



TUSCOLA COUNTY

Committee of the Whole

MEETING AGENDA

Monday, June 12, 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

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

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County Updates

None

New Business

1. Benefits Comparison for County Life Insurance & Disability Plan - Dan Skiver, Vice President, Brown & Brown 4 - 18
[Tuscola County Life DI Client Presentation RFP 09.23](#)
2. Michigan Association of Register of Deeds (MARD) Conference 19 - 22
Request For Overnight Accommodations Consideration
[Register of Deeds Request for Board of Commissioners](#)
[Travel-Meal Policy REVISED 4-27-23](#)
3. Updates on the New Materials Management Planning and Designated Planning Agency (DPA) - Individual to Serve as the Contact Person- Mike Miller, Director of Building and Grounds/Recycling 23 - 33
[Materials Management Plan Requirements](#)
4. Automated Clearing House (ACH) and Electronic Transactions Policy Suggested Revisions - Renee Francisco, Financial Coordinator 34 - 35
[ACH Revised Policy](#)
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- | | | |
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Tim Green - Information Technology Office
Angie House - Controller/Adminstrators Office
Nick Tselepis - Managed Assigned Counsel Office
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| 7. | Wind Litigation Update - Clayette Zechmeister, Controller/Administrator
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Old Business

None

Finance/Technology

Committee Leader **Commissioner Young** and Commissioner Koch

Primary Finance/Technology

- | | | |
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| 1. | Michigan Township Association (MTA) County Membership Dues for 2023/2024 - Clayette Zechmeister, Controller/Administrator
2023 2024 MTA Dues | 40 - 44 |
| 2. | Courthouse Cooling Tower Carryover Project Budget Amendment
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On-Going and Other Technology

Building and Grounds

Committee Leader **Commissioner Koch** and Commissioner Lutz

Primary Building and Grounds

- | | | |
|----|---|---------|
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Capitol Improvements Fund | 52 - 54 |
| 2. | Request to Use Courthouse Lawn
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| 3. | Request to Use Courthouse Lawn
Use of Courthouse Lawn for the Pumpkin Festival | 56 |
| 4. | Vital Record Shelving for Storage Building - Mike Miller, Director of Buildings and Grounds and Jodi Fetting, County Clerk
230518 Large Book Storage Shelving Pricing
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On-Going and Other Building and Grounds

Personnel

Committee Leader **Commissioner Bardwell** and Commissioner Vaughan

Primary Personnel

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2. Refill Vacant Position in the County Clerk's Office - Jodi Fetting, County Clerk 66
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On-Going and Other Personnel

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[Prosecutor's Secretary II](#)

Public Comment Period

Adjournment



**BENEFITS COMPARISON FOR
Tuscola County**

For Plans Renewing
9/1/2023

Dan Skiver
Vice President

**Brown & Brown of Central Michigan
1605 Concentric Blvd Suite 2 Saginaw MI
48604**

Effective Date: September 1, 2023

PROPOSAL ASSUMPTIONS

- ▶ The rates and premiums shown are based on the employee lives and volumes contained in the most recent census information and renewal information received.
- ▶ The rates quoted are based on an effective date of **9/01/2023**. Rates will be subject to change after this date and paperwork must be submitted prior to the effective date.
- ▶ To ensure all members are in the carrier's system for confirmation of benefits, forms must be received three weeks prior to effective date.
- ▶ It is imperative we be informed of any employee or dependent that is hospitalized or otherwise disabled and not actively at work on the effective date of any new contract. Coverage may not be available for these individuals.
- ▶ For Marketing Purposes: The rates shown are not guaranteed. Final rates will be based on the information released on this (these) form(s). The final rates for these plans may vary if the census changes.

▶ **Compensation.**

Brown & Brown entities ("we") receive commissions and fees from insurance carriers and other vendors as part of our compensation for placing and servicing your policies and products. Commissions are generally a percentage of the total premium and may be based on a schedule. In some cases, we may also receive direct compensation from the plan or the plan sponsor (service and/or consulting fees).

In addition to commissions and fees paid to Brown & Brown by insurance or reinsurance carriers or third-party vendors as mentioned above, Brown & Brown entities may also receive supplemental and/or bonus compensation from the carrier or vendor based on new sales volume or retention, for example. Such supplemental and/or bonus compensation may consist of guaranteed override income based on our agency's business production and retention with the carrier or vendor, general agency fees, and/or sales or retention bonuses and is partially derived from your premium dollars, after being combined (or "pooled") with the premium dollars of other insureds that have purchased similar types of coverage. Brown & Brown may not know in advance if such a supplemental and/or bonus payment will be made by a particular carrier or vendor, or the amount of any such payments until the underwriting year is closed.

Brown & Brown entities may also receive invitations to programs sponsored and paid for by insurance carriers or other vendors to inform brokers regarding their products and services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based upon the total volume of business placed with the carrier you select. We may also receive non-monetary compensation (including but not limited to the value of travel, meals and entertainment expenses associated with such meetings, gifts, tickets for sporting and entertainment events and awards). Such compensation allocated to your policy is not normally expected to equal or exceed a sum of \$250.00 in aggregate, when all non-monetary compensation items received are combined.

Brown & Brown entities may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may collect and remit premiums on behalf of the carrier or vendor and may earn and retain interest on premiums or administrative fees you pay from the date we receive them until the date remitted to the carrier or vendor.

If an intermediary is utilized in the placement of coverage, the intermediary may or may not be owned in whole or part by Brown & Brown, Inc. or its subsidiaries. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so. In addition to providing access to the carrier or other vendor, the Wholesale Insurance Broker/Managing General Agent may provide additional services including, but not limited to: underwriting, quoting, plan implementation assistance, claims advocacy and eligibility administration services. Compensation paid for those services is either derived from your premium payment, which may on average be up to 15% of the premium you pay for coverage and may include additional fees charged by the intermediary or is paid to the Wholesaler/Managing General Agent via override.

Questions and Information Requests. Should you have any questions, or require additional information, please contact this office at 1-866-421-0478 or, if you prefer, submit your question or request online at <http://www.bbinsurance.com/customerinquiry/>

This proposal is for illustrative purposes and is not a complete explanation of the policies. It is intended to provide a brief, general description of the coverages quoted. Please remember that only the insurance policies can give you the actual insuring agreements, limits of coverage, definitions, exclusions, terms and conditions of the insurance shown in this proposal. Upon issue, please read your policy carefully. This presentation is the proprietary work product of Brown & Brown and is not authorized for further use or distribution. Executive summaries and proposals are created by Brown & Brown; neither Brown & Brown nor the carrier will be held responsible for typographical or clerical errors.

PROPOSAL ASSUMPTIONS

(continued)

- ▶ The analysis of the following plans is a summary. Please refer to the policy certificate for a full list of coverage and exclusions.
- ▶ The rates and benefits in this proposal are based upon underwriting factors which include, but are not limited to, the census provided, the effective date shown, the status of employees/dependents (i.e. actively at work, COBRA, FMLA), final enrollment, etc. If any of the aforementioned changes prior to the proposed effective date, the final provisions, including rates, for these plans may vary or result in the proposed plan to be withdrawn.
- ▶ If you select to change carriers, any existing plans with other carriers should not be cancelled until advised by Brown & Brown
- ▶ This proposal may not be a complete listing of all available benefit options. Different benefit levels may be available.
- ▶ This presentation is the proprietary work product of Brown & Brown and is not authorized for further use or distribution
- ▶ All insurance carriers have their own operating procedures. A change in carrier could affect certain benefits and coverage.
- ▶ Brown & Brown representatives are available to explain any items presented. It is assumed that the recipients of this proposal will seek an explanation of any items that may be in question.
- ▶ Brown & Brown representatives may from time to time provide guidance regarding certain requirements affecting health plans, including the requirements of federal and state health care reform legislation. Such guidance is based on good-faith interpretation of laws and regulations currently in effect, and is not intended to be a substitute for legal advice. Employers should contact their own legal counsel for advice regarding legal requirements.
- ▶ The network provider/facility lists obtained via paper directories or carrier websites may contain providers and facilities that are no longer participating in the insurance carriers' networks. We cannot be responsible for any changes to the provider/facility listings that are not reflected. To ensure that a specific provider or facility is still participating in the provider's preferred network, we recommend contacting the provider/facility directly.
- ▶ Failure to adhere to provisions of the Affordable Care Act (such as pay-or-play, employer reporting requirements, benefit mandates, etc.) may result in significant fees and penalties to the employer. For a more comprehensive explanation of what fees and penalties may apply to you, you may contact your Brown & Brown representative at any time.
- ▶ You are required to comply with Health Care Reform's Summary of Benefits & Coverage (SBC) distribution guidelines, which include requirements for SBC distribution at the plan renewal date. If an employee must enroll to continue coverage, the SBC must be provided when open enrollment materials are distributed. If enrollment materials are not distributed, employees must receive an SBC by the first day they are eligible to enroll. For insured plans, if coverage continues automatically for the next year, the SBC must be provided at least 30 days before the beginning of the new plan year. If the policy is not issued by that date, the SBC must be provided within seven business days once the information is available. Please refer to the Department of Health & Human Services' (HHS) official guidance for complete details regarding renewal and other SBC distribution guidelines.

This proposal is for illustrative purposes and is not a complete explanation of the policies. It is intended to provide a brief, general description of the coverages quoted. Please remember that only the insurance policies can give you the actual insuring agreements, limits of coverage, definitions, exclusions, terms and conditions of the insurance shown in this proposal. Upon issue, please read your policy carefully. This presentation is the proprietary work product of Brown & Brown and is not authorized for further use or distribution. Executive summaries and proposals are created by Brown & Brown; neither Brown & Brown nor the carrier will be held responsible for typographical or clerical errors.

ACRONYMS AND KEY DEFINITIONS

For the purposes of this proposal, the following acronyms may be used:

Type of Plan

DHMO - Dental Health Maintenance Organization

HMO - Health Maintenance Organization

POS - Point of Service

PPO - Preferred Provider Organization

Financial Arrangements

ASO - Administrative Services Only

FI - Full Insured

MP - Minimum Premium

PSF - Partially Self Funded

Self-Funded Policy Terms

ASL - Aggregate Stop Loss

ISL - Individual Stop Loss

MRA - Maximum Reimbursement Aggregate

SSL - Specific Stop Loss (also known as ISL)

Reimbursement / Saving Accounts

FSA - Flexible Spending Account

HRA - Health Reimbursement Account

HSA - Health Savings Account

MSA - Medical Savings Account

Other

DED - Deductible

IND - Individual

FAM - Family

ER - Emergency Room

HOSP - Hospital

IN-NET - In-Network

MAX - Maximum

N/A - Not Applicable

OON - Out-of-Network

OV - Office Visit

PCP - Primary Care Physician

RX - Prescription Drug

SPEC - Specialist

EE - Employee Only, ES - Employee + Spouse, EC - Employee + Child(ren), EF - Employee + Family

Generic- A drug that is no longer covered by patent protection and may be produced and/or distributed by multiple drug companies (usually tier 1).

Preferred Drugs- Drugs included on a formulary or preferred drug list; for example, a brand name-drug without a generic substitute (usually tier 2).

Non-preferred Drugs- Drugs not included on a formulary or preferred drug list; for example, a brand-name drug with a generic substitute (usually tier 3).

Specialty Drugs: Specifically identified types of drugs, such as lifestyle drugs or biologics (usually tier 4).

Embedded- Once participant meets Individual Deductible, Co-insurance applies to that individual.

Aggregate- Family Deductible must be met before Co-insurance applies, to all family members.

This proposal is for illustrative purposes and is not a complete explanation of the policies. It is intended to provide a brief, general description of the coverages quoted.

Please remember that only the insurance policies can give you the actual insuring agreements, limits of coverage, definitions, exclusions, terms and conditions of the insurance shown in this proposal. Upon issue, please read your policy carefully. This presentation is the proprietary work product of Brown & Brown and is not authorized for further use or distribution. Executive summaries and proposals are created by Brown & Brown; neither Brown & Brown nor the carrier will be held responsible for typographical or clerical errors.



NOTICE OF CARRIER FINANCIAL STATUS

Brown & Brown makes every attempt to place coverage with carriers rated A- or better* through AM Best (www.ambest.com), a national credit rating agency with a specific focus on the insurance industry. Because an AM Best rating is not required by the various state departments of insurance, there are many carriers in the Employee Benefits industry that elect not to participate in AM Best's rating process for various reasons. Therefore, Brown & Brown periodically places coverage with carriers rated less than A- or non-rated by AM Best.

Please be advised that Brown & Brown does monitor carriers rated less than A- or non-rated on an ongoing basis. However, because Brown & Brown cannot certify the financial soundness or stability of any insurance company or alternative risk transfer entity, or otherwise predict whether the financial condition of a company might improve or deteriorate, we encourage you to review the financial information for each carrier at AM Best's website (www.ambest.com), a state department of insurance website, the applicable carrier website and/or with your accountant, legal counsel and other advisors.

If you need assistance identifying the applicable issuing carriers for your current coverage, renewal coverage, or the coverage options being presented to you, please feel free to contact us at 1-866-421-0478 for assistance. Alternative quotes with an A- or better rated carrier may also be available upon your request.

* AM Best General Rating Guide

Financial Strength Rating	
<u>A++</u> , <u>A+</u>	Superior
<u>A</u> , <u>A-</u>	Excellent
<u>B++</u> , <u>B+</u>	Good
<u>B</u> , <u>B-</u>	Fair
<u>C++</u> , <u>C+</u>	Marginal
<u>C</u> , <u>C-</u>	Weak
<u>D</u>	Poor
<u>E</u>	Under Regulatory Supervision
<u>F</u>	In Liquidation
<u>S</u>	Suspended

Financial Size Category (in Thousands)			
Class I	Up to	\$1,000	
Class II	\$1,000	to	\$2,000
Class III	\$2,000	to	\$5,000
Class IV	\$5,000	to	\$10,000
Class V	\$10,000	to	\$25,000
Class VI	\$25,000	to	\$50,000
Class VII	\$50,000	to	\$100,000
Class VIII	\$100,000	to	\$250,000
Class IX	\$250,000	to	\$500,000
Class X	\$500,000	to	\$750,000
Class XI	\$750,000	to	\$1,000,000
Class XII	\$1,000,000	to	\$1,250,000
Class XIII	\$1,250,000	to	\$1,500,000
Class XIV	\$1,500,000	to	\$2,000,000
Class XV	\$2,000,000	or	Greater

Tuscola County

Prepared by: Dan Skiver

Effective Date: September 1, 2023



Market Summary

Product Line	Carrier	Best Rating	Financial Size Category	Carrier Web Site	Results
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Life / AD&D / STD / LTD- All

	Dearborn National Life Insurance Company	A Rating	X	www.dearbornnational.com	Quoted
	Hartford Life Insurance Company	A- Rating	XIV	www.thehartford.com	Quoted
	Lincoln National Life Insurance Company	A Rating	XV	www.lfg.com	Quoted
	Metropolitan Life Insurance Company (MetLife)	A+ Rating	XV	www.metlife.com	DTQ- not competitive
	Mutual of Omaha Insurance Company	A+ Rating	XV	www.mutualofomaha.com	DTQ - not competitive
	Principal Life Insurance Company	A+ Rating	XV	www.principal.com	DTQ - not competitive
	Reliance Matrix Life Insurance Company	A+ Rating	XII	www.rsli.com	Quoted
	Standard Insurance Company	A Rating	XII	www.standard.com	Current
	TransAmerica	A Rating	XV	www.transamerica.com	Quoted
	UNUM Life Insurance Company of America	A Rating	XV	www.unum.com	DTQ- not competitive

