

**DRAFT - Agenda**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole**  
**Thursday, August 12, 2010 – 8:00 A.M.**  
**Annex Board Room (207 E. Grant Caro, Mi.)**

**Finance**

Committee Leaders-Commissioner Peterson and Bardwell

**Primary Finance Items**

1. **Human Development Commission Activity Update – 8:00 A.M.**
2. **Review of Child Care Fund Reorganization and Billing/Budgeting/Accounting Proposal – 8:30 A.M.**
3. **LEIN Fees Update (See A)**

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation
2. 2011 Budget Development Update
3. Emergency Services
4. DELEG Energy Grant **(See B)**
5. Potential of Road Commission Contracting with the Sheriff for Weigh Master Functions
6. Tire Collection Program **(See C)**
7. Three-Year Dog Licensing
8. Juror Card Program
9. Probate Court Budget Change Request
10. Allied Information Systems
11. East Michigan Council of Governments **(See D)**
12. Draft Policy Confidential Information on Copiers and Fax Machines
13. Auditor Credit Card Comment Update
14. Jail Prisoner Overcrowding Alternatives
  - House Arrest Services Re-Contacted – Tether Program
  - Evaluation of Housing More Prisoners in Tuscola Jail
  - Jail Diversion Program

**Personnel**

Committee Leader-Commissioners Peterson and Roggenbuck

**Primary Personnel Items**

1. **Drain Commissioner Position Upgrade Request**
2. **Jury Board Appointment (See E)**

### **3. Mosquito Abatement**

- **Post to Fill Vacant Director Position**
- **Interim Department – Co-Leaders – Step Up Pay (See F)**
- **Recommended Program Changes to Complete the 2010 Season (See G)**

#### Secondary/On-Going Personnel Items

1. Circuit/Family Court Personnel Policies
2. MERS Bridged Benefits Valuation

### **Building and Grounds**

Committee Leader-Commissioners Petzold and Kern

#### **Primary Building and Grounds Items**

1. **Office Space Planning (See H)**
2. **Airport Zoning**

#### Secondary/On-Going Building and Grounds Items

1. Vanderbilt Park

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

1. 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



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING



A

COL. EDDIE L. WASHINGTON, JR.  
DIRECTOR

July 14, 2010

Dear LEIN Agency:

Your agency's invoice for Law Enforcement Information Network (LEIN) access and/or use of LEIN information for fiscal year 2010 (FY10), covering the period of October 1, 2009 to September 30, 2010, is enclosed. Due to a reduction in the LEIN operating budget for FY10, the portion paid by system users (one-third [1/3] of the total cost of LEIN) has been reduced.

To obtain an equitable solution for reducing LEIN fees throughout the user community, a LEIN Billing Workgroup was formed in early 2010. Representatives from the courts, sheriff departments, city and township police departments, consortiums, dispatch centers, and prosecuting attorneys were invited to participate in this workgroup. The participants developed an updated billing structure for the FY10 billing cycle.

The workgroup recommended, and the Michigan State Police approved a billing structure with the following changes:

- 1) Each agency with access to LEIN information is charged an Agency Fee. The Agency Fee has been reduced from \$800 to \$530 per agency.
- 2) Agencies are charged a Per Capita Fee for each full time certified law enforcement officer. The Per Capita Fee has been reduced from \$12 per officer to \$10 per officer.

These reductions appear on the FY10 invoice in the form of a credit.

Thank you for your continued support of Michigan's LEIN system. If you have any questions regarding the FY10 invoice, please contact Ms. Pam Cruz at (517) 241-0658.

Sincerely,

Charles E. Bush, Captain  
Commander  
Criminal Records Division

Enclosure

# TUSCOLA COUNTY CONTROLLER/ADMINISTRATOR'S OFFICE

Michael R. Hoagland  
Controller/Administrator  
mhoagland@tuscolacounty.org

207 E. Grant Street  
Caro, Michigan 48723-1660

Telephone  
989-672-3700

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## Request for Qualifications for Consulting Services

**Release Date – August 4, 2010**

Tuscola County, in partnership with Huron and Sanilac Counties, were awarded an Energy Efficiency and Conservation Block Grant (EECBG) through the Michigan Department of Energy Labor and Economic Growth's Bureau of Energy Systems. The EECBG program is funded through the American Recovery and Reinvestment Act.

The grant will be used for a variety of purposes including energy audits, energy strategy development, energy oversight/strategy design services, Regional non-Motorized Transportation Strategy for Huron, Sanilac and Tuscola Counties and Harbor Beach Bike and Pedestrian Path Design.

