



# TUSCOLA COUNTY

## Committee of the Whole

### MEETING AGENDA

Monday, January 9, 2023 – 8:00 AM

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

**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](https://meet.google.com/mih-jntr-jya)

8:00 AM Call to Order - Chairperson Vaughan  
Roll Call - Clerk Fetting

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#### County Updates

#### New Business

1. SAFEbuilt Annual Presentation - Tim Gardner, Building Code Official and Building Inspector; Paul Featherston, State Operations Manager and Kellie Lindsey, Account Manager  
[2023 QBR Slide Deck - Tuscola County](#) 4 - 11
2. **9:00** Blue Cross Blue Shield (BCBS), Dan Skiver, Brown & Brown and Kelly Quirogo, BCBS  
[Blue Cross Blue Shield Renewal Presentation](#) 12 - 17
3. **9:30** Proposed Renovations for the People State Bank Building - Lisa Demankowski and Terry Gill, Architects with the Firm of NJB Architects, Inc.  
[NJB Architects 12-12- 22 Presentation](#) 18 - 19
4. State Application for Training Funds - Jon Ramirez, Dispatch Director  
[2023 Training App](#) 20
5. 2023 IRS Standard Mileage Rate  
[2023 IRS Mileage Rate Increase](#)  
[travel-meal policy REVISED 121417](#) 21 - 25

- 6. Human Development Commission (HDC) Board Appointment 26  
[Human Development Commission Board](#)
- 7. Appointment to Region VII Council on Aging
- 8. Review Resolution 2019-05 Regarding Quorum of Committee or Subcommittee 27  
[2019-05 Resolution Re Quorum of Committee or Subcommittee Meeting](#)

### Old Business

- 1. Tuscola County Board of Commissioners Board Rules as of March 25, 2021 - Discussion and Clarification of Potential Revisions 28 - 45  
[Board Rules of Order Potential Revisions](#)

### Finance/Technology

Committee Leader **Commissioner Young** and Commissioner Koch

#### Primary Finance/Technology

#### On-Going and Other Finance

#### On-Going and Other Technology

### Building and Grounds

Committee Leader **Commissioner Koch** and Commissioner Lutz

#### Primary Building and Grounds

- 1. Pump House Demo Bids at The Parcels - Mike Miller, Building and Grounds Director 46  
[Pump House Demo Budget\(1\)](#)

#### On-Going and Other Building and Grounds

### Personnel

Committee Leader **Commissioner Bardwell** and Commissioner Vaughan

#### Primary Personnel

- 1. Sheriff's Department Hiring to Fill Vacant Part-time Corrections Position 47  
[Sheriff New Hire](#)
- 2. Controller/Administrator Unused Vacation Time Carryover Request

#### On-Going and Other Personnel

### **Other Business as Necessary**

At a.m., there were a total of participants attending the meeting virtually.

### **Public Comment Period**

### **Adjournment**



# Tuscola County

Annual Activity and Business Review



January 9, 2023

# What to Expect



Our Partnership



High Level Activity Summary



Measuring Success



Looking Forward

## Joining Today's Meeting

Tim Gardner  
*Building Official*

Kellie Lindsey  
*Business Account Manager*

Paul Featherston  
*Regional Operations Manager*

County Commissioners

Clayette Zechmeister  
*County Controller/Administrator*

Public



# Our Partnership

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SAFEbuilt currently provides **Tuscola County**:

- ☑ Building Official Services
- ☑ Building Inspection and Plan Review Services
- ☑ Electrical Inspection and Plan Review Services
- ☑ Mechanical Inspection and Plan Review Services
- ☑ Plumbing Inspection and Plan Review Services
- ☑ Soil Erosion Inspection and Plan Review Services
- ☑ Permit Technician Services



# High Level Activity

## Summary



Completed

- Began our partnership (October 2021) with a handful of commercial, non-compliant project sites. We've worked with each property owner for the past year, showing regular progress in two and closure in one.
  - Assisted multiple applicants with permitting and inspecting for projects underway and permitted by the prior agency, but terminated by said agency, without notice.
  - Provided assistance and advisement, to Townships possessing outdated zoning ordinance language which conflicted with the State of Michigan codes.
  - Brought DEQ compliance to the County with Soil Erosion – providing guidance for applicants who have never been involved with this type of required permit.
  - Encouraged an open-door, more amicable relationship within the Amish community, which we discovered was damaged and fragile. These efforts have resulted in a willingness for permit procurement and inspections to bring projects into compliance.
  - To the County, we've brought a high level of process and industry education with a never-ending willingness to provide those who want help, the tools they need to make compliance seem less stressful than expected.
  - We were involved with the EDC, having been asked to participate in an interview for a live radio broadcast to share with the public; who SAFEbuilt is, where we are located and how we desire to work with the community as they embark on building projects, improve their properties, make investments and maintain their properties.



# High Level Activity Summary Continued



## Ongoing Practice

- Consistently meeting plan review turn-around times (i.e. 10 days residential, 10 days small commercial, 7 days soil erosion) which positively impacts project commencement and completion.
- Consistently able to issue at Permit Counter or within an average of two days, permits not requiring plan review (i.e. residential roofing, water heater replacement, etc.).
- Working closely with the local Drain Commissioner's Office and Health Department to ensure projects are referred to their offices for compliance. We steer applicants in need of such permits/approvals to these agencies when projects are submitted to us and we identify the need.
- BO Tim Gardner has personally reached out all Townships, Villages, and Cities, communicating our desire to serve and offer assistance in any way needed.
- Identifying communities looking for additional services such as Rental Program Management.





# Measuring Success

October 1, 2021 – September 30, 2022

Inspections	
Building	921
Plumbing	209
Electrical	727
Mechanical	341
Building Without Permit	101
Soil Erosion	146
Sign	19
Dngrs/Sfty/Ord	5/10/2

Permits Issued	
Building Permits	500
Plumbing Permits	156
Electrical Permits	514
Mechanical Permits	383
Building Without Permit	34
Soil Erosion	72
Sign	20

Our commitment is to continue to provide high-quality reviews, inspections, and permit counter assistance to the Tuscola County residents, contractors and business owners as well as developers and investors working within the County.

**SAFEbuilt**<sup>®</sup>



## Looking Forward

- Continue to provide a very high level of service, monitoring and meeting turn-around times and providing quality inspections
- Account Manager to visit every municipality, meeting Community Leaders in Tuscola County
- Spring Meet and Greet at the Pavilion
- Scheduling events with local lumber and trade contractors at their business locations
- Schedule next Annual Review
- Discuss enforcement challenges to reach a better outcome (projects/work being done without permits)

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# Wrap Up

1. What do you want us to continue doing?
2. What do you want us to stop doing?
3. What would you like us to begin doing?