Tuscola County
Life, AD&D, STD and LTD Quotes September 1, 2023

		The Standard Current	The Standard Renewal	BCBS (Dearborn National)	The Hartford	Lincoln	Reliance Matrix	TransAmerica
Life	Rate	\$0.090	\$0.090	\$0.075	\$0.118	\$0.097	\$0.080	\$0.080
	Volume	\$4,345,000	\$4,345,000	\$4,345,000	\$4,345,000	\$4,345,000	\$4,345,000	\$4,345,000
	Monthly	\$391.05	\$391.05	\$325.88	\$512.71	\$421.47	\$347.60	\$347.60
Annual		\$4,692.60	\$4,692.60	\$3,910.50	\$6,152.52	\$5,057.58	\$4,171.20	\$4,171.20
								36 Months
AD&D	Rate	\$0.015	\$0.015	\$0.015	\$0.018	\$0.015	\$0.015	\$0.015
	Volume	\$4,345,000	\$4,345,000	\$4,345,000	\$4,345,000	\$4,345,000	\$4,345,000	\$4,345,000
	Monthly	\$65.18	\$65.18	\$65.18	\$78.21	\$65.18	\$65.18	\$65.18
Annual		\$782.10	\$782.10	\$782.10	\$938.52	\$782.10	\$782.10	\$782.10
Rate Guarantee		24 Months	12 Months	36 Months	24 Months	24 Months	24 Months	36 Months
Life / AD&D Annual		\$5,474.70	\$5,474.70	\$4,692.60	\$7,091.04	\$5,839.68	\$4,953.30	\$4,953.30
STD	Rate	\$0.380	\$0.422	\$0.380	\$0.505	\$0.550	\$0.780	\$0.450
	Volume	\$91,582	\$91,582	\$91,582	\$91,582	\$91,582	\$91,582	\$91,582
	Monthly	\$3,480.12	\$3,864.76	\$3,480.12	\$4,624.89	\$5,037.01	\$7,143.40	\$4,121.19
Annual		\$41,761.39	\$46,377.12	\$41,761.39	\$55,498.69	\$60,444.12	\$85,720.75	\$49,454.28
Rate Guarantee		24 Months		36 Months	24 Months	24 Months	24 Months	24 Months
STD Annual		\$41,761.39	\$46,377.12	\$41,761.39	\$55,498.69	\$60,444.12	\$85,720.75	\$49,454.28
LTD Class 1	Rate	\$0.265	\$0.403	\$0.265	\$0.260	\$0.280	\$0.250	\$0.234
	Volume	\$595,258	\$595,258	\$595,258	\$595,258	\$595,258	\$595,258	\$595,258
	Monthly	\$1,577.43	\$2,398.89	\$1,577.43	\$1,547.67	\$1,666.72	\$1,488.15	\$1,392.90
Annual		\$18,929.20	\$28,786.68	\$18,929.20	\$18,572.05	\$20,000.67	\$17,857.74	\$16,714.84
Rate Guarantee		24 Months	12 Months	36 Months		24 Months	24 Months	36 Months
LTD Class 2	Rate	\$0.265	\$0.403	\$0.265	\$0.500	\$0.280	\$0.250	\$0.234
	Volume	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Monthly	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rate Guarantee		24 Months	12 Months	36 Months	24 Months	24 Months	24 Months	36 Months
LTD Annual		\$18,929.20	\$28,786.68	\$18,929.20	\$18,572.05	\$20,000.67	\$17,857.74	\$16,714.84
Projected Annual Cost		\$66,165.30	\$80,638.50	\$65,383.20	\$81,161.78	\$86,284.47	\$108,531.79	\$71,122.42
Savings/(Loss)			(\$14,473.21)	\$15,255.31	(\$523.28)	(\$5,645.97)	(\$27,893.29)	\$9,516.08
Percent Savings/(Loss)			-21.87%	18.92%	-0.65%	-7.00%	-34.59%	11.80%
Rank		N/A	N/A	1	3	4	5	2
Implementation Credit (BCBS) \$22.50 per enrolled contract for Basic Life (169), STD (154), LTD (154)				(\$10,732.50)				
Projected First Year Cost With Imp		\$66,165.30	\$80,638.50	\$54,650.70	\$81,161.78	\$86,284.47	\$108,531.79	\$71,122.42
Dollar Change Over Current			(\$14,473.21)	\$25,987.81	(\$523.28)	(\$5,645.97)	(\$27,893.29)	\$9,516.08
Percent Change Over Current			-21.87%	32.23%	-0.65%	-7.00%	-34.59%	11.80%

Tuscola County
Additional Life / AD&D Quotes for September 1, 2023

Age	The Standard Current		The Standard Renewal		BCBS (Dearborn National)		The Hartford	
	Employee Rate per \$1,000	Spouse Rate	Employee Rate per \$1,000	Spouse Rate	Employee Rate per \$1,000	Spouse Rate	Employee Rate per \$1,000	Spouse Rate
0-24	0.073	0.064	0.073	0.064	0.073	0.064	0.073	0.064
25-29	0.084	0.064	0.084	0.064	0.084	0.073	0.084	0.073
30-34	0.105	0.073	0.105	0.073	0.105	0.091	0.105	0.091
35-39	0.150	0.091	0.150	0.091	0.150	0.133	0.150	0.133
40-44	0.210	0.133	0.210	0.133	0.210	0.190	0.210	0.190
45-49	0.340	0.190	0.340	0.190	0.340	0.298	0.340	0.298
50-54	0.540	0.298	0.540	0.298	0.540	0.466	0.540	0.466
55-59	0.800	0.466	0.800	0.466	0.800	0.715	0.800	0.715
60-64	1.290	0.715	1.290	0.715	1.290	1.220	1.290	1.220
65-69	2.250	1.220	2.250	1.220	2.250	2.000	2.250	2.000
70-74	4.020	2.000	4.020	2.000	4.020	4.020	4.020	4.020
75+	7.870	4.020	7.870	4.020	7.870	7.870	7.870	7.870
AD&D Rate per \$1,000		AD&D Rate per \$1,000		AD&D Rate per \$1,000		AD&D Rate per \$1,000		
\$0.030		\$0.030		\$0.030		\$0.027		
Dep. Life Rate per \$1,000		Dep. Life Rate per \$1,000		Dep Life Rate per \$1,000		Dep. Life Rate per Child Unit		
\$0.200		\$0.200		\$0.200		\$0.200		
				Dep AD&D Rate per \$1,000		Dep AD&D Rate per Child Unit		
				\$0.030		\$0.548		
*12 months				*24 & 36 months				

Age	Lincoln		Reliance Standard (Matrix)		TransAmerica	
	Employee Rate per \$1,000	Spouse Rate	Employee Rate per \$1,000	Spouse Rate	Employee Rate per \$1,000	Spouse Rate
0-24	0.073	0.073	0.073	0.064	0.103	0.094
25-29	0.084	0.084	0.084	0.073	0.114	0.103
30-34	0.105	0.105	0.105	0.091	0.135	0.121
35-39	0.150	0.150	0.150	0.133	0.180	0.163
40-44	0.210	0.210	0.210	0.190	0.240	0.220
45-49	0.340	0.340	0.340	0.298	0.370	0.328
50-54	0.540	0.540	0.540	0.466	0.570	0.496
55-59	0.800	0.800	0.800	0.715	0.830	0.745
60-64	1.290	1.290	1.290	1.220	1.320	1.250
65-69	2.250	2.250	2.250	2.000	2.280	2.030
70-74	4.020	4.020	4.020	4.020	4.050	-
75+	7.870	7.870	7.870	7.870	4.050	-
AD&D Rate per \$1,000		AD&D Rate per \$1,000		AD&D Rate per \$1,000		
\$0.030		\$0.030		Included above		
Dep Life Rate per \$1,000		Dep Life Rate per \$1,000		Dep Life Rate per \$1,000		
\$0.200		\$0.200		\$0.230		
Dep AD&D Rate per \$1,000						
\$0.030						

Tuscola County
Voluntary Benefit Quotes for September 1, 2023

ACCIDENT INSURANCE	ACCIDENT INSURANCE	OPTION LINCOLN
	Benefits	
	Accident ER Treatment (within 72 hours of the accident)	\$150
	Accident Follow-up Visit - Doctor (within 365 days of the accident)	\$75 per visit, up to 6 visits
	Accidental Death	EE:\$25k; SP:\$10k; CH:\$5k
	Accidental Dismemberment Limit	\$25,000 (Benefits will Vary Based on Injury)
	Air Ambulance (Within 90 days of the accident)	\$1,125
	Ambulance	\$225
	Urgent Care (within 60 days of accident)	\$75
	Coma	\$5,000
Daily Hospital Confinement (Up to 365 Days for a Covered Accident)	\$200	
Rate Guarantee	24 Months	
Rates		
Employee	\$8.29	
Employee & Spouse	\$13.55	
Employee & Child(ren)	\$14.54	
Employee & Family	\$19.75	

CRITICAL ILLNESS	CRITICAL ILLNESS	Quote LINCOLN																																												
	Benefit Description																																													
	Critical Illness Benefit	\$10k, \$15k, or \$20k																																												
	Heart Attack/Stroke/Organ Transplant/Renal Failure	100%																																												
	Cancer Illness Benefit																																													
	Invasive Cancer	100%																																												
	Carcinoma in Situ	25%																																												
	Supplemental Illness Benefit																																													
	Benign Brain Tumor/Coma/Blindness/Paralysis	100%																																												
	Advanced Alzheimer's / Parkinson's Disease	100%																																												
Spouse / Child Benefit	Spouse - 50% of EE / Child - 50%																																													
Rate Guarantee	24 Months																																													
Rates	Quote																																													
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HOSPITAL INDEMNITY

Hospital Indemnity	OPTION LINCOLN
Initial Hospital Admissions:	
Hospital Admission(within 180 days of accident):	\$1,000
ICU Admission(within 30 days of accident):	\$2,000
Daily Confinement:	
NON-ICU (within 180 days of the accident):	\$200 per day up to 30 days
ICU (within 180 days of the accident):	\$400 per day up to 30 days
Pre-Ex (except pregnancy)	3/12 months
Portability	Included
Participation Requirement	15% of eligible employees
Rate Guarantee	24 Months
Rates	
Employee	\$27.98
Employee & Spouse	\$60.60
Employee & Child(ren)	\$43.42
Employee & Family	\$79.31

Insurance Terms

Administration: The amount that the carrier retains in order to cover expenses for administering the plan benefits often referred to as retention.

Alternative Medicine: Nontraditional health care treatments, such as chiropractic and acupuncture.

Ambulatory Care: Outpatient care services received in a facility (i.e., not in physician's office).

Billed Premium: The amount that the carrier has billed the employer during the contract year. Billed premium may be less than the contract premium if a retroactive premium arrangement has been negotiated.

Cafeteria Plan: An employee benefit program that offers participants a choice between cash and one or more tax-favored benefits as defined by Internal Revenue Code Sections 125. Typical benefits include health insurance, group term life and dental benefits. See also Flexible Benefit Plan.

Carve-Outs: Type of service separately designed and contracted to an exclusive, independent provider by an employer or managed care plan. For example, mental health care and vision coverage are often carve-out services (Due to HCR: Only applies to grandfathered plans).

Case Management: The coordination of patient care by a health care professional (e.g., nurse, doctor, social worker) to ensure appropriate care and to reduce costs of providing service.

Claims Reserve: The insurers forecast of the claims that have been incurred during the contract period but have not yet been reported. This may include estimates of claims that have been reported but not yet paid. A carrier normally requires reserves of 2 to 3 months of claims. The reserve is determined by the carrier's historical claims run out experience for all its insured and on a case by case basis. Also referred to as Incurred But Not Reported Liability (IBNR).

COBRA (Consolidated Omnibus Budget Reconciliation Act): Federal legislation passed in 1995 that requires employers with 20 or more employees to offer continued health insurance coverage to certain employees and their beneficiaries whose group health insurance coverage has been terminated. Group health plans subject to COBRA include: Medical, Dental, Vision, Hearing, Prescription, Drug and Alcohol Treatment Plans, and Alternative Health Plans. In addition, On-Site Medical Services provided by the employer and Free or Discounted Medical Services may also be subject to COBRA continuation of coverage requirements. Employer-provided medical plans can no longer require Medicare to be the primary payer for participants age 70 and over.

Co-Insurance: The portion of the cost for care received for which an individual is financially responsible. Usually this is determined by a fixed percentage, as in major medical coverage. Often co-insurance applies after a specific deductible has been met and may be subject to an individual out-of-pocket limit.

Contract Premium: The maximum premium payment that the employer is obligated to pay the carrier during the contract period. The contract premium may often be greater than the billed premium.

Copayment: A payment made by an enrollee at the time that selected services are rendered and no additional payment is required. Copayments are typically flat amounts, covering such items as office visits, prescriptions, and emergency care.

Deductible: The amount a policyholder must pay for health care, as established under the terms of his or her contract, before insurance benefits begin.

Defined Contribution Health Program: A system in which each employee is given a fixed dollar amount by their employer to apply to the cost of any health plan offered by that employer. In addition to the employer's "defined contribution," employees may contribute incremental dollars to purchase additional other benefits or plan enhancements. Unlike a "voucher" system, the employer retains its role in the selection and negotiation of terms with the health plans.

Disease Management: A comprehensive integrated approach to care designed to influence the progression of disease within select patient populations. In disease management, the emphasis is on prevention, proactive case management, patient education, and population-based interventions. Disease management depends on clients learning to become more accountable for their health and more skillful users of medical care.

DMO (Dental Maintenance Organization): A dental plan that enables members to select and receive care from in-network doctors.

Drug Utilization Review: An evaluation of prescription drug use and provider prescribing patterns to determine the appropriateness of drug therapy.

Durable Medical Equipment: Reusable medical equipment, such as hospital beds and wheelchairs, that can be used by patients either in a hospital or a home setting.

EAP (Employee Assistance Program): An employer-sponsored behavioral health program designed to assist in the identification and resolution of a broad range of employee personal concerns that may affect job performance. EAP programs deal with situations such as mental illness, substance abuse, marital problems, family troubles, stress, and domestic violence. The assistance may be provided within the organization or by referral to outside resources.

EPO (Exclusive Provider Organization): Employer-funded managed care program which provides coverage only through contracted providers. Technically, many HMOs also can be described as EPOs. **Fee-For-Service (FFS):** The traditional health insurance reimbursement method in which a set fee (e.g., reasonable and customary) is established for each health care service performed. Services are paid for as rendered.

Flexible Benefit Plan: A benefit program under Section 125 of the Internal Revenue Code that offers employees a choice between permissible taxable benefits (including cash) and nontaxable health and welfare benefits such as life and health insurance, vacation pay, retirement plans and child care. While a common core of benefits may be required, the employee can determine how his or her remaining benefit dollars are to be allocated for each type of benefit from the total amount allocated by the employer. See also Cafeteria Plan.

Flexible Spending Account: A spending arrangement that allows employers and employees to use pretax dollars to pay for certain health care or dependent care expenses not otherwise covered by insurance. Health care FSAs can be used to finance health care expenses, including deductibles and copayments.

FMLA (Family and Medical Leave Act): A federal law passed in 1993 that requires companies to provide eligible workers with up to 12 weeks of job-protected unpaid leave each year for certain medical and family situations, such as the birth of a child or the care of an aged parent. Employees are eligible to take FMLA leave if they've worked for their employer for at least 12 months, have worked for at least 1,250 hours over the previous 12 months, and work at a location where the employer has at least 50 workers within 75 miles.

Formulary: A formulary is a listing of preferred prescription drugs chosen by a health plan or Pharmacy Benefit Manager for their cost-efficiency. An open formulary covers formulary and non-formulary drugs, but favors prescribing and dispensing patterns for formulary brands. A tiered copay formulary covers formulary and non-formulary drugs, but offers employees a financial incentive to choose a formulary or preferred brand. A closed formulary covers only formulary drugs, with no coverage provided for non-formulary drugs.

Gatekeeper: A primary care physician who is charged with directing all care and treatment and determining whether to treat the member or refer to a specialist. Gatekeepers are typical in HMOs, EPOs, and the in-network portion of a POS.

Gross Paid Claims: Dollars actually paid out to claimants or providers for services, including claim paid above the specific pooling level.

HIPAA: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was designed to provide portability of health coverage by limiting pre-existing conditions and exclusions in health plans. It requires employers sponsoring a group health plan with two or more employees and their health insurance issuers to provide written certification of prior creditable coverage for every individual covered under the plan.

HMO (Health Maintenance Organization): An HMO contracts to provide health services for plan members on a fixed, prepaid, per capita basis. Under the HMO model, members are required to receive all non-emergency care from network providers. HMOs require that only certain providers be used, and often offer co-payments for physicians and prescriptions.

Incurred Claims: Claims that have been made but not yet reported. Generally, incurred claims are estimated by the carrier.

Indemnity: A health care insurance plan that reimburses policy holders for covered services. There is usually a deductible which must be met before payment starts and a maximum benefit, either annual or lifetime, that the insurer will pay.

Loss Ratio: This is the ratio of incurred claims to the net premium. A loss ratio of 100% is the “break-even point”, meaning the net premium equaled the claims incurred.

Managed Care: A method of providing health care in which the insurer maintains a discounted provider network and medical management to control costs and utilization.

