, including:

1. Do Nothing.
2. Dam repairs to ensure the structural integrity and restore the historic impoundment level.
3. Dam repairs per Alternative 2 plus fish passage to improve chances for grant funding.
4. Total or partial removal of the Dam and replacement with a series of rock riffle or similar in-stream structures.

Preliminary design configurations / renderings and associated cost estimates will be provided for each alternative.

**Grant Funding:** LRE will identify potential grants to help offset costs to repair or replace the Dam. We will investigate potential fish passage grants through the Michigan Department of Natural Resources (MDNR) as well as United States Fish and Wildlife Service (USFWS).

The proposed project may also qualify for a MDNR Dam Management Grant Program, which provides funding for not only dam removal but also the repair or reconstruction of dams that serve an economic purpose and cause minimal environmental impacts.

**Letter of Report:** Results of the engineering study, including summary of existing conditions, evaluation of alternatives, grant opportunities, permitting considerations, and recommendations will be presented in a letter of report. LRE will develop a report outline that will set up the presentation of material in a logical, succinct, and understandable manner. A draft report will be prepared, including all tables, renderings and figures necessary to present the basis of evaluation and preliminary recommendations. A range of probable project costs will be provided for each alternative.



An implementation strategy will also be developed. Considerations for the necessity of additional design information, permits, coordination with other agencies/stakeholders, and potential funding sources will be included as part of the final recommendation. LRE will not make any recommendations regarding legal or financing aspects of the Dam.

**Correspondence and Meetings:** LRE will maintain communication with the stakeholder group throughout the course of the project. A second meeting will be held with the stakeholder group to review the results of our study and preliminary recommendations. Comments from the stakeholder group will be incorporated into the final engineering report.

## Professional Fee and Schedule

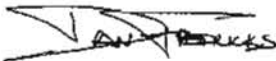
The professional fee to complete the tasks included in the scope of services is **Fifteen Thousand Five Hundred Dollars (\$15,500)**. The format of this proposal is: **Lump Sum** with reimbursable expenses included. LRE will provide invoices on a monthly basis, which will reflect the expenses and charges for the previous month.

We are ready to begin work immediately and will provide final deliverables within three months of being authorized to proceed.

Please review the enclosed information and contact our office if there are any questions or concerns. If the information is acceptable, we will prepare a corresponding professional services agreement to authorize LRE to proceed.

Sincerely,

### Land & Resource Engineering (LRE)



Daniel J. Fredricks, P.E.  
Vice President / Project Manager

**From:** mhoagland@tuscolacounty.org  
**Sent:** Thursday, April 19, 2018 2:50 PM  
**To:** Drain Commissioner; Chris Olson; 'Bardwell Thom'; 'Bierlein Matthew'; 'Kim Vaughan'; 'Kirkpatrick Craig'; 'Tom Young'  
**Subject:** Brief Update Regarding the Caro Dam

Commissioners

The following is a brief summary of the Caro Dam meeting held on April 18, 2018.

- In attendance ..... Robert Mantey, Rick Lipan, Chris Olsen, Eric Fox, Craig Kirkpatrick, Kim Vaughan and Mike Hoagland.....
- The primary objective is to repair the dam so water levels can be controlled and the former water impoundment restored for recreational and environmental purposes.....there was discussion of providing access for portage around the dam.....
- The current problem is the two dam gates are not functioning resulting in the inability to control water levels behind the dam .....
- There were three primary methods discussed to control the water levels: 1- Install new water control gates, 2 - Install fish ladders (Frankenmuth uses fish ladders) or 3 – work to establish a special assessment district and pay for repairs with special assessments.....
- The special assessment district was not recommended to the Drain Commissioner as a good alternative for this situation.....this alternative was discussed but it was determined it would not be pursued at this time for several reasons.....in order to implement this alternative responsibility for the dam would have to change to the public sector (Dam is currently privately owned by Mr. Fox).....it would be extremely difficult to determine an assessment district and it would take years to complete.....
- The two alternatives recommended for further study are new gates and fish ladders.....preliminary estimates from Majestic Construction for two new gates is \$60,000.....there was discussion of splitting costs evenly whereby the City of Caro, Tuscola County and Indianfields Township would each pay an estimated \$20,000.....there was also discussion that these costs could be further reduced with Mr. Fox contributing certain in-kind services since he is a contractor.....one of the advantages of fish ladders is they increase grant funding potentials.....
- The next step is the County Drain Commissioner will obtain estimates to conduct a study of these two alternatives.....he will also obtain a timeline estimate to complete such a study.....if approved costs for this study would also be split evenly among the three units of government.....