SAFEbuilt<sup>®</sup>



# Tuscola County

January 2023 BCBS Renewal Summary

Presented By:  
Daniel Skiver

*Brown & Brown of Central Michigan*

# BCBS Renewal January 2023

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- This is a 12 month renewal from January - December 2023
- The County is concluding a 16 month renewal from September 2021 - December 2022
- Moved the renewal to a calendar year basis
- Aligned with State Hard cap year
- Aligned with benefit accumulation year
- Aligned with fiscal year



# BCBS Renewal January 2023

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- Illustrative rate increase of 3.8%
- Stop loss premium decrease of 5.7%
- BCBS administrative fee increase of 4.6%
- Total estimated taxes and fees - \$1,500 annually for PCORI fee (federal) also known as the Patient Centered Outcomes Research Institute Fee
- Authorized through 2029
- Paid annually by July 31 to the IRS
- Currently no other applicable taxes for next year

# BCBS Renewal January 2023

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- PA 152 hard cap limits for 2023 increased by 1.3%
- The 1.3% is the percentage change in the medical care component from the period March 2020-February 2021 to the period March 2021-February 2022.
- 2022 hard cap limits increased by 3.7%
- 2021 hard cap limits increased by 3.3%
- January -December 2023 - under by \$61,000 for the 12 month period
- Last contract under by \$74,500 for the 16 month period

# BCBS Renewal January 2023

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- Current enrollment by plan for County employees
  - » 76% SB 500 (\$500/\$1,000 Ded) Plan 4
  - » 3% PPO 3 - (\$250/\$500 Ded) Plan 3
  - » 3% PPO 2 - (\$100/\$200 Ded) Plan 2
  - » 18% PPO 1 - (\$0 Ded) Plan 1
  - » 48% enrolled in the buy up dental plan
  
  - » Changed Plan 4 to the SB 500 on 1-1-20



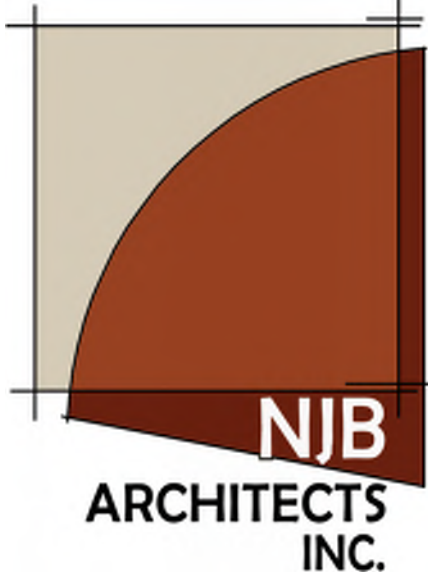


# THANK YOU!



*Any solicitation or invitation to discuss insurance sales or servicing is being provided at the request of Brown & Brown of Central Michigan, an owned subsidiary of Brown & Brown, Inc. Brown & Brown of Central Michigan only provides insurance related solicitations or services to insureds or insured risks in jurisdictions where it and its individual insurance professionals are properly licensed.*