Medicaid: A federal program administered by the states to provide low-income individuals with medical benefits.

Medicare: Health insurance provided by the federal government for the elderly and disabled. Medicare covers the cost of hospitalization, medical care, and some related services. It is funded primarily by Federal Insurance Contributions Act (FICA) payroll deductions and somewhat by general revenues and is administered by the Health Care Financing Administration.

Medicare Part A: The component of Medicare benefits covering inpatient hospital stays, skilled nursing facilities, home health services, and hospice care. Medicare Part A is premium-free for anyone automatically eligible for Medicare. Those not automatically eligible may purchase Medicare Part A coverage for a monthly premium.

Medicare Part B: The optional part of Medicare that can be purchased for a monthly premium. Part B covers outpatient costs, such as the cost of physician services, outpatient hospital services, medical equipment, and medical supplies.

Medicare+Choice: Also known as Medicare Part C, Medicare+Choice is an expansion of Medicare health plan choices created as part of the Balanced Budget Act of 1997. In addition to fee-for-service Medicare and HMO options, Medicare+Choice, which went into effect in January 1999, enables consumers to choose from preferred provider organizations, provider-sponsored organizations, private fee-for-service, and a medical savings account demonstration project. To participate in the program, health plans and organizations must adhere to a federally prescribed set of policies and standards.

Medicare Part D: optional prescription drug coverage, which can be purchased for a monthly premium, for everyone with Medicare. This coverage may help lower prescription drug costs and help protect against higher costs in the future.

Medigap Supplement: A private insurance policy that meets federal standards for augmenting Medicare coverage. A supplemental policy pays for most, if not all, Medicare coinsurance amounts and may provide coverage for Medicare deductibles. Some plans pay for services not covered by Medicare, such as outpatient prescription drugs and preventive screenings. Supplemental policies are also referred to as Medicare wrap policies or Medicare supplements.

MSA (Medical Savings Accounts): Also called Medical IRAs and Medisave Accounts, MSAs are a health care financing arrangement proposed by the federal government to augment major medical coverage by allowing individuals and their employers to make regular, pre-tax deposits to personal medical accounts that can be used to pay for medical expenditures or health insurance premiums.

Net Premium: The dollars available to pay claims after deducting administrative and pooling costs.

Out of Pocket: The maximum dollar amount a member is required to pay out of pocket during a year. Until this maximum is met, the plan and the member shares is the cost of covered expenses.

PBM (Pharmaceutical Benefit Manager): A managed care organization for prescription drug benefits, using discounted pharmacy networks and utilization management to control costs.

PCP (Primary Care Provider): Also referred to as a primary care physician, the PCP is responsible for determining the care a member receives. PCPs act as "gatekeepers" because members must obtain their authorization before seeing a specialist in HMO, POS, and EPO environments.

PEPM (Per Employee Per Month): Refers to the cost to cover one employee (and their family) for one month.

Pre-Existing Condition: Any condition or complications there of for which you received medical advise, treatment, diagnosis, or for which prescription drugs or medicines have been prescribed or taken, or of which there is a medical record of your awareness of symptoms before the effective date of your coverage.

Pooled Claims: Claims paid in excess of a specific pre-determined level. Since these claims are pooled, they are removed from the plan experience.

Pooling Charge: A premium charged by the carrier to assume the underwriting risk for claims incurred during the contract period that are in excess of a specified amount.

POS (Point of Service) Plan: Also known as open-ended health maintenance organizations, point-of-service plans allow members to use out-of-network providers for covered services but require them to pay a higher share of the cost of treatment-in the form of higher premiums, copayments, and/or deductibles-for doing so. The in-network benefit requires gatekeeper authorization prior to accessing specialist care

PPO (Preferred Provider Organization): A group of physicians and/or hospitals which contracts with an employer to provide services to their employees. A PPO differs from a POS by allowing access to in-network specialists without a gatekeeper referral. A PPO allows patients to choose between "preferred" providers, those who have signed a contract with the organization, and non-participating providers. Patients who opt for non-participating providers are required to pay a higher share of their health care costs.

Premium: The amount paid for an insurance policy.

Pre-tax Premium Contribution Account: A medical savings account that enables participants to make health care premium contributions on a pre-tax basis.

Prior Authorization: Procedure used in managed care to control utilization of services by requiring prior review and approval.

Retention: The amount that the carrier retains in order to cover expenses for administering the plan benefits often referred to as administration.

Self-Insurance: A health care program in which an employer or entity assumes the risk of coverage by funding benefit plans from their own resources, rather than purchasing insurance from a third party.

Stop Loss: The dollar level at which claims are “pooled” and thus not charged against a plan’s experience. The plan or employer is responsible for the risk up to the stop loss (pooling level).

Takeover Provision: A full takeover of pre-existing conditions is now the law for groups in Florida under 51 lives. Consequently, if an employee is fully covered now, he or she will be fully covered by the new plan. Any employee currently in the pre-existing conditions period will receive credit for any of the period completed under your current plan.

TEFRA (Tax Equity and Fiscal Responsibility Act): Requires certain health care providers, through a contract with the Health Care Financing Administration, to provide at least Medicare level benefits for a capitated rate.

TPA (Third Party Administrator): An independent organization that administers claims and benefits for a self-insured organization without underwriting the risk.

Trend Cap: A pre-established cut-off point defining the maximum amount an employer will pay to an insurer or TPA for increases in premiums or fees from one year to the next.

UCR (Usual, Customary, and Reasonable): The average cost of a medical procedure or health service in a given geographic area. Insurers use the rate to determine reimbursement levels for certain covered expenses.

Underwriting: An insurer's procedure for analyzing a group or individual applicant to determine whether or not to offer insurance coverage and, if so, at what price. Insurers weigh risk assessment and feasibility based on an applicant's past usage and health-risk factors.

Usual, Customary and Reasonable (UCR): The cost associated with health care services that are consistent with the going rate for identical or similar services within that geographic area. It is used to determine the amount to pay health care providers or reimburse policy holders.

Utilization Management: A process for assessing the use of resources (including staff, facilities, and services) to determine medical necessity, cost-effectiveness, and conformity to optimal-use criteria.

Utilization Review: A formal assessment of a patient's course of treatment to evaluate the appropriateness of care.



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

Request for BOC

1 message

Marianne Brandt <mbrandt@tuscolacounty.org>
To: Clayette Zechmeister <zclay@tuscolacounty.org>

Wed, Jun 7, 2023 at 8:51 AM

I would like to make a request that the Board approve reimbursement for hotel accommodations when I attend the upcoming MARD conference September 17th through 20th in Midland. The conference falls just under the 60 mile restriction. It's 53 miles from the Purdy Building and 58 miles from my house. I'm asking the board to approve hotel accommodations so I will have more opportunities to meet with other Registers and share information between the training sessions. The hotel is 150.00 a night, so for 3 nights it will be just under 500.00. I currently have 1500.00 left in my budget under Employee Training. I have more than enough to cover the cost of this request. Thank you for your consideration.

Marianne Brandt
Tuscola County Register of Deeds
125 W Lincoln St.
Caro, Michigan 48723
989-672-3845
Mbrandt@tuscolacounty.org

TRAVEL/MEAL POLICY
Revised 4/27/23
Motions 2023-M-098, 2023-M-099, 2023-M-100

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. Effective May 1, 2023 the standard meal rate of \$54.00 per day 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 of \$67.50 per day will be paid effective May 1, 2023.
- 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.
- 2.2.5 Delivery fees of up to \$10.00 are eligible for reimbursement from the County, where deemed appropriate by the Department Head.
- 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, unless prior approval is obtained by the Board of Commissioners.
- 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.

TRAVEL/MEAL POLICY

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.

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

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. Out-of-state travel expenses incurred by Juvenile Probation employees to visit a juvenile placed out-of-state will not require prior Board of Commissioner approval; but approval by the Chief Judge and Court Administrator is required.

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, reimbursement from the employee will be required.

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. 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.

Materials Management Plan Requirements

The amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, shift the focus of planning to more productive ways of managing discarded materials in Michigan. Future Materials Management Plans (MMP) are required for each county, once initiated by the Department of Environment, Great Lakes, and Energy (EGLE). The goals of an MMP are, in addition to protecting the environment and public health, to ensure that managed materials (recyclables, organic materials, and solid waste) are sustainably managed to achieve benefits to the economy, communities, and the environment. Further, new MMPs will ensure that all managed materials generated in the planning area are collected and recovered, processed, or disposed at materials management facilities that comply with the law.

Each county will be required to have an MMP and include an implementation plan to achieve goals and identify or create capacity per the new law. These new MMPs will be replacing each county's solid waste management plan.

Please see [Subpart 11](#), starting at Section 11571 of [Part 115](#), Solid Waste Management, of the Natural Resources and Environmental Protection Act, PA 451 of 1994, as amended, for the entire MMP requirements.

GLOSSARY OF TERMS

Disposal Area – One or more of the following:

- A solid waste processing and transfer facility.
- An MSW incinerator.
- A sanitary landfill.
- Any other waste handling or disposal facility utilized in the disposal of solid waste.

Diverted Waste – Waste that meets all of the following:

- Is generated by households, businesses, or governmental entities.
- Can lawfully be disposed of at a licensed sanitary landfill or municipal solid waste incinerator.
- Is separated from other waste.
- Is one or more of the following:
 - Hazardous material
 - Liquid waste
 - Batteries
 - Pesticides
 - Pharmaceuticals
 - Electronics
 - Light bulbs
 - Sharps
 - Thermostats, switches, thermometers, or other devices that contain elemental mercury
 - Other wastes approved by EGLE that can be readily separated from solid waste for diversion to preferred methods of management and disposal

Managed Materials – Solid waste, diverted waste, or recyclable material, and other materials as determined by the department.

Materials Management Facility (MMF) – Any of the following:

- A disposal area
- A materials utilization facility
- A waste diversion center

Materials Management Goal (MMG) includes measurable, objective, and specific set of goals, for the planning area for solid waste diversion from disposal areas, including, but not limited to, the municipal solid waste recycling rate goal, the benchmark recycling standards, and the material utilization and reduction activities identified by the MMP. These goals that have been determined for a planning area will further be used to demonstrate progress toward material diversion from disposal areas.

Materials Utilization Facility (MUF) – any of the following facilities that do not primarily accept solid waste:

- A materials recovery facility
- An anaerobic digester
- A compost facility
- An innovative technology or practice facility

Planning Area – the geographic area addressed by a materials management plan.

Waste Diversion Center – property or a building, or a portion of property or a building, designated for the purpose of receiving or collecting diverted wastes and not used for residential purposes.

MATERIALS MANAGEMENT PLAN SYNOPSIS

1. Identify **all** materials management facilities and available **capacity**.
2. Focus on **utilization** capacity.
3. Determine a MSW **recycling rate**.
4. Develop **materials management goals** for utilization and recycling.
 - Organics, Recyclables, and other diversion activities
 - Benchmark Recycling Standards
5. Contains an **enforceable mechanism** and responsible parties for implementing the MMP.
6. Ensures materials management facilities that are needed can be **developed** and provides avenue for siting of NEW facilities (MUFs; Waste Diversion Centers; etc.).
 - Includes **local regulations** used in the siting process.
7. Includes an overview of the **transportation** infrastructure for all **managed materials**.
8. Documents an **implementation** strategy.
9. Annual MMP **Grants** and regional funding **Incentives**

MATERIALS MANAGEMENT PLAN SPECIFIC REQUIREMENTS

An MMP shall meet the following requirements:

1. Include measurable, objective, and specific goals for the planning area for solid waste diversion from disposal areas, including, but not limited to, the municipal solid waste recycling rate, the benchmark recycling standards, and the material utilization and reduction activities identified by the MMP.
2. Include an implementation strategy for the county to demonstrate progress toward or meet the materials management goals by the time of the 5-year MMP review under section.
 - How progress will be made to **reduce the amount of organic material** being disposed of, through food waste reduction, composting, and anaerobic digestion.
 - How progress will be made to **reduce the amount of recyclable materials** being disposed of, through increased recycling, including expanding convenient access and recycling at single and multifamily dwellings, businesses, and institutions.
3. A description of the resources needed for meeting the **materials management goals** and how the development of necessary materials utilization facilities and activities will be promoted.
 - A description of how the **benchmark recycling standards** will be met.
 - A timetable for **implementation**.
4. Identify by type and tonnage **all managed material generated** in the planning area, to determine the planning area's managed material capacity need and all managed material that is included in the planning area's materials management goals.
5. Require that a proposed materials management facility meet the requirements of Part 115 and be consistent with the materials management goals.
6. Identify and evaluate current and planned **materials management infrastructure** and **systems** that contribute or will contribute to meeting the materials management goals.
7. Include an **inventory** of the names and addresses of all of the following:
 - Existing disposal areas.
 - Materials utilization facilities.
 - Waste diversion centers.
8. The facilities inventoried shall, at a minimum, include the following information:
 - A summary of deficiencies.
 - The facility latitude and longitude.
 - The estimated facility acreage.
 - A description of the materials managed.
 - The processes for handling materials at the facility.
 - The total authorized capacity of the facility.
9. Identify all **materials management facilities** that **indicated capacity** for the planning area to manage the materials and include a statement that the owner or operator of each facility listed in the MMP has submitted such an acknowledgment to the county. If the submitted

acknowledgments **do not document sufficient capacity** for disposal or utilization of the identified managed materials to reach the MMP's materials management capacity requirements, including the materials management goals, the **MMP shall identify specific strategies**, including a schedule and approach to **develop and fund capacity**.

10. Ensure that the **materials management facilities** that are **identified** as necessary to be sited can be developed.
11. Include an **enforceable mechanism** to meet the goals of the MMP and implement the MMP.
12. Calculate the municipal solid waste **recycling rate** for the planning area.
13. Describe the materials management **transportation infrastructure**.
14. Include current and projected **population** densities and identify population centers and centers of managed material generation in the planning area, to demonstrate that the capacity required for managed material is met.
15. Describe the mechanisms by which municipalities in the planning area will ensure convenient **recycling access**, such as 1 or more of the following:
 - Assignment of the responsibility to the county or an authority.
 - A franchise agreement.
 - An intergovernmental agreement.
 - Municipal service.
 - Licensing under an ordinance.
 - A public-private partnership.
16. Specify a recommended minimum level of recycling service that incorporates the access requirements of the benchmark recycling standards.

The county or municipality within the planning area may, through an appropriate enforceable mechanism, require haulers operating in its jurisdiction to provide the recommended level or a different minimum level of recycling service.

17. Identify the DPA and the **entity** or entities **responsible** for each of the MMP's responsibilities:
18. With respect to **education and outreach** for residents and businesses in the planning area, do both of the following:
 - Provide a strategic plan that identifies roles, responsibilities, funding sources, and methods for persons providing the education and outreach services.
 - Describe the county or regional role in providing continuing recycling education. The recycling education shall include, but is not limited to, providing a recycling guide, in hard copy at select public locations and electronically on a cell phone-friendly website. The recycling guide shall do the following:
 - Identify recycling locations.
 - Identify recyclable materials.
 - Explain how to prepare recyclable materials for collection.
 - Describe other best practices.
 - Include a listed telephone number for additional information.

19. Include a **siting process** and a copy of any ordinance, law, rule, or regulation of a municipality, county, or governmental authority within the planning area that applies to the siting process.
20. Take into consideration the MMPs of counties adjacent to the planning area, as they relate to the planning area's needs.
21. Document all opportunities for participation and involvement of the public, all affected agencies and parties, and the private sector, in the preparation of the MMP.
22. An MMP may include management plans for debris from environmental damage, for debris from **disasters**, or for other materials, such as construction or demolition waste, not otherwise required to be covered by an MMP.
23. If a solid waste **landfill** is **proposed** to be developed in the planning area within **two (2) miles** of a municipality that is located adjacent to the planning area, or if a **solid waste processing and transfer facility** or **materials utilization facility** is **proposed** to be developed in the planning area within **one (1) mile** of such a municipality, both of the following apply:
 - The CAA shall notify the legislative body of the adjacent municipality of the proposed development in writing. The notice shall include a copy of this subsection.
 - The planning committee shall provide the adjacent municipality an opportunity to comment on the proposed development.
24. An MMP shall include a **siting process** with a set of minimum **criteria**.
 - The siting process shall not include siting criteria that are more restrictive than state law, if a materials utilization facility could not be developed anywhere in the planning area under those criteria.
 - A materials utilization facility need not be sited if the CAA or DPA demonstrates to the department that the planning area has available capacity sufficient to address the managed materials identified by the MMP as being generated in the planning area.

