

**DRAFT - Agenda**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole**  
**Tuesday, April 6, 2010 – 8:00 A.M.**  
**Annex Board Room (207 E. Grant Caro, Mi.)**

**Finance**

Committee Leaders-Commissioner Peterson and Bardwell

**Primary Finance Items**

1. **Potential 2010 General Fund Budget Adjustments to Reduce Reserve Usage – Controller/Administrator**
2. **Energy Grant Administration (See A)**
3. **Approval to Sign Motorola Rebanding Agreement**
4. **Road Patrol and Senior Citizen Millage Renewal Language (See B)**
5. **Notification to Reconsider and Possibly Rescind Board Motions of 12/08/09 and 12/22/09 Regarding the Number and Electing Road Commissioners (See C)**
6. **Denmark Sanitary Sewer Bonds Final Payment (See D)**
7. **Jail Diversion Agreement (See E)**
8. **Emergency Services Update – April 15<sup>th</sup> Potential Meeting Date**
9. **Health Insurance Meeting Schedule 10:00 A.M.**

**Secondary/On-Going Finance Items**

1. Treasurer Bank Statement Reconciliation
2. MERS Presentation Scheduled for April 15, 2010 Meeting
3. Recycling Financial Planning Scheduled for April 15, 2010
4. MSUe and District Court Budget Amendments
5. Development of Financial Guidelines for Labor Negotiations
6. Update Regarding Broadband
7. Discussion of Tether Program Potentials – Potential Use of Grant Funds
8. ATM, PayPal, Touch Pay Options for Courthouse – Need to Schedule Meeting Date with Banks
9. MGT and Maximus County-Wide Cost Allocation Plan RFP
10. State Mandate to Consolidate Dispatch Operations – HB 5927
11. Need to Schedule Behavioral Health Audit Presentation
12. Animal Control Agreement – Mileage Change Request
13. Potential 2010 Budget Amendments
  - Probation Officer Position
  - Clerk's Office – Increase in Part-Time General Office Clerk's Hours

**Personnel**

Committee Leader-Commissioners Peterson and Roggenbuck

**Primary Personnel Items**

1. **Sheriff Department Promotion (See F)**
2. **April 14<sup>th</sup> and 21<sup>st</sup> Meeting with PEBS and Employees – Need to Set Time**

### Secondary/On-Going Personnel Items

1. Open Meetings Act Discussion for Boards and Commissions – Corporate Council and County Prosecutor
2. Incorporate County Personnel Policies and Other key Personnel Information on the County Web Site
3. Circuit/Family Court Personnel Policies

### **Building and Grounds**

Committee Leader-Commissioners Petzold and Kern

1. **Airport Zoning Ordinance – Next Steps**
2. **Niland Building – Possible Lease Buy-Out**
3. **Adult Probation Building Update**

### Primary Building and Grounds Items

Secondary/On-Going Building and Grounds Items

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

1. Great Lakes Restoration Initiative Grant Submittal
2. Other County Resolutions

### **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 (Outstanding Invoice from Last Meeting)



## Mike Hoagland

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**From:** Mike Hoagland [MHoagland@TuscolaCounty.org]  
**Sent:** Saturday, April 03, 2010 7:43 AM  
**To:** Amanda Roggenbuck (aroggenbuck@tuscolacounty.org); 'Jerry Peterson'; 'Tom Bardwell (tbardwell@hillsanddales.com)'; Tom Kern (commishkern@gmail.com)  
**Cc:** Clayette Zechmeister (Clayette Zechmeister)  
**Subject:** FW: Revised Admin Proposal  
**Attachments:** Thumb EECBG Impl Prop Scope 3-31-10.PDF  
 Commissioners

Jim McLoskey and I requested AKT Peerless to prepare the revised proposal to provide administrative services for the \$489,990 Energy Grant. Please review the proposal before the April 6 meeting so there is time to make any changes or revisions and so that action can be taken at this meeting.

Thank you.

Michael R. Hoagland  
 Tuscola County Controller/Administrator  
 207 E. Grant St.  
 Caro, MI 48723

(989) 672-3700 Phone  
 (989) 672-4011 Fax  
[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org) E-mail

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**From:** Ryan Londrigan [mailto:LondriganR@aktpeerless.com]  
**Sent:** Thursday, April 01, 2010 10:35 AM  
**To:** 'MHoagland@TuscolaCounty.org'  
**Cc:** 'Tuscola County EDC'; Jeremy McCallion; Tony Anthony  
**Subject:** Revised Admin Proposal

Mike and Jim,

Revised proposal and summary attached. This proposal is for us to do Admin, reporting and tracking for one year. We are proposing to keep the existing \$10,000 in tact for your time and reduce audits and strategies \$10,000 for our time. Please call or reply to discuss. Also please note that if Tuscola would be unlikely to consider us for completing the actual Audis and Strategies because we work on the Admin and RFQ – we do not want the contract for Admin/RFQ.

