



# TUSCOLA COUNTY

## Board of Commissioners

### BOARD MEETING AGENDA

Monday, February 26, 2024 – 8:00 AM

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

**Public may participate in the meeting electronically:**

(US) +1 929-276-1248 PIN:112 203 398#

Join by Hangouts Meet: [meet.google.com/mih-jntr-jya](https://meet.google.com/mih-jntr-jya)

8:00 AM Call to Order - Vice-Chairman Bardwell  
Prayer - Commissioner Lutz  
Pledge of Allegiance - Commissioner Young  
Roll Call - Clerk Fetting

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#### Adoption of Agenda

#### Action on Previous Meeting Minutes

1. Action on Previous Meeting Minutes 5 - 12  
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#### Brief Public Comment Period for Agenda Items Only

#### New Business

1. Purchase Request - Deputy Steve Anderson, Emergency Manager 13 - 23  
[BOC Meeting Request](#)  
[ST-22-03 Tuscola Scene Lighting - Purchase Request Form](#)

#### Old Business

#### Correspondence/Resolutions

1. [Legislative Update 2-16-24 - The Michigan Association of Counties](#) 24 - 28
2. [Alpena County Resolution 23-20 Opposing Legislation Preempting Local Control for Solar & Wind Developments](#) 29 - 30

**Commissioner Liaison Committee Reports**

**Bardwell**

Behavioral Health Systems Board  
Caro DDA/TIFA  
Economic Development Corp/Brownfield Redevelopment  
MAC 7th District  
MAC Workers Comp Board  
MAC Finance Committee  
NACo Rural Action Caucus (RAC)  
  
Local Units of Government Activity Report

**Young**

Board of Public Works  
County Road Commission Liaison  
Dispatch Authority Board  
Genesee Shiawassee Thumb Works  
Great Start Collaborative  
Human Services Collaborative Council (HSCC)  
MAC Agricultural/Tourism Committee  
Region VII Economic Development Planning  
Saginaw Bay Coastal Initiative  
Senior Services Advisory Council  
Tuscola 2020  
Local Units of Government Activity Report

**Vaughan**

Board of Health  
County Planning Commission

Economic Development Corp/Brownfield Redevelopment  
MAC Environmental Regulatory  
Mid-Michigan Mosquito Control Advisory Committee  
NACO-Energy, Environment & Land Use  
Parks and Recreation Commission  
Tuscola County Fair Board Liaison  
Local Units of Government Activity Report

**Lutz**

Board of Health  
Community Corrections Advisory Board  
Department of Human Services/Medical Care Facility Liaison  
Genesee Shiawassee Thumb Works  
Jail Planning Committee  
Local Emergency Planning Committee (LEPC)  
MAC Judiciary Committee  
MEMS All Hazard  
Local Units of Government Activity Report  
Human Development Commission Board of Directors Liaison

**Koch**

Behavioral Health Systems Board  
Recycling Advisory  
Jail Planning Committee  
MI Renewable Energy Coalition (MREC)  
Local Units of Government

**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 (2) days in advance of the meeting.



# MINUTES

## Board of Commissioners Meeting

**8:00 AM - Thursday, February 15, 2024**

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

Commissioner Vaughan called the regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723, on Thursday, February 15, 2024, to order at 8:00 AM local time.

Prayer - Commissioner Koch

Pledge of Allegiance - Commissioner Lutz

Roll Call - Clerk Fetting

Commissioners Present In-Person: Thomas Young, Thomas Bardwell, Kim Vaughan, Bill Lutz, Matt Koch

Commissioners Absent: None

Others Present In-Person: Clerk Jodi Fetting, Eean Lee, Clayette Zechmeister, Jon Ramirez, Amanda Ertman, Cody Horton

Also Present Virtual: Tracy Violet, Mary Drier, Mark Haney, Cindy Hughes, Chad Tumblin, Don Derryberry, Carrie Tabar, Renee Francisco, Treasurer Ashley Bennett, Register Marianne Brandt, Shawn Robinson, Debbie Babich, Tyler Ray, Steve Anderson, Angie Daniels, Shannon Beach, Bob Baxter, Barry Lapp, Nick Sakon, Cody Horton, Sheriff Glen Skrent, Steve Root

At 8:03 a.m., there were a total of 18 participants attending the meeting virtually.

### **Adoption of Agenda**

1. Adoption of Agenda -

2024-M-042

Motion by Matt Koch, seconded by Bill Lutz to adopt the agenda as presented. Motion Carried.

### **Action on Previous Meeting Minutes**

1. Action on Previous Meeting Minutes -

2024-M-043

Motion by Bill Lutz, seconded by Thomas Young to adopt the meeting minutes from the January 25, 2024 Regular meeting, February 2, 2024 Special meeting, February 7, 2024 Special meeting and February 7, 2024 Public Hearing. Motion Carried.

**Brief Public Comment Period for Agenda Items Only**

None

**Consent Agenda**

2024-M-044

Motion by Bill Lutz, seconded by Matt Koch that the Consent Agenda Minutes and Consent Agenda Items from the February 12, 2024 Committee of the Whole meeting be adopted. Motion Carried.

**CONSENT AGENDA**

1. Out-of-State Travel Request -

Move that per the request of Honorable Amy Grace Gierhart, the out-of-state travel request for herself and Heather Walther, Thumb Regional Sobriety Court (TRSC) Case Manager, to attend the All Rise for Justice Conference from May 22, 2024 through May 24, 2024 in Anaheim, California be approved. Sufficient funds are available in the budget.

2. 2024 Mosquito Abatement Materials Purchases -

Move that per the request from the Mosquito Abatement Director, Larry Zapfe, the following requested items be purchased from the 2024 Mosquito Abatement budget and sufficient funds allocated.

