

Agenda
Tuscola County Board of Commissioners
Committee of the Whole Monday, July 26, 2021 – 8:00 A.M.
HH Purdy Building - 125 W. Lincoln, Caro, MI

Public may participate in the meeting electronically:

Join by phone: (US) +1 929-276-1248 PIN: 112 203 398#
Join by Hangouts Meeting ID: meet.google.com/mih-jntr-jya

8:00 A.M. Call to Order – Chairperson Bardwell
Roll Call – Clerk Fetting

County Updates

1. Municipal Employees' Retirement System of Michigan (MERS) 2020 Annual Actuarial Valuation Report – **Matt Taylor, Regional Manager MERS**
2. Health Officer Position Replacement– **Ann Hepfer, Health Officer Huron and Tuscola Counties (See A)**

New Business

1. Dissolution of the Environmental Health Director with Huron County – **Ann Hepfer, Health Officer**

Old Business

1. Fee Schedule for SAFEbuilt LLC on the Medical Building Project(**See B**)
2. Professional Building Plan Review and Inspection Services Proposal Review (**See C**)
3. County Wide Building Code Services
4. Justice Audio and Video Solutions (JAVS) – Continued Review Discussion (**See D**)
5. Farmland Preservation Program Update – **Commissioner Grimshaw**

10:00 a.m. BREAK

Finance/Technology
Committee Leader **Commissioner Young** and Commissioner DuRussel

Primary Finance/Technology

1. MGT Cost Allocation Plan – Other Than Voted Millage Cost (**See E**)
2. Wind Tax Depreciation (**See F**)
3. Cost Comparison Court Appointed Attorney Before and After Michigan Indigent Defense Program was Implemented (**See G**)
4. Purdy Building Debt Payoff Information – **Debbie Babich, Fiscal Personnel Analyst (See H)**
5. Proposed L-4029 Tuscola County 2021 Special Voted Tax Rates (**See I**)

On Going and Other Finance and Technology

Finance

1. American Rescue Plan (ARP) Act Ad-Hoc Committee – Next Meeting August 5th, 2021
2. Preparation of Multi-Year Financial Planning

Technology

3. GIS Update
4. Increasing On-Line Services/Updating Web Page

Building and Grounds

Committee Leader **Commissioner Grimshaw** and Commissioner DuRussel

Primary Building and Grounds

1. None

On Going and Other Building and Grounds

1. State Police Water and Annexation
2. IT Department Space Needs

Personnel

Committee Leader **Commissioner Grimshaw** and Commissioner Vaughan

Primary Personnel

1. Dispatch New Hire (**See J**)
2. Part-Time Corrections Officer New Hire (**See K**)

On-Going and Other Personnel

1. Workman's Compensation
2. Michigan Employees Retirement System (MERS)
3. Michigan Association of Counties (MAC) 7th District Meeting Updates
4. Safety Committees – Watch for Grant Opportunities

Other Business as Necessary

1. None

On-Going Other Business as Necessary

1. Animal Control Ordinance

Public Comment Period

A.



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

Agued Dan

[EXTERNAL] Health Officer selection

1 message

Ann Hepfer <ahepfer@tchd.us>

Tue, Jul 20, 2021 at 3:12 PM

To: Jodi Essenmacher <essenmaj@co.huron.mi.us>, Clayette Zechmeister <zclay@tuscolacounty.org>, Kathy O'Dell <kodell@tchd.us>, cwolschleger@hchd.us

Hello,

Could you please share with the County Commissioners it might provide additional clarity in regards to the health officer selection.

Please see the attached documents. The first is a summary report of how the Health Officer position was selected and my personal note. In the Summary Report it will explain each of the attachments. I attached the interview questions, the Health Departments who have Health Officers who started out as EH directors, Health Officer Job description, and a Draft from of the revised Intergovernmental Agreement.

I hope this information provides you with additional information that supports either the decision that you already made in regards to hiring Tip or assists you with the information you need to make a decision. Call me if you have any questions 989-415-6259

Thank you for your commitment to our community.

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

Ann Hepfer

Health Officer for:

Tuscola County Health Department

Huron County Health Department

1309 Cleaver Rd

1142 S. Van Dyke Rd

Suite B,

Bad Axe, MI 48413

Caro, MI 48723

Phone: 989-673-8117

Phone: 989-673-8117

Fax 989-269-4181

Fax: 989-673-7490

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[Like HCHD on Facebook:](#)

5 attachments



Interview Questions - Health Officer.pdf

11K



Counties with Health Officers who started out as EH Directors.docx

12K



healthofficer.doc

37K



Tuscola County Health Department - Intergovernmental Agreement for Health Officer (S1624611x7B01A).docx

28K



Summary Report on the Health Officer Position.docx

20K

HURON/TUSCOLA COUNTY HEALTH DEPARTMENTS
INTERVIEW QUESTIONS
HEALTH OFFICER

Name of Applicant: _____ Date: _____

Interviewed by: _____

1. Please tell us about yourself and why this position is of interest at this time in your career.

2. What in your background makes you uniquely qualified for our position and what do you consider your professional strengths? What do you consider your professional weaknesses?

3. Describe your knowledge of Huron and Tuscola Counties.

4. Please discuss your experience with planning, organizing, and administering work processes. And have you participated in community health assessments in your past roles? Can you explain how/why in public health we use community health assessments?

5. Please detail your thoughts on how to effectively develop, monitor, and report on budgets. What role you have played in your current or past position in the budget process?

6. Please explain the Core Functions of Public Health. What are a few of the essential services that public health is charged with?

7. The Health Departments rely on the support and relationships of external stakeholders and agencies. As a candidate for a department head position, how have you represented a public organization in the past, responding to both criticisms and praise?

8. Have you had to advocate or defend department policy positions, priorities and goals? If yes, please give a brief overview of the outcome.

9. Public Health is currently responding to an unprecedented health emergency. What do you believe the role of public health is when responding to COVID19?

10. Describe your personal thoughts on the root causes of health inequities and what actions you would take as Health Officer to lead these two counties towards solutions reducing health disparities.

11. Describe your experiences working with multiple community organizations and partners in order to reach the common goal of improving community health and wellbeing. What were your challenges? What were your results?

Counties with Health Officers who started out as EH Directors

Kent

Jackson

Macomb

Ionia

Shiawassee

Branch Hillsdale

Central MI

Mid-Michigan

Sanilac

Midland

Kalamazoo

Dickinson-Iron

LMAS

**Tuscola County Health Department
Classification Specification**

**Classification Title: *HEALTH OFFICER*
Classification Number: 23**

Reports To: Board of Health/Board of Commissioners

OSHA Category: A

Purpose of Classification

Under supervision of the guidance and direction of the Board of Health/Board of Commissioners, the Health Officer is responsible the administration and management of the entire Health Department and for enforcing the public health laws of the State of Michigan. This individual administers, directs, and manages the division heads and all programs and services of the health department. S/he must exercise the highest level of judgment and initiative with commensurate consequences of error for interpretation and enforcement of public health laws, rules and regulations.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises the delivery of public health services to the community and coordinates the delivery of such services with other health, social and community service organizations.

Establishes program priorities, procedures and practices for the department.

Formulates, recommends, and implements administrative policies and procedures for organization, personnel utilization, budget and other management areas.

Collaborates with the Medical Director in epidemiology investigation, surveillance, treatment, follow-up, and control of contagious and/or communicable diseases.

Directs personnel to insure adherence to Public Act 368 of 1978 (Public health Code).

Facilitates collaboration and coordination with local officials in maintaining the health and welfare of the residents of the county.

Seeks and obtains adequate funding to attain agency's goals, objectives, and legal responsibilities.

Hires qualified personnel to assure a high level of service.

Monitors financial status of agency on a continuous basis.

Collaborates with consultants and director(s) of Michigan Department of Community Health, Michigan Department of Agriculture and Michigan Department of Environmental Quality.

Seeks frequent guidance, support, and approval from Board of Health/Board of Commissioners in making decisions.

Represents the health department in pursuing common health objectives in cooperation with the public and other government organizations.

Tuscola County Health Department
Classification Specification -Health Officer
Classification Number - 23

Performs other related essential duties as required.

Performs Emergency Response roles as required.

Functions as the HIPAA Privacy Officer.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

degree in Public Health, Administration or a related field, and a minimum of three years satisfactory experience in administration. Master's

or

Bachelor's degree in Administration or related field, and a minimum of seven years satisfactory experience in administration and/or supervision with progressively increasing responsibilities.

Special Requirements

A valid Michigan driver's license is required to operate a county vehicle.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone system, fax machine, postage machine, shredder, etc.

Ability to utilize departmental equipment and tools including nursing equipment such as blood pressure equipment, centrifuge, stethoscopes, syringes, etc.; ability to operate a motor vehicle and required to maintain a valid driver's license.

Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination.

Supervisory Responsibilities

Extensive knowledge of public health theory and practices.

Extensive knowledge of public health laws, codes, rules and regulations.

Thorough knowledge of principles and practices of public administration.

Considerable knowledge of managerial and administrative techniques.

Considerable knowledge of the administrative financial reporting requirements for local public health agencies.

Ability to plan, implement, and evaluate public health programs.

Ability to coordinate and direct personnel.

Ability to work effectively with officials of other agencies and the general public.

Tuscola County Health Department
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Mathematical Ability

Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication

Ability to comprehend and correctly use a variety of informational documents including Board of Health reports, computer data, statistical reports, purchase orders, applications, disciplinary actions, client records, and other reports and records.

Ability to comprehend a variety of reference books and manuals including professional practice acts (laws), agency policies, Board of Health publications, industry journals, etc.

Ability to prepare reports, budgets, plans, evaluations, statistical reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to use and interpret personnel, medical/nursing, and legal terminology and language; must possess an extensive knowledge of nursing theory/skills, assessment skills, practices/standards, etc.

Ability to perceive and discriminate colors, sounds, textures, odors, and shapes.

Ability to use independent judgment, common sense, and principles of influence and rational systems in the performance of tasks.

Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients, subordinate personnel, supervisors, and the general public.

Ability to manage and direct a group of workers; ability to supervise, counsel and mediate; ability to persuade, convince, influence and train others; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with employees, superiors, other department personnel, community agencies, other health care providers, clients, and the general public verbally and in writing.

Environmental Adaptability

Ability to work effectively in an office and health care environment.

Tuscola County Health Department is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I, _____, have received and reviewed a copy of the Health Officer Job Description.

Signature

Date

Tuscola County Health Department

Classification Specification -Health Officer

Classification Number - 23

Rev. 10/1/08

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement is made and entered into by and between TUSCOLA COUNTY and HURON COUNTY (collectively "the Counties") with the approval of the Michigan Department of Health & Human Services.

