



# TUSCOLA COUNTY

## Board of Commissioners

### BOARD MEETING AGENDA

Thursday, May 30, 2024 – 8:00 AM

H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723

***Public may participate in the meeting electronically:***

(US) +1 929-276-1248 PIN:112 203 398#

Join by Hangouts Meet: [meet.google.com/mih-jntr-jya](https://meet.google.com/mih-jntr-jya)

8:00 AM Call to Order - Chairperson Vaughan  
Prayer - Commissioner Vaughan  
Pledge of Allegiance - Commissioner Bardwell  
Roll Call - Clerk Fetting

Page

#### Adoption of Agenda

#### Action on Previous Meeting Minutes

1. Action on Previous Meeting Minutes 6 - 12  
[Board of Commissioners - 16 May 2024 - Minutes - Pdf](#)

#### Brief Public Comment Period for Agenda Items Only

#### Consent Agenda

None

#### New Business

1. Dispatch-911 Services Request to Purchase a Battery Backup for the Dispatch-911 Service Building - Neil Hammerbacher, Controller-Administrator and Eean Lee, Chief Information Officer 13 - 21  
[Quote 24-0510-03 with Converge Technology Solutions](#)  
[May 2024 RevenueandExpenditureReport for Dispatch-911](#)

	<a href="#"><u>Compliance with Current Purchasing Policy</u></a>	
2.	Approval of Third-Party Administrator (TPA) Request for Proposal (RFP) for CHILL Grant - Debbie Babich, Fiscal Personnel Analyst <a href="#"><u>CHILL Grant RFP for Third Party Administrator</u></a>	22 - 26
3.	Discussion of Possible Public-Private Partnership (P3) for Recycling Services - Neil Hammerbacher, Controller-Administrator and Mike Miller, Director of Recycling <a href="#"><u>GFOA Advisory for Public-Private Partnerships (P3 Agreements)</u></a>	27 - 30
4.	Identify the Tuscola County Board of Commissioners as the County Approval Agency (CAA) for the County Materials Management Plan - Mike Miller, Director of Recycling <a href="#"><u>Materials Management Planning - Roles and Responsibilities</u></a> <a href="#"><u>EGLE Acceptance of a Simple Motion to Identify CAA</u></a>	31 - 32
5.	Acceptance of \$16,000.00 Grant Award from Michigan Municipal Risk Management Authority (MMRMA) for In-Car Cameras - Robert Baxter, Undersheriff and Neil Hammerbacher, Controller-Administrator <a href="#"><u>RAP Grant Award - In Car Cameras (1)</u></a> <a href="#"><u>RAP CAP Reimbursement Procedure 2024 (2)</u></a>	33 - 34
6.	Approval of Budget Amendment to Purchase In-Car Cameras Out of the Road Patrol (207) Fund - Robert Baxter, Undersheriff and Neil Hammerbacher, Controller-Administrator <a href="#"><u>Budget Amendment to Purchase In-Car Cameras</u></a> <a href="#"><u>Axon in Car camera upgrade 2024 (2)</u></a> <a href="#"><u>May 2024 RevenueandExpenditureReport for Road Patrol</u></a>	35 - 47
7.	Approval to Submit for a School Violence Prevention Program (SVPP) Grant for \$123,096.00 - Jon Ramirez, Director of Dispatch-911 Services <a href="#"><u>School Safety Initiative Cost for Proposed Grant (2)</u></a>	48
8.	Proposed Changes to Tuscola County's Computer Acceptable Use Policy (CAUP) - Eean Lee, Chief Information Officer <a href="#"><u>Proposed Changes to Tuscola County's Computer Acceptable Use Policy (CAUP)</u></a>	49
9.	Sample Purchasing Policy in Compliance with Federal Uniform Guidance - Neil Hammerbacher, Controller-Administrator <a href="#"><u>Sample Purchasing Policy in Compliance with Uniform Guidance</u></a>	50 - 77
10.	Informational: Monthly Fund Balance Report for April, 2024 - Neil Hammerbacher, Controller-Administrator <a href="#"><u>Monthly Fund Balance Report - April 2024</u></a>	78 - 79
11.	Permission to Close the Purdy Administrative Building on Friday July 5, 2024 - Neil Hammerbacher, Controller-Administrator	

## Old Business

1. United States Department of Agriculture (USDA) Grant(s) Review Date Changed to June 4, 2024 80 - 107  
[USDA Grant\(s\) Review 6-04-2024](#)
2. 2023 Audit Update 108  
[Road Commission Audits](#)

## Correspondence/Resolutions

1. Board of Commissioners Possible Need to Appoint Trevor Keyes and Karly Crueger to the Tuscola County Economic Development Commission (EDC) Board - Michael Clinesmith, Tuscola County Economic Development Commission (EDC)
2. Parks and Recreation Committee has Two Possible Vacancies that Need Appointments - Michael Clinesmith, Parks and Recreation Committee Member
3. Michigan Association of Counties (MAC) Legislative Update for 5-24-2024 109 - 128  
[MAC Legislative Update 5-24-24](#)

## Commissioner Liaison Committee Reports

### Young

Board of Public Works  
County Road Commission Liaison  
Dispatch Authority Board  
Genesee Shiawassee Thumb Works  
Great Start Collaborative  
Human Services Collaborative Council (HSCC)  
MAC Agricultural/Tourism Committee  
Region VII Economic Development Planning  
Saginaw Bay Coastal Initiative  
Senior Services Advisory Council  
Tuscola 2020  
Local Units of Government Activity Report

**Vaughan**

Board of Health  
County Planning Commission  
Economic Development Corp/Brownfield Redevelopment  
MAC Environmental Regulatory  
Mid-Michigan Mosquito Control Advisory Committee  
NACO-Energy, Environment & Land Use  
Parks and Recreation Commission  
Tuscola County Fair Board Liaison  
Local Units of Government Activity Report

**Lutz**

Board of Health  
Community Corrections Advisory Board  
Department of Human Services/Medical Care Facility Liaison  
Genesee Shiawassee Thumb Works  
Jail Planning Committee  
Local Emergency Planning Committee (LEPC)  
MAC Judiciary Committee  
MEMS All Hazard  
Local Units of Government Activity Report  
Human Development Commission Board of Directors Liaison

**Koch**

Behavioral Health Systems Board  
Recycling Advisory  
Jail Planning Committee  
MI Renewable Energy Coalition (MREC)  
Local Units of Government

**Bardwell**

Behavioral Health Systems Board

Caro DDA/TIFA

Economic Development Corp/Brownfield Redevelopment

MAC 7th District

MAC Workers Comp Board

MAC Finance Committee

NACo Rural Action Caucus (RAC)

Local Units of Government Activity Report

**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 (2) days in advance of the meeting.



# MINUTES

## Board of Commissioners

### Meeting

**8:00 AM - Thursday, May 16, 2024**

H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723

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Commissioner Vaughan called the regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723, on Thursday, May 16, 2024, to order at 8:00 AM local time.

Prayer - Commissioner Lutz

Pledge of Allegiance - Commissioner Koch

Roll Call - Clerk Fetting

Commissioners Present In-Person: Thomas Young, Thomas Bardwell, Kim Vaughan, Bill Lutz, Matt Koch

Commissioners Absent: None

Others Present In-Person: Clerk Jodi Fetting, Eean Lee, Neil Hammerbacher, Steve Anderson, Mike Miller, Geoffrey Stuart, Judge Jason E. Bitzer

Also Present Virtual: Tracy Violet, Mary Drier, Mark Haney, Treasurer Ashley Bennett, Debbie Babich, Karly Creguer, Amanda Ertman, Ashley Gaudett, Estee Bitzer, Renee Francisco, Barry Lapp, Bob Baxter, Carrie Tabar, Crystal Knoblock, Cindy McKinney-Volz, Kate Van Auken, Jenna Smith, Brandon Bertram, Judy Cockerill, Register Marianne Brandt, Tanya Pisha, Shannon Beach, Sheriff Glen Skrent, Cody Horton

At 8:04 a.m., there were a total of 15 participants attending the meeting virtually.

#### **Adoption of Agenda**

1. Adoption of Agenda -

2024-M-110

Motion by Bill Lutz, seconded by Matt Koch to adopt the agenda as presented. Motion Carried.

#### **Action on Previous Meeting Minutes**

1. Action on Previous Meeting Minutes -

2024-M-111

Motion by Matt Koch, seconded by Thomas Young to adopt the meeting minutes from the April 25, 2024 Regular meeting, May 10, 2024 Special meeting and May 10, 2024 Closed Session. Motion Carried.

**Brief Public Comment Period for Agenda Items Only**

None

**Consent Agenda**

2024-M-112

Motion by Bill Lutz, seconded by Matt Koch that the Consent Agenda Minutes and Consent Agenda Items from the May 13, 2024 Committee of the Whole meeting be adopted. Motion Carried.

**CONSENT AGENDA**

1. Homeland Security Budget Amendment and Advance from the General Fund -  
Move to approve the advance of \$53,000.00 from the General Fund for the Homeland Security project as presented by Steve Anderson, Emergency Manager.
2. 2024 County L-4029 Summer Tax Levy -  
Move to approve and place on file the 2024 Tuscola County L-4029 Summer Property Tax Levy as presented by Angie Daniels, Equalization Director.
3. Hiring Two Seasonal Workers for Mosquito Control -  
Move to approve the hiring of Tiffany Howard and Cortez Williams as part-time seasonal employees for Mosquito Abatement. They will each be starting May 28, 2024 as Field Technicians at Step 1 rate of \$14.42 per hour pending satisfactory background check, physical and drug test.
4. Hiring a Full-time Records, Criminal Position in the Sheriff's Office -  
Move to approve the hiring of Tricia Sharp to fill the vacant full-time Records Clerk-Criminal Division position at the Sheriff's Office. She will be starting approximately June 1, 2024 at the Step 1 rate of \$18.70 per hour pending satisfactory background check, physical and drug test.

**New Business**

1. Approval of Grant Amendment #1 and Related Budget Amendments for the State FY 2024 Michigan Indigent Defense Commission (MIDC) Grant -  
Geoffrey Stuart, Indigent Defense Counsel Administrator, explained the need for the budget amendments due to an increase in attorney costs.

2024-M-113

Motion by Thomas Bardwell, seconded by Thomas Young to approve Grant Amendment #1 to the Michigan Indigent Defense Commission (MIDC) Grant No. E20240106-00 as recommended by Geoffrey Stuart, Indigent Defense Counsel Administrator, and to approve the Controller-Administrator to amend the 2024 Managed Assigned Counsel Fund 260 budget accordingly. Motion Carried.

2. Approval of Resolution 2024-07 Authorizing SAFEbuilt Michigan, LLC as the Sole Entity Responsible for Issuing Soil Erosion Permits in Tuscola County - Neil Hammerbacher, Controller-Administrator, explained the proposed resolution that was included in the agenda packet.

2024-M-114

Motion by Bill Lutz, seconded by Matt Koch to approve Resolution 2024-07 authorizing SAFEbuilt Michigan, LLC as the sole entity responsible for issuing Soil Erosion Permits in Tuscola County as recommended by Neil Hammerbacher, Controller-Administrator.

Yes: Thomas Young, Thomas Bardwell, Kim Vaughan, Bill Lutz, and Matt Koch

Motion Carried.

3. Approval of a Revised Citizen Participation Plan for CHILL Grant Application - Neil Hammerbacher, Controller-Administrator, explained there were some requested language changes in order for the grant to move forward.

2024-M-115

Motion by Bill Lutz, seconded by Thomas Young to approve the submission of the Revised Citizen Participation Plan for the CHILL Grant as recommended by Neil Hammerbacher, Controller-Administrator. Motion Carried.

4. MSU Extension (MSUe) MOA Amendment - Karly Creguer, District 10 Director of MSU Extension, explained the requested change due to a change in staffing and the elimination of a part-time position.

2024-M-116

Motion by Matt Koch, seconded by Thomas Young to approve Amendment #1 to the 2024 MSU Extension (MSUe) MOA as recommended by Karly Creguer, District 10 Director of MSU Extension. Motion Carried.

5. Tentative Agreement with Police Officers Labor Council (POLC) Command Unit - Neil Hammerbacher, Controller-Administrator, explained that an agreement has been reached.



2024-M-117

Motion by Bill Lutz, seconded by Matt Koch to approve to accept and ratify the May 15, 2024 tentative agreement with the Police Officers Labor Council (POLC), Command Unit. Also, further move that Chairman Vaughan is authorized to execute a final Collective Bargaining Agreement and all other necessary documents consistent with the terms of the May 15, 2024 tentative agreement with an effective date of January 1, 2024, with the exception of the 457 which is currently being set up. The date for the 457 to take effect will be determined upon completion of plans and enrollment. Also, all necessary budget adjustments are authorized. Motion Carried.