- Purchase of mosquito truck fogging material from Vesperis, Inc. for 4,400 gallons of Kontrol 4-4 at a cost of \$21.00 per gallon for a total of \$92,400.00.
- Purchase of mosquito larviciding material from Valent BioScience LLC for 17,600 pounds of Vectobac G at a cost of \$1.249 per pound for a total of \$21,982.40. Also, 264 gallons of VectoBac 12As at a cost of \$25.00 per gallon for a total of \$6,600.00.
- Purchase of one (1) 2024 Chevrolet work truck from McDonald Chevrolet in Millington, Michigan at a cost of \$35,528.40. This new truck would replace an older 2008 model.
- Purchase of two (2) truck mounted ULV foggers from Clarke Mosquito Control Products at a cost of \$18,746.31 each for a grand total of \$37,492.62. These units would replace 2 older foggers that no longer work and have exceeded their mechanical limits.

3. Tuscola County Behavioral Health Systems Board of Directors Recommended Board Appointments -

Move that per the Tuscola Behavioral Health Systems (TBHS) Board of Directors recommendation, that the following members be re-appointed to the TBHS Board of Directors for a three-year term ending March 31, 2027: Thomas Bardwell, Marianne Harrington, Alice Moore and Brenda Ryan.

4. 2024 SAFEbuilt Contract Increase -

Move that the Board recognize the correspondence from SAFEbuilt regarding the fee increase on hourly services only as agreed upon in the terms of the current contract. This is due to the Department of Labor; Bureau of Labor Statistics Consumer Price Index increase of 3.2% for 2024. This anticipated annual increase is outlined in Exhibit A of the current contract Tuscola County has with SAFEbuilt.

5. Vanderbilt Park Cell Phone Request -

Move that per the recommendation of the Buildings and Grounds/Recycling Director, Mike Miller, that an iPhone SE be purchased at a cost of \$320.00 and \$25.00 per month from Thumb Cellular for the Vanderbilt Park Host. Sufficient funds are available in the Parks Fund (208) for this purchase. Also, authorize any necessary budget adjustments within the fund.

**New Business**

1. Tuscola County Health Department Fee Adjustments -

Amanda Ertman, Health Officer, presented proposed fee schedule changes that were included in the agenda packet.

2024-M-045

Motion by Thomas Young, seconded by Bill Lutz to approve the changes to the Public Health Fee Schedule as presented by the Tuscola County Health Officer effective February 1, 2024. Motion Carried.

2. Cass River Crossing Fee Waiver for Maps -

Cody Horton, GIS Director, presented the request to provide maps at no cost to assist in building a covered bridge over the Cass River for the Amish Community to avoid using state highways.

2024-M-046

Motion by Thomas Young, seconded by Thomas Bardwell that per the recommendation from Cody Horton, GIS Director, that the fees be waived for maps prepared for the Amish Community to explore building a safe crossing on the Cass River. It is in the direct interest of public safety. Therefore, Director Horton would like to request that the Board of Commissioners waive all GIS fees associated with this project per the Tuscola County Enhanced Access To Public Records Policy. Motion Carried.

3. Financial Future of Central Dispatch Follow Up -  
Jon Ramirez, Dispatch Director, reviewed proposed millage amounts that could be presented on a ballot to the voters. Board discussed various costs in the Dispatch budget that could be covered by the potential millage.

Board would like Tyler Ray, Animal Control Director and Mike Miller, Building and Grounds Director, to present regarding a potential Animal Control millage.

2024-M-047

Motion by Matt Koch, seconded by Bill Lutz to have the Controller/Administrator and Dispatch Director to work together regarding potential ballot language, millage amount and time span for a 911 Dispatch millage to be presented at the March 13<sup>th</sup>, 2024 Committee of the Whole meeting. Motion Carried.

4. Refill Vacant Part-Time Maintenance Supervisor Position -  
Clayette Zechmeister presented the request received from Building and Grounds Director Mike Miller.

2024-M-048

Motion by Bill Lutz, seconded by Matt Koch that per the recommendation of the Buildings and Grounds/Recycling Director, Mike Miller, that Lisa Hess be promoted to fill the vacant Part-Time Maintenance Supervisor position with a start date of February 19, 2024. Lisa will start at Step 1 of the pay scale which is \$18.75 per hour. Also, any potential budget adjustments be authorized. Motion Carried.

5. Land Bank Appointment -  
Jodi Fetting, Tuscola County Clerk, CCO, presented the request for appointment.

2024-M-049

Motion by Matt Koch, seconded by Bill Lutz that Greg Schrot be appointed to the Tuscola County Land Bank effective February 15, 2024 for a 3-year term expiring February 28, 2027. Motion Carried.

6. County Revenue Sharing Projections Executive Recommendation for Fiscal Year 2025 -  
Clayette Zechmeister, Controller/Administrator, presented proposed Revenue Sharing projections.
7. Fiscal Year-End 2023 Indirect Cost Adjustments -  
Clayette Zechmeister, Controller/Administrator, presented the corrections needed due to a calculation error per a previous Board motion.



2024-M-050

Motion by Matt Koch, that per previous motion 2021-M-285 authorizing the reduction of Indirect Costs, 2023 fiscal year-end Indirect Cost charges be adjusted by the following:

Decrease Voted Recycling Fund by \$7,876.75

Decrease Voted Mosquito Fund by \$29,332.73

Increase Voted MSU Fund by \$4,553.85

Decrease Dispatch Fund by \$55,450.83

This will account for a total reduction in the General Fund revenue by \$88,106.45.  
Motion Carried.