# Addition and Renovations to People's State Bank for Tuscola County Offices

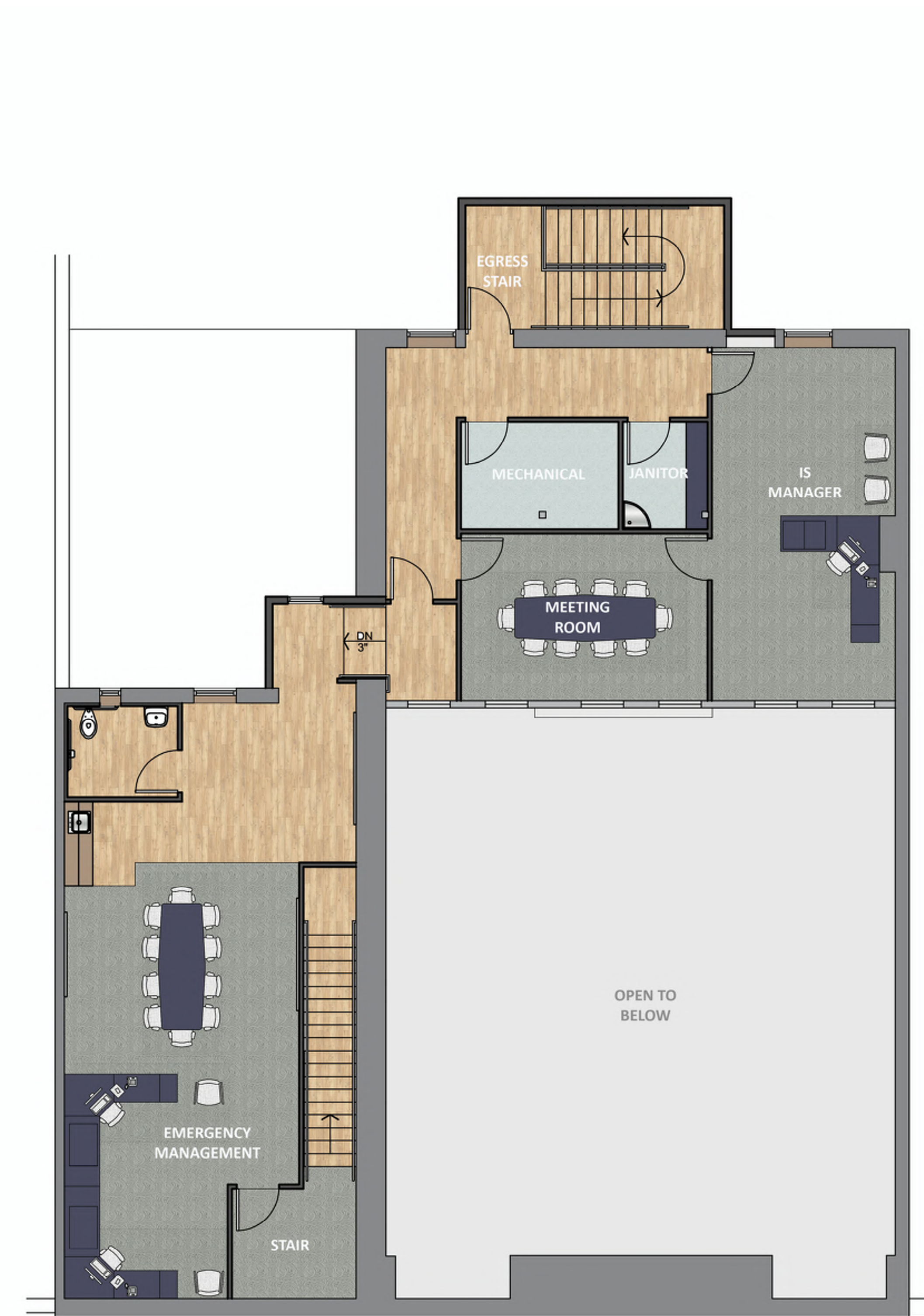
171 North State Street  
Caro, Michigan



LOWER LEVEL FLOOR PLAN

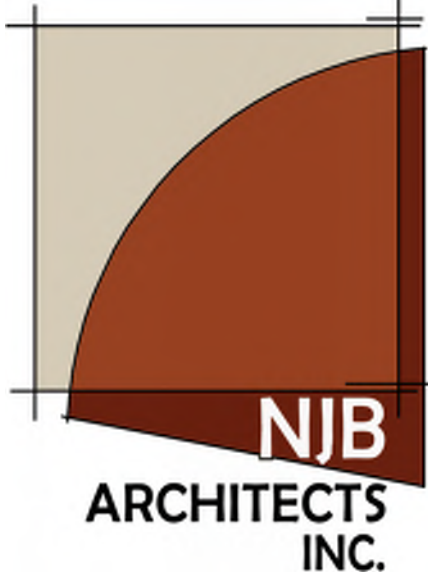


FIRST FLOOR PLAN



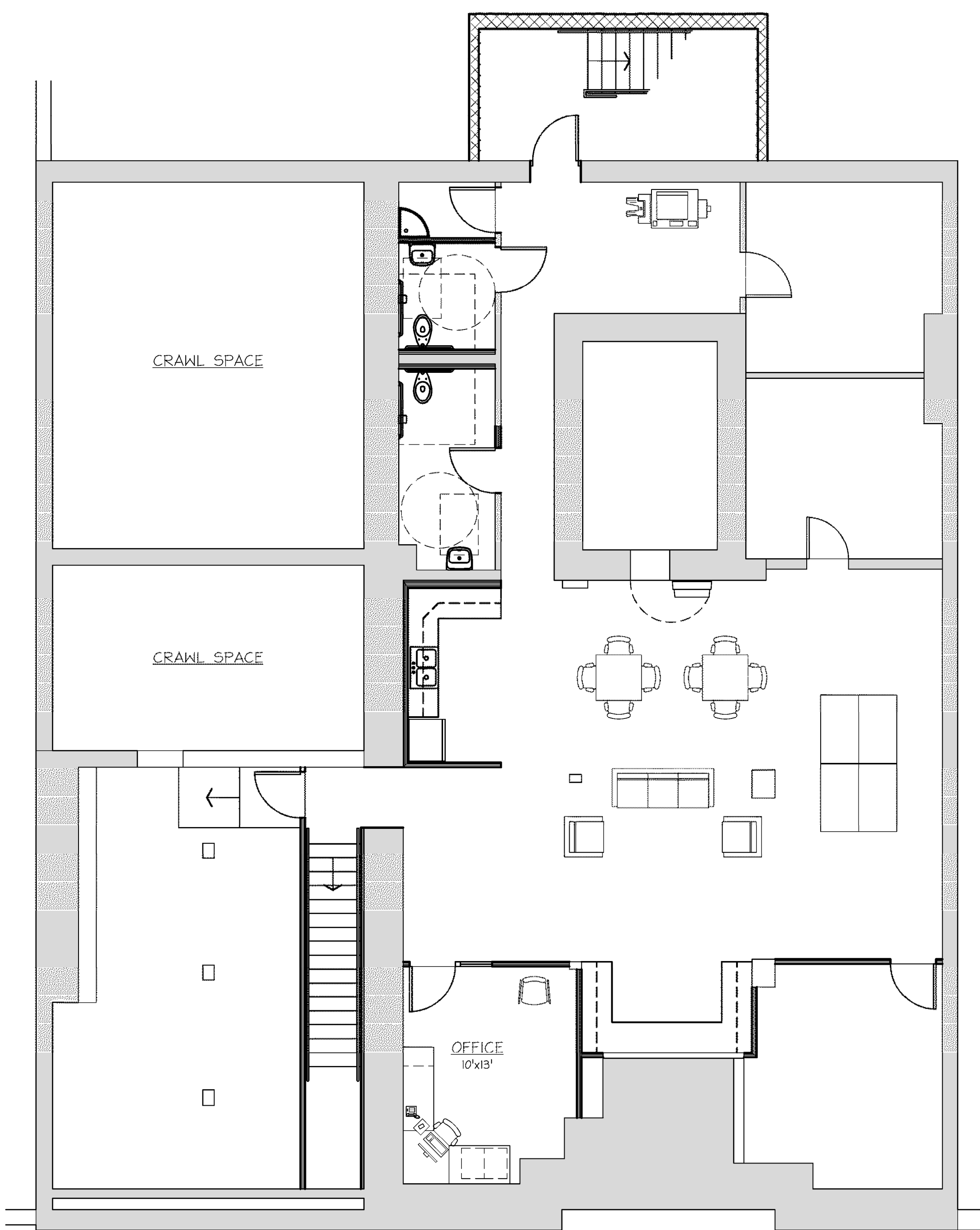
SECOND FLOOR PLAN



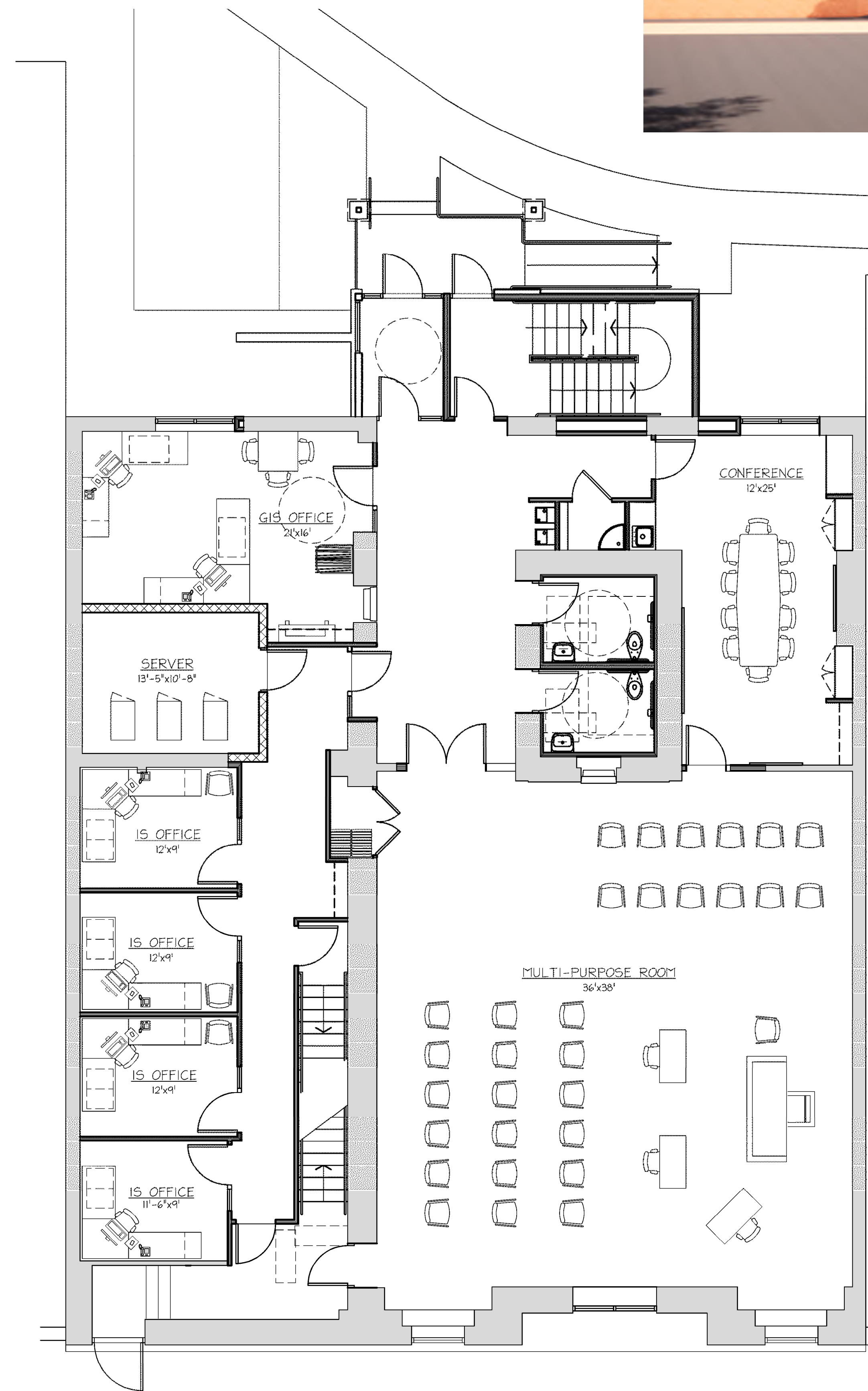


Addition and Renovations to  
People's State Bank for  
**Tuscola County Offices**