WHEREAS the Intergovernmental Contracts Between Municipalities Act, MCL §124.2, provides that a county shall have power to join with any other municipal corporation for the ownership, operation, or performance, jointly, or by any one or more on behalf of all, of any property, facility or service which each would have the power to own, operate or perform separately;

WHEREAS the Public Health Code, MCL 333.2419, provides that two or more local governing entities may contract for the employment of personnel or the consolidation of functions of their local health departments under a plan approved by the Department of Health & Human Services;

WHEREAS the Counties are currently parties to a 2005 Intergovernmental Agreement pursuant to which they have agreed to associate for purposes of sharing a Health Officer, as that term is used in the Public Health Code, with the approval of the Michigan Department of Health & Human Services;

WHEREAS the Counties wish to continue to associate for purposes of sharing a Health Officer and wish to enter into a new Intergovernmental Agreement for that purpose, which shall supersede and replace all prior agreements on this subject matter.

NOW, THEREFORE, in consideration of the mutual covenants and consideration herein, the Counties agree as follows:

I. Purpose

The Counties each provide public health services through their local health department. The Counties recognize that cost efficiencies can be achieved by consolidating certain functions between their local health departments. For purposes of this Agreement, such consolidation shall be referred to as "association."

The Counties agree to associate for purposes of sharing a Health Officer as the term is used in the Public Health Code, MCL 333.2428.

The Counties also agree that representatives may meet periodically to discuss additional services, functions, or positions that could become the subject of additional consolidation or association to achieve cost efficiencies and service effectiveness in the future.

II. No Joint Venture

The Counties agree that no joint venture is created by this Agreement and that no separate or independent legal entity is created hereby. Services provided by the Health Officer within a particular county shall be considered services provided by that county, regardless of which county has hired, contracted with, or pays the Health Officer.

Each County covenants not to sue the other County regarding any services provided hereunder and waives any right of subrogation.

Each County shall provide liability insurance which includes the Health Officer as an insured and provides insurance coverage for the acts or omissions of the Health Officer.

Each County agrees not to assign any right under this Agreement or any cause of action against the other County regarding services provided under this Agreement.

Notwithstanding the above, nothing herein should be construed as intending to preclude a party from instituting legal proceedings to enforce the terms and conditions of this Agreement.

III. Duration and Termination

Except as provided in Section IV Paragraphs 2 and 3, this Agreement shall continue indefinitely unless one County provides the other written notice of termination, effective not less than ninety (90) days thereafter. The promises provided in Section II shall survive the termination of this Agreement.

IV. Health Officer

1. **Services.** The Counties are currently utilizing the services of the same Health Officer under the terms of an intergovernmental agreement between the parties. The Counties agree to continue to associate by utilizing the services of the same Health Officer.

2. **Compensation.** The Health Officer currently being utilized by the Counties is an employee of Tuscola County. Tuscola County shall provide the salary, benefits and other compensation for the employee serving as Health Officer of both Huron and Tuscola Counties pursuant to the terms of this Agreement. The salary, benefits and other compensation of the Health Officer is described in Exhibit A to this Agreement.

Except as otherwise provided in this Agreement, Huron County agrees to reimburse Tuscola County for fifty (50%) percent of all Health Officer related costs. The Tuscola County Health Department shall invoice Huron County's share of these costs on a monthly basis, with Huron County obligated to make its payment to the Tuscola County Health Department within forty-five (45) days of its receipt of the invoice.

If the Health Officer was employed by Tuscola County prior to the Health Officer serving as Health Officer of both Huron and Tuscola Counties and if that Health Officer is entitled to the

payout of accumulated but unused sick time at retirement pursuant to Tuscola County policy, Huron County agrees to reimburse Tuscola County for fifty percent (50%) of the pro-rata share of the unused sick time payout that corresponds to the years the Health Officer served as the Health Officer for both counties. For example, if the employee has thirty (30) total years of service with Tuscola County, ten (10) years of which were serving as the Health Officer for both counties, Huron County shall be required to reimburse Tuscola County for fifty percent (50%) of one-third (1/3) of the unused sick time payout.

In the event Tuscola County determines that it will modify the salary, benefits and other compensation of the Health Officer, it shall provide Huron County with notice of any proposed changes in salary and benefits and other compensation at least forty-five (45) days before the implementation of the proposed changes. In the event that Huron County does not object or propose further discussions during the forty-five (45) day notice period, the changes shall take effect on the proposed implementation date. If Huron County objects or proposes further discussions prior to the expiration of the forty-five (45) day notice period but the Counties are not able to agree on the proposed changes, this Agreement shall automatically terminate upon either party providing notice to the other of an impasse.

3. **Replacement.** In the event that the associated Health Officer leaves the employ of Tuscola County, the Counties shall confer and work together to replace the associated Health Officer. Any associated Health Officer hired pursuant to this Agreement shall be an employee of Tuscola County. The salary, benefits and other compensation of any replacement associated Health Officer shall be determined pursuant to this Agreement. In the event that the Counties are not able to agree on a replacement, this Agreement shall automatically terminate upon either party providing notice to the other of an impasse.

V. **Miscellaneous Provisions**

1. **Other Associations.** Nothing in this Agreement shall be interpreted as precluding Tuscola County or Huron County from associating with another county in a manner that does not compromise the services covered by this Agreement.

3. **Interpretation.** For purposes of interpretation of this Agreement, neither Tuscola County nor Huron County shall be deemed to have been the drafter of this Agreement. This Agreement has been prepared and negotiated through the joint efforts of the parties hereto. This Agreement shall not be construed against any party to this Agreement.

2. **Notices.** Any notice to be sent under this Agreement shall be effective when filed with the County Clerk and the Board of Health of the applicable county at their then current addresses.

3. **Captions and Headings.** The captions, headings, and titles in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning and or to be interpreted as part of this Agreement.

4. **Effective Date.** This Agreement shall be effective when approved and executed by both parties to this Agreement and approved by the Department of Health & Human Services.

5. **Attorney Fees.** If either party must resort to judicial proceedings to enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to reimbursement of its reasonable attorneys' fees and costs.

6. **Non-Waiver.** Failure to enforce a term or condition of this Agreement shall not be construed as a waiver of that term or condition in subsequent enforcement proceedings.

7. **Severability.** If any provision of this Agreement is determined to be invalid, it shall be severed and the remaining provisions shall be deemed valid, binding and enforceable.

8. **DHHS Approval.** The parties recognize that pursuant to law and/or regulations, any subsequent appointments of the Health Officer are subject to the Department of Health & Human Services' approval of the appointee's qualifications.

9. **Entire Agreement.** This Agreement contains the complete expression of the parties' understanding regarding the subject matter of this Agreement. All prior or contemporaneous oral or written agreements are merged herein. It is further understood and agreed that the terms and conditions of this Agreement are contractual and are not a mere recital and that there are no other agreements, understandings, contracts, or representations between the parties in any way related to the subject matter of this Agreement, except as expressly stated in this Agreement.

10. **Amendment.** This Agreement may not be amended except in writing duly approved and signed by all parties.

11. **References to Public Acts and Statutes.** All references to public acts and statutes in this Agreement shall be construed to mean the acts or statutes as amended.

12. **Governing Law.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced, and governed under the laws of the State of Michigan.

13. **Counterparts.** This Agreement may be executed in counterparts, each of which for all purposes is deemed to be an original, and all of which, collectively, will constitute one agreement.

This Agreement is executed by the authorized representatives of the parties on the date(s) indicated below:

HURON COUNTY

By: _____
Chairperson, Board of Commissioners

Date: _____, 2021

Attest: _____
Huron County Clerk

DRAFT

TUSCOLA COUNTY

By: _____
Chairperson, Board of Commissioners

Date: _____, 2021

Attest: _____
Tuscola County Clerk

The Michigan Department of Health & Human Services approves this Agreement pursuant to MCL §333.2419.

DEPARTMENT OF HEALTH & HUMAN SERVICES

By: _____

Date: _____, 2021

Title: _____

**EXHIBIT A to
INTERGOVERNMENTAL AGREEMENT
Between
TUSCOLA COUNTY and HURON COUNTY**

Re: Compensation of the Health Officer

I. Wage Scale

The Tuscola County Health Department wage scale shall be utilized. This wage scale will be annually adjusted in October using the same Cost of Living Adjustment (COLA) that Tuscola County generally grants its Public Health Department employees.

II. Benefits

The Health Officer receives the same fringe benefit package that Tuscola County provides to its Public Health Department employees.

III. Adjustments

Tuscola County will provide Huron County forty-five (45) days advance notice of any changes in the aforementioned wage scale or benefits, except for the annual COLA adjustment and any periodic benefit changes that Tuscola County provides generally to its Health Department employees. The latter two types of changes shall not be considered a change that triggers the notice requirements under Section IV Paragraph 2 of the Intergovernmental Agreement.

Summary Report on the Health Officer Position

Posting:

Posting for this position started the week of April 5 and ran through June 30.21.

It was sent to the following sites or organizations:

- Michigan Association of Local Public Health list serve, and to all MALPH members
- MI Talent Bank
- Indeed.com and then updated/reposted on Indeed.com to ensure it was not pushed to the end of the job listings.
- Handshake-this is a site where all college students and grads have equal access to jobs. All the major universities use this site and it was recommended to us to use this site.
- Facebook numerous times it was posted, and shared
- Local newspapers (Huron Tribune, Tuscola County Advertiser, Cass City Chronicle) ran articles on the position.

I received two calls from people out of state one from Denver and one from Seattle Washington. One had seen the job posted on Indeed.com and one had it forwarded to her from someone on Facebook. These two did not apply. They were interested in knowing the salary, benefits, and wanted description of the area. One wanted \$300,000 and the other thought it should be worth \$327,000 since they wanted to live on Lake Huron. ** Our Health Department budget cannot afford these salaries. **

I investigated using a recruiter but that was very expensive \$5000-10,000 and they wanted to know what our relocation package would look like and our travel expenses for the interview. **We do not have any room in our Health Department budget for these types of expenses. **

Selection for Interview:

The resumes we did receive were sorted and scored by their qualifications. Additional point was given for veterans.

There were only three applicants out of the fourteen we received that met the criteria to be interviewed. Two external candidates and one internal candidate. This is not unusual.

The resumes were sent to the administrative offices at MDHHS to ensure that they met the criteria to be considered for this position and they did. That was a just a preliminary review.

Interviews:

The interview team consisted of one Board of Health Chair from each county and one Board of Commissioner that is represented on the Board of Health.

1. Huron- Mr. Robert Slver. Has been a BOH member for almost 16 years.
2. Tuscola- Mrs. Eileen Hiser-Has been a BOH chair for the past 19 years, and has been a BOH member for almost 29 years.
3. Huron- Mr. Joe Murphy-Commissioner

4. Tuscola-Mr. Kim Vaughan-Commissioner

Interview questions see attached: The questions were selected using commonly used questions for Health Officer candidates in the State of MI. The questions were sent out to the selection committee two weeks prior to the interviews to solicit any additional questions they may want to ask or any questions they wanted reworded. No input was received.

When the interviews were set up one candidate from downstate withdrew her application.