Tuscola County seeks to contract for consulting services to complete the above projects. Two separate detailed Requests for Qualifications to perform the above services are available on the county web site at <http://www.tuscolacounty.org/> or by contacting the Tuscola County Controller/Administrator's office: telephone – 989-672-3700 address – 207 E. Grant Caro, MI 48723. Consultants will be selected based on qualifications, where price is not used as the sole selection factor.

Request release date August 4th, 2010. One (1) original and three (3) hard copy proposals must be submitted no later than **August 20<sup>th</sup> at 10:00 am** to Michael Hoagland, Tuscola County Controller/Administrator at 207 E. Grant St., Caro, MI 48723. All questions must be submitted by **August 12<sup>th</sup>, 2010 by 10:00 am** to Michael Hoagland at [MHoagland@TuscolaCounty.org](mailto:MHoagland@TuscolaCounty.org). It is anticipated the final award for consultant selection will be made by the Tuscola County Board of Commissioners on September 14th, 2010.



## Tuscola County Recycling

Residents are encouraged to bring their recyclables into the building and to help sort their items into the appropriate bins.

Everything brought to Tuscola County Recycling is sorted out by hand and every single item has its own place and process.

Assistance will be available for those in need.

### Tuscola County Recycling Center - Events

#### Satellite tire collections

##### **Dayton Township**

In a collaborative effort between Mosquito Abatement, local units of government and Tuscola County Recycling, Dayton Township will be hosting a free tire collection on Thursday August 26th from 7:00am to 8:00pm (or until the trailer is filled, whichever comes first). This collection is being held at the Dayton Township Hall located at 4879 Hurds Corner Road in Mayville and is limited to Tuscola County residents only (no out of county residents, no businesses and no commercial tires). Residents are limited by state law to bringing only seven (7) tires per vehicle but the tires can be any size and on a rim. Please make sure tires are clean and that they are not attached to an axel. As always, bring help to unload your tires. Please contact Tuscola County Recycling for additional information at (989) 672-1673 or email [recycle@tuscolacounty.org](mailto:recycle@tuscolacounty.org)

##### **Vassar Township**

In a collaborative effort between Mosquito Abatement, local units of government and Tuscola County Recycling, Vassar Township will be hosting a free tire collection on Friday August 27th from 8:00am to 4:00pm (or until the trailer is filled, whichever comes first). This collection is being held at the Vassar Township Hall located at 4505 West Saginaw in Vassar and is limited to Tuscola County residents only (no out of county residents, no businesses and no commercial tires). Residents are limited by state law to bringing only seven (7) tires per vehicle but the tires can be any size and on a rim. Please make sure tires are clean and that they are not attached to an axel. As always, bring help to unload your tires. Please contact Tuscola County Recycling for additional information at (989) 672-1673 or email [recycle@tuscolacounty.org](mailto:recycle@tuscolacounty.org)

#### Mercury Health Thermometer Exchange - [View here](#)

This program is generously funded by the Recycling Millage. Residents may bring their mercury health thermometers in a plastic zip lock bag to the Recycling Center anytime we are open, year round.

We will exchange your old mercury health thermometer for a brand new digital thermometer.

Limit one digital thermometer per household please.

Please call (989) 672-1673 for details

**Household Hazardous Waste collection** - Tuscola County Recycling sponsors one collection each spring. An appointment is required to attend this event, please call the office (989) 672-1673 for details. This program is generously funded by the Recycling Millage. Donations are accepted and appreciated during this event.

[View/Print Flyer Here](#)

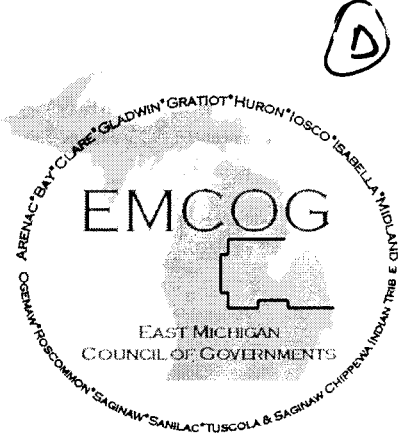
**Mercury and Pesticides** - Please call the office (989) 672-1673 for details. There is no charge but an appointment is needed.