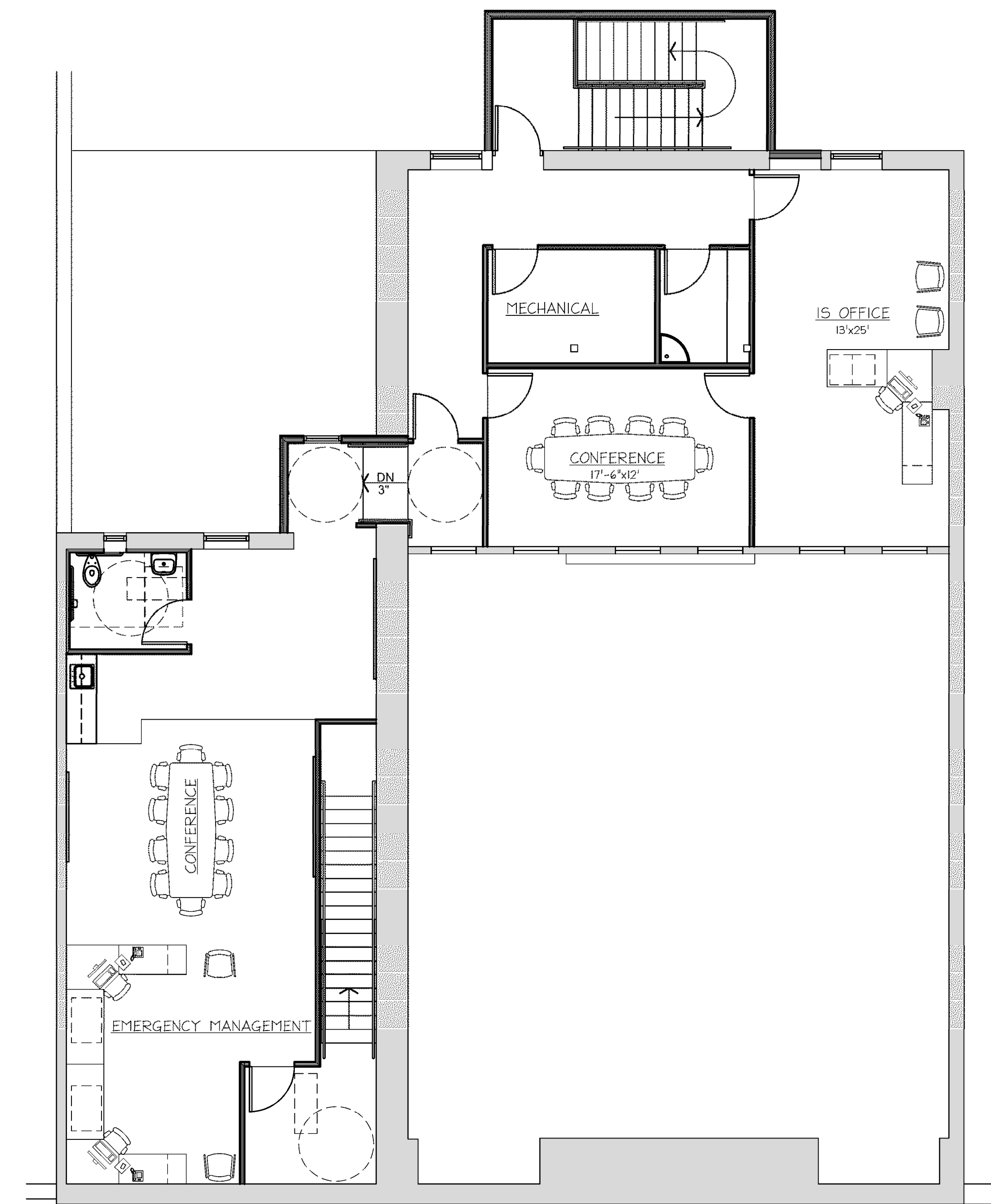
171 North State Street  
Caro, Michigan



**LOWER LEVEL FLOOR PLAN**  
3/16" = 1'-0"



**FIRST FLOOR PLAN**  
3/16" = 1'-0"



**SECOND FLOOR PLAN**  
3/16" = 1'-0"



1/6/2022

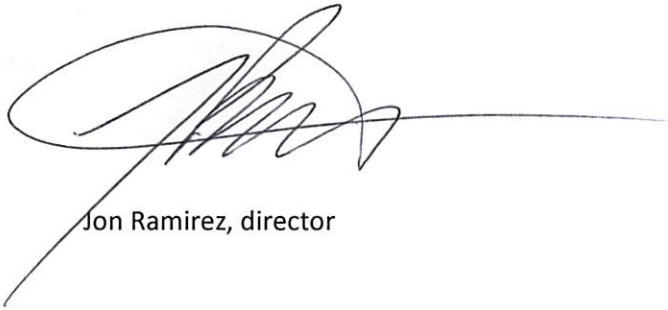
Ref: Michigan 911 Training fund

PSAP's in Michigan are required to fill out an application to obtain training funds from the Michigan 911 Training fund. This fund is made possible by a portion of the collected surcharge. Money that is dispersed through this program has two years to be spent. The remaining amount that is not spent must be returned to the training fund. Doing this also makes the PSAP ineligible to receive training funds for the next fiscal year.

Tuscola County 911 has faithfully received and spent our training funds on the necessary continuing education credits for each individual dispatcher and management employee. By not completing this application, it would cause great detriment to the dispatch center state mandated training requirements and budget.

I have completed the application and would only need the County Controller's signature as well as the Board of Commissioner's Chairman to sign the form electronically in the MiSnap account.

Thank you

A handwritten signature in black ink, appearing to read 'Jon Ramirez', with a long horizontal line extending to the right.

Jon Ramirez, director



# IRS issues standard mileage rates for 2023; business use increases 3 cents per mile

IR-2022-234, December 29, 2022

WASHINGTON — The Internal Revenue Service today issued the 2023 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2023, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 65.5 cents per mile driven for business use, up 3 cents from the midyear increase setting the rate for the second half of 2022.
- 22 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, consistent with the increased midyear rate set for the second half of 2022.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2022.

These rates apply to electric and hybrid-electric automobiles, as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving Expenses for Members of the Armed Forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

Notice 2023-03 [PDF](#) contains the optional 2023 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2023 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

*Page Last Reviewed or Updated: 29-Dec-2022*

**TRAVEL/MEAL POLICY**  
**Revised 12/14/17**  
**17-M-217**

**1. PURPOSE**

The purpose of this policy is to establish guidelines to reimburse Tuscola County officials and employees for travel expenses incurred as a result of their official duties at rates established by the Board of Commissioners and in accordance with the specific provisions enumerated herein.

