

**TUSCOLA COUNTY BOARD OF COMMISSIONERS
MEETING AGENDA**

THURSDAY, MAY 28, 2015 – 7:30 A.M.

**H. H. PURDY BUILDING BOARD ROOM
125 W. Lincoln Street
Caro, MI**

125 W. Lincoln Street
Caro, MI 48723

Phone: 989-672-3700
Fax : 989-672-4011

- 7:30 A.M. Call to Order – Chairperson Bardwell
Prayer – Commissioner Trisch
Pledge of Allegiance – Commissioner Kirkpatrick
Roll Call – Clerk Fetting
Adoption of Agenda
Action on Previous Meeting Minutes (See Correspondence #1)
Brief Public Comment Period
Consent Agenda Resolution (None)
New Business
- Phase II 5 Year Financial Planning (See Correspondence #2)
 - Vanderbilt Park
 - Costs to Make Roadway Public (See Correspondence #3)
 - Park Road Repair Cost Estimate (See Correspondence #4)
 - Cost Estimate to Install Water Spigot
 - USDA Patrol Car Grant Application Support Letter (See Correspondence #5)
 - Health Department 2013/2014 Annual Report
 - Medical Examiner Annual Report 2014
 - Freedom of Information Law Changes/Policy Update (See Correspondence #6)
 - Purdy Building Awning Repair Costs (See Correspondence #7)
 - Clean Sweep Program Budget Amendment (See Correspondence #8)
 - HVAC Service Agreement
 - Huron County Dispatch Joining NG 911 System (See Correspondence #9)
 - Michigan Works Draft Interlocal Agreement (See Correspondence #10)
 - MAC 7th District Meeting – 6/15/15 Lapeer (See Correspondence #11)
- Old Business
Correspondence/Resolutions

COMMISSIONER LIAISON COMMITTEE REPORTS

TRISCH

Board of Health
Planning Commission
Economic Development Corp/Brownfield Redevelopment
Local Unit of Government Activity Report
Behavioral Health Systems Board
Animal Control
Solid Waste Management
Thumb Works

ALLEN

Dispatch Authority Board
County Road Commission
Board of Public Works
Senior Services Advisory Council
Mid-Michigan Mosquito Control Advisory Committee
Saginaw Bay Coastal Initiative
Parks & Recreation
Local Unit of Government Activity Report

KIRKPATRICK

Board of Health
Community Corrections Advisory Board
Dept. of Human Services/Medical Care Facility Liaison
Land Acquisition
MI Renewable Energy Coalition
MEMS All Hazards
MAC-Environment Energy Land Use
Oil/Shale Work Group
Cass River Greenways Pathway
Local Unit of Government Activity Report
Tuscola In Sync
NACO- Energy, Environment & Land Use

BARDWELL

NACo
NACo Rural Action Caucus
Economic Development Corp/Brownfield Redevelopment
Caro DDA/TIFA
MAC Economic Development/Taxation
MAC 7th District
Local Unit of Government Activity Report
TRIAD
Human Services Collaborative Council

BIERLEIN

Thumb Area Consortium/Michigan Works
Human Development Commission (HDC)
Tuscola 2020
Recycling Advisory Committee
Local Emergency Planning Committee (LEPC)
Great Start Collaborative Council
Local Unit of Government Activity Report
Tuscola In-Sync
MAC Board of Directors
Human Services Collaborative Council
Region VI Economic Development Planning
MAC-Economic Development & Taxation

Closed Session (If Necessary)

Other Business as Necessary

Extended Public Comment

Adjournment

Note: 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.

CORRESPONDENCE

- #1 May 14, 2015 Full Board & Statutory Finance Committee Minutes
- #2 2015 – 2019 Five Year Financial Plan – Phase II
- #3 Cost to Make Vanderbilt Park Roadway Public
- #4 Vanderbilt Park Road Repair Cost Estimate
- #5 USDA Patrol Car Grant Application Support Letter
- #6 Freedom of Information Request Policy Update
- #7 Purdy Building Awning Repair Costs
- #8 Clean Sweep Program Grant Amendment
- #9 Huron County Dispatch Joining NG911 Network
- #10 Michigan Works Draft Interlocal Agreement
- #11 MAC 7th District 6/15/15 Meeting Information
- #12 Tri-County Convention Facilities Tax/4% State Wide Liquor Tax
- #13 May 7, 2015 Road Commission Minutes
- #14 Thumb Regional Sobriety Court Graduation Invitation
- #15 Thank You from the National Day of Prayer Committee
- #16 May 2015 Health Department Report
- #17 MAC Statistical Information for Courts

Draft
TUSCOLA COUNTY BOARD OF COMMISSIONERS
May 14, 2015 Minutes
H. H. Purdy Building

Commissioner Thomas Bardwell called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the City of Caro, Michigan, on the 14th day of May, 2015 to order at 7:33 o'clock a.m. local time.

Prayer – Commissioner Allen

Pledge of Allegiance – Commissioner Bardwell

Roll Call – Clerk Jodi Fetting

Commissioners Present: District 1 - Roger Allen, District 2 – Thomas Bardwell, District 4 – Craig Kirkpatrick, District 5 – Matthew Bierlein

Commissioner Absent: District 3 - Christine Trisch

Also Present: Mike Hoagland, Clerk Jodi Fetting, Mary Drier, Tisha Jones, Charles Kurtansky, Lorraine Kurtansky, Mike Miller, Kim Green, Keith Kosik, Register John Bishop, Steve Anderson, Sandy Nielsen, Clayette Zechmeister, Erica Dibble, Bob Kendrick (phone), Tim McClorey

Adoption of Agenda -
15-M-071

Motion by Kirkpatrick, seconded by Bierlein to adopt the agenda. Motion Carried.

Action on Previous Meeting Minutes -
15-M-072

Motion by Bierlein, seconded by Allen to adopt the meeting minutes from the April 30, 2015 meeting. Motion Carried.

Brief Public Comment Period - None

Consent Agenda Resolution -
15-M-073

Motion by Allen, seconded by Kirkpatrick that the following Consent Agenda Resolution be adopted. Motion Carried.

CONSENT AGENDA

Agenda Reference: A

Entity Proposing: COMMITTEE OF THE WHOLE 5/11/15

Description of Matter: Move that the Highway Safety Project grant (number PT-15-47) be approved and authorized for signature in the amount of \$15,004.00. Said grant will be used for alcohol and seatbelt enforcement.

Agenda Reference: B

Entity Proposing: COMMITTEE OF THE WHOLE 5/11/15

Description of Matter: Move that the 2015 millage levies for the county are authorized and the 2015 Tax Rate Request form as provided by the Equalization Department be approved and authorized for signature.

Agenda Reference: C

Entity Proposing: COMMITTEE OF THE WHOLE 5/11/15

Description of Matter: Move that the Consent Agenda item A from the April 30, 2015 Board of Commissioners meeting minutes be corrected to state that the budget amendment to purchase the Maintenance Truck and Plow be made to the Equipment Fund (Number 244) instead of the Capital Improvement Fund (Number 483).

Agenda Reference: D

Entity Proposing: COMMITTEE OF THE WHOLE 5/11/15

Description of Matter: Move that the budgeted phase 2 Courthouse sprinkler system for the Courthouse be awarded to Marlo Company for an amount of \$1,957.00.

Agenda Reference: E

Entity Proposing: COMMITTEE OF THE WHOLE 5/11/15

Description of Matter: Move that as in previous years South Central Construction Code Commission be approved for the administration and enforcement for plan review and inspection of school buildings. Also, authorizing documents are approved for signature. (Annual approval of this inspection work is a requirement of the State).

Agenda Reference: F

Entity Proposing: COMMITTEE OF THE WHOLE 5/11/15

Description of Matter: Move that the following individuals be recognized for their outstanding commitment to the environment and for assuring that agricultural resources and a quality of life are available for current and future generations by achieving the standards of the Michigan Agricultural Environmental Assurance Program (MAEAP).

- Mr. & Mrs. Tim and Kathy Howell
- Mr. Greg Ackerman
- Mr. & Mrs. Bill and Linda Gray
- Mr. Bruce Walls
- Mr. Don Jaster
- Mr. Bob Battel
- Mr. Jerry Vandemark
- Mr. Chris Hecht
- Mr. & Mrs. Brian and Jena Becker
- Ms. Joyce Koglin and Mr. Michael Koglin

New Business -

-Mosquito Abatement Maintenance Storage Garage Bids - Keith Kosik provided an overview to the Board of the 7 bids that were received for the project. Keith Kosik has worked closely with Kim Green in determining the best contractor for the project. They are recommending Bronner and Son Construction with the bid amount of \$530,718.00.

15-M-074

Motion by Allen, seconded by Bierlein that per the letter of recommendation from TSSF Architects that the Mosquito Abatement Storage/Maintenance Building construction project be awarded to Bronner and Son Construction for an amount of \$530,718.00. Also, all appropriate budget amendments are authorized. Appropriate legal documents concerning this project are authorized for signature. Motion Carried.

-Information Technology Director Update - See below for further action.

Mike Hoagland provided an overview of the requests. The Board discussed and are tabling the matter until Eean Lee is available for further explanation.

-Emergency Services Director Update -

Steve Anderson provided an overview to the steps needed to update the Hazard Analysis and Mitigation Plan. The All Hazards Planning Team reviewed the bids received and are recommending Delta Institute to update the plan.

15-M-075

Motion by Kirkpatrick, seconded by Allen that per the recommendation of the Tuscola County All Hazards Team, Tuscola County enter into an agreement for an amount not to exceed \$25,540.00 with Delta Institute to complete the update to the Tuscola County Hazard Analysis and Mitigation Plan as required by FEMA. As previously motioned (15-M-064), this project is being funded by a 75% FEMA grant with the remaining 25% being funded by Tuscola County but that funding is considered a "soft" match. Also, all appropriate documents are authorized for signature. Motion Carried.

Old Business - None

Correspondence/Resolutions -

- Committee of the Whole Minutes from May 11, 2015.
- Chippewa County Resolution in Support of Appeal of Tax Tribunal Ruling.
- Huron County Resolution opposing further consolidations or regionalization.
- Road Commission Minutes from April 23, 2015.

Commissioner Kirkpatrick read a letter that was sent by the Road Commission to the local Supervisors and carbon copied to him and Commissioner Allen in reference to the Safety Grant received. The Road Commission is seeking a resolution from each of the local jurisdictions for approval of proceeding forward with the removal of trees using the Safety Grant. Matter discussed.

Vanderbilt Park, Beach Road, was discussed.

-Information Technology Director Update - continued from above.

Eean Lee explained that they would like to offer a discount for the local units of government for the GIS program. This would match the current price offered to schools.

15-M-076

Motion by Allen, seconded by Bierlein that the Tuscola County GIS Pricing Guide be amended to include Cooperative Local Government Sale Pricing. This price will include parcel shape file and photography data export per township. Pricing shall be a discounted annual price marked down from \$500.00 to \$225.00 for school, municipalities and local units of government in Tuscola County pending receipt of completed Data Access Agreement. Motion Carried.

Eean Lee explained he would like to have the GIS information that is purchased not be able to be resold but that the information could only be used for internal use only by the purchaser.

15-M-077

Motion by Bierlein, seconded by Kirkpatrick that the GIS Data Access Agreement be adopted for use, defining stipulations of use for purchased GIS data. These stipulations include but are not limited to: internal use only, will not be disseminated or reproduced without express written authorization from Tuscola County Information Systems Director and Tuscola County Geographic Information System Director. Motion Carried.

-CLOSED SESSION – Labor Negotiations (8:30 A.M.)

15-M-078

Motion by Bierlein, seconded by Allen that the Board meet in closed session under section 8(e) of the Open Meetings Act to discuss labor negotiations with Attorney Bob Kendrick at 8:37 a.m. Erica Dibble and Clayette Zechmeister are authorized to attend the closed session. Roll Call Vote - Allen - yes; Bardwell - yes; Kirkpatrick - yes; Bierlein - yes; Trisch - absent. Motion Carried.

Closed session ended at 9:49 a.m. and the regular Board meeting resumed.

Recessed at 9:49 a.m.

Reconvened at 9:57 a.m.

-Update from the Michigan Municipal Risk Management Authority -

-Tim McClorey provided an overview of the benefits that Tuscola County has received over the last 10 years in RAP Grant Awards and Net Asset Distribution History. He presented a check in the amount of \$79,500.00 for the 2015 Net Asset Distribution.

15-M-079

Motion by Bierlein, seconded by Kirkpatrick that the dividend check from the Michigan Municipal Risk Management Authority be distributed by first determining an amount (if any) that needs to be deposited into retention fund to maintain a sufficient balance and then the remaining balance be redistributed to other funds based on the proportionate share of the most recent year premium paid by each fund. Motion Carried.

Old Business - Affordable Care Provider - Eean Lee and Erica Dibble will be working together to determine if there is a program that will assist the HR Department in monitoring the Affordable Care Act.

-Correspondence/Resolutions - continued

-Email received from Brad Roseberry regarding Twin 33s Legislation.

-Region VIII Area Agency on Aging is requesting a letter of intent to provide services.

-Commissioner Bardwell received a letter from Mid-State Health Network.

-HB4531 has been introduced which references Alternative Medicine.

COMMISSIONER LIAISON COMMITTEE REPORTSALLEN

Dispatch Authority Board - New staff is being trained to get back to full staff.

County Road Commission - Discussed the postponing of repaving M-25.

Board of Public Works - Will be meeting in late summer.