# EAST MICHIGAN COUNCIL OF GOVERNMENTS

3144 DAVENPORT AVENUE, SUITE 200, SAGINAW, MI. 48602

PHONE: 989-797-0800, FAX: 989-797-0896

[WWW.EMCOG.ORG](http://WWW.EMCOG.ORG)



To : EMCOG Board Members  
From : Anamika Laad  
Date : July 30, 2010  
Subject : **Comprehensive Listing of Shared Services in EMCOG Region**

In the current economic times, Shared Services are emerging as one of the key tools to help sustain the economy of a local unit and/or make a sincere effort towards maintaining satisfactory levels of services without sacrificing a large number of the existing labor force. All our communities are facing budget cuts and this is the perfect time to interact, share and collaborate with your neighbors, local agencies and regional units for problem solving and creative thinking.

The State of Michigan has made an effort statewide to launch a Shared Public Services Initiative with a website at <http://www.michigan.gov/sharedpublicservices>. This site has all kinds of information about services provided by the State and other success stories from around the State (mostly in the SE region). It strongly lacks information on the large number of things that our EMCOG local units are doing.

EMCOG wants to add a webpage to our website ([www.emcog.org](http://www.emcog.org)) about Shared Services within our Region. We respectfully request that you please send us information about all such partnerships that exist in your County, City, Township, Village or School Districts. A small write up of 2-3 lines about it, along with the following information, shall help us in making the list and developing this resource for everyone to visit as needed.

We would need: Project Name, Project Type, Lead Organization, Website, Contact Information and a Project Summary (2-3 lines).

Please send this information to Anamika Laad, Program Manager, EMCOG at [alaad@emcog.org](mailto:alaad@emcog.org) or 3144 Davenport Avenue, Saginaw MI 48602.

You can either send it in earlier or bring this information with you to our next Full Council meeting on Sept 24<sup>th</sup> in Gladwin.

Thank you.

*Anamika*

**STATE OF MICHIGAN**

**54<sup>TH</sup> JUDICIAL CIRCUIT AND FAMILY COURTS**

COURT ADMINISTRATOR  
440 NORTH STATE STREET  
CARO, MICHIGAN 48723-1594  
Phone: (989) 672-0075 Fax: (989) 672-2169

Honorable Patrick R. Joslyn  
Circuit Judge

Mary Lou Burns  
Court Administrator/Friend of the Court

TO: Tuscola County Board of Commissioners *mlb*  
FROM: Mary Lou Burns  
RE: Appointment to Tuscola County Jury Board  
DATE: July 29, 2010

A vacancy has been created on the Tuscola County Jury Board due to criminal charges in Huron County. This person was nominated and approved by the then State Representative Mike Green and former Governor John Engler.

A new member must be ratified by the County Board.

Two members remaining are:

- Frances Lis, of Kingston
- Edward Jagosz, of Caro.

The Circuit Judge recommends that the County Board of Commissioners appoint Robert Chisholm, who resides at 223 W Bush Street, Caro, MI 48723, to fill this vacancy. Mr. Chisholm is a Tuscola County resident, a veteran and a member of the Sacred Heart Knights of Columbus.

My request is that the County Board approve the recommendation of the Circuit Judge.

**ACTING POSITION PAY**

Amended 10/30/06

**I. PURPOSE**

The purpose of this policy is to provide in certain instances where it is anticipated that an employee will be required to perform significant portions of duties of a higher paid classification for a period of more than four consecutive weeks, the department head may authorize acting position pay to compensate that individual for the increased duties.

**II. POLICY**

The job descriptions for each classification set forth the normal duties to be performed by individuals in that classification. The performance by any individual of some of the duties normally assigned to another classification on an occasional basis does not entitle that individual to additional pay. In instances where it is anticipated that an employee will be required to perform significant portions of duties of a higher paid classification for a period of more than four consecutive weeks, the department head may authorize acting position pay to compensate that individual for the increased duties. The amount of acting position pay to compensate employees temporarily assigned to perform in a higher pay classification shall be one-half the difference between their current pay and the first step of the pay schedule for the individual they are temporarily replacing, but not less than 50 cents per hour. Acting position pay may also be awarded retroactively if an employee has been required to perform significant portions of the duties of a higher paid classification for a period of more than four consecutive weeks due to a temporary absence that was not initially anticipated to last for more than four consecutive weeks. This policy shall not apply to chief deputies of elected officials because their rate of compensation already takes into consideration that they may be required to perform additional duties in the absence of the elected official.