Visit Michigan.gov/EGLEMMP or contact EGLE-MMP@Michigan.gov.

This publication is intended for guidance only and may be impacted by changes in legislation, rules, policies, and procedures adopted after the date of publication. Although this publication makes every effort to teach users how to meet applicable compliance obligations, use of this publication does not constitute the rendering of legal advice.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

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Multicounty Materials Management Planning

The amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, shift the focus of planning to more productive ways of managing discarded materials in Michigan. Future Materials Management Plans (MMP) are required for each county, once initiated by the Department of Environment, Great Lakes, and Energy (EGLE). These MMPs must explore the need for materials management facilities and capacity for managing and processing materials for productive reuse, rather than just disposing waste. The MMP will focus on setting goals to recover recyclable and organic material; increasing both local and state recycling rates; and encouraging and incentivizing a regional approach to managing materials.

The generation and flow of materials like solid waste, diverted waste, and recyclable materials does not stop at county boundaries. Materials can be managed more effectively and efficiently through planning at the multicounty level and have the potential to improve operations, costs, environmental impacts, education and outreach, market development, required managed materials capacity, etc.

Further, prior to filing a notice of intent to prepare a MMP, counties will be required to consult with their neighboring counties to determine the potential for collaboration and will receive an incentive for counties that develop and implement a multicounty MMP together.

Please see Michigan.gov/EGLEMMP for new resources as they become available and Materials Management Plan, Subpart 11, of [Part 115](#) for all MMP requirements.

GLOSSARY OF TERMS

County Board of Commissioners (BOC): The county board of commissioners or the elected county executive, as appropriate.

County Approval Agency (CAA): The county board of commissioners, the municipalities in the county, or the regional planning agency – whichever entity is responsible for submitting a notice of intent (NOI) to prepare a materials management plan.

Designated Planning Agency (DPA): The planning agency designated and an individual within the DPA who shall serve as the contact person for the purpose of Subpart 11. Designated planning agency does not mean a regional planning agency unless the CAA identifies the regional planning agency as the DPA.

MMP Grant: The materials management planning grant provided to BOCs for the use of CAAs for the administrative costs for preparing, implementing, and maintaining an MMP.

Planning Area: The geographic area to which an MMP applies.

Planning Committee: The permanent body that is appointed to direct the DPA in the preparation of the MMP. Also known as the Materials Management Planning Committee.

REQUIREMENTS FOR THE DEVELOPMENT OF A MULTICOUNTY MMP

- A MMP may include 2 or more counties if the BOC of those counties agree to the joint exercise of the powers and performance of the duties under Subpart 11, of the BOC and of the CAAs.
- Multicounty MMPs are subject to the same procedure for approval as single-county MMPs, and each BOC shall take formal action on a multicounty MMP as appropriate. A multicounty MMP shall include a process to ensure that the MMP requirements are met.
- CAAs preparing a multicounty MMP, shall appoint a single planning committee. For each county, additional planning committee members may be appointed:
 - An elected official of the county or a municipality in the planning area.
 - A representative from a business that generates managed materials within the planning area.

MULTICOUNTY COLLABORATION

Counties will be required to document that they contacted, at a minimum, their adjacent counties, regarding the option and interest in preparing a multicounty MMP. Documentation memorializing the outcome and any interlocal agreements identifying the process for creating a multicounty MMP will be submitted to EGLE when a county(ies) submits their NOI to prepare the MMP for the planning area.

NOTE: Counties consulted may reside outside the state designed planning region.

THE BENEFITS OF MULTICOUNTY PLANNING

As stated above, there are several benefits of creating and implementing a multicounty MMP, including a compounding effect of MMP Grant funding for counties that choose to plan together. Each county that intends to plan will receive \$60,000 plus \$0.50/capita, not to exceed \$300,000 (the per capita funding is for the first 3 years). For example, a group of 4 counties that agree to develop a multicounty MMP will receive an additional \$10,000 for each county – a total of an additional \$40,000/year – for a total of \$280,000/year for all 4 counties in the planning region, plus the per capita amount that will be received annually for the first 3 years. In addition, collaborating counties can:

- Share implementation costs.
- Streamline access to regional facilities.
- Identify solutions with counties facing similar challenges and opportunities.
- Use a standardized educational campaign for the planning area.
 - Easier to use the programs.
 - Reduce contamination.
 - Increase marketability and value of materials.
- Reduce the need to have or create program expertise in each county.
- Increase service options for region.
 - Capacity requirements
 - Material collection/access
- Fill Material Management Planning Committee representatives more easily.
- Improve efficiencies and reduce costs.

EXAMPLE SCENARIOS

These scenarios can also happen outside of the MMP.

- Multiple jurisdictions in two counties adjacent to the county boundary can jointly pursue a contract with a hauler. The larger area and volume of materials may result in a lower per-customer cost, a lower budget for each jurisdiction, etc.
- Multiple counties joining together to transfer recyclables to a regional materials recovery facility (MRF). A larger contiguous service area for haulers creates larger volumes, which may lower the cost of service, along with other potential benefits.

WHAT CAN YOU DO NOW?

Develop mechanisms (agreements, ordinances, infrastructure capacity needs, contracts, etc.) to build a multicounty MMP and create systems to collaboratively manage materials. This will take time and is highly recommended to start these conversations with adjacent counties now.

HOW WILL WORK DONE PRIOR TO EGLE'S INITIATION OF THE PLANNING PROCESS BE USED?

All collaboration work between counties done prior to the planning process being initiated by EGLE is done in an unofficial/preliminary capacity. If counties decide to pursue working together for this purpose, it will be important to begin drafting any mechanisms needed to accomplish this collaboration: agreements; ordinances; committees; authorities. These items can be created and remain dormant until the planning process is officially initiated by EGLE.

Once EGLE initiates the planning process, counties would document their action(s) by submitting their interlocal agreements with their NOI along with all other required documentation.

Municipalities located within two counties must choose a county to be part of per Section 11571(4); this request should not occur until the MMP process has been initiated and until each county knows if they intend to develop a multicounty MMP. It may be unnecessary for a municipality to choose which county to be part of for planning if a multicounty MMP is being prepared.

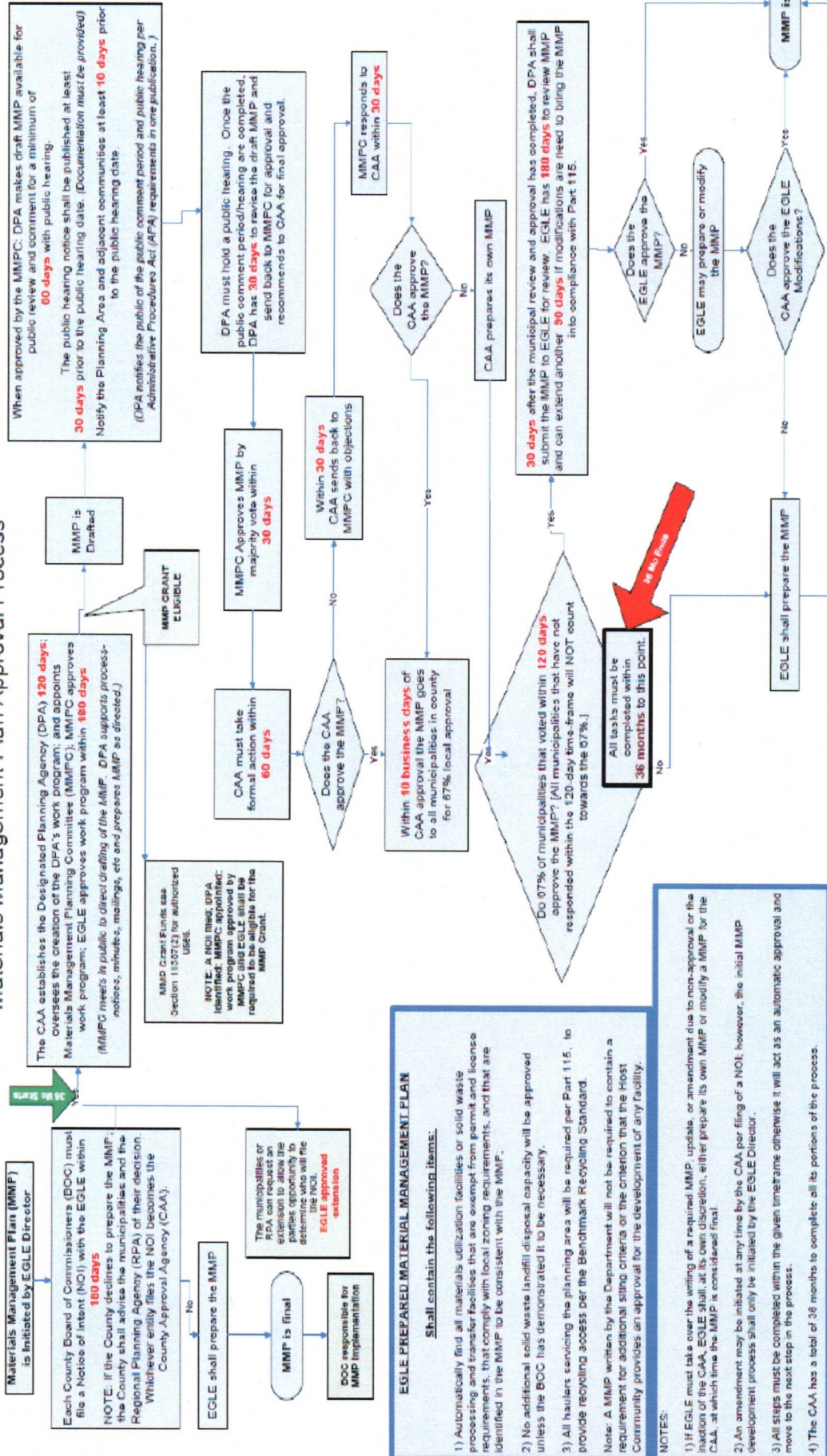
Visit Michigan.gov/EGLESMMMP or contact EGLE-MMP@Michigan.gov for more information.

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Materials Management Plan Approval Process



36 Mo. Start

All tasks must be completed within 36 months to this point.



EGLE PREPARED MATERIAL MANAGEMENT PLAN
 Shall contain the following items:

- 1) Automatically find all materials utilization facilities or solid waste processing and transfer facilities that are exempt from permit and license requirements, that comply with local zoning requirements, and that are identified in the MMP to be consistent with the MMP.
- 2) No additional solid waste landfill disposal capacity will be approved unless the BOC has demonstrated it to be necessary.
- 3) All haulers servicing the planning area will be required per Part 115, to provide recycling access per the Benchmark Recycling Standard.

Note: A MMP written by the Department will not be required to contain a requirement for additional siting criteria or the criterion that the Host Community provides an approval for the development of any facility.

NOTES:

- 1) If EGLE must take over the writing of a required MMP, update, or amendment due to non-approval or the inaction of the CAA, EGLE shall, at its own discretion, either prepare its own MMP or modify a MMP for the CAA, at which time the MMP is considered final.
- 2) An amendment may be initiated at any time by the CAA per filing of a NOI; however, the initial MMP development process shall only be initiated by the EGLE Director.
- 3) All steps must be completed within the given timeframe otherwise it will act as an automatic approval and move to the next step in the process.
- 4) The CAA has a total of 36 months to complete all its portions of the process.

What to focus on now

- Appoint MMPC (unofficial)
- Adjacent County discussions
 - Potential partnerships
- Review current mechanisms & partnerships
 - Agreements (Inter-local; with facilities; etc.)
 - Ordinances (Current & Future)
 - Authority
 - Contracts

**BOC LETTER BEING SENT SOON WITH
PREPLANNING ACTIVITIES**

Benefits of Multi-County

- Additional MMP Grant \$\$
- Pool resources
- Create/utilize staff with expertise
- Similar challenges/opportunities
- Economies of scale = improved efficiencies & reduces costs
- Unified education plan = easier to use & market materials
- Streamlined access to regional facilities
- Increase service options for region
- Easier to fill MMPC seats

AUTOMATED CLEARING HOUSE (ACH)
and ELECTRONIC TRANSACTIONS POLICY

Revised _____

1. PURPOSE

The following policy shall govern the use of electronic transactions and ACH arrangements for the ~~Tuscola County Board of Commissioners~~ **County of Tuscola:**

1.1 Authority to Enter into ACH Agreements and Electronic Transfer of Public Funds

The Treasurer may enter into an ACH agreement as provided by Public Act 738 of 2002, effective December 30, 2002. The Tuscola County Board of Commissioners shall have adopted a resolution to authorize electronic transactions and have **approved** ~~received a copy of~~ the policy. Applicable definitions in the act shall apply.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by the ~~township~~ **county.**

2. POLICY

2.1 Responsibility for ACH Agreements

The ~~Treasurer~~ **ETO** shall be responsible for **setting up** all ACH agreements. The Electronic Transaction Officer (ETO)/Financial Coordinator shall be responsible for payment approval, accounting, reporting and generally overseeing compliance with the ACH policy. The ~~Treasurer~~ **ETO** shall submit to the Tuscola County Board of Commissioners documentation detailing the goods or services purchased, the cost of goods or services, the date of the payment and the department levels serviced by the payment. This report can be contained in the electronic general ledger software or in a separate report to the governing body.

2.2 Internal Accounting Controls to Monitor Use of ACH Transactions

2.2.1 The ~~Treasurer~~ **ETO** shall be responsible for the establishment of ACH agreements. The ~~Treasurer~~ **ETO** shall notify the ~~Board of~~

~~Commissioners~~ Treasurer of those accounts to be paid by ACH or electronic transfers.

- 2.2.2 Upon receipt of an invoice for payment for accounts paid by ACH, the ~~Treasurer~~ ETO shall enter and process the invoice, ~~the Treasurer shall approve payment and notify the Accounting Department of the date of debit to the township accounts,~~ the Department Head shall approve payment of the invoice and the Treasurer shall initiate the ACH payment for said invoice(s). Attorney payments may be included in this method. ~~Utility and recurring lease payments may be included in this method.~~ These payments shall be included on the report of payments to the ~~Tuscola County Board of Commissioners~~ Tuscola County Statutory Finance Committee. All other invoices approved by the Tuscola County Board of Commissioners and payable by ACH may be paid in that matter if deemed in the best interest of the County, e.g. to avoid a late fee.
- 2.2.3 For payment of State and Federal payroll taxes, the Treasurer shall initiate payment to the proper authority upon receipt of the information from the payroll department using the established EFTPS and state program.
- 2.2.4 For deposits from state, county, and/or federal authorities and from third-party payment processors, e.g. (banks, vendors), the Treasurer shall obtain the amount of the deposit and send an advice to the ~~Accounting Department~~ person responsible for the accounting records.
- 2.2.5 All invoices shall be held by the ~~County Treasurer~~ Electronic Transaction Officer (ETO) along with copies of payment advices.

TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street
Suite 500
Caro, MI 48723

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

At a regular meeting of the Board of Commissioners for the County of Tuscola, State of Michigan, on the 15th day of June 2023, with the meeting called to order at 8:00 a.m.

Commissioners Present:

Commissioners Absent:

The following resolution was offered by Commissioner _____,
seconded by Commissioner _____.

RESOLUTION 2023-XX

Automated Clearing House (ACH) and Electronic Transactions Resolution

WHEREAS, on December 30, 2002, the Governor of the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use of electronic transactions by designated officers of the local government; and

WHEREAS, the Tuscola County Board of Commissioners deems that it is in the best interest of Tuscola County to make certain financial transactions by using electronic transactions as described in the Act.

NOW, THEREFORE, BE IT RESOLVED, that the following policy shall govern the use of electronic transactions:

- (a) The Treasurer shall be responsible for establishing all ACH arrangements for the county;
- (b) The Electronic Transaction Officer (ETO) shall draft a written policy to be followed in accordance with the act and presented to the governing body;
- (c) The ETO shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties;

- (d) The ETO shall submit documentation to the governing body, or person responsible for approving payments by resolution or charter requirements, detailing goods and services purchased, the cost of goods or services, the date of payment, and the department levels serviced;
- (e) All ACH transactions shall be initiated by the Treasurer.

Roll Call Vote:

Ayes:

Nays:

Absent:

Resolution 2023-XX declared adopted this 15th day of June, 2023

Kim Vaughan, Chairperson
Tuscola County Board of Commissioners

I, the undersigned, the duly qualified and acting Clerk of Tuscola County, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Tuscola County Board of Commissioners at a meeting held on the 15th day of June, 2023, and that notice of said meeting was given in accordance with the Open Meetings Act, and further certify that the above resolution was adopted at said meeting.

