

DRAFT – Agenda
Tuscola County Board of Commissioners
Committee of the Whole – Monday, July 27, 2015 – 7:30 A.M.
HH Purdy Building - 125 W. Lincoln, Caro, MI
Finance
Committee Leaders-Commissioners Kirkpatrick and Bierlein

Primary Finance

1. **Financial Planning – Finance Committee Recommended Actions for 2016 (See A)**
2. **Financial Planning – Other Finance Committee Recommendations (See B)**
3. **Budget Financial Meeting Schedule with Departments (See C)**
4. **Vanderbilt Park Research (See D)**
5. **Review of Bank Accounts without County Treasurer Signature (See E)**
6. **Fixed Assets Inventory (See F)**
7. **Budget Amendment for Medical Examiner (See G)**

On-Going Finance

1. Update Regarding Road Commission Tree Removal Grant
2. County Solid Waste Management Plan
3. Road Commission Legacy Cost
4. Tuscola County Broadband Certification
5. Tuscola County Community Foundation and Next Steps

Personnel

Committee Leader-Commissioner Trisch

Primary Personnel

1. **Region VII AAA Advisory Council Vacancy (See H)**
2. **Dispatch Hiring Request (See I)**

On-Going Personnel

1. DOL Proposes Rule Changes to Exempt Employees
2. New Hire DC Plan Negotiations Update

Building and Grounds

Committee Leader-Commissioner Allen

Primary Building and Grounds

1. **Basement Window Wells (See J)**

On-Going Building and Grounds

Other Business as Necessary

1. **MAC 7th District Meeting Hosted by Tuscola – Date and Agenda Items**

Public Comment Period

MULTI-YEAR FINANCIAL PLAN

Finance Committee Recommended Actions for 2016

The Finance Committee recommends the following actions to correct projected deficits and to be able to properly fund county capital improvement needs and properly maintain county buildings and grounds which are valued at over \$25 million.

1. Move that because it is not a legally mandated service, funding for MSU cooperative extension be eliminated from the 2016 county fiscal year budget. Also, a .1 of a mill special purpose millage funding request be made at a regularly scheduled election in 2016 (primary or general) to determine if the public votes to re-establish funding for this operation for the 2017 county fiscal year and future year budgets.

ALTERNATIVE - Move that because it is not a legally mandated service, funding for MSU cooperative extension be eliminated from the 2016 county fiscal year and future year budgets.

2. Move to establish a capital improvement fund contingency reserve of \$800,000 and restrict the use of these funds for emergency situations. Also, until adequate annual funding can be achieved to properly maintain county buildings and grounds, the 2015 budgeted capital improvement projects (identified in the June 4, 2015 memo from the County Building and Grounds Director) are postponed.
3. Move that meetings with the Chief Judge be scheduled to discuss the potential of increasing court fines/costs revenue for the 2016 county fiscal year budget to help defray court and security operating costs which have incurred inflationary increases.
4. Move to begin in early 2016 working with the county health insurance agent (Dan Skiver - Brown and Brown) to determine alternative methods of making reductions in employer health insurance costs during 2016 to achieve targeted employer cost reduction levels for the 2017 fiscal year budget (reduction amount to be determined later by Board of Commissioners).

MULTI-YEAR FINANCIAL PLAN

Other Finance Committee Recommendations for Review and Consideration

1. Whenever an employee leaves employment the vacated position is not authorized to be refilled per the county hiring freeze and a mandatory restructuring plan shall be presented by department heads that reduces the cost of the previous position.
2. Continue to monitor the outcome of Nextera tax appeal and if the county wins these cases transfer escrowed funds to the capital improvement fund.
3. Combine the County Clerk and County Register of Deeds positions for the 2016 election cycle with said change to be effective January 1, 2017. Also, conduct a public hearing prior to implementing the change so that all interested parties can comment and are aware the positions are being combined.
4. Continue to evaluate for implementation alternative methods of reducing county staffing costs including but not limited to: incentive based early retirement, use of secretary pools, reduce hours in a work day, percentage reduction in personnel costs in all department, layoffs etc.
5. Move that Vanderbilt Park achieve self-supporting status without appropriations from the general fund by the end of 2017 or the park be closed.
6. Evaluate the potential of requesting a Headlee Override millage and the possibility of asking again to fund the EDC with a special purpose millage.
7. Until further notice a moratorium on all out-of-state travel and training requiring general fund expenditures is enacted except if non-county funding is available.
8. Whenever feasible use county pool cars instead of personal cars for county work activities.