## TUSCOLA COUNTY MOSQUITO ABATEMENT

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



To: Michael Hoagland, Tuscola County Administrator  
From: Kim Green and Richard Colopy  
Re: Mosquito Abatement Operations  
Date: August 12, 2010

Dear Mike:

We would like to make the following recommendations for the remainder of "the season:"

- A. Move all Technicians to one (4:30-12:00) shift. This would enable us to have all of the truck mounted sprayers in use, on a nightly basis.
- B. Continue to begin handheld yard treatments at dusk; however, we will now have twice the number of techs undertaking these. (Larviciding will be performed prior to dusk.)
- C. Assign specific areas of the County to each Technician. Familiarity with a township (or two) will, hopefully, reduce mistakes. Also, Instead of clustering all of our vehicles in one township, we will have more trucks visible across the County, on any given night.

We are hopeful that these simple steps will allow us to better serve the citizens of Tuscola County, until operations are suspended for the year. When a new Director is appointed, we plan to encourage this process to continue.

Respectfully,

Kim Green, Administrative Assistant

Richard Colopy, Biologist

(H)

**COUNTY OF TUSCOLA**

**DEPARTMENT OF BUILDINGS & GROUNDS**

207 E. Grant St  
Caro, Michigan 48723-1660  
(989)672-3756

**MICHAEL MILLER**  
Director

**THOMAS McLANE**  
Assistant Director

**TO: BOARD OF COMMISSIONERS/CONTROLLER**

**FROM: MIKE MILLER**

**DATE: AUGUST 12<sup>TH</sup>, 2010**

**RE: OFFICE SPACE**

I understand the Board could take action on the Purdy lease today; I would like to provide you with information that could help with your decision.

I have had many conversations with H.H. Purdy on this project. I have walked thru the Purdy building and have spoken with them on the new layout. It is my belief that they have a very well thought out plan and that they will provide the County with a soundly constructed building. I have asked and they have agreed to my involvement with the renovations to make sure the County's needs are met and also to see how it is constructed as this could become a County owned building.

I also discussed with them about my concerns with the lease, which I provided to the controller, and they were in agreement with those concerns. I would ask that the Board see that those changes were made.

We also walked the parking area and I believe that employee parking should be at the rear of the building; with this the public should have no issues parking as we will control the spaces next to the building.

H.H. Purdy has indicated to me that the reconstruction will be completed within 30 days after the lease signing, the County would have to move very quickly if the lease is signed and the following is what would need to happen:

1. Buildings and Grounds Committee would need to meet with H.H. Purdy and the departments that would be moving to determine the locations for desks, copiers, and other office equipment, contractors need to know these locations for electrical, and data connections.
2. Buildings and Ground Committee would need to meet with H.H. Purdy and our Information Systems department on the cabling and data connections in the Purdy building.
3. Information Systems would need permission from the Board to begin the process to bring fiber optic cable from the Annex to the Purdy building.
4. The Board will have to decide what if any new office furniture will be allowed to be purchased. Based on department needs.

5. The Board will need to decide what if any new office equipment will be allowed to be purchased. Based on department needs. ( postage machine, copiers, etc...)
6. Buildings and Grounds Committee would need to work out if only a few departments would move at a time or would we do it all in one move. Then if it could be completed during the weekend or if it would require the department to be closed during business hours on a third day. Boxes would need to be bought or provided thru Recycling.
7. Information Systems would need to decide who would be moving the computer equipment.
8. County would need to contact Centrylink about installing a compatible phone system in the Purdy building.
9. Building and Grounds Committee would need to obtain bids from moving companies to complete this move.
10. Board would need to approve the posting of a new janitorial position for the Purdy building.

The second half of this project is the remodeling of the Courthouse/Annex. To move the Prosecutors Office, Adult Probation and Friend of the Court the following is what would be needed:

1. Adult Probation is to provide in writing their concerns. Some that have been expressed were limited to no expansion space available, extended hours of operation for the Courthouse, no lobby, and would need a conference room. The Board would need to decide on these concerns.
2. The Board would need to approve a floor plan for the Courthouse and Annex.
3. The Board would need to decide if flooring would be replaced, and if painting of the departments would be allowed.
4. The Board will have to decide what if any new office furniture will be allowed to be purchased. Based on department needs.
5. The Board will need to decide what if any new office equipment will be allowed to be purchased. Based on department needs.
6. The Board will need to decide if professional design services could be used as requested by a department.
7. Buildings and Grounds Committee would need to develop RFP's to be approved by the Board and sent to contractors.
8. Buildings and Grounds Committee would need to meet with departments involved to determine locations of office furniture and equipment for electrical and data connections.
9. Buildings and Grounds Committee would need to work out if move could be completed during the weekend or if it would require the department to be closed during business hours on a third day.
10. Information Systems would need to decide who would be moving the computer equipment.
11. County would need to contact Centrylink about moving phone extensions and installing FOC phone system.
12. Building and Grounds Committee would need to obtain bids from moving companies to complete this move. FOC can CRP their moving expense.

