

**TUSCOLA COUNTY BOARD OF COMMISSIONERS
MEETING AGENDA**

THURSDAY, DECEMBER 14, 2017 – 8:00 A.M.

**H. H. PURDY BUILDING BOARD ROOM
125 W. Lincoln Street
Caro, MI**

125 W. Lincoln Street
Caro, MI 48723

Phone: 989-672-3700
Fax : 989-672-4011

- 8:00 A.M. Call to Order – Chairperson Bardwell
Prayer – Pastor Jon Terry, Living Waters Chapel, Caro
Pledge of Allegiance – Commissioner Kirkpatrick
Roll Call – Clerk Fetting
Adoption of Agenda
Action on Previous Meeting Minutes (See Correspondence #1)
Brief Public Comment Period for Agenda Items Only
Consent Agenda Resolution (See Correspondence #2)
New Business
-Sunday Liquor Sales Alternatives
-Potential 2018 Board of Commissioners Meeting Schedule (See Correspondence #3)
-Public Hearing 2018 County Budget (See Correspondence #4)
9:00 A.M.
-Closed Session – Labor Negotiations – 9:30 A.M. (See Correspondence #5)
-Debit Card Policy Proposed Amendment (See Correspondence #6)
-Travel/Meal Policy Proposed Amendment (See Correspondence #7)
-Board and Commissions Policy (See Correspondence #8)
-2017 Year-End Financial Adjustments (See Correspondence #9)
-Potential Lawsuit Against Companies that Manufacture Addictive Pain Medicines (See Correspondence #10)
-Airport Zoning Board of Appeals
-Primary Road and Bridge Millage Transfer Requests
Old Business
-Dental Clinic Update
Correspondence/Resolutions

COMMISSIONER LIAISON COMMITTEE REPORTS

BARDWELL

Economic Development Corp/Brownfield Redevelopment
Caro DDA/TIFA
MAC Finance
MAC 7th District

Local Unit of Government Activity Report
TRIAD
Behavioral Health Systems Board
MAC Workers Comp Board

KIRKPATRICK

Board of Health
Community Corrections Advisory Board
Dept. of Human Services/Medical Care Facility Liaison
MI Renewable Energy Coalition
MEMS All Hazards
MAC Environmental Regulatory – Vice Chair
Cass River Greenways Pathway
Local Unit of Government Activity Report
NACO- Energy, Environment & Land Use
Jail Planning Committee
Saginaw Bay Coastal Initiative
Tuscola In-Sync
Region VI Tourism Discussions

BIERLEIN

Genesee Shiawassee Thumb Works
Human Development Commission (HDC)
Recycling Advisory Committee
Local Emergency Planning Committee (LEPC)
Great Start Collaborative Council
Local Unit of Government Activity Report
MAC Board of Directors
Human Services Collaborative Council
MAC Judiciary Committee
Tuscola County College Access Network
MAC Agricultural/Tourism Committee

VAUGHAN

Board of Health
Planning Commission
Economic Development Corp/Brownfield Redevelopment
Local Unit of Government Activity Report
Mid-Michigan Mosquito Control Advisory Committee
Parks and Recreation Commission
Tuscola County Fair Board Liaison

YOUNG

Dispatch Authority Board
County Road Commission Liaison
Board of Public Works
Senior Services Advisory Council
Saginaw Bay Coastal Initiative
Local Unit of Government Activity Report

MAC Agricultural/Tourism Committee
Strategic EDC Planning Committee
Jail Planning Committee
Genesee Shiawassee Thumb Works
Region VI Economic Development Planning
Tuscola 2020

Other Business as Necessary

Extended Public Comment

Adjournment

Note: If you need accommodations to attend this meeting please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two days in advance of the meeting.

CORRESPONDENCE

- #1 November 20, 2017 Full Board and Statutory Finance Committee Minutes
- #2 Consent Agenda Resolution
- #3 Potential 2018 Board of Commissioners' Meeting Schedule
- #4 2018 Budget Public Hearing Notice
- #5 Labor Negotiation Closed Session Public Notice
- #6 Debit Card Policy Possible Revisions
- #7 Travel/Meal Policy Possible Revisions
- #8 Boards and Commissions Appointment Policy
- #9 2017 Year-End Financial Adjustments
- #10 Potential Opioid Litigation Correspondence
- #11 November 17, 2017 Health Department Report
- #12 November 2, 2017 Road Commission Minutes
- #13 November 16, 2017 Road Commission Minutes
- #14 Michigan Counties Workers' Compensation Fund 2016 Dividends
- #15 December 11, 2017 Committee of the Whole Minutes

Draft
TUSCOLA COUNTY BOARD OF COMMISSIONERS
November 20, 2017 Minutes
H. H. Purdy Building

Commissioner Thomas Bardwell called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the City of Caro, Michigan, on the 20th day of November 2017, to order at 8:00 o'clock a.m. local time.

Prayer – Pastor Mark Seppo, Vassar Victory Center/Assembly of God

Pledge of Allegiance – Commissioner Young

Roll Call – Clerk Fetting

Commissioners Present: District 1 - Thomas Young, District 2 – Thomas Bardwell, District 3 - Kim Vaughan, District 4 - Craig Kirkpatrick (via Hangouts), District 5 – Matthew Bierlein

Commissioner Absent: None

Also Present: Mike Hoagland, Clerk Jodi Fetting, Tisha Jones, Eean Lee, Mike Miller, Caryn Michalak, Clayette Zechmeister, Ann Hepfer, Register John Bishop, Pastor Mark Seppo, Gregg Campbell, Nancy Barrios, Joe Greene, Jim McLoskey, Barbara Klimaszewski, Vicky Sherry, Steve Erickson, Treasurer Patricia Donovan-Gray, Matt Shane

Adoption of Agenda -
17-M-196

Motion by Young, seconded by Vaughan to adopt the agenda as presented.
Motion Carried.

Action on Previous Meeting Minutes -
17-M-197

Motion by Young, seconded by Bierlein to adopt the meeting minutes from the November 9, 2017 meeting. Motion Carried.

Brief Public Comment Period for Agenda Items Only - None

Consent Agenda Resolution - None

New Business -

-Introduction of Cass City Manager, Debbie Powell - Mrs. Powell introduced herself to the Board. She reviewed the projects the Village has put as a priority such as a grocery store, economic development, wastewater treatment plant, streets, blight, the master plan and parks and recreation.

-Airport Authority Update - Joe Greene provided an update to the Board as the airport is the only one on the East side of the state offering multiple types of octane fuel. There has been discussion of ways to fund the airport and a special millage has been discussed. Nancy Barrios updated the Board regarding the growth of the airport due to Midwest Sky Sports and Lapeer Flight training. On December 9, 2017 at 10:00 a.m., Santa Claus will be flying into the airport.

-Airport Zoning Board of Appeals By-Laws - Clerk Fetting has received confirmation that 4 of the 5 current members would continue to serve on the Board of Appeals.

17-M-198

Motion by Bierlein, seconded by Young that the Airport Zoning Board of Appeals By-Laws as recommended by the county attorneys be approved and implemented. Motion Carried.

-Indigent Defense Plan - Barbara Klimaszewski updated the Board to the progress of the plan to be submitted on behalf of Tuscola County. She does not recommend that the plan include a line to include the Prosecutor. She feels any plan that includes the Prosecutor arm will be rejected by the State Commission. The plan must be submitted today. Clayette has reviewed the recommendations received from Barbara with the only two issues outstanding is the Prosecutor and polycom units. Barbara recommends removing the polycom units as the tablets included would be sufficient. Board discussed and agreed to remove the two polycom units for each of the conference rooms in the courthouse. Board discussed and agreed to remove the Assistant Prosecuting Attorney portion.

17-M-199

Motion by Bierlein, seconded by Vaughan that the Tuscola County Indigent Defense Plan be approved and submitted to the Michigan Indigent Defense Commission with the stipulation that if state funding is not provided for all costs over the local share then it is not the county's responsibility to carry out any of the new plan functions or fund any of the state share of the plan costs. (Clearly the county has limited funding capabilities and could not add over \$800,000 in new cost for an expanded Indigent Defense Program). Motion Carried.

-2018 Budget Development Update and Set Public Hearing - Draft budget has been submitted to Department Heads for review and comments. Public hearing to be set with the Controller's Office to handle the newspaper posting and Clerk Fetting to post on the website and Purdy Building.

17-M-200

Motion by Young, seconded by Bierlein that a notice be placed in the local newspaper that a public hearing will be scheduled for December 14, 2017 at 9:00 a.m. to review and consider adoption of the 2018 Tuscola County Budget. Motion Carried.

-Letter of Funding Support for Region 6 Prosperity Initiative - Mike Hoagland reviewed proposed letter.

17-M-201

Motion by Bierlein, seconded by Young that the letter of support and commitment to I-69 Thumb Region Regional Prosperity Initiative including the application for continued funding be approved. Also all appropriate signatures are authorized. Motion Carried.

-Dental Clinic Update - Ann Hepfer explained to the Board the concern of enhanced reimbursement that is received as the clinic is a 501c3. There is concern from a local dentist as that dentist cannot utilize enhanced reimbursement. There are 36 Dental Clinics now established throughout the State of Michigan. Ann feels this is a needed clinic in Tuscola County as there is not adult Medicaid dental care available.

-Vassar TIFA - Board discussed the opinion from Braun Kendrick. No action required at this time.

-Probation Officers On-Call Pay - Mike Hoagland explained the request for the change in the on-call pay for Juvenile Probation Officers. Caryn Michalak reviewed the proposed change to allow the Officers to either take \$150.00 stipend or 1-day of comp time. Caryn also provided an update regarding the Department of Health and Human Services (DHHS) contract. Both current contractors do not want to apply to the state to be a contractor. Board discussed matter and a meeting to be scheduled.

17-M-202

Motion by Bierlein, seconded by Young that per the request of the Court Administrator and Chief Judge that if juvenile probation officers choose to receive pay instead of compensation time for being on-call (limit of one juvenile probation officer on-call per week) then this pay be increased from \$50 to \$150 per week. Also, this pay change be applied retroactively to October 1, 2017. (Juvenile probation officers have demanding on-call requirements and in many instances have to physically come to the county facilities to deal with certain child care matters). Motion Carried.

-Prosecutor Stop Program Appointment - Mike Hoagland explained the request from the Prosecutor.

17-M-203

Motion by Young, seconded by Bierlein that per the request of the County Prosecutor that effective November 20, 2017 Kathleen A. Miller be appointed as a part-time employee for the STOP Grant Coordinator Position (The amount of hours worked cannot exceed the amount of hours allowed for a retired employee in the MERS pension program). Motion Carried.

-Grant Request Letters to Wal-Mart - Mike Hoagland explained request.

17-M-204

Motion by Young, seconded by Bierlein that a letter confirming that Tuscola County is a legal governmental entity be authorized to be sent to Wal-Mart so that the Sheriff Department can make a grant application to Wal-Mart. Motion Carried.

-Remodeling of New Recycling Building Bid - Mike Miller updated the Board regarding the lack of bids received to remodel the Recycling Building. He has reached out to the architect and to the lone bidder for follow-up meetings. No further action at this time.

-Re-appointment of Members to Various Boards and Commissions -

17-M-205

Motion by Young, seconded by Bierlein that Terry Jones be appointed to the Tuscola County Building Authority for a 6-year term beginning December 1, 2017. Motion Carried.

17-M-206

Motion by Bierlein, seconded by Young that the following appointments be made to the corresponding Tuscola County Boards and Commissions beginning January 1, 2018:

Ben Guile	911 Dispatch Authority Board	2-year term
Matthew Foley	911 Dispatch Authority Board	2-year term
Keith Kosik	Construction Code Board of Appeals	2-year term
Ken Martin	Construction Code Board of Appeals	2-year term
Marvin Klein	Construction Code Board of Appeals	2-year term
Sue Morris	Department of Human Services Board	3-year term
James Hecht	Department of Public Works	3-year term
Jerry Peterson	Human Development Board of Directors	1-year term
John Hunter	Jury Board	6-year term
Beverly Read	Jury Board	6-year term
Stephen Erickson	Parks & Recreation Commission	3-year term
Zygmunt Dworzecki	Parks & Recreation Commission	3-year term
Cynthia Kapa	Parks & Recreation Commission	3-year term
Albert Pearsall III	Planning Commission	3-year term
Terry Jones	Recycling Advisory Committee	3-year term

Sharon Mika	Recycling Advisory Committee	3-year term
William Sanders	Region VII Area Agency on Aging	1-year term

Motion Carried.

Old Business -

- Vassar Foundry - There is a meeting scheduled at 3:30 p.m. today.
- MREC Update - Mike Hoagland provided a written overview in the Board packet.

Correspondence/Resolutions -

- Mike Hoagland presented a proposed letter to be distributed to the elected and appointed officials to involve the IT Director at the onset of a project.
- State approval of Ann Hepfer as Health Officer.