The candidates were asked the same questions and time was provided at the end of the interviews for both the candidates and the interviewers to ask additional questions or to provide comments.

All interviewers used a scoring sheet to score the candidates. Mr. Eugene (Tip) MacGuire, current Environmental Health Director for both Huron and Tuscola Counties was selected to move on to the BOC for final approval and then to Michigan Department of Health and Human Services for the final phase of the approval process.

On July 12 the Tuscola BOC asked to have Tips resume sent to the state for review of qualifications before they would make determinations. This was completed per their request with the following received.

Ann,

Given his bachelor's degree in tandem with the time of his tenure as a director of environmental health, I took a look at the following rule.

R 325.13003 Administrative health officer; qualifications. Rule 3. An administrative health officer shall comply with 1 of the following requirements: (a) Have an M.P.H. or M.S.P.H. degree and 3 years of full-time public health administrative experience. (b) Have a related graduate degree and 5 years of full-time public health administrative experience. (c) Have a bachelor's degree and 8 years of full-time public health experience, 5 years of which shall have been in the administration of a broad range of public health programs.

It's the "broad range of public health programs" that is operative in this situation, it appears. I will take a look at his resume today, as it has multiple bullet points that describe various experiences on the job and get over my observations in the morning.

It sounds like even if the candidate has met the requirements of the Michigan Administrative Code for a full appointment, Tuscola County's local governing entity has expressed an interest in the candidate being assigned a mentor. The State would not oppose that; however, should the State Health Officer award a full appointment, it would not be a caveat per the appointment letter.

With that said, if there's anything I can do to help coordinate a mentor, please do not hesitate to let me know.

Cordially,

Jon Gonzalez, MPP

Special Programs Coordinator, MDHHS Division of Local Health Services

The Huron BOC in the draft minutes from the July 13, meeting voted to accept Tip as the Health Officer for Huron County.

I will attend the BOC meeting of the whole on Tuscola on July 26, and hopefully he will move onto a vote for Tuscola County during the July 29th full BOC meeting.

If both counties, select Eugene (Tip) MacGuire as the Health Officer choice then his credentials will be sent to state for the State Health Officer to give final approval. This could take 30 days.

Next Steps:

Since there were qualified applicants for the Health Officer position I have applied for my retirement with an effective date of 09.30.2021 at 4pm.

Attached you will find the job posting, Health Officer job description, and interview questions, along with a list of Health Departments in the state that have been EH directors before becoming Health Officers. Currently Sanilac County Health Department the EH director is also the Health Officer.

The revised Intergovernmental Agreement (-the other version was very outdated). The revisions were made and revised by Jamie C. Nisidis of Braun Kendrick Law Firm. This will need to be signed by both BOC chairs by October 1.

Tuscola BOC will vote on July 29th depending on the outcome of the vote 1) Yes Vote- Tip will move forward to the State for final approval or

2)No vote discuss terminating the intergovernmental agreement to share a Health Officer or 3) Huron could elect to keep Tip as the EH director and Health Officer combination this would cause 4) Tuscola to hire an EH Director and a Health Officer. 5) or both counties agree to start the search all over again.

Health Officer Note:

I have worked with Tip for 27 years. He does have the experience to do the job. I understand the hesitancy as we are still dealing with the pandemic. We have strong nursing teams and Nursing Administrators that know how to handle the pandemic and any other nursing issue that comes along. Dr. Hamed M.D is our Medical Director he is fantastic, he provides the direction on the Medical aspects. Dr. Hamed also fully supports Tip as the Health Officer. Under Tips direction they can handle what is yet to come. We have learned enough in the past year and half they all have what it takes to keep meeting the demands of the pandemic.

Tip has the skills to recognize a crisis, and we have the public health command structure in place to rapidly respond to public health issues. He knows how to mount a response and pull his team together quickly, it does not matter if it is Friday at 4pm a Saturday or Christmas. He also has access to all the state partners and locally he knows the community-based organizations and resources. Even environmental health must know the resources locally to refer clients who need of community services. The health departments both have a solid foundation and are financially sound. He has been on the administrative team for most of his 27 years, so knows how we operate and the policies and procedures that are in place and necessary for the health departments to function effortlessly even in time of crisis.

The environmental health emergencies are just as important as the nursing public health issues. If there was a Perfluoroalkyl and Polyfluoroalkyl Substance site contamination EH would take the lead. (These can be widespread, manmade chemicals that leach into our soil, air, and water. We get exposed to these chemicals by consuming them in contaminated water or food, using products made of PFAS, or breathing air containing PFAS. These contamination sites are becoming more and more common from foundries, airports, and factories across the state of MI) This link will provide a full list of the PFAS sites

in the State of MI. [PFAS Response - PFAS Sites \(michigan.gov\)](https://www.michigan.gov/pfas) Any type of Lake Huron water issue EH takes the lead. These are just a couple of examples.

Tip was not coerced into applying for this position. Tip gave this decision a lot of thought before he applied, which is what you want to happen. This is a difficult position to take on, even without COVID19 hanging over your head. In this position you need to have self-confidence, knowledge, trust, impeccable judgement, strong leadership skills and ability to respond quickly to emerging threats. Tip possesses these assets. I am leaving after 33 years I want a successor that I trust and feel confident that has the competencies skills to take over and for there to be a seamless transition. Tip knows he can always call on me if he needs anything. I know it's not my decision, but I fully support the selection of Eugene (Tip) MacGuire to fill the Health Officer position.

If you have any questions, please reach out to me at 989-415-6259. Thank you for your time and your continued support of the Health Department and residents of these communities.

Ann Hepfer

Health Officer

Huron/Tuscola County Health Departments.

Tuscola County/Safebuilt VALUATION-BASED PERMIT AND INSPECTION FEE SCHEDULE

ESTABLISHED UNDER THE STILLE-DEROSSETT-HALE STATE CONSTRUCTION
CODE ACT, 1972 PA 230, MCL 125.1501 ET SEQ.

BUILDING PERMIT FEE SCHEDULE

The total cost of improvement is based on the Tuscola County/SAFEbuilt Square Foot Construction Cost Table. Plan review fees for use groups R-3 and R-4 only are included in this computation. Premanufactured unit fees are based upon 50% of the normal on-site construction permit fee. The first \$100.00 of an application fee is non-refundable.

to \$1,000 (includes one inspection only)	\$75.00
\$1,000 to \$10,000	75.00 plus \$10 per \$1,000 over \$1,000
\$10,001 to \$100,000	\$165.00 plus \$3 per \$1,000 over \$10,000
\$100,000 to \$500,000	\$435.00 plus \$2 per \$1,000 over \$100,000
\$500,000 plus	\$1,235.00 plus \$3 per \$1,000 over \$500,000

All work not involving a square foot computation:
 Plan review and administration base fee..... \$100.00
 plus \$100.00 for each inspection

Additional Inspection..... \$100.00

Special Inspection (pertaining to sale of building)\$100.00

Demolition:
 Plan review and administration base fee..... \$100.00
 plus \$0.07 per square foot of demolition (per floor/story)

Certificate of Occupancy\$50.00
 (Required for all building permits except demolition permits)

Tuscola County/Safebuilt

VALUATION-BASED PLAN REVIEW FEE SCHEDULE

ESTABLISHED UNDER THE STILLE-DEROSSETT-HALE STATE CONSTRUCTION
CODE ACT, 1972 PA 230, MCL 125.1501 ET SEQ.

BUILDING CODE REVIEW FEE

<u>BUILDING VALUATION*</u>	<u>FEE</u>
\$0-\$500,000	0.0013 of building valuation but not less than \$125.00
Over \$500,000	\$650.00 plus 0.0003 of building valuation over \$500,000
*Based on Tuscola County/SAFEBUILT'S square foot construction cost table. (See Attached)	
The first \$125.00 of an application is non-refundable.	
Mechanical, Plumbing, Electrical (each code).....	25% of Building Code Review Fee
Review of Alterations, Remodeling & Submissions Where NO SQUARE FOOTAGE CALCULATIONS are available.....	\$125.00 Per Hour - 1 Hour Minimum
Consulting Services.....	\$125.00 Per Hour - 1 Hour Minimum

TUSCOLA COUNTY /SAFEBUILT
SQUARE FOOT CONSTRUCTION COST TABLE

To be used with the Tuscola County / SAFEbuilt Valuation-Based Building Permit and Plan Review Fee Schedules for computation of the "Total Cost of Improvement". The table below outlines the base cost per square foot for any given Use Group/Type of Construction combination. Unfinished basements must be computed separately at 20% of table cost. These figures are not intended to reflect actual cost of construction but are only used as a basis for determination of fees related to services rendered for projects.

USE GROUP	(2015 Michigan Building Code)	TYPE OF CONSTRUCTION								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with or without stage	176.44	169.93	165.20	157.56	146.98	142.20	151.76	132.98	127.07
A-2	Assembly, nightclubs, restaurants, bars, banquet halls	151.03	146.72	141.70	136.83	127.57	124.97	131.74	115.44	113.02
A-3	Assembly, religious worship buildings, general, community halls, libraries, museums	178.16	171.65	166.92	159.28	148.82	144.24	153.47	134.83	128.91
A-4	Assembly, arenas	175.54	169.03	163.40	156.66	145.18	141.50	150.86	131.18	126.17
A-5	Assembly, bleachers, grandstands, stadiums	156.59	150.08	144.45	137.72	125.75	122.53	131.91	112.21	107.20
B	Business	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
E	Educational	163.53	157.90	153.20	146.21	136.19	128.91	141.11	118.49	114.47
F-1	Factory and industrial, moderate hazard	92.97	88.61	83.30	80.08	71.35	68.29	76.52	58.88	55.23
F-2	Factory and industrial, low hazard	92.07	87.71	83.30	79.18	71.35	67.39	75.62	58.88	54.33
H-1	High Hazard, explosives	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	N.P.
H234	High Hazard	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	49.55
H-5	HPM	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
I-1	Institutional, supervised environment	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
I-2	Institutional, hospitals, nursing homes	263.67	257.99	252.91	245.84	232.14	N.P.	240.17	217.03	N.P.
I-3	Institutional, restrained	176.87	171.19	166.11	159.04	147.61	142.08	153.37	132.50	125.48
I-4	Institutional, day care facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
M	Mercantile	113.22	108.91	103.89	99.02	90.41	87.80	93.93	78.28	75.86
R-1	Residential, hotels and motels	155.54	150.13	145.97	139.70	128.56	125.20	136.34	115.49	111.44
R-2	Residential, multiple family including dormitories, convents, monasteries	130.40	124.99	120.83	114.56	104.04	100.68	111.82	90.97	86.92
R-3	Residential, one- and two-family	122.74	119.39	116.36	113.47	108.94	106.23	109.87	101.79	95.34
R-4	Residential, care/assisted living facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
S-1	Storage, moderate hazard	86.21	81.85	76.54	73.32	64.77	61.71	69.76	52.30	48.65
S-2	Storage, low hazard	85.31	80.95	76.54	72.42	64.77	60.81	68.86	52.30	47.75
U	Utility, miscellaneous	64.61	61.02	57.11	53.93	48.40	45.26	51.34	37.85	35.85