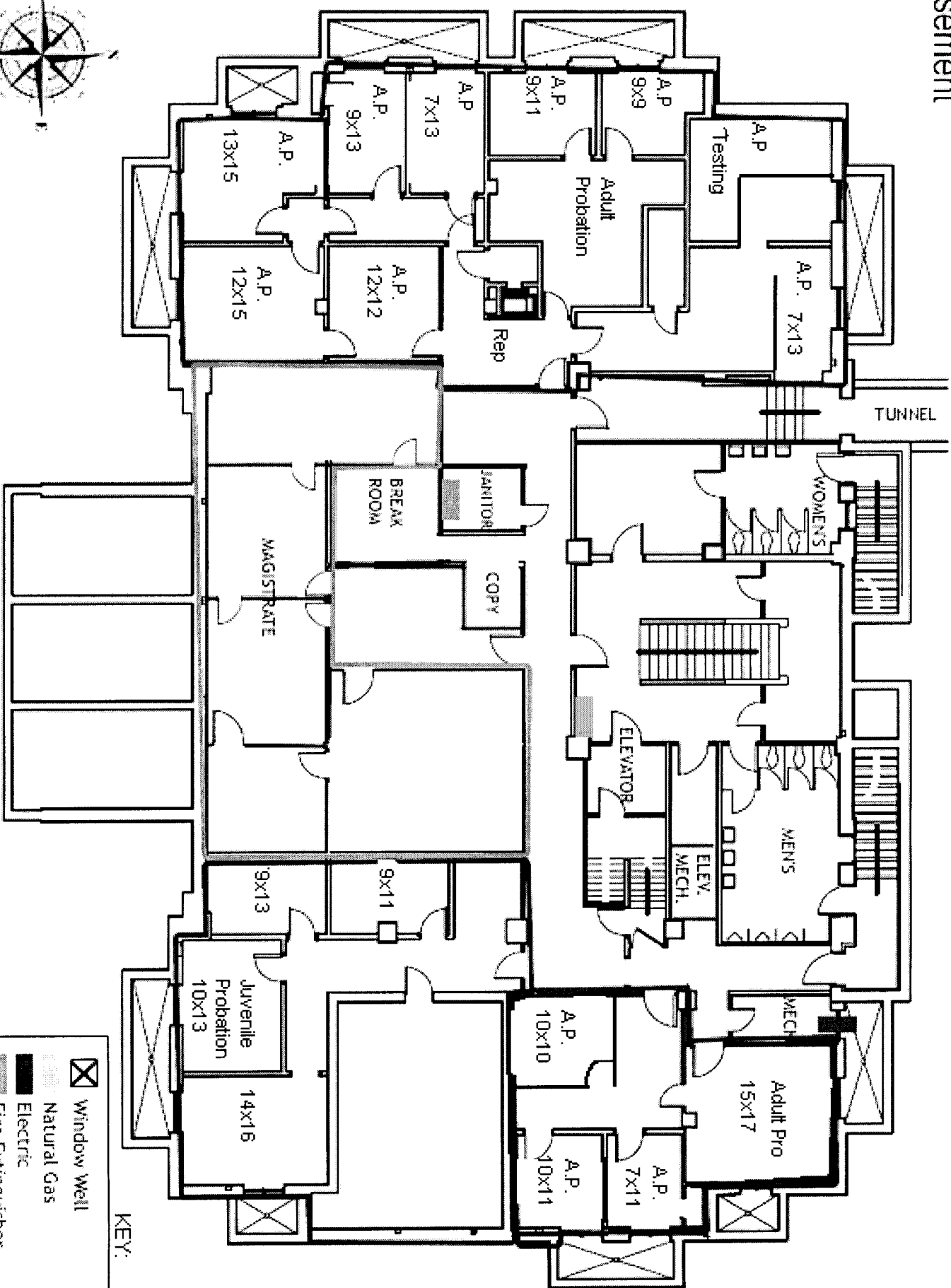
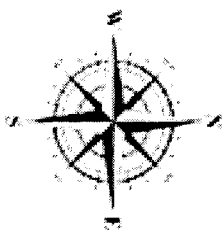
13. The Board should establish a budget for the entire project.