9. Develop and implement a plan to reduce the number of printer, fax and copy machine through sharing within and between departments.
10. Re-negotiate service contracts for cost reduction.
11. Identify additional energy efficiency measures that can be implemented for cost reduction.
12. Develop plans to enable use of staff between different offices to meet times of peak service demand.
13. Work with the Information Technology Director and others to identify additional online services and other methods of increasing use of technology to reduce future staffing requirements.
14. Evaluate the benefit/cost of discontinuing the county planning commission and other boards and commissioners that are not required by law.



Schedule of meeting dates to discuss financial planning and budgets with department heads:

Meeting with the finance committee and controller to discuss financial planning and budgets are listed below. The purpose is to continue open communication for financial planning, budgeting and solving financial issues. The meetings will begin upon completion of the board of commissioners meeting that same morning. Meetings will be with individual department heads in the controller's office. If the listed meeting date is not possible then meetings can occur on another date.

July 27, 2015 – Clerk

July 27, 2015 – MSU-e

July 30, 2015 – Child Care Judge Thane and staff

July 30, 2015 – Register of Deeds

August 10, 2015 – Treasurer

August 10, 2015 – Courts Chief Judge and Court Administrator

August 13, 2015 – Information Technology

August 13, 2015 – Buildings and Grounds Director/Recycling/Park

August 24, 2015 – Health Officer

August 24, 2015 – Medical Examiner

August 27, 2015 – Road Commissioner/Finance Director

August 27, 2015 – Mosquito Abatement

September 14, 2015 – Prosecutor

September 14, 2015 – Drain Commissioner

September 17, 2015 – Sheriff

September 17, 2015 – Emergency Services Director

September 28, 2015 – County Planning Commission

September 28, 2015 – Human Development Commission/Finance Director and Senior Programs

October 1, 2015 – Animal Control

October 1, 2015 – Building Codes

October 12, 2015 – Dispatch Director

October 12, 2015 – Economic Development Corporation

October 15, 2015 – Equalization Director

October 15, 2015 – Others and follow-up meetings as necessary

mhoagland@tuscolacounty.org

From: mhoagland@tuscolacounty.org
Sent: Thursday, July 23, 2015 9:54 AM
To: Clayton Johnson
Cc: Mike Miller (Mike Miller); ctrisch@tuscolacounty.org; 'Bardwell Thom'; 'Bierlein Matthew'; 'Kirkpatrick Craig'; 'Roger Allen'
Subject: Vanderbilt County Park
Attachments: Vandebilt Park Land Agreement.pdf

Clayton

The Board of Commissioners and myself have been heavily engaged in multi-year financial planning. The need to reduce costs and/or increase revenue over the next several years has been determined. One method of reducing cost centers on elimination of services that are not mandated by law. One of these services is Vanderbilt County Park. This is the only park operated by the county. The dilemma of the board is whether to discontinue the park or work to achieve park-financial self-sufficiency (general fund appropriations are no longer provided). The Board is still discussing which approach will be implemented. The debate to keep or eliminate involvement with the park has been discussed by county commissioners for the 30 years I have been the Controller/Administrator for this county.

The attached 1938 agreement between the County and Vanderbilt Family states that the county is permitted to use the premises only for a public park and upon failure of the county to use it as a park the property shall revert back to the grantors, their heirs and assigns. If the Board decides to discontinue involvement with this park what is the simplest legal procedure to accomplish this objective. Of course this procedure needs to assure any county liability and responsibility is eliminated. Keep in mind in the past Vanderbilt Family heirs have not been found.

Please answer the above question first. Then, depending on further Board discussion and decisions your assistance may be requested to develop an ordinance or another approach to enforce fees that are changed in the winter when the park is used for access to Saginaw Bay for fishing and other activities. The County Prosecutor started ordinance research for this purpose but with his work load has asked for help to complete this task. If this approach is decided, you will want to have discussion with the Prosecutor and Sheriff.

Your assistance is appreciated.

Mike

Michael R. Hoagland
Tuscola County Controller/Administrator
989-672-3700
mhoagland@tuscolacounty.org

VISIT US ON LINE FOR COUNTY SERVICES @ www.tuscolacounty.org

Frank Vanderbilt and Amelia Vanderbilt, husband and wife.