The policy shall apply to all officials and employees who by the nature of their assigned responsibilities, or because of special circumstances, are required by the County to use their privately-owned vehicle for travel and/or perform functions at a location other than their normal work location.

**2. POLICY**

**2.1 Mileage. Mileage will be paid at the rate established by the Board of Commissioners to those officials and employees required to use their privately owned vehicle in conducting County business. The rate may be updated each year based on the Internal Revenue Service rate. The Board may choose to not increase the rate or fully/partially increase the rate to the IRS rate.**

2.1.1 When traveling to out-of-county activities, transportation must be shared whenever possible. Economical use of County funds has priority over personal convenience or preference.

2.1.2 All mileage shall be computed from the normal work location to the destination point and return except in the following situations:

2.1.2.1 Mileage will be computed from residence to destination if actual departure is from the residence and if the distance is less than the distance from work location to destination.

2.1.2.2 If the distance is greater from the residence, the employee may still leave from there, but mileage will be calculated from the work location to destination.

2.1.2.3 Under no circumstances is mileage allowed between residence and normal work location.

## TRAVEL/MEAL POLICY

- 2.2 Meals. The standard meal rate \$36.00 per day as of 1-1-2018 will be paid except when traveling to these certain metropolitan areas: All of Wayne and Oakland Counties, Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Mackinac Island, Petoskey Pontiac, South Haven, Traverse City, and Leland. When traveling to these areas the standard meal rate per day as of 1-1-2018 will be paid at \$44.75
- 2.2.1 Official travel, which takes the individual outside the boundaries of Tuscola County during the entire mealtime hours, will render eligibility for a per diem meal allowance, based on when the employee was required to leave and return. Meal allowances are not cumulative from meal to meal or day to day. The Controller's Office shall publish from time to time the approved rates.
- 2.2.2 If all three meals (breakfast, lunch, and dinner) are provided by the conference or training session, then the employee is not eligible for a daily meal reimbursement from the County.
- 2.2.3 Alcoholic beverages are not eligible for reimbursement from the County.
- 2.2.4 Tips are limited to 20% of the total meal cost.
- 2.3 Accommodations. Reimbursement may be made for actual expenditures for overnight accommodations subject to the following restrictions and limitations:
- 2.3.1 Overnight lodging expenses for County business will only be reimbursed if said event is 60 miles or more from the County complex in Caro.
- 2.3.2 Reimbursement is limited to the cost of a single room at prevailing rates for accommodations normally used in business; however:
- 2.3.2.1 Double accommodation may be utilized when appropriate.
- 2.3.2.2 If a "double" is shared with a County Official or Employee, each may claim reimbursement for one-half (1/2) of the rate.
- 2.3.2.3 If the cost of a "double" is shared with a non-county employee, reimbursement may be claimed for the actual expenditure or an amount equal to the rate for a single occupancy accommodation, whichever is less.



## TRAVEL/MEAL POLICY

2.4 Budget for Travel Related Expenses. Expenses associated with attendance at meetings, conferences, and seminars shall be requested by the Department Head during the preparation of the annual budget. Routine mileage allowance associated with day-to-day business within the County will be a separate line item.

2.4.1 A written request for all out-of-state travel must be submitted to the Board of Commissioners for review and approval prior to attending.

2.4.2 Travel within the State requiring overnight stay will be allowed subject to approval of the Department Head and to availability of funds within the department budget. No additional funds will be transferred to the travel account after adoption of the budget, unless approved by the County Board of Commissioners.

2.4.3 Travel within the State of Michigan for the purpose of transacting County business, i.e., meeting with State Officials or to discuss common concerns with other governmental officials will be allowed subject to approval of the responsible Department Head or Elected Official and no overnight stay is required.

2.5 **Violation of Policy. If there is any infraction of this policy, no reimbursement of expenses will be allowed.**

2.6 Preparation of the Travel Expense Voucher. The County Travel Expense Voucher must be completed within **30 Days after the conclusion of** the event.

**Original receipts must be attached to the travel voucher, copies will not be permitted. The receipt should have an itemized breakdown of all purchases at the dining establishments in order to receive reimbursement.**

TUSCOLA COUNTY HUMAN DEVELOPMENT  
BOARD OF DIRECTORS

*1 year term*

2 members per county on board  
1 appointed by commissioners

<b><u>TITLE</u></b>	<b><u>BOARD MEMBER</u></b>	<b><u>TERM EXPIRES</u></b>
	Matthew Bierlein 4724 Hanes Road Vassar, MI 48768	Appointed 2019, 2020,2021 Term Expires December 2022 2021-M-261 Statutory Member

\$50.00 per meeting per diem - effective July 1, 2018  
Meets 3rd Wednesday at 3:00 pm (winter months at 2:00 pm)

# TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500  
Caro, MI 48723

Telephone: 989-672-3700  
Fax: 989-672-4011

## RESOLUTION

**WHEREAS**, the Tuscola County Board of Commissioners previously established several committees and subcommittees consisting of less than a quorum of the Board of Commissioners; and

**WHEREAS**, such committees and subcommittees are and have been advisory in nature and are not authorized to exercise governmental authority; and

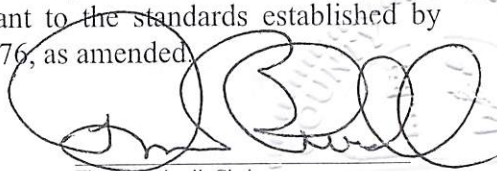
**WHEREAS**, the Board of Commissioners recently reviewed its practices with regard to meetings of these committees and subcommittees; and

**WHEREAS**, this process included a review of best practices and consultation with legal counsel; and

**WHEREAS**, Tuscola County desires to establish and maintain best practices with regard to transparency and openness in government.

**NOW, THEREFORE, BE IT RESOLVED** that future meetings of any committee and/or subcommittee consisting of less than a quorum of the Tuscola County Board of Commissioners shall be conducted pursuant to the standards established by Michigan's Open Meetings Act, Public Act 267 of 1976, as amended.

Date 10-31-19

  
Thom Bardwell, Chairperson  
Tuscola County Board of Commissioners

I, Jodi Fetting, Tuscola County Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Tuscola County Board of Commissioners at its meeting on October 31, 2019.

Date October 31, 2019

  
Jodi Fetting  
Tuscola County Clerk

# TUSCOLA COUNTY BOARD OF COMMISSIONERS BOARD RULES OF ORDER



REVISED AND ADOPTED  
MARCH 25, 2021

BOARD OF COMMISSIONERS  
 RULES OF ORDER  
 TUSCOLA COUNTY, MICHIGAN  
 Revised March 25, 2021

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BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

**1 PURPOSE**

These rules are adopted by the Board of Commissioners of Tuscola County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

**2 MEETINGS**

**2.1 Organizational Meeting**

The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the County Clerk shall preside at the start of the meeting. The organizational meeting may be held in December of the current year provided all current Commissioners remain unchanged for the next two-year term. If there are any Commissioner changes for the next two-year term, then the organizational meeting shall be held within 72 hours after New Year's Day.

The first item of business shall be election of the Chairperson of the Board. There are two procedural steps related to electing the Chairperson that have to be decided prior to conducting the election:

The Board Chairperson shall be elected each odd numbered year for a 2-year term, unless the Board provides by resolution that the Chairperson shall be elected annually to a 1-year term. The Board needs to make a decision on this term length. If no action is taken, the Michigan law states the term shall be for 2-years.

