

**DRAFT – Agenda**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole – Monday, August 24, 2015 – 7:30 A.M.**  
**HH Purdy Building - 125 W. Lincoln, Caro, MI**  
**Finance**  
Committee Leaders-Commissioners Kirkpatrick and Bierlein

**Primary Finance**

1. MSU-e/4-H Millage Ballot Language (See A)
2. Soldiers and Sailors Relief Fund Budget Amendment (See B)
3. 2016 Budget Development (See C)
4. Child Care Fund Budget Submittal for State Funding
5. Potential Use of E-Bay and Other Similar Sites for Selling Used County Equipment
6. Register Request to Approve Simplifile Contract for Electronic Record Filing
7. Presentation of 2014 Comprehensive Annual Financial Report (Audit) 8:30 A.M.
8. IRS Examination of Tuscola County/Caro 2007 Sanitary Sewer System Bonds
9. Multi-Year Financial Planning
10. Four County Health Alliance Agreement for Service Sharing
11. Tuscola Health Department Food Inspection Training Agreement with Sanilac County

**On-Going Finance**

1. County Solid Waste Management Plan
2. Road Commission Legacy Cost (Schedule)
3. Tuscola County Community Foundation and Next Steps
4. Financial Meeting Schedule with Departments (Three have requested)
5. MAC 7<sup>th</sup> District Meeting in Tuscola County

**Personnel**

Committee Leader-Commissioner Trisch

**Primary Personnel**

1. Region VII AAA Advisory Council Vacancy (See D)
2. Authorization to Hire Part-Time Employee for P-2 Grant

**On-Going Personnel**

1. DOL Proposes Rule Changes to Exempt Employees

**Building and Grounds**

Committee Leader-Commissioner Allen

**Primary Building and Grounds**

1. Update Regarding Mosquito Abatement Building
2. Jail Skylight

**On-Going Building and Grounds**

**Other Business as Necessary**

1. Truck Size and Weight Update (See E)

**Public Comment Period**

**mhoagland@tuscolacounty.org**

---

**From:** Bixler, Joseph <bixlerj@anr.msu.edu>  
**Sent:** Monday, August 17, 2015 8:48 AM  
**To:** mhoagland@tuscolacounty.org  
**Subject:** RE: MSU-e potential ballot language

Mike:

We are good to go on the millage language.

Joe Bixler, District 10 Coordinator  
Serving Huron, Sanilac, Tuscola, Lapeer, St. Clair Counties  
200 Grand River, Suite 102  
Port Huron, Michigan 48060

Office 810-989-6309

**From:** mhoagland@tuscolacounty.org [mailto:mhoagland@tuscolacounty.org]  
**Sent:** Thursday, August 6, 2015 2:58 PM  
**To:** Bixler, Joseph <bixlerj@anr.msu.edu>  
**Cc:** ctrisch@tuscolacounty.org; 'Bardwell Thom' <bardwellthomas1@gmail.com>; 'Bierlein Matthew' <mbierlein@tuscolacounty.org>; 'Kirkpatrick Craig' <ckirkpatrick@tuscolacounty.org>; 'Roger Allen' <beetman95@yahoo.com>  
**Subject:** FW: MSU-e potential ballot language

Joe

Please review the draft potential ballot language below and feel free to forward it any other parties that you want to review it. Let me know if you are satisfied and if you believe the commissioners should move ahead and approved this language. The county attorney has approved the language with his comments below.

Thank you.

Mike

**From:** Clayton J. Johnson [mailto:CLAJOH@BraunKendrick.com]  
**Sent:** Thursday, August 06, 2015 11:33 AM  
**To:** 'mhoagland@tuscolacounty.org' <mhoagland@tuscolacounty.org>  
**Subject:** RE: MSU-e potential ballot language

Dear Mike:

You asked below whether the proposed ballot language regarding the MSU extension ballot language is consistent with that which in my opinion is necessary to allow funds from the general fund to be used in 2016 for MSU Extension and repaid from millage funds in later years. The reason for this is so that the expenses which will ultimately be paid from millage funds are incurred in a year covered by the levy of the millage.