COMMISSIONER LIAISON COMMITTEE REPORTS

KIRKPATRICK - No Report

Board of Health
Community Corrections Advisory Board
Dept. of Human Services/Medical Care Facility Liaison
MI Renewable Energy Coalition
MEMS All Hazards
MAC Environmental Regulatory – Vice Chair
Cass River Greenways Pathway
Local Unit of Government Activity Report
NACO- Energy, Environment & Land Use
Jail Planning Committee
Saginaw Bay Coastal Initiative
Tuscola In-Sync
Region VI Tourism Discussions

BIERLEIN - No Report

Genesee Shiawassee Thumb Works
Human Development Commission (HDC)
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Local Unit of Government Activity Report
MAC Board of Directors
Human Services Collaborative Council
MAC Judiciary Committee
Tuscola County College Access Network
MAC Agricultural/Tourism Committee

VAUGHAN - No Report

Board of Health
Planning Commission
Economic Development Corp/Brownfield Redevelopment
Local Unit of Government Activity Report
Mid-Michigan Mosquito Control Advisory Committee
Parks and Recreation Commission
Tuscola County Fair Board Liaison

YOUNG

Dispatch Authority Board
County Road Commission Liaison
Board of Public Works
Senior Services Advisory Council
Saginaw Bay Coastal Initiative
Local Unit of Government Activity Report - MAC District meeting held today was very informative.
MAC Agricultural/Tourism Committee
Strategic EDC Planning Committee
Jail Planning Committee
Genesee Shiawassee Thumb Works
Region VI Economic Development Planning
Tuscola 2020

BARDWELL

Economic Development Corp/Brownfield Redevelopment
Caro DDA/TIFA
MAC Finance
MAC 7th District
Local Unit of Government Activity Report - Opioid Epidemic is a topic to take concern of.
TRIAD
Behavioral Health Systems Board
MAC Workers Comp Board

Other Business as Necessary - None

Extended Public Comment -

-Matt Shane introduced himself as the interim director for MSU Extension with Joe Bixler assuming his new role.

Meeting adjourned at 3:46 p.m.

Jodi Fetting
Tuscola County Clerk

Statutory Finance Committee Minutes
November 20, 2017
H.H. Purdy Building
125 W. Lincoln St, Caro MI

Meeting called to order at 3:46 p.m.

Commissioners Present: Young, Bardwell, Bierlein, Vaughan, Kirkpatrick (via Hangouts)

Commissioners Absent: None

Also Present: Mike Hoagland, Clerk Fetting, Tisha Jones, Eean Lee, Vicky Sherry, Steve Erickson, Treasurer Donovan-Gray

Claims and Per Diems were reviewed and approved.

Public Comment - None

Meeting adjourned at 3:49 p.m.

Jodi Fetting
Tuscola County Clerk

'DRAFT'

COUNTY OF TUSCOLA

STATE OF MICHIGAN

RESOLUTION TO ADOPT CONSENT AGENDA

At a regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the Village of Caro, Michigan, on the 14th day of December, 2017 at 8:00 a.m. local time.

COMMISSIONERS PRESENT:

COMMISSIONERS ABSENT:

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Consent Agenda Resolution be adopted:

CONSENT AGENDA

Agenda Reference: A

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move that per the recommendation of the Court Administrator and Chief Judge that the In - Home Parenting Independent Contractor agreements with Heather M. Jensen and Janice Burgess be extended until March 31, 2018 (expire on December 31, 2017). Also, the Board Chair be authorized to sign said contracts.

Agenda Reference: B

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move that an initial fee of \$1,000 be set for applications submitted to the Airport Zoning Board of Appeals. Also, for each additional wind turbine, tower, antenna or other structure a fee of \$500 be established for each additional structure. Said fees to take immediate effect.

Agenda Reference: C

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move that the Airport Zoning Administrator 2017 Annual Report be received and placed on file.

Agenda Reference: D

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move that the 2018 Sheriff Department Police Services Contract with Millington Township be approved and all appropriate signatures are authorized.

Agenda Reference: E

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move that the 2018 Sheriff Department Police Services Contract with Arbela Township be approved and all appropriate signatures are authorized.

Agenda Reference: F

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move that per request from the Medical Care Facility Director that \$83,208 be transferred from the Voted Medical Care Facility to the Regular Medical Care Facility for the items listed in the October 25, 2017 letter.

Agenda Reference: G

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move that the 2018 Michigan State University Agreement to provide Extension Services to Tuscola County be approved and all appropriate signatures are authorized.

Agenda Reference: H

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move that per the December 4, 2017 correspondence from the Human Development that the number of Tuscola County government representatives has to be reduced from 2 to 1 therefore, effective January 1, 2018 Commissioner Bierlein remain as the county government representative and Jerry Peterson county representative position be discontinued.

Agenda Reference: I

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move that the county hiring freeze be lifted and authorization is given to fill a vacant part-time position at the recycling operation.

Agenda Reference: J

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move to rescind the previous Board motion appointing Cindy Kapa as a public representative to the County Parks and Recreation Commissioner but continue her appointment to the County and Recreation Commission as a liaison representative from the County Planning Commission.

Agenda Reference: K

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move that per the December 8, 2017 letter of request from the Sheriff Department that authorization is given to increase part-time employees pay from straight time to one and one-half pay when working in the county jail on the following holidays: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day and Labor Day.

Agenda Reference: L

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move the following fees be established for Vanderbilt Park effective January 1, 2018. Also, the County Buildings and Grounds Director notify the park attendant of these rate changes.

VANDERBILT PARK

2018 CAMPING RATES

RUSTIC – No Water or Electric
\$15 per night
\$90 per week
\$270 per month
\$825 per season

ELECTRIC SERVICE
\$20 per night
\$120 per week
\$360 per month
\$1,250 per season

ELECTRIC AND WATER SERVICE
\$24 per night
\$144 per week
\$432 per month
\$1,500 per season

PAVILION RENTAL
\$75 Rental Charge
\$25 Deposit to Reserve (With No Refunds on Holiday or Weekend Rentals)

Agenda Reference: M

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move that the Agreement with Lamar to advertise recycling programs on billboards in the county using grant funds be approved and all appropriate signatures are authorized.

Agenda Reference: N

Entity Proposing: COMMITTEE OF THE WHOLE 12/11/17

Description of Matter: Move that per the November 28, 2017 letter of request that Right to Life be authorized to use the Courthouse Lawn for a service on January 21, 2018 at 3:00 P.M.

IT IS FURTHER RESOLVED that any motion, resolution, or other act of Tuscola County inconsistent with this Resolution is hereby rescinded, modified, replaced or superseded by this Resolution.

YEAS:

NAYS:

ABSTENTIONS:

RESOLUTION ADOPTED.

Thomas Bardwell, Chairperson
Tuscola County Board of Commissioners

Jodi Fetting
Tuscola County Clerk

TO: Department Heads and Public
 FROM: County Board of Commissioners, Controller/Administrator, County Clerk
 DATE:
 RE: County Board and Committee of the Whole Meeting Schedule for 2018

The following is a list of dates for the County Board and Committee of the Whole meetings in 2018. Requests to address the Board of Commissioners and Committee of the Whole should be submitted to the Controller/Administrator in advance of the scheduled meeting dates. Also, it should be noted that meetings can be added or cancelled at the discretion of the Committee Leader. All meetings are held in the Tuscola County Purdy Building at 125 W. Lincoln St., Caro, MI 48723 unless otherwise stated.

	2 nd & 4 th Mondays Committee of the Whole		2 nd & 4 th Thursdays Full Board	
	8:00 A.M.		8:00 A.M.	
January	8 th , 22 nd		11 th , 25 th	
February	5 th		8 th , 22 nd	
March	12 th , 26 ^{th**}		15 th , 29 th	
April	9 th , 23 rd		12 th , 26 th	
May	7 th , 21 st		10 th , 24 th	
June	11 th , 25 th		14 th , 28 th	
July	9 th , 23 rd		12 th , 26 th	
August	13 th , 27 th		16 th , 30 th	
September	10 th , 24 th		13 th , 27 th	
October	8 th , 22 nd		11 th , 25 th	
November	5 th		8 th , 19 th (Monday)	
December	10 th		13 th , 27 th (Thursday)	

County Board
 Chairperson: Bardwell
 Vice-Chairperson:

Work Groups:
 Finance:
 Personnel:
 Building & Grounds:

Meetings may be added, cancelled or rescheduled as necessary. If you need accommodations to attend a meeting, please notify the Tuscola County Controller/Administrator's Office at (989) 672-3700 two days in advance of the meeting.

YEAR 2018 HOLIDAYS

TUSCOLA COUNTY COURTHOUSE, ANNEX, H.H. PURDY BUILDING OFFICES,
MOSQUITO ABATEMENT, FRIEND OF THE COURT and RECYCLING CENTER

WILL BE CLOSED

THE FOLLOWING WEEKDAYS TO OBSERVE THE LISTED HOLIDAYS:

MONDAY, JANUARY 1, 2018	NEW YEAR'S DAY
MONDAY, JANUARY 15, 2018	MARTIN LUTHER KING, JR. DAY
MONDAY, FEBRUARY 19, 2018	PRESIDENT'S DAY
FRIDAY, MARCH 30, 2018	GOOD FRIDAY
MONDAY, MAY 28, 2018	MEMORIAL DAY
WEDNESDAY, JULY 4, 2018	INDEPENDENCE DAY
MONDAY, SEPTEMBER 3, 2018	LABOR DAY
MONDAY, NOVEMBER 12, 2018	VETERAN'S DAY OBSERVED
THURSDAY, NOVEMBER 22, 2018	THANKSGIVING DAY
FRIDAY, NOVEMBER 23, 2018	FRIDAY AFTER THANKSGIVING
MONDAY, DECEMBER 24, 2018	CHRISTMAS EVE DAY
TUESDAY, DECEMBER 25, 2018	CHRISTMAS DAY
MONDAY, DECEMBER 31, 2018	NEW YEAR'S EVE DAY
TUESDAY, JANUARY 1, 2019	NEW YEAR'S DAY

Normal Business Hours are 8:00 A.M. – 12:00 Noon and
1:00 P.M. – 4:30 P.M. for the Courthouse, Annex & H.H. Purdy Building
Please Note: Friend of the Court Offices remain open through the lunch hour.

2018 Conferences

MAC Conferences

-Legislative March 26 – 28th
(Lansing)

-Annual August 19 – 21st
(Frankenmuth)

NACo Conferences

-Legislative March 3 – 7th
(Washington D.C.)

-Annual July 13 – 16th
(Nashville, TN)

#4

PUBLIC NOTICE

Tuscola County 2018 Budget Public Hearing

The Tuscola County Board of Commissioners is conducting a Public Hearing on Thursday, December 14, 2017 at 9:00 A.M. to receive input regarding the 2018 County Budget. The Public Hearing will be held at the Purdy Building which is located at 125 W. Lincoln Street, Caro, MI 48723. Copies of the draft 2018 Budget are available for review at the County Controller's Office which is located at the same address as above.



**GENERAL APPROPRIATIONS ACT – ADOPTING THE
2018 TUSCOLA COUNTY BUDGET (Calendar Fiscal Year)**

WHEREAS, The Tuscola County Board of Commissioners has examined the financial reports and budget requests for 2018 of the various departments, agencies, offices, and activities (“Budgetary Centers”) which it, by law or by policy, must finance or assist in financing;

WHEREAS, The Board has taken into consideration the fact that there are certain required functions of county government or operations, which must be budgeted at serviceable levels in order to provide statutory and constitutionally required services and programs;

WHEREAS, The Uniform Budgeting and Accounting Act (“UBAA”), MCLA 141.421, et seq., requires that the Board enact a General Appropriation Act designed to appropriate for all county expenditures;

WHEREAS, The Board has reviewed the recommended budget for 2018 and believes the same to contain funds sufficient to finance all mandatory county funded services at or beyond a serviceable level;

NOW THEREFORE, BE IT RESOLVED, that the 2018 Tuscola County Budget, as detailed in the document attached which is incorporated by reference herein, is hereby adopted on a fund, activity, and line-item basis, subject to all County policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED #1, a public hearing has been held on the proposed 2018 budget following notice as required by law, including notice concerning the millage rates to be levied as required by the Uniform Budgeting and Accounting Act, P.A. 2 of 1978, as amended, the following tax rates are hereby authorized, certified, and reaffirm the previously adopted rates for the 2017 tax year (2018 Budget Year) for a total county levy of 8.3121 mills as listed in detail below:

2017 AUTHORIZED TAX RATES – 2018 BUDGET

Purpose	Millage	Fund
General Government Operations	3.9141	General Operating
County Bridge & Local Streets	0.4807	Bridge
Senior Citizens	0.3200	Senior Citizens
Recycling	0.1500	Recycling
Medical Care Facility	0.2500	Voted Medical Care
Road Patrol	1.3300	Road Patrol
Primary Roads/Streets	0.9657	Primary Roads
Mosquito Control	0.6316	Mosquito Control
Veteran's	0.1700	Veteran Services
MSU-Extension	0.1000	MSU-Extension
Total	8.3121	

BE IT FURTHER RESOLVED #2, that each budgetary center shall limit expenditures within the appropriations and accounts authorized and for purposes consistent with the name of the account, and shall not attempt to expend funds that will result in an account deficit or at a rate that will eventually result in an account deficit;

BE IT FURTHER RESOLVED #3, that in order to expedite ongoing budget amendments, the County Controller/Administrator shall have the authority to transfer up to \$5,000 between non-wage/fringe benefit accounts within an adopted activity (departmental) budget without approval of the Board of Commissioners. However, any increase in a total activity budget appropriation requires Board of Commissioner approval.