Jodi Fetting
Tuscola County Clerk, CCO

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	END BALANCE	2023		ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BGD USED
		12/31/2022	ORIGINAL	2023	MONTH 06/30/23	06/30/2023	BALANCE		
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 101 - GENERAL FUND									
Expenditures									
Dept 104 - SPECIAL PROGRAMS									
101-104-804.100	BANK FEES	1,941.90	2,000.00	2,000.00	0.00	624.05	1,375.95		31.20
101-104-835.000	HEALTH SERVICES	2,038.00	1,500.00	1,500.00	0.00	981.00	519.00		65.40
101-104-837.000	FSA - ADMIN FEE	3,046.50	2,600.00	2,600.00	306.90	1,841.40	758.60		70.82
101-104-964.000	TAX REFUNDS & REBATES	480.40	9,000.00	9,000.00	0.00	5,684.84	3,315.16		63.16
101-104-965.000	APPROPRIATIONS	7,010.91	12,000.00	12,000.00	0.00	2,316.58	9,683.42		19.30
101-104-965.050	POSTAGE FOR METER	(387.65)	0.00	0.00	0.00	5,036.92	(5,036.92)		100.00
101-104-965.060	DEBIT CARD PAYMENTS	0.00	0.00	0.00	0.00	24,950.13	(24,950.13)		100.00
101-104-965.070	SPECIAL PROGRAMS	4,380.00	25,000.00	25,000.00	0.00	100.00	24,900.00		0.40
Total Dept 104 - SPECIAL PROGRAMS		18,510.06	52,100.00	52,100.00	306.90	41,534.92	10,565.08		79.72
TOTAL EXPENDITURES		18,510.06	52,100.00	52,100.00	306.90	41,534.92	10,565.08		79.72
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		18,510.06	52,100.00	52,100.00	306.90	41,534.92	10,565.08		79.72
NET OF REVENUES & EXPENDITURES		(18,510.06)	(52,100.00)	(52,100.00)	(306.90)	(41,534.92)	(10,565.08)		79.72

Tuscola County

Wind Escrows as of 05-31-2023

Consumers

General Fund	\$	1,752,255
Voted Primary Roads	\$	367,979
Voted Road Patrol	\$	495,236
Recycling	\$	57,157
Mosquito	\$	240,672
MSU	\$	38,106
Veterans	\$	64,780
Bridge	\$	183,171
Senior	\$	118,709
Med Care	\$	95,263

TOTAL	\$	3,413,328
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Combined Total	\$	4,555,392
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Nextera Settlement in 2017

	\$	667,774
	\$	115,485
	\$	122,916
	\$	19,248
	\$	81,044
	\$	-
	\$	16,172
	\$	61,682
	\$	25,664
	\$	32,079
	\$	1,142,064



County Membership Dues Statement

\$2500

MTA county membership dues for **Tuscola County** - July 1, 2023 to June 30, 2024

Jodi Fetting, County Clerk
Tuscola County
440 N State St
Caro, MI 48723-1555

Checks payable to: Michigan Townships Association, PO Box 80078, Lansing, MI 48908-0078

Please detach top portion of Dues Statement and return with payment

MTA County Membership Dues cover a one-year period from July 1 to June 30.

Membership benefits include:

- ✓ New this year! **Access to MTA's new website** featuring extensive local government relevant resources and improved search functionality in the answer center.
- ✓ **Subscriptions to *Michigan Township Focus magazine* and *Township Insights enewsletter***
- ✓ **MTA seminars and events** at member rates
- ✓ **MTA publications** at the member rate
- ✓

Subscriptions are for the following county officials:

Clerk	Drain Commissioner	Road Commission Chair
County Administrator or Coordinator	Equalization Director	Sheriff
County Commissioners	Prosecuting Attorney	Treasurer
	Register of Deeds	

Please provide an updated list of names, titles, mailing addresses and email addresses for these officials so they will receive MTA mailings.

MTA Dues are not deductible as a charitable contribution for federal income tax purposes

Michigan Townships Association * PO Box 80078 * Lansing, Michigan 48908-0078
Phone (517) 321-6467 * Fax (517) 321-8908 * Federal ID # 38-1536994





County Membership Dues Statement

MTA county membership dues for **Tuscola Co.** - July 1, 2022 to June 30, 2023

\$505.00

Jodi Fetting, County Clerk
Tuscola Co.
440 N State St
Caro, MI 48723-1555

Checks should be made payable to: Michigan Townships Association, PO Box 80078, Lansing, MI 48908-0078

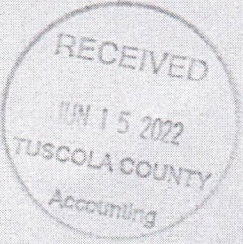
Please detach top portion of Dues Statement and return with payment

MTA associate dues for Michigan county governments are based on the number of commissioners serving on the county Board of Commissioners, according to the following schedule:

<u>Number of Commissioners</u>	<u>MTA County Dues</u>
5 - 7	\$505
8 - 10	\$620
11 - 14	\$725
15 - 19	\$830
20 +	\$1020

101-104-965-070

RE



Dues cover a one-year period from July 1 to June 30 and include subscriptions to the *Michigan Township Focus* magazine and the *Township Voice & Township Insights* newsletters for the following officers:

Clerk	Drain Commissioner	Road Commission Chair
County Administrator or Coordinator	Equalization Director	Sheriff
Commissioners	Prosecuting Attorney	Treasurer
	Register of Deeds	

Please provide an updated list of names, addresses and email addresses for these officers so they will receive our mailings. If the number of commissioners on your board has changed, please adjust dues accordingly.

MTA membership also entitles county officers to attend MTA seminars and purchase MTA publications at the member rate.

MTA Dues are not deductible as a charitable contribution for federal income tax purposes

Michigan Townships Association * PO Box 80078 * Lansing, Michigan 48908-0078
Phone (517) 321-6467 * Fax (517) 321-8908 * Federal ID # 38-1536994

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
013029	MICHIGAN TOWNSHIPS ASSOCIATION				
06/25/2020	INVOICE	061020	MTA DUES 7/1/20-6/30/21		
		101-104-965.070	SPECIAL PROGRAMS	385.00	
06/25/2020	CHECK	COM01 176243			385.00
09/11/2020	INVOICE	090820	CLASS REGISTRATION-J.FETTING		
		101-191-957.000	TRAINING	94.00	
09/14/2020	CHECK	COM01 177264			94.00
06/24/2021	INVOICE	051921	TUSCOLA COUNTY DUES 7/1/21-6/30/22		
		101-104-965.070	SPECIAL PROGRAMS	460.00	
06/24/2021	CHECK	COM01 181483			460.00
06/30/2022	INVOICE	061522	COUNTY MEMBERSHIP 7/1/22-6/30/23		
		101-104-965.070	SPECIAL PROGRAMS	505.00	
06/30/2022	CHECK	COM01 186864			505.00
11/17/2022	INVOICE	152971	TREASURERS-TWP ESSENTIALS BOOK PKG		
		101-253-727.000	SUPPLIES, PRINTING & POSTAGE	252.00	
11/17/2022	CHECK	COM01 188747			252.00
Total:				1,696.00	1,696.00
Net of 5 Invoices / 5 Checks					
Grand Total 5 invoices and 5 checks for				1,696.00	1,696.00



MTA COUNTY MEMBERSHIP BENEFITS AND DUES

Michigan's County and township officials benefit from strong, well-informed and collaborative working relationships.

The MTA has substantially grown the information and guidance available to your County Boards, officials and professionals to facilitate this work.

Your county now has access to:

- MTA's Member Information Services **township experts on relevant law and issues** provide information to County officials and staff upon request by phone or email. **Typical users served are County Clerks, County Treasurers, planning and zoning professionals, and county legal counsel.**
- **Township Focus magazine** – considered among the best publications in the nation for keeping you updated on the many issues and developments affecting the township communities in your County.
- Access to the **MTA Answer Center** featuring comprehensive coverage of 800 thoroughly-researched questions.
- The **2022-23 complete reworking of our MTA website** to provide you with excellent search tools and extensive resources for interacting with your townships.
- Substantial savings through **member rates** for all County officials and staff on MTA **education, events, and publications.**
- **Township Insights weekly e-newsletter** – a comprehensive update on the most important Lansing and Washington, D.C. developments important to local government.
- The National Association of Towns and Townships **federal grant and funding announcements, public policy briefings, as well as a Congressional bill tracker.**



Budget surprises are never welcome. **MTA is reluctantly changing how County dues are determined and the dues amount.** We understand that compared year-on-year the changed dues amount is significant.

In re-examining the services being used and those now available to counties, as well as the associated costs to provide them, MTA adjusted the dues amount for its County members. Like your own expenses, MTA estimates that the cumulative rate of inflation since January 2020 is approaching 20%. For certain expenses related to holding education and other events, content development and operations, the costs will be even higher.

The new dues amount is driven by those increased costs, the expanded services available to your County teams and responsible and fair fiscal management.

Even at the new amount, MTA seeks to provide you and your colleagues with excellent value for the provided resources and services. We hope that you will come to agree. Finally, we offer interested Boards a chance to split their dues payment with a partial payment between this current County budget year and the balance due in your next one.

Thank you very much for your service to our shared communities and for your support of the MTA's work.

Please contact us at service@michigantownships.org if you have any questions.

2022-M-150

Motion by Dan Grimshaw, seconded by Doug DuRussel to approve Resolution 2022-15 Adoption of Tuscola County Parks and Recreation 5-year Master Plan for 2023 through 2027.

Yes: Thomas Young, Thomas Bardwell, Kim Vaughan, Doug DuRussel,
and Dan Grimshaw

Motion Carried.

8. 2023 Road Commissioner Pay and 2023 Board of Commissioner Pay -
Board discussed the required timing of implementing a wage increase for the County Commissioners and the Road Commissioners.

Clerk Fetting read an excerpt from the Guide to County Government that the change needs to be approved prior to the beginning of a new term.

2022-M-151

Motion by Dan Grimshaw, seconded by Thomas Young to approve a 3% wage increase for the Tuscola County Board of Commissioners and the Tuscola County Road Commission Board for the fiscal years 2023 and 2024 per year.

Yes: Thomas Young, Thomas Bardwell, and Dan Grimshaw
No: Kim Vaughan and Doug DuRussel

Motion Carried.

9. Courthouse Cooling Tower -

2022-M-152

Motion by Doug DuRussel, seconded by Thomas Young to approve the purchase of the Cooling Tower for the Courthouse from Johnson Controls in the amount of \$149,575.00. Also, authorize any necessary budget amendments in the Capital fund for this project. Motion Carried.

10. General Fund Appropriation of Reserved Funds in the Amount of \$250,000.00 for the Cass City Village Wastewater Treatment Plant Project -

2022-M-153

Motion by Thomas Young, seconded by Dan Grimshaw to approve a General Fund Appropriation of Reserved Funds in the Amount of \$250,000.00 to assist with the Cass City Village Wastewater Treatment Plant Project.

Yes: Thomas Young, Thomas Bardwell, Kim Vaughan, Doug DuRussel,
and Dan Grimshaw

Motion Carried.

11. General Fund Appropriation of Reserved Funds in the Amount of \$300,000.00 for the Denmark Township Sewer Lagoons Project -

- 483-931-985-019
Motion
2022-M-151
approved
2. Information Technology and Emergency Response Office Space Update -
Mike Miller updated the Board that meetings have been held with some Architects and Department Heads. He is hopeful to have something to present at the next Committee of the Whole Meeting.
 3. Courthouse Cooling Tower -
Mike Miller explained the need to the Board and has received a quote for the replacement. He will get the information to Clayette to provide for Thursday's meeting in order to approve the expenditure as orders are estimated to take 18 weeks to fulfill. Matter to be added to Thursday's agenda.

On-Going and Other Building and Grounds

1. State Police Building Annexation -
Clayette Zechmeister provided an update explaining that the TISD annexation is not complete as the Almer Township resolution needs correcting. This step is needing to be completed before the State Police Building can be annexed.

Personnel

Primary Personnel

1. Municipal Employees Retirement System (MERS) Officer Delegation Appointment -
Clayette Zechmeister presented that Human Resources Director Shelly Lutz has been selected to be the MERS officer delegate with HR/Finance Assistant Angie House selected as the alternate. Matter to be added to the Thursday's agenda.
2. Municipal Employees Retirement System (MERS) Employee Delegation Appointment -
Clayette Zechmeister presented that the MERS employee delegate was selected by popular vote of employees via email. The winner to be selected was Lieutenant Brian Harris with the alternate selected to be Sergeant Detective Joshua Herman. Matter to be added to Thursday's agenda.
3. Full-Time Corrections Officer Position -
Clayette Zechmeister presented the request from Undersheriff Robert Baxter to hire Joseph Burl for the vacant full-time Corrections Officer position. Matter to be added to the Consent Agenda.
4. Full-Time Road Patrol Officer Position -
Clayette Zechmeister presented the request from Undersheriff Robert Baxter to hire Ryan Warchuck for the vacant road patrol position. Matter to be added to the Consent Agenda.
5. Animal Control Officer Appointment on Vacant Position -
Clayette Zechmeister explained the recent Director appointment created a vacancy for a full-time position that they are requesting to be filled by promoting Miranda Weigold who is currently a part-time employee. Matter to be added to the Consent Agenda.

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	END BALANCE		2023		ACTIVITY FOR		YTD BALANCE		AVAILABLE		% BDGT USED
		12/31/2022	NORM (ABNORM)	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 06/30/23	INCR (DECR)	06/30/2023	NORM (ABNORM)	BALANCE	NORM (ABNORM)	
Fund 483 - CAPITAL IMPROVEMENTS FUND												
Expenditures												
Dept 931 - COURTHOUSE												
483-931-018.009	OFFICE PAINTING-MAGISTRATE	131.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
483-931-019.001	COURTHOUSE SIDEWALKS	4,655.06	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
483-931-976.019	MGISTRATE/DISTRICT COURT COUNT	0.00	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00	55,000.00	0.00	0.00
483-931-981.015	COURTHOUSE WINDOW WELLS	0.00	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00
483-931-982.013	CLERK WALK-UP WINDOW	0.00	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00
483-931-982.020	STAIN GLASS WINDOW REPAIR	33,275.00	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00
483-931-985.018	COURTHOUSE TUCKPOINTING	0.00	50,000.00	50,000.00	66,300.00	0.00	0.00	0.00	0.00	66,300.00	0.00	0.00
483-931-985.019	COOLING TOWER	0.00	0.00	0.00	0.00	0.00	0.00	151,490.00	151,490.00	(151,490.00)	100.00	100.00
Total Dept 931 - COURTHOUSE		38,061.41	133,000.00	141,300.00	141,300.00	0.00	0.00	151,490.00	151,490.00	(10,190.00)	107.21	107.21
TOTAL EXPENDITURES		38,061.41	133,000.00	141,300.00	141,300.00	0.00	0.00	151,490.00	151,490.00	(10,190.00)	107.21	107.21
Fund 483 - CAPITAL IMPROVEMENTS FUND:												
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		38,061.41	133,000.00	141,300.00	141,300.00	0.00	0.00	151,490.00	151,490.00	(10,190.00)	107.21	107.21
NET OF REVENUES & EXPENDITURES		(38,061.41)	(133,000.00)	(141,300.00)	(141,300.00)	0.00	0.00	(151,490.00)	(151,490.00)	10,190.00	107.21	107.21



**ORIGINAL
INVOICE**

Direct Inquires To: Johnson Controls Inc.
1080 Tittabawassee Rd
Saginaw, MI 48604-1048

Federal ID#: 39-0380010

Phone: 616 243-4134
Fax: 616 243-0430

Bill To: TUSCOLA COUNTY
1309 CLEAVER RD
CARD, MI 48723

Mail Check To: Johnson Controls
PO Box 730068
Dallas, TX 75373

For ACH/EFT information email: co-cashappusa@jci.com

Project Name / Project Site / Tax Loc	Purchase Order / Date / Authorized By	JCI Project / CO	JCI Project Manager
Tuscola Cooling Tower Replacement MI4872300	Signed Proposal 07/28/22 Mike Miller	2N140060 000	ROUSSE, JAMES Daniel

Period Covered	Application #	Invoice Number	Invoice Date	Terms
01/01/23 - 01/31/23	1	00046095954	01/26/23	NET 45

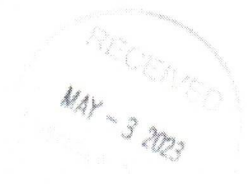
Original Contract Amount: \$151,490.00
Approved Change Orders: \$0.00
New Contract Amount: \$151,490.00

Work Completed To Date: \$87,864.20
Less Retention: \$0.00
Total Less Retention: \$87,864.20
Less Invoiced To Date: \$0.00

Total Amount Due This Invoice: \$87,864.20

The Project Manager named above submits this application with knowledge, information, and belief that the work covered by this application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous applications for payment were issued and for which payments were received from the Owner and that current payment shown herein is now due.