**Old Business**

1. Award the Roof Replacement Contract for the Department of Health and Human Services (DHHS) Building -  
Mike Miller, Director of Buildings and Grounds, explained the proposals have been reviewed and he is recommending Buchinger Roofing. The proposal was also reviewed by the Durolast Representative.

2024-M-118

Motion by Matt Koch, seconded by Thomas Young to Award the Roof Replacement Contract for the Department of Health and Human Services (DHHS) building to Buchinger Roofing in the amount of \$95,500.00 as recommended by Mike Miller, Director of Buildings and Grounds/Recycling. Motion Carried.

2. Adoption of Resolution 2024-08 Supporting the Fiscal Year 2025 Community Corrections Grant Application -  
David Stevens presented the request for adoption of the proposed resolution at the Committee of the Whole meeting held on May 13, 2024.

2024-M-119

Motion by Bill Lutz, seconded by Matt Koch to Adopt Resolution 2024-08 Supporting the Community Corrections Grant Application as recommended by David Stevens, Community Corrections Coordinator for the Thumb Area Regional Community Corrections.

Yes: Thomas Young, Thomas Bardwell, Kim Vaughan, Bill Lutz, and Matt Koch

Motion Carried.

3. Consideration of Adding Insulation to the People's State Bank (PSB) Building -  
Mike Miller, Director of Buildings and Grounds/Recycling, presented the request at the Committee of the Whole meeting on May 13, 2024.

2024-M-120

Motion by Thomas Young, seconded by Matt Koch to approve the adding of additional insulation to the People's State Bank (PSB) Building to prevent the fire suppression pipes from freezing. This work to be done by Marlette Roofing at a cost of \$11,550.00 using funds available in the contingency fund. Motion Carried.

4. Discussion Regarding Video on Grant Funding -  
Tom Young, Commissioner, explained the Michigan Funding Hub would be able to come in to present regarding providing assistance in obtaining grant funds. Matter to be scheduled for an upcoming Committee of the Whole meeting.

Board would also like to have quarterly updates provided by the new Economic Development Corporation (EDC) Director, Trevor Keyes.

**Correspondence/Resolutions**

None

**Commissioner Liaison Committee Reports**

***Bardwell***

- Behavioral Health Systems Board
- Caro DDA/TIFA  
The Caro City Farmer's Market was discussed at the last meeting.
- Economic Development Corp/Brownfield Redevelopment
- MAC 7th District
- MAC Workers Comp Board
- MAC Finance Committee
- NACo Rural Action Caucus (RAC)
  
- Local Units of Government Activity Report

***Young***

- No updates
- Board of Public Works
  - County Road Commission Liaison
  - Dispatch Authority Board
  - Genesee Shiawassee Thumb Works
  - Great Start Collaborative
  - Human Services Collaborative Council (HSCC)
  - MAC Agricultural/Tourism Committee
  - Region VII Economic Development Planning
  - Saginaw Bay Coastal Initiative
  - Senior Services Advisory Council

Tuscola 2020  
Local Units of Government Activity Report

**Vaughan**

Board of Health

County Planning Commission

Economic Development Corp/Brownfield Redevelopment

Trevor Keyes was in attendance at the last meeting and provided some goals he has moving forward.

MAC Environmental Regulatory

Mid-Michigan Mosquito Control Advisory Committee

NACO-Energy, Environment & Land Use

Parks and Recreation Commission

Tuscola County Fair Board Liaison

Local Units of Government Activity Report

**Lutz**

Board of Health

Community Corrections Advisory Board

Department of Human Services/Medical Care Facility Liaison

Genesee Shiawassee Thumb Works

Jail Planning Committee

Local Emergency Planning Committee (LEPC)

MAC Judiciary Committee

MEMS All Hazard

Local Units of Government Activity Report

Human Development Commission Board of Directors Liaison

Over 2,500 households were served in March. Although, the food programs are being eliminated.

**Koch**

No update

Behavioral Health Systems Board

Recycling Advisory

Jail Planning Committee

MI Renewable Energy Coalition (MREC)  
Local Units of Government

**Other Business as Necessary**

-Commissioner Young stated there are grants available for the recycling center in the program discussed earlier in the meeting.

At 8:52 a.m., there were a total of 25 participants attending the meeting virtually.

**Extended Public Comment**

None

**Adjournment**

2024-M-121

Motion by Bill Lutz, seconded by Matt Koch to adjourn the meeting at 8:54 a.m.  
Motion Carried.

Jodi Fetting  
Tuscola County Clerk, CCO

DRAFT



**Quotation #: 24-0510-03**  
 EXPIRATION DATE :  
 06/09/2024  
 Quote Date: 05/10/2024  
 Converge Technology  
 Solutions  
 Contact: Sam Horn  
 Phone: 586-907-7482  
 Email: SAM.HORN@CONVE  
 RGETP.COM  
 Reference: TUSCOLA

**Customer: EEAN LEE, CIO**

Tuscola County  
 207 E Grant St  
 CARO, MI 48723

**Ship to:**  
 Tuscola County  
 1303 Cleaver St.  
 CARO, MI 48723

APC Q NBR:  
 ISX0002250378-0015

911 APC BOM		SCHNEIDER ELECTRIC / APC BOM			
Item Number	QTY	Product	PART DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1	GVSUPS10KR0B5FS	Galaxy VS UPS 10kW 208V with N+1 power module, for 5 smart modular 9Ah battery strings. Start-up 5x8	\$ 15,993.00	\$ 15,993.00
2	4	GVSBT4LL	Galaxy VS 9Ah Smart Modular Long-Life High Capacity Battery String	\$ 3,510.00	\$ 14,040.00
3	2	WUPGPMV7X24-UG-01	Scheduling Upgrade to 7X24 for Existing PM or Addnl PM Visit for up to 40 kVA UPS	\$ 403.00	\$ 806.00
4	1	WASSEM-VS2-A40	Assembly Service for (1) GVS 10-15KVA	\$ 2,594.00	\$ 2,594.00
5	1	WOE2YR-VS2-A40	2 Year On-Site Warranty Ext for (1) Galaxy VS 10 to 15kW UPS	\$ 4,774.00	\$ 4,774.00
6	2	WPMV-VS2-A40	(1) Additional Contract PM Visit 5X8 for (1) Galaxy VS 10 to 15kW UPS	\$ 1,161.00	\$ 2,322.00
7	1	WUPGSTRUP7-UG-01	Scheduling Upgrade to 7X24 for Existing Startup Service for up to 40 kVA UPS or Battery Frame	\$ 825.00	\$ 825.00
8	1	90888-C241310ECA070A07000MB	90888 Wall Mount Maintenance Bypass Panel - Voltage: 240/120VAC, 1PH/3W/G Breaker Quantity: (3) Amps Size: 70A / AIC Rating: 10k / Interlock: Interlock Plate - Configuration #00 (Padlock not included)	\$ 1,236.00	\$ 1,236.00
			* TOTAL	\$	\$ 42,590.00
			TOTAL \$ 42,590.00		

The products listed in this quotation are subject to the terms and conditions provided by the manufacturer.

Name: Eean Lee

Signature:

Title/Date: CIO,

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024		YTD BALANCE	ACTIVITY FOR
		12/31/2023	ORIGINAL	2024	05/31/2024	MONTH 05/31/2024
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 218 - DISPATCH/911						
Revenues						
Dept 334 - DISPATCH						
218-334-477.000	TELEPHONE SURCHARGE	1,074,886.57	998,746.00	998,746.00	269,633.55	79,743.54
218-334-502.000	MRRMA GRANT- RAP	10,000.00	0.00	0.00	0.00	0.00
218-334-545.000	911 PSAP PAYMENTS	15,444.05	13,000.00	13,000.00	0.00	0.00
218-334-665.000	INTEREST & RENT	21,409.91	24,520.00	24,520.00	6,621.97	0.00
218-334-667.000	TOWER RENT	4,800.00	4,800.00	4,800.00	1,600.00	0.00
218-334-667.010	TOWER RENT/AMERITECH	0.00	1,800.00	1,800.00	0.00	0.00
218-334-667.020	TOWER RENT IPCS	0.00	200.00	200.00	0.00	0.00
218-334-676.000	MISCELLANEOUS REVENUE	200.00	200.00	200.00	0.00	0.00
218-334-677.000	REIMB UTILITY AMERITECH CARO	200.00	200.00	200.00	0.00	0.00
218-334-677.020	REIMB ANDERSON CARO TOWER	2,200.00	2,400.00	2,400.00	600.00	200.00
Total Dept 334 - DISPATCH		1,129,140.53	1,045,866.00	1,045,866.00	278,455.52	79,943.54
Dept 335 - WIRELESS TELEPHONE SYSTEMS						
218-335-545.000	STATE AID WIRELESS SUR CHARGE	193,794.00	200,000.00	200,000.00	56,550.00	0.00
Total Dept 335 - WIRELESS TELEPHONE SYSTEMS		193,794.00	200,000.00	200,000.00	56,550.00	0.00
TOTAL REVENUES		1,322,934.53	1,245,866.00	1,245,866.00	335,005.52	79,943.54
Expenditures						
Dept 334 - DISPATCH						
218-334-703.000	SALARIES SUPERVISION	71,481.72	71,769.00	76,660.00	27,705.24	2,358.76
218-334-704.000	SALARIES PERMANENT	536,356.52	581,724.00	581,724.00	192,204.16	16,141.90
218-334-704.010	SHIFT PREMIUM	5,269.51	0.00	0.00	1,717.83	146.80
218-334-704.020	HEALTH INSURANCE INCENTIVE	1,115.33	0.00	0.00	0.00	0.00
218-334-704.030	DISABILITY PLAN	4,694.34	5,391.00	5,528.00	2,068.56	413.71
218-334-704.040	UNUSED SICK TIME PAYOUT	7,455.93	0.00	0.00	1,260.00	0.00
218-334-704.050	SICK/VAC PAYOUT	371.57	0.00	0.00	0.00	0.00
218-334-706.000	SALARIES OVERTIME	89,409.13	75,000.00	75,000.00	17,800.76	1,069.15
218-334-710.000	WORKERS COMPENSATION	14,706.43	19,166.00	19,669.00	8,053.09	1,562.21
218-334-711.000	HEALTH & DENTAL INSURANCE	257,587.39	227,040.00	227,040.00	94,787.31	0.00
218-334-713.000	HOLIDAY PAY	38,724.39	0.00	0.00	11,448.48	210.84
218-334-715.000	F.I.C.A.	53,603.75	49,993.00	50,157.00	17,463.28	1,370.73
218-334-717.000	LIFE INSURANCE	390.03	365.00	365.00	140.65	28.13
218-334-718.000	RETIREMENT	49,259.47	56,078.00	56,078.00	21,739.54	4,250.38
218-334-718.100	POB IN LIEU OF RETIREMENT	37,825.12	38,053.00	38,053.00	15,769.78	3,154.28
218-334-719.000	UNEMPLOYMENT COMPENSATION	(2,172.00)	0.00	0.00	0.00	0.00
218-334-727.000	SUPPLIES, PRINTING & POSTAGE	2,610.90	3,000.00	3,000.00	912.70	117.88
218-334-746.000	UNIFORM & ACCESSORIES	1,127.18	1,200.00	1,200.00	35.80	35.80
218-334-776.000	JANITORIAL SUPPLIES	1,511.03	1,500.00	1,500.00	535.93	95.28
218-334-803.000	LEGAL	0.00	2,000.00	2,000.00	0.00	0.00
218-334-809.000	MEMBERSHIPS & SUBSCRIPTIONS	852.00	1,000.00	1,000.00	1,672.00	0.00
218-334-851.000	TELEPHONE	4,930.65	5,500.00	5,500.00	1,841.09	369.18
218-334-851.010	CELLULAR PHONES	2,200.52	2,200.00	2,200.00	680.55	179.51
218-334-861.000	TRAVEL	755.39	1,000.00	1,000.00	283.90	82.00
218-334-910.000	INSURANCE & BONDS	2,034.57	4,064.00	4,064.00	0.00	0.00
218-334-920.000	UTILITIES	11,347.47	12,000.00	12,000.00	4,465.70	853.11
218-334-931.000	CLNG/SNOW REMOVAL/TRASH	760.00	500.00	500.00	200.00	0.00
218-334-932.000	EQUIPMENT REPAIR & MAINTANCE	95,936.98	100,000.00	100,000.00	37,914.91	839.77
218-334-933.000	VEHICLE REPAIR & MAINTENANCE	52.62	1,500.00	1,500.00	0.00	0.00
218-334-934.000	OFFICE EQUIPMENT REPAIR & MAIN	0.00	0.00	0.00	250.00	250.00