Senior Services Advisory Council

Mid-Michigan Mosquito Control Advisory Committee

Saginaw Bay Coastal Initiative - Working on finding the person that handles the fragmeties.

Parks & Recreation - Air Advantage will be attending the next meeting.

Local Unit of Government Activity Report - Work has started on the new location of the Akron Township Hall.

KIRKPATRICK

Board of Health - New Veteran's Director has been selected.

Community Corrections Advisory Board

Dept. of Human Services/Medical Care Facility Liaison

Land Acquisition

MI Renewable Energy Coalition

MEMS All Hazards

MAC-Environment Energy Land Use - Update provided.

Oil/Shale Work Group

Cass River Greenways Pathway

Local Unit of Government Activity Report

Tuscola In Sync

NACO- Energy, Environment & Land Use

BARDWELL

NACo

NACo Rural Action Caucus

Economic Development Corp/Brownfield Redevelopment - Update provided.

Caro DDA/TIFA

MAC Economic Development/Taxation

MAC 7th District - Chemical Bank will not be charging monthly service fee as non-profit organization.

Local Unit of Government Activity Report

TRIAD

Human Services Collaborative Council

BIERLEIN

Thumb Area Consortium/Michigan Works - Meeting upcoming to discuss consolidation. Tuscola County is listed number one in the state for organic farming.

Human Development Commission (HDC)

Tuscola 2020

Recycling Advisory Committee

Local Emergency Planning Committee (LEPC)

Great Start Collaborative Council

Local Unit of Government Activity Report

Tuscola In-Sync

MAC Board of Directors

Human Services Collaborative Council

Region VI Economic Development Planning

MAC-Economic Development & Taxation

TRISCH - absent

Board of Health

Planning Commission

Economic Development Corp/Brownfield Redevelopment

Local Unit of Government Activity Report

Behavioral Health Systems Board

Animal Control

Solid Waste Management

Thumb Works

Closed Session - See above for Closed Session.

Other Business as Necessary - None

Extended Public Comment -

-Eean Lee provided an update from the conference that he attended in Ottawa County on Friday, May 8th. There were many great speakers and brought back some ideas to implement in Tuscola County.

-Jodi Fetting thanked to Board for the support of the Child Advocacy Center fundraiser. The event was a success. Also, there will not an election in Tuscola County in August 2015.

-Mike Miller informed the Board that the jail generator is currently offline. An installation technician did not properly handle the installation of the cooling fan. This repair will be covered by Wolverine Power Service and the parts have been ordered.

Meeting adjourned at 11:06 a.m.

Jodi Fetting
Tuscola County Clerk

Statutory Finance Committee Minutes
May 14, 2015
H.H. Purdy Building
125 W. Lincoln St, Caro MI

Meeting called to order at 11:07 a.m.

Commissioners Present: Allen, Bardwell, Kirkpatrick, Bierlein

Commissioners Absent: Trisch

Also Present: Mike Hoagland, Jodi Fetting

Claims and Per Diems were reviewed and approved.

Public Comment - None

Meeting adjourned at 11:10 a.m.

Jodi Fetting
Tuscola County Clerk

General Fund Five Year Financial Plan 2015 to 2019



Objectives

- Develop revenue/expenditure assumptions and projections
- Identify fiscal problems/challenges
- Develop alternative solutions
- Conduct meetings with departments for input/consensus
- Commissioners adopt/implement five year financial plan
- Commissioners implement changes to maintain fiscal stability
- Annually update plan with new information

2014 Unfavorable Fiscal Factors - Concerns

- GF revenue/expenditure breakeven but major concern no transfer for capital improvements (CI)
- Revenue increase only 1.1%
- Increase entirely from wind turbines and state revenue sharing
- Other revenue sources were flat or declined
- Dependency on wind revenue at 100% but declines to 30% of original amount in 10 years
- Underfunded CI fund should be \$400,000 per year
- CI fund declined from \$ 2.2 to under \$1 million - 2007 to 2014
- EDC millage failed

2014 Favorable Fiscal Factors

- All 50 funds finished year with positive fund balances
- Bond rating upgraded by S&P in 2014 from A+ to AA-
- Achieved Excellence in Financial Reporting Awarded - 14 years
- Child care institutional care costs moderated for 2014
- Veterans millage passed
- Revenue from housing other county prisoners under review
- GF balance within auditor recommended amount
- Change from defined benefit to defined contribution retirement

Revenue Assumptions

- 58 wind turbine project – 2016 construction 2017 revenue
- 1.85% annual increase non-wind property tax revenue
- State revenue sharing declines 4% annually
- Housing other county prisoners \$40,000 annually
- Delinquent tax earnings 2.5% annual decline
- State continues DHS building lease payments - \$300,000
- No new millage sources become available
- No use of GF fund balance
- Other GF revenue sources remain status quo

Expenditure Assumptions

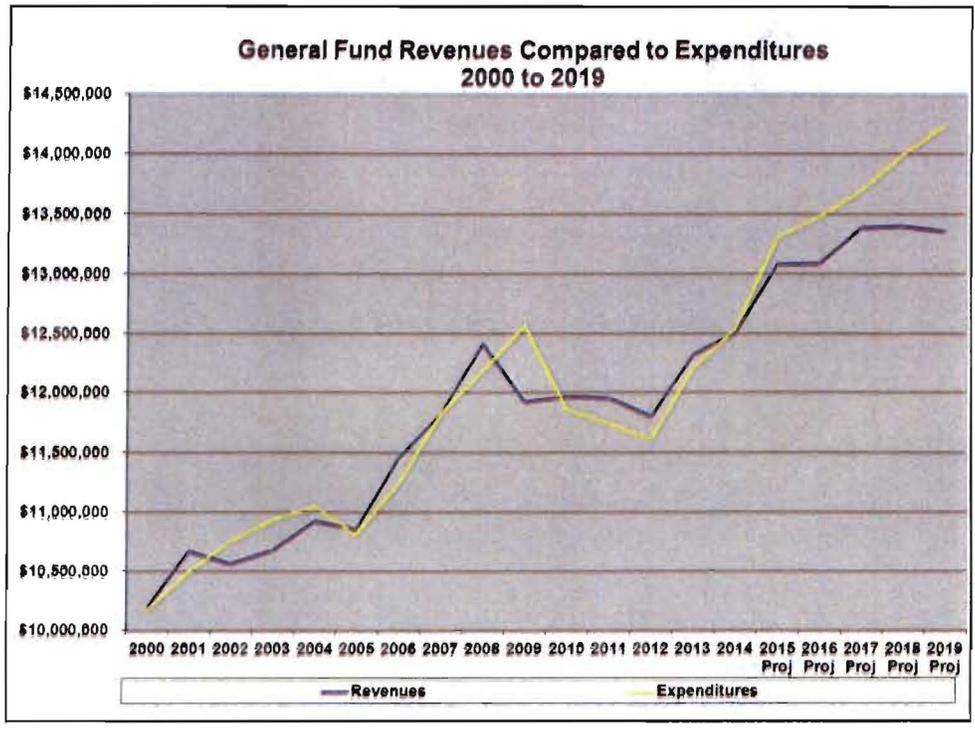
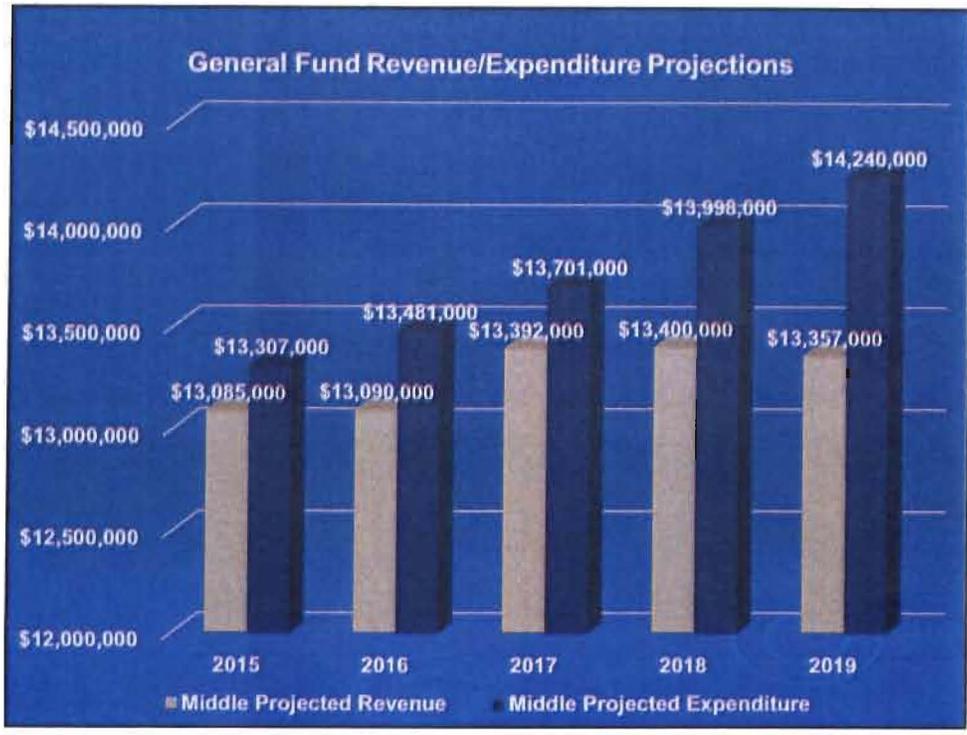
- No change in number of staff positions
- 2015 and 2016 - 2% wage increases
- 2017, 2018 and 2019 - 1.5% wage increases
- Annual health insurance increases 6%
- Drain-at-Large costs reduced by \$50,000 in 2018
- Abused, neglect and delinquent costs increased 3% annually
- Health department appropriation 4% annual increase
- Inmate medical costs 4% annual increase
- After 2015 retirement changes result in no cost increase
- \$400,000 annually for capital improvement
- No costs to house prisoners in other counties

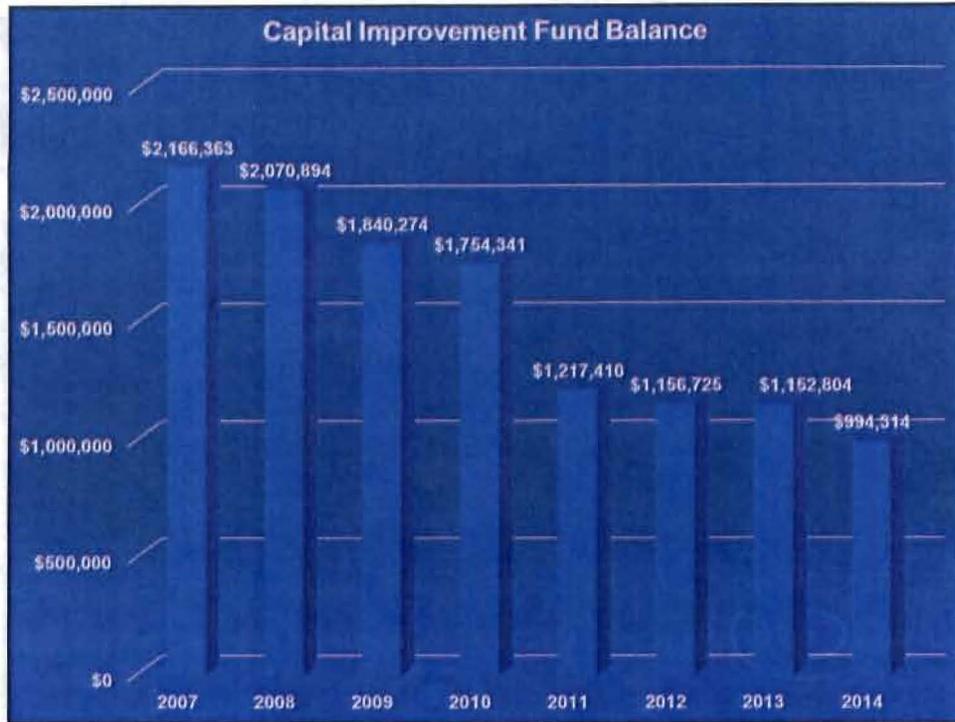
General Fund Five Year Revenue/Expenditure Projections

Year	Revenue	Expenditure	Revenue (Under) Expenditure
2015	\$13,085,000	\$13,307,000	(\$222,000)
2016	\$13,090,000	\$13,481,000	(\$391,000)
2017	\$13,392,000	\$13,701,000	(\$309,000)
2018	\$13,400,000	\$13,998,000	(\$598,000)
2019	\$13,357,000	\$14,240,000	(\$883,000)
5 Year Total	\$66,324,000	\$68,727,000	(\$2,403,000)

