

DRAFT
Agenda
Tuscola County Board of Commissioners
Committee of the Whole
Thursday, November 12, 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 and Timeline**
2. **Road Commission Deficit Reduction Plan (See A)**
3. **American Recovery and Reinvestment Act – Amendment to the ASC Contract (See B)**
4. **SCMCCI Potential Contract Language Change**
5. **Potential County Equalization Assessing for the City of Caro**
6. **Update Related to County Health Insurance Quote**
7. **Credit Card Policy Limit Revisions and Policy Change (See C)**

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation (Balanced through October)
2. Clerk/FOC Optical Imaging Update
3. Update Regarding Broadband Grant Application
4. SBCI – Great Lakes Restoration Initiative Grant Funds – Set Meeting Date with Bay County Executive
5. BCBSM Lawsuit Claim
6. Discussion of Tether Program Potentials
7. ATM, PayPal, Touch Pay Options for Courthouse
8. Mandated/Non-Mandated Service Breakdown Update
9. Red Flag Rule Policy

Personnel

Committee Leader-Commissioners Bardwell and Roggenbuck

Primary Personnel Items

1. **Road Commission Benefits (See D)**
2. **Road Commission Elected Verses Appointed (See E)**
3. **Register of Deeds Employee Resignation (See F)**

4. **Building and Grounds Department Employee Resignation (See G)**
5. **EDC Appointment Requests (See H)**

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. County Organizational Chart
11. RFP for Labor/Personnel Legal Services

Building and Grounds

Committee Leader-Commissioners Petzold and Kern

1. **Adult Probation Update Phase II Environmental**
2. **Request to use Courthouse Lawn (See I)**
3. **Farmland Committee Update (See J)**

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 Phase II Environmental Assessment
4. Draft Airport Zoning Update
5. Energy Efficiency Grants Timeline and Application Procedures – Next Steps
6. Review of FOC Potential Relocation to the Courthouse

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 3rd 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



Tuscola County Road Commission
 1733 Mertz
 Caro, MI 48723
 Phone 989 673-2128
 Fax 989 673-3294

October 29, 2009

Michigan Department of Treasury
 Local Audit and Finance Division
 P.O. Box 30728
 Lansing, MI 48909-8228

Subject: Deficit Elimination Plan
 State ID Number 79-0100

The Tuscola County Road Commission is in receipt of the Deficit Elimination Plan Notification regarding the Local Road Fund Balance for year ending December 31, 2008. In accordance with MCL 141.921, the following shall serve as a financial plan for your evaluation and certification. Also enclosed please find a resolution adopted by the Tuscola County Board of Road Commissioners approving the plan for your consideration.

	Primary Road Fund	Local Road Fund	TCRC Fund
2008 Balances:	\$2,805,303	\$(679,245)	\$307,533

House Bill 4848 sponsored by Representative Sheltroun would amend Act-51 by allowing Road Commissions to transfer 50% of Michigan Transportation Funds from Primary Road Funds to Local Road Funds. This increase from the current 30% is intended to encourage additional matching funds with townships for local road projects. According to the County Road Association of Michigan, the bill is expected to pass this year and would be retroactive for two years. For Tuscola County, additional transfers in years 2007 and 2008 would be \$596,900 and \$575,780 respectively which would eliminate the fund deficit in the Local Road Fund with a positive fund balance in the Primary Road Fund.

Also, the Tuscola County Road Commission requested a transfer of eight (8) miles of roadway from the Local System to Primary System. Hurds Corner Road, from Bevens to Deckerville and Dodge Road, from Shabbona to Elmwood were upgraded to Primary

Road Standards in 2008. Although these projects were Federal Aid funded, the local share was all expensed from the Local Road Fund. Additionally, both sections of roadway were maintained at Primary Road Standards during winter and routine maintenance procedures. The four miles of Dodge Road were accepted into the Primary Road System in 2009, and the four miles of Hurds Corner Road are expected to be accepted in the spring of 2010. The shift of expenses from the Local Road Fund to the Primary Road Fund for winter and routine maintenance is estimated to be \$100,000 to \$200,000 annually.

With these changes, the Road Commission expects a balanced budget in the Local Road Fund in 2010 or 2011. Should the fund not be balanced, the Board would consider reducing or eliminating the matching allowances currently available to the townships. By eliminating the matching allowances for all 23 townships in Tuscola County amounts to \$632,500 annually.