BE IT FURTHER RESOLVED #4, that the Board is appropriating to the Child Care Funds with the understanding that such sums are reasonable and necessary for the Probate (Family) Court and Department of Human Services to meet critical needs in an adequate manner and without waiving the County's entitlement to 50% reimbursement from the State of Michigan as mandated by Michigan's Constitution;

BE IT FURTHER RESOLVED #5, that the sum of \$56,126,730 as set forth in the budget adopted by this Board is hereby appropriated for the use by departments and for the use of defraying and paying boards of the County of Tuscola for all costs and expenses for the fiscal year beginning January 1, 2018 and ending December 31, 2018;

BE IT FURTHER RESOLVED #6, that said sums appropriated to and shall be available for expenditures from several funds in accordance with the law, and no obligation or liability shall be incurred, nor any vouchers drawn in payment thereof by any county department, which shall be confined to the objects or categories of expenditures and shall not exceed the amount appropriated therefore, as set forth in the categories of said budget;

BE IT FURTHER RESOLVED #7, that all County elected officials and county department heads shall abide by County Policies, as adopted and amended by this Board, and that these budgeted funds are appropriated contingent upon compliance with all financial and other policies of the County (Official copy of all county policies maintained in the Controller/Administrator's Office);

BE IT FURTHER RESOLVED #8, that all the approved full time and part time positions identified for various departments and funds in the budget, shall limit the number of employees who can be employed and no funds are appropriated for any position or employee not in the 2018 budget document. Further, there may be a need to increase or decrease various positions within the budget and/or impose a hiring freeze and/or impose lay-offs due to the unforeseen financial changes; therefore, the number of authorized full time and part time positions in the budget may be changed from time to time by the Board and/or the Board. The County elected officials and County department heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees;

BE IT FURTHER RESOLVED #9, that certain positions contained in the budget which are supported in some part by a grant, cost-sharing, child care reimbursement, or other source of outside funding, are only approved contingent upon the County receiving the budgeted revenues. In the event outside funding is not received, then said positions shall be considered unfunded and removed from the budget as necessary;

BE IT FURTHER RESOLVED #10, that revenues received by the County under Public Act 106 and 107, 1985 (Convention Facility tax revenues) shall not be used to reduce the County's operating millage levy as defined by Public Act 2, 1986;

BE IT FURTHER RESOLVED #11, that in the event the Board imposes a hiring freeze and vacancies occur during the existence of that hiring freeze, the vacancies shall be considered and hereby declared to be vacated positions. Said vacated positions shall not be refilled except by specific Board authorization. Further, the existence of a hiring freeze which may be imposed by the Board shall be, and is hereby declared to be, contingent upon the expenditure of budgeted funds, as well as the position specifically listed on the approved position roster list;

BE IT FURTHER RESOLVED #12, that in accordance with Public Act 106 of 1985 and Public Act 2 of 1986, if 50% of the estimated Convention Facility Tax revenues are not used to reduce the County's operating tax rate, then these funds shall be transmitted to the Substance Abuse Coordinating Agency with remaining revenues to be deposited in the County's general fund;

BE IT FURTHER RESOLVED #13, that the revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's operating millage levy;

BE IT FURTHER RESOLVED #14, that in accordance with Public Act 264 of 1987, that 12/17 of the estimated Cigarette Tax revenues not used to reduce the County's operating tax rate shall be used for other purposes specified by Public Act 264 of 1987, with the remaining revenues generated by PA 264 of 1987 to be used for other General Fund expenditures;

BE IT FURTHER RESOLVED #15, that the Controller/Administrator be, and is hereby appointed, Budget Administrator pursuant to the Uniform Budgeting and Accounting Act, MCLA 141.421 et. seq., with power to administer such duties in connection with said budget, as may from time to time, be delegated to the Office of Controller/Administrator by the Board of Commissioners;

BE IT FURTHER RESOLVED # 16, that the Budget Administrator be directed to disburse to the various agencies, the approved County appropriation on the basis of need as determined by the cash balances within their respective funds;

BE IT FURTHER RESOLVED #17, that the Controller is authorized to establish funds, activities, and line item accounts as necessary under the State Uniform Chart of Accounts to maintain effective financial accounting of county operations;

BE IT FURTHER RESOLVED #18, that inter-fund transfers are automatically approved on a quarterly basis in January, April, July, and October based on the quarterly transfer schedule included in the annual County Budget unless otherwise changed by the Tuscola County Board of Commissioners. Notification of any changes shall be submitted by the Controller/Administrator to the appropriate accounting offices;

BE IT FURTHER RESOLVED #19, that claims shall be paid by the Statutory Finance Committee following the normal claims approval process unless other payment provisions

have been made by County Board action. By previous Board action, the Board Chairperson and Finance Chairperson have the authority to approve payment of claims in advance of the regular claims approval process in situations to avoid not meeting payment deadlines, to avoid interest penalty charges and other situations deemed necessary by the Board Chairperson and Finance Chairperson;

BE IT FURTHER RESOLVED #20, that Maintenance of Effort payments may be paid from the Voted Medical Care Facility Fund #298 upon signature of the Medical Care Facility Director. Said claim is a fixed per day amount paid by the County to the State for patients housed at the facility;

BE IT FURTHER RESOLVED #21, that in conformance with the Uniform Budgeting and Accounting Act, the budget includes the following information;

- 1) Expenditure data for the most recently completed fiscal year.
- 2) An estimate of the expenditure amounts required to conduct, in the ensuing fiscal year, the government of Tuscola County.
- 3) Revenue data for the most recently completed fiscal year.
- 4) An estimate of the revenues, by source of revenue, to be raised or received by Tuscola County in the ensuing fiscal year.
- 5) The amount of surplus or deficit that has accumulated from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year.
- 6) An estimate of the amount needed for deficiency, contingent, or emergency purposes, and the amounts needed to pay and to discharge the principal and interest of the debt of Tuscola County due in the ensuing fiscal year.
- 7) The amount of proposed capital outlay expenditures, except those financed by enterprise, public improvement, or building and site, or special assessment funds, including the estimated total cost and proposed method of financing of each capital construction project and the projected additional annual operating costs of each capital construction project, and the projected additional annual operating cost of each capital construction projected for three (3) years beyond the fiscal year covered by the budget.

2018 All Funds Budget Presented by Fund

Fund	Fund Name	2018 Estimated Beginning Fund Balance	2018 Budgeted Revenue and Transfers In	2018 Budgeted Expenditures and Transfers Out	2018 Estimated Ending Fund Balance	Comments
General Fund						
101	Total General Fund	1,710,832	13,434,000	13,434,000	1,710,832	May eventually want to start increasing fund balance
Special Revenue Funds						
207	Road Patrol	466,170	2,368,090	2,232,164	602,096	Millage approve 5 more offices and a K-9 unit
208	County Parks & Recreation	17,860	36,550	12,250	42,160	Major park improvements - GF and NextEra funds provided - striving for funding self-sufficiency
213	Arbela Township Police Services	0	87,975	87,975	0	Township funded
214	Voted Primary Road Improvement	735,334	1,695,130	1,809,102	621,362	Special purpose millage for primary road imp.
215	Friend of the Court	260,920	1,034,320	1,113,794	181,446	GF appropriation request \$282,970 recommended \$242,970
216	Family Counseling	49,794	10,000	10,000	49,794	
218	Dispatch/911	1,018,207	1,324,500	1,495,148	847,559	CAD and pager equipment needs
221	Health Department	1,293,362	3,156,478	3,125,362	1,324,478	What about the \$700,000 funds received?
224	Regional DWI Court Grant	36,652	219,000	199,000	56,652	Three county grant
225	Vassar Township Police Services	0	91,144	91,144	0	Township funded
230	Recycling	328,024	384,789	450,293	262,520	Partially millage funded
232	Millington Township Police Services	0	174,075	174,075	0	Township funded
233	New Mental Health Grant for Courts	0	24,500	24,500	0	New
236	Victim Services	295	84,855	84,855	295	Grant funded
240	Mosquito Abatement	185,750	1,104,130	1,143,428	146,452	Millage funded - well received program
244	Equipment Fund	404,743	388,000	484,768	307,975	Computer and other technology demands continue to increase
250	CDBG Housing Program Income	0	100,000	100,000	0	Program ended
251	Principal Residence Exemption	81,240	61,300	120,000	22,540	Recovery of funds for claiming two principle residences
252	Remonumentation	0	\$70,954	\$70,954	0	State funded
255	Victim of Crime Act Grant	0	86,270	86,270	0	Grant funded
256	Register of Deeds Automation	52,127	55,300	53,345	54,082	

2018 All Funds Budget Presented by Fund

Fund	Fund Name	2018 Estimated Beginning Fund Balance	2018 Budgeted Revenue and Transfers In	2018 Budgeted Expenditures and Transfers Out	2018 Estimated Ending Fund Balance	Comments
257	HDC Stop Grant	0	31,488	31,488	0	May or may not retain this grant
258	Geographic Information Systems	90,857	48,300	11,750	127,407	Goal to update aerial photographs, reduce cost by doing jointly - fund balance growing
261	Homeland Security	0	90,000	90,000	0	Federal funds
263	Concealed Pistol Licensing	69,574	31,200	16,680	84,094	May be discontinued
265	Corrections Officer Training	33,021	12,000	16,000	29,021	State funds for this purpose only
266	Forfeiture Sheriff/Prosecutor/Crime Victim	149,861	40,000	104,655	85,206	Funds can only be used for these two departments
269	Law Library	16,071	6,500	6,500	16,071	Annual amount set by statute
278	Drug Grant Enforcement	0	20,000	20,000	0	Grant funded - medical marijuana
279	Voted MSU-Extension	(116,985)	174,498	173,616	(116,103)	Millage funded - relieved \$140,000 in GF cost - loan being repaid
285	Michigan Justice Training	6,466	4,000	4,000	6,466	State funded
288	Human Services Child Care	164,142	718,748	867,496	15,394	Need to watch closely
291	Medical Care Facility	1,656,346	22,375,352	22,882,071	1,149,627	Will not receive an official budget until mid-Nov - rough estimate only
292	Child Care Probate Juvenile	370,948	719,700	888,162	202,486	Need to watch closely - \$400,000 from GF
293	Soldiers Relief	24,953	40,000	35,000	29,953	
295	Voted Veterans	178,355	313,648	254,740	237,263	Millage funded - relieved \$80,000 in GF cost - wage
296	Voted Bridge	907,504	846,814	1,154,493	599,825	Millage funded
297	Voted Senior Citizens	27,000	560,855	546,903	40,952	Millage funded improved programs
298	Voted Medical Care Facility	924,000	441,326	501,091	864,235	Millage funded
	Special Revenue Funds Total	9,432,591	39,031,789	40,573,072	7,891,308	
	Debt Service Funds					
352	Pension Bonds	1,000	403,900	403,900	1,000	
353	Pension Bond Health Department	70	180,925	180,925	70	
374	Purdy Building Debt	0	73,238	73,238	0	
375	Caro Sewer System	0	427,066	427,066	0	
379	Mayville Storm Sewer	0	78,550	78,550	0	
380	Richville Water System	0	72,345	72,345	0	

2018 All Funds Budget Presented by Fund						
Fund	Fund Name	2018 Estimated Beginning Fund Balance	2018 Budgeted Revenue and Transfers In	2018 Budgeted Expenditures and Transfers Out	2018 Estimated Ending Fund Balance	Comments
385	Denmark Sewer System (Old)	0	112,096	112,096	0	
387	Wisner Water	0	154,750	154,750	0	
	Debt Service Funds Total	1,070	1,502,870	1,502,870	1,070	
	Capital Project Funds					
470	State Police Capital Expenditures	123,000	23,300	15,500	130,800	
483	Capital Improvements Fund	1,439,296	78,000	172,000	1,345,296	
488	Jail Capital Improvement Fund	1,482,544	0	0	1,482,544	Escrowed funds and other funds - major objective build reserves to upgrade jail
	Capital Project Funds Total	3,044,840	101,300	187,500	2,958,640	
	Other Funds					
532	Tax Foreclosure Fund	498,824	400,000	292,288	606,536	Much better understanding of fund
676	Motor Pool (Child Care Vehicle)	8,351	8,000	2,000	14,351	
677	Workers Compensation	168,839	5,000	135,000	38,839	Elimination of fund balance will add about \$135,000 in cost beginning for 2019 budget
	Other Funds Total	676,014	413,000	429,288	659,726	
	Total All Funds	\$14,865,347	\$54,482,959	\$56,126,730	\$13,221,576	

2018 General Fund Line Item Detail Revenue Budget

Account Number	Revenue Category/Department	2016 Actual	2017 Amended Budget 7-31-17	2017 Projected	2018 Budget
	Taxes				
402-253	Current Taxes (Non-Wind)	5,581,927	5,778,000	5,859,000	5,953,000
402-891	Current Wind Tax Revenue	1,166,396	941,000	975,000	1,065,000
404-253	Payment in Lieu of Taxes	4,289	6,000	4,000	4,300
425-253	Trailer Park Fees	3,984	4,700	4,000	4,000
447-253	Summer Tax Collection	127,089	114,000	127,000	127,000
	Total Taxes	6,883,685	6,843,700	6,969,000	7,153,300
	Licenses and Permits				
452-441	Building Codes SCMCCI	369,007	300,000	400,000	350,000
475-215	Replace Pistol Permit	35	0	0	0
476-215	Marriage Licenses	1,855	2,000	1,500	1,700
477-253	Dog Licenses	118,096	125,000	125,000	125,000
477-301	Sheriff Licenses	0	12	12	0
544-136	District Court Case Flow Assistance	15,541	15,000	12,808	14,000
	Total Licenses & Permits	504,534	442,012	539,320	490,700
	Intergovernmental Federal				
506-253	Civil Defense	28,729	34,000	32,000	33,000
509-346	Byrne Jag TNU/Lapeer Co	0	0	0	0
	Total Intergovernmental Federal	28,729	34,000	32,000	33,000
	Intergovernmental State				
541-253	Judges Salary (Cir,Pro,District)	241,146	241,307	241,307	242,000
544-253	Marine Safety	14,380	13,400	13,400	12,461
545-253	Secondary Road Patrol	82,749	89,931	89,931	80,261
562-301	SSI Incentive	5,800	6,000	6,000	5,000