Electrical Permit Application
Tuscola County - SAFEbuilt
 107 S. Capital Ave. – P.O. Box 190
 Athens, MI 49011
 Phone: (269) 729-9244 Fax: (269) 729-9254
 Email: athensmi@safebuilt.com

Permit # _____
 Fee _____
 Method of Pay _____
 Receipt # _____

Inspection Scheduling: 877-721-9266

Authority: 1972 PA230 Penalty: Failure to provide information may result in denial of your request.	Make check or money order payable to the municipality in which your project is located.
--	--

I. Project or Facility Information

NAME OF OWNER/AGENT _____	HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required
STREET ADDRESS AND JOB LOCATION (Street Number and Name) _____	CITY _____ ZIP CODE _____ COUNTY _____
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF: _____	Power Company _____ Work Order # _____

II. Applicant Information

INDICATE APPLICANT <input type="checkbox"/> Licensee <input type="checkbox"/> Owner	NAME OF APPLICANT _____ CONTRACTOR LICENSE NUMBER _____ EXPIRATION DATE _____
ADDRESS (Street Number and Name) _____	MASTER LICENSE NUMBER _____ EXPIRATION DATE _____
CITY _____ STATE _____ ZIP CODE _____	E-MAIL _____
TELEPHONE NUMBER (Include Area Code) _____	FEDERAL EMPLOYER ID NUMBER (or reason for exemption) _____
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption) _____	UIA NUMBER (or reason for exemption) _____

III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> Commercial
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> Residential

IV. Plan Review Information

Plans must be submitted except as listed below.

Plans are not required for the following:

1. When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
2. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below "Plans Not Required."

What is the rating of the service or feeder in ampere? _____

What is the building size in square footage? _____

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plans Not Required

V. Applicant Signature

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF APPLICANT _____	DATE _____
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VII. Fee Schedule - enter the number of items being installed, multiply by the unit price for total fee.

Item #17, Mobile Home Unit Site:

When installing a site service in a park, the permit application must include the application fee, service, the number of park sites and a final inspection. When setting a HUD mobile home in a park, a permit must include the application fee, service, feeder and a final inspection. These shall be done by a licensed electrical contractor. When setting a HUD mobile home or a premanufactured home on private property, a permit must include the application fee, service, feeder and a final inspection.

	Fee	# Items	Total		Fee	# Items	Total
1. Application Fee (non-refundable)	\$75.00	1	\$75.00	K.V.A., H. P., Wind Turbines, ***EVSE and ****PV Modules			
Service				19. Units up to 20 K.V.A. or H.P./Per PV Module	\$6.00		
2. Through 200 Amp.	\$10.00			20. Units 21 to 50 K.V.A. or H.P./Per PV Module	\$10.00		
3. Over 200 Amp. thru 600 Amp.	\$15.00			21. Units > 50 K.V.A. or H.P. /Per PV Module	\$12.00		
4. Over 600 Amp. thru 800 Amp.	\$20.00			Fire Alarm Systems (not smoke detectors)			
5. Over 800 Amp. thru 1200 Amp.	\$25.00			22. Up to 10 devices	\$50.00		
6. Over 1200 Amp. (GFI only)	\$50.00			23. 11 to 20 devices	\$100.00		
7. Circuits	\$5.00			24. Over 20 devices	\$5.00 ea.		
8. Lighting Fixtures/Outlets - per 25	\$6.00			Data / Telecommunication Outlets			
9. Dishwasher	\$5.00			31. 1 - 19 devices	\$5.00 ea.		
10. Furnace - Unit Heater	\$5.00			32. 20 - 300 devices	\$100.00		
11. Electrical - Heating Units (baseboard)	\$4.00			33. Over 300 devices	\$300.00		
12. Power Outlets (ranges, dryers, etc.)	\$7.00			Energy Management Temp. Control			
Signs				25. Energy Retrofit - Temp. Control	\$45.00		
13. Unit	\$10.00			34. Devices - Energy Management	\$5.00 ea.		
14. Letter (each)	\$15.00			26. Conduit only or grounding only	\$45.00		
15. Neon - each 25 feet	\$20.00			Inspections			
16. Feeders-Bus Ducts, etc. - per 50'	\$6.00			27. Special/Safety Inspection	\$75.00		
17. Mobile Home Park Site*	\$6.00			28. Rough/Additional Inspection	\$75.00		
18. Recreational Vehicle Park Site	\$4.00			29. Final Inspection	\$75.00	1	\$75.00
				30. Underground	\$75.00		

* See VII. Fee Schedule Item #17 above
 *** EVSE - Electrical Vehicle Supply Equipment
 **** PV Modules - Photovoltaic (Solar Panels)

Total Fee (Must include the \$75 non-refundable application and \$75 final inspection fees)

Make check or money order payable to the municipality in which your project is located.

General: Electrical work shall not be started until the application for permit has been filed with SAFEbuilt. All installations shall be in conformance with the Michigan Electrical Code. No work shall be concealed until it has been inspected.

Expiration of Permit: A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. CANCELLED OR TERMINATED APPLICATIONS AND PERMITS ARE SUBJECT TO A \$75.00 ADMINISTRATIVE FEE AS WELL AS THE AFOREMENTIONED NON-REFUNDABLE APPLICATION FEE.**

HOMEOWNER AFFIDAVIT: I hereby certify, by signing the first page of this application, that the work described on this permit application shall be installed by myself in my own home which I am living in or about to occupy upon completion of the work and that all work shall be installed in accordance with the Michigan Electrical Code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the Electrical Inspector. I will cooperate with the Electrical Inspector and assume responsibility to arrange for necessary inspections.

**REINSPECTIONS: \$75.00
 PAYABLE PRIOR TO SCHEDULING
 THE REINSPECTION**

Mechanical Permit Application

Tuscola County - SAFEbuilt

107 S. Capital Ave. – P.O. Box 190
Athens, MI 49011

Phone: (269) 729-9244 Fax: (269) 729-9254

Email: athensmi@safebuilt.com

Inspection Scheduling: 877-721-9266

Permit # _____
 Fee _____
 Method of Pay _____
 Receipt # _____

Authority: 1972 PA 230 Penalty: Failure to provide information may result in denial of your request.	.Make check or money order payable to the municipality in which your project is located.
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I. Project or Facility Information

NAME OF OWNER/AGENT		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	CITY	ZIP CODE	COUNTY
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED			
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF:			

II. Applicant Information

INDICATE APPLICANT <input type="checkbox"/> Licensee <input type="checkbox"/> Owner	NAME OF APPLICANT	COMPANY NAME	LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)	CITY	STATE	ZIP CODE	
TELEPHONE NUMBER (Include Area Code)		E-MAIL ADDRESS		
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)				
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UIA NUMBER (or reason for exemption)		

III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Commercial
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> Residential
		<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	

IV. Plan Review Information

Plans must be submitted except as listed below.

Plans are not required for the following:

1. One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
2. Alterations and repair work determined by the mechanical official to be of a minor nature.
3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below "Plans Not Required."

What is the building size in square footage? _____

What is the input rating of the heating system in this building? _____

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plans Not Required

V. Applicant Signature

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF APPLICANT	DATE
------------------------	------

VII. Fee Schedule – enter the number of items being installed, multiply by the unit price for the total fee.

Item #2, Residential Heating System: This item is used for the installation of a heating system in a new residential structure. Items #10 Gas Piping and #18 Duct need not be added. Replacement systems should be itemized.

	Fee	# of Items	Total
1. Application Fee (non-refundable)	\$75.00	1	\$75.00
2. Residential Heating System (includes duct & pipe) New Building Only*	\$50.00		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00		
4. Boiler	\$30.00		
5. Water Heater (gas piping & venting-direct replacement only)	\$5.00		
6. Damper (control, back-draft, barometric or fire/smoke)	\$5.00		
7. Solid Fuel Equipment (includes chimney)	\$30.00		
8. Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00		
37. Gas Burning Fireplace	\$30.00		
9. Solar; set of 3 panels-fluid transfer (includes piping)	\$20.00		
10. Gas Piping; each opening-new install (residential)	\$5.00		
11. Air Conditioning (incl. split systems) RTU-Cooling Only	\$30.00		
12. Heat Pumps (split systems) or Geothermal (complete residential)	\$30.00		
13. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$5.00		
16. Humidifiers/Air Cleaners	\$10.00		
Tanks			
14. Aboveground (other than L.P.)	\$20.00		
38. Aboveground Connection	\$20.00		
15. Underground (other than L.P.)	\$25.00		
39. Underground Connection	\$25.00		
Piping (ALL piping-minimum fee \$25.00)			
17. Fuel Gas Piping	\$.05 /ft		
40. Process Piping	\$.05 /ft		
41. Hydronic Piping	\$.05 /ft		
42. Refrigeration Piping	\$.05 /ft		
46. Commercial Air Conditioning Piping	\$.05 /ft		

*See VII. Fee Schedule Item #2 above

Make check or money order payable to the municipality in which your project is located.

	Fee	# of Items	Total
43. Exhausters (commercial)	\$15.00		
18. Duct - minimum fee \$25.00	\$.10 /ft		
19. Heat Pumps; Commercial (pipe not included)	\$20.00		
Air Handlers/Heat Wheels			
20. Under 10,000 CFM	\$20.00		
21. Over 10,000 CFM	\$60.00		
22. Commercial Hoods	\$15.00		
23. Heat Recovery Units	\$10.00		
24. V.A.V. Boxes (all variable volume or zone damper equipment)	\$10.00		
25. Unit Ventilators/PTAC Units	\$10.00		
26. Unit Heaters (terminal units)	\$15.00		
27. Fire Suppression/Protection (includes piping)-minimum fee \$20.00	\$.75 / head		
28. Coils (Heat/Cool)	\$30.00		
29. Refrigeration (split system)	\$30.00		
Chiller/Cooling Towers			
30. Chiller-Refrigeration	\$30.00		
44. Chiller-Air Conditioning	\$30.00		
31. Cooling Towers-Refrigeration	\$30.00		
45. Cooling Towers-Air Conditioning	\$30.00		
32. Compressor/Condenser	\$30.00		
Inspections			
33. Special/Safety Inspection	\$75.00		
34. Rough/Additional Inspection	\$75.00		
35. Final Inspection	\$75.00	1	\$75.00
36. Underground	\$75.00		

Total Fee (Must Include the \$75 non-refundable application and \$75 final inspection fees)

General: Mechanical work shall not be started until the application for permit has been filed with SAFEbuilt. All installations shall be in conformance with the Michigan Mechanical Code. No work shall be concealed until it has been inspected.