If you should have any questions or need additional information, please contact me at 989-673-2128. Thank you for your cooperation.

Sincerely,



Michael Tuckey, Director of Finance
Tuscola County Road Commission

**Mari Young**

From: Skiver, Daniel [dskiver@pebsllc.com]
Sent: Tuesday, November 03, 2009 11:27 AM
To: Mari@TuscolaCounty.org
Cc: McCollum, Sue
Subject: NEW BUSINESS ASSOCIATE AGREEMENT
Attachments: PW - TUSCOLA COUNTY COURTHOUSE.pdf

Hi Mari!

Blue Cross has revised the Business Associate Agreements to be compliant with the law President Obama signed into effect known as the stimulus package or American Recovery and Reinvestment Act.

This law signed, into effect in February 2009, contains the "Health Information Technology for Economic and Clinical Health," or HITECH Act.

Because the HITECH Act expands privacy and security requirements for protected health information, it impacts the business agreements Blue Cross has established with their self-funded group customers.

Blue Cross has revised their HIPAA Business Associate Agreement to include all of the new required provisions. They also embedded a "plan sponsor certification" into the agreements so BCBSM can disclose PHI to their group customers and group customers can carry out plan administration functions.

Blue Cross requires these new BA agreements be signed and returned by December 31, 2009. Please sign and send them to your PEBS Account Manager at the address below so that we may copy for inclusion into your files and forward onto Blue Cross. Once Blue Cross receives the agreement, they will return a fully executed copy to you.

Please let me know if you have questions. Thank you!

Please call or email with any questions.

Thanks.

Daniel R. Skiver, Account Manager
Public Employee Benefits Solutions, LLC
1605 Concentric Blvd.
Suite #1
Saginaw, MI 48604
Phone: 989-249-5960, extension 13
Mobile: 989-277-6410
FAX: 989-249-5966
dskiver@pebsllc.com

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11/3/2009



CREDIT CARD POLICY
Revised 8/10/06

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 credit card. The use of credit 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 credit 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 Fiscal/Personnel Analyst in the Controller/Administrator's Office through the Controller/Administrator is authorized to secure the issuance of credit cards for use by selected County officers and employees, but the credit line per card shall not exceed \$1,500 except when there are multiple users of one card in which case the credit card limit per card shall not exceed \$3,000.

Inserted: for the Board of Commissioners or

2.2 Daily administration of credit 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 credit cards shall be maintained at National City Bank and the Controller/Administrator's Office.

2.2.2 Department heads are responsible for obtaining credit cards from employees who are discontinuing employment with the County and are to submit them to the Fiscal/Personnel Analyst.

2.2.3 Requests for new employees to receive credit cards shall be made in writing from respective department heads to the Fiscal/Personnel Analyst.

2.2.4 It is the responsibility of respective departments to reconcile credit card expenditures with bank statements and employee receipts. **Employees are required to submit a detailed, itemized receipt for all credit card expenditures, including a breakdown of all purchases at dining establishments.**

CREDIT CARD POLICY

National City Bank will send a statement of credit card expenditures directly to respective department heads.

- 2.2.5 After department heads reconcile credit card expenditures and sign invoices for payment with identification of account numbers to be charged, invoices and corresponding documentation (detailed, itemized receipts, etc.) can then be submitted to the Controller/Administrator's Office for payment.
- 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 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 requests in order to prevent incurring interest charges.
- 2.2.6 If a credit card is lost or stolen, it is the responsibility of the elected official, department head, or employee to immediately notify the Fiscal/Personnel Analyst in the Controller/Administrator's Office and National City Bank so appropriate protective action can be taken.
- 2.2.7 Credit card charges shall not exceed the authorized budget for respective department line item accounts.
- 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 credit 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 For a list of unauthorized expenditures, please see section 3 of the Claims Processing Procedure Policy.