Mike

Michael R. Hoagland

**To:** Commissioners  
**Cc:** Patricia Gray; Angie Daniels (Angie.Daniels@tuscolacounty.org); Clayette Zechmeister (Clayette Zechmeister); Shelly Lutz (lutzs@tuscolacounty.org)  
**Subject:** Office Reorganization Proposal  
**Attachments:** 1765\_001.pdf

Commissioners

**Proposed Treasurer Office Reorganization**

The following is a proposed staffing reorganization for the Treasurer’s office. The proposal is cost neutral and does not increase the number of budgeted positions. It accomplishes the following objectives:

- Objective 1 - advance Geographic Information Systems (GIS) technology
- Objective 2 - continue property tax splits/description functions
- Objective 3 - provide for the Treasurer’s office to function with one less full-time position through reclassification of other Treasurer Office employees

**Treasurer Staffing Changes**

Recently the two employees in the Treasurer’s office left employment with the county. These positions were:

- Deputy Treasurer/Abstract Tax Service Clerk
- Abstract Tax Service Clerk

On March 19, 2018 the County Treasurer filled one of the Abstract Tax Service Clerk positions by promoting an existing Account Clerk II to the position of Abstract Tax Service Clerk. (This created a vacant Account Clerk II position that has not been filled to date.) The Treasurer wants to now promote the new Abstract Tax Service Clerk to the Deputy Treasurer position. The position title will then be expanded to Deputy Treasurer/Abstract Tax Service Clerk and paid at the Deputy Treasurer rate Step 1. The Treasurer has agreed to reduce the number of full-time employees by one (Abstract Tax Service Clerk) which frees up the funds to accomplish the identified objectives.

**Objective 1 – Advance GIS**

The first objective is to advance the use and benefits of GIS technology. Several years ago the county made a considerable financial investment in building a computerized parcel layer map which is the base geographical information needed to implement GIS technology. Unfortunately, progress has slowed. The County Treasurer, Equalization Director, Human Resource Coordinator, IT Director and myself all believe this position would be instrumental in advancing public and private sector GIS technology in the county.

There are many other county, local units of government and private sector entities that can capitalize on this technology but a GIS Coordinator is needed to help lead the effort. Many other counties already have staff for GIS operations. Portions of the available funds from the unfilled Abstract Tax Service Clerk position will be used to fund this new GIS Coordinator position.

Attached is the GIS Coordinator job description. The GIS Coordinator would report to the Controller/Administrator. Assistance was obtained from Saginaw Valley State University through their GIS department in developing the job description. This department can be an asset to the county and help to advance GIS technology.

## Objective 2 - Property Tax Splits/Description Functions

The second objective of continuing property tax splits/description functions is included in the GIS Coordinator job description. This assures this critical function continues to be performed. This function is better aligned with other work conducted in the Equalization office than in the Treasurer's Office. The Equalization Director can perform this function and can help teach the GIS Coordinator. This arrangement will provide that two people can perform this critical function.

## Objective 3 – Reclassify Other Treasurer Employees

As a result of the reduction of one full time staff member in the Treasurer's office the workload has to be redistributed. Current Account Clerk II employees are requested to be reclassified Account Clerk III positions to perform the following additional responsibilities which will include but is not limited to:

- Maintain and balance a variety of ledgers
- Prepare financial statements
- Prepare necessary state reports
- Additional accounting duties
- Balance Funds with other County Offices
- Assist County Treasurer with settlement procedures
- Reconcile bank accounts
- Prepare cash out procedures
- Assist County Treasurer with investing and recording
- General ledger accounting

## Financing and Budget Changes

The current wage/fringe benefit budget for the Treasurer's Office is approximately \$364,562. Considering the cost reduction for the discontinued Abstract Tax Service Clerk position, promotion of the employee to Deputy Treasurer and reclassification of employees, the estimated net cost reduction to the Treasurer's budget is approximately \$60,000.