What time do you want us to be there on Tuesday April 6<sup>th</sup>?

The first quarterly report and submittal instructions will arrive this afternoon. Should we copy Renee at your office?

4/5/2010

Thanks,

**Ryan T. Londrigan, CHMM**  
Project Manager

**AKT Peerless Environmental & Energy Services**

214 Janes Avenue – Saginaw, MI 48607

(989) 754-9896 fax: (989) 754-3804

cell: (989) 284-7238

**Chicago Detroit Farmington Saginaw**

[www.aktpeerless.com](http://www.aktpeerless.com)



March 31, 2010

Mr. Michael Hoagland  
**Tuscola County**  
207 East Grant Street  
Caro, Michigan 48723

Subject: Proposed Energy Efficiency & Conservation Block Grant (EECBG) Implementation  
Scope of Work

Mr. Hoagland:

It has been a pleasure working with you on the *Multi-Purpose Grant for Non-Entitlement Local Governments* (Multi-Purpose Grant) and energy efficiency activities in the Thumb Region. AKT Peerless Environmental & Energy Services (AKT Peerless) is pleased to present this proposed scope of work for implementation and administration of the Multi-Purpose Grant.

The proposed scope of work is a revision from the proposal submitted on March 19, 2010. The original scope of services requested a contract for implementation of grant administration, regional strategies, and energy audits. The attached proposed scope of work will involve contracting AKT Peerless only for the administrative reporting, measurement and tracking of the Multi-Purpose grant and prepare a request for qualifications for implementation of select portions of the grant.

The following summary provides a review of the grant and proposed implementation and administration scope of work to meet the requirements for the Multi-Purpose Grant.

We look forward to working with you on this project. If you have any questions or require additional information, please contact us at (989) 754-9896.

Sincerely,

**AKT Peerless Environmental & Energy Services**

A handwritten signature in black ink that reads "Ryan T. Londrigan". The signature is written in a cursive style. A small "cc" is written at the bottom right of the signature.

Ryan T. Londrigan  
Project Manager



**PROPOSED IMPLEMENTATION AND ADMINISTRATION SCOPE OF WORK  
FOR  
THE DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH (DELEG)  
ENERGY EFFICIENCY & CONSERVATION BLOCK GRANT (EECBG)**

**1.0 INTRODUCTION**

AKT Peerless Environmental & Energy Services (AKT Peerless) assisted the Counties of Tuscola, Huron, and Sanilac in completing the *Multi-Purpose Grant for Non-Entitlement Local Governments* (Multi-Purpose Grant) proposal. The goal of the Multi-Purpose grant is to provide the Thumb communities with immediate energy cost savings, through energy efficiency retrofits, and establish the foundation for a robust long-term energy program.

The Multi-Purpose Grant proposal included development of regional strategies, local planning, energy audits, energy efficiency retrofits, performance monitoring, and reporting. Refer to the following table for a summary of the specific activities included within the grant application.

<b>Grant Activities</b>
Regional Non-Motorized Transportation Strategy
Harbor Beach Bike Path Planning/Design
Village of Caro Retrofits
Village of Caro Light Emitting Diode (LED) Street Lighting Retrofits
Watertown Township Retrofits
Tuscola County Re-lamping of Municipal Buildings
Mayville Renewable Energy Installation
Cass City Renewable Energy Installation
Energy Audits
Regional Energy Efficiency Conservation Strategy (EECS) Development
Administrative Reporting and Tracking

A grant amount of \$489,990 was awarded to the Tuscola County Controller’s office on February 26, 2010. The grant agreement was accepted by Tuscola County on March 4, 2010.

**2.0 IMPLEMENTATION STRATEGY FOR EECBG FUNDS**

The Grant Agreement requires that to the maximum extent possible all subgrants or subcontracts funded be awarded as fixed price contracts through the use of competitive procedures. According to the grant agreement, when competitive selection is not feasible or practical, the grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection.

Based on the above, AKT Peerless proposes that Tuscola County request permission to award a limited sole source contract to AKT Peerless to implement the following activities:

- Grant Administration, Tracking, and Reporting Requirements
- Preparation of a Request for Qualifications

All other grant activities will be awarded through competitive bidding, with preference given to local contractors.