TUSCOLA COUNTY ROAD COMMISSION
WAGES & BENEFIT SUMMARY
COMMISSIONERS

Health Care Insurance

Blue Cross Blue Shield PPO
for Commissioner & Spouse

Active Suffix

Monthly Premium

2 Person Regular	\$	1,466.55
2 Person Regular	\$	1,466.55
2 Person Regular	\$	1,466.55

Wages

Annually

Chairman	\$	4,500.00
(2) Board Members	\$	4,200.00

MERS

Employee Contributes	5.43%
Employer Contributes	13.00%
10 Year Vesting	

County Road Commissions Elected v. Appointed

County	Appointed/Elected	County	Appointed/Elected
Alcona	Elected	Lake	Elected
Alger	Elected	Lapeer	Elected
Allegan	Appointed	Leelanau	Elected
Alpena	Appointed	Lenawee	Elected
Antrim	Appointed	Livingston	Appointed
Arenac	Elected	Luce	Appointed
Baraga	Appointed	Mackinac	Elected
Barry	Appointed	Macomb	Appointed
Bay	Elected	Manistee	Appointed
Benzie	Appointed	Marquette	Appointed
Berrien	Appointed	Mason	Appointed
Branch	Appointed	Mecosta	Elected
Calhoun	Appointed	Menominee	Elected
Cass	Appointed	Midland	Appointed
Charlevoix	Appointed	Missaukee	Elected
Cheboygan	Elected	Monroe	Appointed
Chippewa	Appointed	Montcalm	Elected
Clare	Elected	Montmorency	Elected
Clinton	Appointed	Muskegon	Appointed
Crawford	Appointed	Newaygo	Appointed
Delta	Elected	Oakland	Appointed
Dickinson	Appointed	Oceana	Elected
Eaton	Appointed	Ogemaw	Elected
Emmet	Appointed	Ontonagon	Appointed
Genesee	Appointed	Osceola	Elected
Gladwin	Elected	Oscoda	Elected
Gogebic	Appointed	Otsego	Elected
Grand Traverse	Appointed	Ottawa	Appointed
Gratiot	Elected	Presque Isle	Appointed
Hillsdale	Elected	Roscommon	Elected
Houghton	Appointed	Saginaw	Appointed
Huron	Appointed	Sanilac	Elected
Ingham	Appointed	Schoolcraft	Elected
Ionia	Appointed	Shiawassee	Elected
Iosco	Appointed	St Clair	Appointed
Iron	Elected	St Joseph	Appointed
Isabella	Elected	Tuscola	Appointed
Jackson	Appointed	Van Buren	Appointed
Kalamazoo	Appointed	Washtenaw	Appointed
Kalkaska	Elected	Wayne	
Kent	Appointed	Wexford	Appointed
Keweenaw	Elected	Appointed: 49	Elected: 33

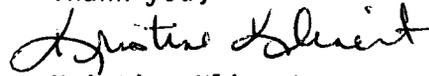
Source: County Road Association of Michigan
Revised November 2004

November 02, 2009

Dan,

This letter is to give notification of my intention to resign from my position as account clerk II in the office of the Register of Deeds. My resignation will be effective as of November 13, 2009.

Thank you,



Kristine Klinert

Tuscola County Commissioners
207 E. Grant St
Caro, Mi 48723

October 8, 2009

Gary R. Miller, Sr.
Building and Grounds Maintenance
Tuscola County

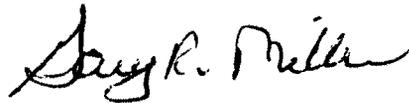
Dear Commissioners.

I would like to inform you that I am retiring from my position with Tuscola County.
effective January 8, 2010. *g r m / m. y.*
18

Thank you for the opportunities for professional and personal development that you have provided me over the years. I have enjoyed working for the County and appreciate the support provided me during my tenure.

While I look forward to enjoying my retirement, I will miss working with all the friends I have made over the years of my employment. If I can be of assistance during this transition, please contact me.

Sincerely,



Gary R. Miller, Sr.
2302 Mertz Rd.
Caro, MI
989-673-5689

November 6, 2009

Tuscola County Board of Commissioners
c/o Mr. Mike Hoagland, Controller
207 E. Grant St.
Caro, MI 48723

Dear Board of Commissioners:

At the November 5, 2009 meetings of the Tuscola County Economic Development Corporation and the Brownfield Redevelopment Authority, the boards approved a resolution to recommend to the Tuscola County Board of Commissioners that Bill Bushaw of Millington, Joe Hembling of Vassar, and Rose Laskowski of Mayville be re-appointed as members of the Tuscola County EDC board and the County Brownfield Redevelopment Authority board.