Item A	Work Description B	Scheduled Value C	Previous Application D	Work In Place E	Stored Material F	Total Complete and Stored G (D+E+F)	Percent H (G/C)	Balance To Finish I (C-G)	Retention J
1	Cooling Tower Replacement	\$151,490.00	\$0.00	\$87,864.20	\$0.00	\$87,864.20	58%	\$63,625.80	\$0.00
Totals		\$151,490.00	\$0.00	\$87,864.20	\$0.00	\$87,864.20	58%	\$63,625.80	\$0.00



483-931-985-019
[Handwritten Signature]



ORIGINAL INVOICE

Direct Inquires To: Johnson Controls Inc.
1080 Tittabawassee Rd
Saginaw, MI 48604-1048

Federal ID#: 39-0380010

Phone: 616 243-4134
Fax: 616 243-0430

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1309 CLEAVER RD
CARO, MI 48723

Mail Check To: Johnson Controls
PO Box 730068
Dallas, TX 75373

For ACH/EFT information email: co-cashappusa@jci.com

Project Name / Project Site / Tax Loc	Purchase Order / Date / Authorized By	JCI Project / CO	JCI Project Manager
Tuscola Cooling Tower Replacement MI4872300	Signed Proposal 07/28/22 Mike Miller	2N140060 000	ROUSSE, JAMES Daniel

Period Covered	Application #	Invoice Number	Invoice Date	Terms
02/01/23 - 02/28/23	2	00046153876	02/17/23	NET 45

Original Contract Amount: \$151,490.00
Approved Change Orders: \$0.00
New Contract Amount: \$151,490.00

Work Completed To Date: \$98,468.50
Less Retention: \$0.00
Total Less Retention: \$98,468.50
Less Invoiced To Date: \$87,864.20

Total Amount Due This Invoice: \$10,604.30

The Project Manager named above submits this application with knowledge, information, and belief that the work covered by this application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous applications for payment were issued and for which payments were received from the Owner and that current payment shown herein is now due.

Item	Work Description	Scheduled Value	Previous Application	Work In Pface	Stored Material	Total Complete and Stored	Percent	Balance To Finish	Retention
A	B	C	D	E	F	G (D+E+F)	H (G/C)	I (C-G)	J
1	Cooling Tower Replacement	\$151,490.00	\$87,864.20	\$10,604.30	\$0.00	\$98,468.50	65%	\$53,021.50	\$0.00
Totals		\$151,490.00	\$87,864.20	\$10,604.30	\$0.00	\$98,468.50	65%	\$53,021.50	\$0.00

approved by Finance
3-16-23
(RF)

RECEIVED
MAR - 1 2023
TUSCOLA COUNTY
Health Department

483-931-985-019 ✓
[Signature]

RECEIVED
Feb 22 2023
TUSCOLA COUNTY
HEALTH DEPARTMENT



ORIGINAL INVOICE

Direct Inquires To: Johnson Controls Inc.
1080 Tittabawassee Rd
Saginaw, MI 48604-1048

Federal ID#: 39-0380010

Phone: 616 243-4134
Fax: 616 243-0430

Mail Check To: Johnson Controls
PO Box 730068
Dallas, TX 75373

Bill To: TUSCOLA COUNTY
1309 CLEAVER RD
CARO, MI 48723

For ACH/EFT information email: co-cashappusa@jci.com

Project Name / Project Site / Tax Loc	Purchase Order / Date / Authorized By	JCI Project / CO	JCI Project Manager
Tuscola Cooling Tower Replacement	Signed Proposal 07/28/22	2N140060 000	ROUSSE, JAMES Daniel
MI4872300	Mike Miller		

Period Covered	Application #	Invoice Number	Invoice Date	Terms
03/01/23 - 03/31/23	3	00046267160	03/28/23	NET 45

Original Contract Amount: \$151,490.00
Approved Change Orders: \$0.00
New Contract Amount: \$151,490.00

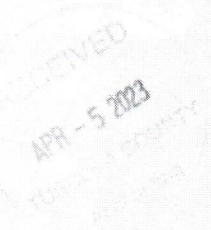
Work Completed To Date: \$106,043.00
Less Retention: \$0.00
Total Less Retention: \$106,043.00
Less Invoiced To Date: \$98,468.50

The Project Manager named above submits this application with knowledge, information, and belief that the work covered by this application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous applications for payment were issued and for which payments were received from the Owner and that current payment shown herein is now due.

Total Amount Due This Invoice: **\$7,574.50**

Item	Work Description	Scheduled Value	Previous Application	Work In Place	Stored Material	Total Complete and Stored	Percent	Balance To Finish	Retention
A	B	C	D	E	F	G (D+E+F)	H (G/C)	I (C-G)	J
1	Cooling Tower Replacement	\$151,490.00	\$98,468.50	\$7,574.50	\$0.00	\$106,043.00	70%	\$45,447.00	\$0.00
Totals		\$151,490.00	\$98,468.50	\$7,574.50	\$0.00	\$106,043.00	70%	\$45,447.00	\$0.00

483-931-985-019
[Signature]



RECEIVED
APR 04 2023
TUSCOLA COUNTY HEALTH DEPARTMENT

Please reference our invoice number and amount with your payment. Send only to the address on this invoice.



ORIGINAL INVOICE

Direct Inquires To: Johnson Controls Inc.
1080 Tittabawassee Rd
Saginaw, MI 48604-1048

Federal ID#: 39-0360010

Phone: 616 243-4134
Fax: 616 243-0430

Bill To: TUSCOLA COUNTY
1309 CLEAVER RD
CARO, MI 48723

Mail Check To: Johnson Controls
PO Box 730068
Dallas, TX 75373

For ACH/EFT information email: co-cashappusa@jci.com

Project Name / Project Site / Tax Loc	Purchase Order / Date / Authorized By	JCI Project / CO	JCI Project Manager
Tuscola Cooling Tower Replacement	Signed Proposal 07/28/22 Mike Miller	2N140060 000	ROUSSE, JAMES Daniel
MI4872300			

Period Covered	Application #	Invoice Number	Invoice Date	Terms
04/01/23 - 04/30/23	4	00046343543	04/26/23	NET 45

Original Contract Amount: \$151,490.00
Approved Change Orders: \$0.00
New Contract Amount: \$151,490.00

Work Completed To Date: \$151,490.00
Less Retention: \$0.00
Total Less Retention: \$151,490.00
Less Invoiced To Date: \$106,043.00

Total Amount Due This Invoice: \$45,447.00

The Project Manager named above submits this application with knowledge, information, and belief that the work covered by this application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous applications for payment were issued and for which payments were received from the Owner and that current payment shown herein is now due.

Item	Work Description	Scheduled Value	Previous Application	Work In Place	Stored Material	Total Complete and Stored	Percent	Balance To Finish	Retention
A	B	C	D	E	F	G (D+E+F)	H (G/C)	I (C-G)	J
1	Cooling Tower Replacement	\$151,490.00	\$106,043.00	\$45,447.00	\$0.00	\$151,490.00	100%	\$0.00	\$0.00
Totals		\$151,490.00	\$106,043.00	\$45,447.00	\$0.00	\$151,490.00	100%	\$0.00	\$0.00

483-931-985-019



RECEIVED

MAY 01 2023

TUSCOLA COUNTY HEALTH DEPARTMENT

PERIOD ENDING 06/30/2023


GL NUMBER	DESCRIPTION	END BALANCE	2023		ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BGD USED
		12/31/2022	ORIGINAL	2023	MONTH 06/30/23	06/30/2023	BALANCE		
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 483 - CAPITAL IMPROVEMENTS FUND									
Revenues									
Dept 000 - CONTROL									
483-000-665.000	INTEREST EARNINGS	8,075.78	0.00	10,000.00	0.00	24,050.99	(14,050.99)		240.51
Total Dept 000 - CONTROL		8,075.78	0.00	10,000.00	0.00	24,050.99	(14,050.99)		240.51
Dept 359 - MISCELLANEOUS									
483-359-676.000	REIMBURSEMENT	0.00	0.00	0.00	3,150.00	3,150.00	(3,150.00)		100.00
483-359-693.000	UNREALIZED GAIN/LOSS	(23,932.46)	0.00	0.00	0.00	3,780.00	(3,780.00)		100.00
483-359-699.101	OPERATING TRANSFERS IN-GENERAL	0.00	491,100.00	2,644,491.00	0.00	2,398,941.00	245,550.00		90.71
Total Dept 359 - MISCELLANEOUS		(23,932.46)	491,100.00	2,644,491.00	3,150.00	2,405,871.00	238,620.00		90.98
TOTAL REVENUES		(15,856.68)	491,100.00	2,654,491.00	3,150.00	2,429,921.99	224,569.01		91.54
Expenditures									
Dept 359 - MISCELLANEOUS									
483-359-018.001	PARKING LOT SEAL COAT/REPAIRS-	0.00	7,500.00	7,500.00	0.00	0.00	7,500.00		0.00
483-359-018.007	CONCRETE REPAIR-MSP	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00		0.00
483-359-018.008	PUMP HOUSE DEMO-NEW PARK	1,970.00	6,000.00	28,000.00	0.00	0.00	28,000.00		0.00
483-359-983.021	JAIL HOLDING CELL RUBBER FLOOR	22,085.00	0.00	0.00	0.00	0.00	0.00		0.00
Total Dept 359 - MISCELLANEOUS		24,055.00	15,000.00	37,000.00	0.00	0.00	37,000.00		0.00
Dept 901 - PEOPLE'S (PSB) BUILDING									
483-901-805.000	PEOPLE'S (PSB) BLDG ARCH/ENGIN	0.00	0.00	115,200.00	0.00	45,840.00	69,360.00		39.79
483-901-975.001	PEOPLE'S (PSB) BLDG DEMOLITION	4,500.00	0.00	0.00	0.00	0.00	0.00		0.00
483-901-975.002	PEOPLE'S (PSB) BLDG REMODEL	0.00	0.00	2,038,191.00	0.00	0.00	2,038,191.00		0.00
Total Dept 901 - PEOPLE'S (PSB) BUILDING		4,500.00	0.00	2,153,391.00	0.00	45,840.00	2,107,551.00		2.13
Dept 928 - BUILDING IMPROVEMENT									
483-928-980.002	FIBER OPTIC LINE/INTERNET SVC	40,000.00	0.00	0.00	0.00	0.00	0.00		0.00
Total Dept 928 - BUILDING IMPROVEMENT		40,000.00	0.00	0.00	0.00	0.00	0.00		0.00
Dept 931 - COURTHOUSE									
483-931-018.009	OFFICE PAINTING-MAGISTRATE	131.35	0.00	0.00	0.00	0.00	0.00		0.00
483-931-019.001	COURTHOUSE SIDEWALKS	4,655.06	8,000.00	0.00	0.00	0.00	0.00		0.00
483-931-976.019	MGISTRATE/DISTRICT COURT COUNT	0.00	55,000.00	55,000.00	0.00	0.00	55,000.00		0.00
483-931-981.015	COURTHOUSE WINDOW WELLS	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00		0.00
483-931-982.013	CLERK WALK-UP WINDOW	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
483-931-982.020	STAIN GLASS WINDOW REPAIR	33,275.00	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
483-931-985.018	COURTHOUSE TUCKPOINTING	0.00	50,000.00	66,300.00	0.00	0.00	66,300.00		0.00
483-931-985.019	COOLING TOWER	0.00	0.00	0.00	0.00	151,490.00	(151,490.00)		100.00
Total Dept 931 - COURTHOUSE		38,061.41	133,000.00	141,300.00	0.00	151,490.00	(10,190.00)		107.21
Dept 932 - JAIL									
483-932-017.002	PARKING LOT SEALING	3,300.00	0.00	0.00	0.00	0.00	0.00		0.00

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	END BALANCE		2023		ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	YTD BALANCE		AVAILABLE		% BDGT USED
		12/31/2022	NORM (ABNORM)	ORIGINAL BUDGET	2023 AMENDED BUDGET		06/30/2023	NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)	
Fund 483 - CAPITAL IMPROVEMENTS FUND											
Expenditures											
483-932-019.002	JAIL SIDEWALKS COURT/SHERMAN	1,641.63		0.00	0.00	0.00	0.00		0.00	0.00	0.00
483-932-982.015	JAIL - HVAC	0.00		10,000.00	19,760.00	0.00	0.00		19,760.00	0.00	0.00
Total Dept 932 - JAIL		4,941.63		10,000.00	19,760.00	0.00	0.00		19,760.00	0.00	0.00
Dept 933 - PURDY BUILDING											
483-933-019.003	PURDY BLDG SIGN REPLACEMENT	30.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00
483-933-019.004	PURDY EXTERIOR STUCCO REPAIRS	44,100.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00
483-933-980.013	PURDY BUILDING TUCKPOINTING	0.00		15,000.00	16,900.00	0.00	0.00		16,900.00	0.00	0.00
483-933-992.000	PURDY BLDG PARKING LOT REPAIR	2,400.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00
Total Dept 933 - PURDY BUILDING		46,530.00		15,000.00	16,900.00	0.00	0.00		16,900.00	0.00	0.00
Dept 934 - ANNEX BUILDING											
483-934-018.001	ANNEX ROOF REPLACEMENT	82,100.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00
Total Dept 934 - ANNEX BUILDING		82,100.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00
Dept 935 - MSU BUILDING											
483-935-737.012	MSU ENTRY DOOR REPLACEMENT	0.00		3,600.00	3,954.00	0.00	3,954.00		0.00	100.00	0.00
483-935-971.026	MSU TUCKPOINTING	0.00		7,000.00	7,800.00	0.00	0.00		7,800.00	0.00	0.00
Total Dept 935 - MSU BUILDING		0.00		10,600.00	11,754.00	0.00	3,954.00		7,800.00	33.64	0.00
Dept 936 - HEALTH DEPT/DHHS/DISPATCH BUILDINGS											
483-936-017.002	DHHS CARPET REPLACEMENT	111,424.58		0.00	0.00	0.00	0.00		0.00	0.00	0.00
483-936-018.005	HEALTH DEPT PAINTING	0.00		30,000.00	30,000.00	0.00	0.00		30,000.00	0.00	0.00
483-936-019.007	HEALTH DEPT SIGN REPLACEMENT	11,900.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00
483-936-970.020	HEALTH DEPT LOBBY REPAIRS	0.00		15,000.00	15,000.00	0.00	0.00		15,000.00	0.00	0.00
483-936-970.025	HEALTH DEPT BATHROOM REMODEL	0.00		7,500.00	7,500.00	0.00	0.00		7,500.00	0.00	0.00
483-936-980.020	HEALTH DEPARTMENT-HVAC	0.00		60,000.00	50,240.00	0.00	23,282.72		26,957.28	46.34	0.00
Total Dept 936 - HEALTH DEPT/DHHS/DISPATCH BUILDIN		123,324.58		112,500.00	102,740.00	0.00	23,282.72		79,457.28	22.66	0.00
Dept 937 - ANIMAL SHELTER											
483-937-019.006	ANIMAL CONTROL PARKING LOT ADJ	12,500.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00
Total Dept 937 - ANIMAL SHELTER		12,500.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00
Dept 938 - ADULT PROBATION BUILDING											
483-938-971.023	SIDING	0.00		35,000.00	56,455.00	0.00	0.00		56,455.00	0.00	0.00
483-938-971.024	WINDOW REPLACEMENT	0.00		15,000.00	26,625.00	0.00	0.00		26,625.00	0.00	0.00
483-938-971.025	AC REPLACEMENT	0.00		5,000.00	5,000.00	0.00	0.00		5,000.00	0.00	0.00
483-938-971.028	PRIVACY FENCE	8,800.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00
Total Dept 938 - ADULT PROBATION BUILDING		8,800.00		55,000.00	88,080.00	0.00	0.00		88,080.00	0.00	0.00
Dept 940 - DISPATCH BUILDING											
483-940-980.015	DISPATCH HVAC	0.00		140,000.00	140,000.00	0.00	0.00		140,000.00	0.00	0.00

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	END BALANCE		2023		ACTIVITY FOR	YTD BALANCE		AVAILABLE		% BDT USED
		12/31/2022		ORIGINAL	2023		MONTH 06/30/23	06/30/2023	BALANCE		
		NORM	(ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	NORM	(ABNORM)	NORM	(ABNORM)	
Fund 483 - CAPITAL IMPROVEMENTS FUND											
Expenditures											
Total Dept 940 - DISPATCH BUILDING		0.00		140,000.00	140,000.00	0.00	0.00		140,000.00		0.00
TOTAL EXPENDITURES		384,812.62		491,100.00	2,710,925.00	0.00	224,566.72		2,486,358.28		8.28
Fund 483 - CAPITAL IMPROVEMENTS FUND:											
TOTAL REVENUES		(15,856.68)		491,100.00	2,654,491.00	3,150.00	2,429,921.99		224,569.01		91.54
TOTAL EXPENDITURES		384,812.62		491,100.00	2,710,925.00	0.00	224,566.72		2,486,358.28		8.28
NET OF REVENUES & EXPENDITURES		(400,669.30)		0.00	(56,434.00)	3,150.00	2,205,355.27		(2,261,789.27)		3,907.85
BEG. FUND BALANCE		1,961,177.47		1,961,177.47	1,961,177.47		1,961,177.47				
NET OF REVENUES/EXPENDITURES - 2022							(400,669.30)		(400,669.30)		
END FUND BALANCE		1,560,508.17		1,961,177.47	1,904,743.47		3,765,863.44				



 Estimated Ending
 Fund Balance of
 \$1,504,074.17



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

[EXTERNAL] request to hold brief wedding ceremony at courthouse

Matt Volk <mattvolklaw@gmail.com>

Fri, May 26, 2023 at 9:58 AM

To: "zclay@tuscolacounty.org" <zclay@tuscolacounty.org>

Clayette:

Thank you for speaking with me this week.