8. Review Potential Purdy Building Debt Payoff -

Clayette Zechmeister, Controller/Administrator, presented the Bond Payoff schedule which does not show the amount of saving that was presented during the Debt Service Report at the Committee of the Whole meeting on February 12, 2024, as savings was actually less than what was presented. Treasurer Bennett addressed the amount of interest that was earned in 2023 as it was over \$1 million dollars. Board discussed the cost-comparison of paying off the bond debt or continuing to invest the funds as the investment rate is higher than the interest rate. At this time the Board is not going to proceed with the debt payoff but the comparison of rates needs to be continued to be monitored.

Recessed at 10:23 a.m.

Reconvened at 10:36 a.m.

At 10:36 a.m., there were a total of 22 participants attending the meeting virtually.

9. Huron County Resolution for Tuscola County Review and Consideration to Adopt -

Clayette Zechmeister, Controller/Administrator, presented the resolution adopted by Huron County Board of Commissioners. Board directed the Controller/Administrator to prepare a similar resolution for presentation at the March 4211, 2024 Committee of the Whole meeting.

### Old Business

1. General Fund Revenue with Inflation vs Actual Expenditures -

Clayette Zechmeister, Controller/Administrator, presented the General Fund Revenue With Inflation vs. Actual Expenditures chart that was included in the agenda packet.

### Correspondence/Resolutions

1. Michigan Public Service Commission - Notice of Hearing

2. Michigan Department of Agriculture and Rural Development (MDARD) Provides Pesticide Safety Education During National Pesticide Safety Education Month

3. Legislative Update 2-9-24 - The Michigan Association of Counties

4. Legislative Update 2-2-24 - The Michigan Association of Counties

5. Legislative Update 1-26-24 - The Michigan Association of Counties

6. Opioid Lawsuit Correspondence was provided to the Commissioners.

**Commissioner Liaison Committee Reports**

***Koch***

Behavioral Health Systems Board

Recycling Advisory

Meetings have been held with the neighboring counties regarding the Materials Management Plan.

Jail Planning Committee

MI Renewable Energy Coalition (MREC)

Local Units of Government

Meeting with MMR tonight.

***Bardwell***

Behavioral Health Systems Board

Meets next week.

Caro DDA/TIFA

Update provided from the meeting where an electrical issue was improved near the SRS Building.

Economic Development Corp/Brownfield Redevelopment

MAC 7th District

MAC Workers Comp Board

MAC Finance Committee

The Gas vs Milage Tax, the Ax Michigan Tax and the Wind and Solar legislation was discussed at the meeting.

NACo Rural Action Caucus (RAC)

A meeting will be scheduled.

Local Units of Government Activity Report

Ellington Township Hall

***Vaughan***

Board of Health

County Planning Commission

Economic Development Corp/Brownfield Redevelopment

EDC is currently seeking applicants for the Director position.

MAC Environmental Regulatory

Mid-Michigan Mosquito Control Advisory Committee  
NACO-Energy, Environment & Land Use  
Parks and Recreation Commission  
Tuscola County Fair Board Liaison  
Local Units of Government Activity Report

**Lutz**

Board of Health  
Community Corrections Advisory Board  
Department of Human Services/Medical Care Facility Liaison  
Genesee Shiawassee Thumb Works  
Jail Planning Committee  
Local Emergency Planning Committee (LEPC)  
MAC Judiciary Committee  
MEMS All Hazard  
Local Units of Government Activity Report  
Senator Daley held local office hours and there was good discussion.  
Human Development Commission Board of Directors Liaison

**Young**

No Report

Board of Public Works  
County Road Commission Liaison  
Dispatch Authority Board  
Genesee Shiawassee Thumb Works  
Great Start Collaborative  
Human Services Collaborative Council (HSCC)  
MAC Agricultural/Tourism Committee  
Region VII Economic Development Planning  
Saginaw Bay Coastal Initiative  
Senior Services Advisory Council  
Tuscola 2020

Local Units of Government Activity Report  
Commissioner Vaughan read a thank you to Commissioner Lutz for assistance provided to a community member.

**Other Business as Necessary**

1. Tuscola County Mosquito Abatement Director Larry Zapfe, Appointed to the Michigan Mosquito Control Association (MMAM) Board of Directors

At 11:12 a.m., there were a total of 19 participants attending the meeting virtually.

**Extended Public Comment**

-Eean Lee asked the Board to have the public that is speaking to speak at the podium with a microphone.

**Adjournment**

2024-M-051

Motion by Bill Lutz, seconded by Matt Koch to adjourn the meeting at 11:15 a.m.  
Motion Carried.

Jodi Fetting  
Tuscola County Clerk, CCO



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

## BOC Meeting Request

**Steve Anderson** <tcemanderson@tuscolacounty.org>  
To: Clayette Zechmeister <zclay@tuscolacounty.org>

Fri, Feb 16, 2024 at 11:00 AM

Clayette,

Can you place me on the agenda for the next BOC meeting set for February 26th for a purchase request? I need approval to purchase six Milwaukee MX Fuel Tower Lights for the county that are coming via a Homeland Security Project. I believe the purchase will be made through Dunn Hardware in Reese in the amount of \$14,699.16. (I am still waiting on one more potential quote before it is finalized) Cost is 100% reimbursed via the grant.

Should take less than five minutes for them to rubber stamp it.