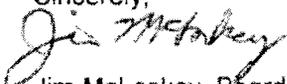
The Tuscola County Economic Development Corporation approved a resolution to recommend to the Tuscola County Board of Commissioners that Mr. Bill Bushaw be appointed as a member on the Tuscola County EDC board and the Brownfield Redevelopment board whose term will expire December 31, 2015. Mr. Bushaw is the owner of a manufacturing building and provides management assistance to the firm. He is knowledgeable regarding real estate issues and commercial development. He is proactive in helping improve the quality of life of Tuscola County citizens by bringing more commerce, development and jobs to Tuscola County.

The Tuscola County EDC approved a resolution to recommend Mr. Joe Hembling to the Tuscola County Board of Commissioners for appointment as a member of the Tuscola County EDC and Brownfield Redevelopment Authority board whose term expires December 31, 2015. Mr. Hembling is the Reese Village Manager and he is retired manager from a large retailer. He is knowledgeable regarding economic issues facing Tuscola County municipalities and he is an individual helpful in helping local businesses, citizens, and other organizations to work together in bringing jobs and economic development to Tuscola County.

The Tuscola County EDC approved a resolution to recommend Ms. Rose Laskowski to the Tuscola County Board of Commissioners for appointment as a new member of the Tuscola County EDC and Brownfield Redevelopment Authority board whose term expires December 31, 2015. Ms. Laskowski is the Executive Director of the Caro Center. Rose has vast experience in managing the Caro Center and she is knowledgeable and helping in envisioning the future of Tuscola County.

Each of the board members will furnish a forthcoming letter in the next few days giving more details of their backgrounds, accomplishments and their interests in service on the EDC board. The Tuscola County EDC appreciates your resolution for the re-appointment of these 3 board members at your next board meeting.

If you have any questions, please call me at 989-673-2849.

Sincerely,

Jim McLoskey, Board Secretary
Tuscola County Economic Development Corporation
Tuscola County Brownfield Redevelopment Authority

JM/gr
cc: Margie White-Cormier, Clerk
Rose Laskowski, Bill Bushaw, Joe Hembling

November 10, 2009

Rose Laskowski
5688 Lobdell Rd.
Mayville, MI 48744

Mr. Jim McLoskey, Board Secretary
Tuscola County Board of Commissioners
207 E. Grant St.
Caro, MI 48723

Dear Mr. McLoskey,

It is my understanding that the Tuscola County EDC Board has forwarded a recommendation to continue my appointment serving on the EDC Board.

Please consider my tenure on the Board and experience as the Executive Director of the Caro Center for continued consideration for this appointment. Hopefully, my knowledge and skill levels will contribute to the future mission of this community.

Thank you in advance for your kind consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Rose A. Laskowski". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Rose A. Laskowski, R.N., B.S.N.
Executive Director

RAL/dm

(1)

11-2-09

Dear Commissioners,

The Caro Womens Interfaith
Committee for Christmas request the use
of the Courthouse lower from November 29, 2009
thru January 10, 2010 to display their
Nativity scene.

Thank you for your attention in
this matter.

Respectfully submitted,
Marsha Perry
Chairman
673-2997

①

To: County Board of Commissioners November 4, 2009
From: Farmland and Open Space Preservation Ordinance Sub-Committee
Re: Farmland and Open Space Preservation Fund Board

Dear Commissioners:

Recently, I called the Michigan Department of Agriculture concerning the development of a Tuscola County Farmland Preservation Board. In particular, inquiring about the current way it is set up and the duties required of the board according to the language of the ordinance. I asked if there would be alternative ways to implement it. Elizabeth Juras, of the MDA Farmland and Open Space Division, said **it is possible** to define the farmland preservation board or committee in such a way that would meet our current needs and could revert back if to the original when applicable.

The information from her could give us a fresh way to address the situation. Knowing there is difficulty in finding interested individuals to invest time and energy into more meetings and for you to create yet another board, I asked if we could use individuals from within another organization. Individuals who have the qualifications, meet the criteria, and are interested in agriculture and farmland and open space preservation and could for the short term, become the Farmland Preservation Board. The answer was "it would be no problem". Also, it would not even require an amendment to the existing Ordinance. It would be necessary to develop our strategy and our goals along with defining the roles and duties of the FPB membership.