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PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024		YTD BALANCE	ACTIVITY FOR
		12/31/2023	ORIGINAL	2024	05/31/2024	MONTH 05/31/2024
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 218 - DISPATCH/911						
Expenditures						
218-334-942.000	EQUIPMENT RENTAL	1,759.96	600.00	600.00	144.00	48.00
218-334-955.000	MISCELLANEOUS EXPENDITURES	115.00	500.00	500.00	0.00	0.00
218-334-957.000	EMPLOYEE TRAINING	9,669.26	8,000.00	8,000.00	2,139.96	0.00
218-334-957.010	PSAP TRAINING	4,939.90	4,500.00	4,500.00	1,891.43	157.77
218-334-970.000	EQUIPMENT/CAPITAL OUTLAY	149,727.01	175,000.00	175,000.00	5,854.98	0.00
218-334-999.101	INDIRECT COSTS - DISPATCH	28,538.17	31,147.00	31,147.00	15,573.50	0.00
Total Dept 334 - DISPATCH		1,484,947.24	1,479,790.00	1,485,485.00	486,555.13	33,735.19
TOTAL EXPENDITURES		1,484,947.24	1,479,790.00	1,485,485.00	486,555.13	33,735.19
Fund 218 - DISPATCH/911:						
TOTAL REVENUES		1,322,934.53	1,245,866.00	1,245,866.00	335,005.52	79,943.54
TOTAL EXPENDITURES		1,484,947.24	1,479,790.00	1,485,485.00	486,555.13	33,735.19
NET OF REVENUES & EXPENDITURES		(162,012.71)	(233,924.00)	(239,619.00)	(151,549.61)	46,208.35
BEG. FUND BALANCE		1,131,193.25	969,180.54	969,180.54	969,180.54	
END FUND BALANCE		969,180.54	735,256.54	729,561.54	817,630.93	

**PURCHASING POLICY**  
**Amended 04/14/09**

**1. PURPOSE**

This Policy establishes procedures for the purchase of all supplies, merchandise, and articles and services for the operation and maintenance of all Tuscola County offices and departments in a manner that provides maximum open and free competition. The intent is to accomplish this objective while minimizing administrative costs of implementing the policy.

The authority to establish this Policy is with the Tuscola County Board of Commissioners. The policy may be changed at the discretion of the Tuscola County Board of Commissioners.

This policy applies to all departments of the County of Tuscola with the following exclusions: Tuscola County Road Commission, Tuscola County Behavioral Health, Tuscola County Medical Care Facility, Tuscola County Health Department, and Tuscola County Human Services.

The Board of Commissioners and Controller shall be responsible for the implementation of this policy.

**2. POLICY**

2.1 Scope: The policy shall apply to the purchase or lease of equipment, capital improvements, construction, supplies, repair work, lawn maintenance, etc.

Professional assistance such as legal services, computer consultants, auditing, engineers, architects etc. is not required to be bid, but may be bid at the discretion of the Tuscola County Board of Commissioners. Similarly, because of the costs of preparing specifications and necessary information, bidding of County insurances and fringe benefits such as health/dental, and life insurance are not required to be bid upon renewal, but may be bid at the discretion of the Board of Commissioners.

2.2 Implementation: Certain purchases are centralized and are to be conducted through the Controller/Administrator's Office, such as office supplies, paper, and most computer items, etc. Certain other items may be decentralized and delegated to be purchased directly by departments, but only in accordance with the provisions of this Policy. Inquiry shall be made with the Controller/Administrator's Office to determine whether an item will be purchased or leased centrally or delegated to be purchased



## PURCHASING POLICY

by individual departments. Purchases over \$10,000 require the review of an appropriate committee and Board of Commissioners for approval before the item is purchased.

It is the intent of the policy to purchase like equipment items as a package rather than purchasing individually (IE: savings through purchasing 6 typewriters together rather than 1 typewriter individually). Inquiry shall be made with the Controller/Administrator's Office to determine whether budgeted items will be bid as a package.

Related items shall not be separated into individual purchases to circumvent certain bidding requirements.

- 2.3 Relationship of Budget and Purchasing: Departmental equipment/capital improvement requests shall be made as part of the annual budgeting process. If approved, most equipment/capital improvement items are generally budgeted in the County Equipment/Capital Improvement Fund #244. In some situations, these items may be budgeted in certain special revenue funds.

The amount requested by the department to be budgeted should be based on estimates received from vendors or other resource materials. It is the Board's intent to budget as close as possible to actual costs.

Items purchased out of the 727 supplies, printing and postage line item with a purchase price of \$500.00 or more shall not be purchased unless authorization has been given by the Board of Commissioners through the budgeting process or other Board actions. (Supply, printing, and postage line items are not intended by the Board to be used for major equipment/capital improvement items).

- 2.4 Six Month Office Supply & Paper Purchases: Departments are required to utilize the central purchasing procedure that is conducted approximately every six months through the Controller/Administrator's Office for office and paper supplies. Sufficient quantities of items should be ordered by departments so as to minimize incremental purchases between six month purchases. Bids from this process shall be reviewed by an appropriate committee with final bid award to be made by the Board of Commissioners. Office and paper purchases shall be received as closed sealed bids. Because this category of bidding is closed sealed, faxed bids will not be accepted.

- 2.5 Bidding Specifications for Dollar Amounts of \$2,000 or More: Written

## PURCHASING POLICY

specifications must be submitted with requests for bids for items anticipated to cost \$2,000 or more. Specifications shall be the same for all bidders. For lower cost items, written specifications are not required. Because of expertise required in certain situations, assistance in developing specifications may be obtained from vendors and other sources as necessary.

2.6 Brand Specifications: Certain brands or types of items may be specified in bid specifications in order to meet certain desired quality standards.

2.7 Policy Waiver: Provisions of this Policy may be waived from time to time if following the normal purchasing policy would impair the ability to provide services and perform regular operations. Examples might include: plumbing, electrical, heating, computer or similar problems where time or other constraints would not allow for normal bidding procedures.

2.8 Used Equipment: If used equipment is being purchased, bids are not required. Because used equipment can vary in age, conditions, etc., bid comparisons would not be possible.

2.9 Tagging: When equipment is purchased, it is the responsibility of the department for which the equipment was purchased to comply with the County tagging policy. Procedures to be followed in the tagging and recording of equipment can be obtained from the County Building and Grounds Director.

2.10 Computer Purchasing: All computer equipment/capital improvement items shall be requested by Elected/Appointed Officials as part of the annual budgeting process. Departments purchasing computer equipment need to contact the Director of Information Systems to ensure proper bidding procedures are met and to schedule setup and installation.

The Director of Information Systems will annually submit a brand list for computers and printers for bidding purposes. The County reserves the right to determine brand names, select types of equipment and installation vendors.

2.11 Public Acts 167 & 168 of 1993: The County shall comply with Public Acts 167 and 168 of 1993 regarding use of closed sealed bids for purchases of \$20,000 or more. (See County Board action of January 11, 1994).

## PURCHASING POLICY

2.12 Recordkeeping: Records should be maintained of bids received for documentation purposes. Whenever possible, a file will be maintained of bid specifications for various items in order to assist in future purchases of like items.

2.13 Bid Submittal Deadline: Bids received after stated deadlines will not be considered.

2.14 Requirements for Bid Dollar Ranges: The following purchasing or leasing procedures are required to be conducted depending on the estimated cost of the item when purchased or the total asset value of the lease.

A. Up to \$1,999

Departments are encouraged to conduct pricing comparison by telephone, fax, and other methods. Written specifications for this dollar range are not required.

Newspaper advertisements are not required for items in this dollar range.

No County Board of Commissioners action is required for items in this category other than auditing of monthly claims.

B. \$2,000 - \$9,999

Whenever possible, departments are required to obtain at least three (3) written bids. Each bid should be kept on file.

Newspaper advertisements are not required for items in this dollar range.

Departments are required to provide written specifications according to Section 2.5 of this Policy.

No County Board of Commissioners action is required for items in this category other than auditing of monthly claims.

C. \$10,001 - \$19,999

Whenever possible, departments are required to obtain at least three (3) written bids. Each bid should be kept on file.

## PURCHASING POLICY

Departments are required to provide written specifications according to Section 2.5 of this Policy.

Notification of bid specification availability must be advertised at least one time in the Tuscola County Advertiser. (For certain projects, advertising in additional newspapers may be conducted). (If certain brands of computers or other equipment are specified and if it is known that said brands are not available in Tuscola County, then newspaper advertising is not required).

All bids are to be submitted to the Full Board for bid award.

### D. \$20,000 and More

Whenever possible, departments are required to obtain at least three (3) closed sealed bids. Each bid should be kept on file.

Departments are required to provide written specifications according to Section 2.5 of this Policy.

Notification of bid specification availability must be advertised at least one time in the Tuscola County Advertiser. (For certain projects, advertising in additional newspapers may be conducted). (If certain brands of computer or other equipment are specified and if it is known that said brands are not available in Tuscola County, then newspaper advertising is not required).

All bids are to be submitted to the Full Board of Commissioners for opening and bid award.

Because bids in this category have to be closed sealed bids, faxed bids will not be accepted.

2.15Disclaimer: Tuscola County reserves the right to reject any and all bids and choose the bid that is in the best interests of the County. Any vendor or parties who bid under this Policy are doing so of their own free will and without liability to the County

A bid may be awarded to a higher bidder for reasons such as, but not limited to: quality, service, reliability, convenience, dependability, etc.

2.16NACO Purchasing: If in his or her discretion, the Tuscola County Controller can obtain goods at a lower price through participation in the

## PURCHASING POLICY

National Association of Counties' ("NACO") purchasing program, the Tuscola County Controller may purchase goods pursuant to that program. The Controller is also authorized to execute any agreements or forms necessary to facilitate the County's participation in the NACO purchasing program, provided such participation does not obligate the County to purchase goods exclusively through that program for any length of time beyond the immediate transaction involved and the particular purchase is within appropriations adopted in the County's General Appropriations Act or other conditions imposed upon the Controller by the Board.

- 2.17 State Bidding Requirement - \$20,000 or More: See attached resolution regarding honoring State of Michigan requirement to bid projects of \$20,000 or more.

Tuscola County  
REQUEST FOR PROPOSAL  
FOR  
THIRD PARTY ADMINISTRATOR  
May 30, 2024

**Request for proposal  
REQUEST FOR Third Party Administrator  
for CDBG Housing Improving Local Livability (CHILL) Grant**

I. INTRODUCTION

**A. General Information**

Tuscola County is accepting proposals for Third Party Management (TPA) and administrative services for a proposed Community Development Block Grant CHILL Grant (CDBG Housing Initiatives Local Livability), funded by the Michigan State Housing Development Authority (MSHDA).

Tuscola County has submitted an application for \$500,000 for homeowner rehab and will award a fixed-sum contract subject to approval by the County and funding from MSHDA.

Please review the MSHDA-CHILL website for an overview of the program:  
<https://www.michigan.gov/mshda/neighborhoods/cdbg-chill>

Tuscola County is requesting proposals from qualified firms or individuals, hereinafter referred to as “contractor”, for a third party administrator. The proposed contract would start on July 11, 2024.

There is no expressed or implied obligation for the County to reimburse responding contractors for any expenses incurred in preparing proposals in response to this request.

To be considered, three (3) copies of a proposal must be received at the Controller/Administrator’s Office, 125 W. Lincoln St., Caro, Michigan 48723 by 4:00 P.M. on Wednesday, July 3, 2024. The County reserves the right to reject any or all proposals submitted.

During the evaluation process, the County reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the County, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal

submitted and confirmed in the contract between the County and the contractor selected.

The responsible third party administrator whose proposal will be most advantageous to the County will be selected. It is anticipated the selection of a Third Party Administrator will be completed by **Thursday, July 11, 2024**.

## **B. Term of Engagement**

This proposal is for the term of one (1) year, with an option at the County's discretion to extend additional years if such an offer was valuable to the County. Some proposers may wish to extend a contract offer with a greater cost savings for the subsequent years. Ultimately, the County will decide what length a contract will be.