I have reviewed the language below and I do find it appropriate in the above respect. The language also meets the applicable requirements under MCL 211.24f. I also note that MCL 285.51 specifically authorizes a county to raise funds by taxation for agricultural extension purposes.

Please feel free to let me know if you would like any further information or analysis at all on this.

Very best regards,

Clay



CLAYTON J. JOHNSON  
Attorney  
Tel: 989.399.0606  
Fax: 989.799.4666  
Email: [clajoh@braunkendrick.com](mailto:clajoh@braunkendrick.com)

**EMAIL CONFIDENTIALITY NOTICE**

The information contained in this message may be subject to the attorney-client privilege, constitute attorney work product, or be strictly confidential, and is intended only for the use of the addressee listed above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this information is strictly prohibited.

---

**From:** [mhoaqland@tuscolacounty.org](mailto:mhoaqland@tuscolacounty.org) [<mailto:mhoaqland@tuscolacounty.org>]  
**Sent:** Thursday, July 30, 2015 1:15 PM  
**To:** Clayton J. Johnson  
**Cc:** Bierlein Matthew; Kirkpatrick Craig; Joseph Bixler  
**Subject:** MSU-e potential ballot language

Clayton

The current draft of the MSU-e ballot language reads as follows:

**Tuscola County  
Michigan State University Extension  
Millage Proposal**

For the purpose of sustaining 4-H youth development, agriculture and agribusiness, health and nutrition and other community education programs through Michigan State University Extension services within Tuscola County, shall the County increase the limitation in the total amount of ad valorem taxes which may be imposed for all purposes upon real and personal property in the County, as provided in the Michigan Constitution of 1963, as amended, which would result in a new levy of 0.1 mills (\$0.10 per \$1,000) of taxable valuation, for a period of six (6) years, in the years 2016 to 2021, both inclusive? This levy is estimated to raise \$173,094 in the first year.

You mentioned the importance of including 2016 in your opinion concerning repaying a loan from the general fund that would be used in 2016 to sustain MSU programs in 2016. My understanding is that the ballot language applies to the year the tax is levied. In other words, funds would be levied in 2016 and collected in 2017.....levied in 2021 and collected in 2022.....

Your statement in your opinion regarding the loan stated in part: "In doing so, it will be important that the years covered by the millage include 2016 ", as well as that the purposes set forth within the ballot language include the expenditures to be reimbursed to the general fund.

Mike

Michael R. Hoagland  
Tuscola County Controller/Administrator  
989-672-3700  
[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

**VISIT US ON LINE FOR COUNTY SERVICES @ [www.tuscolacounty.org](http://www.tuscolacounty.org)**



*Tuscola County Office of Veteran Affairs*  
1309 Cleaver Road, Suite B  
Caro, Michigan 48723-9160  
Phone No: (989) 673-8148  
Fax No: (989) 673-7490

August 20, 2015

To: Tuscola County Board of Commissioners

Via: Michael R. Hoagland Tuscola County Controller

From: Mark D. Zmierski Tuscola County Veterans Affairs Director

Subject: Veterans Assistance Fund (formerly Soldier's and Sailor's relief fund)  
request for additional funding for 2015.

After a review of the Veteran's Assistance Fund balance, it has been determined that we will be approximately \$7,000.00 short this year. I am therefore requesting from the Board of Commissioners \$7,000.00 be added to the Veteran's Assistance Fund to properly provide for this account for the rest of 2015. I understand that this money will be transferred from the millage funding for the Tuscola County Veterans Affairs January 1, 2016. We have additional funding budgeted for year 2016 which should cover any shortfalls with this fund. Please contact me if you need additional information.