I am requesting permission to hold a brief wedding ceremony outside of the Tuscola County Courthouse on June 16, 2023 at 3:30 p.m.

We have arranged our own officiant, and anticipate our group to be about ten people (including the bride and groom) and a photographer. The ceremony is expected to take approximately ten minutes. Weather permitting, we would like to do this outside. If it rains at the appointed time, we would like to enter the building for ten minutes or so.

Thank you for assisting me with this request. If you have any questions or need additional information, please feel free to call me at (312) 351-4828..

Matt Volk



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

Fwd: [EXTERNAL] Pumpkin Festival

1 message

Tom Young <tyoung@tuscolacounty.org>
To: Clayette Zechmeister <zclay@tuscolacounty.org>

Tue, Jun 6, 2023 at 8:42 AM

Good Morning Clayette

Could you add this to the agenda for the COW meeting June 12th

Thank you

Have a GREAT DAY!!!

Thomas

----- Forwarded message -----

From: **Jim Matuszak** <colwoodmotorsports@gmail.com>
Date: Mon, Jun 5, 2023 at 11:43 AM
Subject: [EXTERNAL] Pumpkin Festival
To: Tom Young <tyoung@tuscolacounty.org>

Good Morning,

The Pumpkin Festival is requesting the use of the Court House lawn again this year. The dates the festival is requesting use of the Court House lawn are from Sept. 30 2023 to Oct 9th 2023.


This is the 42nd year of the festival and our theme this year is "Rocking around the Pumpkin Patch."

We hope all will come out and enjoy the Pumpkin Festival. Our festival is a free event for all to enjoy.

Thank you for your time and consideration.

Tuscola County Pumpkin Festival Board

Julie M Matusak

	Advantage Business Systems LLC 334 S. Water St., Suite 5 Saginaw, MI 48607 Phone: 989-992-6636 Fax: (888) 745-8459 Email: brianw@organize321.com		Quote #: 230518A1 Estimated Ship Date: See Below Ship Via: Best Way FOB: Origin, Freight Included Std.Terms: 1/3 Down, Remainder due upon receipt.	
	Jodi Fetting Tuscola County 440 N. State St. Caro, MI 48723		Phone: (989) 672-3780 Fax: (989) 672-4266 Email: jfetting@tuscolacounty.org	
			Date: 5/18/2023 Rep.: Brian Winkowski	

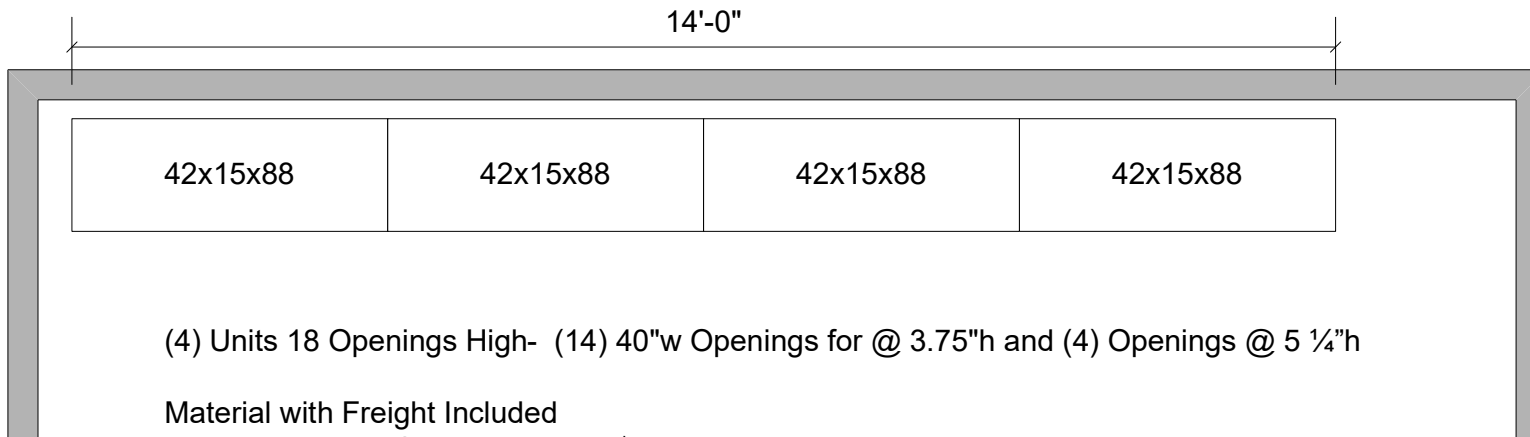
Item	Quantity	Product#	Description	Price	Total
1	1	LGEBOOKSLF	4 Units, 18 Openings, 42" w x 88" h x 15" d (14) 3.75" h and (4) 5.25" h		
2			With Easy Roller Shelves- Approx 90 Day Leadtime	\$ 7,923.59	\$ 7,923.59
3			With Flat Metal Shelves- Approx 21 Day Leadtime	\$ 5,351.21	\$ 5,351.21
4					
5		ASSEMBLY/ INSTALL	Optional Installation	\$ 750.00	
6					
7					
				Subtotal	\$
				Shipping	INCLUDED
				Taxes	Not Applicable
				Total	\$

Comments: Dock to Dock shipping is included. Assembly is required, but is quoted as optional if maintenance or other county employees install.	Terms: FOB Origin, Prepay and Add unless otherwise noted. Office Use Only:
--	---

*Pricing is valid for 15 days.
Thank you for your business.*

Pricing provided is for items listed above. Additional items or project delay by the customer may incur additional expense to the customer. Returns only upon our acceptance with restocking charge plus additional costs apply. Pricing and contract is not valid until after customer acceptance is reviewed and approved by company headquarters located in the State of Michigan. State of Michigan laws apply.

Acceptance by _____ Title _____ Date _____



(4) Units 18 Openings High- (14) 40"w Openings for @ 3.75"h and (4) Openings @ 5 ¼"h

Material with Freight Included

With Easy Roller Shelves	\$ 7,923.59	Lead-Time Approx 90 Days
With Flat Metal Shelves	\$ 5,351.21	Lead-Time Approx 21 Days

Installation (Optional) \$ 750

Date:
5/14/2023

Drawn by:
Advantage Business
Systems LLC

Description:
Large Book Storage

Quote / Order Number:
230514A1

System Drawing Confirmed to Order by:

_____ Name

_____ Date

Intellectual Property Protected by:
US COPYRIGHT LAW:
These drawings are the property of Advantage
Business Systems LLC and may not be copied
or distributed to any outside parties without prior
written authorization by Advantage Business
Systems LLC. (989) 992-6636.
Under protection of US Copyright Law.





Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
517-373-0128

Thomas P. Boyd
State Court Administrator

MEMORANDUM

DATE: May 12, 2023

TO: Circuit, District, Municipal, and Probate Judges, Court Administrators, and Probate Registers

FROM: Thomas P. Boyd, State Court Administrator

SUBJECT: Automatic Clean Slate Overtime/Temporary Staffing Reimbursement

Thank you for your continued efforts to respond to public record requests during the initial update period of Automatic Clean Slate implementation. Access to accurate public records is a cornerstone of transparency and sustained public trust in the judiciary.

Courts have recently reported delays in processing records requests as a result of clean slate implementation. Under the Michigan Court Rules, each trial court has their own Local Administrative Order (LAO) to govern Access to Records. These LAOs often suggest that records will be made available within a “reasonable amount of time.” While some delays are understandable due to the circumstances, the State Court Administrative Office has previously understood a reasonable amount of time as a matter of days, not weeks, and has not understood this language to allow a complete suspension of access.

To facilitate timely processing of records requests with the increased demand and workload due to the implementation of Automatic Clean Slate, courts have reported increased staffing needs. The State Court Administrative Office (SCAO) has listened and heard your concerns.

In an effort to alleviate some of the stress on court staff and internal resources, we have allocated additional funding for trial court Automatic Clean Slate implementation. With these additional funds, courts are able to request reimbursement for overtime or temporary staffing to timely respond to public record requests, removal of bench warrants, and other implementation related work. Each court will have a cap on the funding available for this opportunity, calculated using a universal base amount plus a percentage of total criminal case filings in each court, up to a maximum allocation cap.

The SCAO has developed a process to facilitate the submission of invoices, supporting documentation, progress reports, approvals, and reimbursements for Automatic Clean Slate implementation. Overtime/temp reimbursement will follow the same process, as outlined below.

Automatic Clean Slate Overtime/Temporary Staffing Reimbursement Process

- All invoices must contain a description of the work and the costs requested for overtime or temporary staffing and should indicate the project code: OVT. The invoice template is attached as Appendix B.
- Invoices must be sent monthly to CleanSlate.Billing@courts.mi.gov.
- In addition to the invoice, courts must also provide SCAO with supporting documentation including an itemization of actual hours worked. The Excel template is attached as Appendix C.
- Reimbursement will be provided based on the number of actual hours worked on the engagement within the assigned cap for each trial court.
- A confirmation email will be sent by SCAO to the court indicating approval of the reimbursement, or notifying the court of any items that were not approved as reimbursable expenses for this project.
- Once approved, the SCAO Finance Division will process the invoice and remit payment to the court within (30) days.
- If not already registered, the court is required to register to receive payments by EFT at Sigma Vendor Self Service (VSS) (<http://www.Michigan.gov/SIGMAVSS>). Registration instructions are attached as Exhibit D.
- This funding may be utilized for expenditures incurred for overtime and/or temporary workers required to meet the challenges presented by Automatic Clean Slate implementation. Reimbursement may be sought for overtime and/or temporary workers incurred from April 11, 2023, through July 31, 2023. Reimbursement requests may not exceed and will not be reimbursed in excess of the cap provided for each trial court.
- Amounts requested for this project should be reported along with other cost estimates in the court's monthly progress report but should be listed on a separate line and include the OVT code. The process for submitting the progress report is as follows: Beginning thirty (30) days after the court has started performing services, and every thirty (30) days thereafter until project completion, the court must provide SCAO with a report as to the court's progress toward completion of services. The report must include: 1) the date range for the 30-day period of services covered in the report (the reporting period); 2) the estimated percentage of progress made toward completion of the Services during the reporting period (for example, "The Services are 10% complete, with 90% of the Services yet to be provided." etc.); and 3) the estimated percentage of funds expended for Services as it relates to the overall estimated budgeted amount during the reporting period. These progress reports shall also be sent to: CleanSlate.Billing@courts.mi.gov.

Automatic Clean Slate Overtime/Temporary Staffing Reimbursement Allocation Caps

Region	County	Court Type	Court	Allocation Caps
3	Alcona	Circuit	C23	\$5,335
3	Alcona	District	D81	\$7,237
4	Alger	Circuit	C11	\$5,342
4	Alger	District	D93	\$6,860
5	Allegan	Circuit	C48	\$10,144
5	Allegan	District	D57	\$38,280
4	Alpena	Circuit	C26	\$6,230
4	Alpena	District	D88	\$12,923
4	Antrim	Circuit	C13	\$5,386
4	Antrim	District	D86	\$8,455
3	Arenac	Circuit	C23	\$5,521
3	Arenac	District	D81	\$9,013
4	Baraga	Circuit	C12	\$5,254
4	Baraga	District	D97	\$7,047
5	Barry	Circuit	C05	\$6,792
5	Barry	District	D56B	\$13,711
3	Bay	Circuit	C18	\$8,158
3	Bay	District	D74	\$26,485
3	Benzie	Circuit	C19	\$5,417
3	Benzie	District	D85	\$8,564
5	Berrien	Circuit	C02	\$13,051
5	Berrien	District	D05	\$76,100
5	Branch	Circuit	C15	\$6,782
5	Branch	District	D03A	\$17,171
5	Calhoun	Circuit	C37	\$10,676
5	Calhoun	District	D10	\$50,512
5	Cass	Circuit	C43	\$7,334
5	Cass	District	D04	\$16,903
4	Charlevoix	Circuit	C33	\$5,733
4	Charlevoix	District	D90	\$10,819
4	Cheboygan	Circuit	C53	\$6,228
4	Cheboygan	District	D89	\$11,630
4	Chippewa	Circuit	C50	\$6,887
4	Chippewa	District	D91	\$13,604
3	Clare	Circuit	C55	\$6,668
3	Clare	District	D80	\$12,404
2	Clinton	Circuit	C29	\$6,618
2	Clinton	District	D65A	\$20,349
4	Crawford	Circuit	C46	\$6,057
4	Crawford	District	D87C	\$10,453
4	Delta	Circuit	C47	\$6,444
4	Delta	District	D94	\$13,881
4	Dickinson	Circuit	C41	\$5,900
4	Dickinson	District	D95B	\$11,010
2	Eaton	Circuit	C56	\$7,465

Automatic Clean Slate Overtime/Temporary Staffing Reimbursement Allocation Caps

Region	County	Court Type	Court	Allocation Caps
2	Eaton	District	D56A	\$24,362
4	Emmet	Circuit	C57	\$6,115
4	Emmet	District	D90	\$13,053
2	Genesee	Circuit	C07	\$16,502
2	Genesee	District	D67-1	\$24,575
2	Genesee	District	D67-2	\$26,777
2	Genesee	District	D67-3	\$21,189
2	Genesee	District	D67-4	\$29,444
2	Genesee	District	D67-5	\$28,049
3	Gladwin	Circuit	C55	\$6,187
3	Gladwin	District	D80	\$11,577
4	Gogebic	Circuit	C32	\$5,491
4	Gogebic	District	D98	\$9,090
4	Grand Traverse	Circuit	C13	\$6,866
4	Grand Traverse	District	D86	\$21,226
2	Gratiot	Circuit	C29	\$6,208
2	Gratiot	District	D65B	\$14,656
2	Hillsdale	Circuit	C01	\$5,793
2	Hillsdale	District	D02B	\$15,818
4	Houghton	Circuit	C12	\$5,432
4	Houghton	District	D97	\$10,253
3	Huron	Circuit	C52	\$5,820
3	Huron	District	D73B	\$10,711
2	Ingham	Circuit	C30	\$16,708
2	Ingham	District	D54A	\$41,788
2	Ingham	District	D54B	\$18,838
2	Ingham	District	D55	\$25,585
3	Ionia	Circuit	C08	\$6,933
3	Ionia	District	D64A	\$17,748
3	Iosco	Circuit	C23	\$6,028
3	Iosco	District	D81	\$11,781
4	Iron	Circuit	C41	\$5,492
4	Iron	District	D95B	\$7,852
3	Isabella	Circuit	C21	\$8,993
3	Isabella	District	D76	\$22,240
2	Jackson	Circuit	C04	\$11,546
2	Jackson	District	D12	\$53,247
5	Kalamazoo	Circuit	C09	\$15,472
5	Kalamazoo	District	D08	\$83,570
4	Kalkaska	Circuit	C46	\$5,844
4	Kalkaska	District	D87B	\$10,096
5	Kent	District	D59	\$15,165
5	Kent	District	D61	\$72,229
5	Kent	District	D62A	\$30,556
5	Kent	District	D62B	\$19,855