## **C. Scope of Work to be Performed**

- Assisting the County and the MSHDA with the grant administration of the CDBG project. The MSHDA provides the administrative funding for the TPA to assist the local unit of government and the MSHDA with administration of a CDBG project.
- If the Determination Level for Environmental Review is Exempt, Categorically Excluded Not Subject To 58.5, or Categorically Excluded Subject to 58.5, the County may complete, or the experienced Third-Party Administrator may assist the UGLG in the preparation of necessary SHPO (if applicable) and Environmental Review documentation.
- If the Environmental Review level is determined to be an Environmental Assessment or an Environmental Impact Statement, all Environmental Review documentation must be created by a qualified SHPO and qualified Consulting Agency (refer to Pre-Qualified List of environmental consultants found in 11-B Sample Exempt RFP Scope of Work), collected by the County and Third-Party Administrator.
- Assist the County in providing documentation to CDBG Program Specialist for environmental release of funds for the awarded project.
- If the Scope changes for a project, assist the County in creating Environmental Review Amendment materials for review by the CDBG Specialist.
- Provide required procurement reports and assist the County in obtaining approvals from the MSHDA as appropriate.
- Collect and File procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.



- Collect and file contract agreements between UGLG and the Selected Contractor. Collect and file insurance documentation related to the selected contractor.
- Provide SAM and HUD Limited Deniability Checks related to selected contractor.
- Collect and File Section 3 documentation, if applicable.

**Non-Davis Bacon Projects:**

- A. Assist project architect or engineer in bid document preparation to ensure bid specification documentation is consistent with state and federal regulations.
- B. Review Contractor Payment Application materials and ensure that Supplies and Labor Amounts are present on all categories for reimbursement.
- C. File contractor clearances, specific to applicable Lead and Asbestos Abatement
- D. Monitor administrative paperwork to ensure compliance with equal opportunity, labor provisions, and Section 3 requirements.
- E. File any inspection reports related to the project.

**Davis-Bacon Projects:**

- A. Assist project architect or engineer in bid document preparation consistent with state and federal regulations.
- B. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- C. Review construction contracts to ensure they comply with state and federal regulations. Examples of regulations include the following: Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 504, etc.
- D. File contractor clearance(s), specific to applicable Lead and Asbestos Abatement.
- E. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s) with wage and fringe benefit information. Review payroll documents to ensure the following supplemental documents are provided, if applicable: Apprentice Compliance, Independent Contractors, Payroll Restitution.
- F. Conduct on-site interviews and compare the results with the appropriate payrolls.
- G. Monitor administrative paperwork to ensure compliance with equal opportunity, labor standards provisions, and Section 3 requirements. Grant Reporting Documentation. Prepare, receive, and submit signed grant reports from the UGLG. Those reports may include Audit Reports and Progress Reports.

**Payment Submittal.** Provide support documentation for Disbursement Requests.

Support documentation can include, but are not limited to the following:

- Disbursement Request Form (IGX)
- Invoices/Proof of Services detailing Labor and Supplies Amounts

- Contractor Statement or Contractor Waiver
- Payroll Deduction Authorization (as applicable)
- Record of Employee Interview (as applicable)
- SAM and HUD Deniability List Information for New Subcontractors on the Project
- Review Change Orders submitted by the UGLG

**Monitoring and Grant Closeout**

- A. Attend and Assist UGLG during the MSHDA's monitoring visit(s).
- B. Assist with close-out documentation

**National Objective Compliance, Surveys, and Income Verification Requirements**

- A. For housing projects: File the Certificate of Occupancy.
- B. Compliance, and Income Verification Reports.

**SUBMISSION OF PROPOSAL:**

Those interested in applying should have experience with CDBG and homeowner rehab. To be accepted, all proposals are to be submitted in a sealed package marked "Response to County of Tuscola Third Party Administrator for CHILL Grant". Proposals will include Letter of Interest, Resume, Rate charged for Services, and References. Please submit proposals to Neil Hammbacher, Controller/Administrator, by email at [nhammerbacher@tuscolacounty.org](mailto:nhammerbacher@tuscolacounty.org), or by mail at 125 W. Lincoln Street, Caro, MI 48723.

Proposals are due by **Wednesday, July 3, 2024 at 4:00 pm.**

Tuscola County reserves the right to accept or reject and or all proposals. The responsible Third-Party Administrator whose proposal will be most advantageous to Tuscola County will be selected.



## ADVISORIES

# Public-Private Partnerships (P3)

Before deciding to pursue or enter into a P3 agreement, the public entity should carefully analyze the potential P3 agreement, including all financial impacts.

*GFOA Advisories identify specific policies and procedures necessary to minimize a government's exposure to potential loss in connection with its financial management activities. It is not to be interpreted as GFOA sanctioning the underlying activity that gives rise to the exposure.*

Public Private Partnership (P3) Agreements are complex arrangements that use public and private sector resources to accomplish a stated goal. Many organizations have used P3 agreements successfully to gain access to capital, develop capital assets, provide services more efficiently, or provide large infusions of cash to help fund other organizational priorities. However, P3 agreements also contain varying degrees of risk, and some organizations have pursued projects that have been controversial and detrimental to the short-term and long-term fiscal health of the public sector entity. P3 agreements can leave the public entity exposed to fiscal and/or political fallout if proper due diligence does not occur, the private partner fails to perform, or if expected project outcomes do not happen. Careful planning and analysis is necessary with every P3 project. GFOA has developed resources for approaching P3 agreements in a structured way that mitigates risk and improves prospects for long-term success.

Organizations, and especially the finance officer, must understand what is at stake and make informed, strategic decisions on whether or not to pursue P3 opportunities. Finance officers

should be involved throughout the process of a public entity's consideration of potential P3 opportunities. Not fully understanding the overall financial implications, including what the public entity may forfeit, can result in P3 agreements that may not serve the public interest or be detrimental to the long-term financial health of the organization.

Before deciding to pursue or enter into a P3 agreement, the public entity should carefully analyze the potential P3 agreement, including all financial impacts. The list of key considerations below has been developed to help the public entity decide whether or not to pursue a P3 opportunity.<sup>1</sup>

1. Legal Authority of P3. Does the public entity have the legal and regulatory capacity, including approval from any applicable oversight body, to enter into processes that result in a P3 agreement? Also, does the public entity's contracting/procurement policies or requirements provide for how to handle the proposed P3?
2. Justification for the Project. Does the project address a public priority and is the P3 project consistent with the overall strategic, master plans and financial policies of the organization?
3. Competition. Will the potential P3 opportunity be open to competition? What is the expectation for competition in determining the best private partner? Otherwise, is there justification to support a non-competitive process? Also, has the financial, risk and legal analysis of the project been compared to a public-sector alternative?
4. Expected Project Revenue. If the P3 opportunity involves an upfront payment by the private partner in exchange for operation of a public asset, has the public entity evaluated and prioritized how to use project proceeds?
5. Independent Analysis. Has the public entity or an independent third party analyzed the P3 opportunity to verify revenue projections, demand and other assumptions used in the P3 evaluation?
6. Method for Performance Monitoring. Is there a proper management structure in place and within the proposed agreement in the event that anticipated/expected results are not achieved? How will performance be monitored against expected results and who will

have this responsibility? Will there be check-in milestones, executive reporting and service-level targets in place to monitor and report performance of the project?

7. Flexibility During the P3 Term. Does the expected term of the P3 agreement limit the public entity's flexibility in responding to changing demographics or other circumstances? Does the P3 agreement limit the public entity's flexibility to make certain decisions about service provision in the future? Does the public entity have the ability to renegotiate the agreement?
8. Project Risks. Are project risks and risk transfer elements clearly articulated and understood by all key stakeholders? Is the public entity responsible for any costs should the private entity not perform?
9. Transaction Costs. Does the project proposal contain a comprehensive and realistic statement of transaction costs? Do expected transaction costs limit project benefits? Often, for smaller organizations and smaller projects, the time and costs associated with negotiating and finalizing a P3 agreement can limit the potential benefits from the project.
10. Bond Rating Impact. What are the potential positive or negative bond rating impacts on the public entity? Are municipal payments treated as operational expenses or debt service in a flow of funds?
11. Public Participation and Disclosure. Have appropriate public outreach mechanisms (such as community meetings, informational newsletters, and other communications or actions as may be required by law) been met to provide transparency and feedback?
12. Availability of Assistance. Do external resources such as professional associations, state agencies or non-profit organizations exist to support and assist the public entity with the consideration, process and/or drafting of the agreement? P3 agreements are typically complex and will require access to specialized financial, legal or technical skill sets. Many smaller governments may also lack the resources necessary to ensure adequate, independent analysis and due diligence when evaluating potential opportunities.

Notes:

1 Note: this list is not intended to serve as a comprehensive analysis of all P3 terms and features, but as a listing of common risks and areas of focus.

## RESPONSIBLE PARTIES - ROLES AND RESPONSIBILITIES

### MATERIALS MANAGEMENT PLAN (MMP) PARTIES AND GENERAL RESPONSIBILITIES:

- The County Board of Commissioners or elected county executive, municipalities within the county, or the regional planning agency may assume responsibility for a planning area. This responsible entity becomes the CAA.
- The CAA will appoint a DPA to develop the MMP.
- The CAA will also appoint an MMPC to identify planning area priorities and direct the DPA for MMP preparation.

### COUNTY BOARD OF COMMISSIONERS (BOC) DUTIES:

- Receives the request from EGLE to prepare an MMP.
- May file the Notice of Intent (NOI) to prepare the MMP or decline to prepare the MMP.
- If the BOC declines preparation of the MMP, they shall advise the municipalities and the Regional Planning Agency (RPA) of their decision.
- Receives MMP grant money from EGLE and distributes it to the CAA.
- Automatically responsible for Plan implementation, if EGLE prepares the MMP.

**NOTE.** If the BOC declines to submit the NOI, the municipalities or RPA can request an extension to allow the parties an opportunity to determine who will file the NOI. If an NOI is not filed, EGLE may prepare the MMP.

### COUNTY APPROVAL AGENCY DUTIES:

- Serves as the primary responsible party.
- Responsible for MMP implementation.
- Consults with adjacent counties regarding interest in preparing a multicounty MMP.
- Appoints the DPA.
- Appoints an MMPC.
- Oversees the creation and implementation of the DPA's work program.
- Utilizes the MMP Grant funds for MMP development and implementation.
- Approves the MMP prior to municipal approval.
- Approves MMP modifications, if needed.
- Certifies to the Department the progress toward meeting all components of its materials management goals.



Tuscola County

Neil Hammerbacher <nhammerbacher@tuscolacounty.org>

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**CAA**

1 message

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**Mike Miller** <mmiller@tuscolacounty.org>

Tue, May 28, 2024 at 4:17 PM

To: Neil Hammerbacher <nhammerbacher@tuscolacounty.org>

Hi Neil,

Here is the wording from EGLE, it could be a resolution but meeting minutes work as well.

\* 9. Documentation of Acceptance.

Please upload resolution and/or official meeting minutes of entity agreeing to accept CAA responsibility. This may include meeting minutes, agreements, resolutions, and/or other documentation.





MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

May 22, 2024

Undersheriff Robert Baxter  
Tuscola County  
420 Court St  
Caro, MI 48723

**RE: Grant Funding – Requirements for Reimbursement**

Dear Undersheriff Baxter,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your In Car Camera project was approved. The Membership Committee authorized 50% funding up to a maximum of \$16,000 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Tuscola County of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Tuscola County remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 11/30/2024.**

Sincerely,

*Cara L. Ceci*

Cara Ceci, ARM, CPCU  
Member Resources Manager

CC/sp

cc: Neil Hammerbacher  
MMRMA Risk Manager



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

## RAP/CAP GRANT REIMBURSEMENT PROCEDURE

Once RAP/CAP grant funding is approved, the following documents are required for submission to MMRMA in order to process your grant payment:

- Copies of all invoices associated with the project. Invoices should provide enough detail to allow for verification of purchases to the specific item(s) for which the grant funds were approved.
- Proof of payment associated with each invoice.
  - ACCEPTABLE PROOFS OF PAYMENT INCLUDE:
    - Check: Copy of Cancelled Check indicating Payer, Payee, and amount paid that can be cross-referenced to detailed invoices.
    - ACH/EFT payment: Copy of processed ACH/EFT payment/receipt indicating Payer, Payee, and amount paid that can be cross-referenced to detailed invoices.
    - Credit Card payment: Copy of credit card statement/receipt indicating Payer, Vendor, and amount paid that can be cross-referenced to detailed invoices.
    - PayPal payment: Copy of PayPal statement/receipt indicating Payer, Vendor, and amount paid that can be cross-referenced to detailed invoices.
    - Vendor Receipt: Receipt must indicate Payer, amount paid, and amount paid that can be cross-referenced to detailed invoices.
  - Proofs of payment must match invoice amounts. If multiple payments to a vendor are included in one check or other form of payment, a financial breakdown/reconciliation of individual amounts included with the payment must be provided.
  - INVOICES STAMPED “PAID,” PURCHASE ORDERS, ACCOUNTING SOFTWARE PAYMENT PRINTSCREENS, OR SCREEN SHOTS OF JOURNAL ENTRIES DO NOT CONSTITUTE A PROOF OF PAYMENT.
- **\*Projects Involving Training\*** In addition to invoices and proofs of payment regarding tuition expenses as indicated above, certificates of completion and test scores (when applicable) must also be submitted.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Please send documentation to:

Sarah Pogorzelski, Membership Services Associate  
spogorzelski@mmrma.org  
FAX – 734-513-0318

TUSCOLA COUNTY  
JOURNAL ENTRY  
JE: 22041

Post Date: 05/30/2024  
Entry Date: 05/28/2024  
Description: 5-30-2024 FOR IN-CAR CAMERAS

Entered By: TCACHAMMN  
Journal: BA

GL #	Description	Increase/ (Decrease)
207-309-502.000	MMRMA GRANT - RAP	16,000.00
207-309-971.000	PORTABLE RADIOS/IN-CAR CAMERAS	174,500.00
	Revenue Change:	16,000.00
	Expenditure Change:	174,500.00
	Budgeted Change To Fund Balance:	(158,500.00)

APPROVED BY: \_\_\_\_\_



**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

Q-502549-45323.626KB

Issued: 02/01/2024

Quote Expiration: 04/01/2024

Estimated Contract Start Date: 06/01/2024

Account Number: 125330

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Tuscola County Sheriff's Office - MI 420 Court St Caro, MI 48723-1606 USA	Tuscola County Sheriff's Office - MI 420 Court St Caro MI 48723-1606 USA Email:	Kyle Brennan Phone: Email: kybrennan@axon.com Fax:	Ted Hull Phone: (989) 673-8161 Email: thull@tuscolacounty.org Fax:

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### Quote Summary

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$174,470.24</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$174,470.24</b>

### Discount Summary

Average Savings Per Year	\$3,371.30
<b>TOTAL SAVINGS</b>	<b>\$16,856.48</b>

### Payment Summary

Date	Subtotal	Tax	Total
May 2024	\$34,894.04	\$0.00	\$34,894.04
May 2025	\$34,894.05	\$0.00	\$34,894.05
May 2026	\$34,894.05	\$0.00	\$34,894.05
May 2027	\$34,894.05	\$0.00	\$34,894.05
May 2028	\$34,894.05	\$0.00	\$34,894.05
<b>Total</b>	<b>\$174,470.24</b>	<b>\$0.00</b>	<b>\$174,470.24</b>

Quote List Price:

\$191,326.72

Quote Subtotal:

\$174,470.24

### Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Term	Qty	List Price	Net Price	Subtotal	Tax	Total
<b>Fleet 3 Basic + TAP</b>								
72048	AXON FLEET 3 - SIM INSERTION - ATT		16	\$15.00	\$15.41	\$246.56	\$0.00	\$246.56
70112	AXON SIGNAL - SIGNAL UNIT		16	\$279.00	\$286.62	\$4,585.92	\$0.00	\$4,585.92
72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT		16	\$2,695.00	\$1,388.58	\$22,217.28	\$0.00	\$22,217.28
80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	60m	16	\$1,354.20	\$1,391.17	\$22,258.72	\$0.00	\$22,258.72
73391	AXON FLEET 3 - DEPLOYMENT (PER VEHICLE)		16	\$1,700.00	\$1,746.41	\$27,942.56	\$0.00	\$27,942.56
80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	60m	32	\$1,152.00	\$1,183.45	\$37,870.40	\$0.00	\$37,870.40
72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT		16	\$3,058.00	\$3,141.49	\$50,263.84	\$0.00	\$50,263.84
80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	49m	16	\$65.17	\$66.95	\$1,071.20	\$0.00	\$1,071.20
80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	49m	16	\$487.55	\$500.86	\$8,013.76	\$0.00	\$8,013.76
<b>Total</b>						<b>\$174,470.24</b>	<b>\$0.00</b>	<b>\$174,470.24</b>

## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
Fleet 3 Basic + TAP	70112	AXON SIGNAL - SIGNAL UNIT	16		05/01/2024
Fleet 3 Basic + TAP	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	16		05/01/2024
Fleet 3 Basic + TAP	72048	AXON FLEET 3 - SIM INSERTION - ATT	16		05/01/2024
Fleet 3 Basic + TAP	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	16		05/01/2029

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic + TAP	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	16		
Fleet 3 Basic + TAP	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	32		

### Services

Bundle	Item	Description	QTY
Fleet 3 Basic + TAP	73391	AXON FLEET 3 - DEPLOYMENT (PER VEHICLE)	16

### Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic + TAP	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	16		
Fleet 3 Basic + TAP	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	16		

## Shipping Locations

Location Number	Street	City	State	Zip	Country
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## Payment Details

### May 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	70112	AXON SIGNAL - SIGNAL UNIT	16	\$917.18	\$0.00	\$917.18
Year 1	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 1	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	16	\$4,443.46	\$0.00	\$4,443.46
Year 1	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 1	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	16	\$10,052.77	\$0.00	\$10,052.77
Year 1	72048	AXON FLEET 3 - SIM INSERTION - ATT	16	\$49.31	\$0.00	\$49.31
Year 1	73391	AXON FLEET 3 - DEPLOYMENT (PER VEHICLE)	16	\$5,588.51	\$0.00	\$5,588.51
Year 1	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	16	\$214.24	\$0.00	\$214.24
Year 1	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	16	\$4,451.74	\$0.00	\$4,451.74
Year 1	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	32	\$7,574.08	\$0.00	\$7,574.08
Year 1	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 1	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	16	\$1,602.75	\$0.00	\$1,602.75
<b>Total</b>				<b>\$34,894.04</b>	<b>\$0.00</b>	<b>\$34,894.04</b>

### May 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	70112	AXON SIGNAL - SIGNAL UNIT	16	\$917.18	\$0.00	\$917.18
Year 2	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 2	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	16	\$4,443.46	\$0.00	\$4,443.46
Year 2	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 2	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	16	\$10,052.78	\$0.00	\$10,052.78
Year 2	72048	AXON FLEET 3 - SIM INSERTION - ATT	16	\$49.31	\$0.00	\$49.31
Year 2	73391	AXON FLEET 3 - DEPLOYMENT (PER VEHICLE)	16	\$5,588.51	\$0.00	\$5,588.51
Year 2	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	16	\$214.24	\$0.00	\$214.24
Year 2	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	16	\$4,451.74	\$0.00	\$4,451.74
Year 2	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	32	\$7,574.08	\$0.00	\$7,574.08
Year 2	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 2	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	16	\$1,602.75	\$0.00	\$1,602.75
<b>Total</b>				<b>\$34,894.05</b>	<b>\$0.00</b>	<b>\$34,894.05</b>

### May 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	70112	AXON SIGNAL - SIGNAL UNIT	16	\$917.18	\$0.00	\$917.18
Year 3	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 3	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	16	\$4,443.46	\$0.00	\$4,443.46
Year 3	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00



**May 2026**

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	16	\$10,052.78	\$0.00	\$10,052.78
Year 3	72048	AXON FLEET 3 - SIM INSERTION - ATT	16	\$49.31	\$0.00	\$49.31
Year 3	73391	AXON FLEET 3 - DEPLOYMENT (PER VEHICLE)	16	\$5,588.51	\$0.00	\$5,588.51
Year 3	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	16	\$214.24	\$0.00	\$214.24
Year 3	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	16	\$4,451.74	\$0.00	\$4,451.74
Year 3	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	32	\$7,574.08	\$0.00	\$7,574.08
Year 3	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 3	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	16	\$1,602.75	\$0.00	\$1,602.75
<b>Total</b>				<b>\$34,894.05</b>	<b>\$0.00</b>	<b>\$34,894.05</b>

**May 2027**

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	70112	AXON SIGNAL - SIGNAL UNIT	16	\$917.18	\$0.00	\$917.18
Year 4	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 4	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	16	\$4,443.46	\$0.00	\$4,443.46
Year 4	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 4	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	16	\$10,052.78	\$0.00	\$10,052.78
Year 4	72048	AXON FLEET 3 - SIM INSERTION - ATT	16	\$49.31	\$0.00	\$49.31
Year 4	73391	AXON FLEET 3 - DEPLOYMENT (PER VEHICLE)	16	\$5,588.51	\$0.00	\$5,588.51
Year 4	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	16	\$214.24	\$0.00	\$214.24
Year 4	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	16	\$4,451.74	\$0.00	\$4,451.74
Year 4	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	32	\$7,574.08	\$0.00	\$7,574.08
Year 4	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 4	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	16	\$1,602.75	\$0.00	\$1,602.75
<b>Total</b>				<b>\$34,894.05</b>	<b>\$0.00</b>	<b>\$34,894.05</b>

**May 2028**

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	70112	AXON SIGNAL - SIGNAL UNIT	16	\$917.18	\$0.00	\$917.18
Year 5	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 5	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	16	\$4,443.46	\$0.00	\$4,443.46
Year 5	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 5	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	16	\$10,052.78	\$0.00	\$10,052.78
Year 5	72048	AXON FLEET 3 - SIM INSERTION - ATT	16	\$49.31	\$0.00	\$49.31
Year 5	73391	AXON FLEET 3 - DEPLOYMENT (PER VEHICLE)	16	\$5,588.51	\$0.00	\$5,588.51
Year 5	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	16	\$214.24	\$0.00	\$214.24
Year 5	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	16	\$4,451.74	\$0.00	\$4,451.74
Year 5	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	32	\$7,574.08	\$0.00	\$7,574.08
Year 5	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	0	\$0.00	\$0.00	\$0.00
Year 5	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	16	\$1,602.75	\$0.00	\$1,602.75
<b>Total</b>				<b>\$34,894.05</b>	<b>\$0.00</b>	<b>\$34,894.05</b>

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

## Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

2/11/2024





MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

May 22, 2024

Undersheriff Robert Baxter  
Tuscola County  
420 Court St  
Caro, MI 48723

**RE: Grant Funding – Requirements for Reimbursement**

Dear Undersheriff Baxter,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your In Car Camera project was approved. The Membership Committee authorized 50% funding up to a maximum of \$16,000 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Tuscola County of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Tuscola County remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 11/30/2024.**

Sincerely,

*Cara L. Ceci*

Cara Ceci, ARM, CPCU  
Member Resources Manager

CC/sp

cc: Neil Hammerbacher  
MMRMA Risk Manager



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

**RAP/CAP GRANT REIMBURSEMENT PROCEDURE**

Once RAP/CAP grant funding is approved, the following documents are required for submission to MMRMA in order to process your grant payment:

- Copies of all invoices associated with the project. Invoices should provide enough detail to allow for verification of purchases to the specific item(s) for which the grant funds were approved.
- Proof of payment associated with each invoice.
  - ACCEPTABLE PROOFS OF PAYMENT INCLUDE:
    - Check: Copy of Cancelled Check indicating Payer, Payee, and amount paid that can be cross-referenced to detailed invoices.
    - ACH/EFT payment: Copy of processed ACH/EFT payment/receipt indicating Payer, Payee, and amount paid that can be cross-referenced to detailed invoices.
    - Credit Card payment: Copy of credit card statement/receipt indicating Payer, Vendor, and amount paid that can be cross-referenced to detailed invoices.
    - PayPal payment: Copy of PayPal statement/receipt indicating Payer, Vendor, and amount paid that can be cross-referenced to detailed invoices.
    - Vendor Receipt: Receipt must indicate Payer, amount paid, and amount paid that can be cross-referenced to detailed invoices.
  - Proofs of payment must match invoice amounts. If multiple payments to a vendor are included in one check or other form of payment, a financial breakdown/reconciliation of individual amounts included with the payment must be provided.
  - INVOICES STAMPED "PAID," PURCHASE ORDERS, ACCOUNTING SOFTWARE PAYMENT PRINTSCREENS, OR SCREEN SHOTS OF JOURNAL ENTRIES DO NOT CONSTITUTE A PROOF OF PAYMENT.
- \*Projects Involving Training\*** In addition to invoices and proofs of payment regarding tuition expenses as indicated above, certificates of completion and test scores (when applicable) must also be submitted.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Please send documentation to:

Sarah Pogorzelski, Membership Services Associate  
spogorzelski@mmrma.org  
FAX – 734-513-0318