Steve

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*Deputy Steven Anderson*  
Emergency Manager  
420 Court St. Suite #1  
Caro, MI 48723  
Office # 989-673-5181  
Cell # 989-450-0147  
Fax # 989-673-8164  
[#levistrong](#)

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## PURCHASE REQUEST

This Purchase Request MUST be approved by DHD2 prior to making ALL 2022 HSGP purchases

**\*\* Please consult your local purchasing policies for purchase threshold levels. \*\***

NOTE: In general, purchases of \$20,000.00 or more may require a "Sealed Bid"

Tuscola

Purchases under \$2,000.00 require at least one quote

1 REGION 3 JURISDICTION: Tuscola County

2 REGION 3 PROJECT #: ST-22-03

3 EMHSD TRACKING #: R3-2022-80-0049

4 POINT OF CONTACT: Deputy Steven Anderson

5 EMAIL: [tcemanderson@tuscolacounty.org](mailto:tcemanderson@tuscolacounty.org)

6 PROJECT DESCRIPTION:

portable battery powered/shore powered light towers

7 MAKE/MODEL AND/OR TYPE, IF EQUIPMENT IS BEING REQUESTED:

Milwaukee MX FUEL Tower lights

8 ATTACHED QUOTE (S) DETAIL:

	Cost	Vendor Name
Quoted Prices: Vendor 1:	\$ 14,699.16	Dunn Hardware (6 lights)
Vendor 2:	\$ 16,495.00	Northern Tool (5 lights)
Vendor 3:	\$ 14,995.00	Home Depot (5 lights)

If, more than 3 vendors were used, please attach list of vendor names and quoted purchase price.

9 NAME OF REQUESTED VENDOR: Dunn Hardware

10 SELECT THE REASON FOR THE VENDOR CHOICE:

LOWEST QUOTE/BIDDER Under \$20,000 (ATTACH 3 OR MORE QUOTES)

11 CERTIFICATION: I, Deputy Steven Anderson request authorization from DHD2 to purchase the Item(s) described in Section 6 and 7 (if applicable) of this request from the vendor listed in Box 9, per the reason(s) described in Section 10 of this Request.

## PURCHASING CHECKLIST FOR RFP

- Check Box ATTACH A LIST OF ALL VENDORS WHO WERE SENT A REQUEST FOR QUOTE
- Check Box ATTACH A COPY OF ALL QUOTES RETURNED AS A RESULT OF THE REQUEST FOR QUOTE (MINIMUM OF 3)
- Check Box ATTACH A COPY OF RFP
- Check Box ATTACH EXPLANATION OF WHY VENDOR WAS CHOSEN IF NOT THE LOWEST BIDDER
- Check Box PROVIDE PROOF OF INCLUSION OF VENDORS WITHIN THE DISADVANTAGED SOCIO-ECONOMIC GROUPS - see Tab 2

EMAIL OR FAX ALL DOCUMENTS TO MELISSA UPPER, REGION 3 PLANNER, AT [melupper@gmail.com](mailto:melupper@gmail.com) or (866)285-4070 (fax)

**QUESTIONS: CONTACT MELISSA UPPER, AT (989) 736-1224**

## General Purchasing Guidelines

Please also consult with the Region 3 HSGP Planner, as well as your local finance d

- **AAFs:** An EMHSD-approved AAF must be obtained prior to committing to any purchase.
- **EHPs:** If required, EHP approval must be obtained before any related purchase or activity can be made.
  - All projects involving installation of equipment on a building or in the ground require an EHP. This include to a surface.
  - All trainings and exercises involving outside activities require an EHP.
- **Purchasing Policies:** Consult with the local agency that is making the purchase to ensure that all local purchas Planner has a copy of most current local purchasing policies. If no local written policy exists, adhere to the followi
  - Micro purchases (\$2,500 or less) – only one quote needed
  - Small purchases (\$2,500.01 - \$10,000) – A minimum of three quotes required
  - Large purchases (greater than \$10,000) – A competitive bid process must be used.
    - Generally, a Request for Proposal (RFP) must be used to gather competitive, sealed bids. The RFP sh potential vendors soliciting sealed bids which must be opened publicly at a predetermined date and tir
    - MI-DEAL can also be used, but not GSA pricing alone
- **Special Socio-Economic Groups:** Make efforts to include small/minority/women-owned businesses whenever
  - Contact for quotes or send RFP to vendors from these groups whenever possible.
    - [Can search for list of possible vendors – Minority Business Development Agency, Dept of Commerce, http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.minority\\_and\\_woman-owned\\_businesses\\_provided\\_by\\_EMHSD.](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.minority_and_woman-owned_businesses_provided_by_EMHSD)
    - [Use BidNet Direct's Michigan bid and RFP purchasing group, https://www.bidnetdirect.com/mitn, to post bid solicitations. Selections can be made](https://www.bidnetdirect.com/mitn)
    - If no relevant vendors from these groups can be found for your purchase, you must expand your search ar if no vendor can be located.
- **Purchase Request:** Once quotes have been obtained and a vendor chosen, submit ALL quotes obtained, along to the HSGP Planner.
  - Include list of all vendors contacted, even if no quote or bid was received.
  - If the RFP process was used, include a brief explanation of the process that was used.
  - If the chosen vendor is not the lowest bid, include an explanation of why the chosen vendor was selected.
  - Preferred vendors are not legitimate reasoning for selecting a vendor.
  - The bid process must be competitive.The purchase request will be reviewed by the fiduciary county. Once approved, notice will be given that the
- **Reimbursement Request:** Once the purchase has been completed, submit all invoices, along with proof of pa request form to the HSGP Planner.
  - Proof of payment is generally a cancelled check or a zero-balance invoice.
  - An invoice marked “paid” by the purchasing agency is not acceptable.
  - If a check is used to pay for additional items not listed on the invoice, the check detail will be required.
- **Reimbursement of Funds:** Reimbursement checks come from the fiduciary county and will be mailed to the p process takes approximately 2-3 months from the time the local agency submits the reimbursement request until
- **TOAs:** Transfer of Ownership (TOA) forms must be completed for all equipment purchases. These will be sent instructions. The TOA shows acknowledgement of receipt of equipment and verifies where the equipment will be

Department.

is anything that will be physically attached

ing policies are followed. Ensure HSGP  
ng State of Michigan purchasing rules:

ould be posted locally and sent out to  
ne.

possible.