With proper justification to the Grant Administrator, a sole source contract may be awarded to AKT Peerless to allow for the timely implementation of the grant and limit the burden on Tuscola County associated with administrative activities, reporting and bidding. Justification for a sole source contact is summarized below.

## **2.1 Proposed Grant Implementation Plan**

- Phase I: Sole Source Approval for the Scope of Services Outlined in 2.2 below from Tuscola County and DELEG
- Phase II: Prepare RFQ for 1) Energy Audits; 2) Energy Strategy; 3) Oversight for Energy Efficiency Retrofits and Renewable Energy installations; 4) Non-Motorized Plan
- Phase III: Prepare RFP for Energy Efficiency Retrofits and Renewable Energy with the assistance of the consultant selected in Phase II. It is anticipated that each local unit of government will issue a separate RFP for the activities outlined in the grant. Assistance will be provided to develop the RFP and provide oversight during activities
- Phase IV: Select all contractors and equipment for Energy Efficiency Retrofits and Renewable Energy. Complete baseline energy audits before retrofits are installed
- Phase V: Initiate Energy Strategy development

## **2.2 AKT Peerless Scope of Services**

Under the proposed contract AKT Peerless will conduct the following scope of services:

- Administrative reporting, measurement, and tracking for one year
- Preparation of a Request for Qualifications (RFQ) for implementation of the following activities:
  - Completion of Energy Audits of Municipal Buildings.
  - Completion of Regional Energy Efficiency Conservation Strategy
  - Oversight of Implementation of Energy Efficiency Retrofits and Renewable Energy installations
    - Includes meeting Davis-Bacon weekly timesheet submittals
  - Completion of the Regional Non-Motorized Transportation Plan
    - Assistance will be provided by Carl Osentoski of Huron County

AKT Peerless recommends the use of a RFQ instead of a Request for Proposal (RFP) for the competitive bid process for the following reasons:

- A RFQ give the Tuscola County Board of Commissioners the opportunity to choose consultants based on a competitive process.
- At this time, insufficient building information exists to determine the appropriate type and amount of audits to be conducted. This information would be necessary for release of an RFP.
- Budget categories were pre-determined, cost and scope changes would require a grant agreement amendment. An RFP could result in a change of cost or scope of the grant agreement.

### **2.3 Sole Source Justification**

A sole source justification to AKT Peerless for the activities described above would be based on the following rational:

1. Timely implementation of grant. The first quarterly reporting period is April 2, 2010. The grant application proposed completing the activities within one year. At the time of this letter AKT Peerless has prepared the first quarterly reporting submittals for Tuscola County as an In-Kind service.
2. Preparation and detailed knowledge of EECBG application and grant activities.
3. Technical knowledge of grant activities. In preparing the grant application, AKT Peerless worked closely with each county and municipality included in the grant application. This knowledge will allow for the timely and accurate implementation of the grant.
4. Established working relationship with Tuscola County and other Thumb Counties including implementation of current and past U.S. Environmental Protection Agency (USEPA) Brownfield assessment grants.
5. Unmatched level of experience in Thumb Region. No other independent consulting company offering the same services exists within the Thumb/Saginaw Bay Region. This level of experience is unmatched and absolutely critical to ensure a new program follows municipal processes, meets community goals and is implemented successfully.
6. Established commitment to success of Thumb Region. AKT Peerless provides thousands of dollars in In-Kind consulting services to Tuscola, Huron and Sanilac Counties each year in association with grant applications and management. Over \$11,000 worth of In-Kind service was provided in the Multi-Purpose Grant process alone. Based on the reduction of the grant amount and limited administrative funding available in the grant agreement, a significant amount of In-Kind service will be necessary to accomplish the goals of the Multi-Purpose Grant. It is estimated that AKT Peerless will provide an additional \$5,000 of In-Kind service during the administrative reporting, measurement, and tracking process. The In-Kind service may be used as part of the local match required by Tuscola County.
7. AKT Peerless provides competitive rates. Competitive rates have been verified through the competitive bid process with Tuscola County for USEPA environmental assessment grants. AKT Peerless will maintain the existing rate schedule with Tuscola County for the Multi-Purpose Grant.