This is the estimated amount available to fund the new GIS Coordinator position. These funds would be transferred from the general fund to the GIS Fund which is where this new position will be budgeted. There is sufficient annual revenues generated in the GIS fund to pay any costs over the \$60,000. The general fund will not incur increased costs as a result of this reorganization.

## Recommendations

Implement the office reorganization by taking the following actions:

- Reduce one Abstract Tax Service Clerk position in the County Treasurer's office
- Concur with the appointment of Ashley Bennett as the Deputy Treasurer/ Abstract Tax Service Clerk
- Authorize a new GIS Coordinator position with the understanding the position will not increase general fund cost because of savings from the reduced position in the Treasurer's office
- Approve the GIS Coordinator job description and house this person in the Equalization Department but report to the Controller/Administrator.
- Authorize reclassification of employees in the Treasurer's Office
- Authorize budget amendments to implement the above changes

This is an exciting restructuring because it enables GIS technology to be advanced. The County Treasurer staff reduction to help the county move forward with GIS technology is appreciated.

Mike

Michael R. Hoagland  
Tuscola County Controller/Administrator  
989-672-3700  
[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

**VISIT US ON LINE FOR COUNTY SERVICES @ [www.tuscolacounty.org](http://www.tuscolacounty.org)**

# GIS Coordinator

## General Statement of Duties

Responsible for tasks related to creating, maintaining, planning and coordinating Geographic Information Systems (GIS) data and applications by establishing a central data and applications source available for county department use. Functions as technical expert and serves as project manager and/or technical team leader in design, development, testing, implementation and maintenance of county GIS applications, tools, associated layers and databases. This position reports to the County Controller/Administrator.

## Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform.

- Maintain, update and monitor the enterprise GIS database infrastructure and manage the data content and quality.
- Extracts and organizes data and performs control operations to ensure the accuracy and completeness of all data; researches source documents and/or coordinates with others to resolve missing or conflicting data and other anomalies.
- Researches and corrects problems with data using spatial and logical analyses; researches and verifies legal descriptions and boundaries; uses scripts, queries and other tools to obtain and/or correct missing or incorrect spatial and attribute data.
- Assist in development and maintenance of aerial photography layer.
- Uses software and tools (GIS and non-GIS sources) to integrate multiple specialized databases and layers from a variety of sources, including aerial photography, for analytical purposes.
- Designs GIS project methodology for assigned projects.
- Create digital and hard copy maps and related attribute files for subscribers and approved public projects.
- Lead person in researching and investigating new and updated technologies in the GIS field and develops plans for testing and implementing software/system upgrades, new systems and system enhancements
- Provide other GIS related services as may be required
- Coordinate and supervise GIS internship opportunities
- Meets with users to establish specific requirements and priorities; develops billing cost estimates for user product and service requests.
- Develop and provide support materials for GIS Steering Committee meetings including agenda and minutes, project status and summaries, new data/applications for consideration and other topics.
- Coordinate with County, City, Township and other user departments in the development of GIS and associated software to produce, display and analyze geographic information.
- Develop and manage County GIS policies, procedures and standards.
- Provide training to staff, partners and the public to utilize GIS tools. Assist departments to identify training needs so departments are able to utilize, input, modify and manipulate GIS data as appropriate and necessary.

- Work with Tuscola County Information Systems to coordinate the structure and maintenance of Tuscola County's online GIS information portal.
- Conduct survey, ownership and description research to resolve conflicting information and ensure the accuracy of county maps, land records and property ownership
- Create, update and maintain integrated county mapping layers.
- Serves as a technical resource to departmental managers and provides highly professional advice to users on the design and uses of GIS technologies and products that will enhance efficiency and effectiveness of business requests.
- Assist with updating assessor's data and mapping layers.
- Assist with the development of the annual GIS budget.
- Work closely with local assessors and township officials of 25 units to gather all annual split, combination and boundary adjustment information to update the county parcel layer and county tax roll descriptions annually.
- Assist in verifying property legal descriptions for Treasurer's department.
- Facilitate the production and distribution of tax maps for county and local governments.
- The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Knowledge, Skills and Abilities**

- Knowledge of best practices in GIS mapping for municipal practices.
- Skill in the use of office equipment and technology including GIS relational databases, other relational databases, personal computers and related software including Microsoft Office, ArcGIS for Desktop including ArcMap, ArcCatalog and extensions. Skill in the use of ArcGIS for Server web mapping components and ArcGIS Online is a major plus.
- Proficiency in spreadsheet and database management.
- Able and willing to master new technologies
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other departments, employees, governmental agencies as well as other professional contacts.
- Ability to communicate effectively and present ideas orally, through presentations and in writing
- Ability to prioritize and coordinate tasks requested by department heads
- Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Possess and maintain a valid driver's license
- While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is required to view and produce written reports. The employee frequently is required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move items of light to moderate weights.