[cfm, or search within Excel spreadsheet of Michigan](#)

[on this site to specifically target the special groups](#)  
rea until a relevant vendor is found. See me

; with a completed purchase request form

purchase can be placed.  
yment and a completed reimbursement

urchasing agency. The reimbursement  
they receive the check.  
to you by the HSGP Planner with  
located.



## DISADVANTAGED SOCIO-ECONOMIC GROUPS

With every purchase requiring more than one quote, an attempt must be made to include vendors from disadvantaged socio economic groups even if none exist.  
Proof of this attempt must be documented and included with the purchase request.

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### Small, Minority, Woman-Owned, and Labor Surplus Area Businesses

The CFR states "...all necessary affirmative steps must be used when possible," and requires the following:

Placing qualified small, minority, and woman-owned businesses on solicitation lists.

Solicit from these organizations whenever they are potential sources.

Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by these organizations.

Establish delivery schedules, where the requirement permits, which encourages participation by these organizations.

Use services and assistance, as appropriate, of organizations like the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

If subcontractors are utilized during the project, require the prime contractor to also follow these requirements.

\*\*If no vendors from these types of groups can be found, you must expand your search until you can find relevant vendors.\*\*

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### Options for searching for socio-economic vendors:

U.S Small Business Administration - [http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)

Under the "Ownership and Self-Certifications" section, selections can be made to specifically target the special groups.

BidNet's Michigan bid and RFP purchasing group - <https://www.bidnetdirect.com/mitn>

Can be used to post RFPs or other bid solicitations. Selections can be made to specifically target the special groups.

Excel spreadsheet of Michigan minority and woman-owned businesses provided by EMHSD

See "5-MI Minority-Owned" and "6-MI Woman-Owned" tabs within this spreadsheet

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\*\* If no relevant vendors from these groups can be found for your purchase, you must expand your search until you find relevant vendors. Please see me for assistance if necessary.\*\*

\*At this time, searching within one of the above resources is sufficient, but that may change.

QUICK REFERENCE GUIDE – SBA DYNAMIC SMALL BUSINESS SEARCH

**Background:** The Uniform Administrative Requirements established for federal awards require non-Federal entities (NFEs) to take six affirmative steps aimed to include minority businesses, women's business enterprises, and labor surplus area firms in federally funded procurements. See 2 C.F.R. §200.321.

One of these six steps requires NFEs to use the resources, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA). 2 C.F.R. §200.321(b)(5). NFE's should document use of these resources by saving records of searches in their procurement files. This reference guide discusses these resources, and demonstrates how to use them.

**SBA Resources:** NFEs can use the Dynamic Small Business Search tool to view databases for minority businesses, women-owned businesses and small businesses.

**Step 1:** Access the search tool: [http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm).

**Step 2:** Select the applicable state. NFEs can narrow the search by county, Metropolitan Statistical Area, Zip Code, or Area Code. NFE's can also search for businesses in a labor surplus area (designated and published by the Department of Labor by federal fiscal year).



**Step 3:** To search for minority businesses, select "Any Minority Owned" under the Ownership and Self-Certifications section.



**Step 4:** To search for women's business enterprises, select "Any Women-Owned Small Business" under the Ownership and Self-Certifications section.



**Step 5:** Enter the specific North American Industry Classification System (NAICS) code for the applicable industry in the Specific Nature of Business section. These NAICS codes may be found on [www.naics.com](http://www.naics.com), or by using the SBA list identifying small business size by NAICS code, [https://www.sba.gov/sites/default/files/files/Size\\_Standards\\_Table.pdf](https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf).



**Step 6:** Scroll down and click on "Search Using These Criteria" to run the search.



NFEs may choose to run separate searches for minority-owned businesses, women's business enterprises and, if applicable, labor surplus areas. The search site has a "Help" tab with useful guidance on maximizing the search tool based on user's operating system and device.

**MBDA Resources:** MBDA has numerous resources for NFEs, including lists of state and local-sponsored minority business enterprises, and state offices for minority and women's business enterprises. MBDA resources are also available on FEMA's Procurement Disaster Assistance Team website, <https://www.fema.gov/procurement-disaster-assistance-team>, under the "Socioeconomic Contracting Resources" tab.

**Conclusion:** As stated in the opening paragraph of this guide, NFEs should document use of these resources to demonstrate compliance with the requirement in 2 C.F.R. §200.321(b)(5) that NFEs use the resources of the SBA and MBDA.

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**Sealed Bids:** To assist with obtaining bids, consider posting requests to MITN Purchasing Group within BidNet Direct.

Sealed bids must be publicly solicited; thus, it is recommended that the bid request be posted on the local jurisdiction's website or newspaper for a minimum of one week.

Bids should be solicited from an adequate number of known suppliers and provide sufficient time to respond.

Bid requests must include detailed and complete specifications and attachments, if appropriate, and define the items or services to be procured.

All bids must be publicly opened at the time and place specified within the bid request.

A firm, fixed price contract award must be made in writing to the lowest, responsive and responsible bidder. When considering bids, you can take into account discounts, transportation costs, and life cycle costs, if specified in the bidding documents. You cannot award early payment discounts unless prior experience demonstrated they are usually taken advantage of.