Respectfully submitted,

Mark D. Zmierski SCPO USN Ret  
Tuscola County Veterans Director  
Tuscola County Health Department  
1309 Cleaver Rd. Suite B  
Caro, MI 48723-9135  
Telephone: (989) 673-8148  
Fax: (989) 673-7490

mhoagland@tuscolacounty.org

**From:** mhoagland@tuscolacounty.org  
**Sent:** Tuesday, August 18, 2015 10:20 AM  
**To:** Bishop John; Patricia Gray; Walt Schlichting (Walt Schlichting); Bob Mantey; jfetting@tuscolacounty.org; Erskine Sandy; Long Sheila; Kim Green; Glaspie Judge; Waller Irene; SouthgateK@michigan.gov; Gretchen Tenbusch (Gretchen Tenbusch); snielsen@tuscolacounty.org; Maggie Root; Margot Roedel (Margot Roedel); Mike Miller (Mike Miller); Charles Walker; Joseph Bixler; Brian Nueville; Steve Erickson; Mark Reene; Mark Reene; Eean Lee; 'Leland Teschendorf'; 'Glen Skrent'; Zygy Dworzecki; Anderson Steve; Curtis Stowe; 'Rusel Bush MD'; Robert McKay; kdduntonps@charter.net  
**Cc:** ctrisch@tuscolacounty.org; 'Bardwell Thom'; 'Bierlein Matthew'; 'Kirkpatrick Craig'; 'Roger Allen'; 'Clayette Zechmeister (Clayette Zechmeister)'; 'Dibble Erica'; 'House Angie'; 'Renee McLane'  
**Subject:** 2015 Projections and 2016 Budget Development  
**Attachments:** 2016 Budget Calendar.xls; 2016 GF Revenue Budget.xls; 2016 GENERAL FUND DEPARTMENT BUDGET WORKSHEETS (00000003).pdf; 2016 SPECIAL REVENUE DEPT BUDGET WORKSHEETS.pdf; Equipment Capital Requests.xls

2016 BUDGET DEVELOPMENT

In order to begin development of the 2016 county budget it is requested that you review and complete the attached budget preparation forms for your department.

1. Budget development calendar - review the calendar for steps and timelines for budget completion.....
2. General fund revenues - review current projected 2015 and 2016 revenue amounts for accounts involving your department and note any changes you recommend.....
3. General fund expenditures - if you have operations that are accounted for in the general fund..estimate your year-end 2015 expenditures in line item detail in the 2015 column...in the second blank column identify the amount that is needed in expenditures for your 2016 budget (disregard where you see a zero it is the odd way the program prints).....please note 2% wage costs and step increases are already incorporated because they were previously negotiated...also health insurance cost estimates have been determined with renewal for the next year..other fringe benefit costs have been estimated for 2016
4. Special revenue funds - if you have operations that are accounted for in special revenue funds.....in the first blank column please estimate your 2015 year-end revenues and expenditures ..in the second blank column please identify the amount that is needed for your 2016 revenue and expenditure budget.....
5. Equipment and Capital Improvement requests - this form can be used to provide a listing of your equipment/capital improvement needs for 2016 and future years - please include cost estimates with your requests... identification of any projects that will not be completed in 2015 and need to be carried over to 2016 is also requested.....

Please complete your budget development information by August 28, 2015 so the 2016 county budget can be completed on schedule. If budgets are not returned by this date staff will prepare draft budgets so this important process can move forward on schedule.

If you have any questions please contact me or other staff members in the Controller/Administrator's Office.

Thank you for your assistance.