Expiration of Permit: A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED, CANCELLED OR TERMINATED APPLICATIONS AND PERMITS ARE SUBJECT TO A \$75.00 ADMINISTRATIVE FEE AS WELL AS THE AFOREMENTIONED NON-REFUNDABLE APPLICATION FEE.**

HOMEOWNER AFFIDAVIT: I hereby certify, by signing the first page of this application, that the work described on this permit application shall be installed by myself in my own home which I am living in or about to occupy upon completion of the work and that all work shall be installed in accordance with the Michigan Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**REINSPECTIONS: \$75.00
PAYABLE PRIOR TO
SCHEDULING THE
REINSPECTION**

Plumbing Permit Application Tuscola County - SAFEbuilt

107 S. Capital Ave. – P.O. Box 190
Athens, MI 49011

Phone: (269) 729-9244 Fax: (269) 729-9254

Email: athensmi@safebuilt.com

Inspection Scheduling: 877-721-9266

Permit # _____

Fee _____

Method of Pay _____

Receipt # _____

Authority: 1972 PA230 Penalty: Failure to provide information may result in denial of your request.	Make check or money order payable to the municipality in which your project is located.
--	--

I. Project or Facility Information

NAME OF OWNER/AGENT		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Not required	
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	CITY	ZIP CODE	COUNTY
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED			
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF:			

II. Applicant Information

INDICATE APPLICANT	NAME OF APPLICANT	CONTRACTOR LICENSE NUMBER	EXPIRATION DATE
<input type="checkbox"/> Licensee			
<input type="checkbox"/> Owner			
ADDRESS (Street Number and Name)	CITY	STATE	ZIP CODE
E-MAIL ADDRESS			
TELEPHONE NUMBER (Include Area Code)		FEDERAL EMPLOYER ID NUMBER (or reason for exemption)	
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UIA NUMBER (or reason for exemption)	

III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Sewer Only	<input type="checkbox"/> Water Service Only	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> Commercial
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> Residential	

IV. Plan Review Information

Plans must be submitted except as listed below.

Plans are not required for the following:

1. One-and two-family dwelling containing not more than 3,500 square feet of building area.
2. Alterations and repair work determined by the plumbing official to be of a minor nature.
3. Buildings with a required plumbing fixture count less than 12.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below "Plans Not Required."

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plans Not Required

V. Applicant Signature

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.

SIGNATURE OF APPLICANT	DATE

VII. Fee Schedule - enter the number of items being installed, multiply by the unit price for total fee.

Item #2, Mobile Home Unit Site: WHEN setting a mobile home in a park, or a mobile or modular home on private property, a permit should include the application fee, a sewer or building drain, a water service or water distribution pipe and a final inspection.

Item #3, Fixtures, Floor Drains, Special Drains and Water Connected Appliances Include:

Water Closets	Sink (any description)	Slop Sink	Drinking Fountain	Floor Drain	Water Outlet or Connection to any Make-up Water Tank
Bathtub	Emergency Eye Wash	Bidet	Condensate Drain	Roof Drain	Water Outlet or Connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or Connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Sprinkler System (Irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalming Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine		Bed Pan Washer	Water Softener	Water Connected Dental Chair
Autopsy	Water Connected Still		Oil Separator	Sand Trap	Water Connection to Carbonated Beverage Dispensers

Plus Any Other Fixture, Drain or Water Connected Appliance Not Specifically Listed

Item #25, Domestic Water Treatment and Filtering Equipment: A license is not required for the installation of domestic water treatment and filtering equipment that requires modification to an existing cold water distribution supply and associated water piping in buildings if a permit is secured, required inspections performed and the installation complies with the applicable code. If the enforcing agency determines a violation exists, it shall be corrected by the responsible installer. The permit application shall include the application fee, the number of water treatment devices recorded in item #25 and the appropriate water distribution pipe (system) size fee.

	Fee	# Items	Total		Fee	# Items	Total
1. Application Fee (non-refundable)	\$75.00	1	\$75.00	Water Distributing Pipe (system)			
2. Mobile Home Park Site*	\$5.00 each			14. 3/4" Water Distribution Pipe	\$5.00		
3. Fixtures, floor drains, special drains, water connected appliances	\$5.00 each			15. 1" Water Distribution Pipe	\$10.00		
4. Stacks (soil, waste, vent and conductor)	\$3.00 each			16. 1-1/4" Water Distribution Pipe	\$15.00		
5. Sewage ejectors, sumps	\$5.00 each			17. 1-1/2" Water Distribution Pipe	\$20.00		
6. Sub-soil drains	\$5.00 each			18. 2" Water Distribution Pipe	\$25.00		
Water Service				19. Over 2" Water Distribution Pipe	\$30.00		
7. Less than 2"	\$5.00			20. Reduced pressure zone back-flow preventer	\$5.00 each		
8. 2" to 6"	\$25.00			25. Domestic water treatment and filtering equipment only**	\$5.00 each		
9. Over 6"	\$50.00			26. Medical Gas System	\$45.00		
10. Connection (bldg. drain-bldg. sewers)	\$5.00			27. Water Heater	\$5.00		
Sewers (sanitary, storm or combined)				Inspections			
11. Less than 6"	\$5.00			21. Underground Inspection	\$75.00		
12. 6" and Over	\$25.00			22. Rough/Additional Inspection	\$75.00		
13. Manholes, Catch Basins	\$5.00 each			23. Final Inspection	\$75.00	1	\$75.00
				24. Special Inspection	\$75.00		

Total Fee (Must include the \$75.00 non-refundable application and \$75.00 final inspection fees)

*See VII. Fee Schedule Item #2 above
 **See VII Fee Schedule Item #25 above

Please make check or money order payable to the municipality in which your project is located.

General: Plumbing work shall not be started until the application for permit has been filed with SAFEbuilt. All installations shall be in conformance with the Michigan Plumbing Code. **No work shall be concealed until it has been inspected.**

Expiration of Permit: A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. CANCELLED OR TERMINATED APPLICATIONS AND PERMITS ARE SUBJECT TO A \$75.00 ADMINISTRATIVE FEE AS WELL AS THE AFOREMENTIONED NON-REFUNDABLE APPLICATION FEE.**

HOMEOWNER AFFIDAVIT: I hereby certify, by signing the first page of this application, that the work described on this permit application shall be installed by myself in my own home which I am living in or about to occupy upon completion of the work and that all work shall be installed in accordance with the Michigan Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Plumbing Inspector. I will cooperate with the Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

**REINSPECTIONS: \$75.00
 PAYABLE PRIOR TO SCHEDULING
 THE REINSPECTION**

**Permit Application
for Part 91
Soil Erosion &
Sedimentation Control**
1309 Cleaver, Ste A · Caro, MI 48723
P: 989.672.3750 F: 989.672.3814

Office Use Only
Permit Number
Date Issued
Expiration Date
File Number

APPLICANT INFORMATION (Please check if applicant is the landowner or designated agent)

Name <input type="checkbox"/> Residential <input type="checkbox"/> Multi-fam				
Address	City	State	ZIP	Phone

LOCATION

Section	Town	Range	Township	City/Village	County
Subdivision	Lot No.	Town		Town	

PROPOSED EARTH CHANGE Project Type: Residential Multi-fam Commercial Industrial Land Balancing

Name of and Distance to Nearest Lake, Stream, or Drain	Date Project to Start	Date Project to be Completed
--	-----------------------	------------------------------

SOIL EROSION AND SEDIMENTATION CONTROL PLAN (Refer to Rule 323.1703)

Note: ___ complete sets of plans must be attached	Estimated Cost of Erosion and Sediment Control	Plan Preparer's Name and Phone Number
--	--	---------------------------------------

PARTIES RESPONSIBLE FOR EARTH CHANGE

Name of Landowner				
Address	City	State	ZIP	Phone
Name of Landowner		Company Name		
Address	City	State	ZIP	Phone

PERFORMANCE DEPOSIT (If required by the permitting agency)

Amount Required \$ _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Certified Check	<input type="checkbox"/> Irrevocable Letter of Credit	<input type="checkbox"/> Surety Bond
Name of Surety Company				
Address	City	State	ZIP	Phone

Landowner's Signature _____	Printed Name _____	Date _____
Designated Agent's Signature* _____	Printed Name _____	Date _____

I (we) affirm that the above information is accurate and that I (we) will conduct the above described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Act, 1994 PA 451, as amended, applicable local ordinances, and the documents accompanying this application.

*Designated agent must have a written statement from landowner authorizing him/her to secure a permit in the landowner's name.

SOIL EROSION AND SEDIMENTATION CONTROL FEE SCHEDULE

RESIDENTIAL:

NOTE TO ALL PERMIT APPLICANTS

PA 451 Part 91 requires on going inspections to assure properly maintained erosion controls, therefore onsite inspections will be conducted on your property on a monthly basis and after rain events. Additional fees may be charged to your project if violations such as erosion controls in poor condition are noted.

ONE AND TWO FAMILY DWELLINGS:

This includes three (3) inspections:

\$270.00 2 YEAR PERMIT

1. Initial
2. Progress
3. Final

ACCESSORY STRUCTURES:

This includes tow (2) inspections

\$180.00 1 YEAR PERMIT

1. Initial
2. Final

SINGLE INSPECTION PERMITS:

\$90.00 1 YEAR PERM IT

ADDITIONAL INSPECTIONS DUE TO VIOLATIONS:

\$90.00

This is a per inspection fee until violations are corrected.

ADMINISTRATIVE FEES:

\$90.00

1. Initial
2. Final

This fee is for Red Tag, Stop Work Orders and Working w/out permits violations.

COMMERCIAL:

\$180.00 X NUMBER OF MONTHS OF CONSTRUCTION TIME

This fee is based on two (2) inspections per month, one (1) regular and one (1) storm event.

ACTIVE GRAVEL/SAND PIT OR PEAT OPERATIONS:

\$360.00 NO SURETY BOND REQUIRED

3 Inspections per year plus \$90.00 Administrative Fee

ADDITIONAL STORM EVENT INSPECTIONS:

\$90.00

ADDITIONAL INSPECTIONS DUE TO VIOLATIONS:

\$90.00

This is a per inspection fee until violations are corrected.

ADMINISTRATIVE FEES:

\$90.00

This fee for Red Tag, Stop Work Orders and Working w/out permits violations.

PLAN REVIEW FEES: (RESIDENTIAL AND COMMERCIAL)

\$50.00/HOUR

Plan reviews are charged in one (1) hour units with a one (1) hour minimum

FEES EFFECTIVE 11/14/2012

REVISED 2/12/2013

C.