Any and all bids may be rejected if there is a sound documented reason.

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[www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn)

te or within its

ces being requested.

ig the lowest bidder,  
not take into account

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## Summary of the State of Michigan's Purchasing Policy

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**Purchases Under \$2,500.00** - verbal electronic, or online purchases with no minimum quote requirements

**Purchases from \$2,500.01 to \$10,000** - Three bids which can include telephone bids. Even though these are not formal, there must be documentation that contains the date, who was contacted (company name, contact name, and phone number), and their offer. If there are other details pertinent to their offer, that also would need to be documented.

**Purchases from \$10,000.01 and greater** - sealed bid process with at least three bids, if possible.

The rules discussed in 2 CFR 200 must also be complied with for all purchases made under the HSGP. The most restrictive policies must be followed to cover the local jurisdiction, the HSGP fiduciary, the State of Michigan, and the Federal government. Be sure to check with your local agency to ensure that you are complying with all local purchasing policies.

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**Sealed Bids:** To assist with obtaining bids, consider posting requests to MITN Purchasing Group within BidNet Direct. [www.bidnetdirect.com/n](http://www.bidnetdirect.com/n)

Sealed bids must be publicly solicited; thus, it is recommended that the bid request be posted on the local jurisdiction's website or within its newspaper for a minimum of one week.

Bids should be solicited from an adequate number of known suppliers and provide sufficient time to respond.

Bid requests must include detailed and complete specifications and attachments, if appropriate, and define the items or services being requested.

All bids must be publicly opened at the time and place specified within the bid request.

A firm, fixed price contract award must be made in writing to the lowest, responsive and responsible bidder. When considering the lowest bidder you can take into account discounts, transportation costs, and life cycle costs, if specified in the bidding documents. You cannot take into account early payment discounts unless prior experience demonstrated they are usually taken advantage of.

Any and all bids may be rejected if there is a sound documented reason.

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## Legislative Update 2-16-24

WRITTEN BY [DEREK MELOT](#) ON FEBRUARY 16, 2024. POSTED IN [BLOG](#), [EVENTS](#), [LEGISLATIVE](#), [MAC NEWS](#), [MARKETING](#), [NACo](#)

### MAC Team attends NACo Annual Legislative Conference

The National Association of Counties (NACo) hosted its annual legislative conference earlier this week. Michigan was well represented at the conference with more than sixty commissioners in attendance, as well as several MAC staff members.



Several attendees had the opportunity to meet with their respective congressional representatives. MAC armed them with a list of federal priorities including restoring full mandatory funding for the Payments in Lieu of Taxes (PILT) program, support for federal legislation to amend the Medicaid Inmate Exclusion Policy to reinstate Medicaid benefits to county jail inmates prior to their release, and extending funding for the Affordable Connectivity Program so low-income households can continue accessing broadband at a reduced rate.



President Joe Biden made an appearance at the conference speaking to a general session on Monday. Biden spoke of America's comeback from the pandemic era, both economically and emotionally. As a former county commissioner himself, Biden introduced the American Rescue Plan Act and Bipartisan Infrastructure Law to help counties navigate those unprecedented times. Biden highlighted new job opportunities with the return of semiconductor companies to America and a multibillion-dollar investment in broadband deployment.



With deadlines for U.S. Senators and Representatives to submit their earmark requests to appropriations committees, please be sure to inform your federal legislators of any earmark proposals as soon as possible.

The NACo legislative conference is always a great opportunity to swap ideas and learn from other states how they have tackled issues that Michigan is facing. It is a platform for learning more about federal programs and connecting with Michigan's federal legislators. Please consider participating in 2025!

## **FY25 budget year is off to good start for counties, Podcast 83 team says**

Counties would see significant investments in key needs under Gov. Gretchen Whitmer's fiscal 2025 state budget, MAC's Podcast 83 team noted [in a new episode](#).



However, new dollars for revenue sharing, juvenile justice and health care for some jail inmates still have to get through the legislative budget process, never a sure thing said team members.

Whitmer calls for \$281.2 million for county revenue sharing, with increases set in a mix of unrestricted and restricted formats. If approved, this amount would represent a \$26 million boost from the FY24 baseline amount.

Governmental Affairs Director Deena Bosworth cautioned that this amount is the starting point of budget talks. "We have to watch it through the entire process very, very closely," she said.

The governor's plan also did not reference the creation of a dedicated and secured Revenue Sharing Trust Fund, a MAC priority for 2024, but Bosworth said the progress made last year in the Legislature on that issue is a good sign for eventual passage.

"We're starting to see some decent sized growth right now," Bosworth said. "But we went back and looked at where county revenue sharing was in 2001. It was \$228 million. This year, the recommendation, including the one-time funds as \$281 million. If we just kept up with inflation (from 2001), we would be over \$400 million for counties across the state."

On the juvenile front, Samantha Gibson said, “We’ve discussed at length, especially on this podcast, the juvenile justice bed shortage crisis. In (this budget), we do see some significant funding suggestions to go towards resolving that bed shortage. There’s \$38 million to kind of reconfigure how the (state) contracts with child caring institutions.”

Whitmer’s plans in the criminal justice sphere include a \$30.5 million allotment to cover health services for jail inmates slated for release who would otherwise be eligible for federal Medicaid coverage. This amount would be in service of a state effort to get a so-called Section 1115 Re-entry Waiver from the federal government to relieve counties of health care costs they now bear due to the Medicaid Inmate Exclusion Policy.

Reform of that policy is a MAC priority for 2024, Gibson noted.

MAC was also pleased to see a \$15 million allotment for stormwater improvements, said Madeline Fata.