## 2.4 Tuscola County Requirements

AKT Peerless will require information and assistance from Tuscola County to complete the scope of work described above. Specifically AKT Peerless will require:

- Copy of resolution or meeting minutes approving the request to DELEG to sole source AKT Peerless for the scope of work described above.
- Submittal of the sole source request to DELEG.
- Assistance from Tuscola County Staff for meeting reporting requirements (as outlined in the Multi-Purpose Grant).
- Signing and forwarding submittals to DELEG.
- Oversight for compliance with Tuscola County procurement policy/requirements.
- Distribution assistance for the completed RFQ.
- Review of qualifications submitted to the RFQ.
- Selection of contractor following receipt of qualifications.

## 2.5 AKT Peerless' Fees

As stated earlier, over \$11,000 worth of In-Kind services was provided in the Multi-Purpose Grant process. It is estimated that AKT Peerless will provide an additional \$5,000 of In-Kind service during the reporting, measurement, and tracking process.

The grant currently contains \$10,920 for administration and oversight. It is AKT Peerless' goal to reserve as much of that \$10,920 as possible for use by Tuscola County to offset salary costs for county employees who provide support and accounting services associated with the grant. Based on that goal AKT Peerless recommends line item budget adjustments of the energy audits, regional non-motorized transportation strategy, and regional energy efficiency conservation strategy to offset fees associated with the proposed scope of work. AKT Peerless will complete the scope of work described above for fees not to exceed \$10,535. The proposed cost is equal to a budget reduction of less than 5% for the energy audits, regional strategy and non-motorized transportation strategy.

Flexibility exists within the grant for fund reallocations as needed. Budget changes of less than 5 percent can be made without approval of DELEG. Additional reallocations can be evaluated by Tuscola County and AKT Peerless, as necessary. Reallocations and energy conservation measures that are completed under budget can be used to further offset salary cost for county employees.

Note that AKT Peerless anticipates submitting a competitive qualifications package in response to the RFQ described above as "Phase II." As part of the contract proposed in this letter AKT Peerless will be the primary author of the RFQ, which will be prepared in an unbiased manner, and released by Tuscola County. **AKT Peerless requests that the contract proposed in this letter not be awarded if procurement policies by Tuscola County, board member preference, or any other factor will prevent AKT Peerless from being considered for award of the RFQ released as part of Phase II.**



This summary including: descriptive material, pricing, discussion of proposed methods to be used or implemented by AKT Peerless, and related information set forth herein are confidential; these items constitute trade secrets of and are proprietary to AKT Peerless. AKT Peerless is submitting this information for informational purposes only, based on the express understanding that it will be held in strict confidence; will not be disclosed, duplicated, or used, in whole or in part, for any purpose other than the evaluation of this information; and will not, in any event, be disclosed to third parties, without prior written consent of AKT Peerless.

To: Tuscola County Board of Commissioners

From: Controller/Administrator  
Equalization Director

Date: February 10, 2010

**Re: Information Regarding Renewal of Road Patrol and Senior Citizen Millages**

There are eight special purpose millages and the allocated millage available for county operations (see table below):

Mills edited 1-28-2010	Last	2009	
Millage Name	Ballot Mills Voted	Maximum Millage Amount	Last Date Can be Renewed *
<b>General Operating Millage</b>			
████████████████████	████	████	████
Medical Care Facility Construction	N.A.	1.0000	N.A.
Primary Roads	0.9657	0.9657	Nov. 2016
Road Patrol	0.9000	0.8953	Nov. 2010
Mosquito Abatement	0.6316	0.5616	Nov. 2014
Bridge	0.4807	0.4807	Nov. 2016
Medical Care Facility*	0.2500	0.2500	Nov. 2019
Senior Citizens	0.2000	0.1989	Nov. 2010
Recycling*	0.1500	0.1500	Nov. 2017
<b>Total</b>		<b>8.4163</b>	
<b>* Millage renewal could be voted on before this deadline</b>			
<b>Source: County Equalization Department</b>			

**Background Information**

- The allocated millage is fixed indefinitely.
- Primary Roads, Mosquito Abatement, Bridge, Medical Care Facility and Recycling were all renewed by the public in the August 2008 election.
- The Medical Care Facility Construction millage does not have to be renewed and expires in 2017.
- Sheriff Road Patrol and Senior Citizen millages must be voter approved no later than the November General Election of 2010 in order to be levied and produce property tax revenue for the 2011 calendar year budget.