2018 General Fund Line Item Detail Revenue Budget					
Account Number	Revenue Category/Department	2016 Actual	2017 Amended Budget 7-31-17	2017 Projected	2018 Budget
563-253	Co-op Reimbursement Prosecutor	65,432	72,000	70,000	72,000
	Community Corrections Grant Gatekeeping				1,884
574-253	State Revenue Sharing	1,100,611	1,108,101	1,108,101	1,119,182
577-253	State Hotel/Liquor Tax	99,294	108,180	108,180	111,681
578-253	State Payment Court Equity Fund	227,807	232,000	227,000	227,000
	Total Intergovernmental State	1,837,219	1,870,919	1,863,919	1,871,469
	Intergovernmental Local				
511-301	Community Foundation Grant	2,600	4,000	4,000	0
582-426	Enbridge Grant Emergency Services	1,000	0	0	0
583-426	Janks Grant Emergency Services	1,850	0	0	0
584-130	Community Foundation Grant for GA	9,920	0	0	0
	Total Intergovernmental Local	15,370	4,000	4,000	0
	Charges for Services - General				
544-215	Drug Case flow Fund Circuit Court	387	700	400	500
590-215	Certified	34,954	36,000	35,000	35,000
601-136	District Court Probation Fees	170,629	180,000	187,000	187,000
602-136	Dist. Court (Court & Bond Costs)	261,953	263,000	261,000	275,000
602-143	Court Costs FOC	15,563	19,000	13,000	13,000
602-215	Court Costs	172,987	200,000	192,000	192,000
603-136	District Court Bond Costs	4,155	3,000	5,000	5,000
607-215	DNA Assessment County Share	490	600	800	800
607-301	DNA Assessment Sheriff	1,223	1,600	2,000	2,000
620-215	Late Fees	198	200	200	200
626-259	IS Service Computers	821	1,600	2,000	1,000
627-259	IS Web Service	1,500	2,000	2,000	2,000
640-259	Property Tax Export	5,931	7,000	6,000	6,000
	Total Charges for Services - General	670,791	714,700	706,400	719,500

2018 General Fund Line Item Detail Revenue Budget					
Account Number	Revenue Category/Department	2016 Actual	2017 Amended Budget 7-31-17	2017 Projected	2018 Budget
	Charges for Services - Sales				
614-229	Prosecutor Copies	30	0	0	0
631-301	Sheriff Report Copies	4,838	4,000	4,000	4,000
642-236	Register of Deeds On Line Costs	34,392	30,000	40,000	40,000
643-430	Sales-Animal Shelter	160	200	200	200
645-236	Register of Deeds Postage Costs	367	350	350	350
646-259	Sale of Computer Equipment	150	0	0	0
646-301	Sales Sheriff - Auction	549	2,700	2,700	2,700
647-301	Sales Sheriff - Canteen	28,619	22,000	40,000	42,000
691-301	Sheriff Misc.	0	50	50	50
	Total Charges for Services - Sales	69,105	59,300	87,300	89,300
	Charges for Services - Fees				
604-136	MIP Deferral Program	0	3,500	0	0
605-136	Dist.Ct. Screening Assessment Fee	17,003	20,000	20,000	20,000
608-136	District Court Intensive Prob. Fees	32,861	36,000	33,000	33,000
608-215	Bench Warrant Fee	9,185	15,000	7,000	7,000
608-301	Sex Offenders Registration Fee	2,060	1,800	2,500	2,500
608-430	Boarding-Animal Control	2,183	2,300	2,000	2,000
609-215	Waiver Marriage Lic. 3 Day	1,190	1,000	1,000	1,000
610-132	Admin Fees/Family Division	25,785	35,000	33,000	33,000
610-148	Probate Court-Service Fees	33,499	32,000	34,000	34,000
611-215	DBA Co-Partnership Clerk	3,800	4,000	4,000	4,000
612-215	Appeals Fees Circuit Court	0	100	100	100
612-236	Register of Deeds-Transfer Tax	122,390	115,000	138,000	135,000
613-236	Register of Deeds-Recording Fee	139,168	190,000	240,000	230,000
614-215	Xerox Copies	7,296	7,400	7,300	7,300
614-236	Register of Deeds-Copies	21,145	23,000	20,000	20,000
615-215	Searches Circuit	5,369	6,000	5,000	5,000
615-236	Register of Deeds-Searches	90	100	100	100
616-215	Motion Fees	7,830	8,000	6,500	6,500
617-132	Filing Fee/Family Court	0	93	200	200

2018 General Fund Line Item Detail Revenue Budget

Account Number	Revenue Category/Department	2016 Actual	2017 Amended Budget 7-31-17	2017 Projected	2018 Budget
617-215	Jury/Entry/Forensic	14,568	16,000	17,000	17,000
617-253	BC/BS Administrative Fee Retires	2,305	2,500	2,500	2,500
618-215	Notary Bond Filing Fee	879	1,000	1,000	1,000
618-253	Notary Fees Treasurer	15	100	100	100
618-301	Mortgage Sales	4,262	6,500	4,000	4,000
619-136	Civil Fees (District Court)	144,673	140,000	140,000	140,000
619-301	Drug Testing Fees	14,595	12,000	13,000	13,000
620-132	Collection Fees/Family Div.	75	1,600	9,000	9,000
620-148	Childcare Fees	15	0	0	0
620-722	Airport Zoning Application Fees	35	175	0	500
621-215	Circuit Court Fees	389	500	500	500
622-215	Objections to AIDS Counseling	0	60	60	60
622-225	Equalization LUG Tax System	0	50	50	50
623-215	Funeral Home Corrections	0	100	100	100
624-215	Victims Rights Admin. Fee	3,816	4,000	4,000	4,000
624-253	Tax Certification	7,730	6,000	7,500	7,500
624-648	Medical Examiner Fees	2,090	1,500	2,000	2,000
625-215	Voter Registration Processing	618	500	500	500
625-236	County Share MSSR Fee	481	600	600	600
626-225	Tax Administration Fees	55,757	53,000	55,000	55,000
	Work crew Charge for Services				1,000
626-301	Housing Prisoners from Other Counties	0	0	0	0
628-301	Care of Prisoners DOC Detainer	36,149	25,000	36,000	36,000
629-253	Sales Treasurer	3,330	5,000	3,500	3,500
629-301	Prisoners Other Counties	315	100	100	100
630-301	Sheriff Foreclosure Adjudgment Postings	3,948	6,000	2,000	2,000
633-301	Boat Livery Inspections	10	75	75	75
634-301	Felon Diverted Program	94,062	95,000	95,000	95,000
635-301	Inmate Phone Revenues	41,648	40,000	35,000	35,000
636-301	Charge to Prisoners for Jail	58,452	55,000	47,000	47,000
637-301	Day Reporting	4,996	5,000	5,000	5,000
	Day Reporting PA 511				8,000
638-301	Care of Prisoners Work Release	25,819	30,000	25,000	25,000
659-136	Warrant Fees District Court	14,066	20,000	17,000	17,000
660-301	Vehicle Impoundment Fee	0	20	20	20

2018 General Fund Line Item Detail Revenue Budget					
Account Number	Revenue Category/Department	2016 Actual	2017 Amended Budget 7-31-17	2017 Projected	2018 Budget
	Total Charges for Services - Fees	965,952	1,027,673	1,076,305	1,072,805
	Fines & Forfeits				
655-253	County Treasurer Forfeitures	11,875	9,000	12,000	12,000
656-136	District Court Bond Forfeitures	15,517	17,000	20,000	20,000
657-136	District Court Ordinance Fines	16,041	21,000	18,000	18,000
657-215	Court Fines	0	500	500	500
678-132	State Tax Lien Fee	12	82	82	82
	Total Fines & Forfeitures	43,445	47,582	50,582	50,582
	Interest & Rentals				
664-253	Interest - Summer Taxes	31,602	30,000	32,000	32,000
665-253	Pooled General Fund Interest	36,499	33,000	38,000	38,000
667-253	Thumb Cellular Tower Rental	4,287	4,326	4,287	4,287
667-301	Rentals (Use of Van)	0	1,000	0	0
667-369	Rent for County Property	9,516	9,516	9,516	9,516
668-253	Human Services Lease Payment	299,150	299,150	299,150	299,150
668-265	Capital Lease Proceeds	94,499			
699-020	Health Department Lease	85,676	85,676	85,676	85,676
	Total Interest & Rentals	561,229	462,668	468,629	468,629
	Refunds & Reimbursements				
580-253	Reimbursement State Jury	9,815	16,000	12,000	12,000
658-253	Return Check Charge	175	300	300	300
674-253	Thumb Narcotics Unit Reimburse (local)	3,790	7,000	13,000	14,107
674-301	Reimbursements FOC Warrants	174	500	500	500
676-060	Drain Restitution	440	400	400	400
676-130	Reimbursement Mental Health Eval.	0	645	645	645
676-132	Reimbursement Counseling -Courts	0	200	0	0

2018 General Fund Line Item Detail Revenue Budget					
Account Number	Revenue Category/Department	2016 Actual	2017 Amended Budget 7-31-17	2017 Projected	2018 Budget
676-191	State Reimbursement/Elections	51,065	0	0	0
676-215	GAL Attorney Fee/Reimbursement	18,294	23,000	17,000	17,000
676-226	Equalization Contract to Huron County	35,805	0	0	0
676-227	Equalization Base Contract Caro	47,412	47,000	38,000	29,080
676-229	Reimbursements - Prosecutor	331	200	200	200
676-253	Reimbursements & Refunds	43,945	5,000	8,000	8,000
676-301	Reimbursement Sheriff	16,753	30,000	10,000	10,000
676-306	Weigh Master	79,836	80,639	80,364	82,227
676-430	Reimbursement Animal Shelter	5,724	11,000	4,000	4,000
676-648	Reimbursements Medical Examiner	800	0	0	0
677-191	Reimb-School Election	0	5,300	5,300	30,000
677-215	Reimbursement Crt Appt Atty Fees	5,990	9,000	4,500	4,500
677-301	Sheriff Medical Service Reimb.	11,621	10,000	15,000	15,000
677-430	Animal Shelter Restitution	590	500	500	500
678-191	Twsp. - Election Supplies	27,890	4,000	4,000	20,500
678-301	Reimb. DDJR	653	700	652	500
679-215	DE Novo Transcripts	0	100	100	100
680-191	Elections Reim. Misc.	0	0	0	0
683-253	Reimbursement Court Admin SVCS	0	0	0	0
694-130	Cash Over/Short - Unified Court	(5)	0	0	0
694-143	Cash Over/Short - Mis due funds	(100)	0	0	0
694-215	Cash Over/Short	1	0	0	0
694-253	Cash Over/Short	(160)	0	0	0
699-010	Veterans Space Indirect Cost	3,182	2,967	2,967	3,168
699-215	Friend of the Court Indirect Cost	98,976	123,746	123,746	205,675
699-218	Dispatch Fund Indirect Costs	81,479	79,713	79,713	78,784
699-221	Health Department Indirect Costs	9,404	10,570	10,570	8,311
699-230	Recycling Indirect Costs	37,108	37,067	37,067	38,938
699-240	Mosquito Control	98,241	88,435	88,435	61,901
699-279	MSU-e Indirect costs	0	0	0	762
699-292	Child Care Fund Indirect Costs	0	67,270	67,270	0
699-295	Veterans Voted Indirect Costs				5,842
699-297	Senior Citizens Fund Indirect Cost	1,747	2,027	2,027	4,318
699-298	Medical Care Facility Indirect Cost	1,376	1,613	1,613	1,309
699-207	Road Patrol Indirect Costs	0	0	0	57,458

2018 General Fund Line Item Detail Revenue Budget					
Account Number	Revenue Category/Department	2016 Actual	2017 Amended Budget 7-31-17	2017 Projected	2018 Budget
699-441	Building Codes SCMCCI Rent	24,996	25,000	25,000	25,000
	Total Reimbursement & Refunds	717,348	689,892	652,869	741,025
	Total Operating Revenue	12,297,407	12,196,446	12,450,324	12,690,310
	Revenue Transfers Other Funds				
699-251	Principle Residence Exemption	1,218	1,218	1,218	1,218
699-292	Indirect Cost Child Care Fund	16,817	0	0	0
699-294	Veterans Trust	1,000	1,000	0	0
699-295	Voted Veterans Loan Repayment	34,500	0	0	0
699-532	Tax Foreclosure	87,886	50,000	127,901	79,288
699-626	Delinquent Tax Revolving Fund	663,475	681,772	664,557	663,184
	Total Revenue Transfers from Other Funds	804,896	733,990	793,676	743,690
	Grand Total Revenues Recurring Sources of Funds	13,102,303	12,930,436	13,244,000	13,434,000
672-390	Use of Fund Balance	0	6,484	667,774	0
	Total Budgeted General Fund Balance or Use of Other One-Time Sources	0	6,484	667,774	0
	GRAND TOTAL REVENUES	13,102,303	12,936,920	13,911,774	13,434,000