REQUEST FOR PROPOSAL

PROFESSIONAL BUILDING PLAN REVIEW SERVICES
AND
PROFESSIONAL BUILDING INSPECTION SERVICES

Tuscola County
Controller/Administrator

May 13, 2021

REQUEST FOR PROPOSAL---THIS IS NOT AN ORDER OR OFFER

REQUEST FOR PROPOSAL

DATE OF REQUEST	May 13, 2021
RFP DEADLINE	July 9, 2021
SEALED BID OPENING DATE/TIME	July 15, 2021
SUBMIT PROPOSAL TO	Tuscola County Controller/Administrator 125 West Lincoln Street Suite 500 Caro, MI 48723
MARK EXTERIOR ENVELOPE:	DELIVER TO: Clayette Zechmeister, Controller/Administrator IMMEDIATELY
MARK INTERIOR SEALED ENVELOPE:	“BUILDING CODES RFP.”

GENERAL INFORMATION:

- RIGHT TO ACCEPT OR REJECT:** Tuscola County reserves the right to accept or reject any or all items in the proposal; to accept or reject any or all proposals; to award the proposal in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the low bidder.
- FIRM BID:** All proposals shall be firm for sixty (60) days from the deadline listed above.
- CONTACT INFORMATION:** To receive future communications related to this RFP, possible bidders are asked to immediately send contact information by email to Clayette Zechmeister, Controller/Administrator at Zclay@tuscolacounty.org failure to do so may limit your ability to submit a complete, competitive proposal.
- CHANGES TO RFP:** All additions, corrections or changes to the solicitation documents will be made in the form of a written Addendum submitted by Clayette Zechmeister, Controller/Administrator. Bidders shall not rely upon interpretations, corrections, or changes made

in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written Addendum. All written Addendums issued shall become part of the Agreement documents.

5. **RFP, PROPOSALS AND ACCEPTANCE DO NOT OBLIGATE:** The parties agree that they will not consider either distribution of this RFP or receipt of Proposals by the County or even notification of Proposal acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its Board of Commissioners.

6. **TAX-EXEMPT STATUS:** Tuscola County is a tax exempt entity. A tax exempt form will be provided to the successful bidder.

7. **FOIA:** All properly submitted sealed bids are confidential until the listed bid opening time and date; however, as a public entity, Tuscola County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

8. **NON-DISCRIMINATION:** In the performance of the proposal and resultant contract, bidder agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Bidder shall not discriminate against any employee or applicant for employment to be employed in the submission of this Proposal or in performance of the duties necessitated by an award of the proposed Agreement with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the Agreement.

9. **CONTRACT:** The County's award of any proposal is subject to and conditioned upon execution of a formal agreement for the proposed services between the successful bidder and the County. In submitting a proposal, the bidder acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the bidder fails to execute the formal agreement within 14 days of its presentment by the County, the County may reject the selected bidder, and proceed to accept another qualified proposal, or reject all proposals.

10. **RESPONSIBILITY:** Bidder is solely responsible for ensuring its bid is received by Tuscola County in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

Tuscola County shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of bid shall be made as outlined above.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this Request.

PROPOSAL SUBMISSION REQUIREMENTS:

- Each bidder must provide with its formal Proposal a written sworn statement certifying that it has not colluded with any competing bidder or County employee or entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Request for Proposal. This certification must be in the form as outlined in **Exhibit A** to this RFP.
- Each bidder must complete the accompanying business information form, as outlined in **Exhibit B** to this RFP, and submit the form as part of its Proposal.
- **All Proposals (including 1 original and 6 copies) must be delivered within a sealed envelope marked "BUILDING CODES RFP." This sealed envelope should be enclosed within an envelope addressed and delivered as described above.**
- The County will not accept proposals send by fax or e-mail.
- The County will not accept late proposals.
- In addition to addressing the relevant proposal details (outlined below) each Proposal must address each of the following:

A. **Firm Overview:** History of firm, including organization type, age, size, number and location of offices, number of employees (fulltime & part-time) and their level of experience, number of clients and any specialty areas.

B. Qualifications:

- a. Biographies/resumes of firm leadership and key personnel.
- b. Specialized equipment/vehicles available to service the County.
- c. What is your normal availability and response time for non-emergency service work.
- d. Describe your procedure for taking emergency service requests and what your response time is.
- e. Please provide examples of similar experience, whether governmental or commercial, and describe services provided.
- f. Describe what additional "value added services" your firm can provide.
- g. List the key differentiators for your firm. What factors distinguish your firm from your competitors?
- h. Experience with Construction Code Commission meetings.

C. References:

- a. List five (if you have less than five, list all current) similar clients you currently provide ongoing Professional Building Plan Review and Inspection services for:
 - i. Name of company
 - ii. Length of time a customer
 - iii. Services provided
 - iv. Contact name and title
 - v. Phone number

D. Conflict of Interest:

- a. Disclose any conflicts or perceived conflicts of interest.
- b. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

E. Additional Documentation:

- a. Errors and omissions coverage (if none, indicate).
 - b. Liability coverage.
 - c. Any and all relevant state registration certificates.
- If there are general questions that require clarification concerning this RFP, please contact Clayette Zechmeister, Controller/Administrator at (989) 672-3700.

PROPOSAL DETAILS:

A. **DESCRIPTION** – Tuscola County is seeking proposals for Professional Building Department Services, Permit Issuance, Plan Review and Inspection Services. The County is soliciting proposals from qualified contractors to perform Professional Building Plan Review Services and Building Inspection Services for new commercial/industrial building, additions, and remodels; new residential construction additions and remodels; and other retro-fits of any and all buildings. The Contractor will serve as the Building Official for Tuscola County. Inspection services will encompass:

- Building Plan Review/Inspections
- Mechanical (HVAC, Fire Suppression) Plan Review/Inspections
- Plumbing Plan Review/Inspections
- Electrical Plan Review/Inspections
- Permit Issuance, all disciplines
- Soil Erosion Control Plan Review/Permitting/Inspections

B. **BACKGROUND:** Tuscola County currently contracts with a third party for Professional Building Plan Review and Professional Building Inspection Services.

C. **TUSCOLA COUNTY OFFICE:** The winning Contractor will be required to maintain a regular office in Tuscola County.

D. SCOPE OF WORK:

Building Plan Review Services (All Disciplines)

- Provide plan review of any and all types of structures including, but not limited to, single family dwellings, multiple family dwelling units, commercial and industrial building for compliance with all local ordinance, Michigan Building codes, Michigan Mechanical Codes, Michigan Plumbing Codes, Michigan Electrical Codes, American with Disabilities Act and Michigan Barrier Free Codes and the Michigan Energy Codes and referenced standards.
- Generally, residential initial plan check turn-around time shall be no more than 7 working days. Large commercial/industrial plan check turn-around time shall be no more than 14 working days.
- Plan reviews shall include electronic comment reports describing code violations in full with reference to plan sheet and detail identification and specific codes and code sections relating to each comment as applicable.

Building Inspection Services (All Disciplines)

- Provide Building Inspection Services for any and all types of structures including single family dwellings, multiple family dwelling units, commercial and industrial buildings, and other structures for compliance with local building codes.
- Inspections shall occur between the hours of 8:00 a.m. and 5:00 p.m. Monday – Friday, unless otherwise agreed upon by the contractor and the customer.

- Inspectors shall respond to phone messages and be available to answer customer questions each working day. Inquiries may be handled from the office of the Contractor.
- Whenever possible and appropriate, the contractor shall coordinate inspections between disciplines to occur on a common site on the same day.
- Contractor's inspectors shall be provided by the Contractor with all the necessary code books, tools, equipment, and transportation required to perform plan review and inspection duties. All inspectors shall maintain a cell phone number which shall be available to the public to access the inspector.

E. QUALIFICATIONS AND SELECTION CRITERIA:

Required Qualifications:

- Contractor, and any employee of Contractor providing services to the County, must be appropriately licensed, qualified and registered as required by PA 54 of 1986 and all other applicable state or federal statutes, rules and regulations.
- Contractor must be qualified to act as the County's Building Official under applicable state law and regulations.
- Contractor must be duly licensed to do business in the State of Michigan and acceptable to Tuscola County.
- The contractor must understand, interact and communicate well with all local departments and agencies involved in the inspection and zoning process.
- The County seeks a contractor that can address the challenges of a rural community, able to communicate effectively with all agencies involved with building permits.
- The contractor must be able to communicate effectively with County employees, the construction industry, utilities, developers, property owners, other agencies and property owners.
- The contractor will function as an agent of Tuscola County and provide plan review services, inspections, enforcement of appropriate building codes, respond to citizen complaints and have the ability to communicate effectively to ensure minimal impacts to the public, neighborhoods, etc. from building activities in the County.
- The contractor shall provide current qualifications and certifications of all its employees providing services.
- Contractor shall hold and save harmless the County from all claims by others whose personnel or property may be damaged or injured by Contractor, its employees or subcontractors in the performance of the duties of the contract.
- Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of the County, for any damages for which the Contractor is liable, of which the County shall be sole judge.
- Contractor shall ensure that its employees and agents conform to all Federal (OSHA) laws and regulations, State and County safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

Selection Criteria: The requested information is intended to provide information that will assist Tuscola County in the selection of the most qualified, competent, experienced, responsive and economical service provider, who will best serve the needs of the County. During the evaluation process, where it may serve the its best interest, the County reserves the

right to request additional information or clarifications from proposing firms, to reject any or all proposals or unauthorized modifications, to allow corrections of errors or omissions, or to waive irregularities. A selection committee will evaluate the proposals based upon the factors listed above. After a review of the written proposals, selected firms may also be asked to make an in-person presentation or field follow-up questions. Tuscola County will choose the proposal(s) that best fits its needs. The County is not obligated to award the contract based on cost alone. The selected firm will be required to enter into a written agreement with the Tuscola County that will detail the specifics of the relationship and include scope of work, compensation, insurance requirements and other matters. This agreement is anticipated to be for three (3) years. If an agreement cannot be reached, Tuscola County reserves the right to render the proposal invalid and may award the contract to another qualified vendor in its sole discretion.

EXHIBIT A

CERTIFICATION

The individual signing below swears, affirms and certifies:

1. He/She fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Proposal was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.
4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Company Name: _____

Signatory Name: _____

Signatory Title: _____

Signed: _____

Date: _____

EXHIBIT B

BIDDER INFORMATION

*Name:	
*Title:	
*Name Company:	
*Address	
*City/State/Zip:	
*Phone Number:	
*Fax Number:	
*Email Address:	

PROJECT SUMMARY

Total Installation Price:	\$294,618.92
Grand Total:	\$294,618.92

Payment Terms

Payment Schedule	Amount	Due Date
Initial Payment Prior to Scheduling	\$73,654.73	
Final Payment Upon Completion	\$220,964.19	

Client accepts this Quote inclusive of its Scope of Work, Pricing and Payment Terms. Contractor agrees to furnish the equipment and materials listed and perform the work in an expedient, workmanlike and professional manner.