- The ballot language including date to be voted, amount of millage, and length of time until next renewal is the ultimate responsibility of the Tuscola County Board of Commissioners to set and approve.
- Attachment A is a copy of the language that was used for the last renewal of the Sheriff Road Patrol and Senior Citizens in 2004.
- The County Corporate Council and Equalization Director have explained that a millage that has been rolled back under Headlee can be put on the ballot at the original levy amount and still be referred to as a renewal provided the amount of Headlee roll back is less than .5 mills. The Road Patrol and Senior Citizen millages have been rolled back significantly less than .5 mills.

### **Importance of Staggering Millage Renewal Votes**

- With eight special purpose millages it is important that their terms be staggered so that they all do not expire at the same point in time which may increase the chances of some renewals failing particularly in difficult financial times.
- The Road Patrol and Senior Millage have been set for six years with the previous renewals. If the Road Patrol and Senior millages are again set for six year periods they would have to be voted for renewal with Primary Roads, Bridge, and in all likelihood Recycling because they would also expire at this same time. This would mean five millage questions would be voted on in the same year.
- An alternative to the six year renewal period would be to change to a four or eight year period. **If a four year period** is set for the Road Patrol and Senior Citizens, the only other millage that would likely be voted on at this same period is Mosquito Abatement. **If an eight year period** is set, there are no other millages that expire at this time except possibly the Medical Care Facility which may be voted on in 2018 to avoid the cost of a special election in 2019. Of course, the longer the period for a millage renewal the more potential roll backs in the millage amounts that could occur under Headlee.
- By voting in August the Board of Commissioners could put the question back on the November ballot for another vote and still be able to levy the millage in the next year if it passes.

### **Recommended Next Steps**

- Ask representatives for seniors to review ballot languages and length of terms for renewal of the Senior Citizen Millage and provide recommendations.
- Ask the Sheriff to review ballot languages and length of terms for renewal of the Road Patrol Millage and provide recommendations.
- Ask corporate council to review and approve ballot languages.
- Submit final ballot languages to the County Clerk by May 25, 2010 for inclusion on the August primary election ballot for a public vote.

## **Draft for Discussion Purposes Only**

### **SHERIFF'S ROAD PATROL (Renewal of existing millage)**

For the year 2010 and continuing through the year 2017, shall the total taxable property rate limitation in Tuscola County be lifted by .90 mills (\$.90 for each \$1,000 of valuation) for operation of the Tuscola County Sheriff's Road Patrol within Tuscola County? If approved and levied in its entirety, this millage raises an estimated \$1,255,938 in the first calendar year after its approval. All revenue will be disbursed to Tuscola County and shall be exclusively used for Sheriff's Road Patrol activities within Tuscola County. This is a renewal of a previously voter-approved authorization that will expire before the effective date of this authorization.

Note: Estimate to be revised when 2010 taxable values are available.

### **SENIOR CITIZENS (Renewal of existing millage)**

For the year 2010 and continuing through the year 2017, shall the total taxable property rate limitation in Tuscola County be lifted by .20 mills (\$.20 for each \$1,000 of valuation) for the operation of Senior Citizen's programs within Tuscola County? If approved and levied in its entirety, this millage raises an estimated \$279,097 in the first calendar year after its approval. All revenue will be disbursed to Tuscola County and shall be exclusively used for Senior Citizen programs within Tuscola County. This is a renewal of a previously voter-approved authorization that will expire before the effective date of this authorization.

Note: Estimate to be revised when 2010 taxable values are available.

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## **NOTICE TO RECONSIDER AND POSSIBLY RESCIND**

This notice is prepared per direction and recommendation of Corporate Counsel to comply with parliamentary procedure. The purpose of the notice is to inform all Tuscola County Commissioners that Commissioner Peterson has requested to reconsider and possibly rescind previous Board motions of December 8, 2009 and December 22, 2009 regarding changing from 3 to 5 commissioners and changing from appointed to elected County Road Commissioners. This request for reconsideration and possibly to rescind previous Board motions will be on the Committee of Whole Meeting for the Tuesday, April 6, 2010 meeting.



United States Department of Agriculture  
Rural Development  
Caro Area Office

March 24, 2010

MS PATRICIA DONOVAN-GRAY, TREASURER  
TUSCOLA COUNTY  
440 N STATE STREET  
CARO MI 48723

RE: COUNTY OF TUSCOLA-DENMARK SANITARY SEWER SYSTEM  
PROJECT BONDS, SERIES 2007B  
LOAN 92-05

Dear Ms. Gray:

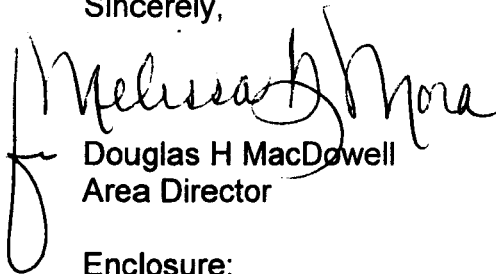
On March 16, 2010 we received the final payment for loan 92-05.