2018 General Fund Expenditure Budget by Department Activity					
Category/Department	2016 Actual	2017 Amended Budget	2017 Estimated Year End - July	Preliminary Draft 2018 Budget	Comments
					Base budget includes: 2% wage increase , health insurance decrease, retirement status quo
Legislative					Note: workers comp costs will increase by about \$135,000 for the 2019 budget - reserve used per auditors
Board of Commissioners	107,239	126,614	125,060	127,334	
Special Programs	16,258	34,000	19,000	29,500	
Total Legislative	123,497	160,614	144,060	156,834	
Judicial					
Unified Court	2,299,559	2,454,428	2,304,596	2,462,568	Baseline indigent defense costs may be moved to a separate fund at some point - at this point budget includes: certain line item adjustments, wage adjustment for one court administrators , security equipment, other requests still under discussion
Jury Commission	6,585	5,875	5,875	5,875	
Adult Probation	10,270	14,000	10,500	12,000	
Total Judicial	2,316,414	2,474,303	2,320,971	2,480,443	
General Government					
Elections	176,225	42,280	55,280	165,410	Election year major increase - some costs reimbursed
Accounting Services	38,705	52,000	49,305	52,000	
Legal Services	89,001	75,000	95,000	80,000	No contract negotiations expected in 2018 - may reduce costs
Clerk	429,694	469,310	443,570	478,170	
Controller/Administrator	312,482	333,046	308,943	356,807	Wage adjustment for Chief Accountant - essential employee
Equalization	200,176	215,479	229,127	215,769	
Equalization/Huron County	9,916	0	0	0	Agreement with Huron County ended
Equalization Caro Assessing Contract	20,412	28,297	18,978	7,341	Agreement revised, PT employee eliminated

2018 General Fund Expenditure Budget by Department Activity					
Category/Department	2016 Actual	2017 Amended Budget	2017 Estimated Year End - July	Preliminary Draft 2018 Budget	Comments
Prosecutor	504,807	554,482	521,845	548,827	No budget received - staff prepared
Co-Op Prosecutor	156,063	178,349	168,024	177,389	No budget received - staff prepared
Register of Deeds	254,424	283,532	254,705	285,207	ROD requested pay increase above 2%, equal to Clerk and Treasurer - not changed per
Treasurer	276,817	296,154	267,255	407,683	Portion of staff charged to Foreclosure Fund moved back to general fund - off set with more revenue from foreclosure fund
MSU Cooperative Extension	25,000	0	0	0	Now funded with millage funds
Computer Operations	458,393	494,208	506,382	608,995	Service contact costs continue to increase and 1 FTE added one 2017 - \$150,000 increase in two years
Buildings & Grounds	855,086	790,058	729,000	795,361	Utility and telephone system cost reductions
Human Services Building Maint.	52,486	58,463	50,500	59,170	
Drain Commission	204,226	218,356	203,845	218,717	
Total General Government	4,063,913	4,089,014	3,901,759	4,456,846	
Public Safety					
Courthouse Security	137,725	133,327	129,938	127,550	
Jail	2,183,927	2,304,128	2,170,619	2,308,100	50% of sheriff and undersheriff costs charged to road patrol fund with millage approval - \$120,000 GF relief
Weigh Master	79,836	80,639	80,364	82,227	Road commission funded
Marine Safety	14,387	13,400	13,400	12,461	State funded
Secondary Road Patrol	82,560	89,931	89,931	80,261	State funded
Community Corrections Work Site Crew				67,020	Major changes to CCAB programs - county paying more for prisoner work site crew
Thumb Narcotics	4,338	7,000	14,242	14,107	Off setting TNU revenue provided
Planning Commission	3,548	4,034	3,352	4,850	
Plat Board	0	0	0	0	
Emergency Services	92,597	97,337	92,570	97,565	Some federal reimbursement
Animal Shelter	145,436	153,000	147,500	150,000	Contract with Sanilac County
Livestock Claims	0	500	0	0	
Total Public Safety	2,744,354	2,883,296	2,741,916	2,944,141	

2018 General Fund Expenditure Budget by Department Activity					
Category/Department	2016 Actual	2017 Amended Budget	2017 Estimated Year End - July	Preliminary Draft 2018 Budget	Comments
Public Works					
Building Codes (See note below)	369,007	300,000	400,000	350,000	
Board of Public Works	486	1,500	600	1,500	
Drain-at Large	405,426	408,183	408,183	410,266	Two more years costs are expected to decline per drain commissioners
Total Public Works	774,919	709,683	808,783	761,766	
Health & Welfare					
Substance Abuse	49,647	54,090	54,090	55,841	
Medical Examiner	60,159	62,455	69,790	78,188	Cost increase creep, higher MEI pay
Airport Zoning Board	35	100	10	500	
Economic Development	50,000	80,000	80,000	80,000	May change structure of EDC after EPA grant finished
Department of Human Services				9,000	Accounting change
Total Health & Welfare	159,841	196,645	203,890	223,529	
Other					
Employee Sick Vacation Benefit	10,241	62,507	20,000	54,025	
Insurance & Bonds	92,530	103,000	125,000	127,000	
Other Total	102,771	165,507	145,000	181,025	
Contingency					
Contingency	0	33,006	0	22,876	
Total Contingency	0	33,006	0	22,876	
Operating Transfers Out					All veterans programs now funded with millage funds - relieved Gf of \$140,000 in expense

2018 General Fund Expenditure Budget by Department Activity					
Category/Department	2016 Actual	2017 Amended Budget	2017 Estimated Year End - July	Preliminary Draft 2018 Budget	Comments
County Park	6,500	12,600	12,600	0	Striving for financial self sufficiency - significant park improvements underway
Friend of the Court	242,970	242,970	242,970	242,970	Some use of FB anticipated - \$282,248 requested
Health Department	303,319	306,500	306,500	315,000	??? - approve or not , \$700,000 FB restricted funds - may cost more for a new Medical Director
Behavioral Health	288,243	288,243	288,243	288,243	Set by law
Equipment Fund	383,300	262,000	500,000	388,000	More computer and other equipment requests - continues to relentlessly grow with cyber security needs, hardware, software and service contract costs
Remonumentation	137	0	0	0	
Hazard Mitigation	1,617	0	0	0	
Community Corrections	28,500	36,000	36,000	0	Accounting change to GF
Child Care Human Services	250,000	200,000	200,000	275,000	Need to watch closely with child in expensive placement
Department of Human Services	9,000	9,000	9,000	0	
Child Care Probate	475,000	525,000	525,000	400,000	Reduction may require more discussion
Purdy Building Debt	75,574	74,439	74,438	73,238	Payments on Purdy Building purchase
Capital Improvements Fund	550,000	0	0	0	Still strong fund balance but no general fund transfer
Jail Capital Fund -Transfer from General Fund	0	0	514,770	0	Actual transfer to equip, capital imp and jail capital imp may change based on year end financial information
Jail Capital Fund - Escrowed Funds	0	0	667,774	0	Actual transfer to equip, capital imp and jail capital imp may change based on year end financial information
Cigarette Tax	0	0	0	0	
Medical Examiner	26,100	27,100	27,100	27,100	
Wind Revenue Escrow	0	241,000	241,000	196,989	Escrowed for only Consumer energy dispute - needs to be resolved
Total Operating Transfers Out	2,640,260	2,224,852	3,645,395	2,206,540	
GRAND TOTAL EXPENDITURES	\$12,925,969	\$12,936,920	\$13,911,774	\$13,434,000	

2019 Equipment Budget

Equipment Requests and Funding Recommendations

Requests	Recommended for Funding			
Department/Agency/Project	Equipment Requests	Recommended for Funding from Equipment Fund - 244	Recommended for Funding from Special Purpose Fund	Comments
MOSQUITO ABATEMENT				
Electric Hand Cart	\$2,500		\$2,500	Funded with Mosquito Abatement millage
2- Truck mounted ULV Units	\$39,000		\$39,000	Funded with Mosquito Abatement millage
2- Hand Help ULV Units	\$6,600		\$6,600	Funded with Mosquito Abatement millage
Truck Tire Replacement	\$4,500		\$4,500	Funded with Mosquito Abatement millage
DISPATCH				
CAD - Computer Aided Dispatch	\$275,000		\$275,000	Funded from Dispatch Fund
ALV - Automatic Vehicle Location Device	\$5,000		\$5,000	Funded from Dispatch Fund
Generator - 2019 request	\$50,000			2019 request
Paging System - 2020 request	\$300,000			2020 request
TREASURER				
Microfilming Tax Rolls	\$10,000	\$10,000		
CONTROLLER				
Microfilming General Ledgers	\$3,500	\$3,500		
COURT				
District Court Amplifier Upgrade	\$9,000	\$9,000		More information to be requested
Circuit Court Secretary Desk	\$1,000	\$1,000		
SHERIFF				
Road Patrol Computer	\$13,500		\$13,500	Upgrade for CJIS compliance
Software Program for Scheduling Employees	\$3,500			
Meeting Room Furniture	\$5,000	\$5,000		
Upgrade Jail Computers	\$15,240	\$15,240		Upgrade for CJIS compliance
Electronic Law Library	\$2,000			
Jail Control Panel	\$20,000			On hold pending jail upgrade plan
Van for Jail Inmate Transport	\$25,000	\$25,000		136,000 miles rusting
Work Crew Van	\$25,000			198,000 miles needs major repairs

2018 Equipment Budget

Equipment Requests and Funding Recommendations

Requests		Recommended for Funding		
Department/Agency/Project	Equipment Requests	Recommended for Funding from Equipment Fund - 244	Recommended for Funding from Special Purpose Fund	Comments
Jail Chains/Cuffs	\$5,500	\$5,500		Fire emergency and security
Sheriff Firearms	\$7,028	\$7,028		
EMERGENCY SERVICES				
Truck	\$35,000			
COMPUTER OPERATIONS				
Replace Core Switching Equipment	\$110,000	\$110,000		Requested but not approved in 2017
Upgrade Board Room Projectors	\$8,500	\$8,500		
Replace Content Filters	\$12,000	\$12,000		
Courthouse Security Enhancements	\$66,000	\$66,000		Grant potential?
Probate Digital Doc. Workflow Upgrade	\$67,000			Need more information
BSA Acct/Budgeting/Payroll Software	\$180,000	\$180,000		
VOIP Phones Mosquito and DOC	\$24,000	\$12,000	\$12,000	Split and charge Mosquito to millage fund
Prosecutor Digital Doc. Workflow Upgrade	\$190,000			2019 request need more information
Jail Livescan Upgrade	\$15,000	\$15,000		
BUILDING AND GROUNDS				
Maintenance Truck	\$38,000			Second year of request
COURT AND SECURITY REQUESTS				
Total	\$1,573,368	\$484,768	\$358,100	
Total Funded	\$842,868			
Total Not Funded	\$730,500			

2018 Capital Improvement Budget

Capital Improvement Requests and Funding Recommendations

Requests	Recommended for Funding			Comments
Department/Agency/Project	Capital Improvement Requests	Recommended for Funding from Capital Improvement Fund - 483	Recommended for Funding from Special Purpose Fund	
MOSQUITO ABATEMENT				
Drywall and Paint	\$22,500		\$22,500	Funded by Mosquito Abatement millage
Flooring	\$14,500		\$14,500	Funded by Mosquito Abatement millage
BUILDING AND GROUNDS				
Jail Office Windows	\$30,000	\$30,000		On hold pending jail upgrade plan - office not jail windows - Dave Glass est. premium windows
MSU Parking Lot Sealing	\$5,000	\$5,000		
Adult Probation Parking Lot Repairs	\$17,000	\$17,000		
Purdy Roof Replacement Over ROD Area	\$6,500	\$6,500		
Purdy Employee Door Replacement	\$3,500	\$3,500		
Jail C-Wing Rooftop A/C	\$10,000	\$10,000		Last unit that needs to be replace - has been a 5 year project
Jail Laundry/Evidence Room Remodeling	\$50,000			On hold pending jail upgrade plan
Health/911/DHHS Driveway Repavement	\$50,000	\$50,000		
DHHS North Employee Lot Replacement	\$10,000	\$10,000		
MSU Storage Shed Replacement	\$6,000	\$6,000		
Animal Shelter Exterior Painting	\$2,500	\$2,500		
Concrete Repair Courthouse	\$2,500	\$2,500		Carryover 2017 projects
Concrete Repair Annex	\$4,000	\$4,000		
Concrete Repair Health Department	\$2,500	\$2,500		
Concrete Repair DHHS	\$2,500	\$2,500		
Concrete Repair State Police Post	\$1,500		\$1,500	Funded from State police fund
State Police Post Parking Lot Sealing	\$3,500		\$3,500	Funded from State police fund
Health Department Painting	\$20,000	\$20,000		
Painting Magistrate Office	\$500			Painting to be done by in-house staff
Leveling Floor in Magistrate Area	??			Need more information
DHHS Building Flooring and Other Work	\$100,000	??		May need \$100,000 for repairs under lease for repairs at DHHS - will try to determine if state will require
Total	\$364,500	\$172,000	\$42,000	
Total Funded	\$214,000			
Total Not Funded	\$150,500			





*Tuscola County
Office of County Clerk*

440 N. State Street
Caro, Michigan 48723
989-672-3780
FAX 989-672-4266
www.tuscolacounty.org

*Jodi Fetting
County Clerk*

*Cindy McKinney - Volz
Chief Deputy Clerk*

PUBLIC NOTICE

In accordance with Section 8 (2) of Public Act 267 of 1976,
the Tuscola County Administrator has requested that a
closed session of the Board of Commissioners be scheduled.

Residents of Tuscola County please take notice

The Tuscola County Board of Commissioners

will hold a closed session to discuss

labor negotiation sessions at the

Board of Commissioners meeting

on Thursday, December 14, 2017

to begin on or about 9:30 a.m.

The meeting will be held at the

Tuscola County Purdy Building

125 W Lincoln Street, Caro MI

Jodi Fetting

Jodi Fetting

Tuscola County Clerk

Posted: December 14, 2017

DEBIT CARD POLICY

Revised 4/24/13

Revised 2017

1. PURPOSE

The purpose of this policy is to establish rules and procedures for the purchases of specified goods and services by County officers and employees using a county debit card. The use of debit cards enhances the efficient operation of County government, but policies regarding the issuance and use of credit cards are necessary to protect the County's financial interests. The authority to establish the debit card policy is with the Tuscola County Board of Commissioners under the guidelines set by the State of Michigan in P.A. 266 of 1995. Day-to-day administration of the policy shall be the responsibility of department heads.