Whitmer also seeks a 1,289 percent increase in the tipping fees to place waste in landfills, moving it from 36 cents to \$5 per ton. “Gov. (Rick) Snyder recommended something similar back in 2018,” Fata said, “and he wasn’t able to get it across the finish line. With that increase, it would bring us up to par with other Midwestern states, as Michigan is currently the lowest with tipping fees.

“It would then deter out-of-state dumping, which is a problem that Michigan faces,” Fata added. “MAC does support mechanisms to deter out-of-state waste. Ultimately (the proposed increase) would generate about \$80 million annually.”

For more coverage of the FY25 budget plan, see [MAC’s Legislative Update from Feb. 9](#).

View the full video of the episode, recorded on Feb. 8, by [clicking here](#).

Previous episodes can be seen at [MAC’s YouTube Channel](#).

And you always can find details about Podcast 83 [on the MAC website](#).

## 2023 PPT Reimbursement Correction Process

The Michigan Department of Treasury (Treasury) reminds municipalities that, although not required, they can correct errors in the 2023 Personal Property Tax (PPT) reimbursements distributed in October 2023 and February 2024.

The Local Community Stabilization Authority (LCSA) Act provides municipalities an opportunity to review the PPT reimbursement calculations and data used in the calculations to ensure accurate PPT reimbursement distributions. To determine if an error has occurred in the PPT reimbursement calculations or data used, the municipality must review the applicable reports on [Treasury’s 2023 Personal Property Tax \(PPT\) Reimbursements website](#).



**Links to the 2023 PPT reimbursement calculations and most common data used:**

1. [School District & ISD – 2023 PPT Calculation by Millage – October 2023 and February 2024](#)
2. [Other Municipalities – 2023 PPT Calculation by Millage – October 2023 and February 2024](#)
3. [2013 and 2023 Personal Property Taxable Values Reported in Calendar Year 2023](#)
4. [2013 and 2023 Personal Property Taxable Values of Renaissance Zones](#)

**When NO Errors Are Identified:**

If a municipality does not identify an error, the municipality does not need to file a form or take any further action to notify Treasury.

**When Errors ARE Identified:**

If a municipality does identify an error, the municipality will need to complete the appropriate correction form to notify Treasury of the error(s). In addition to the correction form(s), municipalities must provide substantiating documentation to support a correction. The correction forms (along with the associated deadlines) are available on [Treasury's Forms for Calculation of PPT Reimbursements website](#).

1. [Form 5651](#) – *Correction of 2023 Personal Property Taxable Values Used for the 2023 Personal Property Tax Reimbursement Calculations*

1. Municipality submission deadline to County Equalization Director: **February 28, 2024**
2. County Equalization Director submission deadline to Treasury: **March 31, 2024**
3. **Note:** Per the LCSA Act, only the 2023 personal property taxable values may be corrected. The 2023 personal property taxable values must be the taxable value on May 10, 2023.

2. [Form 5654](#) – *Correction of School Millage Rates or Other Errors for the 2023 Personal Property Tax Reimbursement Calculations*

1. Municipality submission deadline to Treasury: **March 31, 2024**
2. **Note:** Only debt and hold harmless millage rates for school districts may be corrected at this time. The LCSA Act does not allow any other millage rate errors to be corrected after August 1, 2023.

1. [Form 5658](#) – *Modification of the 2013, 2014, and 2015 Personal Property Taxable Values Used for the 2023 Personal Property Tax Reimbursement Calculations*

1. Municipality submission deadline to Treasury: **March 31, 2024**
2. **Note:** Per the LCSA Act, the 2013, 2014, and 2015 personal property taxable values may only be modified because of a personal property reclassification or municipal boundary change.

**The corrections reported on Form 5651, Form 5654, and Form 5658 will be used in the calculation of the May 2024 distribution of the 2023 PPT reimbursements.**

Please direct any questions regarding the PPT reimbursement correction process to [TreasORTAPPT@michigan.gov](mailto:TreasORTAPPT@michigan.gov) or 517-335-7484.

**Webinar will review resources of new grants hub**

Amid the unprecedented number of funding opportunities for local governments, there's a critical need for communities to effectively track, plan and apply for grants. For many, navigating this process exceeds their capacity.



Enter [MI Funding Hub](#): Your one-stop shop for finding and receiving support on grants.

Through support from the Michigan Department of Labor and Economic Opportunity, MI Funding Hub will provide communities with resources to capitalize on state and federal funding opportunities. Launching this spring, the hub will include an online grant-tracking tool as well as technical assistance for communities to identify, plan, and apply for grants.

Join for an explanatory webinar on Feb. 29 at 10 a.m. to:

- Learn more about MI Funding Hub and meet the partners behind this initiative
- Explore how you can take advantage of these resources
- Weigh in on what grant resources would help your community the most

[Click here to register.](#)

## Staff picks

- [As Michigan winters vanish, researchers study snow for clues about what's next](#) (Bridge Michigan)
- [Report: As the U.S. population of older adults surges, the nation's housing and health care isn't sufficient](#) (American City and County)
- [Bipartisan support for early in-person voting, voter ID, Election Day national holiday](#) (Pew Research)
- [Possibility of wildlife-to-human crossover heightens concern about chronic wasting disease](#) (Kaiser Health News)





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## ALPENA COUNTY BOARD OF COMMISSIONERS