**This bond issue is now paid in full.** Enclosed is the original sewer bond.

We congratulate Tuscola County--Denmark Township in the early payoff of this bond issue. If Tuscola County ever requires our assistance, please do not hesitate to contact us.

If you have any questions, please contact Melissa G Mora, Area Technician at 989-673-7588, ext. 126 or via email at [Melissa.Mora@mi.usda.gov](mailto:Melissa.Mora@mi.usda.gov).

Sincerely,

  
Douglas H MacDowell  
Area Director

Enclosure:

1075 Cleaver Road • Caro, MI 48723  
Phone: (989) 673-7588 • Fax: (989) 673-1848 • TDD: (517) 324-5169 • Web: <http://www.rurdev.usda.gov/mi>

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"USDA is an equal opportunity provider, employer and lender."  
To file a complaint of discrimination write USDA, Director, Office of Civil Rights  
1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).





This Bond shall be registered as to principal and interest on the books of the County kept by the Transfer Agent and noted hereon, after which it shall be transferable only upon presentation to the Transfer Agent with a written transfer by the registered owner or his or her attorney in fact. Such transfer shall be noted hereon and upon the books of the County kept for that purpose by the Transfer Agent.

So long as the United States of America is the holder of this Bond, the County covenants that it will not defease the Bond without the prior written approval of the United States of America.

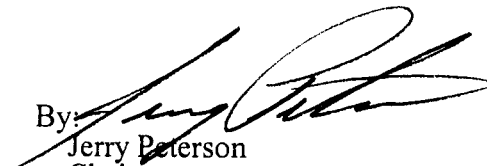
This Bond has been designated as a "qualified tax-exempt obligation" within the meaning of Paragraph 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit until the certificate of authentication hereon has been duly executed by the Transfer Agent, as authenticating agent.

It is hereby certified, recited and declared that all things, conditions and acts required to exist, happen and be performed precedent to and in connection with the issuance of this Bond, existed, have happened and have been performed in due time, form and manner as required by the Constitution and statutes of the State of Michigan, and that the total indebtedness of the County, including the series of bonds of which this is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the County of Tuscola, State of Michigan by its Board of Commissioners has caused this Bond to be executed in its name with the signatures of its Chairman and the County Clerk, has caused its corporate seal to be affixed hereto, and has caused this Bond to be authenticated by the Transfer Agent, as the County's authenticating agent, all as of the Date of Issuance set forth above.

**COUNTY OF TUSCOLA**

By:   
Jerry Peterson  
Chairman

[SEAL]

By:   
Margie White-Cormier  
County Clerk

**TRANSFER AGENT'S CERTIFICATE OF AUTHENTICATION**

This Bond is one of the series of bonds designated "County of Tuscola – Denmark Sanitary Sewer System Project Bonds, Series 2007B".

DATE OF AUTHENTICATION:

By:

\_\_\_\_\_

REGISTRATION  
NOTHING TO BE WRITTEN HEREON EXCEPT  
BY THE TRANSFER AGENT

Date of Registration of Delivery : Principal Name of Registered Owner : Installment of Delivered : Signature of Registrar

3.6.07 : United States of America : : \$5,000.- : Patricia Donovan Gray

4 : United States of America : : \$19,000.- : Patricia Donovan Gray

: United States of America : : :

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**EXHIBIT A**

**COUNTY OF TUSCOLA – DENMARK  
SANITARY SEWER SYSTEM PROJECT BONDS, SERIES 2007B**

<u>Principal Installment Due on October 1</u>	<u>Amount of Principal Installment</u>
2007	\$ 500
2008	500
2009	500
2010	500
2011	500
2012	500
2013	500
2014	500
2015	500
2016	500
2017	500
2018	500
2019	500
2020	500
2021	500
2022	500
2023	500
2024	500
2025	500
2026	500
2027	1,000
2028	1,000
2029	1,000
2030	1,000
2031	1,000
2032	1,000
2033	1,000
2034	1,000
2035	1,500
2036	1,500
2037	1,500
2038	1,500
2039	1,500
2040	1,500
2041	1,500
2042	1,500
2043	1,500
2044	1,500
2045	2,000
2046	<u>2,000</u>
TOTAL	\$37,000

dmh.BB-TUS20B(usda)

(E)



# TUSCOLA

*Behavioral Health Systems*

## MEMORANDUM

**TO:** Michael Hoagland, Controller/Administrator  
Tuscola County

**FROM:** Shawndel Tomlinson, Contract Manager  
Tuscola Behavioral Health Systems

**DATE:** March 25, 2010

**RE:** JAIL DIVERSION AGREEMENT

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The Tuscola Behavioral Health Systems Board of Directors has met recently and approved the contract(s) with your organization.