Development and documentation of this process would be sent to Elizabeth for review and possible suggestions. This could be an answer to the problem we are having as we move forward to complete the requirements involved in the Farmland and Open Space Preservation Ordinance and it does not appear to be difficult to accomplish.

I have been asked to bring additional information to you so you can move forward and feel this is a good alternative. If you find this option to be a possibility and if you would like me to pursue it further through the Planning Commission/Farmland Preservation Ordinance Sub Committee, please let me know as soon as possible.

Thank You,



Delores Damm, Sub Committee Chair
Farmland and Open Space Preservation Ordinance
Tuscola County Planning Commission

Section 4.07 – Effect of the Approval of the Farmland and Open Space Plan Element

After the date of the certification required in Section 4.06, the County Board of Commissioners shall acquire development rights in any farmland not fully consistent with this Ordinance.

ARTICLE V LAND PRESERVATION BOARD

Section 5.01 – Establishment of the Tuscola County Land Preservation Board

The Tuscola County Land Preservation Board (LPB) shall be a separate board reporting directly to the Tuscola County Board of Commissioners. Appointments to the Land Preservation Board shall be made by the Board of Commissioners. All appointees shall serve at the will and pleasure of the Board of Commissioners. Members and operation of the LPB shall subscribe to the rules and procedures established by the County Board of Commissioners governing all boards, commissions and committees of Tuscola County including: member compensation, rules of procedure, public meeting notice, open meeting compliance, disclosure of conflicts including applicable financial and accounting policies.

The Land Preservation Board shall include nine (9) members who are residents of the County of Tuscola. Appointments to the LPB shall consider:

- 1– Member of the Tuscola County Board of Commissioners
- 1 – Member of the Tuscola County Planning Commission
- 2 – Members representing the farming community
- 1 – Member representing real estate/development
- 1 – Member representing the conservation community
(Environmental perspective)
- 1 – Member who is an elected official from municipalities participating in the farmland preservation program
- 2 – Member of the public at-large (not already represented)

Section 5.02 – Conflict of Interest and Related Issues

Individual County Agricultural Preservation Board members shall disclose any potential conflict of interest and may not participate in discussion or vote when a conflict exists. Conflicts of interest include, but are not limited to, situations where:

- 1) the board member is the applicant,
- 2) the member is a close relative of the applicant,
- 3) the board member has a close business association or ties with the applicant,
- 4) the board member, a relative, or a business associate could receive financial gain or benefit from the acceptance of the application.

Individual County Agricultural Preservation Board members may not sell development rights to

farmland under this ordinance during their term of office.

Section 5.03 – Duties and Functions of the Tuscola County Land Preservation Board

The LPB shall function as an advisory body to Tuscola County Board of Commissioners and assist the County Board in determining:

- A. The priority for the purchase of farmland development rights for all property submitted by landowners for consideration,
- B. Whether the County should enter a purchase agreement for the development rights from an eligible parcel of farmland including any other eligible land thereto,
- C. The price and method of compensation relative to the purchase of the development rights from an eligible parcel of farmland including any other eligible land thereto.

In addition to the duties above, the LPB shall:

- D. Determine fees to be charged, prepare and administer and prioritize applications and produce a prioritized list of farmland properties,
- E. Publish the prioritized listing of farmland property, file a copy of the listing with each participating local unit of government and make copies available to general public, and
- F. Prepare for approval by the Tuscola County Board of Commissioners, applications for state, federal or other sources of grant funds to assist the purchase of development rights pursuant to the provisions of this ordinance.

Section 5.04 – Staff Services and Technical Assistance

The County Planning Commission with the assistance of the Michigan State University Extension Office shall provide staff services for the operation of the LPB. The LPB may consult experts and secure services of technical advisors, as required within an approved budget, to assist in the performance of the duties and functions of the LPB.

**ARTICLE VI
APPLICATION AND PRIORITIZATION PROCEDURES**

All application-associated fees, or any additional fees, shall be paid in full by the applicant at each phase of the application process.