The Board also needs to make a decision regarding the potential use of a secret ballot. State law provides that the vote of the Chairperson may be accomplished by way of a secret ballot. If the Board chooses to conduct the election of the Board Chairperson by secret ballot, a majority of the Board must first vote to do so.

Unless a secret ballot is chosen, the Clerk shall call for nominations for the office of Chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the Clerk shall call for a vote. When one nominee receives a majority of the votes of the members elected and serving, the nominee shall be declared Chairperson.

The next order of business is to proceed with the election to the office of Vice-chairperson, which shall be conducted by roll call vote.

There is no statutory provision for the election of the Vice-chairperson by secret ballot or to have a 2-year term, therefore the Vice-chairperson is elected for a 1-year term.



BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

**2.2 Regular Meetings**

At its first meeting in each calendar year, the Board of Commissioners shall establish its schedule including meeting times of regular meetings for the balance of the year.

**2.3 Special Meetings**

The Board of Commissioners shall meet in special session upon the call of the Chairperson of the Board. The Chairperson may convene a meeting of the Board upon his or her discretion. Notice shall be given as provided in Rule 3.3.

**2.3.1 Alternate means of Calling a Special Meeting**

As an alternate means of calling a special meeting, upon the written petition filed with the County Clerk and signed by one-third or more of the members. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting.

**2.4 Emergency Meetings**

Emergency meetings of the Board of Commissioners may be held only with the approval of two-thirds of the members of the Board and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before public notice as provided in Rule 3.3 can be given. Actions taken at an emergency meeting should be ratified at the next publicly noticed meeting.

**2.5 Place of Meetings**

Meetings of the Board of Commissioners shall be held in the chambers of the HH Purdy Building (125 W. Lincoln Street, Caro) unless public notice of the meeting states a different location. Whenever the regular meeting place of the Board shall appear inadequate for members of the public to attend, the Chairperson may change the meeting location to a larger facility in the county. A notice of such change shall be prominently posted on the door of the regular meeting place.

**2.6 Time of Regular Meetings**

The time of regular meetings shall be stated in the regular schedule of meetings adopted under Rule 2.2. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.

**2.6.1 Change in Schedule**

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the members. In the event the Board shall meet and a quorum is not present, the Board, with the approval of those present, may adjourn the meeting to a later day and time provided that proper notice to members and the public is given.

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**3 PUBLIC NOTICE OF MEETINGS**

The County Clerk shall provide the proper notice for all meetings of the Board. Such notice shall include, but not necessarily be limited to the following:

**3.1 Regular Meetings**

Posting a notice within 10 days after the first meeting of the Board in each calendar year indicating the date, time, and place of the Board's regularly scheduled and committee meetings.

**3.2 Schedule Change**

Whenever the Board shall change its regular Board schedule of meetings, a posting of notice of the change will be done by the Clerk within three days following the meeting in which the change was made. Committee meeting changes from the original schedule will be posted by the Controller/Administrator's Office.

**3.3 Special and Emergency Meetings**

If the Board shall schedule a special meeting under Rule 2.3 or an emergency meeting under Rule 2.4, notice of such meeting shall be posted immediately by the Clerk. No meeting, except emergency meetings, shall be held until the notice shall have been posted at least 18 hours. Commissioners will be notified by written or telephone communication of said meeting.

**4 QUORUM, ATTENDANCE, CALL OF THE COUNTY BOARD, COMPENSATION**

**4.1 Quorum**

A majority of Commissioners of the Board, elected and serving, shall constitute a quorum for the transaction of ordinary business of the Board.

**4.2 Attendance**

No member of the County Board may absent himself or herself without first having notified the Chairperson of his or her intent to be absent from a scheduled meeting.

**4.3 Compensation**

Commissioner compensation shall be reviewed at least once no later than July of election years to determine if compensation changes will be implemented for the Board of Commissioners taking office January 1<sup>st</sup> of odd numbered years.

**5 AGENDA FOR MEETINGS**

**5.1 Agenda Preparation Responsibility**

The Controller/Administrator, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled Board of Commissioners, committee, and other meetings. The Chairperson of the Board or Chairperson of the respective committee shall review and add or delete items, as he or

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she considers proper. Unanticipated agenda items that require discussion or decisions may be covered under the other business as necessary (see 5.5.1 note) agenda reference. It is each individual's responsibility to attend the meeting to understand other business items that may be covered.

## **5.2 Distribution of Regular Board of Commissioner Agenda and Materials**

Upon completion of the agenda for the regular Board meeting, the Controller/Administrator shall immediately distribute to Commissioners copies of the agenda together with copies of reports, etc. which shall relate to matters of business of the agenda.

Unless extenuating circumstances arise, a paper copy of the agenda and attachments will be sent enough in advance of the scheduled meeting date to allow Commissioner review prior to the meeting. A paper copy of the complete agenda and attachments is made available in the Controller/Administrator's Office. An electronic copy of the agenda and attachments is also made available on the county web site at: [www.tuscolacounty.org](http://www.tuscolacounty.org). The Controller/Administrator's office electronically notifies all Elected Officials, Department Heads and other requesting parties when agendas are available on the website.

It is stressed that other agenda items may be added the day of the meeting. Also, certain items may be covered under the agenda heading "other business."

## **5.3 Distribution of Committee Meeting Agendas**

Committee agendas (in draft form) will be made available electronically via the county website **and/or faxed** in advance of the scheduled meeting. The Controller/Administrator's Office also notifies all Elected Officials, Department Heads and other requesting parties when the agenda is available on the website. It is stressed that other agenda items may be added the day of the meeting. Also, certain items may be covered under the agenda heading "other business as necessary (see note on 5.5.1)." There may be extenuating circumstances where it is not possible to distribute the agenda in advance of the meeting.

## **5.4 Consent Agenda**

The Board shall use a "Consent Agenda" according to the resolution and rules approved by the Board on January 25, 2000. The consent agenda motions will be prepared by the Controller/Administrator's Office.

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**5.5 Order of Business**

**5.5.1 Board Meetings**

The order of business at all Board meetings shall follow the following agenda, unless the Board approves modifications during the “Agenda” section of the meeting:

- a. Call to Order
- b. Prayer
- c. Pledge of Alliance
- d. Roll Call
- e. Adoption of Agenda
- f. Action on Previous Meeting Minutes
- g. Brief Public Comments – Agenda Items Only
- h. Consent Agenda
- i. New Business
- j. Old Business
- k. Correspondence
- l. Committee and Liaison Reports
- m. Other Business as Necessary
- n. Extended Public Comment
- o. Adjournment

**5.5.2 Committee of the Whole**

The order of business at all Committee of the Whole meetings shall follow the following agenda, unless the Board approves modifications during the “Agenda” section of the meeting:

- a. Call to Order
- b. Roll Call
- c. County Updates
- d. New Business
- e. Old Business
- f. Primary Finance/Technology
- g. On-Going and Other Finance and Technology
- h. Primary Building and Grounds
- i. On-Going and Other Buildings and Grounds
- j. Primary Personnel
- k. On-Going and Other Personnel
- l. Other Business as Necessary
- m. On-Going Other Business as Necessary
- n. Public Comment Period
- o. Adjournment

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## **6 CONDUCT OF MEETINGS**

### **6.1 Chairperson**

The person elected Chairperson in the first meeting each year of the Board shall preside at all meetings of the Board. In the absence of the Chairperson, the person elected Vice-chairperson shall preside. If neither the Chairperson nor the Vice-Chairperson is present, the clerk shall preside until the Commissioners present elect a Commissioner to preside during the absence of the Chairperson or Vice-chairperson.