Enclosed are four copies of the Agreement. Please have the appropriate individuals sign and date each one and return them to me for final signature. Once the Agreement is fully executed, a copy will be returned for each office.

If you have any questions, please feel free to contact me at your convenience at 989-672-3011 or [sxtomlinson@tbhs.net](mailto:sxtomlinson@tbhs.net).

Thank you.

**COOPERATION AGREEMENT**  
**AMONG**  
**TUSCOLA BEHAVIORAL HEALTH SYSTEMS**  
**TUSCOLA COUNTY SHERIFF'S DEPARTMENT**  
**TUSCOLA COUNTY PROSECUTING ATTORNEY'S OFFICE**  
**TUSCOLA COUNTY DIVISION OF COMMUNITY CORRECTIONS**

The above identified parties desire to develop a cooperative agreement consistent with Section 207 of the Mental Health Code (Act 258 of Public Acts of 1974 as amended), which requires all Community Mental Health Services Programs to provide services designed to divert persons with serious mental illness, serious emotional disturbance, or developmental disability from jail incarceration or detention when appropriate.

**PURPOSE**

The purpose of the agreement is to specify the conditions under which alternatives to incarceration shall be sought by any of the named parties for diversion services provided by Tuscola Behavioral Health Systems (TBHS) and the procedure whereby a diversion program shall be implemented.

**ESSENTIAL COMPONENTS OF JAIL DIVERSION**

1. To establish working relationships with identified staff from each of the representative agencies, referred to as the Team. The Team shall consist of staff from TBHS, the Tuscola County Sheriff's Department, the Prosecuting Attorney's Office and the Tuscola County Community Corrections Division.
2. To participate in regular meetings and make cross system training opportunities available to staff from each of the representative agencies to better understand and recognize the needs of persons with severe mental health disorders and developmental disabilities.
3. To establish access to jail diversion services throughout the criminal justice continuum, including pre-custody, pre-booking, pre-arraignment, post-arraignment and as a condition of probation.
4. To develop a jail diversion plan specific to mental health needs of qualifying inmates.

**PROCESS FOR REFERRAL TO DIVERSION SERVICES**

TBHS will designate a person to be Jail Diversion Liaison to:

1. Represent jail diversion efforts consistent with Section 207 of the Mental Health Code and the Jail Diversion Policy Practice Guidelines promulgated by the Michigan Department of Community Health.
2. Work with the Team to outline and agree on procedures for individuals determined to be eligible for jail diversion.
3. Initiate a jail diversion plan for inmates discharged from Tuscola County Jail and participate in pre-booking jail diversion planning.

4. Notify the Team when a jail diversion plan is implemented.
5. Serve as a facilitator to bring involved services providers together to coordinate the plan, as needed.
6. Monitor the effectiveness of jail diversion plans and report outcomes at least quarterly to the Team contacts.

### **ASSESSMENT FOR JAIL DIVERSION**

1. Persons eligible for jail diversion:
  - a. Diagnosed as seriously and persistently mentally ill, severely emotionally disturbed, or developmentally disabled.
  - b. Arrested for a non-specific misdemeanor or non-specified non-violent felony.
2. Persons not diagnosed as seriously and persistently mentally ill, severely emotionally disturbed, or developmentally disabled may be appropriate for referral to another community service including substance abuse services, social service, homeless shelter, etc.
3. Persons may not be eligible for diversion because of one of the following:
  - a. Arrest is for a specified misdemeanor or felony. The parties to this agreement shall publish a specified list of offenses that may result in ineligibility for jail diversion. (See Attachment).
  - b. Extraordinary circumstances exist based on the assessment of the mental health clinician.
  - c. Arrest is based on a civil matter (non-payment of tickets/child support/other comparable issues).
  - d. Person has been identified as being a risk to the community (e.g., a suspect in a murder or assault where charges have not been filed.)
  - e. Person meets criteria for jail diversion but declines to participate.
  - f. Person meets criteria, but the judge or the contacts at TBHS or the Prosecuting Attorney's Office do not agree to jail diversion plan.
4. Type of Jail Diversion Plan that may be determined appropriate:
  - a. Community Case Management
  - b. Group/Individual Therapy
  - c. Assertive Community Treatment (ACT)
  - d. Inpatient Hospitalization
  - e. Crisis Stabilization
  - f. Integrated Services for Persons with Co-Occurring Disorders
  - g. Other Treatment
5. Disposition:
  - a. Completion of Jail Diversion Plan
  - b. Continuation of participation in the Diversion Plan, as appropriate
  - c. Modification of the Diversion Plan, as appropriate