2. POLICY

- 2.1 ~~The Chief Accountant in the Controller/Administrator's Office~~ through The Controller/Administrator's office is authorized to secure the issuance of debit cards for use by selected County officers and employees, but the credit line per card shall not exceed \$750 except for the Board of Commissioners or when there are multiple users of one card in which case the debit card limit per card shall not exceed \$3,000.
- 2.2 Daily administration of debit card policies, including accounting, monitoring, and procedures is the responsibility of elected and appointed department heads. The policies shall include at a minimum:
- 2.2.1 An up-to-date list of all Tuscola County employees with authorized debit cards shall be maintained at Northstar Bank and the Controller/Administrator's Office.
- 2.2.2 Department heads are responsible for obtaining debit cards from employees who are discontinuing employment with the County and are to submit them to the Controller/Administrator's Office ~~Chief Accountant~~.
- 2.2.3 Requests for new employees to receive debit cards shall be made in writing from respective department heads to the Controller/Administrator's Office ~~Chief Accountant~~.

DEBIT CARD POLICY

- 2.2.4 It is the responsibility of the respective departments to reconcile debit card expenditures with bank statements and employee receipts. Employees are required to submit original itemized, dated receipts with their monthly worksheets to the Controller/Administrator's Office. Copies will not be permitted. The receipt should include the place, date, time of the purchase, and the amount paid to verify the correct amount. Summary credit card slips are not acceptable in lieu of a receipt. a detailed, itemized receipt for all debit card expenditures, including a breakdown of all purchases at dining establishments.

The Controller/Administrator's Office ~~Chief Accountant~~ will send a statement of debit card expenditures directly to respective department heads.

- 2.2.5 After department heads reconcile debit card expenditures and sign the invoices for payment with identification of account numbers to be charged, invoices and corresponding documentation (detailed, itemized receipts, etc.), along with the nature of official business identified, they can then be submitted to the Controller/Administrator's Office for payment processing.

If a department head or the cardholder determines that the card was used in error (ie: non-county business) or detailed, itemized receipts are not supplied, then the cardholder is to remit the payment to the County immediately.

Upon receiving signed receipts/worksheets ~~bank invoices~~, the Controller/Administrator's Office is authorized to ~~make immediate payment and charge~~ respective departmental budgets, without County Board action. It is vital that elected officials and department heads promptly process payment their review of the charges and return to the Controller/Administrator's office. ~~requests in order to prevent incurring interest charges.~~

- 2.2.6 If a debit card is lost or stolen, it is the responsibility of the elected official, department head, or employee to immediately notify the ~~Chief Accountant in the~~ Controller/Administrator's Office so appropriate protective action can be taken.
- 2.2.7 Debit card charges shall not exceed the authorized budget for

respective department line item accounts.

DEBIT CARD POLICY

- 2.2.8 Elected officials and department heads are responsible to explain to each employee using the card that they will be subject to disciplinary measures, including discharge, consistent with the law for the unauthorized use of a County debit card including, but not limited to: personal expenditures, purchase of alcohol, cash advances, or items that are exempt from County funding.
- 2.2.9 It shall be the cardholder's responsibility to present verification of County tax exemption status for all in-state purchases and lodging charges in order to capitalize on this savings to the County.
- 2.2.10 All vendor generated invoices and contractual payments for service must be processed through the accounts payable process and not be paid with the county's debit card. This will ensure that 1099's will be generated when necessary and inventory and asset items are identified and recorded. Vendor payment history is also created when using the accounts payable process. The main uses of the debit card are to be for training expenses and minimal in-store purchases/on-line ordering. All items available from our main office supplier, Office Depot should be ordered through the Controller/Administrator's Office.
- 2.2.11 For a list of unauthorized expenditures, please see section 3 of the Claims Processing Procedure Policy.

TRAVEL/MEAL POLICY
Revised 12/04/16 – 12/31/17

1. PURPOSE

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

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

2. POLICY

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

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

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

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

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

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

TRAVEL/MEAL POLICY

- 2.2 Meals. The standard meal rate (~~\$31.00 per day as of 3/12/10~~ ~~\$36.00 per day as of 1-1-2018~~) will be paid except when traveling to these certain metropolitan areas:
All of Wayne and Oakland Counties, Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Mackinac Island, Petoskey Pontiac, South Haven, Traverse City, and Leland. When traveling to these areas the standard meal rate per day as of 1-1-2018 will be paid at \$44.75
- 2.2.1 Official travel, which takes the individual outside the boundaries of Tuscola County during the entire mealtime hours, will render eligibility for a per diem meal allowance, based on when the employee was required to leave and return. Meal allowances are not cumulative from meal to meal or day to day. The Controller's Office shall publish from time to time the approved rates.
- 2.2.2 If all three meals (breakfast, lunch, and dinner) are provided by the conference or training session, then the employee is not eligible for a daily meal reimbursement from the County.
- 2.2.3 Alcoholic beverages are not eligible for reimbursement from the County.
- 2.2.4 Tips are limited to 20% of the total meal cost.
- 2.3 Accommodations. Reimbursement may be made for actual expenditures for overnight accommodations subject to the following restrictions and limitations:
- 2.3.1 Overnight lodging expenses for County business will only be reimbursed if said event is 60 miles or more from the County complex in Caro.
- 2.3.2 Reimbursement is limited to the cost of a single room at prevailing rates for accommodations normally used in business; however:
- 2.3.2.1 Double accommodation may be utilized when appropriate.
- 2.3.2.2 If a "double" is shared with a County Official or Employee, each may claim reimbursement for one-half (1/2) of the rate.
- 2.3.2.3 If the cost of a "double" is shared with a non-county employee, reimbursement may be claimed for the actual expenditure or an amount equal to the rate for a single occupancy accommodation, whichever is less.

TRAVEL/MEAL POLICY

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

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

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

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

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

2.6 Preparation of the Travel Expense Voucher. The County Travel Expense Voucher must be completed within ~~60 days~~ **30 Days after the conclusion of the event.** Detailed, itemized receipts including a breakdown of all purchases at dining establishments must be supplied in order to receive reimbursement. Original receipts must be attached to the travel voucher, copies will not be permitted. The receipt should have an itemized breakdown of all purchases at the dining establishments in order to receive reimbursement.



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BOARDS AND COMMISSIONS APPOINTMENT POLICY
Revised 4/16/15

1. PURPOSE

This policy established comprehensive procedures to be followed by the Board of Commissioners making appointments to boards and commissions. Such a policy recognizes the significant role that these groups perform in the operation of county government. The County Clerk with direction from the County Board of Commissioners, shall be responsible for overseeing and implementing this policy.

2. RECRUITMENT OF NEW APPLICANTS

2.1 Advertising

Two months prior to the Board of Commissioners' meeting at which the appointment is scheduled to be made, the County Board of Commissioners shall direct the County Clerk to advertise with local news media and other appropriate entities which can include electronic media, the upcoming vacancy pertaining to various Tuscola County boards and commissions. Appointments will be made at the second County Board meeting in October or first meeting in November. The Board of Commissioners has the option to specify or not specify any or all appointment criteria.

2.2 Applications

Applicants who wish to serve on a county board or commission shall be a resident of Tuscola County, unless there is an overriding statute. All interested persons who apply for a board or commission appointment shall fill out an application. This form is available at the Tuscola County Clerk's office or from any Tuscola County Commissioner. This information will be used as part of the record for the interview process as appropriate. The completed application must be returned to the County Clerk no later than seven (7) days prior to the Board of Commissioners' meeting when the appointment is to be made. All applications from persons not appointed shall be kept on file in the County Clerk's office a maximum of one (1) year and may be considered to fill vacancies.

2.3 Nominations

Notwithstanding the above provisions, Commissioners will still be able to nominate from the Board floor.

BOARDS AND COMMISSIONS APPOINTMENT POLICY
Revised 4/16/15

3. APPLICANTS SEEKING REAPPOINTMENT

3.1 Notification

Those members of Tuscola County boards and commissions shall be notified by the County Clerk two (2) months prior to the Board of Commissioners' meeting at which the appointment is scheduled to be made to determine if they wish reappointment. It is the responsibility of those persons desiring reappointment to notify the Clerk or a County Commissioner before the date of election.

4. PROCESS FOR SELECTION OF APPLICANTS

4.1 Interviews

All applicants shall be included in the correspondence package prior to the Board of Commissioners' meeting when the appointment is scheduled to be made. Each Commissioner shall receive a copy of each application to review.

Applicants may be interviewed in person by the Board of Commissioners or by the Executive Committee at a scheduled meeting prior to the appointment being made. The applicants will be notified by the County Clerk as to the time and place of interview. Each interview shall not exceed ten (10) minutes in length. The Executive Committee may recommend certain applicants to the Full Board.

After interviews are completed, Commissioners shall have the opportunity to nominate prospective appointees from the floor. Only those nominated will be considered. Commissioners shall vote for their candidate of choice by hand.

If, after the first vote, no person received a majority of the votes from the Commissioners present, the candidate(s) receiving the lowest number of votes shall be eliminated. The County Clerk shall then state the names of the remaining candidates. Another hand vote shall then be taken. This procedure shall continue until one candidate receives a majority vote from the Commissioners present.

If one of the nominated candidates does not receive a majority vote from the commissioners present after elimination of those receiving the lowest number of votes, then the above described procedure shall be repeated. A Commissioner is not required to cast a vote. If there is more than one seat on a Board to be filled, then the same procedure shall be followed to fill the additional seat(s).

BOARDS AND COMMISSIONS APPOINTMENT POLICY
Revised 4/16/15

Nominations will be opened for each additional vacant seat.

5. VACANCIES OCCURRING MID-TERM

Vacancies occurring mid-term will be filled with the regular appointments. If the Board of Commissioners feels that in cases where a board or commission, because of vacancies, no longer has adequate membership to carry on the business of that board or commission, then the Board of Commissioners shall suspend this policy to provide new members for that board or commission. A person appointed to fill a vacated seat shall complete the remaining term of the vacated seat. If necessary, the Board of Commissioners will advertise the position openings and allot necessary time for applicants to apply.

6. RESTRICTIONS ON MEMBERSHIP

6.1 Limit of Number of Boards

No individual, other than County Commissioners, will be allowed to serve on more than three (3) advisory or operating committees, boards, and commissions at the same time.

6.2 Specific Eligibility Criteria

There are some boards and commissions which have specific eligibility criteria for appointments, as well as a recognition of tradition for county-wide representation, which the Board of Commissioners, must, or may, consider in making a particular appointment.

7. ATTENDANCE

All members of committees, boards, and commissions are expected to have at least a 75% attendance record, and to not miss more than three (3) meetings in a row without an acceptable excuse, made in writing to the Board Chair/Secretary. Individuals violating the rule above may be removed from the appointed membership by the Board of Commissioners.

Board Chair/Secretary from all committees, boards, and commissions are to forward to the County Clerk the name(s) of the individual(s) in violation of the above rule.

The County Board of Commissioners may remove an officer or agent following the procedures of MCL 46.11.

BOARDS AND COMMISSIONS APPOINTMENT POLICY
Revised 4/16/15

8. PAYMENT

For multi-county committees, where there is no standard per diem amount set by the committee, members (other than Commissioners) shall receive Tuscola County's standard \$25.00 per diem payment. As stated in the Board of Commissioners Per Diem Payment Policy, Commissioners shall be paid their standard per diem amount (currently \$40.00) as a member of a multi-county committee. All members may be reimbursed for mileage at the current mileage rate.

TO: Tuscola County Board of Commissioners

FROM: Controller/Administrator and Chief Accountant

DATE: December 14th, 2017

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

In order to be in compliance with the Uniform Budgeting and Accounting Act certain 2017 year-end financial correcting actions must be made by the County Board of Commissioners. This is an annual county activity that is completed to abide by the conditions of the act. The County Chief Accountant and I have identified preliminary recommended year-end adjustments to meet the terms of the Act. It should be noted that, further actions may be required at a later date when the County Auditors (ATB&D) begin their annual county auditing work. A summary of each of the terms of the act that must be fulfilled is listed below along with a specific recommended Board of Commissioners action.

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

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

	2017	2017	Estimated	2016
Expenditure	Amended	Projected	Difference	Year End
Category/Department	Budget	Actual	Under Budget (Over Budget)	Amended Budget
Legal	75,000	115,000	(40,000)	40,000
Medical Examiner	62,455	79,000	(16,545)	16,545

- **Correcting Action** - Move that the 2017 general fund activity budgets be amended as shown in the table above to prevent actual year-end expenditures from exceeding budget and in order to gain compliance with the Uniform Budgeting and Accounting Act.