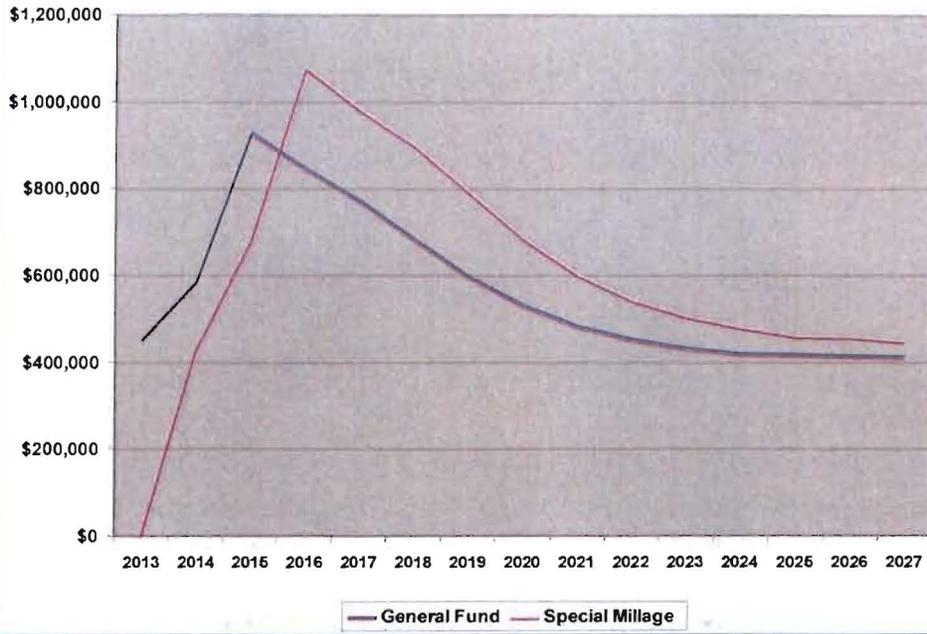
Projected General Fund Revenue/Expenditure Changes (Year Over Year)

Year	Dollar Revenue Change	Percent Revenue Change	Dollar Expenditure Change	Percent Expenditure Change
2015	-	-	-	-
2016	\$5,000	0.04%	\$174,000	1.31%
2017	\$302,000	2.31%	\$220,000	1.63%
2018	\$8,000	0.06%	\$297,242	2.17%
2019	(\$43,000)	-0.32%	\$242,000	1.73%

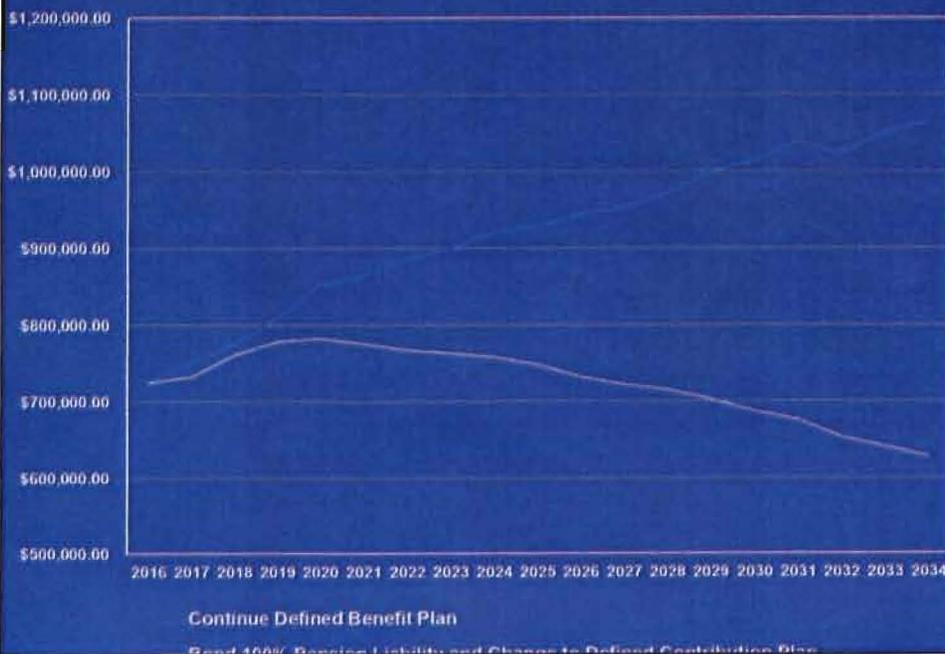


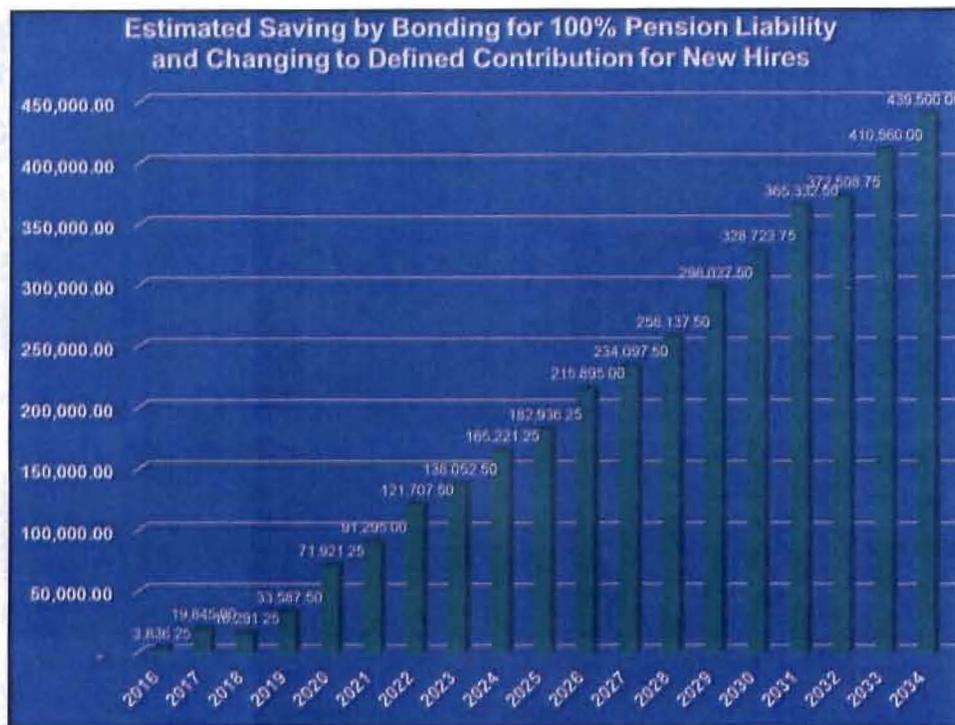


Estimated General Fund and Special Millage Fund Wind Turbine and ITC Revenue



Continuing Defined Benefit Plan or Bonding 100% Pension Liability and Changing to a Defined Contribution Plan





What is the problem?

- Revenue is flat or declining
- Cannot even sustain inflationary expenditure increases
- 100% dependency on wind revenue
- Wind revenue declines annually based on multiplier schedule
- Non-wind property tax revenue growth is limited
- State does not provide alternative methods of raising revenue
- Millage only significant method of raising revenue
- CI funding has been and continues to be inadequate

Methodology to Problem Solution

- Decide deficit level corrected by revenue vs expense reduction
- Determine methods of expenditure reduction
- Determine methods of revenue generation including millage
- Develop a timetable of actions
 - Actions to implement by July 2015
 - Actions to be implemented by October 2015
 - 2016 actions if millage passes
 - 2016 actions if millage fails
- 2017 - 2019 actions dependent upon 2015 - 2016 outcomes
- At least annually update projections and adjust strategy

Cut Expenses & Generate Revenue

- If corrections not made GF expenditures projected to exceed revenues by \$900,000 by 2019
- Sooner problem addressed more manageable it becomes
- Example – if \$222,000 projected 2015 deficit is resolved then instead of a \$390,000 deficit for 2016 it is \$168,000
- Projected deficits result primarily from flat revenue – however
- Combination of cutting expenses and generating revenue may be most realistic
- One approach reduce expenses by \$300,000/\$400,000 and increase revenue by \$500,000/\$600,000 over five year period

Actions for June/July 2015

- Closely adhere to the established county hiring freeze
- Implement an out of state travel/training moratorium
- Delay all budgeted but non-essential capital projects
- Where feasible use pool cars instead of personal vehicles
- Expedite revenue program by housing other county prisoners
- Actively pursue methods of service consolidation for revenue generation or cost reduction

Actions for October/November 2015

- Develop a printers and copiers reduction plan
- Re-negotiate all service contracts
- Review technology that produces return on investment
- Connect to Community Foundation/Medical Care Facility and raise funding for county services
- Review energy efficiency and develop plan to reduce cost
- Explore a plan whereby certain staff can crossover departments
- Review targeted staffing reduction plan estimated \$100,000 by two potential department restructuring?
- Review cost reduction through a flex time plan – employees can take time off without pay

Millage Actions Decision by November 2015

- Will millage will be requested
- What purpose: abused/neglected children, capital improvement, EDC, MSU-extension, Headlee Override, general operating
- How much millage would be requested each .1 mill - \$170,000
- When would the request be made
- What groups would spearhead the millage request
- Avoid two county millage requests on same ballot (Road Patrol millage has to be voted in 2016)
- County and local costs more for special elections
- Millage passed in 2016 generates GF revenue for 2017
- State may not allow county to conduct a millage at the presidential primary in 2016 – need to determine

Actions if Millage Passes in 2016

- Update GF revenue/expenditure projections and establish specific financial actions accordingly
- Anticipated \$500,000 to \$700,000 revenue
- Continue to implement actions identified for 2015
- Negotiate \$50,000 to \$100,000 benefit cost reduction or increase in employee share of payment for health insurance

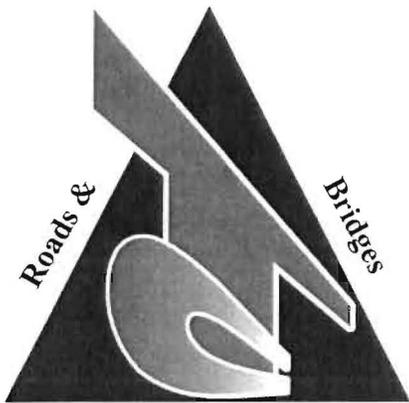
Actions if Millage Fails in 2016

- Update GF revenue/expenditure projections and establish specific financial actions accordingly
- Continue to implement action identified for 2015
- Negotiate significant \$150,000 to \$200,000 health insurance cost reduction or increase in employee share of payment
- Ask Chief Judge to consider increasing court fines and costs
- Consider asking for the same or a different millage request
- Reduce GF appropriations to other funds such as the county health department
- Eliminate non-mandated services: MSU-extension, park, EDC
- Target layoffs – staff departments “serviceable bare minimum”
- Reduce staff - targeted incentive based early retirement buyout
- Conduct a fee change assessment study

Targeted Incentive Based Early Retirement Buyout

- Determine number of staff reductions to achieve desired cost reduction
- Review departments with employees with the most seniority and vested in the retirement system
- Decide departments where reductions will be implemented – probably would target larger departments
- Meet with department heads in impacted departments – establish agreement that position reductions are long-term
- Determine amount of buyout incentive
- Obtain legal approval of approach to be taken

NEXT PLANNING PHASE



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



To Our Future

May 21, 2015

Mr. Mike Hoagland
Tuscola County Controller
440 N. State St.
Caro, MI 48723

RE: Private Road to Certified Road

Dear Mr. Hoagland:

The Road Commission has been approached about the segment of roadway between the north end of Quanicassee Road and Vanderbilt Park. The enclosed certification map of Wisner Township doesn't show a public road beyond the 0.40 mile of Quanicassee Road, north of M-25.

To make the roadway public, the owner shall bear the cost of development to Road Commission Standards, as per the enclosed Road Procedures for Access Management. Our estimate of ditching, culvert installation and resurfacing is approximately \$30,000. Since the roadway would be part of the local system, the Township will be asked to approve the road become public. The Road Commission Board would need to pass a resolution to accept the road after it's developed and submit it to the Michigan Department of Transportation for approval.

If there are any further questions on the process to make a road publicly certified, please contact me.

Sincerely,

TUSCOLA COUNTY ROAD COMMISSION

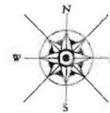
Michele Zawerucha, P.E.
County Highway Engineer

MZ/ah

Encl.

cc: Dunton, K.
MacFarlane, J.