### RESOLUTION #23-20

#### OPPOSING ANY LEGISLATION PREEMPTING LOCAL CONTROL FOR SOLAR AND WIND DEVELOPMENTS

District #4  
Chairman of the Board  
Bill Peterson

District #6  
Vice-Chairman  
Burt Francisco

District #1  
Commissioner  
Bill LaHaie

**Whereas** Executive Directive 2020-10 aims to achieve 100 percent carbon neutrality in Michigan by 2050; and

District #2  
Commissioner  
Jesse Osmer

**Whereas** industry leaders have pledged to reduce carbon emissions to help achieve this goal; and

District #3  
Commissioner  
Robin Lalonde

**Whereas** efforts to expand renewable energy projects will continue to increase in this state; and

District #5  
Commissioner  
Brenda Fournier

**Whereas** the governor has proposed the Michigan Public Service Commission be the sole regulating authority for solar and wind projects to expedite these efforts; and

District #7  
Commissioner  
Travis Konarzewski

**Whereas** by granting the Michigan Public Service Commission this authority, local control will be preempted; and

District #8  
Commissioner  
John Kozlowski

**Whereas** should local control be preempted, a county, township, city or village would be unable to determine the location, size, setback distance, decibel level or any other criteria for a solar or wind facility; and

County Administrator  
Mary Catherine Hannah

**Whereas** should local control be preempted, a county, township, city, or village would be unable to determine requirements for construction, operation, use, or maintenance of a solar or wind facility; and

Board Assistant  
Lynn Bunting

**Whereas** if a county already has a solar or wind policy, practice, regulation, rule or ordinance on record it would be null and void; and

Board Assistant  
Kimberly MacArthur

**Whereas** all other types of energy facilities, while regulated by the Michigan Public Service Commission, must adhere to local zoning; and

HR Specialist  
Jennifer Mathis

**Whereas** this proposal grants far more regulating authority to the Michigan Public Service Commission than for any other energy source; and

**Whereas** the Michigan Association of Counties opposes any legislative action that may grant the Michigan Public Service Commission this power.

**THEREFORE, BE IT RESOLVED that ALPENA COUNTY** opposes the pre-emption of local control in solar and wind siting and zoning.

Motion was made by Commissioner Kozlowski and supported by Commissioner Osmer to approve Resolution #23-20 as presented. Roll call vote was taken: AYES: Commissioners Lalonde, Fournier, Francisco, Konarzewski, Kozlowski, LaHaie, Osmer and Peterson. NAYS: None. Motion carried.



Bill Peterson, Chairman  
Alpena County Board of Commissioners

STATE OF MICHIGAN)  
County of Alpena)

I, the undersigned, being duly qualified and County of Alpena) acting Clerk of Alpena County, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Alpena County Board of Commissioners at a regular meeting held on the 26th day of September 2023, and that notice of said meeting was given in accordance with the Open Meetings Act.

IN TESTIMONY THEREOF, I have hereunto set my hand and affixed the seal of said Court, at Alpena this 26<sup>th</sup> day of September 2023.



Keri Bertrand, Alpena County Clerk

**SANILAC COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION EXPRESSING SUPPORT FOR THE CITIZENS FOR LOCAL CHOICE BALLOT INITIATIVE WHICH SEEKS TO AMEND THE CLEAN AND RENEWABLE ENERGY AND ENERGY WASTE REDUCTION ACT TO REPEAL PART 8 AS ADDED BY PUBLIC ACT 233 OF 2023, IN AN EFFORT TO RESTORE LOCAL CONTROL FOR WIND AND SOLAR OPERATIONS**

**WHEREAS**, the ability of local jurisdictions to determine for themselves which projects should and should not be in their local communities; what plans are best and reasonable for each neighborhood rather than these decisions be forced onto Counties without their best interest at hand; and

**WHEREAS**, the legislature of the State of Michigan has passed, and the Governor has signed House Bill 5120, now Public Act 233 of 2023, that strips away local community control on these issues and places the control within the Michigan Public Service Commission (MPSC); and


**WHEREAS**, the aforementioned legislative action removes the ability for local officials to perform their duties in protecting the health, safety, and welfare of residents as well as preservation of the character of their community; and

**WHEREAS**, the Sanilac County Board of Commissioners feel strongly that local government is best able to assess the needs of our community;

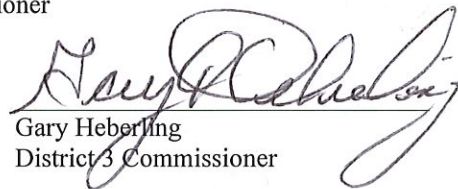
**NOW, THEREFORE BE IT RESOLVED**, that Sanilac County is opposed to the legislature of the State of Michigan's passage of legislation that takes away local control and places it within the authority of the MPSC;

**BE IT FURTHER RESOLVED**, that Sanilac County supports the statewide ballot initiative, Citizens for Local Choice, a grassroots coalition of local officials and community organizers across Michigan working to amend the Clean and Renewable Energy and Energy Waste Reduction Act to, among other things, repeal Part 8 as added by Public Act 233 of 2023 which will restore local control of land use to ensure reasonable regulation in our widely diverse communities.

**BE IT FURTHER RESOLVED**, that this resolution be spread upon the proceedings of the Sanilac County Board of Commissioners this 20<sup>th</sup> day of February, 2024.

  
\_\_\_\_\_  
Jonathon Block, Chairman  
District 1 Commissioner

  
\_\_\_\_\_  
Roger Ballard  
District 2 Commissioner

  
\_\_\_\_\_  
Gary Heberling  
District 3 Commissioner

  
\_\_\_\_\_  
Bill Sarkella  
District 4 Commissioner

  
\_\_\_\_\_  
Christine Lee  
District 5 Commissioner

  
\_\_\_\_\_  
Evans Ehardt  
District 6 Commissioner

  
\_\_\_\_\_  
John Moody  
District 7 Commissioner