Client: **Eean Lee**
Don Klier

Date
7/8/2021

Contractor: **Justice AV Solutions, Inc**

Date

6 Middle Atlantic VTF1 \$114.00
Vent Panel, 1 RU, Perforated, 25% Open Area

Equipment: \$11,952.86

Labor: \$7,500.00

Equipment Rack & Wire Management Total \$19,452.86

Equipment Subtotal: \$227,918.92

Labor Subtotal: \$66,700.00

Project Subtotal: \$294,618.92

MI Tuscola County Total

* Price Includes Accessories

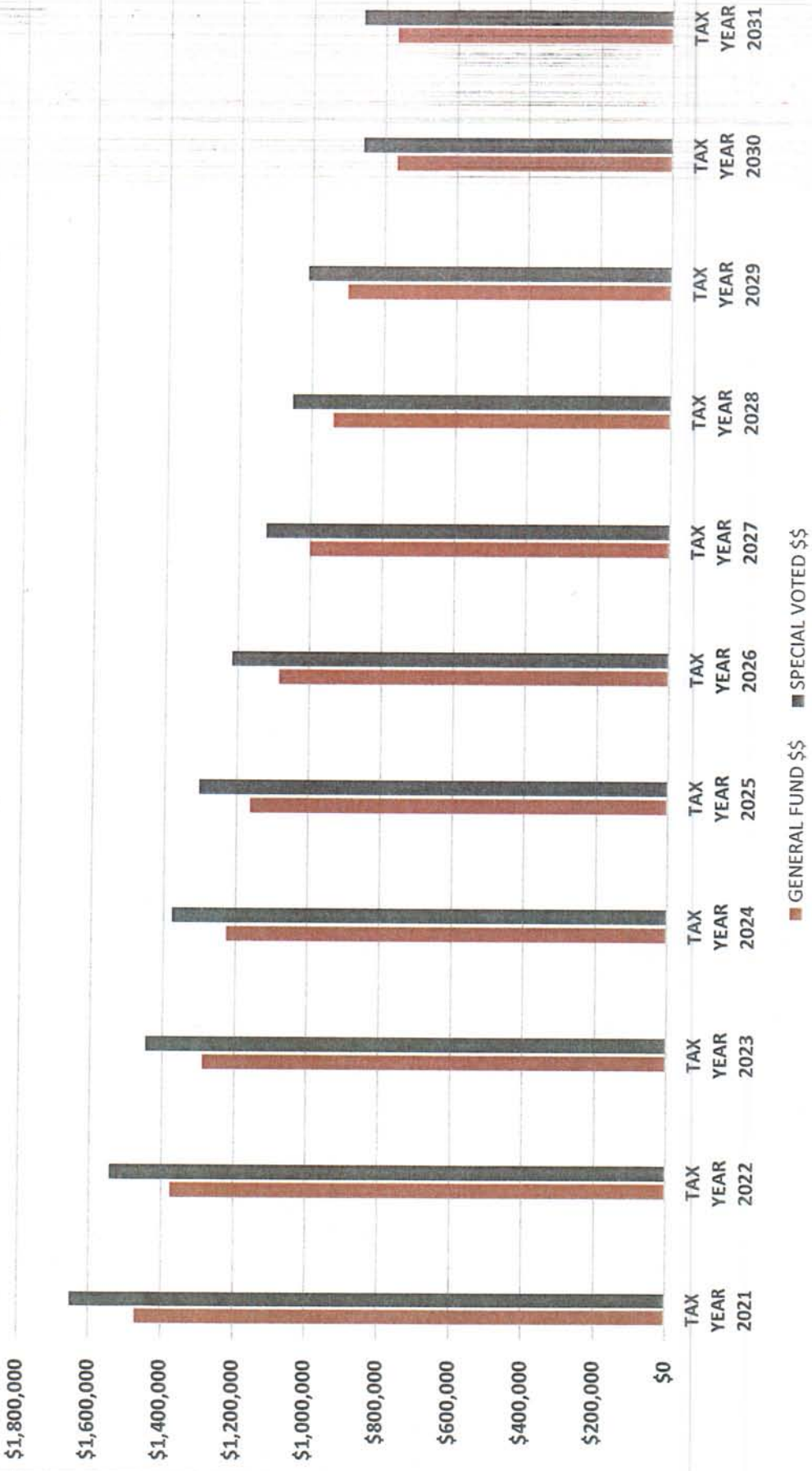
2021 Percent of Indirect Cost on Special Millages Tax Revenue

E.

DESCRIPTION	12-31-20		12-31-20		2021 TOTAL		2021		2021 General Fund Revenue if Capped at 5%
	Available Fund Balance	Wind Reserves	TOTAL Fund Balance		MILLAGE	INDIRECT COST	% OF TAX REVENUE		
Revenues									
VOTED ROAD PATROL	1,089,941.00	243,990.00	1,333,931.00		2,642,572.00	91,105.00	3.45%	91,105.00	3.45%
VOTED PRIMARY ROAD	44,328.18	185,552.00	229,880.18		1,918,746.00	0.00	0.00%	0.00	0
VOTED RECYCLING	33,184.45	28,821.00	62,005.45		298,034.00	66,968.00	22.47%	14,901.70	5%
VOTED MOSQUITO	375,164.47	121,358.00	496,522.47		1,254,953.00	93,478.00	7.45%	62,747.65	5%
VOTED MSU	(19,199.66)	19,215.00	15.34		198,689.00	1,140.00	0.57%	1,140.00	0.57%
VOTED VETERANS	34,323.27	32,665.00	66,988.27		337,773.00	9,283.00	2.75%	9,283.00	2.75%
VOTED BRIDGE	1,448,827.93	92,363.00	1,541,190.93		995,100.00	0.00	0.00%	0.00	0
VOTED SENIOR CITIZENS	94,374.59	58,259.00	152,633.59		635,807.00	8,697.00	1.37%	8,697.00	1.37%
VOTED MEDICAL CARE FACILITY	941,489.66	48,036.00	989,525.66		494,124.00	1,973.00	0.40%	1,973.00	0.40%
	4,042,433.89	830,259.00	4,872,692.89		8,775,798.00	272,644.00	3.11%	189,847.35	(82,796.65)

DESCRIPTION	2021 TOTAL		2021		2021 General Fund Revenue if Capped at 5%
	Fund Balance	Revenue Budget	INDIRECT COST	% OF REVENUE	
INDIRECT COSTS - DISPATCH FUND	952,273.00	1,337,400.00	98,930.00	7.397%	66,870.00
INDIRECT COST - HEALTH DEPT	1,695,532.00	1,695,533.00	12,627.00	0.745%	12,627.00
					(32,060.00)

General Fund and Special Voted Wind Depreciation



F

NAME OF WIND PARK
TOWNSHIPS
OWNER
NUMBER OF WTGS
CAPACITY

TAX YEAR	TOTAL TAXABLE VALUE ALL PARKS	GENERAL FUND \$\$	SPECIAL VOTED \$\$	Grand Total for G & S	Change from Previous Year
TAX YEAR 2013				\$831,314	
TAX YEAR 2014				\$1,380,319	\$549,005
TAX YEAR 2015				\$2,206,520	\$826,201
TAX YEAR 2016				\$2,067,430	(\$139,091)
TAX YEAR 2017 <i>updated 05.08.17</i>				\$2,072,029	\$4,599
TAX YEAR 2018 <i>updated 05.11.18</i>				\$2,285,904	\$213,875
TAX YEAR 2019 <i>updated 07.19.19</i>	298,776,900	\$1,169,443	\$1,314,021	\$2,483,463	\$197,560
TAX YEAR 2020 <i>updated 05.07.20</i>	386,285,000	\$1,511,958	\$1,698,881	\$3,210,840	\$727,376
TAX YEAR 2021	375,611,700	\$1,470,182	\$1,651,940	\$3,122,122	(\$88,718)
TAX YEAR 2022	351,137,200	\$1,374,386	\$1,544,301	\$2,918,688	(\$203,434)
TAX YEAR 2023	328,970,100	\$1,287,622	\$1,446,810	\$2,734,432	(\$184,255)
TAX YEAR 2024	312,963,200	\$1,224,969	\$1,376,412	\$2,601,381	(\$133,051)
TAX YEAR 2025	296,579,000	\$1,160,840	\$1,304,354	\$2,465,194	(\$136,187)
TAX YEAR 2026	276,553,400	\$1,082,458	\$1,216,282	\$2,298,740	(\$166,455)
TAX YEAR 2027	255,416,600	\$999,726	\$1,123,322	\$2,123,048	(\$175,691)
TAX YEAR 2028	239,594,300	\$937,796	\$1,053,736	\$1,991,532	(\$131,517)
TAX YEAR 2029	229,994,400	\$900,221	\$1,011,515	\$1,911,736	(\$79,795)
TAX YEAR 2030	195,752,165	\$766,194	\$860,918	\$1,627,112	(\$284,625)
TAX YEAR 2031	195,752,165	\$766,194	\$860,918	\$1,627,112	\$0

Pegasus unknowns: 8 turbines still going throu
Utility should increase

Attorney Cost Comparisons

G.

2017			MIDC Attorney	
Contracts:			Comparison	
District Court		\$120,000.00	\$120,000.00	
Circuit/Family Court		\$192,000.00		
Circuit Court		\$173,250.00	\$173,250.00	
Probate Court		\$5,500.00		
Contract Total		\$490,750.00		
Misc. Atty. Costs		\$82,799.00	\$41,340.00	
Grand Total			\$334,590.00	\$573,549.00
2018				
Contracts:				
District Court		\$120,000.00	\$120,000.00	
Circuit/Family Court		\$199,680.00		
Circuit Court		\$181,912.50	\$181,912.50	
Probate Court		\$5,500.00		
Contract Total		\$507,092.50		
Misc. Atty. Costs		\$7,811.00	\$3,906.00	
Total		\$514,903.50	\$305,818.50	
MIDC Court-County cost	Eff.11/2018	\$13,652.00		
Grand Total				\$528,555.50
2019				
Contracts:				
District Court		\$0.00		
Circuit/Family Court		\$205,670.00		
Circuit Court		\$0.00		
Probate Court		\$5,775.00		
Contract Total		\$211,445.00		
Misc. Atty. Costs		\$52,333.00		
Total		\$263,778.00		
MIDC Court-County cost		\$283,676.00	\$283,676.00	
Grand Total				\$547,454.00
2020				
Contracts:				
Circuit/Family Court		\$250,000.00		
Probate Court		\$6,000.00		
Contract Total		\$256,000.00		
Misc. Atty. Costs		\$59,667.00		
Total		\$315,667.00		
MIDC Court-County Cost		\$253,957.00	\$253,957.00	
Grand Total				\$569,624.00