Mike

Michael R. Hoagland

Tuscola County Controller/Administrator

989-672-3700

<mailto:mhoagland@tuscolacounty.org> mhoagland@tuscolacounty.org

VISIT US ON LINE FOR COUNTY SERVICES @ <<http://www.tuscolacounty.org/>>  
[www.tuscolacounty.org](http://www.tuscolacounty.org)

## 2016 Budget Development Calendar

18-Aug	Budget calendar and forms sent electronically to departments	Controller
Aug 18 - Sept 2	Budget forms completed including revenue-expenditure projections for 2015 and 2016	Departments
2-Sep	Deadline to submit budget projections, requests and forms to Controller	Departments
Sept 2 - Sept 11	Department revenue-expenditure requests and projections compiled by Controller for review by Commissioners	Controller
14-Sep	Budget requests submitted to Board for review	Controller
Sept 14 - Sept 25	Controller prepares first draft 2016 budget	Controller
28-Sep	Board reviews first draft balanced 2016 budget - makes changes and approves submittal to departments	Board
28-Sep	First draft 2016 budget sent to departments for review	Controller
Sept 29 - Oct 6	Controller and Board meet with departments as necessary who have remaining budget issues/concerns	Controller/ Board
Oct 7 - Oct 9	Controller prepares second draft 2016 budget	Controller
12-Oct	Board reviews second draft balanced 2016 budget - makes changes and approves submittal to departments	Board
16-Oct	Public hearing newspaper notice prepared/submitted	Controller
21-Oct	Public notice in newspaper	Controller
29-Oct	Public hearing conducted	Board
29-Oct	Final 2016 budget revisions and adoption	Board

TUSCOLA COUNTY  
BOARDS & COMMISSIONS APPOINTMENT APPLICATION



Please return this questionnaire to the County Clerk's Office, Attention: Appointments Division, 440 N. State St., Caro MI 48723; by email to appoint@tuscolacounty.org ; or by fax at (989) 672-4266 Please submit your resume with this application.

Boards/Commissions for which you would like to be considered: PUBLICWORKS BOARD OF COMMISSIONERS

Boards/Commissions for which you would like to be considered: COMMISSION ON AGING

First Name\* LOU Middle Initial\* C Last Name\* SMALLWOOD

Have you ever used, or have you ever been known by any other name?  Yes  No

If yes, provide names and explain: LOUIS C. SMALLWOOD

Home Address 1003 DAY RD City VASSAR Zip 48768

Township TUSCOLA County TUSCOLA

Employer Name: MID-MICHIGAN RESTAURANT CONSULTANTS

Employer Address 1003 DAY RD. City VASSAR Zip 48768

Position Title PRESIDENT/OWNER

Work Number\* 989-670-1345 Home Number\* 989-823-2120 Cell Number 989-670-1345

Email LOUIS.SMALLWOOD@SBC910BB1.NET  
(email is the preferred method of contact, please provide if available)

Are you a United States Citizen?  Yes  No

EDUCATION (Include degree and dates; if answered in full on your attached resume, please indicate):

2 years Saginaw Valley State University  
- NO degree

EMPLOYMENT EXPERIENCE (if answered in full on your attached resume, please indicate):

See attached Resume

Do you hold any professional licenses? If so, please include numbers:

What special skills could you bring to this position?

Current Vice-Chair Person - Tuscola County Planning Commission

Previous government appointments: Tuscola County Planning Commission  
Consultant for SBDC I-69 Corridor Region  
Thumb Food Hub Board Member  
Tuscola Twp. Liquor Inspector

Please provide us with the names of your:

State Senator Mike Green

State Representative Ned Canfield

County Commissioner Craig Kirkpatrick

The following optional information is elicited in order to ensure that this administration considers the talent and creativity of a diverse pool of candidates. In addition, specific backgrounds or qualifications are legally required for appointment to some boards and commissions. You may, therefore, wish to provide this information in order to ensure that you are considered for relevant boards and commissions.

Age 60

Political Affiliation Republican

Military Service None

Spouse or Partner's Name Mary M. Smallwood

CONSENT AND CERTIFICATION

I, Lou Smallwood (please print name), hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or on any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

Signed Lou Smallwood

Lou Smallwood  
1003 Day Rd.  
Vassar, MI 48768  
989 823 2120  
louis.smallwood@sbcglobal.net

#### QUALIFICATIONS

Successful COO/VP/Director of Operations Experience with increasing responsibility:

- Chief Operations Officer
- Strategic Planning/Budgeting
- Market Site Planning/Facility Management
- Training & Project Management
- Staffing & Retention
- Customer Service

#### PROFESSIONAL EXPERIENCE

**Mid-Michigan Restaurant Consultants** 7/11-Now  
**Owner/President**

- Offering expert business consulting services to restaurant owners.