TOWNSHIP OF
WISNER
 TUSCOLA COUNTY
 T14N - R7E
ROAD SYSTEMS
 ACT 51 PUBLIC ACTS 1951



PREPARED BY
MICHIGAN
 DEPARTMENT OF TRANSPORTATION



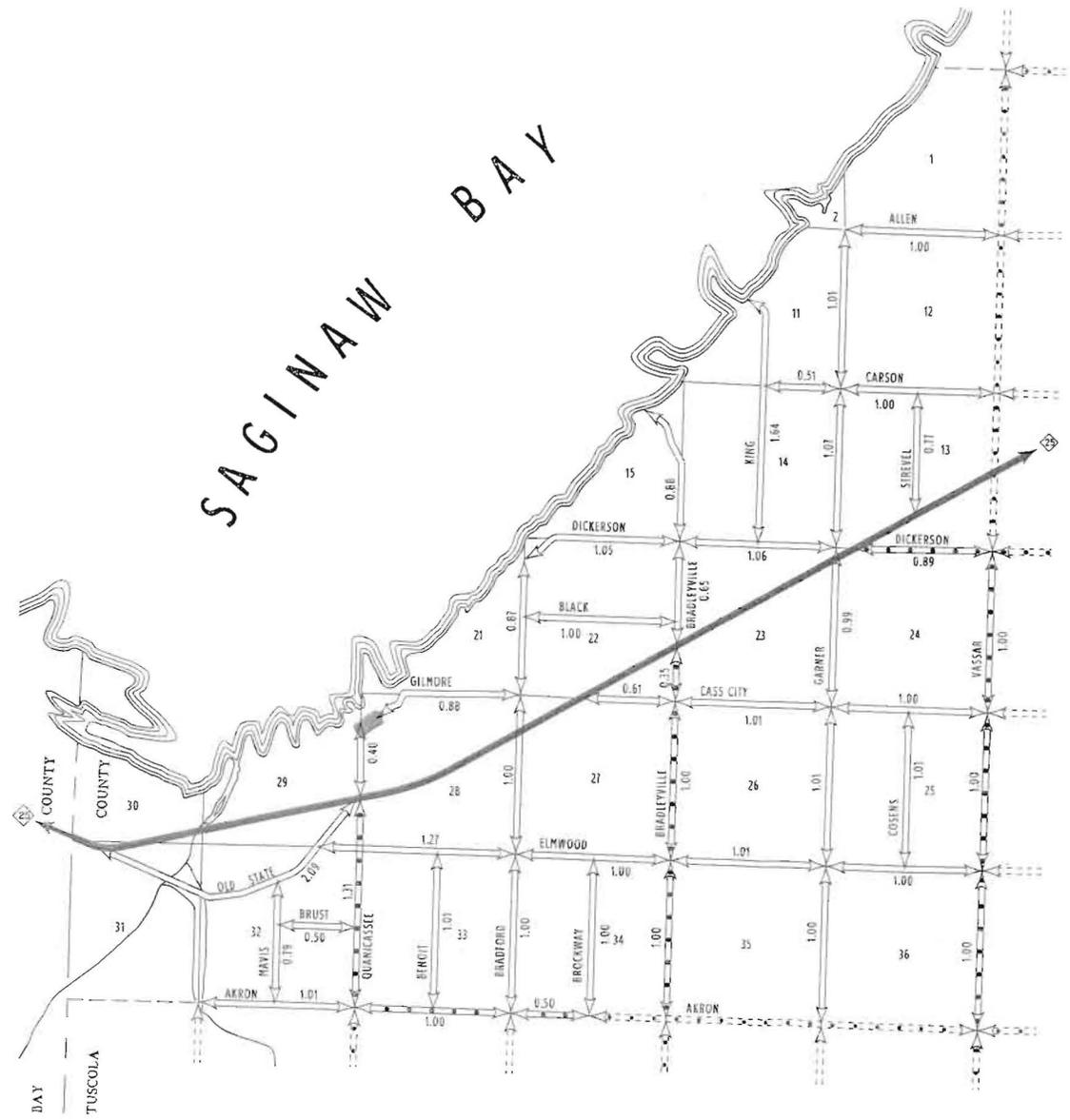
PRIMARY ROAD SYSTEM 9.05 MILES
 LOCAL ROAD SYSTEM 33.10 MILES

LEGEND

- COUNTY LINE -----
- CORPORATE LIMITS -----
- TOWNSHIP LINE -----
- STATE TRUNK LINE =====
- COUNTY PRIMARY =====
- COUNTY LOCAL =====
- CITY OR VILLAGE -----
- MAJOR STREET -----
- ADJOINING COUNTY ++++++
- ADJOINING TOWNSHIP - - - - -

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2	3	4	5	6	
7	8	9	10	11	
12	13	14	15	16	
17	18	19	20	21	
22	23	24			

KEY TO TWP. SHEET NUMBERS



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ACCESS MANAGEMENT

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Illustration No. 2- Cul-de-Sac Typical	
Illustration No. 3- "T" Turn Around Typical	
Illustration No. 4- GEO-680 Series	
<u>REFERENCED DOCUMENTS:</u>	
Michigan Department of Transportation, Standard Specifications for Construction, current edition	
American Association of State Highway and Transportation Officials, A Policy on Geometric Design of Highways and Streets, current edition	

PROCEDURES

LAND DIVISIONS

Public or Private

Requirements:

1. Must submit Township approval for the Land Division.
2. Must submit a scaleable plan showing lots, roadway, section lines, dimensions from nearest roadways, and anything else pertaining to the Land Division. This plan must be sealed by a certified Professional Engineer or Professional Surveyor indicating adequate sight distance, down the county roadway, and that it meets standards as stated in the ASSTHO Geometric Design of Highways and Streets, current edition. A letter is also acceptable.
3. Personal Property Liability Insurance or Owners Protection Policy (Minimum of \$300,000). Please Note that if a contractor pulls the permit we need General Liability in the amount of \$500,000.

If the Roadway is to be Public we would also need the following:

1. Mylar Plans indicating Road and Drainage easements, dimensions, typical (if different from Road Commission attached) and any other pertinent information. These plans must be sealed by a Professional Engineer to insure that the roadway was or is going to be constructed to Road Commission Specifications as listed below.
2. We also will need a deposit (check or Cash) to cover any signing necessary. The Road Commission Engineer will provide the amount.
3. Dedicated "Right of Way" conforming to the following conditions:
 - a. The following right-of-ways will be required
 - Alleys-20 Feet (by special permission)
 - Roads and Streets-minimum 66'
 - Turn-around Per Illustration No. (2 or 3)
 - Federal Aid System- minimum 100'
 - b. Dead End Roadways ending with a Cul-De-Sac will require a turn around with a minimum external diameter of 150' or a "T" as shown on attached drawing. If there is ever a remote possibility of the road being extended into adjoining property it shall extend to the Plat Line with an easement given to the Road Commission, and constructed by the proprietor, until the future street has been accepted.
 - c. A minimum 20' Drainage Easement shall also be provided as indicated on the plans if it is required.
4. Construction shall be according to the Specification as stated in the following.

PLATS

The Board of County Road Commissioners discourages the platting of private road and streets, however, all private roads and streets shall meet the requirements of Public Roads and Streets, and it shall be understood that private streets and roads will **NOT** receive maintenance of any kind from the Road Commission.

Public Road and Street Requirements:

1. Approval of the Plat from the Township
2. Plans: Preliminary Blue Prints: 4 Sets to be submitted to Road Commission Indicating the following:
 - a. Name of Roadway or Street: Please note the name must be unique and not a duplicate of any other roadways under the jurisdiction of the Road Commission
 - b. Plat Proprietor
 - c. Engineer or Survey Firms Involved
 - d. Section Lines, Bench Marks and Datum
 - e. Typical Cross Section (if different from the Road Commission Typical as attached)
 - f. These items shall be shown, but are not limited to; adjoining subdivisions, roadways or streets, rivers, railroads, cemeteries, parks, natural watercourses, county drains. (including drainage arrows), sewers, utilities (gas and electrical facilities).
 - g. Dedicated "Right of Way": conforming to the following conditions:
3. The following Deeded Right-of -Ways will be required as they apply
 - Alleys-20 Feet (by special permission)
 - Roads and Streets-minimum 66'
 - Turn-around Per Illustration No. (2 or 3)
 - Federal Aid System-minimum 100'

Dead End Roadways ending with a Cul-De-Sac will require a turn around with minimum external diameter of 150' or a "T" as shown on attached illustrations. If there is ever a remote possibility of the road being extended into adjoining property it shall extend to the Plat Line with an easement given to the Road Commission, and constructed by the proprietor, until the future street has been accepted.

A minimum 20' Drainage Easement shall also be provided as indicated on the plans if it is required.
4. Final Plan Mylar (18" x 24") to be submitted for Road Commissioner final approval and signatures.
5. Construction of Roadway or Street shall be according to the specifications as stated in the following.

CONDOMINIUM DEVELOPMENT

That all roadway, street and alley rights of way with regard to existing or proposed public rights-of-way shall conform to the requirements as established in this manual, and shall be dedicated to the use of the public through the Tuscola County Road Commission and not be a part of any element controlled by the condominium association.

SPECIFICATIONS FOR CONSTRUCTION For Public Roads and Plats

IMPORTANT INFORMATION: The Proprietor shall bear any cost incurred for certification and testing of new Roadway or Street construction.

APPROVAL: A written statement shall be obtained by the proprietor from the respective Township Board approving to proceed using the county's standards that will develop this roadway for acceptance into their public road system. The Road Commission will supply the proprietor with information to see that the roadway is built to our standards. The Board of Road Commissioners will have to make motion to approve this roadway for submittal to the Michigan Department of Transportation for acceptance as a certified public road.

CONSTRUCTION: All phases of construction are to be certified (that they meet the Specifications listed within) by a licensed Professional Engineer. Paperwork must be submitted to the Road Commission Engineer prior to acceptance of the Roadway or Street.

MATERIALS: All material specified within this document shall conform to the current Michigan Department of Transportation Standard Specifications for Construction. The materials must also be certified by a Pre-Qualified Supplier. All Paperwork must be submitted to the Road Commission Engineer prior to acceptance of the Roadway or Street.

ALIGNMENT AND GRADES:

1. Centerline of Road shall coincide with the Section Line, unless approved by the Engineer.
2. Minimum length of roadway shall be 600', unless an extension of an existing road built on section line.
3. Horizontal curves not less than 200' radius will be permitted
4. Vertical curves shall be designed according to AASHTO Geometric Design of Highways and Streets, current edition.
5. Minimum sight distance onto an existing county road shall be based on the Geometric Design of Highways and Streets, for each direction. This shall be certified by a licensed engineer or surveyor on the plans. A sealed letter is also acceptable.

SPECIFICATIONS FOR CONSTRUCTION (CONT'D)
For Public Roads and Plats

CLEARING, REMOVAL OF TREES AND BRUSH:

All trees, brush, shrubs located within the Right-of-Way shall be cleared.

DRAINAGE:

1. All culverts located along existing roadway will be sized by the Road Commission. Proper installation is the Proprietor's responsibility.
2. The Proprietor shall provide adequate means to care for surface drainage in and adjacent to his property. The design shall meet all standards as required by the Michigan Department of Environmental Quality (if regulated), with final approval from the Road Commission.
3. In all such cases, accepting regularly established county drains; an easement (in the name of the Board of County Road Commissioners) shall be given by the proprietor to provide access to such drainage system.
4. Any work or construction involving a County Drain shall be in accordance with the Office of the Drain Commissioner, and as approved by the Road Commission.
5. The plans shall indicate disposition of surface water to the nearest, adequate, functioning outlet.
6. Surface drainage and storm water shall be the only open drainage in the Right-of-Way.

DRAINAGE STRUCTURES & GUARDRAIL:

1. All cross road culverts shall be a minimum of 15"x 40' CMP (16 gauge).
2. Minimum driveway culverts shall be 12"x20' CMP (16 gauge), If the proprietor chooses to use corrugated plastic pipe, (up to 36" inch diameter) metal flared end sections will be required with the size and type approved by the Road Commission.
3. No vertical Headwalls will be allowed in the Right-of-Way, length of culvert must be adequate to provide minimum 1 on 2 side slopes.
4. All pipes shall be backfilled with a minimum of 12" sand (or approved equal) and a minimum total cover of 24 inches.
5. Guardrail (with approved endings) may be required by the Road Commission if 1 on 2 slopes exist or there is a grade separation of more than 6 feet.
6. Where ever possible, minimum depth of the roadside ditches shall be 18" or greater.
7. Catch Basins and Man Holes will be approved by the Road Commission on a site-specific need.

SPECIFICATIONS FOR CONSTRUCTION (CONT'D)
For Public Roads and Plats

EARTH GRADE:

Finished earth grade shall be free of stones, stumps, and organic matter.

SUBBASE:

A minimum of 12" or 9000 ton (per mile) of sand (Class II or approved equal) material will be required, constructed according to the attached Illustration 1.

BASE:

Crushed material shall meet the current MDOT specification for 21A, 22A, or 23A or an approved equal. It shall be a minimum of 6" deep or 4500 ton (per mile) placed according to the attached Illustration 1.

HARD-SURFACE TREATMENT:

1. Option #1-Prime and Double Seal Coat with a Final Seal Coat the following year. (Per TCRC Specification)
2. Option #2-Prime and Double Seal Coat with 1.5" Bituminous Mix 13A, including 23A shoulder gravel the following year.
3. Option #3-3" Bituminous Mix 13A, including 23A Shoulder Gravel

APPROACHES:

All approaches onto the roadway shall be graded so that a minimum of 10' is level with the roadway and cross-sloped to drain into roadside ditches. Curbed radii may be required on a site-specific basis as determined by the Road Commission Engineer.

SOIL EROSION, SEDIMENT CONTROL AND SEEDING REQUIRMENTS:

1. All Soil Erosion and Sediment Control measures shall be according to the TCRC manual (copies available upon request).
2. The Seed shall be a Roadside Seed Mix or better. Topsoil 3" – 4", seed, mulch, or mulch blanket shall be required on all exposed areas in the road right of way. No roads will be accepted where ditch or slope erosion is evident. Riprap and geo-textile fabric may be required on a site-specific need as determined by the Road Commission Engineer.

PERMITS

There is no fee for any one wishing to apply for driveway permits in Tuscola County. You may apply at the Road Commission's main office located at 1733 Mertz (M-24), Caro, MI 48723, Phone: 989.673.2128.

RESIDENTIAL DRIVES:

You will need to provide the Road Commission with the following information:

1. Location, including road name, township, and nearest crossroad
2. Personal Property Liability Insurance
3. Signature
4. You will be provided with white flags to be placed at the desired location of your new drive

Road Commission Staff will review the site for the need of a culvert and size it if necessary. The permit will be returned via mail or it can be picked up in person.

COMMERCIAL DRIVEWAY PERMITS:

You will need to provide us with the following information:

1. Location: Site map or drawing needs to be provided showing the driveway.
2. Property Liability Insurance
3. Signature
4. Owner and /or Developer Information
5. Multiple trip generating drives must also meet sight distance requirements as based on the AASHTO Geometric Design of Highways and Streets. A Professional Engineer or Professional Surveyor must certify that the location meets this sight distance requirement either by written statement or on the plan, prior to placement of the driveway.
6. The Road Commission reserves the right to require curb and gutter on a site-specific basis.
7. Construction and taper shall be according to Illustration No (4) GEO-680 Series for County Highway Approach.