County of Tuscola

Series 2011

\$995,000

Debt Service To Maturity And To Call

Date	Refunded Bonds	Refunded Interest	D/S To Call	Principal	Coupon	Interest	Refunded D/S
12/01/2021	605,000.00	13,771.25	618,771.25	-	-	13,771.25	13,771.25
06/01/2022	-	-	-	50,000.00	3.800%	13,771.25	63,771.25
12/01/2022	-	-	-	-	-	12,821.25	12,821.25
06/01/2023	-	-	-	50,000.00	4.000%	12,821.25	62,821.25
12/01/2023	-	-	-	-	-	11,821.25	11,821.25
06/01/2024	-	-	-	55,000.00	4.150%	11,821.25	66,821.25
12/01/2024	-	-	-	-	-	10,680.00	10,680.00
06/01/2025	-	-	-	55,000.00	4.300%	10,680.00	65,680.00
12/01/2025	-	-	-	-	-	9,497.50	9,497.50
06/01/2026	-	-	-	60,000.00	4.500%	9,497.50	69,497.50
12/01/2026	-	-	-	-	-	8,147.50	8,147.50
06/01/2027	-	-	-	60,000.00	4.700%	8,147.50	68,147.50
12/01/2027	-	-	-	-	-	6,737.50	6,737.50
06/01/2028	-	-	-	65,000.00	4.900%	6,737.50	71,737.50
12/01/2028	-	-	-	-	-	5,145.00	5,145.00
06/01/2029	-	-	-	65,000.00	4.900%	5,145.00	70,145.00
12/01/2029	-	-	-	-	-	3,552.50	3,552.50
06/01/2030	-	-	-	70,000.00	4.900%	3,552.50	73,552.50
12/01/2030	-	-	-	-	-	1,837.50	1,837.50
06/01/2031	-	-	-	75,000.00	4.900%	1,837.50	76,837.50
Total	\$605,000.00	\$13,771.25	\$618,771.25	\$605,000.00	-	\$168,022.50	\$773,022.50

County of Tuscola, Michigan

Capital Improvement Bonds, Series 2011

*June post
Dec post*

Pending Bldg Debt

*W/B 2014
Agent fees 7500*

Debt Service Schedule

Part 1 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
09/08/2011	-	-	-	-	-
12/01/2011	-	-	9,721.88	9,721.88	-
12/31/2011	-	-	-	-	9,721.88
06/01/2012	35,000.00	2.500%	19,443.75	54,443.75	-
12/01/2012	-	-	19,906.25	19,906.25	-
12/31/2012	-	-	-	-	73,450.00
06/01/2013	35,000.00	2.500%	19,006.25	54,006.25	-
12/01/2013	-	-	18,568.75	18,568.75	-
12/31/2013	-	-	-	-	72,575.00
06/01/2014	35,000.00	2.500%	18,568.75	53,568.75	-
12/01/2014	-	-	18,131.25	18,131.25	-
12/31/2014	-	-	-	-	71,700.00
06/01/2015	35,000.00	2.500%	18,131.25	53,131.25	-
12/01/2015	-	-	17,693.75	17,693.75	-
12/31/2015	-	-	-	-	70,825.00
06/01/2016	40,000.00	2.750%	17,693.75	57,693.75	-
12/01/2016	-	-	17,143.75	17,143.75	-
12/31/2016	-	-	-	-	74,837.50
06/01/2017	40,000.00	3.000%	17,143.75	57,143.75	-
12/01/2017	-	-	16,543.75	16,543.75	-
12/31/2017	-	-	-	-	73,687.50
06/01/2018	40,000.00	3.000%	16,543.75	56,543.75	-
12/01/2018	-	-	15,943.75	15,943.75	-
12/31/2018	-	-	-	-	72,487.50
06/01/2019	40,000.00	3.100%	15,943.75	55,943.75	-
12/01/2019	-	-	15,323.75	15,323.75	-
12/31/2019	-	-	-	-	71,267.50
06/01/2020	45,000.00	3.300%	15,323.75	60,323.75	-
12/01/2020	-	-	14,581.25	14,581.25	-
12/31/2020	-	-	-	-	74,905.00
06/01/2021	45,000.00	3.600%	14,581.25	59,581.25	-
12/01/2021	-	-	13,771.25	13,771.25	-
12/31/2021	-	-	-	-	73,352.50
06/01/2022	50,000.00	3.800%	13,771.25	63,771.25	-
12/01/2022	-	-	12,821.25	12,821.25	-
12/31/2022	-	-	-	-	76,592.50
06/01/2023	50,000.00	4.000%	12,821.25	62,821.25	-
12/01/2023	-	-	11,821.25	11,821.25	-
12/31/2023	-	-	-	-	74,642.50
06/01/2024	55,000.00	4.150%	11,821.25	66,821.25	-
12/01/2024	-	-	10,680.00	10,680.00	-
12/31/2024	-	-	-	-	77,501.25
06/01/2025	55,000.00	4.300%	10,680.00	65,680.00	-

County of Tuscola, Michigan

Capital Improvement Bonds, Series 2011

Debt Service Schedule

Part 2 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
12/01/2025	-	-	9,497.50	9,497.50	-
12/31/2025	-	-	-	-	75,177.50
06/01/2026	60,000.00	4.500%	9,497.50	69,497.50	-
12/01/2026	-	-	8,147.50	8,147.50	-
12/31/2026	-	-	-	-	77,645.00
06/01/2027	60,000.00	4.700%	8,147.50	68,147.50	-
12/01/2027	-	-	6,737.50	6,737.50	-
12/31/2027	-	-	-	-	74,885.00
06/01/2028	65,000.00	4.900%	6,737.50	71,737.50	-
12/01/2028	-	-	5,145.00	5,145.00	-
12/31/2028	-	-	-	-	76,882.50
06/01/2029	65,000.00	4.900%	5,145.00	70,145.00	-
12/01/2029	-	-	3,552.50	3,552.50	-
12/31/2029	-	-	-	-	73,697.50
06/01/2030	70,000.00	4.900%	3,552.50	73,552.50	-
12/01/2030	-	-	1,837.50	1,837.50	-
12/31/2030	-	-	-	-	75,390.00
06/01/2031	75,000.00	4.900%	1,837.50	76,837.50	-
12/31/2031	-	-	-	-	76,837.50
Total	\$995,000.00	-	\$503,060.63	\$1,498,060.63	-

Yield Statistics

Accrued Interest from 09/01/2011 to 09/08/2011	756.15
Bond Year Dollars	\$11,596.25
Average Life	11.655 Years
Average Coupon	4.3381320%
Net Interest Cost (NIC)	4.4668374%
True Interest Cost (TIC)	4.4514795%
Bond Yield for Arbitrage Purposes	4.2785959%
All Inclusive Cost (AIC)	4.7742346%

IRS Form 8038

Net Interest Cost	4.3516113%
Weighted Average Maturity	11.655 Years

ORIGINAL TO: County Clerk
COPY TO: Equalization Department
COPY TO: Each Township or City Clerk

2021 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2021)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County(ies) Where the Local Government Unit Levies Taxes	Tuscola	2021 Taxable Value (All)	2,042,915,934
Local Government Unit Requesting Millage Levy	County	2021 Taxable Value minus RenZones	2,035,743,482
For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties			

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119.

The following tax rates have been authorized for levy on the 2021 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Original Millage Authorized by Election, Charter, etc.	2020 Millage Rate Permanently Reduced by MCL 211.34d	2021 Current Year Millage Reduction Fraction	2021 Millage Rate Permanently Reduced by MCL 211.34d	2021 Sec 211.34 Millage Rollback Fraction	2021 Maximum Allowable Millage Levy *	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
Alloc	Operating	Nov-64	4.2000	3.9141	1.0000	3.9141	1.0000	3.9141	3.9141		frozen
Sp Voted	Bridge/Streets	Aug-16	0.4807	0.4807	1.0000	0.4807	1.0000	0.4807		0.4807	Dec-23
Sp Voted	Senior Citizens	Aug-17	0.3200	0.3200	1.0000	0.3200	1.0000	0.3200		0.3200	Dec-24
Sp Voted	Medical Care	Aug-18	0.2500	0.2500	1.0000	0.2500	1.0000	0.2500		0.2500	Dec-28
Sp Voted	Road Patrol	Aug-17	1.3300	1.3300	1.0000	1.3300	1.0000	1.3300		1.3300	Dec-24
Sp Voted	Roads/Streets	Aug-16	0.9657	0.9657	1.0000	0.9657	1.0000	0.9657		0.9657	Dec-23
Sp Voted	Mosquito	Aug-20	0.6316	0.6316	1.0000	0.6316	1.0000	0.6316		0.6316	Dec-25
Sp Voted	Recycling	Aug-16	0.1500	0.1500	1.0000	0.1500	1.0000	0.1500		0.1500	Dec-24
Sp Voted	Veterans	Nov-20	0.1700	0.1700	1.0000	0.1700	1.0000	0.1700		0.1700	Dec-26
Sp Voted	MSU Extension	Mar-16	0.1000	0.1000	1.0000	0.1000	1.0000	0.1000		0.1000	Dec-21

Prepared by _____ Title **Angie Daniels** Equalization Director Date **07.23.21**

Certification: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e and 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3)

Clerk Signature _____ Date _____
 Secretary Signature _____ Date _____
 Chairperson Signature **Jodi Fetting** Date _____
 President Signature **Thom Bardwell** Date _____

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.
IMPORTANT: See instructions on the reverse side regarding where to find the millage rate used in column (5)

4

J.

July 20, 2021

From: Sandra Nielsen, Director

Subject: Hiring of Dispatcher

To: Tuscola County Board of Commissioners

Dear Commissioners,

I respectfully request the Board of Commissioners to concur with hiring Karalee Nusz as a full time dispatcher effective August 9, 2021.

This request is to fill a vacant full time dispatcher positions and all pre-employment criteria has been completed.

Central Dispatch has the required funds in the budget to fill this position. The dispatch operating fund comes from 911 telephone surcharge and does not affect the general fund. Full staffing is essential in providing 9-1-1 communications services to the county and the community.

Thank you,

Sandra Nielsen, Director
Tuscola County Central Dispatch



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

(no subject)

2 messages

Robert Baxter <rbaxter@tuscolacounty.org>

Tue, Jul 20, 2021 at 1:42 PM

To: Clayette Zechmeister <zclay@tuscolacounty.org>

Cc: Glen Skrent <ggs@tuscolacounty.org>, Brian Harris <bharris@tuscolacounty.org>, Heidi Chicilli <hchicilli@tuscolacounty.org>

We would like to advise the board of a new hire (part-time) corrections officer. Samuel Gaiser from Caro. He has successfully completed an interview, background check and drug test. We would like to move him from part-time status to full-time status in the jail. Please place this on the next board agenda.

Undersheriff Robert E. Baxter
Tuscola County Sheriff Administration
420 Court St
Caro, MI 48723
989-673-8161 ext 2225
Fax: 989-673-8164

Like Us on Facebook

Sheriff Glen Skrent <ggs@tuscolacounty.org>

Tue, Jul 20, 2021 at 1:50 PM

To: Clayette Zechmeister <zclay@tuscolacounty.org>

fyi This is to replace the full time position vacated by Deputy Bills.

I ask you to judge me by the enemies I have made.

Franklin D. Roosevelt

Sheriff Glen Skrent Tuscola County Sheriff's Office