Section 6.01 – Application

The LPB shall prepare an application for submission of eligible properties and provide copies of the application to each participating local unit of government. At minimum the application shall include the following information:

- A. The name of the landowner(s) filing the application,
- B. The address and phone number of the applicant,
- C. Proof of ownership of the property submitted in the application,
- D. A legal description and property tax identification number of the land being submitted in the application,
- E. An indication of the total number of nominated acres currently in agricultural use,
- F. The size of the parcel,
- G. The type/types of crop(s) grown including number of acres each,
- H. Any other information deemed necessary to complete the application by the LPB as requested on the application form,
- I. A statement indicating the application has been reviewed by the planning commission and legislative body of the participating local unit of government in which the property is located,
- J. A signed and notarized statement that the owners are voluntarily submitting the application for prioritization and possible acquisition of farmland development rights.

Section 6.02 – Submission of Applications Notice of Availability

At least once annually, the LPB shall establish a time period for acceptance of applications. Notice of the application and period of availability of applications shall be published in a newspaper(s) of general circulation within the County not less than ninety-days (90) prior to any submission deadline established by the LPB. In addition, the LPB shall seek additional means of public notice including publication in the Tuscola County Advertiser, MSU Extension, Conservation District and other newsletters and venues as deemed appropriate.

All applications for consideration shall:

- A. Be made only in an application form approved by the LPB,
- B. Be signed by all of the owner(s) of the land being considered,
- C. Be submitted prior to the deadline for receipt of applications for the selection year as set forth by the LPB, and
- D. Contain all the required information.
- E. All application-associated fees, or any additional fees, shall be paid in full by the applicant at each phase of the application process.

Section 6.03 – Application Fee

The LPB may assess an initial application fee, approved by the Tuscola County Board of Commissioners, and payable by applicants at the time of application.

Section 6.04 – Acceptance of Application

The application shall be forwarded to the LPB for scoring, review and recommendation upon receipt of all necessary materials and the application fee.

Section 6.05 – LPB Review and Certification of Eligibility

The applications shall be forwarded to the LPB for scoring, review and recommendation.

Section 6.06 – Prioritization and Scoring Criteria

The LPB shall develop selection criteria and a numerical scoring system to be used by the LPB to consider and select farmland applications for consideration by the county board of commissioners for purchase of development rights.

- A. The farmland selection criteria shall place a priority on the purchase of development rights of farmland that meets one or more of the following:
 - 1. Farmland that has a productive capacity suited for the production of feed, food and fiber, including but not limited to nursery stock operations and the raising of horses,
 - 2. Farmland that would complement and is part of a documented, long-range effort or plan for land preservation,

3. Farmland that is located within an area that complements other land protection efforts by creating a block of farmland that is protected,
4. Farmland in which matching funds have been provided by either the landowner or another source,
5. Other criteria as may be deemed appropriate by the LPB.

The LPB shall submit the initial and any future amendments of the developed selection criteria and scoring system to the participating local units of government for review and concurrence. The initial selection criteria and scoring system and any future amendments to the selection criteria and the scoring system must be approved by a 2/3 majority vote of the LPB in order to be considered for concurrence by the legislative bodies of all participating local units of government. Concurrence with the selection criteria and scoring system shall be by resolution of the legislative body of 3/4 qtr. of all participating local units of government and shall be required prior to the LPB recommending any purchase to the Tuscola County Board of Commissioners.

Section 6.07 – Prioritization and Notice of Prioritization

The LPB shall complete the numeric prioritization of all certified applications using the prioritization criteria prepared pursuant to Section 6.04. Notice of the ranking of all application and the prioritized score of applications shall be transmitted to the Tuscola County Board of Commissioners and each participating local unit of government.

Section 6.08 – Carry-Forward Provisions

A certified application may be carried forward to the next selection period, provided the applicant and participating local unit of government authorizes the LPB to carry forward the application. Such application shall be reprioritized among all certified application submissions, using the current score. If changes to the application have been made that would result in a modification of the score, a new application must be submitted.

ARTICLE VII METHOD OF DETERMINING VALUE AND PAYMENT

Section 7.01 – Appraisal Method of Valuation

Upon approval of an application and receipt of all assigned fees, under the terms of this ordinance, the LPB will initiate an appraisal of the applicant's property. Said appraisal shall be a "before and after" appraisal. The "before" value may be based either on an appraisal or local land assessment for tax purposes, and will determine the value of the full ownership of the land before development and before conservation easement rights are severed. The "after" value will determine the fair market value of the parcel with the development or conservation easement rights severed.