### **6.2 Form of Address**

Any person, including Board members, wishing to speak at a meeting shall first obtain the approval of the Chairperson and each person who speaks shall address the Chairperson, and not other members of the audience, other Commissioners or staff in attendance.

### **6.3 Disorderly Conduct**

The Chairperson shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, by speaking vulgarities, or by violating Board rules. Such person shall there upon be seated until the Chairperson shall have determined whether the person is in order. If a person so engaged in presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the Board of Commissioners. If the person shall continue to be disorderly and to disrupt the meeting, the chairperson may order the person to leave the meeting. Since the purpose of the meeting is to discuss public business, and not address individual personalities, "personal attacks" on government officials are prohibited and shall be considered "out of order".

### **6.4 Brief and Extended Public Comment Period**

#### **6.4.1 Brief Public Comment Period**

A brief public comment period will be provided early on the Board Agenda for agenda items only. Comments during this period will be limited to 3 minutes unless this time is waived by the Chairperson.

#### **6.4.2 Extended Public Comment Period**

An extended public comment period will be provided later on the agenda. Comment during this period will be limited to 5 minutes unless this time is waived by the Chairperson.

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**6.5 Procedures to Address the Board**

Any person who addresses the Board shall state their name and their city/township of residence for the record. When there are many people who desire to address the Board, the Chairperson may implement other reasonable rules for public participation, including but not limited to requiring the completion of a written request to speak at the meeting.

**7 RECORD OF MEETINGS**

**7.1 Minutes and Official Records**

The County Clerk shall be clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions and decisions of the Board. The minutes shall include the names of the mover and seconder and the vote of the Commissioners. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The Clerk shall maintain, in the Office of the Clerk, copies of each resolution and ordinance or other matter acted upon by the Board. The official minutes, however; may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution/motion, or other matter.

**7.2 Record of Discussion**

The Clerk shall not be responsible for maintaining a written record or summary of the discussion or comments of the Board members nor of the comments made by the members of the public.

**7.3 Request for Remarks to Be Included**

Any Commissioner may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Comments to be included in the record shall be provided in writing by the member.

**7.4 Public Access to Meeting Records**

The Clerk shall make available to members of the public the records and minutes of the Board meetings in accordance with the Freedom of Information Act. Draft Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board shall be available within five business days of the meeting at which they were approved. **The Board shall also promptly mail copies** of minutes to persons who have subscribed and paid the fee therefore as determined by the Board, consistent with any requirements of the Freedom of Information Act.

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**7.5 Board Stationery**

County Board stationery cannot be used for personal Commissioner use unless approved by the Full Board of Commissioners.

**8 COMMITTEES**

**8.1 Committee of the Whole**

All Commissioners shall serve on a Committee of the Whole which will be advisory only but responsible for making recommendations to the Board but not decisions for the Board. The Committee of the Whole may have topic leaders whereby a Commissioner is assigned to lead topics areas such as finance, personnel, building and grounds, etc. The Board Chair can assign topics to Committee of the Whole. The County Clerk shall keep minutes of these meetings. The Committee of the Whole agenda and the consent agenda motions will be prepared by the Controller/Administrator's Office.

**8.2 Statutory Finance Committee**

A Statutory Finance Committee (consisting of all five Commissioners) will be responsible for review and approval of all claims and per diems. In the event that the Statutory Finance Committee meets in a continuous meeting setting with the Full Board or a Committee of the Whole meeting, the Statutory Finance Committee meeting shall be separately called, opened and adjourned, and separate minutes shall be kept. The Controller/Administrator's Office will prepare the agenda for the meeting. The County Clerk must keep the minutes of this meeting. The County Clerk will maintain minutes of all Statutory Finance Committee meetings and shall make them available to necessary parties and they shall be included with each Board packet.

**8.3 Grievance Committee**

Two Commissioners will be appointed and serve on the union contract grievance committee as needed.

**8.4 Commissioner Appointments**

The Board Chairperson shall appoint Commissioners to various boards and commissions and in certain cases as a liaison to boards and commissions.

**9 CLOSED MEETINGS**

**9.1 Closed Meeting Vote Record**

The vote to hold a closed meeting shall be recorded in the minutes of the meeting at which the decision was made.

**9.2 Reasons for Closed Session**

The Board of Commissioners may meet in closed session, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:

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**9.2.1**

To consider the purchase or lease of real property, until an option to purchase or release that property is obtained.

**9.2.2**

To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the County Board.

**9.2.3**

To consider a County attorney's written opinion.

**9.2.4**

To review the specific contents of an application for employment to a county position and the applicant requests that the application remains confidential. Whenever the Board meets to interview an applicant, the meeting shall be open to the public.

**9.2.5 Other Reasons**

The Board may also meet in closed session for the following reasons without the requirement of a two-thirds vote:

**9.2.5.1**

To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his or her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.

**9.2.5.2**

To consider strategy connected with the negotiation of a collective bargaining agreement.

**9.2.5.3**

To consider any other matter authorized as a topic of a closed meeting by the Open Meetings Act, upon the proper vote specified therein.

**9.3 Minutes, Closed Meetings**

Generally, the County Clerk shall prepare the minutes for closed meetings. If the Board Chair determines that it would be inappropriate for the Clerk to attend the closed meeting, he shall designate another party to take the minutes. The County's attorney may review the draft minutes of the Closed Meeting. The minutes are to be sealed and



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kept in the County Clerk's office. Such minutes may but do not have to be approved by the Board. The minutes shall not be disclosed to the public except upon the order of a court. Closed session minutes are not to be destroyed unless ordered by the Court.

## **10 MOTIONS AND RESOLUTIONS**

### **10.1 Statement by Chairperson, Motions, and Resolutions**

No motions or resolution shall be adopted until the presiding officer states the motion. All motions, except procedural motions and resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

### **10.2 Rank of Motions**

- a. Privileged Motions
- b. Fix the time to which to adjourn (to set the time for next meeting)
- c. Adjourn
- d. Recess
- e. Raise a question of privilege
- f. Call for orders of the day

### **10.3 Subsidiary Motions**

- a. Lay on the table
- b. Call the previous question (immediately to close debate and making of subsidiary motions except lay on the table)
- c. Limit or extend the limits of debate
- d. Postpone to a certain time (postpone definitely)
- e. Refer to a committee
- f. Amend the main motion
- g. Postpone indefinitely
- h. Clear the floor of all motions

#### **10.3.1 Main Motion**

#### **10.3.2 Non-debatable Motions**

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

### **10.4 Procedural Motions**

#### **10.4.1 Motion to Reconsider**

The motion to reconsider shall be in order on any question that the Board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken, or at the following meeting. The motion to reconsider shall be made

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only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board has adopted a motion to reconsider, however, motions to amend shall be in order.