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024		YTD BALANCE	ACTIVITY FOR
		12/31/2023	ORIGINAL	2024	05/31/2024	MONTH 05/31/2024
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 207 - ROAD PATROL						
Revenues						
Dept 309 - ROAD PATROL						
207-309-402.000	CURRENT/DEL/INDUST. TAX	2,299,155.50	2,451,331.00	2,451,331.00	2,449,574.78	(1,537.16)
207-309-402.891	CURRENT TAX WIND REVENUE	487,513.93	460,633.00	460,633.00	460,859.57	0.00
207-309-501.000	BULLET PROOF VEST GRANT (DOJ)	1,380.00	2,980.00	2,980.00	0.00	0.00
207-309-502.000	MMRMA GRANT - RAP	2,000.00	0.00	16,000.00	0.00	0.00
207-309-642.000	WEAPON SALES-ROAD	0.00	5,000.00	5,000.00	0.00	0.00
207-309-646.000	AUCTION SALES	2,859.05	30,000.00	30,000.00	0.00	0.00
207-309-665.000	INTEREST EARNED	83,018.89	67,000.00	67,000.00	20,251.34	0.00
207-309-676.000	REIMBURSEMENTS	57,691.92	15,000.00	24,405.00	27,955.60	2,176.75
207-309-676.300	REIMBURSEMENT WATERTOWN TWP	39,589.42	40,000.00	40,000.00	21,262.46	5,407.52
Total Dept 309 - ROAD PATROL		2,973,208.71	3,071,944.00	3,097,349.00	2,979,903.75	6,047.11
Dept 321 - ALCOHOL ENFORCEMENT						
207-321-575.000	LIQUOR LICENSE FEES ACT 58	6,233.70	7,000.00	7,000.00	2,747.25	2,733.50
Total Dept 321 - ALCOHOL ENFORCEMENT		6,233.70	7,000.00	7,000.00	2,747.25	2,733.50
TOTAL REVENUES		2,979,442.41	3,078,944.00	3,104,349.00	2,982,651.00	8,780.61
Expenditures						
Dept 309 - ROAD PATROL						
207-309-703.000	SALARIES SUPERVISION	43,342.21	43,318.00	43,318.00	16,302.19	1,372.82
207-309-704.000	SALARIES PERMANENT	1,163,145.75	1,469,352.00	1,469,352.00	483,685.00	37,752.89
207-309-704.010	SHERIFF ROAD/SHIFT PREMIUM	5,745.07	5,000.00	5,000.00	2,301.72	202.39
207-309-704.020	HEALTH INSURANCE INCENTIVE	3,361.43	4,000.00	4,000.00	1,922.96	184.62
207-309-704.030	DISABILITY PLAN	8,333.76	12,355.00	12,355.00	4,477.67	910.82
207-309-704.040	UNUSED SICK/VAC TIME PAYOUT	11,732.05	7,593.00	7,593.00	0.00	0.00
207-309-704.050	SICK/VAC PAYOUT	169.47	40,000.00	40,000.00	759.42	0.00
207-309-705.000	SALARIES - PT/TEMP	3,491.90	21,410.00	21,410.00	2,412.51	250.40
207-309-706.000	SALARIES OVERTIME	126,509.27	140,000.00	140,000.00	46,720.98	4,037.53
207-309-706.300	OVERTIME - WATERTOWN TWP	23,898.65	40,000.00	40,000.00	10,559.49	502.97
207-309-710.000	WORKERS COMPENSATION	26,039.95	44,346.00	44,346.00	17,716.34	3,364.36
207-309-711.000	HEALTH & DENTAL INSURANCE	348,642.37	434,039.00	434,039.00	146,305.16	0.00
207-309-715.000	F.I.C.A.	106,042.74	117,357.00	117,357.00	43,030.95	3,670.86
207-309-717.000	LIFE INSURANCE	693.75	815.00	815.00	309.16	61.79
207-309-718.000	RETIREMENT	158,274.08	277,344.00	277,344.00	129,006.62	23,712.58
207-309-718.100	POB IN LIEU OF RETIREMENT	61,246.54	72,615.00	72,615.00	29,941.64	5,939.43
207-309-718.300	NATIONWIDE EMPLOYER EXPENSE	0.00	0.00	0.00	4,913.29	802.40
207-309-719.000	UNEMPLOYMENT COMPENSATION	1,410.15	0.00	0.00	0.00	0.00
207-309-727.000	SUPPLIES, PRINTING & POSTAGE	9,246.31	7,000.00	7,000.00	1,571.92	204.24
207-309-742.000	TIRES/REGISTRATION	9,084.80	10,000.00	10,000.00	2,961.37	0.00
207-309-746.000	UNIFORM & ACCESSORIES	20,584.70	17,000.00	17,000.00	3,874.37	0.00
207-309-747.000	GAS,OIL, GREASE, ETC.	51,270.91	55,000.00	55,000.00	18,702.73	4,839.92
207-309-801.010	BACKGROUND INVESTIGATIONS	1,200.00	1,000.00	1,000.00	400.00	100.00
207-309-802.000	LEGAL/PROF SERVICES	12,804.06	10,000.00	10,000.00	991.22	0.00
207-309-809.000	MEMBERSHIPS & SUPSCRIPTIONS	5,550.82	6,000.00	6,000.00	518.12	0.00
207-309-814.000	LAUNDRY - EMPLOYEE	4,248.12	8,000.00	8,000.00	1,176.08	0.00
207-309-818.000	IMPOUNDING COSTS	0.00	2,000.00	2,000.00	523.00	523.00
207-309-835.000	HEALTH SERVICES	1,700.00	2,500.00	2,500.00	175.23	175.23
207-309-835.010	HEALTH SERVICES BLOOD ALCOHOL	3,349.37	3,000.00	3,000.00	455.47	61.41
207-309-851.000	TELEPHONE	659.96	660.00	660.00	274.99	55.00
207-309-851.010	CELLULAR PHONES/AIRCARDS	7,725.17	10,000.00	10,000.00	3,128.70	625.56

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024		YTD BALANCE	ACTIVITY FOR
		12/31/2023	ORIGINAL	2024	05/31/2024	MONTH 05/31/2024
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 207 - ROAD PATROL						
Expenditures						
207-309-861.000	TRAVEL	0.00	300.00	300.00	51.00	0.00
207-309-901.000	ADVERTISING	0.00	2,000.00	2,000.00	0.00	0.00
207-309-910.000	INSURANCE & BONDS	21,736.98	70,854.00	70,854.00	0.00	0.00
207-309-931.000	K-9 COST	70,397.19	10,000.00	10,000.00	4,273.15	194.55
207-309-932.000	EQUIPMENT REPAIR & MAINTANCE	91,742.09	30,765.00	30,765.00	6,139.12	0.00
207-309-933.000	VEHICLE REPAIR & MAINTENANCE	27,073.26	25,000.00	25,000.00	5,227.50	1,179.99
207-309-934.000	OFFICE EQUIPMENT REPAIR & MAIN	8,484.85	14,357.00	14,357.00	1,295.98	0.00
207-309-935.000	CLEMIS SOFTWARE	19,631.51	15,000.00	15,000.00	3,285.00	0.00
207-309-942.000	EQUIPMENT RENTAL	3,336.84	6,500.00	6,500.00	1,075.59	241.38
207-309-957.000	EMPLOYEE TRAINING	29,282.84	25,000.00	25,000.00	6,634.89	922.04
207-309-957.100	ACADEMY TRAINING	35,667.00	35,000.00	43,921.00	21,129.80	4,693.07
207-309-964.000	REFUNDS & REBATES	1,192.93	200.00	200.00	0.00	0.00
207-309-970.000	COMPUTERS	139.98	57,500.00	57,500.00	52,603.61	0.00
207-309-971.000	PORTABLE RADIOS/IN-CAR CAMERAS	82,855.40	17,786.00	192,286.00	500.00	0.00
207-309-975.000	FIREARMS AND AMMO	2,019.48	10,000.00	10,000.00	4,420.72	90.03
207-309-981.000	VEHICLES	122,343.55	150,000.00	150,000.00	110,148.14	103,158.00
207-309-999.101	INDIRECT COST GF	59,488.00	55,297.00	55,297.00	27,648.50	0.00
Total Dept 309 - ROAD PATROL		2,794,895.26	3,387,263.00	3,570,684.00	1,219,551.30	199,829.28
Dept 321 - ALCOHOL ENFORCEMENT						
207-321-704.010	LIQUOR LAW/SHIFT PREMIUM	6.47	17.00	17.00	0.00	0.00
207-321-704.030	DISABILITY PLAN	0.00	58.00	58.00	0.00	0.00
207-321-706.000	SALARIES OVERTIME	4,471.22	27,414.00	27,414.00	1,307.01	0.00
207-321-710.000	WORKERS COMPENSATION	90.13	100.00	100.00	39.20	39.20
207-321-715.000	F.I.C.A.	339.74	2,098.00	2,098.00	99.55	0.00
207-321-717.000	LIFE INSURANCE	0.00	10.00	10.00	0.00	0.00
207-321-718.000	RETIREMENT	442.07	461.00	461.00	108.27	108.27
207-321-718.100	POB IN LIEU OF RETIREMENT	209.64	287.00	287.00	115.31	115.31
207-321-718.300	NATIONWIDE EMPLOYER EXPENSE	0.00	0.00	0.00	5.39	0.00
Total Dept 321 - ALCOHOL ENFORCEMENT		5,559.27	30,445.00	30,445.00	1,674.73	262.78
TOTAL EXPENDITURES		2,800,454.53	3,417,708.00	3,601,129.00	1,221,226.03	200,092.06
Fund 207 - ROAD PATROL:						
TOTAL REVENUES		2,979,442.41	3,078,944.00	3,104,349.00	2,982,651.00	8,780.61
TOTAL EXPENDITURES		2,800,454.53	3,417,708.00	3,601,129.00	1,221,226.03	200,092.06
NET OF REVENUES & EXPENDITURES		178,987.88	(338,764.00)	(496,780.00)	1,761,424.97	(191,311.45)
BEG. FUND BALANCE		2,132,035.81	2,311,023.69	2,311,023.69	2,311,023.69	
END FUND BALANCE		2,311,023.69	1,972,259.69	1,814,243.69	4,072,448.66	

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05.28.2024

**Tuscola County School Safety Initiative**

For: Tuscola County School Safety Initiative

Project item description

Item Number	Description	Price	Quantity	Amount
APX 1500 Mobile Radios	School Security Enhancement Package	\$5,129	32	\$ 164,128.00
	AES Encryption			\$ -
	5 Year Essential Service			\$ -
	Programming and Install Services			\$ -
	If awarded TCCD will match 25% as required			\$ (41,032.00)
				\$ -
				\$ -
	<b>Total items: 5</b>		<b>Subtotal</b>	<b>\$ 123,096.00</b>

Sales Tax Rate: 6% on cost of entire project

Sales Tax	\$ -
Less Deposit Received	
Invoice Total	\$ 123,096.00

Existing purchase discounts may be applied at time of purchase.

**Tuscola County Central Dispatch**



**COMPUTER RESOURCES ACCEPTABLE USE POLICY**  
**Adopted 7/13/04 – Amended 5/28/2024**

**1. PURPOSE**

1.1 To adopt and enforce a policy that addresses the acceptable use of computer resources (user ID's, passwords, access privileges, computers, servers, peripherals, hardware, applications, programs, software, data, files, information, internet, email, communications, Local Area Network, Wide Area Network) at Tuscola County.

1.2 To assure that Tuscola County computer resources are utilized for the business of government work as it relates to a user's job function.

1.3 To protect the users and the computer resources of Tuscola County from illegal or damaging actions by individuals, either knowingly or unknowingly. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

1.4 This policy will be presented to all employees upon acceptance of employment. This policy will be disseminated to all County workstation desktops.

**2. SCOPE**

2.1 This policy applies to employees, contractors, consultants, temporaries, and other workers at Tuscola County, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Tuscola County.

**3. POLICY**

3.1 It is the policy of the Tuscola County Information Systems (I.S.) Department to not actively monitor the content of a user's Personal Computer (PC). However, any computer resource within the scope of responsibility of the I.S. Department may be monitored and/or audited when it is deemed appropriate. Data created on any I.S. equipment, software or network is property of Tuscola County.

3.2 Use of computer resources is restricted to the user's job function within County government.

3.3 Users are not permitted to share their login IDs and/or passwords, without authorization from the I.S. Department.

3.4 If a user suspects that an ID, password, or computer resource has been compromised or hacked, they must immediately notify the I.S. Department so that the appropriate action can be taken.