Notes: If roadway is hard surfaced: Asphalt can be paved to the roadway edge.

Concrete driveway approach shall stop 20' from center of roadway.

If roadway is gravel: All hard surfaced driveway approaches shall stop 20' from center of roadway.

mhoagland@tuscolacounty.org

From: Jay Tuckey <JTuckey@tuscolaroad.org>
Sent: Tuesday, May 26, 2015 9:07 AM
To: mhoagland@tuscolacounty.org
Subject: Vanderbilt Park

Mike,

At the 5-21-15 Road Commission Board meeting Commissioner Allen asked for an estimate for repairs to the road in Vanderbilt Park.

To grade the road in the park by the Road Commission the rate for a grader and operator is \$109.00 per hour. I estimate one hour.

Also requested was an estimate for gravel patching on the road. We would normally use 22a or 23a crushed gravel. Due to the long haul from our contracted pits (30 miles one way) the cost to haul and shape the gravel would near \$20.00 per ton. I estimate a minimum 150 tons needed. We could explore different options such as crushed concrete, limestone, or good pit run but will be unable to give you an estimate before 5-28-15 meeting.

We were also asked about taking down a large dead oak tree .The Road Commission would have to hire a contractor as we do not have the equipment to limb out such a large tree or grind the stump. I would recommend the County hire a qualified tree service to do the removal.

Jay Tuckey

mhoagland@tuscolacounty.org

From: Glen Skrent <ggs@tuscolacounty.org>
Sent: Tuesday, May 19, 2015 1:56 PM
To: Mike Hoagland
Subject: board agenda

I am again applying for 2 USDA grants to assist with the purchase of fiscal year 2016 patrol vehicles. I have been told that the maximum award would be 15% of the cost of the two patrol cars based on current Tuscola County Census. This is just the "initial" application and not the full application. One of the requirements is that I need a letter from the county stating that the applicant will be providing the match for the grant. Does not need to be specific at this point . Meaning we (road patrol budget 2016) would pay the rest of the bill after the grant paid its portion. Of course, if something happened badly to next years budget we do not HAVE to purchase the vehicle.

I need two original signed letters, I assume using the board chairmans signature or controller? Each vehicle has its own separate grant application.

If you want I will make up a letter for the signature. It should be just sentence stating Tuscola County will assume the rest of the cost of the vehicle after the grant is awarded and actual vehicle purchased.

. I believe it needs to be on the board minutes, least that was a requirement last time we did this.

**Undersheriff Glen Skrent
Tuscola County Sheriff's Office**

For the strength of the Pack is the Wolf, and the strength of the Wolf is the Pack.-Kipling

FREEDOM OF INFORMATION REQUEST POLICY Revised 7/01/15

1. PURPOSE

The purpose of this policy is to:

- 1.1 Assure compliance with the Freedom of Information Act by all Tuscola County Departments and Offices as permitted by statute(s).
- 1.2 Formulate a comprehensive written County policy regarding the dissemination of information pursuant to the Freedom of Information Act MCL 15.231 et seq, Public 553 of 1997, as amended.
- 1.3 Assure consistency with the Act that all persons except those incarcerated in state or local correctional facilities are entitled to full and complete information regarding governmental decision making.
- 1.4 Designate the Chairperson of the Tuscola County Board of Commissioners as the FOIA Coordinator and authorize the Board Chairperson to designate a staff member to act on the Chair's behalf.
- 1.5 Communicate to County Elected Officials, Department Heads, Employees, and the Public the formal County Policy on Freedom of Information requests.

This policy applies to all County Elected Officials, Department Heads, Employees and Agencies of Tuscola County.

The Board Chairperson shall have responsibility for implementing this policy with assistance from the Controller/Administrator's Office.

A free copy of this policy will be available at the Tuscola County Controller's Office, 125 W. Lincoln Street, Caro MI 48723 and on the County website, www.tuscolacounty.org.

2. POLICY

- 2.1 FOIA Coordinator. In accordance with the Act, the Chairperson of the Tuscola County Board of Commissioners is the County FOIA Coordinator. The FOIA Coordinator shall be responsible for accepting and processing requests for records covered under the Act and shall be responsible for approving a denial in accordance with the Act. The FOIA Coordinator may also appoint assistants to respond to FOIA requests.

FREEDOM OF INFORMATION REQUEST POLICY

2.2 In accordance with the Act. The Tuscola County Board of Commissioners Chairperson may designate a staff member of the Controller/Administrator's Office to act on the Chairperson's behalf in accepting and processing requests for the County's Public Records and in approving denial of same. The FOIA Coordinator may also refer the request to the appropriate individual or County attorney to prepare a response. Said response should be approved by and copied to the FOIA Coordinator before being submitted.

2.3 Submission of Requests. All FOIA requests must be submitted in writing and should include the word 'FOIA'. This includes requests received by facsimile, electronic mail or through other electronic means. Requests received by facsimile or other electronic means are considered received the first business day following the transmittal. Requests should be sent to Tuscola County Controller's Office, 125 W. Lincoln Street, Caro, MI 48723 or faxed to 989-672-4011.

A person has a right to inspect, copy, or receive copies of the public records of a public body.

A person may subscribe to a public entity for future issuances of public records for up to 6 months. This only applies to public records created/issued on a regular basis.

2.4 Response. (See attached Standardized Form) Within five (5) business days the FOIA Coordinator or designee will:

2.4.1 Grant the request, or

2.4.2 Grant the request in part and deny part of the request, or

2.4.3 Deny the request, or

2.4.4 Grant the request with redactions

2.4.5 Request a one (1) time extension of ten (10) business days for additional response time.

2.4.6 In the situation where the cost of granting the request is expected to exceed \$50.00, a notice to provide 50% of the cost prior to granting the request will be sent.

FREEDOM OF INFORMATION REQUEST POLICY

2.4.7 Advise that all or some of the requested information is available free of charge on the county website, www.tuscolacounty.org.

2.5 Records that must be produced. A request must describe the public record sufficiently to enable the public body to find the public record. A request that is overly vague or that does not give reasonable time parameters will be denied. A specific request can be properly denied if it falls within one of the exemptions listed in the FOIA.

2.6 Denial. Notice to deny a request in whole, or part, by the FOIA Coordinator or designee shall contain an explanation for the grounds under FOIA or other statute for the determination that the public record or portion of the public record is exempt from disclosure, if that is the reason for denying all or part of the request. If an exemption is used to deny a request, the specific statutory citation for the exemption will be listed with a copy of the statutory exemption highlighting the specific exemption attached. All denials must be signed by the FOIA Coordinator or designee. All denials will also include a description of the denied record, an explanation of the requestor's right to appeal and/or a certificate verifying that the attached record does not exist under the name given by the requestor or by another name reasonably known to the public body. All full or partial denials shall be copied simultaneously to the Tuscola County legal counsel.

2.7 Fees. In accordance with the FOIA, Tuscola County will charge fees for reproducing requested records; this shall include actual mailing cost, duplication or publication cost including labor, the cost of the search, examination, review, and the cost of separation of exempt from non-exempt information. A good faith deposit is requested where charges are expected to exceed fifty dollars (\$50). The deposit cannot exceed half of the total expected fee. The FOIA Coordinator will by mail, advise the requestor that they can obtain copies of the records requested by first paying the above applicable fees.

The costs that can be recovered under FOIA are in the following six (6) categories described in the Act.

- 1) A public body may charge for the labor associated with searching for, locating and examining of public records in conjunction with receiving and fulfilling a granted written request.

The calculation of these labor costs cannot be more than the hourly wage of the lowest paid employee capable of retrieving the requested information. All labor costs must be charged in

'increments of 15 minutes' with all partial time increments being 'rounded down'.

A public body can recover an employee's fringe benefits. However, the fringe benefit cannot exceed 50% of the employee's actual hourly, labor cost.

- 2) That portion of labor costs, including necessary review, directly associated with the separating and deleting of exempt information from nonexempt information. If the public body does not have a person on staff that is capable of separating and deleting the material, the public body may use contracted labor. A public body may receive some reimbursement for third-party contractors it must hire in order to satisfy a FOIA request. It also appears the amendment includes law firms. This contracted labor must be stated specifically on the detailed itemization form and cannot exceed 6 times the state minimum hourly wage.

If the public body performs these functions of separating and deleting the exempt information, the calculation of these labor costs cannot be more than the hourly wage of the lowest paid employee capable of retrieving the requested information. All labor costs must be charged in 'increments of 15 minutes' with all partial time increments being 'rounded down'.

- 3) The public body may charge for non-paper physical media (i.e., computer discs, computer tapes or other digital or similar media). It must be done in the most reasonably economical cost. This does not apply if the public body lacks the technological capability necessary to provide the records in that format.
- 4) For paper copies, the actual incremental cost of necessary duplication or publication (i.e., cost of toner, paper and equipment lease or purchase), not including labor. This shall not exceed 10 cents per 8 ½ x 11 inch or 8 ½ x 14 inch sheet of paper. The public body must use double-sided printing if cost saving will occur and is available.
- 5) The cost of labor associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor. Labor costs under this section may be estimated and charged in increments of the public body's choosing, but all partial increments shall be rounded down.

FREEDOM OF INFORMATION REQUEST POLICY

- 6) The actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner. The public body may not charge more for expedited shipping or insurance unless specifically stipulated by the requestor. Otherwise, the public body may charge for the least expensive form of postal or postal delivery confirmation when mailing public records.

A public body must furnish a public record without charge for the first \$20.00 of the proposed fee if the individual provides adequate proof of their indigent status. This waiver may be used by an individual twice during the same calendar year from the same public body.

2.8 Requestor's Right to Appeal

Appeal Options for Non-Disclosure

A requesting party may:

- 1) Forward a written appeal to the head of the public body that specifically states why reversal is proper; or
- 2) Seek judicial review of the denial in the circuit court requesting disclosure of the public records within 180 days of the denial.

Within 10 business days after receiving a written appeal, the head of the public body shall do one of the following:

- 1) Reverse the disclosure denial.
- 2) Issue a written notice to the requesting party upholding the disclosure denial.
- 3) Reverse the disclosure denial in part and issue a written notice to the requesting party upholding the disclosure denial in part.
- 4) Under unusual circumstances, issue a notice extending the appeal period for not more than 10 business days. The head of the public body may not issue more than one notice of extension for a particular written appeal.

Appeal Options for Fees Charged

The requesting party may:

- 1) Submit to the head of the public body a written appeal for a fee reduction that states the word 'appeal' and identifies how the fee exceeds the written procedure and guidelines or the Act.

Within 10 business days, the head of the public body shall do one of the following:

- 1) Waive the fee.

- 2) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 2.7 that supports the remaining fee.
- 3) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under FOIA that supports the required fee.
- 4) Issue a notice of a one-time 10 business day extension to respond to the appeal.

2.9 File FOIA Request. The FOIA Coordinator or designee will keep on file a time stamped copy of all requests and responses for a period of one (1) year following their issuance.

FOIA Fee Itemization Form

(Effective July 1, 2015)

Component	Cost Calculations	Total
1. Labor Costs – Search, Location, and Examination of Records*	<p>Enter the hourly wage of lowest paid employee capable of performing the search, location and examination $\\$ \underline{\hspace{2cm}}$ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) $\underline{\hspace{2cm}}\%$</p> <p>Multiply the hourly wage times the fringe benefit multiplier $\\$ \underline{\hspace{2cm}} \times 1.\underline{\hspace{2cm}} = \\$ \underline{\hspace{2cm}}$</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) $\\$ \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \\$ \underline{\hspace{2cm}}$</p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment $\\$ \underline{\hspace{2cm}} / 4 = \\$ \underline{\hspace{2cm}}$</p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate $\underline{\hspace{2cm}} \times \\$ \underline{\hspace{2cm}} = \\$ \underline{\hspace{2cm}}$</p>	<p>\$ <u> </u></p>
2. Employee Labor Costs – Redaction*	<p>If performed by the public body's employee:</p> <p>Enter the hourly wage of lowest paid employee capable of performing the redaction $\\$ \underline{\hspace{2cm}}$ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) $\underline{\hspace{2cm}}\%$</p> <p>Multiply the hourly wage times the fringe benefit multiplier</p>	

	$\$ \underline{\hspace{2cm}} \times 1. \underline{\hspace{1cm}} = \$ \underline{\hspace{2cm}}$ <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)</p> $\$ \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$ <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment</p> $\$ \underline{\hspace{2cm}} / 4 = \$ \underline{\hspace{2cm}}$	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> $\underline{\hspace{2cm}} \times \$ \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$	\$ <u> </u>
2. Contracted Labor Costs – Redaction*	<p>If performed by Contracted Labor (Only permitted if the public body does not employ a person capable of redacting the records as determined by the FOIA Coordinator):</p> <p>Name of person or firm contracted:</p> <p>_____</p> <p>Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. \$8.15x6=\$48.90)</p> <p style="text-align: right;">\$ <u> </u> per hour</p> <p>Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment</p> $\$ \underline{\hspace{2cm}} / 4 = \$ \underline{\hspace{2cm}}$	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> $\underline{\hspace{2cm}} \times \$ \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$	\$ <u> </u>
3. Non-Paper Physical Media	<p>Actual and most reasonably economical cost of:</p> <p>Flash Drives \$ <u> </u> x number used <u> </u> = \$ <u> </u></p> <p>Computer Discs \$ <u> </u> x number used <u> </u> = \$ <u> </u></p> <p>Other Media \$ <u> </u> x number used <u> </u> = \$ <u> </u></p>	\$ <u> </u>
4. Paper Copies	<p>Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u>:</p> <p>Letter paper (8 1/2" x 11")</p> <p style="text-align: right;">number of sheets <u> </u> x \$0. <u> </u> = \$ <u> </u></p>	