### **Preferred Experience and Training**

A Bachelor's degree in Geographic Information Systems or in a related field having successfully completed coursework in GIS. (An equivalent combination of education, training and experience that provides the level of knowledge and skills required to successfully perform in the position may be considered in lieu of a degree.) – AND – at least three years of experience in the uses and operations of geographic information systems.

Experience in the administration of ArcGIS for Desktop and Server installations, including web mapping components.



G

[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

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**From:** mhoagland@tuscolacounty.org  
**Sent:** Tuesday, April 17, 2018 4:03 PM  
**To:** 'Ann Hepfer'  
**Cc:** 'Bardwell Thom'; 'Bierlein Matthew'; 'Kim Vaughan'; 'Kirkpatrick Craig'; 'Tom Young'  
**Subject:** RE: Medical Director

Hi Ann

Thank you for the update. A board of commissioners (BOC) action to concur with the appointment Medical Director is required because it involves contracting the county. The BOC is the only entity that has the authority to contract the county. This could occur at the BOC meeting on May 10, 2018 which is after your final interviews on May 4, 2018. The Board Chair could then sign the independent contractor agreement. You could explain to the candidate in advance that final approval is contingent upon approval by the BOC. Since you are not asking for an increased appropriation from the county I believe the BOC would concur with the appointment and authorize the Chair to sign.

Give me a call if you want to discuss this further.

Mike

Michael R. Hoagland  
Tuscola County Controller/Administrator  
989-672-3700  
[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

VISIT US ON LINE FOR COUNTY SERVICES @ [www.tuscolacounty.org](http://www.tuscolacounty.org)

**From:** Ann Hepfer [mailto:ahepfer@tchd.us]  
**Sent:** Tuesday, April 17, 2018 1:52 PM  
**To:** mhoagland@tuscolacounty.org  
**Subject:** Medical Director

Hi Mike

We have final interviews for the Medical Director position on May 4<sup>th</sup>. The last candidate turned us down because it did not pay enough. This candidate is just as strong of a candidate as our first candidate was. I have already had a meeting with him to ensure he would want to work for District #2 and also understand the wages that would be paid. We are offering \$120,000.

Huron, Tuscola, Sanilac, District #2 each paying \$20,000 a year=one day on site a month and on call also 24/7  
Lapeer paying \$40,000 a year =two days of onsite a month Total=\$120,000

We wanted to use the same contract as we had in place with Dr. Bush, just updating to coincide with the wages and days onsite.

Dr. Bush's contract was signed by the BOC chair. Not sure why, unless it was because this position was a shared position across county lines. Then again he is an independent contractor, not an actual employee with any benefits. So, who would you like to sign the contract?

I am worried about our timeline, do I have to have approval from the BOC before we actually make an offer? The BOH has been aware of the ongoing saga of trying to find a Medical Director and it has been in my BOH minutes, and also just discussed at the BOC on April 12<sup>th</sup> when we discussed the finance audit report. The state will need to have approval first since he has to meet all the Public Health Code qualifications, just like I did. He would most likely be granted provisional status like I had for one year.

*Ann Hepfer*

Health Officer for:

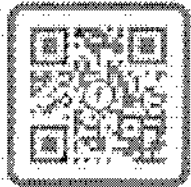
**Tuscola County Health Department**

1309 Cleaver Rd  
Suite B,  
Caro, MI 48723  
Phone: 989-673-8117  
Fax: 989-673-7490

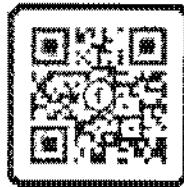
**Huron County Health Department**

1142 S. Van Dyke Rd  
Bad Axe, MI 48413  
Phone: 989-673-8117  
Fax 989-269-4181

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When you arise in the morning, think of what a privilege it is to be alive: to breathe, to think, to enjoy, to love. –Marcus Aurelius

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