- d. Return to the jail because of non-compliance with the Diversion Plan (See Attachment)
- e. Return to the jail because of additional criminal activity

**DOCUMENTATION AND OUTCOMES**

A database containing statistical information will be collected. The Jail Diversion Liaison and Team will review the information for program and quality improvement purposes.

**TERMINATION**

This Agreement may be terminated by either party for any reason upon thirty (30) days written notice.

**TERM**

This Agreement will be effective from the date executed by all parties and will continue in effect for a term of three years after the date, and thereafter for consecutive one-year periods, unless terminated in accordance with the termination paragraph or at such other time as may be mutually agreed between the parties

_____	_____
Tuscola County Sheriff	Date
_____	_____
Tuscola County Prosecuting Attorney	Date
_____	_____
Tuscola County Board of Commissioners	Date
_____	_____
Tuscola Behavioral Health Systems	Date



# Tuscola County Sheriff's Office

420 Court Street • Caro, MI 48723

Lee Teschendorf, Sheriff  
Glen Skrent, Undersheriff

Phone (989) 673-8161

Fax (989) 673-8164

04/01/2010

Tuscola County Board of Commissioners  
Mr. Michael Hoagland, County Controller

This is to advise you I will be promoting Corrections Officer Jason Fullerton to the rank of sergeant in the corrections division effective Saturday May 01, 2010. The promotion will fill the vacancy created by the retirement of Sgt. Curtis Chambers.

By following Section 10.1 paragraph H, of the current P.O.A.M. contract this will eliminate the need for additional testing and oral board interviews by allowing me to make a selection from the current promotional list that lapses on May 02, 2010. This will result in a cost savings for the county without harming the integrity of the process as both of the remaining officers on the list were well qualified for the position.

Sincerely,

Leland Teschendorf, Sheriff



- (2) Depth of knowledge and application of supervisory skill.
  - (3) Depth of knowledge and application of correctional skills.
- D. The examination will place emphasis on, but not necessarily be limited to:
- (1) Policy and procedure
  - (2) Correctional law and procedure
  - (3) Supervisory skills and knowledge
  - (4) First Aid
  - (5) Correction regulations
  - (6) A broad, thorough, general working knowledge of the Department
- E. Each employee shall have the right to review their written examination.
- F. Seniority Points: One-half (½) point shall be added to each applicant's score for each twelve (12) months of service as a correctional officer with the Department.
- G. Filling Vacancy: The three (3) applicants receiving the highest combined ratings or in the event of a tie, the applicants with the three (3) highest ratings shall be notified that they have been selected for consideration by the Sheriff for promotion. The names of the selected applicants will be posted at the jail. The Sheriff shall fill the vacancy from the three (3) applicants submitted for promotion.
- H. Promotional List: The promotional list shall be valid for a period of one (1) year from the date of its creation, and in the event another promotion becomes available to Jail Sergeant within the Department within that one year period, selection shall be made from the remaining two (2) applicants submitted to the Sheriff for promotion. That procedure shall follow until one (1) year lapses from the original appointment, and the promotional procedure shall not be re-instituted until the facts outlined in Paragraph H above reoccur.
- I. Candidates may ask not to be promoted to a current vacancy. Their names will remain on the eligibility list for the remaining effective period. The candidate will be considered for promotion to any subsequent vacancies without penalty or loss of position on the promotional list.
- J. Oral Interview: An oral interview will be conducted with each person taking the written exam. The score of the oral interview will account for forty per cent (40) of the total promotional score. The oral board shall consist of three (3) individuals, one of which shall be agreed upon by the Union and the Sheriff, and the other two (2) shall be selected by the Sheriff. If the board member(s) are from within the department, they shall be of the rank or above that being appointed.

**Section 10.2. Pay Upon Promotion.** When an employee is transferred and the transfer is intended to be permanent, to a position in a higher pay classification, the employee's pay shall be increased to a step on the pay scale within their new classification, which is immediately above their present pay rate.