	<p>Legal paper (8 1/2" x 14") number of sheets ___ x \$0. ___ = \$ ___</p> <p>Actual cost of other types of paper:</p> <p>Type of Paper: _____ number of sheets ___ x \$ _____ = \$ _____</p> <p>Type of Paper: _____ number of sheets ___ x \$ _____ = \$ _____</p> <p>(NOTE: Must print double-sided if available and costs less.)</p>	\$ _____
<p>5. Labor Cost – Duplication Copying, and transferring records to non-paper physical media</p>	<p>Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media \$ _____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____ %</p> <p>Multiply the hourly wage times the fringe benefit multiplier \$ _____ x 1. _____ = \$ _____</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) \$ _____ + _____ = \$ _____</p> <p>Divide the resulting hourly wage by _____ to determine the charge per _____ () minute increment \$ _____ / 4 = \$ _____</p> <p>(NOTE: May use any time increment for this category)</p>	
	<p>Number of ___ minute increments (partial time increments must be rounded down) multiplied by the permitted rate x \$ _____ = \$ _____</p>	\$ _____
<p>6. Mailing</p>	<p>Actual cost of mailing records in a reasonable and economical manner:</p> <p>Cost of mailing: \$ _____</p> <p>Cost of least expensive form of postal delivery confirmation: \$ _____</p> <p>Cost of expedited shipping or insurance only if specifically stipulated by the requestor:</p>	

	\$ _____	\$ _____
	Subtotal	\$ _____
Waivers and Reductions	<p>Subtract any Fee Waiver or Reduction: \$20.00 for indigency or nonprofit organization as further described in the Public Body's procedures and guidelines.</p> <p>Any amount determined by the Public Body due to the search and furnishing of the Public Record determined to be in the public interest. \$ _____</p> <p>The reduction amount due to the late response of the Public Body. 5% of fee x _____ days late = _____% reduction (maximum reduction is 50%)</p>	-\$ _____
Deposit	Subtract any good-faith deposit received: \$ _____	-\$ _____
	Total Due	\$ _____

*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) may not be charged unless the failure to charge a fee would result in unreasonably high costs to the public body because of the nature of the request in the particular instance, and the public body specifically identifies the nature of these unreasonably high costs.

The Court of Appeals has interpreted this provision to require that the determination be made relative to the usual or typical costs incurred by the public body in responding to FOIA requests. The key factor in determining whether the costs are "unreasonably high" is the extent to which the particular request differs from the usual request. *Bloch v Davison Cmty Schools*, (Mich.App. Apr. 26, 2011), 2011 WL 1564645.

791N5500072-A

**Michigan Department of Agriculture and Rural Development
Amendment to the
Michigan Agriculture Environmental Assurance Program (MAEAP)
Clean Sweep Program Grant**

This is an amendment to the MAEAP Clean Sweep Program Grant 791N5500072 from the Michigan Department of Agriculture and Rural Development (MDARD), hereinafter the Grantor, to the County of Tuscola, Board of Commissioners, hereinafter the Grantee.

This amendment only applies to the activities as detailed below and shall not alter any other of the original grant terms and conditions.

The purpose of this amendment is to add \$18,500.00 to the budget to provide funding support for pesticide collection and disposal. The budget may not exceed \$29,000.00.

The foregoing grant agreement is hereby accepted and it is certified that the funds will be used only as set forth herein and in the original grant terms and conditions.

Dated this ____ day of ____ 2015

Dated this ____ day of ____ 2015

Thomas Bardwell, Chairman
County of Tuscola, Board of Commissioners

James Johnson, Director
Environmental Stewardship Division

April 28, 2015

BY BAY COUNTY BOARD OF COMMISSIONERS, MIDLAND COUNTY CENTRAL DISPATCH AUTHORITY AND TUSCOLA COUNTY BOARD OF COMMISSIONERS

RESOLVED, that Huron County Central Dispatch is accepted as full member/collaborator of the Great Lakes Bay Consortium for the purpose of entering into a shared NG911 network, new telephone technologies and virtual backup capabilities for their 911 call answering and emergency service dispatch operations.

Execution

TUSCOLA COUNTY

By: _____ Date: _____, 2015
Thomas Bardwell, Chairperson
Tuscola County Board of Commissioners

Attest: _____
Jodi Fetting, Tuscola County Clerk

BAY COUNTY

By: *Ernie Krygier* Date: 5/14, 2015
Ernie Krygier, Chairperson
Bay County Board of Commissioners

By: *Tom Hickner* Date: 5/15/15, 2015
Tom Hickner, Bay County Executive

Attest: *Cynthia A. Luczak*
Cynthia A. Luczak, Bay County Clerk

MIDLAND COUNTY 911 AUTHORITY

By: _____ Date: _____, 2015
Chairperson of its Administrative Policy Board

Attest: _____
Administrative Assistant to the Board (Clerk)

mhoagland@tuscolacounty.org

From: Jody Kerbyson <KerbysonJ@thumbworks.org>
Sent: Tuesday, May 26, 2015 2:16 PM
To: Mike Hoagland (mhoagland@tuscolacounty.org); John Biscoe (jbiscoe@LapeerCounty.org); Craig Kirkpatrick (); Cheryl Clark (c@clark.gs); Christine Trisch; Clark Elftman (celftman@airadvantage.net); Gary Roy; Jim Ruby; John Bodis (bodisjl@gmail.com); John Hoffman (jhoffmannsafety@gmail.com); Matthew Bierlein (mbierlein@tuscolacounty.org)
Subject: Updated Interlocal Agreement
Attachments: PA7 New Agency Interlocal Agreement REVISED 5-21-15.doc

Everyone,

Attached is the revised agreement. I believe I made all of the changes that we discussed in the meeting. Please take a look.

I have sent a message to Christine Quinn to request her advice on how to move forward. She mentioned that the State was attempting to secure legal counsel to assist regions through the process so if she is doing that, it will save us money. If not, we can certainly go out on our own and procure one also. I would like to have the same group that drafted our old one take a look at this one (Cohl, Stoker & Toskey, P.C. out of Lansing). When I hear back, I will let you know. I have not heard from Bill Kauffman from St. Clair County yet, but we can always revise this if they decide to come with us now. I don't suspect that will happen at this point.

As we discussed, the next meeting of the entire group will be on June 12th at 1:00 following our Workforce Development Board, JEC and Consortium Board meetings... and of course lunch.

We also set a meeting for June 26th in Flint, after the Genesee Shiawassee WDB meeting. Their meeting starts at 8:00 am. We can discuss what time you should be there at our June 12th meeting.... Unless of course you want to attend the entire meeting at 8:00 am.

Jody Kerbyson
 Executive Director

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3270 Wilson St.

Marlette, MI 48453

P: (989) 635-3561 Ext. 234

F: (989) 635-2230

www.thumbworks.org<<http://www.thumbworks.org/>>

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Equal Opportunity Employer/Program. Auxiliary Aids and Services available upon request to individuals with disabilities

**I69 THUMB AREA MICHIGAN WORKS! GOVERNING BOARD INTERLOCAL AGREEMENT
BETWEEN
GENESEE COUNTY BOARD OF COMMISSIONERS
HURON COUNTY BOARD OF COMMISSIONERS
LAPEER COUNTY BOARD OF COMMISSIONERS
SANILAC COUNTY BOARD OF COMMISSIONERS
SHIAWASSEE COUNTY BOARD OF COMMISSIONERS
AND
TUSCOLA COUNTY BOARD OF COMMISSIONERS**

ARTICLE 1: ESTABLISHMENT OF THE BOARD

Pursuant to the Michigan Constitution of 1963, Article VII, Section 28 and 1967 PA 7, as amended, being MCLA 124.501, et seq., the I69 Thumb Area Michigan Works! Governing Board, is hereby established by the mutual agreement of the Boards of Commissioners of the counties of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola, Michigan, for the purpose of carrying out the programs under the Workforce Innovation and Opportunity Act of 2014, and all successor legislation, the regulations promulgated in relation thereto, as well as other employment and training functions and programs.

ARTICLE 2: DEFINITIONS

For the purposes of this Agreement, the following terms shall have the following meanings respectively designated for each:

1. ACT means the Workforce Innovation and Opportunity Act of 2014 and successor legislation.
2. AGENCY BOARD means the I69 Thumb Area Michigan Works! Governing Board.
3. AGENCY means the I69 Thumb Area Michigan Works!.
4. REGION or REGIONAL means the State of Michigan Counties of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola.
5. WDB means I69 Thumb Area Michigan Works! Workforce Development Board and any successor board or organization.

ARTICLE 3: PURPOSE OF THE AGENCY

The AGENCY shall carry out the provisions of the Act and the regulations promulgated in relation thereto, in order to prepare the region's workforce for employment opportunities in order to meet local employer demand. The AGENCY shall work closely with employers to determine future skill requirements and assist in filling available openings. To prepare the workforce, the AGENCY will provide job training and employment opportunities for eligible customers in the AGENCY's six county local area, and shall, to the maximum extent possible, ensure that training and other services lead to employment opportunities and enhance self-sufficiency by establishing flexible local programs. The AGENCY shall carry out, or shall contract for, programs and other services as required. The AGENCY may receive funding from sources other than the Act in order to provide programs and/or services or to contract for programs and/or services for the purposes stated hereunder.

ARTICLE 4: LIABILITY-ASSETS AND SERVICE DELIVERY AREA

Each county that is a party to this Agreement during a year when the state and/or federal government paid money to the AGENCY that such state and/or federal government is later entitled to recover, shall be liable for a proportionate share of that recovery based on a percentage equal to the percentage of the population of their county to the total population of the Region as determined by the most recent ten (10) year census (e.g., if a county's population is 20% of the Region's total population, the county's proportionate share will be 20% of the total sum due). Other than such proportionate liability to the state and/or federal government, no county that is a party to this Agreement shall have any liability for the debts, expenses or liabilities of the AGENCY. In the event of a termination of the AGENCY, its assets after dissolution expenses shall be divided in equal shares and distributed to the counties that are current parties to this Agreement at the time of dissolution, regardless of the actual contribution made by those counties.

The service delivery area shall be as stated below:

	<u>*Population</u>	<u>Percentage</u>
Genesee County.....	425,790	59%
Huron County.....	33,118	5%
Lapeer County.....	88,319	12%
Sanilac County.....	43,114	6%
Shiawassee County.....	70,648	10%
Tuscola County.....	<u>55,729</u>	<u>8%</u>
	TOTAL 716,718	100%

*Based on most recent (2010) census figures available from the Bureau of Labor Market Information and Strategic Initiatives for the State of Michigan.

ARTICLE 5: ESTABLISHING OF AGENCY BOARD

The Board, shall consist of two (2) members from each county who is represented in this agreement. Said members shall be duly elected county commissioners, appointed by the County Board of Commissioners on which they serve. Alternates may be appointed by the boards of commissioners who shall act with full authority in the absence of the regular commissioner appointee. The alternate(s) shall be a county commissioner(s) or county administrator. Each County Board of Commissioners shall establish its own rules and procedures for selecting eligible representatives to the Board. Board members and alternates may be removed at the will of the County Board of Commissioners which appointed them.

Organization of AGENCY Board: The Board shall convene on the second Friday of the next month following when this Agreement takes effect. At that time, the Board shall elect officers from among its members. These officers shall serve until the next meeting held in the succeeding January, when a new election shall take place. After the first election, all Board officers shall serve for one (1) year thereafter, and shall be eligible to serve for additional terms if elected. The Board shall be empowered to adopt rules of order that do not conflict with any provision of this Agreement, express or implied. In each meeting held in January, the Board shall set meeting dates, time and place for the remainder of the year for Board meetings.

Meetings of the AGENCY Board: The Board shall meet in an established place which is accessible to the public, and shall schedule at least four (4) regular meetings in each year, with no more than one (1) regular meeting in any given month. The initial location of the business office of the AGENCY shall be 3270 Wilson Street, Marlette, MI 48453, and may be changed from time to time by the Board. Special meetings of the Board may be called upon the request of any three (3) Board members to the Board Chairperson, submitted in writing a minimum of twenty-four (24) hours prior to the time requested for such a meeting, and upon notification to all Board members. Any special meetings of the Board which are convened shall be limited in scope to discussion of the specific issue for which the meeting was called and notice given. A quorum, as defined in ARTICLE 6, Number 3, shall be required for all meetings. The Open Meetings Act, 1976 PA 267, as amended, shall be complied with and the secretary to the Board shall perform all functions necessary to comply with said Act.

In the event that a quorum is not present at a regularly scheduled meeting, the Board may reconstitute itself as a Committee of the Whole for the purposes of discussion only.

ARTICLE 6: POWERS, DUTIES AND RESPONSIBILITIES OF THE AGENCY BOARD.

The powers, duties and responsibilities of the Board shall be:

1. To establish in conjunction with the WDB, a regional administration and to provide for the hiring and general supervision of a President and CEO who shall be the executive(s)/manager(s) of that administration.