**Team Schostak Family Restaurants** 10/01-06/11  
**DIRECTOR OF OPERATIONS – Livonia, MI**

- Responsible for 24 company locations in central Michigan representing approximately \$21 million annually.
- Led the company in comparable sales growth.
- Supervise regional operations staff consisting of 3 District Managers and 80 Managers.
- Concurrently supervise/coordinate profitability and growth as the Resource Manager, Management Training, Project / Maintenance Supervisor, Regional Marketing Manager, and a Regional Finance Manager.
- Created weekly financial reporting to corporate and act as liaison between Franchisee and Corporate.
- Reduced management turnover every year. Staffed at 110% regionally.

**Cheers Inc.** 04/99-07/00  
**CHIEF OPERATION OFFICER – San Antonio, TX**

- Responsible for 7 company locations in San Antonio, Austin and Dallas, TX representing approximately \$14 million sales annually.
- Grew sales to +7% over previous year. Improved company's profit by +4% over previous year.
- Supervise operations staff consisting of 2 Directors of Operations and 50 Managers.
- Supervise/coordinate profitability and growth as the Resource Manager, Management Training, Project / Maintenance Supervisor, Regional Marketing Manager, and a Regional Finance Manager.
- Created weekly financial reporting to the President of the company
- Eliminated non effective media advertising then focused on effective local marketing.
- Revised all Training materials company wide.

**Whataburger of El Paso Inc.** 03/96-10/98  
**PRESIDENT AND CHIEF OPERATING OFFICER – El Paso, TX**

- Responsible for 24 company locations in El Paso representing approximately \$22 million annually.
- Grew sales to +23% over two years. Improved company's profit by +38% in 1998.
- Reported to the Board of Directors with absentee owners
- Directly responsible for profitability and growth supervising Director of Operation, VP of Real Estate and Construction, Controller, Training Director, Human Resource Manager, Quality Control / Safety Manager and Guest Service Manager.

- Created weekly financial reporting to corporate and act as liaison between Franchisee and Corporate in Whataburger's largest franchise organization
- Improved restaurant operations performance by 8% as measured by Mystery Shoppers
- Company was sold in 1998

**TACO CABANA INC.**

**05/91-09/95**

**VICE PRESIDENT OPERATIONS – San Antonio, TX**

- Responsible for 110 company locations representing approximately \$275 million sales annually.
- Grew company operated stores from 18 to 110 units
- Reported to the President and CEO
- Directly responsible for profitability and growth supervising Director of Operation, Controller, Training Director, Human Resource Manager, Quality Control / Safety Manager and Guest Service Manager.
- Improving restaurant operations performance by 5% as measured by Mystery Shoppers
- Developed and implemented new labor management and inventory systems

### **EDUCATION**

**University of Michigan Graduate School of  
Business Administration**

Course studies;

- Finance for the non-Financial Manager**
- Financial Analysis, Planning and Control  
Strategy Formulation and Implementation**

# TUSCOLA COUNTY BOARDS & COMMISSIONS APPOINTMENT APPLICATION

Print Form

Please return this questionnaire to the County Clerk's Office, Attention: Appointments Division, 440 N. State St., Caro MI 48723; by email to [appoint@tuscolacounty.org](mailto:appoint@tuscolacounty.org); or by fax at (989) 672-4266. Please submit your resume with this application.