3.5 Users are not permitted to knowingly modify, delete, move, copy, or exchange any file/program/data/information that will harm or disrupt computer resources.

3.6 Users are not permitted to knowingly distribute viruses or exchange harmful programs/files.

3.7 The I.S. Department maintains the right to block access to any internet resource deemed inappropriate. Internet resources will be monitored and controlled.

3.8 Utilizing internet resources to access pornographic material, web surf, shop, game, play, streaming media, micro-blogging, gamble, chat, file share, peer-to-peer network (P2P), virtual private network (VPN), connect to non-County email systems, instant message, or any other inappropriate use is not permitted.

3.9 Users are not permitted to purchase, install, or dispose of any networking device, computer software/hardware, or peripheral equipment without authorization from the I.S. Department.

~~3.10 Users are not permitted to use their own personal software/hardware without authorization from the I.S. Department.~~

3.10 Users are not permitted to use non-I.S.-issued software/hardware on any network, with the exception of the Employee WiFi Network, which has no access to the core networks.

3.10b The Tuscola County WiFi Network is for Employees ONLY. Any observed access by visitors or the public must be reported to the I.S. Department immediately. Handing out the WiFi password to non-County Employees is strictly prohibited.

3.11 Any users initiating banking transfers on behalf of Tuscola County, must do so from I.S. approved device. This machine will be limited to only banking activity. Only authorized personnel will be given access to banking devices.

3.12 Users are not permitted to open, modify, delete, move, copy, or exchange any file/program/data/information that are not related to their job function within County government.

3.12.b Users who knowingly have access to data/programs/modules/information they are not authorized to access must report the inappropriate access immediately to their supervisor and the I.S. Department.

3.13 Users are not permitted to exchange, divulge, or grant access of any file/program/data/information with unknown sources or sources that have no direct working relationship with the function of the County government.

3.14 Users are not permitted to use computer resources to create, exchange, or display any harassing, offensive, pornographic, or other inappropriate material. This includes sending unsolicited bulk email, spam, and chain letters via email.

3.15 Users are not permitted to utilize computer resources for illegal purposes that are in violation of any federal, state, or local law.

3.16 Users are not permitted to utilize computer resources to violate any Tuscola County policy.

3.17 Violations of the rights of any person or company protected by copyright, trade secret, patent or intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Tuscola County are strictly prohibited.

3.18 Circumventing user authentication or security of any host, network, or account is strictly prohibited.

3.19 Use of non-county email services, such as AOL or Yahoo on Tuscola County's network is prohibited unless authorized by I.S. Any email conducted with the use of the @tuscolacounty.org domain, shall remain professional in manner and never for personal purposes. All email should be treated as public record.

3.20 Users must complete I.S.-approved Security Awareness Training at the time of employment and once a year. They are also subject to monthly phishing simulation emails performed by the IS department. It is the user's responsibility to ensure that this training is completed.

3.20b Users failing monthly phishing simulation emails must retake the Security Awareness Training within five working days of each instance of failing the simulation. If training is not completed within five working days, all network access will be revoked until training has been completed.

3.21 Any technology-based items not covered by the above policies are denied unless previously discussed and approved by the I.S. Department.

**NOTE:** Text in BLUE represents guidance points; text in BLACK represents example policy language. The [BLACK] text in parenthesis requires editing to your specific circumstances.

## I. POLICY

The [GOVERNMENTAL UNIT] will engage in purchasing activities that are fair and equitable, and which provide the maximum purchasing value for public funds. The [GOVERNMENT] will implement procedures designed to maintain a procurement system of quality and integrity. The provisions of this policy conform to the [GOVERNMENT'S] charter and applicable code, laws and regulations.

## II. STATUTORY REFERENCES

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the [GOVERNMENT] as the Board considers necessary and proper. See: MCL 46.11(m); Act 156 of 1981, as amended.

## III. PROCEDURE

### A. Operational Guidelines

1. It is the intent of this Policy to maximize the purchasing power and value of public funds through procurement policy that maintains a system of quality and integrity and promotes efficiency, effectiveness and equity in public purchasing. It is the goal of this Policy to recognize the obligation to the taxpayers to maximize the purchasing power of public funds to gain the best value for our residents. The [GOVERNMENT] will comply with all applicable federal and state laws concerning public purchasing.
2. Application
  - a. This Policy applies to the procurement of supplies, goods, equipment, services, and construction entered into by [GOVERNMENT] and its constituent departments and agencies, after the effective date of this Policy. It shall apply to every expenditure of public funds by [GOVERNMENT] irrespective of the source of the funds. When the procurement involves the expenditure of federal or state assistance or contract funds, the procurement shall be conducted in accordance with any applicable federal or state laws and regulations. Nothing in this Policy shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.
3. Administration
  - a. This Policy shall be administered by the Purchasing Division of the Fiscal Services Department. All formal solicitations are administered through the Purchasing Division of the Fiscal Services Department.

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### 4. Sales Tax Exemption

- a. The **[GOVERNMENT]** shall not be charged or pay sales tax. **[GOVERNMENT]**, as a Michigan Municipal Corporation, is exempt from sales tax as provided in Act 167 of Public Acts of 1933. MCL 205.54(7); MSA 7.525(4)(7), and the Michigan Sales and Use Tax Rule, 1979 MAC Rule 205.79, provide that sales to the United States government, the State of Michigan, and their political subdivisions, departments and institutions are not taxable when ordered on a Purchase Order and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed statement to the effect that the purchaser is a governmental entity. This position was affirmed by the Michigan Department of Treasury through its Revenue Administrative Bulletin 1990-32, approved on October 11, 1990.
- b. The issuance of an **[GOVERNMENT]** Purchase Order or a Michigan Sales Tax Exemption Certificate does not, by itself, mandate the seller to exempt the sale. Therefore, all departments, divisions, and Elected Officials shall utilize **[GOVERNMENT's]** Purchase Order and accounts payable system to the fullest extent possible when purchasing and paying for tangible personal property while still adhering to the other provisions within this Purchasing Policy.

### 5. Emergency Purchases

- a. Whenever there is an imminent threat to the public health, safety or welfare of the **[GOVERNMENT]** or its citizens, the Chairman of the Board of Commissioners or the **[GOVERNMENT]** Administrator, in his/her absence, may authorize the award of a contract, utilizing competition as may be practical and reasonable under the circumstances, for the emergency purchase of supplies, materials, equipment, services or construction. Such purchase must be reported to the **[GOVERNMENT]** Commissioners as soon as possible, under the provisions of the **[GOVERNMENT]** Emergency Services Resolution.

### 6. Cooperative Purchasing

- a. The **[GOVERNMENT]** may join in cooperative purchasing arrangements with school districts and other government units. The **[GOVERNMENT]** may accept extended government pricing with appropriate documentation, if it is determined to be cost-effective and in the **[GOVERNMENT's]** best interest.

### 7. Gratuities, Personal Benefits, and Kickbacks

- a. It shall be a violation of this Policy for any person to offer, give or agree to give any **[GOVERNMENT]** employee or former **[GOVERNMENT]** employee, or for any **[GOVERNMENT]** employee or former **[GOVERNMENT]** employee to solicit, demand, accept or agree to accept from another person, a gratuity, personal benefit, or kickback in connection with any purchasing or contracting decision.

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8. Failure to Follow Policy

- a. The **[GOVERNMENT]** shall not be responsible for the costs of goods and services ordered or purchased by any **[GOVERNMENT]** official or employee that are not obtained in accordance with this policy. Contracts negotiated outside of this policy will be considered invalid and non-binding.

B. Standards For Procurement

1. Procurement Procedures:

- a. The procurement procedure to be used is determined by the dollar amount of the procurement. Contracts or purchases shall not be artificially divided to circumvent the purchasing procedures in this policy. An aggregate of regular, reoccurring purchases shall be determined on an annual basis; (for example: gasoline, paper products, cleaning supplies, ammunition, etc.). Grant funded procurements will follow all grant procurement requirements and guidelines.
- b. A cost analysis is required for all procurement actions. This entails verification of the proposed cost data and evaluation of the specific elements of costs and profits, including comparison with the agency's prior independent cost or price estimate.

2. Purchases less than \$1,000:

- a. Purchases in this dollar amount are made by the department head. A minimum of three quotes for goods and services must be requested. The vendor's price quote may be verbal, written, electronic or by reverse auction. Vendor selection and pricing should be reviewed annually for adequate and reasonable competition. A purchase order is not required.

3. Purchases from \$1,000.00 to \$25,000:

- a. Such purchases or contracts shall be by competition and require the solicitation of a minimum of three (3) price quotations or by reverse auction. The quotes should be obtained in writing, and must be *included when requesting a purchase order*. Award shall be made to the qualified vendor offering the best value in the opinion of the Purchasing Division.
- b. This provision shall not apply to purchases or contracts where quotations are impractical. Such purchases or contracts shall contain appropriate documentation.

4. Purchases \$25,000.00 and above:

- a. Formal competition required. Purchases or contracts estimated to exceed \$25,000 shall require formal competition as deemed appropriate, including but not limited to competitive sealed bids, requests for proposals, quality-based selection, negotiated purchases, etc.

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- b. Awards shall be made to the offeror determined to be best qualified based on the evaluation factors set forth and negotiation of fair and reasonable compensation, with the approval of the Purchasing Division.
- C. Competitive Sealed Bidding
- 1. Conditions for Use
    - a. All procurement contracts of the **[GOVERNMENT]** shall be awarded by competitive sealed bidding, except as otherwise provided in this Policy.
  - 2. Invitation for Bids
    - a. An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.
  - 3. Public Notice
    - a. Public notice of the invitation for bids shall be given a reasonable time prior to the bid submission date set forth therein. Such notice may include publication in a newspaper of general circulation and/or online media for a reasonable time as determined by the Purchasing Division prior to the bid opening. The public notice shall state the place, date and time of bid opening, and shall be in a format approved by the Purchasing Division.
  - 4. Bid Opening
    - a. Bids shall be opened publicly in the presence of one or more witnesses following the deadline set for the submission of bids at the time and place designated in the invitation for bids. The **[GOVERNMENT]** shall hold a public bid opening when required by law, or when in the opinion of the Purchasing Division, a public bid opening is in the interest of the **[GOVERNMENT]**. The amount of each bid, and such other relevant information as the Purchasing Division deems appropriate, together with the name of each bidder shall be recorded. The record and each bid shall be open to public inspection in accordance with Act 442 of the Public Acts of 1976, MCL 15.231 et seq.
  - 5. Bid Acceptance and Bid Evaluation
    - a. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, experience, delivery, warranty, and suitability for a particular purpose. Bids which do not comply with all criteria set forth in the invitation to bid may be subject to disqualification.
  - 6. Correction or Withdrawal of Bids; Cancellation of Awards

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- a. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted in the sole discretion of the **[GOVERNMENT]**. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the invitation for bids, prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence, as determined by the Purchasing Division, that a mistake of a nonjudgmental character was made.

7. Award

- a. The contract shall be awarded by appropriate notice to the responsible and responsive bidder whose bid meets the requirements and response selection criteria set forth in the invitation for bids. Nothing in the award process shall prevent the Purchasing Division from acting in the **[GOVERNMENT]**'s best interest when making the bid award, including awarding the bid to other than the low bidder, using a best value based selection process. No contract or purchase order shall knowingly be entered into with any company or business which is in bankruptcy or receivership. In the event the bid for a project exceeds available funds, the Purchasing Division is authorized to negotiate an adjustment of the bid price when time or economic considerations preclude re-solicitation of work of a reduced scope, in order to bring the bid within the amount of available funds.

8. Tie Bids:

- a. Bids that are equal in all aspects shall be awarded to the vendor whose headquarters is closest to the **[GOVERNMENT]** delivery point. To determine the location of a vendor, the **[GOVERNMENT]** will use the address on file with the State of Michigan as the vendor's Registered Office Address as of the day the solicitation request was first issued by the **[GOVERNMENT]**. If a vendor does not have a Registered Office Address with the State of Michigan, that vendor will be deemed to be the vendor at the greatest distance from the **[GOVERNMENT]**. If multiple vendors are not registered with the State of Michigan, the state or **[GOVERNMENT]** of incorporation will be used to determine the vendor's location.

D. Request for Proposal (RFP)

1. Conditions for Use

- a. When the Purchasing Division determines that the use of competitive sealed bidding is either not practicable or not advantageous to the **[GOVERNMENT]**, a contract may be entered into by use of competitive sealed requests for proposals (RFP).