**10.4.2 Motion to Clear the Floor**

The motion to clear the floor may be made by the Chairperson or a member, whenever procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

**10.4.3 Temporary Suspension of the Rules**

These rules may be suspended temporarily at any time by vote of two-thirds of the members elected and serving to achieve any legal objective of the Board in a legal manner.

**10.4.4 Appeal Rulings of the Chairperson**

Any Commissioner may appeal the ruling of the Chairperson. On all appeals receiving a second, the question shall be "Shall the decision of the Chairperson stand as the decision of the County Board of Commissioners?"

**11 VOTING**

**11.1 Abstaining from Voting**

Whenever the Chairperson puts a question to the members, every Commissioner present shall vote on the question. If a Commissioner present does not respond to the call for the voice vote, his or her vote shall be recorded as an affirmative vote, unless good cause is shown for abstaining. If there is abstention or a nay vote, there shall be a roll call vote.

**11.2 Officials Not to Benefit**

**11.2.1 Conflicts of Interest, County Commissioners**

County Commissioners shall comply with all requirements of MCL 15.322, Public Servants Contracting with the Public Entity they serve.

**11.2.2 Conflicts of Interest, Other Board, Commission, Authority or Committee Members.**

Any person who serves on any County board, commission, authority, special or advisory committee and who qualifies as a public servant shall not be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer or employee and shall comply in all respects with MCL 15.322, Public Servants Contracting with the Public Entity the Serve.

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**11.3 Roll Call Votes**

The names and votes of Commissioners shall be recorded on Board actions to adopt final measures such as ordinances, resolutions, appointment or election of officers, etc. The election of the Board Chairperson may be by secret ballot with the approval of a majority of Commissioners present. Upon the demand of one-fifth of the Commissioners, a roll call vote shall be taken on other motions and actions.

**11.4 Voting Via Voice**

When in the judgment of the Chairperson, the Board of Commissioners will cast a unanimous vote on the question on the floor, the Chairperson may put the question to the members by stating: "Without objection, the Chair will direct the Clerk to enter a unanimous affirmative (or negative) vote on the question. Is there objection? Hearing none, the Clerk is directed to enter a unanimous affirmative (or negative) vote on the question." At this point, the Clerk shall enter an affirmative (or negative) vote for each of the members present.

If any member objects, he or she should do so aloud. Whereupon the Chairperson shall direct the Clerk to call the roll.

**11.5 Votes Required**

Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

**12 PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law. The legal counsel to the Board or other person so designated by the Board shall serve as the Board's parliamentarian and shall advise the presiding officer regarding rules of procedure.

**13 INTRODUCTION AND ADOPTION OF ADMINISTRATIVE RESOLUTIONS**

**13.1 Definition**

Any action regarding the operation or administration of a department of the county government or containing policies of the Board of Commissioners applicable to one or more departments of the county, and not adopted as an ordinance, shall be declared administrative policy.

**13.2 Introduction**

Any Commissioner may introduce an administrative resolution at any regular or special meeting of the Board of Commissioners in the regular order of business.

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**13.3 Order for Consideration**

The regular order for consideration of proposed administrative resolutions shall be:

**13.3.1 Introduction**

Introduction first reading by title, and reference to the appropriate committee, as determined by the Board Chairperson.

**13.3.2 Report**

Report by the committee considering the proposal and placement on the agenda under new business – adoption of resolutions.

**13.3.3 Full Board**

Full Board discussion and vote. Each member shall be given opportunity to discuss the resolution and offer such amendments as he or she shall consider appropriate. Amendments shall be made in the following forms:

“I move to amend by striking the following (sections or words).”

“I move to amend by striking the following (sections and words) and inserting the following (sections or words).”

“I move to amend by inserting the following (lines or words) after (describe the location).”

“I move to amend by adding the following (lines or words) after (describe the location).”

Before calling for a vote on the proposed amendment, the Chairperson shall direct the Clerk to read the proposed amendment and to state how the section or sentence will read if the amendment is approved. Thereafter, the Chairperson shall call the question on the amendment.

**13.3.4 Form**

Each administrative resolution shall conform to the form required for introduction and adoption.

**13.5 Committee Review**

The Chairperson of the Board shall refer all proposed administrative resolutions to an appropriate committee of the Board. The committee shall review the proposal and invite effected departments of the county to comment and offer explanations. The committee, in its report, shall include a summary of the comments and objections to the resolution. Any administrative resolution reported without recommendation shall automatically lie on the table until ordered removed by the Board.

**13.6 Adoption**

The Board of Commissioners may adopt the committee recommendation or refer the report to a standing committee where further consideration can be given. On the final adoption of a proposed amendment, the vote shall be taken by a record roll

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call or in accordance with Rule 11.3. A majority of the Commissioners elected and serving shall be required for adoption, unless a statute requires a larger number of votes to adopt the policy.

**13.7 Notification**

Upon the final adoption of an administrative resolution, the Board Clerk shall notify each county Elected Official and Department Head of the Board action. Such notification shall be by title or summary. The Board Clerk shall make available a copy of the full administrative resolution.

**13.8 Record of Administrative Resolutions**

The Clerk shall keep a copy of each administrative resolution of the Board in a separate file or book with appropriate subcategories according to subjects covered. The record of each administrative resolution shall provide the date of adoption, the record vote of each Commissioner, and any amendments thereto adopted by the Board.

**14 INTERPRETATION & OPERATION**

**14.1 Intent Controls**

These Rules shall be interpreted in a manner to effectuate their intent, and as a general rule, form should not be elevated over substance.

**14.2 Coordination**

Wherever possible, these Rules should be interpreted in a manner consistent with State law and County ordinance.

**14.3 Severance**

If any Rule herein is determined to be unlawful, it shall be struck, and the remaining Rules shall continue in full force and effect.

**14.4 Ratification**

In the event that a Board action shall be declared invalid because of a failure to follow these Rules, the Board shall have the right to ratify the action and to make such ratification Nunc pro tunc (effective as of the original date of the defective action).

**14.5 Amendment**

The Board may amend these Rules at any time upon a majority vote of the members serving.

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	END BALANCE	2023		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		12/31/2022 NORM (ABNORM)	ORIGINAL BUDGET	2023 AMENDED BUDGET	01/31/2023 NORM (ABNORM)	MONTH 01/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 483 - CAPITAL IMPROVEMENTS FUND								
Expenditures								
Dept 359 - MISCELLANEOUS								
483-359-018.008	PUMP HOUSE DEMO-NEW PARK	1,970.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 359 - MISCELLANEOUS		1,970.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
TOTAL EXPENDITURES		1,970.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Fund 483 - CAPITAL IMPROVEMENTS FUND:								
TOTAL EXPENDITURES		1,970.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

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## Bills

1 message

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**Robert Baxter** <rbaxter@tuscolacounty.org>

Tue, Jan 3, 2023 at 11:46 AM

To: Clayette Zechmeister <zclay@tuscolacounty.org>, Christy Poulos <cpoulos@tuscolacounty.org>, Shelly Lutz <lutzs@tuscolacounty.org>

Move that per the request from Undersheriff Baxter to hire Rebecca Bills for a part-time corrections position. A background investigation, physical & drug test have been completed. She will have a part-time wage of \$19.73 per hour. scheduling will commence upon board approval.

Sent from my iPhone