

**DRAFT**  
**Agenda**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole**  
**Thursday, October 15, 2009 – 8:00 A.M.**  
**Annex Board Room (207 E. Grant Caro, Mi.)**

**Non-Committee**

**Finance**

Committee Leaders-Commissioner Bardwell and Peterson

**Primary Finance Items**

1. 2010 Budget Development Update
2. Information Regarding Voted Millage Fund Balances
3. Red Flag Rule
4. District Court line Item Transfer Request (See A)
5. Circuit Court Supplemental Appropriation Request for Court Attorney Fees
6. Circuit Court Budget Revisions – Collections Officer
7. ATM, PayPal, Touch Pay Options for Courthouse (9:00 A.M. Presentation)
8. Discussion of Tether Program Potentials
9. Mosquito Abatement Request to Purchase Plotter (See B)

**Secondary/On-Going Finance Items**

1. Treasurer Bank Statement Reconciliation (Balanced through September)
2. ACS Contract Changes
3. Update Regarding Broadband Grant Application
4. Revolving Loan Fund and Enterprise Facilitation
5. SBCI – Great Lakes Restoration Initiative Grant Funds – Set Meeting Date with Bay County Executive
6. Draft Lapeer County Resolution
7. BCBSM Lawsuit Claim
8. Information Regarding Veterans Affairs Committee

**Personnel**

Committee Leader-Commissioners Bardwell and Roggenbuck

**Primary Personnel Items**

1. None this Meeting

## Secondary/On-Going Personnel Items

1. Employee Recognition
2. Open Meetings Act Discussion for Boards and Commissions – Corporate Council and County Prosecutor
3. Mosquito Abatement Committee – Policy Review
4. Farmland Preservation Committee
5. Job Descriptions
6. Incorporate County Personnel Policies and Other key Personnel Information on the County Web Site
7. Backup Computer Support for Sheriff Department
8. Electronic Time Recording System
9. Circuit/Family Court Personnel Policies
10. Veterans' Affairs Committee Vacancy
11. County Organizational Chart
12. RFP for Labor/Personnel Legal Services
13. Appointment Application Form

## **Building and Grounds**

Committee Leader-Commissioners Petzold and Kern

- 1. Energy Efficiency Grants Timeline and Application Procedures – Next Steps**
- 2. Review of FOC Potential Relocation to the Courthouse**
- 3. Request to Use Recycling Storage Building**
- 4. Dog Training Request**

## **Primary Building and Grounds Items**

Secondary/On-Going Building and Grounds Items

1. Human Services Building Remodeling Update
2. Follow-Up Work for NACO Energy Star Program
3. Adult Probation Update Regarding Purchase Completion Steps
4. Draft Airport Zoning Update - Timeline

## **Correspondence/Other Business as Necessary**

1. Resolutions from Other Counties
2. National Flood Insurance Program
3. Economic Development
  - County EDC Strategic Planning and CAT Integration
  - Economic Gardening
  - RBEG 3<sup>rd</sup> Year Application Enterprise Facilitation
  - East Central Michigan Council of Governments Coastal Zone Management Grant
  - Regional Tourism

**Public Comment Period**

**Closed Session – If Necessary**

**Other Business as Necessary**

**Notes:**

Except for the Statutory Finance Committee, committee meetings of the whole are advisory only. Any decision made at an advisory committee is only a recommendation and must be approved by a formal meeting of the Board of Commissioners.

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.

This is a draft agenda and subject to change. Items may be added the day of the meeting or covered under other business at the meeting.

**Statutory Finance Committee**

1. Claims Review and Approval

(A)

**STATE OF MICHIGAN**  
**71-B DISTRICT COURT**  
440 NORTH STATE STREET  
CARO, MI 48723  
TELEPHONE: (989) 672-3800

HON. KIM DAVID GLASPIE

DONNA L. FRACZEK, COURT ADMINISTRATOR

DATE: October 7, 2009

TO: Clayette Zechmeister  
Chief Accountant

FROM: Donna Fraczek  
Court Administrator

RE: Line Item transfer

Please transfer \$1552.08 from line item 136-974-002 Jury Room Chairs to line item 136-727-010 Storage Supplies.

I plan to purchase two 5 drawer lateral files. This is to remedy a safety issue in one of the vaults. At the present time files are being stored in boxes. These files are constantly being used. The boxes are very heavy and have to be lifted on and off of shelves to file. In addition to the safety issue this type of filing in a small (approximately 7x8 ft.) area is very inefficient and wastes valuable employee time. The shelving that the boxes are sitting on is old and frequently breaks. I have checked with several places and Office Depot offers the least expensive solution to this problem.

(B)



## TUSCOLA COUNTY MOSQUITO ABATEMENT

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



TO: Tuscola County Board of Commissioners  
Michael Hoagland – Controller/Administrator

FROM: Jenifer Robb, Director  
Tuscola County Mosquito Abatement

Date: October 2, 2009

RE: Request to Purchase Plotter

All treatments completed by the Tuscola County Mosquito Abatement agency are based on location. It is essential that these locations as well as No Spray areas such as bee hives and organic farms are mapped. These maps are utilized on a daily basis by all the agency staff. Many of the maps are 34 inches by 44 inches in size. The plotter (a large scale printer) utilized to print these maps is a critical piece of equipment for our office. Last year the plotter used to print these broke down after twelve years of service. This season we utilized small maps and the old maps used in prior seasons. Currently all the maps the agency uses are being updated with current information, new routes and correct No Spray locations. Imaging Resources visited the office on January 16, 2009 and came to the conclusion that it was unlikely it could be repaired as parts are no longer manufactured for that model. Several quotes on a new unit have been received; Imaging Resources had the lowest price at \$3,269.00.

Funding for this is available within the current agency budget. I am asking the Board to please take into consideration allowing the purchase of this item. Please authorize a transfer of \$3269.00 from account number 240-620-970-000 Equipment Capital Outlay to account number 240-620-970-050 as well as the purchase from Imaging Resources for said amount.