I have included floor plans for the Boards review:

1. First option for Adult Probation shows how they would fit into the lowest level of the Courthouse if the Juvenile Probation department did not move. It would involve adding an office to the current Drain office and this would cause a very narrow office area to be used. This would provide offices for the current number of their employee's but would not provide any expansion for more office space.
2. Second option would show how they would fit into the lowest level of the Courthouse if Juvenile did move. This would provide offices for the current number of their employee's and would provide a possible conference room(this room could be used by any department in the Courthouse) and with the possibility of 3 more offices.
3. The floor plan of the first floor of the Courthouse shows how the FOC, Juvenile and Clerk offices would fit into the space. 3 offices for Juvenile would be built in the current Clerks office. FOC would move into the current Treasurers and Clerks offices. The Circuit Court administrator has approved the FOC layout. The Clerk would move into the current Register of Deeds office, this area is smaller than it current office by about 75 square feet.
4. The Annex floor plan show how the Prosecutor office will be laid out. The Prosecutor has approved the concept.

I hope this information was helpful.

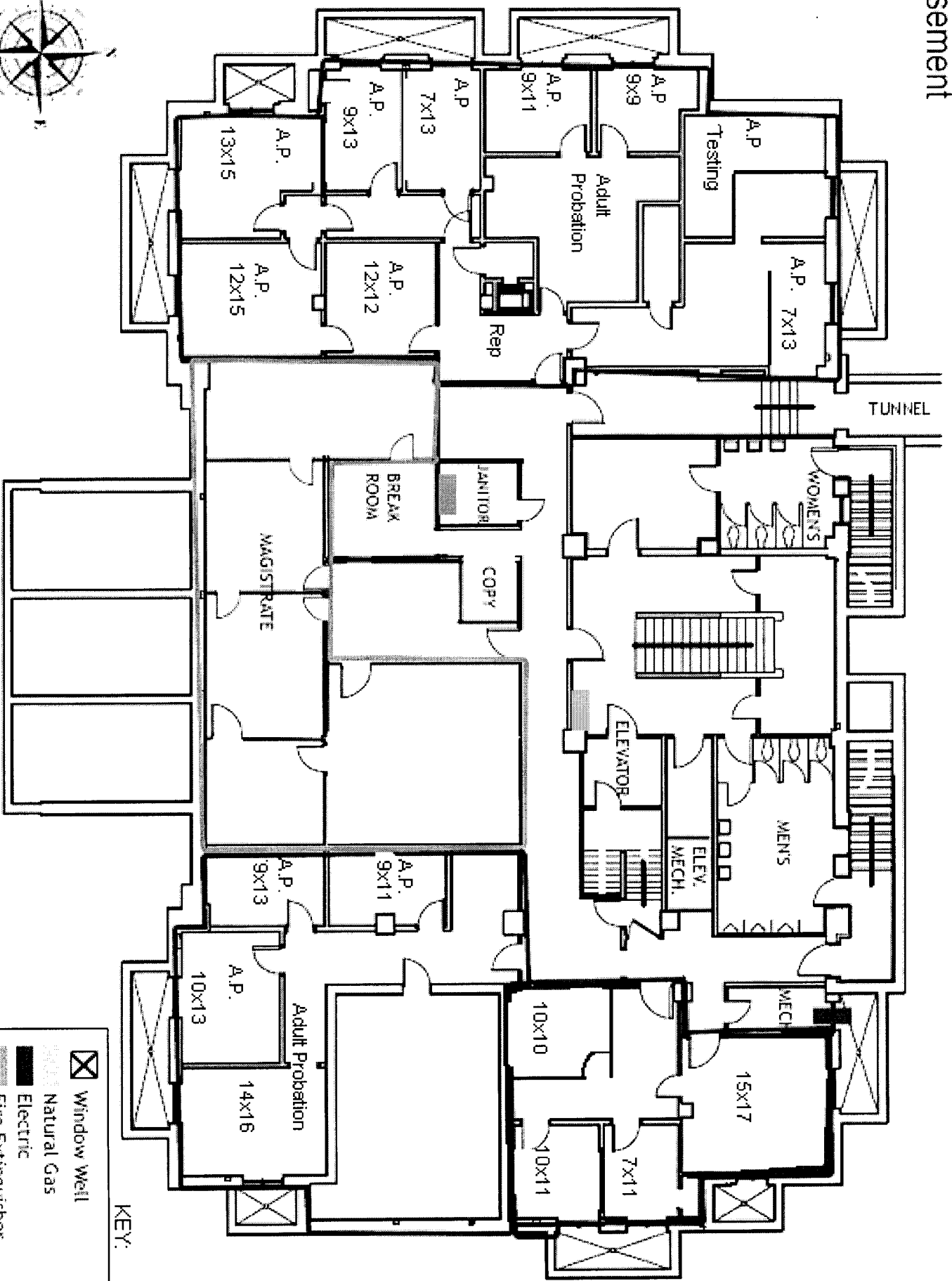
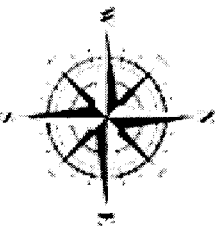
# TUSCOLA COUNTY COURTHOUSE Basement