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

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

	11/30/2017	2017	Estimated	2017	
	2017	Projected	Difference	Year End	
	Amended	Actual	Under Budget	Amended	
Special Revenue Funds	Budget	Exp/Rev	(Over Budget)	Amount	Comments
CDBG REVENUE	175,300	400,000	(224,700)	400,000	Revenue to Actual
EXPENSE	150,100	350,000	(199,900)	350,000	Expense to Actual
PRINCIPAL RESIDENSE REVENUE	122,050	200,000	(77,950)	200,000	Revenue to Actual
EXPENSE	116,218	200,000	(83,782)	200,000	Expense to Actual
VOTED BRIDGE REVENUE	834,555	850,000	(15,445)	850,000	Revenue to Actual
EXPENSE	670,050	750,000	(79,950)	750,000	Expense to Actual
WORK COMP FUND EXPENSE	122,000	200,000	(78,000)	200,000	Use of Fund Balance
PARKS AND REC REVENUE	64,805	105,000	(40,195)	105,000	New Grants
HEALTH DEPARTMENT REVENUE	3,030,131	3,467,131	(437,000)	3,467,131	Revenue to Actual
EXPENSE	2,916,957	3,116,957	(200,000)	3,116,957	Expense to Actual
GIS EXPENSE	13,000	14,000	(1,000)	14,000	Expense to Actual
LOCAL CORR OFFICER TRNG EXPENSE	16,000	18,500	(2,500)	18,500	Use of Fund Balance
MEDICAL CARE DEBT EXPENSE	204,250	291,231	(86,981)	291,231	Close Fund to Med care facility fund
CAPITAL IMPROVEMENTS REVENUE	75,500	80,000	(4,500)	80,000	Revenue to Actual Interest earning

- **Correcting Action** - Move that the 2017 special revenue fund budgets be amended as shown in the table above to prevent actual year-end expenditures/revenues from exceeding budget and in order to gain compliance with the Uniform Budgeting and Accounting Act.

3. Correct Special Revenue and Debt Service Funds with Deficits

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

There are no funds in this position for 2017

- **Correcting Action** - NONE

4. Delinquent Tax Revolving Fund

Estimated delinquent tax net income for 2017 is approximately **\$713,000**

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

5. 2018 Budget use of 2017 Fund Balance

The Uniform Budgeting and Accounting Act require that the County adopt a budget, including any amendments that will not result in expenditures in excess of revenues including any available unappropriated surplus fund balance.

There are no funds in this position for 2018

- **Correcting Action** – None

6. Other Compliance Adjustments

- **Correcting Action** – Move to authorize staff after consultation with the county auditors to conduct further year-end financial transactions and make other adjustments as necessary to gain compliance with the Uniform Budgeting and Accounting Act.

Michael J. Behm

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behrmandbehm@ameritech.net*

*Richard J. Behm
(1937 - 2016)*

DECEMBER
EIGHTH
2017

Via email mhoagland@tuscolacounty.org and First Class Mail

Tuscola County Controller/Administrator
Attn: Michael R. Hoagland, County Controller/Administrator
125 West Lincoln Street, Suite 500
Caro, Michigan 48723

Re: Opioid Litigation

Dear Mr. Hoagland:

As you are aware, the Opioid epidemic is creating a real and unprecedented financial burden on counties across Michigan and our country. The costs incurred by municipalities due to people becoming addicted to Opioid pain medication has pushed many counties' resources past their budgetary limits. The cost of first responders, addiction and rehabilitation services, incarceration, health care, and lost productivity is staggering.

I am writing you today to ask if you and members of your County Board of Commissioners would be interested in meeting with me and a team of lawyers in order to discuss bringing a claim on behalf of your county against the companies that manufacture and distribute these highly addictive forms of pain medication.

At this time, our team has been retained by several counties and cities throughout Michigan, including the City of Detroit, City of Lansing, Grand Traverse County, Saginaw County, Genesee County, and Macomb County. Additionally, we are providing presentations to many more County Boards in the next few weeks and plan to represent the vast majority of counties throughout the State of Michigan.

The approach that our group of attorneys is taking in this litigation is unique. The Behm & Behm Law Firm will act as local counsel with direct contact with municipal clients throughout Mid-Michigan. Mark Bernstein, of the Sam Bernstein Law Firm, will act as regional counsel in coordinating, not only the efforts of Behm & Behm, in Mid-Michigan but other local law firms strategically positioned throughout Michigan. Paul Novak, who is the managing attorney of Weitz & Luxenberg's Detroit office, will work in concert with the national head of our team, Paul Pennock, of Weitz & Luxenberg's New York office.

You may ask why should your county retain our team of attorneys?

You should retain our team because there is a legal option for counties such as yours that are facing these very real economic issues. In August of 2016, Suffolk County, New York, filed the first law suit in the United States by a municipal entity against the pharmaceutical companies and distributors that have caused this Opioid epidemic. Since then, over 60 counties and municipalities have followed suit and the litigation is beginning to reach a critical mass. Our team of attorneys has been waiting to see what Michigan's attorney general would do: would he follow suit like the State of Kentucky and join in this litigation as an entire state or move in different direction? In September, Attorney General Bill Schuette announced he would not be filing suit on behalf of the State of Michigan, but was intending to investigate the culpability of the pharmaceutical companies and the distributors here in Michigan through the State's corporate oversight division. This may mean fines and costs may be levied against some of these companies, but there will be nothing that will trickle down to counties like yours to compensate the county for the damages caused by the epidemic.

Earlier this week, Mr. Pennock attended a hearing in Federal Court on the petition of current plaintiffs who are currently in suit in Federal Court as municipalities against the pharmaceutical industry. As Mr. Pennock had requested, the Federal Court panel of judges chose to consolidate the nationwide pending cases into a single Federal District Court as part of a process that is called multi-district litigation (MDL) in Cleveland, Ohio. As our legal team is retained by additional counties, those counties will be added to the MDL.

The reason my firm and the Sam Bernstein Law Firm are working with Attorney Pennock's firm, Weitz & Luxemberg, is that Attorney Pennock is the chair of the drug and medical device litigation practice group at Weitz & Luxemberg and he has a lengthy and successful history of appointments to leadership roles on Plaintiffs' steering committees in multi-district litigation. We anticipate he will be appointed to that same committee in this case once the MDL is approved and assigned. We feel it is important to work with a team of attorneys who will be involved with the plaintiffs' steering committee so our team has a hand on the wheel, so to speak, of the multi-district litigation to ensure our clients' interests are directly represented and protected in this litigation. I have attached information regarding each attorney on our team in addition to enclosing a 31 page history of the Opioid epidemic and an Overview of the Michigan Municipality Opioid Litigation.

It is our intent to file a series of lawsuits in mid to late December, now that the first hearing regarding the multi-district litigation has taken place. There are already a number of cities and counties who have or are in the process of retaining our litigation team to represent their interests. Anyone who has retained our group will have their respective cases filed by mid to late December in Federal Court and any counties that retain us after that time period will be added to the litigation shortly thereafter. Retention of our legal team is on a contingent fee basis. The team will advance all costs of litigation and the attorney fee is set at 30% of any net recovery after reimbursement of costs spent pursuing the respective municipal claims. The approach our team is taking in pursuing this multi-district litigation is unique. A combination of local knowledge, regional organization, and national expertise is unprecedented within the current state of this litigation. If you, and/or any other of the decision makers in your county would like

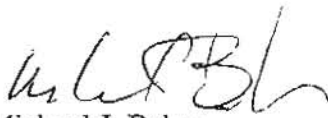
to discuss this matter further, please contact me at my office or feel free to call me on my cell phone (810) 252-1104.

Our team has spent the last five weeks educating municipalities across the State of Michigan on their immediate legal options. We are available for teleconference, video conference or face-to-face meetings as you see fit.

Please let me know if you would like further information or would like to schedule a time to discuss your legal options.

Sincerely,

BEHM & BEHM

A handwritten signature in black ink, appearing to read "Michael J. Behm". The signature is stylized and cursive.

Michael J. Behm

MJB/vt

enclosures

Tuscola County Health Department
Board of Commissioners Monthly Report for November 17, 2017
Ann Hepfer RN, B.S Health Officer

Outcomes for the Month:

1. **Drug Task Force:** Next Meeting scheduled for November 16th from 8:30-10:30 at the Walnut Room in the Medical Care Facility Business Annex. Topics of discussion guest presenters: **Trooper Mark Swales** on the Angel Program, **Jamie from Chance for Change:** Families against Narcotics (FAN) and **Riccardo Bowden** Peer 360 Recovery on resources for our community. Final draft of the toolkit review, and new tool kit for providers and education.
2. **Medical Director:** Ann and Dr. Bush met with Sanilac, Lapeer, Bay, Saginaw, and District #2 to discuss succession plan for Dr. Russel Bush MD. We discussed several models for Dr. Bush's replacements 1) option of using a teaching University where the Medical Director would work for all of us and still put through Medical students interested in Public Health medicine. 2) One Medical Director who would rotate between all of these locations and could use Telecomm uniting technology to reduce travel time and costs they contract for services just like Dr. Bush does now with each county individually. 3) One agency contract with the Medical Director directly. The other health departments pay that one agency for his/her services. This would allow us the leverage to offer a benefit package that might entice a Medical Director to stay longer than just a couple of years.

3. **Hepatitis A Outbreak in SE MI**

As of November 13 there have been 495 cases of Hepatitis A and 19 deaths in SE MI. We are doing active surveillance. We are currently not offering routine vaccination to the adult population unless they are in one of the high risk categories:

First priority for the vaccine is for post exposure prophylaxis. The MDHHS will keep a stock of vaccine available for local health departments for this use. Further, MDHHS supports focused efforts to vaccinate high risk individuals in areas of the state with the largest number of cases.

Focused efforts for vaccinating high risk individuals in the outbreak affected areas include:

- Men who have sex with men (MSM)
- Persons with a history of substance abuse
- Persons currently homeless or in transient living

- Correctional facility inmates
- Persons with underlying liver disease

Prioritization for Healthcare Workers: MDHHS always believes it is important to assure healthcare workers are protected from vaccine preventable diseases. MDHHS supports hepatitis A vaccination for healthcare workers who have contact with patients, **in areas of the state affected by the outbreak.** It is assumed that most healthcare workers have insurance coverage for the vaccine and it should be covered with private purchase vaccines.

We are not in a high risk area at this time so we are not vaccinating health care workers with our vaccine. We do have some vaccine in stock that we can use to vaccinate health care workers if our active surveillance shows an increase in the number of Hepatitis A cases.

November 2, 2017

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, November 2, 2017 at 8:00 A.M.

Present: Road Commissioners John Laurie, Gary Parsell, Mike Zwerk, Julie Matuszak, and Pat Sheridan; County Highway Engineer Michele Zaverucha, Superintendent/Manager Jay Tuckey, Director of Finance/Secretary-Clerk Michael Tuckey.

Also present: County Commissioner Thomas Young.

Motion by Parsell seconded by Matuszak that the minutes of the October 19, 2017 regular meeting of the Board be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk that the minutes of the October 19, 2017 closed session of the Board be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Payroll in the amount of \$105,217.19 and bills in the amount of \$128,202.86 covered by vouchers #17-56, #17-57, and #HRA-52 were presented and audited.

Motion by Zwerk seconded by Matuszak that the payroll and bills be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Brief Public Comment Segment:

- (1) County Commissioner Thomas Young asked the Board how much shoulder gravel is applied to newly paved roads. County Highway Engineer Zaverucha reported that the Road Commission's specification is three (3) feet for new shoulder gravel.
- (2) Mr. Jim McKloskey from Michigan State Senator Mike Green's office reported to the Board of recently introduced legislation House Bill 4963, a bill to amend the Emergency Management Act by including County Road Commissions eligible for emergency funding.

Mr. Jack Schmitz with Burnham & Flower Insurance Company appeared before the Board to present the 2018 renewal rates from Blue Cross & Blue Shield of Michigan. Mr. Schmitz also presented alternative plans proposed by Blue Cross & Blue Shield of Michigan in order to review possible cost savings. After the presentation and further discussion, the following motion was introduced:

Motion by Parsell seconded by Matuszak that the Tuscola County Road Commission adopts the 2018 rates for the proposed change in its group health insurance plan to the Blue Cross & Blue Shield PPO-2500 Plan with the Health Reimbursement Account as specified in the plan, all in accordance with complying with Public Act 152 and the Health Care Reform Affordable Care Act. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk to approve a one-year extended Agreement for Enforcement Services between the Tuscola County Road Commission and the Tuscola County Sheriff's Department contracting one designated deputy officer to serve as the Tuscola County Weighmaster for the fiscal year 2018, all in accordance with the terms and conditions specified in the agreement. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Sheridan to approve the proposal from The Dalton's, Inc. to extend their 2017 bid prices for Roadside Spraying to the 2018 season, as recommended by the County Highway Engineer. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Pat Sheridan seconded by Julie Matuszak to authorize Chairman John Laurie to sign the Michigan Department of Transportation Contract #2017-0200/A1, an Amendment to the State Trunkline Maintenance Contract. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Sheridan to approve the recommendation of the Superintendent/Manager to appoint the four (4) Working Foremen on a rotating basis as the Night Patrolman for the 2017-18 winter season, all in accordance with the Michigan Department of Transportation Maintenance Contract. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Management and the Board discussed the Road Commission's current employee staffing levels. Superintendent/Manager Jay Tuckey will further review the staffing levels and report back to the Board.

Motion by Parsell seconded by Sheridan to approve the request from Pyramid Paving Company to postpone their remaining 2017 paving projects to the 2018 season, with the understanding that the paving projects be started by June 1, 2018 to avoid additional liquidated damage charges. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Sheridan that due to the postponement of Pyramid Paving Company's remaining 2017 paving projects, approve Watertown Township and Koylton Township be allowed to carry over their 2017 Township Allowance to the 2018 season. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Matuszak seconded by Zwerk to approve the Road Commission internally post one (1) hourly job opening within the Heavy Equipment Operator classification at the Caro Division, all in accordance with the Union Labor Agreement. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Mr. Matt Taylor with M.E.R.S. of Michigan appeared before the Board to review and discuss the Road Commission's pension plans. After review and discussion, Director of Finance Michael Tuckey will further review the pension plans and any available options with Mr. Taylor, and report back to the Board.

Motion by Parsell seconded by Matuszak that the meeting be adjourned at 10:35 A.M. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Chairman

Secretary-Clerk of the Board

November 16, 2017

#1

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, November 16, 2017 at 8:00 A.M.