Automatic Clean Slate Overtime/Temporary Staffing Reimbursement Allocation Caps

Region	County	Court Type	Court	Allocation Caps
5	Kent	District	D63	\$38,976
4	Keweenaw	Circuit	C12	\$5,020
4	Keweenaw	District	D97	\$5,287
3	Lake	Circuit	C27	\$5,551
3	Lake	District	D78	\$10,307
6	Lapeer	Circuit	C40	\$7,271
6	Lapeer	District	D71A	\$18,539
4	Leelanau	Circuit	C13	\$5,191
4	Leelanau	District	D86	\$7,124
2	Lenawee	Circuit	C39	\$8,110
2	Lenawee	District	D02A	\$28,292
2	Livingston	Circuit	C44	\$9,137
2	Livingston	District	D53	\$28,277
4	Luce	Circuit	C11	\$5,351
4	Luce	District	D92	\$6,849
4	Mackinac	Circuit	C11	\$5,586
4	Mackinac	District	D92	\$9,135
6	Macomb	Circuit	C16	\$29,949
6	Macomb	District	D37	\$71,176
6	Macomb	District	D38	\$29,948
6	Macomb	District	D39	\$34,541
6	Macomb	District	D40	\$46,931
6	Macomb	District	D41A	\$52,863
6	Macomb	District	D41B	\$35,162
6	Macomb	District	D42-1	\$12,086
6	Macomb	District	D42-2	\$20,638
3	Manistee	Circuit	C19	\$5,704
3	Manistee	District	D85	\$11,614
4	Marquette	Circuit	C25	\$7,683
4	Marquette	District	D96	\$19,533
3	Mason	Circuit	C51	\$6,036
3	Mason	District	D79	\$12,583
3	Mecosta	Circuit	C49	\$6,827
3	Mecosta	District	D77	\$15,520
4	Menominee	Circuit	C41	\$5,639
4	Menominee	District	D95A	\$12,053
3	Midland	Circuit	C42	\$6,884
3	Midland	District	D75	\$16,715
4	Missaukee	Circuit	C28	\$5,546
4	Missaukee	District	D84	\$8,159
2	Monroe	Circuit	C38	\$9,480
2	Monroe	District	D01	\$44,484
3	Montcalm	Circuit	C08	\$6,826
3	Montcalm	District	D64B	\$15,579
4	Montmorency	Circuit	C26	\$5,242

Automatic Clean Slate Overtime/Temporary Staffing Reimbursement Allocation Caps

Region	County	Court Type	Court	Allocation Caps
4	Montmorency	District	D88	\$7,141
5	Muskegon	Circuit	C14	\$13,378
5	Muskegon	District	D60	\$58,558
3	Newaygo	Circuit	C27	\$6,756
3	Newaygo	District	D78	\$19,309
6	Oakland	Circuit	C06	\$29,123
6	Oakland	District	D43	\$72,722
6	Oakland	District	D44	\$26,402
6	Oakland	District	D45	\$21,675
6	Oakland	District	D46	\$25,836
6	Oakland	District	D47	\$24,122
6	Oakland	District	D48	\$26,175
6	Oakland	District	D50	\$36,524
6	Oakland	District	D51	\$12,862
6	Oakland	District	D52-1	\$31,186
6	Oakland	District	D52-2	\$24,089
6	Oakland	District	D52-3	\$40,579
6	Oakland	District	D52-4	\$24,212
3	Oceana	Circuit	C51	\$5,967
3	Oceana	District	D79	\$12,784
3	Ogemaw	Circuit	C34	\$6,146
3	Ogemaw	District	D82	\$11,931
4	Ontonagon	Circuit	C32	\$5,144
4	Ontonagon	District	D98	\$6,197
3	Osceola	Circuit	C49	\$5,955
3	Osceola	District	D77	\$10,255
3	Oscoda	Circuit	C23	\$5,412
3	Oscoda	District	D81	\$7,365
4	Otsego	Circuit	C46	\$6,234
4	Otsego	District	D87A	\$12,986
5	Ottawa	Circuit	C20	\$10,436
5	Ottawa	District	D58	\$66,548
4	Presque Isle	Circuit	C53	\$5,272
4	Presque Isle	District	D89	\$6,895
3	Roscommon	Circuit	C34	\$6,450
3	Roscommon	District	D82	\$13,074
3	Saginaw	Circuit	C10	\$12,312
3	Saginaw	District	D70	\$65,165
3	Sanilac	Circuit	C24	\$5,895
3	Sanilac	District	D73A	\$12,905
4	Schoolcraft	Circuit	C11	\$5,204
4	Schoolcraft	District	D93	\$7,066
2	Shiawassee	Circuit	C35	\$6,761
2	Shiawassee	District	D66	\$16,119
6	St. Clair	District	D72	\$40,743

Automatic Clean Slate Overtime/Temporary Staffing Reimbursement Allocation Caps

Region	County	Court Type	Court	Allocation Caps
5	St. Joseph	Circuit	C45	\$8,308
5	St. Joseph	District	D03B	\$27,166
3	Tuscola	Circuit	C54	\$7,168
3	Tuscola	District	D71B	\$15,016
5	Van Buren	Circuit	C36	\$8,648
5	Van Buren	District	D07	\$36,694
2	Washtenaw	Circuit	C22	\$10,887
2	Washtenaw	District	D14A	\$53,304
2	Washtenaw	District	D14B	\$19,964
2	Washtenaw	District	D15	\$21,243
1	Wayne	Circuit	C03	\$65,674
1	Wayne	District	D16	\$36,376
1	Wayne	District	D17	\$21,770
1	Wayne	District	D18	\$60,283
1	Wayne	District	D19	\$59,455
1	Wayne	District	D20	\$20,581
1	Wayne	District	D21	\$14,495
1	Wayne	District	D22	\$18,772
1	Wayne	District	D23	\$31,112
1	Wayne	District	D24	\$34,329
1	Wayne	District	D25	\$36,739
1	Wayne	District	D27	\$18,589
1	Wayne	District	D28	\$14,647
1	Wayne	District	D29	\$10,485
1	Wayne	District	D30	\$18,183
1	Wayne	District	D31	\$20,204
1	Wayne	District	D32A	\$14,151
1	Wayne	District	D33	\$23,425
1	Wayne	District	D34	\$44,746
1	Wayne	District	D35	\$37,277
1	Wayne	District	D36	\$100,000
1	Wayne	District	MGP	\$6,290
1	Wayne	District	MGPF	\$16,265
1	Wayne	District	MGPP	\$6,374
1	Wayne	District	MGPW	\$7,512
4	Wexford	Circuit	C28	\$6,487
4	Wexford	District	D84	\$14,511



Clayette Zechmeister <zclay@tuscolacounty.org>

New Clerk's Office employee

1 message

Jodi Fetting <jfetting@tuscolacounty.org>

Wed, Jun 7, 2023 at 3:16 PM

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

Good Afternoon,

Karlee Romain has accepted the offer to fill the position of Court Records Clerk II within the County Clerk's Office to fill the seat vacated by Kayla Siegel when Kayla transitioned over to the Treasurer's Office.

Clayette ~ Can you please add this to the COW agenda on Monday?

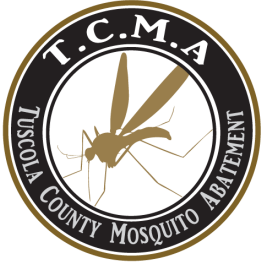
Karlee's tentative Start Date is Friday, June 16, 2023 and will begin at Step 1 rate of pay.

Please let me know if you have any questions,
Clerk Fetting

**Tuscola
County
Clerk**

Jodi Fetting, CCO
440 N State St - Caro, MI - 48723
(989) 672 - 3780

Visit us online for more services.
www.tuscolacounty.org



TUSCOLA COUNTY MOSQUITO ABATEMENT

1500 Press Drive
Caro, Michigan 48723-9291
989-672-3748 Phone ~ 989-672-3724 Fax
Larry Zapfe, Director

To: Tuscola County Board of Commissioners,
Clayette Zechmeister-County Controller/Administrator

From: Larry Zapfe, Director

Date: June 15, 2023

Re: Request to hire Connor Langenburg.

Respectfully, request to hire Connor Langenburg at the current Field Technician pay rate of \$14.50 an hour. Connor will be simply replacing a current Field Technician who has recently left the department due to health reasons.

Thank you for your time and consideration.

Respectfully,

Larry Zapfe, Director



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

Posting Clarification

1 message

Shelly Lutz <lutzs@tuscolacounty.org>
To: Clayette Zechmeister <zclay@tuscolacounty.org>

Thu, Jun 8, 2023 at 11:42 AM

Hi Clayette,
Please find attached the job posting for the open Secretary II positions in the Prosecuting Attorney's Office along with the job description. This was posted internally on 04/12/2023 to satisfy the union requirements and externally to our county website and indeed on 04/19/2023. Please let me know if you have any additional questions.
Thank you!

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*Shelly A. Lutz***Tuscola County**

Human Resource Director

125 W. Lincoln St.

Caro, MI 48723

(989) 672-3705

Fax (989)672-4011

lutzs@tuscolacounty.org

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2 attachments**Prosecutor's Secretary II.pdf**

72K

**Secretary II PA Office.pdf**

92K

SECRETARY II Prosecutor's Office

GENERAL STATEMENT OF DUTIES: Performs varied and very responsible decision making, stenographic, telephonic, typing, word processing, computer, financial, and clerical tasks both of an administrative and support nature. Works closely with the Prosecuting Attorney, the Assistant Prosecuting Attorneys, and all other members of the Prosecutor's staff.

DISTINGUISHING FEATURES OF THE CLASS: The persons in this position are secretary to the attorneys in the Prosecutor's Office. This is highly responsible work involving the performance of detailed tasks in a variety of areas in order to conserve the attorneys' time and assist them in the performance of their duties. The work constantly involves recognition of special situations or potential problems and the taking of initiative to either avoid or solve the problems. The work frequently involves the exercise of sound professional judgment in the absence of the Prosecuting Attorney or an Assistant, in order to carry out the mission of the Prosecutor's Office. The work frequently involves public contact regarding matters of a confidential and sensitive nature, requiring the maintenance of confidentiality as well as the exercise of tact, sensitivity, candor, and compassion. In order to perform their functions effectively the secretaries must perform difficult and complex duties requiring an in depth knowledge of functions of the Prosecutor's Office, the law enforcement agencies who rely upon this office for legal representation, the Circuit Court, the District Court, the Probate Court, other various courts and local and state government offices. While the majority of the work performed is routine, a fair portion of the work involves dealing with situations and problems that arise infrequently, but require special knowledge, skill, and ability. The persons in this position are also Notaries Public. They must be willing and able to work closely with members of the legal community who are involved in the prosecution process, including prosecutors, judges, private attorneys, law enforcement officers, victims, witnesses, members of the media, and the public in general. They must be team players who are dedicated to the effective performance of the mission of the Prosecutor's Office. They are frequently required to teach (newly graduated/hired) attorneys all of the practical aspects of the practice of law in the Prosecuting Attorneys Office. While they generally work the normal hours the courthouse is open to the public, they are expected to be available for "on call" work on weekends and occasionally during the night for emergency work.

EXAMPLES OF WORK: (Illustrative only)

Receives and reviews pleadings, reports and communications and forwards them to the appropriate attorney.

Recognizes problems and potential problems that are found within pleadings, reports, and communications, and takes appropriate action to either avoid the problem, solve the problem, or forwards the matter to an attorney for appropriate action or response.

Uses and researches the statutes, court rules, and other materials in the legal library.

Takes dictation of letters, memoranda, reports, articles, minutes, addresses and other material related to specialized fields of work.

Prepares replies to correspondence and pleadings without dictation in accordance with established procedures.

Prepares reports.
Receives and processes fees and payments.
Accounts for accounts payable and receivable; receive and process the same.
Compiles reports to State, Federal, and other governmental agencies for reimbursements and accounts for same.
Routes incoming mail, and assembles files and other materials to facilitate reply by a superior.
Maintains cross-referenced office files and a variety of other records.
Sorts, indexes, and files material alphabetically, numerically, and/or geographically
Serves as receptionist, answers and screens telephone calls, giving appropriate information in response to public inquiries.
Operates computer system, typewriter, copy machine, calculator, and/or other office machines.
Prepares, generates, serves, and files (with court) all pleadings, forms, complaints, warrants, court proceedings, opinion, etc.
Schedules hearings with the courts; resolves schedule conflicts, recognizing the relative importance of each matter and exercises sound judgment to resolve the conflicts.
Arranges meetings and conferences of various officials and committees.
Maintains tickler files and calendar for/of reports due, appointments, and various other deadlines.
Receives and files County records.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Thorough knowledge of legal and office terminology, office and court procedures, equipment with emphasis on the computer system, legal grammar and proper sentence and paragraph construction, some knowledge of math and bookkeeping, ability to maintain complex clerical records and prepare reports from such records; ability to make important decisions in accordance with laws, ordinances, regulations, and established policies; ability to establish and maintain good working relationships with others; clerical aptitude; good judgment, tact and courtesy; be accurate, dependable, punctual; be in good physical condition – being able to routinely walk two flights of stairs carrying law books, files, and office supplies.

MINIMUM EXPERIENCE AND TRAINING: Experience at a lower level of Secretary, law office and computer experience and/or training. Completion of a junior college, business college, and/or paralegal studies program with secretarial, business, and/or paralegal studies is highly desirable; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Knowledge and working experience with Windows 95/98.

Notice

Applications are being accepted for a full-time Secretary II position in the Tuscola County Prosecutor's Office.

Secretary II

GENERAL SUMMARY:

Performs varied duties including but not limited to: telephonic, typing, word processing, computer, financial and clerical tasks both of an administrative and support nature. Works closely with the Prosecuting Attorney, the Assistant Prosecuting Attorneys and all other members of the Prosecutor's Staff.

TYPICAL DUTIES AND RESPONSIBILITIES (illustrative only):

1. Receives and reviews pleadings, reports and communications and forwards them to the appropriate attorney.
2. Recognizes issues and potential issues contained within pleadings, reports and communications, and takes appropriate action to either remedy the issue, solve the issue or forwards the matter to an attorney for appropriate action or response.
3. Drafts and reviews letters, memoranda, reports, articles, minutes and other material related to specialized fields of work.
4. Prepares responses to correspondence and pleadings in accordance with established procedures.
5. Receives and processes fees and payments.
6. Accounts for accounts payable and receivable; receive and process the same.
7. Compiles reports to State, Federal and other governmental agencies for reimbursements and accounts for the same.
8. Routes incoming mail and assembles files and other materials to facilitate reply by other Staff.
9. Serves as receptionist, answers and screens telephone calls, giving appropriate information in response to public inquiries.
10. Operates computer system, typewriter, copy machine, calculator and/or other office machines.
11. Prepares, generates, serves and files (with court) all pleadings, forms, complaints, warrants, court proceedings, opinions, etc.
12. Schedules hearings with the courts; resolves schedule conflicts, recognizing the relative importance of each matter and exercises sound judgment to resolve the conflicts.
13. Arranges meetings and conferences of various officials and committees.
14. Maintains tickler files and calendar for/of reports due, appointments and various other deadlines.
15. Receives and files County records.

MINIMUM QUALIFICATIONS:

1. Possess a high school diploma or equivalent
2. Thorough knowledge of legal and office terminology
3. Ability to make important decisions in accordance with laws, ordinances, regulations and established policies
4. Completion of a junior college, business college and/or paralegal studies program with secretarial, business and/or paralegal studies is highly desirable
5. Demonstrated ability to perform in a support team capacity required
6. Excellent verbal and written communication skills required
7. Must pass a criminal background check and physical examination – including drug screen

Rate of Pay: Secretary II: \$17.33 per hour

Applications are available at www.tuscolacounty.org. Interested applicants should submit their applications and resumes via email at tuscolapa@gmail.com.

Internal Posting date: April 12, 2023
External Posting date: April 19, 2023

Please no phone calls.