Received for Record, this 3rd day of August A. D. 1938, at 9 o'clock A. M. as all proper certificates were furnished in compliance with Section 3531, Compiled Laws of 1929, as amended by Act 261, Public Acts of 1931.

Alger L. Bush Register of Deeds.

Tuscola County, Michigan an Incorporated Municipality

This Indenture, Made this Fourteenth day of July in the year of our Lord one thousand nine hundred and thirty eight.

BETWEEN Frank Vanderbilt and Amelia Vanderbilt, husband and wife, of the Township of Wisner, Tuscola County, Michigan.

parties of the first part, and Tuscola County, Michigan (an Incorporated Municipality) party of the second part.

WITNESSETH, That the said parties of the first part, for and in consideration of the sum of one dollar and other valuable considerations hereinafter recited

to them in hand paid by the said party of the second part, the receipt whereof is hereby confessed and acknowledged by these presents, grant, bargain, sell, remise, release, alien and confirm unto the said party of the second part, and its

heirs, assigns, FOREVER, All that certain piece or parcel of Land, situate and being in the Township of Wisner County of Tuscola, and State of Michigan, and described as follows, to-wit:

All that land lying east of the following surveyed line in Lot 1, Section 28, Town 14, North, Range 7 East, beginning at a point 640 feet West of the Southeast Corner of Lot 1, Section 28, Town 14 North, Range 7 East, North 800 feet, North 15 degrees West to the meander line.

Also a strip of land 43 feet wide on each side of the following surveyed line, beginning at a point 640 feet West, 800 feet North and 100 feet North 15 degrees West of the Southeast Corner of Lot 1, Section 28, Town 14 North, Range 7 East, thence South 45 degrees West to the West Section line of Section 28, Town 14 North, Range 7 East.

The further consideration of the granting of the above described premises is that said premises shall be used for a public park, only.

The grantors herein restrict the right or rights of the grantee herein to the following conditions, viz: That the party of the second part shall use said premises for a public park only, and upon the failure of the second party or its assigns to so use said premises the said premises shall revert back to the grantors, their heirs and assigns.

Grantors herein retain for themselves, their heirs and assigns, one-half of all oil, gas, coal, and other minerals found upon or under said described premises.

Together with all and Singular, The hereditaments and appurtenances thereto belonging or in anywise appertaining; To Have and to Hold, the said premises, as herein described, with the appurtenances, unto the said party of the second part, and to its heirs, assigns, Forever. And the said Frank Vanderbilt and Amelia Vanderbilt, husband and wife,

parties of the first part, for themselves, their heirs, executors and administrators, do covenant, grant, bargain and agree to and with the said party of the second part, its heirs and assigns, that at the time of the sealing and delivery of these presents, they are well seized of the above granted premises IN FREE SIMPLE; that they are free from all incumbrances whatever;

and that they will, and their heirs, executors, and administrators, shall Warrant and Defend the same against all lawful claims whatsoever;

In Witness Whereof, The said parties of the first part, have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered in Presence of Wm. G. Hurley, Truman Ackerman

U.S.I.R.

Frank Vanderbilt, Amelia Vanderbilt, Frank Vanderbilt, Amelia Vanderbilt

TUSCOLA COUNTY, TREASURER'S OFFICE.

CAROL MICH. 1938 I Herby Certify that there are no tax liens or titles held by the State, or no tax liens or titles held by individuals on the land herein described in the within instrument and returned to this office after having been fully paid for the five years preceding the date of said instrument as shown by the records of this office. This certificate does not apply to Township or City or Village collecting officers.

(E)
(F)

ANDERSON, TUCKEY, BERNHARDT & DORAN, P.C.