Present: Road Commissioners John Laurie, Mike Zwerk, Julie Matuszak, and Pat Sheridan; County Highway Engineer Michele Zaverucha, Superintendent/Manager Jay Tuckey, Director of Finance/Secretary-Clerk Michael Tuckey.

Absent: Road Commissioner Gary Parsell.

Motion by Zwerk seconded by Sheridan that the minutes of the November 2, 2017 regular meeting of the Board be approved. Sheridan, Matuszak, Zwerk, Laurie --- Carried.

Payroll in the amount of \$97,166.40 and bills in the amount of \$465,479.78 covered by vouchers #17-58, #17-59, and #17-60 were presented and audited.

Motion by Matuszak seconded by Zwerk that the payroll and bills be approved. Sheridan, Matuszak, Zwerk, Laurie --- Carried.

Brief Public Comment Segment:

None.

Motion by Sheridan seconded by Matuszak granting Kenneth Sebert an extended Medical Leave of Absence through March 1, 2018, all in accordance with the Union Agreement. Sheridan, Matuszak, Zwerk, Laurie --- Carried.

County Highway Engineer Zaverucha presented to the Board a variety of road improvements in order to complete the 2018 Primary Road Improvements Budget. After review and discussion, the following motion was introduced:

Motion by Zwerk seconded by Sheridan to approve the proposed types of road improvements for the Road Commission's 2018 Primary Road Improvements Budget. Sheridan, Matuszak, Zwerk, Laurie --- Carried.

At 8:15 A.M. the following bids were opened for 2017-18 Liquid De-Icing Materials:

<u>Bidder</u>	<u>Material Specification</u>	<u>Picked Up By TCRC</u>
The Wilkinson Corporation	20% CaCl	\$.10 p/gal
Michigan Chloride Sales	20% CaCl	\$.12 p/gal
Liquid Calcium Chloride Sales	30% CaCl	\$.36 p/gal

Motion by Sheridan seconded by Matuszak that the bids for 2017-18 Liquid De-Icing Materials be accepted and awarded in the best interest of the Tuscola County Road Commission. Sheridan, Matuszak, Zwerk, Laurie --- Carried.

Motion by Sheridan seconded by Matuszak to approve that the Tuscola County Road Commission observe the Christmas Holiday on Monday, December 25, 2017 and Tuesday, December 26, 2017. Sheridan, Matuszak, Zwerk, Laurie --- Carried.

Motion by Sheridan seconded by Matuszak to approve that the Road Commission not receive annual bids for Bag Rip Rap, due to the lack of bidders in previous years. Sheridan, Matuszak, Zwerk, Laurie --- Carried.

County Highway Engineer Zawerucha presented to the Board possible structure options for the Van Buren Road Bridge Federal Aid Project scheduled for 2019. After discussion, the Board will receive the information, and further review the possible structure options.

Motion by Sheridan seconded by Zwerk to approve the Road Commission internally post one (1) hourly job opening within the Heavy Equipment Operator classification at the Deford Division, and externally advertise for two (2) hourly job openings within the Laborer classification; all in accordance with the Union Labor Agreement. Sheridan, Matuszak, Zwerk, Laurie --- Carried.

County Highway Engineer Zawerucha presented to the Board a list of 2017-18 drain projects from the Tuscola County Drain Commission.

Motion by Matuszak seconded by Zwerk to approve the revised Principle Road Upgrade Schedule for Wind Turbine Projects, as recommended by the County Highway Engineer. Sheridan, Matuszak, Zwerk, Laurie --- Carried.

Motion by Sheridan seconded by Matuszak that the meeting be adjourned at 9:40 A.M. Sheridan, Matuszak, Zwerk, Laurie --- Carried.

Chairman

Secretary-Clerk of the Board

MCWCF

MICHIGAN COUNTIES WORKERS' COMPENSATION FUND

110 W. Michigan Ave., Suite 200
Lansing, MI 48933
517-372-5374 Fax 517-482-4599
www.micounties.org
Timothy K. McGuire, Administrator

#14

December 1, 2017

Clayette Zechmeister
Tuscola County
125 West Lincoln Street, Suite 500
Caro, Michigan 48723

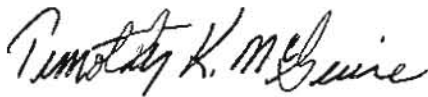
Dear Ms. Zechmeister,

On behalf of the Michigan Counties Workers' Compensation Board of Trustees, we are pleased to present you with the enclosed 2016 dividend check in the amount of \$14,688.00. This remittance represents your portion of the approved dividend by the Self-Insured Programs Division of the State of Michigan's Workers' Compensation Agency.

The MCWCF Board of Trustees is made up of your peers, county commissioners who represent 11 different public entities in Michigan. These county commissioners are: Douglas Johnson, Otsego County; Jack Shattuck, Ionia County; Ed Boettcher, Antrim County; Pat Gardner, Newaygo County; David Rivard, Delta County; Joe Bonovetz, Gogebic County; Bob Showers, Clinton County; Michael Newman, Cheboygan County; Thom Bardwell, Tuscola County; Frank Walterhouse, Benzie County; and Donald S. Parker, Livingston County. Because of their extensive knowledge of county government and the insurance industry, you and your county can count on consistent and effective leadership, with decisions based upon the long-term health of the fund and what is best for you, our participant.

The Michigan Association of Counties and the Michigan Counties Workers' Compensation Fund Board of Trustees appreciate your continued support.

Sincerely,



Timothy K. McGuire
MCWCF Administrator

TKMcG/ynd

Enclosure

DRAFT
**Tuscola County Board of Commissioners
Committee of the Whole
Monday, December 11, 2017 – 8:00 A.M.
HH Purdy Building - 125 W. Lincoln, Caro, MI**

Commissioners Present: District 1 - Thomas Young, District 2 - Thomas Bardwell, District 3 - Kim Vaughan, District 4 - Craig Kirkpatrick, District 5 - Matthew Bierlein

Absent: None

Also Present: Mike Hoagland, Clerk Jodi Fetting, Eean Lee, Tisha Jones, Mike Miller, Sheriff Glen Skrent, Karen Southgate, Caryn Michalak, Lieutenant Brian Harris, Undersheriff Bob Baxter

Finance
Committee Leaders-Commissioners Kirkpatrick and Bierlein

Primary Finance

1. **Update Regarding Tuscola Trauma Team, Karen Southgate** - An overview of the Tuscola and Huron County Trauma team was provided by Karen Southgate. The Trauma Team has presented to various groups throughout the area. Trauma has been identified as a serious issue in the two county area.
2. **In-Home Parenting Contracts for 2018** - Caryn Michalak provided an update to the Board regarding the 2018 Contracts. The plan is to extend the contracts to March 2018. Matter to be placed on the Consent Agenda.
3. **Fourth Quarter Security Status Update, IT Director** - Eean Lee provided an update to the improvement made in the Cysafe Critical Assessment. A goal has been set to reach by the 4th quarter of using the Assessment tool.
4. **Update Regarding Michigan Renewable Energy Collaborative** - Mike Hoagland updated the Board and the Board discussed how wind turbines are taxed.
5. **Tuscola Area Airport Zoning Board of Appeals** - Mike Hoagland updated the Board to progress on members interested continuing to serve on the Board.

Recessed at 9:02 a.m.
Reconvened at 9:13 a.m.

6. **Airport Zoning Administrator Annual Report and Potential Fee Changes** - Annual Report included in the Board packet. Matter to be placed on the Consent Agenda. Board discussed what the application fee should be set at to file an appeal. Board would like the fee schedule to be set as \$1,000 for the first filing and \$500 for any additional in the same filing. Matter to be placed on the Consent Agenda.

7. **Appointment of New Airport Zoning Administrator** - Ione Vyse is planning to resign as the Airport Zoning Administrator. Mike Hoagland has reached out to an individual to see if he would be interested in serving and is waiting on a response.
8. **Potential Dental Clinic Update** - Mike Hoagland has had contact from two local dentists. One was going to write a letter of concern but it has not been received as of yet.
9. **Millington Township Police Services Contract** - The proposed contract is for two officers. Matter to be placed on the Consent Agenda.
10. **Arbela Township Police Services Contract** - The proposed contract is for one officer. Matter to be placed on the Consent Agenda.
11. **Medical Care Facility Millage Transfer Request** - The transfer request with detail was received from the Medical Care Facility. Matter to be placed on the Consent Agenda.
12. **2018 County Budget Development Loose-Ends – Draft for Commissioner Review** - Mike Hoagland reviewed the 2018 All Funds Budget with adjustments highlighted for review. Public Hearing is scheduled for 9:00 a.m. on December 14, 2017. Closed session to be scheduled for Thursday, December 14, 2017 at 9:30 a.m. to discuss labor negotiations.
13. **Pension System Changes** - The legislation regarding pension system changes passed and the proposed changes were discussed by the Board.
14. **Maintenance Agreement with MSU-Extension** - The proposed contract was presented to the Board for review. Matter to be placed on the Consent Agenda.
15. **Next Jail Planning Committee Meeting** - Draft discussion points were included in the Board packet. Jail Planning meeting follows the Committee of the Whole meeting today.

On-Going and Other Finance

1. **Sunday Retail Sales of Spirits, Beer and Wine** – Commissioner Bierlein discussed if the Board has the authority to change the limits on Retail Sales as the Board placed the language on the ballot it was not placed on the ballot by a petition drive. Matter to be placed on Thursday's agenda.
2. **Road Commission Organizational Alternatives** – Commissioner Young updated the Board regarding the discussions that are being had at the Road Commission to reduce the legacy costs. Board discussed the Road Commissioner seats being appointed rather than elected.
3. **Vassar EDC/TIFA** - No Update.
4. **Tuscola Area Airport – Land Acquisition from State** - Mike Hoagland met with Mayor Joe Greene and provided an update.
5. **Continue Review of Road Commission Legacy Costs**
6. **Indigent Defense Plan**

Personnel
Committee Leader-Commissioner Bardwell

Primary Personnel

1. **Update Regarding Labor Negotiations** - Closed Session to be scheduled at 9:00 a.m. for Thursday, December 14, 2017.
2. **Human Development Corporation (HDC) Board Downsizing with One Less Tuscola Appointee** - Per the new guidelines, Tuscola County needs to go down one member on the HDC Board. Jerry Peterson was recently re-appointed which will need to be rescinded based on the recommendation. Matter to be placed on the Consent Agenda.
3. **Authorization to Refill Vacant Part-Time Recycling Vacancy** - Mike Miller explained his request. Matter to be placed on the Consent Agenda.
4. **Change to Part-time Jail Pay Scale** - Lieutenant Harris explained his request to increase the pay for part-time employees on certain holidays. Matter to be placed on the Consent Agenda.
5. **Correction to Appointment to Cindy Kapa's appointment to Parks and Recreation Committee** - Board appointed Cindy Kapa to the Parks and Recreation Committee and is actually the Planning Commission Liaison. Clerk Fetting is requesting the appointment be rescinded and Ms. Kapa to remain as the liaison. Matter to be placed on the Consent Agenda.

On-Going and Other Personnel

1. Reporting Relationship (Nepotism Policy)
2. Initiate Turnover and Wage Survey to Minimize Vulnerability to Loss of Critical Positions
3. Update Personnel Policies with Federal Changes such as ACA, Exempt/non-Exempt
4. Review Re-Establishment of Judicial Committee Meetings
5. Review Formation of Quarterly Meetings with Senior Leaders and Road Commissioners
6. Method to Communicate County Concerns to State Senator and Representative

Building and Grounds
Committee Leaders-Commissioners Young and Vaughan

Primary Building and Grounds

1. **Recycling Building Remodeling – Next Steps** - Mike Miller updated the Board regarding the remodeling project. Mr. Miller is waiting on a quote from the contractor.
2. **Vanderbilt Park Update** - Mike Hoagland received the check for Vanderbilt Park from NextEra Energy. Mike Miller updated the Board regarding the updates that

- have been completed to the park. Commissioner Vaughan provided a proposed fee schedule for Vanderbilt Park. He would also like to research the possibility of having a credit card payment option which Eean Lee said he could help with. Matter to be placed on the Consent Agenda.
3. **New Agreement for Billboards on New Recycling Property** - Under the education grant, Mike Miller is looking to place up two billboards and sign the contract. Matter to be placed on the Consent Agenda.
 4. **Request to Use Courthouse Lawn** - Right to Life requested to use courthouse lawn. Matter to be placed on the Consent Agenda.
 5. **Potential Annexation of County Property for Water/Sewer Cost Reductions** - Mike Hoagland discussed the matter with Mayor Joe Greene. Mayor Greene does not believe the land at issue is not annexed to the City although Mike Hoagland thought the land was annexed. Board discussed the matter. Mike Hoagland will provide an update after further research.

On-Going and Other Building and Grounds

1. Jail Plumbing Update
2. County Property Ownership Identification
3. Update 10 Year Capital Improvement Plan
4. Continue Work with Jail Planning Regarding Potential Jail Renovation and Additional Jail Bed Space for Holding Cells and Potential Revenue Generation
5. Fire Safety Planning

Other Business as Necessary

1. Former Vassar Foundry
2. Dairy Farmers of America – Cass City
3. Caro Dam
4. Airport Authority
5. Cass River Greenways
6. Animal Control - Commissioner Vaughan has received a complaint that the animal shelter would not accept two dogs from a county resident. He would like to look at reorganizing how the Board supports the animal control and would like to model after Lapeer County. Board discussed matter.
7. 2018 Meeting Schedule - Matter to be placed on Thursday's agenda.

Public Comment Period - None

Meeting adjourned at 11:10 a.m.

Jodi Fetting
Tuscola County Clerk