KEY:

	Window Well
	Natural Gas
	Electric
	Fire Extinguisher
	Water

# TUSCOLA COUNTY COURTHOUSE Basement

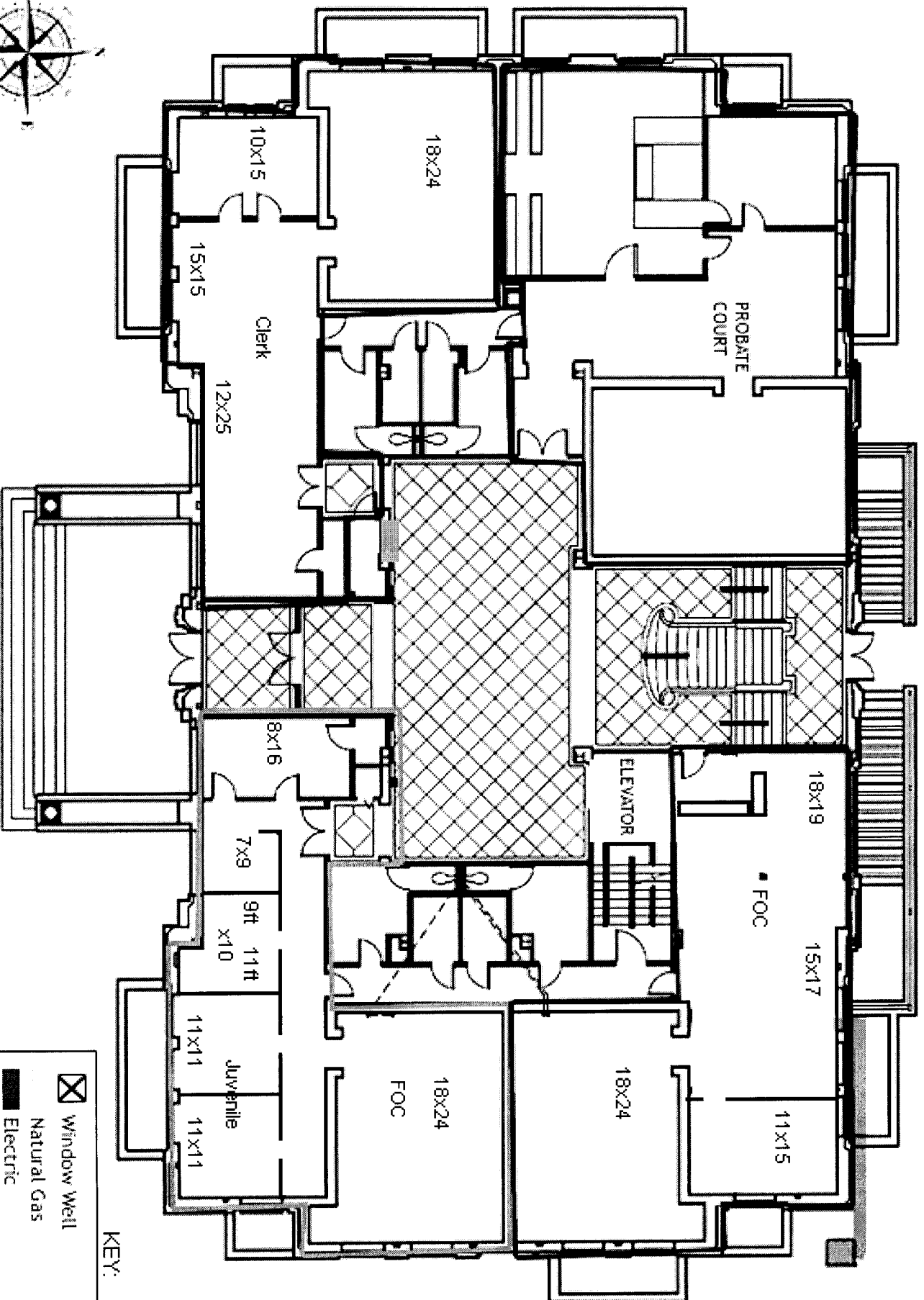


**KEY:**

- Window Well
- Natural Gas
- Electric
- Fire Extinguisher
- Water

# TUSCOLA COUNTY COURTHOUSE 1st Floor

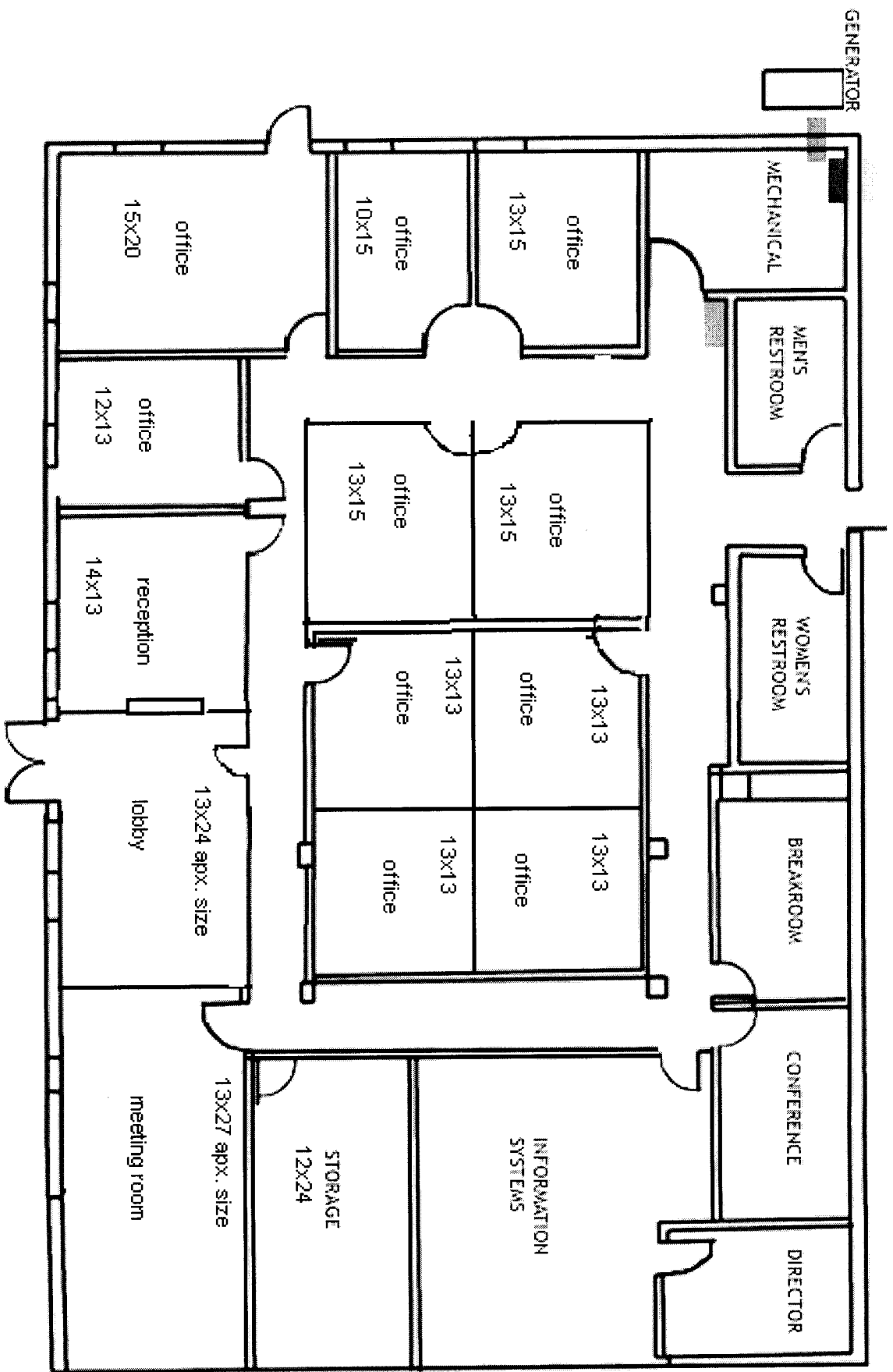
STAIRS DOWN



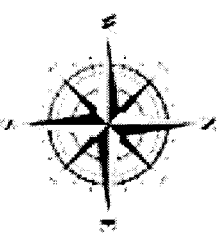
KEY:

	Window Well
	Natural Gas
	Electric
	Fire Extinguisher
	Water






# TUSCOLA COUNTY ANNEX BUILDING



4 ft min. hallways



**KEY:**

-  Window Well
-  Natural Gas
-  Electric
-  Fire Extinguisher
-  Water