2. To approve, disapprove, modify or amend the service delivery plans developed by the Administration staff and, together with the WDB, submit approved plans to the appropriate authorities. Said plan shall:
 - a. Set forth a description of the services to be provided and performance goals, assure that such services will be administered by or under the supervision of the Board and WDB, describe the geographical area to be served, and assure that to the maximum extent feasible, services will be provided to those individuals who need them most.
 - b. Assure that any monies received for implementation of programs comply with the Act and other funding source requirements.
 - c. Provide assurances that programs/services will be designated for in-demand occupations in which skill shortages exist and that the training will, whenever possible, result in employment which provides economic self-sufficiency as required by the Act.
3. A quorum shall consist of at least fifty-one percent (51%) of Board members and/or alternates. A quorum shall be required in order to conduct business. A majority of affirmative votes shall be required in order to pass any motion or resolution. Votes on all measures shall be recorded by the secretary.
4. To review, approve, disapprove, modify or amend a budget for all operations in each fiscal year.
5. The Chairperson of the Board, or in his/her absence, the Vice-Chairperson, is hereby granted the power to sign, execute and do all things incident and necessary to properly submit grant applications and any necessary modifications thereto regarding the Act, or other grants. The Chairperson, or in his/her absence, the Vice-Chairperson, shall also have the power to sign all documents, including, but not limited to, contracts.
6. To implement and operate or to contract for implementation and operation of programs and services approved by the Board and WDB.
7. To request from the Administration regular reports concerning the status, both financial and operational, of all AGENCY programs.
8. The Board and WDB are prohibited from deficit financing and have no authority to tax or to borrow.
9. To obtain liability insurance.

ARTICLE 7: STRUCTURE OF THE REGIONAL ADMINISTRATION

The local Administration may be composed of a President and a CEO, who shall be the executives/managers of the Administration and other subordinate staff deemed necessary to facilitate the planning, implementation, operation, monitoring and evaluation of programs for the region. The President and CEO will serve at the pleasure of the Board. The President and CEO of the Administration are empowered to fill all staff positions provided for in the Administration budget. Subordinate staff may be removed from employment by the President and/or CEO.

ARTICLE 8: ESTABLISHMENT, DUTIES AND RESPONSIBILITIES OF THE WDB

The WDB shall consist of the number of members established in its By-Laws appointed by the Board of Commissioners of the counties who are parties to this Agreement from the public and private sectors in accordance with the procedures established in the WIOA and/or in amendments thereto, and successor legislation rules and regulations promulgated pursuant to the WIOA, and by the State of Michigan Workforce Development Agency.

The WDB shall appoint a chairperson from among its members, as required by the Act. The WDB shall submit recommendations regarding overall programs, plans and basic goals, policies and procedures to the Board. The WDB shall also provide oversight review of employment, training, education and/or economic development programs conducted in the region by the AGENCY, as well as a continuous analysis of needs for employment, training and related services in the six county local area. The WDB shall perform such other duties as required by the Act.

The By-Laws of the WDB and any amendments thereto shall not become effective until ratified by the Board.

ARTICLE 9: DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATION

The Administration shall have the following duties and responsibilities and such other duties as may be required or directed by the Board and/or WDB from time to time:

1. To prepare plans as directed by the Board and the WDB for the region which:
 - a. address the skill requirements of the workforce in the region and work with employers to cooperatively meet their hiring needs,
 - b. assess the employment and training potential of the regional labor market,
 - c. assure that outreach work occurs which makes both the business sector and citizens of the region aware of the availability of services,

- d. provide for orientation, counseling, education and institutional and work-based skill training designed to prepare individuals living in the region to enter the regional labor market or to qualify for more productive job opportunities in that labor market,
 - e. provide flexible training opportunities,
 - f. provide services to individuals to enable them to retain employment,
 - g. provide supportive services to enable individuals to take advantage of employment opportunities, including necessary health care and medical services, child care, residential support, or any other necessary service incident to employment and allowable within the funding source,
 - h. develop information concerning the labor market and activities,
 - i. develop progressive training, employment opportunities and related services by regionally based organizations.
2. The Administration shall develop a budget for submission to the Board and the WDB, which is prepared in accordance with federal and state guidelines and the provision of the Act.
 3. The Administration shall provide professional, technical and clerical support to the Board and the WDB in all matters relating to the planning, operation, monitoring, oversight and evaluation of programs in the region.
 4. The Administration shall develop and carry out a program to monitor and evaluate programs authorized by the Board and/or the WDB. It shall perform such other duties as are directed by the Board and/or the WDB.
 5. The Administration shall operate all programs which are carried on under the direct authority of the Board and the WDB.

ARTICLE 10: DESIGNATION OF LOCAL GRANT SUB-RECIPIENT

The AGENCY shall act as the Local Grant Sub-Recipient for the acceptance of gifts, grants, assistance funds, bequests, or any other federal, state, local or private funding.

ARTICLE 11: DESIGNATION OF LOCAL FISCAL AGENT

The AGENCY shall act as the Local Fiscal Agent. The AGENCY shall provide for an annual independent audit of all receipts and disbursements. Said audit report shall be presented to each of the counties who are parties to this Agreement.

ARTICLE 12: AMENDMENT PROCEDURES

This Agreement may be amended only by mutual written agreement of the counties of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola and approved by the Governor as required by the 1967 PA 7, as amended, being MCLA 124-501 et seq.

ARTICLE 13: TERMINATION OF AGENCY

This Agreement and the AGENCY shall continue until such time that the Act is repealed by Congress, and all necessary close out functions are completed or when its termination and/or dissolution is mutually agreed upon by the legislative bodies of each of the local governmental units composing membership in the AGENCY. However, notwithstanding the above, any governmental unit which is a party to this Agreement may withdraw from the AGENCY upon prior written notice of one hundred twenty (120) days before the end of any AGENCY fiscal year, to the respective legislative bodies composing membership in the AGENCY.

ARTICLE 14: STATUS

The AGENCY shall have separate legal entity status, and may sue and be sued.

ARTICLE 15: CONFLICT AND AUTHORITY

If there is any conflict between the Act and this Agreement, the Act shall prevail. Each of the constituent members of the AGENCY possess the power and authority to enter into this Agreement.

ARTICLE 16: ARTICLE TITLES

The Titles of the ARTICLES set forth in this Agreement are inserted for the convenience and reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

ARTICLE 17: SEVERABILITY OF PROVISIONS

If any part of this Agreement is or at any time becomes invalid, unconstitutional or beyond the authority of the Board of Commissioners of the counties of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola to enter into or carry out, such part shall be deemed deleted and shall

not affect the validity of the remainder of this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the Board of Commissioners of the Counties of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola.

ARTICLE 18: REPLACEMENT OF PREVIOUS AGREEMENTS

The Interlocal Agreements which were in effect prior to this agreement for Thumb Area Employment & Training Consortium and the Genesee, Shiawassee and City of Flint LEO Agreement are being replaced by this Agreement and shall be considered to be cancelled in their entirety as of the effective date of this Agreement.

ARTICLE 19: EFFECTIVE DATE OF AGREEMENT

This Agreement shall take effect following approval of the Boards of Commissioners of the counties of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola, and after approval by the Governor of Michigan as required by 1967 PA 7, as amended, being MCL 124-501 et. Seq.

ARTICLE 20: AUTHORITY

Each of the signatories to this Agreement hereby certify that they possess the power and authority to execute this document.

SIGNATURE PAGE

COUNTY OF GENESEE:

By: _____
Jamie Curtis, Chairperson
Board of Commissioners

Dated: _____

COUNTY OF HURON:

By: _____
John Nugent, Chairperson
Board of Commissioners

Dated: _____

COUNTY OF LAPEER:

By: _____
Gary Roy, Chairperson
Board of Commissioners

Dated: _____

COUNTY OF SANILAC:

By: _____
Justin Faber, Chairperson
Board of Commissioners

Dated: _____

COUNTY OF SHIAWASSEE:

By: _____
Hartmann Aue, Chairperson
Board of Commissioners

Dated: _____

COUNTY OF TUSCOLA:

By: _____
Thomas Bardwell, Chairperson
Board of Commissioners

Dated: _____

***Original Document*

Drafted By:

COHL, STOKER & TOSKEY, P.C.

601 North Capitol

Lansing, MI 48933

(517) 372-9000

MICHIGAN ASSOCIATION OF COUNTIES

7th District Meeting

Monday, June 15, 2015

9:30 a.m.

Hosted by:

Lapeer County Board of Commissioners

255 Clay Street, Suite 301

Lapeer, Michigan 48446

Phone: 810-667-0366 Fax: 810-667-0369

Meeting will be held at:

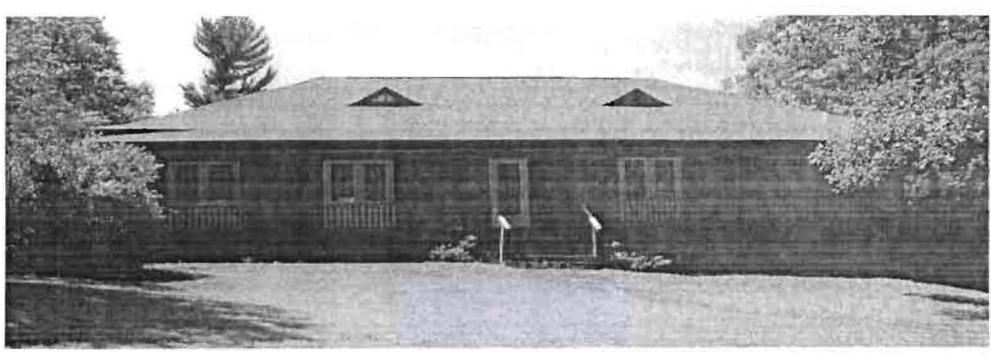
Historic Forest Hall

General Squier Memorial Park

Donated County Park by Major General George O. Squier

4725 S. Mill Road

Dryden, Michigan 48428



MAC 7TH DISTRICT MEETING
Hosted by Lapeer County

Commissioners/Administrator Attending
MAC 7th District Meeting

Monday, June 15th, 2015
9:30 a.m.

at

Historic Forest Hall
General Squier Memorial Park
4725 S. Mill Road
Dryden, MI 48428

	YES	NO
Thom Bardwell	_____	_____
Matt Bierlein	_____	_____
Roger Allen	_____	_____
Craig Kirkpatrick	_____	_____
Christine Trisch	_____	_____
Mike Hoagland	_____	_____

If you can please let me know if you'll be attending, as I need to provide a head count to Lapeer County by June 5th. Thanks!



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK KHOURI
STATE TREASURER

May 15, 2015

Mr. Thomas Bardwell, Chair
Tuscola County Board of Commissioners
3540 N. Hurds Corner Rd.
Caro, MI 48723

Dear Mr. Bardwell:

TRI-COUNTY CONVENTION FACILITIES TAX/4% STATE-WIDE LIQUOR TAX

Distribution for 2015 and 2016

Counties share in the tri-county convention facilities tax levied under Public Act 106 of 1985 and the 4 percent liquor tax levied under Public Act 58 of 1998, when those revenues exceed the debt service requirements for convention facilities. Public Act 2 of 1986 requires the State Treasurer to annually certify an estimate of revenues to be received by counties under Public Act 106. The estimated amount of the convention facility/liquor tax (CFT) distribution to Tuscola County from FY 2014-15 collections is \$198,850, which is about 208 percent of the county's FY 2013-14 liquor tax collections. The total projected FY2014-15 CFT distribution for all counties is 5% (\$3.7 million) more than the FY 2014-15 estimate provided last year. The final FY 2014-15 distribution to counties will be made in October 2015. The estimated amount of the convention facility/liquor tax distribution to Tuscola County from FY 2015-16 collections is \$104,823. This FY 2015-16 estimate is provided for county budget purposes only. Note that the convention facility tax and 4% liquor tax, and CFT payments to counties, were set to expire after 2015. Public Act 553 of 2008 extended the taxes and CFT payments to counties, however starting in FY 2015-16 PA 553 limited Tuscola County's CFT payments to 101% of prior year liquor tax collections in Tuscola County.

Reduction in Base Tax Rate for 2015 Truth-In-Taxation Hearing Purposes

Counties are required to use the CFT estimate (below) to reduce their base tax rate for 2015 truth-in-taxation hearing purposes under Public Act 2 of 1986. When county allocated millage was levied in December, the levy was for the county's fiscal year ending in the year after the levy. Therefore, the truth in taxation calculations also used the liquor and cigarette tax payments received in the fiscal year ending in the year after the property tax levy. However, with the switch to a July millage levy, the 2015 levy is for the county's fiscal year ending in 2015, not the following fiscal year. The truth-in-taxation calculations should also use the liquor and cigarette tax payments received in the fiscal year ending in the year of the levy. The law also requires that the FY 2014-15 CFT estimate be adjusted by the difference between the estimated and actual distribution for FY 2013-14. The difference for Tuscola County between the actual FY 2013-14 distribution and the Department of Treasury estimate of that distribution is \$5,068. Therefore, the amount of the

convention facility/liquor tax distribution that is to be used to reduce the Tuscola County base tax rate for 2015 truth-in-taxation hearing purposes is \$203,918 (\$198,850 + \$5,068).