Certified Public Accountants

Thomas B. Doran, CPA
Valerie J. Hartel, CPA
Jamie L. Peasley, CPA
.....
Gary R. Anderson, CPA
Jerry J. Bernhardt, CPA

Terry L. Haske, CPA
Timothy D. Franzel
Laura J. Steffen, CPA
Angela M. Burnette, CPA
David A. Ondrajka, CPA
John M. Bungart, CPA

Board of Commissioners
Tuscola County

In planning and performing our audit of the financial statements of the **Tuscola County, Michigan** as of and for the year ended December 31, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the County's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, during our audit, we noted certain matters involving internal control and other operational matters that are presented for your consideration. This letter does not affect our report dated June 26, 2015 on the financial statements of **Tuscola County, Michigan**. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, perform any additional study of these matters, or assist you in implementing the recommendations. Our comments are summarized as follows:

Treasurer's Office - Repeat Comment

The County has a significant number of bank accounts located at various financial institutions. During our testing procedures, we noted that the treasurer's name is not on all of the accounts and that in a few instances, she does not receive the bank statements. We identified several accounts where this was the case in the following departments: Friend of the Court, District Court, and Sheriff Department. As a result of this condition, the government is exposed to an increased risk of misstatement through possible fraud or error from the mishandling of bank accounts without management's knowledge to detect on a timely basis. We recommend that a concerted effort be made to add the treasurer's name to all county-owned accounts and that the financial institutions be instructed to mail bank statements each month to the county treasurer.

Fixed Asset Inventory - Repeat Comment

The County has significant investments in equipment items, and we recommend that controls be strengthened in this area. Most fixed assets are never physically inventoried. As a result of this condition, the government is exposed to an increased risk of misappropriation of assets that can occur and not be detected on a timely basis without proper controls. We recommend that periodic physical counts of property (such as every two to three years), especially removable equipment items, be taken and compared to the detailed fixed assets subsidiary ledger. Affixing identifying tags with numbers as assigned in subsidiary ledger will aid in making this comparison. These controls will assist in planning for capital expenditures, help determine accurate amounts and values of insurable assets, and help detect the loss or unauthorized use of valuable county property. It was noted that the recommended inventory process has been started and is in progress.



mhoagland@tuscolacounty.org

From: mhoagland@tuscolacounty.org
Sent: Tuesday, July 21, 2015 3:10 PM
To: ctrisch@tuscolacounty.org; 'Bardwell Thom'; 'Bierlein Matthew'; 'Kirkpatrick Craig'; 'Roger Allen'
Cc: Clayette Zechmeister (Clayette Zechmeister); 'Russel Bush MD'
Subject: Budget Amendment for Part-Time Medical Examiner
Attachments: 2014-05-15.pdf

Commissioners

The following is written to provide further explanation of the Medical Examiner budget amendment that was requested but not acted on at the last board meeting. This is a simply an internal transfer of already budgeted funds so these monies are accounted for in the correct line item. The board previously made the decision and took action to classify MESI as part-time employees. **(See attached)**. These funds should have been budgeted in the part-time line item but were inadvertently budgeted in the contractual line-item. The only request is to allow correction of this budget entry for proper accounting and consistency with previous board action.

The follow is some brief history that is offered to help clarify the situation. Originally MESI were going to be classified as independent contractors and budgeted in a contractual line item. MESI later requested to be reclassified part-time because of concerns with the cost of purchasing their own liability insurance and workers compensation coverage as independent contractors. Dr. Bush agreed that without the change to part-time status it is unlikely the county would have been able to hire MESI at \$150 per call resulting in much higher county costs. This situation was discussed with the board and action was taken over a year ago on May 15, 2014 to classify MESI as part-time county employees.

Again, the requested budget amendment is simply to make an internal transfer of the \$18,000 of budgeted funds from the contractual line item to the part-time line item for consistency with the previous board action that classified MESI as part-time employees. I discussed this with Dr. Bush and he agreed we need to continue to classify MESI as part-time employees to retain trained/capable individuals at an affordable cost.

I hope this clarifies any confusion but if you do have further questions give me a call.

Mike

Michael R. Hoagland
Tuscola County Controller/Administrator
989-672-3700
mhoagland@tuscolacounty.org

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Over the last couple of years we have transitioned to a new Medical Examiner system. The two most significant system modifications were: changing Chief Medical Examiners (from Dr. Virani to Dr.

Bush) and changing from sheriff deputies to Medical Examiner Special Investigators (MESI) as the method of investigating death. In a recent discussion with Dr. Bush he explained that the system is running efficiently without any major problems.