Boards/Commissions for which you would like to be considered: Commission on Aging

Boards/Commissions for which you would like to be considered:

First Name\* BARBARA Middle Initial\* K Last Name\* DAWSON

Have you ever used, or have you ever been known by any other name?  Yes  No

If yes, provide names and explain: (maiden) = Barbara K. Crumback

Home Address P.O. Box 74 = 4812 BARNES city Millington zip 48746

Township Millington County Tuscola

Employer Name: Retired - Teacher

Employer Address Millington Schools City Millington ZIP 48746

Position Title Teacher

Work Number\* (10 digit) Home Number\* (10 digit) 989-871-4978 Cell Number (10 digit) 989-353-4972

Email granny.1941@mc.com (email is the preferred method of contact, please provide if available)

Are you a United States Citizen?  Yes  No

EDUCATION (Include degree and dates; if answered in full on your attached resume, please indicate):

B.S. Degree From Eastern Michigan University  
1964  
+ 60 hours Beyond Bachelors mainly from CMU

EMPLOYMENT EXPERIENCE (if answered in full on your attached resume, please indicate):

Teacher: Millington Schools - 1977 Taylor Schools - 1968 Substituting - 1964+	Part Time work in School: Henry Ford Museum Greenfield Village 1960-1965
---	--

Do you hold any professional licenses? If so, please include numbers:

Teaching Certificate - probably expired

What special skills could you bring to this position?

NOTHING SPECIAL; But I am "willing", "able", "OLD." 😊

Previous government appointments:

Please provide us with the names of your:

State Senator Mike Green

State Representative Ed Canfield

County Commissioner Craig Kirkpatrick

The following optional information is elicited in order to ensure that this administration considers the talent and creativity of a diverse pool of candidates. In addition, specific backgrounds or qualifications are legally required for appointment to some boards and commissions. You may, therefore, wish to provide this information in order to ensure that you are considered for relevant boards and commissions.

Age 73 Political Affiliation Republican Military Service —

Spouse or Partner's Name I am widowed

#### CONSENT AND CERTIFICATION

I, Wilma Dawson (please print name), hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or on any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

Wilma Dawson  
Signature

[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

---

**From:** Brad Roseberry <broseberry@cabt.org>  
**Sent:** Friday, August 14, 2015 10:25 AM  
**To:** mhoagland@tuscolacounty.org  
**Subject:** Truck Size and Weight Update from Washington

Dear Michael,

I am writing to update you on activities on Capitol Hill. As you know, we face the prospect of Washington forcing every state to allow longer double-trailer trucks that are 85 feet in length (sometimes called "Twin 33s" or "double 33s"), as we have seen in both the House and Senate transportation appropriations bills. And, we are once again seeing a push to increase truck weight above the current 80,000-pound limit, ranging from 91,000 pounds to 97,000 pounds.

First, the Senate passed its long-awaited transportation reauthorization bill, or the DRIVE Act. This bill did not include language for longer double-trailer trucks, 91,000 pound or 97,000 pound trucks. In fact, Sens. Diane Feinstein (D-Calif.) and Roger Wicker (R-Miss.) offered a bipartisan amendment that would require the U.S. Department of Transportation (USDOT) to determine that double 33s were safe through a study process before allowing the configuration nationwide. While the Feinstein-Wicker amendment did not ultimately receive a vote, their efforts sent a strong bipartisan message in opposition to double 33s.

The focus now turns to the House Transportation and Infrastructure Committee, where leadership has stated their intention to have a full highway bill markup when Congress returns from its recess in September. The debate over double 33s, 91,000-pound trucks and 97,000-pound trucks will then be front and center.

While all of this continues to play out over the next few months, it is important to remember, and remind Members of Congress, that the USDOT released its technical reports in June and recommended against any increases in truck size and weight. This is the study Congress directed USDOT to conduct. Our lawmakers need to listen to the experts. Please call your Members of Congress and remind them of this conclusion by USDOT.

Thank you for all your efforts in keeping heavier and longer trucks off of our roads. Please let me know if CABT can be of any assistance.

Brad

Brad Roseberry  
Assistant Vice President  
Coalition Against Bigger Trucks

Don't forget to follow us on [Facebook](#) and [Twitter](#)

[Click here to unsubscribe.](#)