CIGARETTE TAX, HEALTH AND SAFETY FUND ACT

Distribution for 2015 and 2016

When cigarette tax revenues exceed \$875.2 million, counties receive a share of those revenues under Public Act 264 of 1987, the Health and Safety Fund (HSF) Act. Cigarette tax revenues were below \$875.2 million in FY 2013-14, and are estimated to be below \$875.2 million in FY 2014-15 and FY 2015-16. Therefore counties received no HSF distribution in 2014, and are estimated to receive no HSF distribution in 2015 or 2016.

SUMMARY INFORMATION

The total amount from liquor and cigarette tax distributions that Tuscola County must use to reduce its base tax rate for 2015 truth-in-taxation hearing purposes is \$203,918. If a county's 2015 base tax rate, after the reduction for CFT and HSF revenue, is greater than the 2015 millage the county proposes to levy, the county is not required to hold a truth-in-taxation hearing.

Counties may follow the truth-in-taxation hearing process to use the revenues for increased spending, but 50 percent of the convention facility/liquor tax revenue not used to reduce their millage rate is required by Public Act 2 of 1986 to be distributed to the county's designated substance abuse coordinating agency for substance abuse programs. All of the HSF Act revenues not used to reduce their millage rate must be spent as specified in Public Act 264 of 1987. A Property Tax Division bulletin, which explains the required calculations of Public Act 2 and Public Act 264, has been distributed to your county treasurer and is available upon request.

Sincerely,



Howard Heideman, Administrator
Tax Analysis Division
Office of Revenue and Tax Analysis

c: County Treasurer
County Equalization Director
County Executive/Administrator/Controller/Coordinator

May 7, 2015

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, May 7, 2015 at 8:00 A.M.

Present: Road Commissioners John Laurie, Gary Parsell, Mike Zwerk, Julie Matuszak, and Pat Sheridan; County Highway Engineer Michele Zawerucha, Superintendent/Manager Jay Tuckey, Director of Finance/Secretary-Clerk Michael Tuckey.

Motion by Parsell seconded by Matuszak that the minutes of the April 23, 2015 regular meeting of the Board be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Payroll in the amount of \$99,958.05 and bills in the amount of \$154,168.32 covered by vouchers #15-20, #15-21, and #HRA-29 were presented and audited.

Motion by Zwerk seconded by Sheridan that the payroll and bills be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Brief Public Comment Segment:

- (1) Mr. Michael Karpovich appeared before the Board regarding the Road Commission's safety grant funding for fixed object and tree removal. Mr. Karpovich stated to the Board that he is against the project. The Board explained the scope of the project and the criteria for the safety grant funding.
- (2) Ms. Janet Ihle appeared before the Board regarding the Road Commission's safety grant funding for fixed object and tree removal. Ms. Ihle also expressed her concern to the Board that she is against the project. The Board explained the importance of the project for safety reasons and improvement of the roadway.

Management and the Board further discussed Beach Road to the Vanderbilt Park. Director of Finance Michael Tuckey reported to the Board that the topic was discussed at the last regular meeting of the Tuscola County Board of Commissioners, and they are requesting clarification of who has ownership of Beach Road. Tuscola County Surveyor Ken Dunton was in attendance and reiterated that Tuscola County was granted ownership of Beach Road from a previous court judgement. After further discussion, the Board tables the issue until reviewing the court judgement with the Road Commission's attorney.

Motion by Parsell seconded by Matuszak to approve that the Road Commission request quotes for the Survey and Design work in accordance with the safety grant funding for fixed object and tree removal. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Management and the Board further discussed the Cain #1 Brine Well located on Swaffer Road. Superintendent/Manager Jay Tuckey presented to the Board a proposal from Superior Environmental Corporation to continue monitoring, testing, and delineating the site. After review and further discussion, the following motion was introduced:

Motion by Parsell seconded by Matuszak to approve the proposal from Superior Environmental Corporation to continue monitoring, testing, and delineating the site of the Cain #1 Brine Well, all in compliance with the MDEQ guidelines. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk that bid item #15 for Columbia Township, and bid item #30 for Juniata Township of the 2015 bituminous resurfacing bids be awarded to the low bidder, Albrecht Sand & Gravel Company;

and that bid item #14 for Columbia Township of the 2015 bituminous resurfacing bids be awarded to the low bidder, Pyramid Paving Company. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that bid items #4 and #8 for Columbia Township of the 2015 Furnishing & Placing Crushed Limestone bids be awarded to the low bidder, Burroughs Materials. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Mike Zwerk seconded by Julie Matuszak to authorize Chairman John Laurie and Vice-Chairman Gary Parsell to sign the Michigan Department of Transportation Contract #15-5170 for the hot mix asphalt resurfacing work along Vassar Road from Elmwood Road to M-25, and all together with necessary related work. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk to approve the bridge closure of the Frankford Road Bridge over the Sucker Creek in Wells Township, as recommended by Great Lakes Engineering Group. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Matuszak seconded by Parsell that the structure on Van Buren Road over the Sheboygan Drain in Denmark Township be posted for a maximum gross weight of nineteen (19) tons for a straight truck, twenty-six (26) tons gross weight for a semi, and forty-eight (48) tons gross weight for a double-bottom, as recommended by Great Lakes Engineering Group. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Parsell that the structure on Lee Hill Road over the Sucker Creek in Wells Township be posted for a maximum gross weight of twenty-one (21) tons for a straight truck, twenty-five (25) tons gross weight for a semi, and forty-one (41) tons gross weight for a double-bottom, as recommended by Great Lakes Engineering Group. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

TUSCOLA COUNTY BOARD OF ROAD COMMISSIONERS
RESOLUTION OF
SUPPORT FOR THE RECONSTRUCTION OF THE FRANKFORD ROAD BRIDGE
OVER THE SUCKER CREEK, SECTION 7 – WELLS TOWNSHIP
STRUCTURE NUMBER 10663 - BETWEEN EAST DAYTON ROAD & MONA ROAD

Commissioner Parsell offered the following resolution and moved for its adoption:

BE IT RESOLVED, the Tuscola County Board of Road Commissioners supports the application for State and/or Federal funding participation in the reconstruction of the Frankford Road Bridge over the Sucker Creek (Structure Number 10663),

BE IT FURTHER RESOLVED, that the Board of Road Commissioners, County of Tuscola, concurs that this reconstruction is urgently needed.

Motion supported and resolution adopted on a roll call vote:

AYES: Sheridan, Matuszak, Zwerk, Parsell, Laurie

NAYS: None

County Highway Engineer Zaverucha reported to the Board that a representative from Thumb Cellular will be presenting a cellular phone program at the next regular meeting of the Board.

Chairman Laurie discussed with the Board and Management the law regarding emails by public employees and officials subject to the Freedom of Information Act.

Motion by Parsell seconded by Zwerk to approve the emergency replacement of the fire-proof garage door in the shop storage area of the Caro Facility, as part of the Road Commission's 2015 Capital Outlay Budget. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that the agreement between Thumb Electric and the Tuscola County Road Commission allowing Designated & Special Designated All-Season loads on East Dayton Road from its establishment south to Bevens Road be extended for two (2) years with the conditions specified in the agreement. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Sheridan to approve contracting with the Huron County Road Commission to continue the P.A.S.E.R. Ratings on the Local Roads for the year 2015, as recommended by the County Highway Engineer. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Matuszak seconded by Parsell that the Board go into closed session at 9:35 A.M. for the purpose of discussing union negotiations. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

At 9:50 A.M. the Board returned to open session.

At 10:00 A.M. the Board met with various township officials and county commissioners to discuss roadwork completed in 2014 and roadwork to be completed in 2015.

The following township officials were present for the roadwork discussion: Akron Township Supervisor Don Schmuck, Almer Township Supervisor Jim Miklovic, Columbia Township Supervisor Ed Spannagel, Elkland Township Supervisor Dan Erla, Novesta Township Supervisor Ralph Zinnecker, and Wisner Township Supervisor James MacFarlane.

The following county commissioners were present for the roadwork discussion: District 1 Tuscola County Commissioner Roger Allen.

Also, the following Road Commission employees were present for the roadwork discussion: Akron Division Foreman Frank Storm, Deford Division Foreman Allen Jacobs, Vassar Division Foreman David Kennard, and Highway Maintenance Foreman Jim Miller.

The following agenda topics were discussed: 2015 planned primary roadwork, 2015 federal aid projects, Local Road Improvement and Maintenance & Township Allowance Policy, procedures for a successful local road project, Local Road Brush Spray Policy, and current trends of the Michigan Transportation Fund. Other discussion included: The Road Commission's safety grant funding for fixed object and tree removal, past and future wind turbine projects, manure haulers on county roads, and railroad crossings maintenance.

Motion by Matuszak seconded by Sheridan that the meeting be adjourned at 11:20 A.M. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Chairman

Secretary-Clerk of the Board

#14

*It is with pleasure that we invite you to join us at
the Thumb Regional Sobriety Court Graduation
Ceremony. Join us in celebrating the successful road
to sobriety of the outstanding individuals with a
guest speaker, award ceremony, cake and
refreshments.*

for TRSC Graduation Ceremony

date May 28

time 5pm

place Tuscola Circuit Court

440 N. State St. Caro

R. J. V. P. rturner@tuscolacounty.org

#15

Dear Commissioners,

Thank you for allowing the National Day
of Prayer event to be held on the
court house lawn again this year.

Thank you for your time & service to
our community -

God Bless,

April Schmidt
National Day of Prayer
Committee Member.

#16

Tuscola County Health Department Board of Commissioners Monthly Report for May 2015

Prepared by: Gretchen Tenbusch, RN, MSA, Health Officer

Visit our website at www.tchd.us

Outcomes for the Month:

- The TCHD received the joint grant for Huron, Tuscola, Sanilac and Lapeer County Health Departments for a Regionalization grant from the Michigan Department of Health and Human Services (MDHHS) formerly known as the MDCH. The first regional meeting was held May 1, 2015.
- The TCHD was awarded a \$3,104 Ebola Virus Grant to be completed by September 30, 2015. This grant is to put an Ebola Plan in place in case there are future outbreaks.
- The Maternal Infant Health program completed their audit April 21st and has been recertified for 18 months. The staff did a great job!

Issues under consideration by the Local Health Department:

- Dr. Eden Wells has been hired as the new Medical Director for the Michigan Department of Health and Human Services. She will be shared on a 50/50 basis with the University of Michigan School of Public Health.
- With the defeat of Proposal 1, the Governor and State Legislature are targeting restricted funds to make up the shortfall. Our Essential Local Public Health Services funds are considered restricted funds.
- The States Medicaid Waiver has not been approved yet. If it is not approved, the Healthy Michigan Plan will end.
- A meeting was held with Health Delivery, Inc. regarding the potential of opening a Federally Qualified Health Center Dental Clinic at the Health Department.
- Mark Zmierski has been hired as the replacement Director of Veteran's Affairs. He will start part time May 26, 2015. He will be attending required training in Wisconsin the first week in June. We appreciate the Veteran's Board members and especially Shannon Kreger, Sanilac VA Director for their participation in the selection committee.

Issues to be brought to Board of Commissioners:

- None.

County: Tuscola County
 Name: Clayette A. Zechmeister, Chief Accountant
 Phone #: 989-672-3710
 Year: Calendar 2014

	All Courts Unified One Court			Friend of the Court	Child Care Fund ⁶			Total
SOURCES OF FUNDING:								
Judicial Standardization Payments	\$239,917	\$0	\$0	\$0	\$27,317			\$267,234
State Grants/Payments ¹	19,108	0	0	0	13,560			32,668
State Court Equity Funding ²	229,662	0	0	0	0			229,662
Amount Reported on Line p. of Section 2 of Form SCAO 41 ³	0	0	0	658,178	0			658,178
Federal Grants/Payments ⁴	0	0	0	0	166,706			166,706
Fines/Fees	873,007	0	0	87,445	0			0
Costs	213,146	0	0	0	16,132			0
Other Assessments	0	0	0	0	0			0
TOTAL SOURCES OF FUNDING	\$1,574,840	\$0	\$0	\$745,623	\$223,715	\$0	\$0	\$1,354,448
EXPENDITURES:								
Salaries and Benefits	\$1,523,689	\$0	\$0	\$812,202	\$286,358			\$2,622,249
Goods and Services	727,103	0	0	49,426	465,649			1,242,177
Other Operational Expenses	0	0	0	0	0			0
Indirect Cost Allocations	0	0	0	140,981	0			140,981
TOTAL EXPENDITURES	\$2,250,792	\$0	\$0	\$1,002,609	\$752,006	\$0	\$0	\$4,005,407
State Funding Sources as a % of Total Expenditures	0.217117713	#DIV/0!	#DIV/0!	0	0.054357303	#DIV/0!	#DIV/0!	0.132212238
FTEs (full-time equivalents)	23.00	0.00	0.00	13.00	4.00	0.00	0.00	40.00

¹ Including, but not limited to, Drug Case Information Management Fund payments (circuit and district), Drunk Driving Caseflow Assistance Fund payments (district), Juror Compensation Reimbursement Fund payments (funding unit), state grants for county juvenile officers (county), state reimbursement for prison cases (county), and state litigation reimbursement.

² Report State Court Equity Funding under the heading for Circuit Court.

³ This is the total reported on line p. of Section 2 of the Office of the Friend of the Court Statistical Report (SCAO-approved form SCAO 41). Any "make whole" amounts should be included in this total.

⁴ Including, but not limited to, Byrne Justice Assistance Grants.

⁵ This includes all court collected fines, costs, fees, and assessments transmitted to the general fund.

⁶ Do not include any general fund subsidy.

Notes/Comments:

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