- Agenda Reference:** D
- Entity Proposing:** COMMITTEE OF THE WHOLE 5/12/14
- Description of Matter:** Move that Thomas Kern, Mark Bennett, Larry Walker, John McKenney and Nancy Stimson be appointed as part-time Medical Examiner Investigators effective May 13, 2014 with compensation of \$150 per call and \$15 per hour for training. This action is contingent upon satisfactory physical. (This motion replaces the previous board motion that designated Medical Examiner Investigators as Independent Contractors which would have eliminated protection by county insurance coverage).
- Agenda Reference:** E
- Entity Proposing:** COMMITTEE OF THE WHOLE 5/12/14
- Description of Matter:** Move that the Medical Examiner Budget be amended as presented by the Controller-Administrator at the May 12, 2014 Committee of the Whole Meeting.
- Agenda Reference:** F
- Entity Proposing:** COMMITTEE OF THE WHOLE 5/12/14
- Description of Matter:** Move that per the May 1, 2014 e-mail from the undersheriff that the Mental Health Service line item in the jail budget be increased by \$12,000. (This is required because state budget cuts to Behavioral Health Budget have resulted in the inability of this entity to pay for Mental Health Services.)
- Agenda Reference:** G
- Entity Proposing:** COMMITTEE OF THE WHOLE 5/12/14
- Description of Matter:** Move that the 2014 general fund revenue and expenditure budgets be amended as presented by the Controller/Administrator at the May 12, 2014 Committee of the Whole meeting. Revenue and expenditure amendments are made because the Equalization Department has provided updated anticipated 2014 property tax revenue.
- Agenda Reference:** H
- Entity Proposing:** COMMITTEE OF THE WHOLE 5/12/14
- Description of Matter:** Move that a letter be sent to Peebles Stage Stores expressing appreciation for the \$1,087 donation to the Tuscola County Animal Shelter from their Community Counts Program.

July 15, 2015

*for Monday
Board Meeting*

Mike,

I need a motion to amend the Medical Examiner Budget

Due to Federal guidelines on employee classifications M.E.S.I we re-classed as employees not contractual and the budget was adopted for them to be paid from 101-648-801-010 (Contractual) I need the budget moved to 101-648-705-000 Salaries PT

Because this is a payroll related budget amendment I need board action.

Move \$18,000 from Contractual to Salaries

Thanks

Clayette



H

June 25, 2015

Region VII AAA Advisory Council

% Jerry Gamm

5641 Scotch Rd.

Vassar, MI 48768

Re: Resignation on board of Region VII AAA advisory council (County Appointed)

Please accept my resignation of the above, as I have moved out of state.

Thank you for allowing me to serve.

Sincerely,

A handwritten signature in cursive script that reads "Edna Jaynes".

Edna jaynes

9-1-1

Tuscola County Central Dispatch

Sandra Nielsen, Director

July 23, 2015

From: Sandra Nielsen, Director

Subject: Manning

To: Tuscola County Board of Commissioners

Dear Commissioners,

I respectfully request authorization to hire Amanda Berlin upon a satisfactory physical and drug screening test to fill one of the vacant dispatch positions in which you authorized to fill at a prior Board Meeting on March 26, 2015

Central Dispatch currently has two unfilled dispatch positions, which as you know, has been the case. Central Dispatch has the required funds in the budget for both of these positions. The dispatch operating fund comes from 911 telephone surcharge and does not affect the general fund. Filling these positions will greatly reduce the overtime we are currently spending to maintain our minimum manning and therefore will reduce our budget.

Thank you,



Sandra Nielsen, Director
Tuscola County Central Dispatch

mhoagland@tuscolacounty.org

To: Sandra Erskine
Subject: RE: Courthouse Window Wells

Hi Sandy

I like the idea.....will discuss with commissioners at their next meeting.....

Mike

From: Sandra Erskine [mailto:serskine@tuscolacounty.org]
Sent: Thursday, July 16, 2015 9:46 AM
To: Mike Hoagland
Cc: Mike Miller
Subject: Courthouse Window Wells

Greetings Mike:

I just got off the phone with Mike Miller regarding the basement window wells in the referee hearing room. They are in somewhat rough shape...lots of peeling discolored paint. I imagine most of the court house window wells are in similar shape.

Mike and I discussed the possibility of having maintenance clean them up and put a base coat of paint on them. Once that is done, we talked about contacting the Caro School's Art department to initiate a competition among their aspiring art students to design a mural. The county would create a committee to select their favorite design and have the student(s) paint a mural in the wells. Mike and I talked about possibly limiting the design submissions in scope to reflect something that pertains to the government, court, etc.

This seems like a nice low cost/no cost way to promote the arts in our community and get some positive press coverage for our county.

What are your thoughts?

Sandy