2. Request for Proposal

- a. Proposals shall be solicited through a (RFP).

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3. Public Notice

- a. Adequate public notice of the (RFP) shall be given in the same manner as provided in Section 2.2(3), (Competitive Sealed Bidding, Public Notice).

4. Receipt of Proposals

- a. No proposal shall be handled so as to permit disclosure of the identity of an offeror or the content of any proposal to competing offerors until the time for the public opening of bids or proposals or if a public opening is not to be conducted, until the deadline for submission of bids or proposals has expired. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered.

5. Evaluation Factors

- a. The request for proposal may state the relative importance of price and other evaluation and selection criteria, and may include specific criteria detailing a best value based method of determining and selecting the best bid.

6. Responsible Offerors and Revisions of Proposals

- a. As provided in the (RFP), discussions may be conducted with responsible offerors to assure understanding of, and conformance to, the solicitation requirements. Responsible offers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.

7. Award

- a. Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the **[GOVERNMENT]**, as determined by the Purchasing Division, taking into consideration price and the evaluation criteria set forth in the request for proposals.

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**PURCHASING SUMMARY**

AMOUNT OF PURCHASE	LINE ITEM BUDGETED FUNDS NECESSARY	CONTACT TO INITIATE PURCHASE	TYPE OF QUOTE NEEDED	AWARD AUTHORIZATION REQUIRED BY	PURCHASE ORDER REQUIREMENT
\$20 AND UNDER / PETTY CASH	YES	DEPARTMENT HEAD	N/A	DEPARTMENT HEAD	NO
LESS THAN \$1,000	YES	DEPARTMENT HEAD	THREE VERBAL, OR WRITTEN QUOTES REQUIRED	DEPARTMENT HEAD	NO
\$1,000 – 25,000	YES	PURCHASING DIVISION	3 VERBAL, DOCUMENTED OR WRITTEN	PURCHASING DIVISION	YES
\$25,000 OR GREATER	YES	PURCHASING DIVISION	SEALED BIDS, RFP, RFQ FORMAL SOLICITATION	FISCAL SERVICES DIRECTOR	YES
<b>RECEIVING</b>	DEPARTMENT HEADS ARE RESPONSIBLE FOR DETERMINING THE PROPER QUANTITY AND QUALITY OF GOODS RECEIVED BEFORE FORWARDING THE INVOICE FOR PAYMENT BY THE GOVERNMENT.				

E. Request for Qualifications (RFQ)

- When it is considered impractical to initially prepare a purchase description to support an award based on price, and/or where the capability of the prospective proposers or bidders are uncertain, a request for qualifications (RFQ) may be issued. Once the prospective bidders/offerors have submitted their responses to the RFQ and have been determined to be technically acceptable and qualified to perform, then an invitation to bid or RFP may be issued to the qualified bidders/offerors.

F. Sole Source Procurement

- Sole source purchases are defined as those in which “only one vendor possesses the unique and singularly available capability to meet the requirements set. Such as technical qualifications, ability to deliver at a particular time, services from a public utility or in a situation where a particular supplier or person is identified as the only qualified source available.



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2. Sole source purchases may also result because of compatibility with existing equipment or systems, the product or service is patented, copyrighted or has other proprietary information or trade secrets retained by the owner.
  3. A contract may be awarded, without competition, when the Purchasing Division determines, in writing, after conducting a good faith review of available sources, that there is only one appropriate source, and/or, when it is in the best interest of the **[GOVERNMENT]** to choose the one appropriate source, for the required supply, equipment, service, or construction item. The Purchasing Division, or the soliciting agency/department, where delegated by the Fiscal Services Director, shall conduct negotiations, as appropriate, as to price, delivery, and terms.
- G. Emergency Procurements
1. Notwithstanding any other provisions of this Policy, as provided for under the **[GOVERNMENT]** Emergency Services Resolution the Fiscal Services Director may make, or authorize others to make emergency procurements of supplies, services, or construction items, as directed by the Chairman of the Board of Commissioners or the **[GOVERNMENT]** Administrator, when there exists a threat to public health, safety, or welfare, or where it is in the **[GOVERNMENT]**'s best interest to do so, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances, and shall be documented in writing.
- H. Cancellation of Bids or Requests for Proposals
1. A bid or a request for proposal, or other solicitation, may be cancelled, or any or all bids or proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is in the best interest of the **[GOVERNMENT]**, as determined by the Purchasing Division. Each solicitation issued by the **[GOVERNMENT]** shall state that the solicitation may be cancelled and that any bid or proposal may be rejected in whole or in part when it is in the best interest of the **[GOVERNMENT]**.
- I. Rejection of all Bids or Offerors; Responsibility of Bidders or Offerors
1. It shall be within the discretion of the Purchasing Division not to award a contract to a bidder or offeror for any reason, including a determination that the party is not a responsible bidder or offeror.
- J. Bid, Payment, and Performance Bonds on Contracts
1. To protect the **[GOVERNMENT]**'s interests, bid surety, payment bonds, or performance bonds or other security may be required for contracts in conformance with State law, as determined by the Purchasing Division. Any such requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder or offeror's responsibility. Financial statements or performance bonds may be required from any company, if deemed appropriate by the Fiscal Services Director.

K. Types of Contracts

1. General Authority. Subject to the limitations of this Section, the "[GOVERNMENT] Contracting Policy," and/or subject to approval by the [GOVERNMENT] Board of Commissioners any type of contract which is appropriate to the procurement and which will promote the best interest of the [GOVERNMENT] may be used. A cost reimbursement contract may be used only when a determination is made that such contract is likely to be less costly to the [GOVERNMENT] than any other type, or it is not practicable to obtain the supply, equipment, service, or construction item required except under such a contract.
2. Multi-Term Contracts:
  - a. Specified Period. Unless otherwise provided by law, a contract may be entered into for any period of time deemed to be in the best interests of the [GOVERNMENT]. Payment and performance obligations shall be subject to the availability and appropriation of funds.
  - b. Determination Prior to Use. Prior to the utilization of a multi-term contract, it shall be determined:
    - 1). that needs of the [GOVERNMENT] and the contract price are reasonably firm and continuing; and,
    - 2). that such a contract will serve the best interests of the [GOVERNMENT] by encouraging effective competition or otherwise promoting economies in [GOVERNMENT] procurement.
  - c. Payment and performance obligations for succeeding period shall be subject to the availability and appropriation of funds as set forth in the annual budget.

L. Contract Clauses and Their Administration

1. Contract Clauses. All [GOVERNMENT] contracts shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Fiscal Services Director, pursuant to the [GOVERNMENT] Contracting Policy, may issue clauses appropriate for particular contracts, addressing among others, the following subjects:
  - a. the unilateral right of the [GOVERNMENT] to order, in writing, changes in the work within the scope of the contract;
  - b. the unilateral right of the [GOVERNMENT] to order, in writing, the temporary stoppage of the work or delaying performance that does not alter the scope of the contract;
  - c. variations occurring between estimated quantities of work in the contract and actual quantities;

- d. defective pricing;
  - e. liquidated damages;
  - f. specified excuses for delay or nonperformance;
  - g. termination of the contract for default;
  - h. termination of the contract in whole or in part for the convenience of the **[GOVERNMENT]**;
  - i. suspension of work on a project;
  - j. site conditions differing from those indicated in the contract, or ordinarily encountered, except that differing site conditions need not be included in a contract:
    - 1). when the contract is negotiated;
    - 2). when the contractor provides the site or design; or
    - 3). when the parties have otherwise agreed with respect to the risk of differing site conditions.
  - k. warranty clauses, including warranty of fitness for a particular purpose;
  - l. failure to meet contracted-for performance objectives.
2. Price Adjustments. Adjustments in price resulting from the use of contract clauses required by Subsection (1) of this Section shall be computed by one or more of the following ways:
- a. by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
  - b. by unit prices specified in the contract or subsequently agreed upon;
  - c. by the cost attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;
  - d. in such other manner as the contracting parties may mutually agree; or
  - e. in the absence of agreement by the parties, by a unilateral determination by the **[GOVERNMENT]** of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the **[GOVERNMENT]**, as accounted for in accordance with generally accepted accounting principles and subject to the provisions of Article VI (Appeals and Remedies).

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3. Standard Clauses and Their Modification. Pursuant to the **[GOVERNMENT]** contracting policy, the Fiscal Services Director may establish standard contract clauses for use in **[GOVERNMENT]** contracts. If the Fiscal Services Director establishes any standard clauses addressing the subjects set forth in Subsection (1) of this Section, such clauses may be varied provided that the circumstances justify such variations.

M. Contract Administration

1. The assigned **[GOVERNMENT]** oversight agency shall provide assessments to the Purchasing Division and shall oversee contract administration to ensure that a contractor is performing in accordance with the solicitation and proposal under which the contract was awarded, and according to the terms and conditions of the contract.

N. Right to Inspect Place of Business, etc.

1. The **[GOVERNMENT]** may inspect the place of business or work site of a contractor or subcontractor at any time, if such inspection *is* pertinent to the performance of any contract awarded or to be awarded by the **[GOVERNMENT]**.

O. Right to Audit Records

1. Audit of Cost or Pricing Data

- a. The **[GOVERNMENT]** may audit the books and records of any contractor that has submitted cost or pricing data as a part of its bid or proposal, for three (3) years from the date of final payment under the contract.

2. Contract Records to Be Maintained

- a. The **[GOVERNMENT]** shall be entitled to audit the books and records of a contractor or a subcontractor at any time under any contract or subcontract, other than a firm fixed-price contract, to the extent that such books, documents, papers, and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three (3) years from the date of final payment under the prime contract and by the subcontractor for a period of three (3) years, or longer if required, from the date of final payment under the subcontract.

P. Reporting of Anti-competitive Practices

1. When for any reason collusion or other anti-competitive practices are suspected among any bidders or offerors, the Fiscal Services Director shall give notice of the relevant facts to the GOVERNMENT Corporation Counsel.

Q. **[GOVERNMENT]** Procurement Records

1. Bid File

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- a. All determinations and other written records pertaining to solicitation and award of a contract done by Purchasing shall be maintained by the Purchasing Division in a bid file.

2. Retention of Procurement Records

- a. All procurement records shall be retained and disposed of by the **[GOVERNMENT]** in accordance with the appropriate Records Retention Schedules.

R. Specifications

1. Maximum Practicable Competition

- a. Specifications shall be written so as to promote overall economy for the purposes intended and to encourage competition in satisfying the **[GOVERNMENT]**'s needs, while still providing a fair opportunity to all qualified vendors. The policy enunciated in this Section applies to all specifications prepared by **[GOVERNMENT]** staff or prepared by others on the **[GOVERNMENT]**'s behalf.

S. "Brand Name or Equal" Specification

1. "Brand name or equal" specifications may be used when the Purchasing Division determines that use of a "brand name or equal" specifications is in the **[GOVERNMENT]**'s best interest.
2. The Purchasing Division shall seek to identify sources from which the designated brand name item or items may be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 2.5 (Sole Source Procurement).

T. Nondiscrimination

1. Every contract or purchase order issued by the **[GOVERNMENT]** shall be entered into under provisions which require the contractor, subcontractor or vendor not to discriminate against any employee or applicant for employment because of his/her race, religion, sex, color, national origin, height, weight, handicap or marital status.

U. Procurement of Construction Services

1. Responsibility for Selection of Methods of Construction Contracting Management

- a. The Fiscal Services Director shall have discretion to select the method of construction contracting management for a particular project. In determining which method to use, the Fiscal Services Director shall consult with the appropriate **[GOVERNMENT]** officials; consider the **[GOVERNMENT]**'s requirements, its resources, the project type and scope, and the potential contractor's capabilities.

2. Bid Security

a. Requirement for Bid Security

- 1). Bid security may be required for competitive sealed bidding, for construction contracts when the price is estimated to exceed \$50,000. Bid security shall be a bond provided by a surety company authorized to do business in the State of Michigan, or the equivalent in cash, or otherwise supplied in a form satisfactory to the **[GOVERNMENT]**. Nothing herein shall prevent the requirement of such bonds on construction contracts under \$50,000 when the circumstances warrant.
- 2). Amount of Bid Security. Bid security shall be in an amount equal to at least 5% of the amount of the bid.
- 3). Rejection of Bids for Noncompliance with Bid Security Requirements. When the invitation for bids requires security, the bid may be rejected for non-compliance.
- 4). Withdrawal of Bids. If the bidder is permitted to withdraw the bid before award as provided in Section 2.2(6) (Competitive Sealed Bidding; Correction or Withdrawal of Bids, Cancellation of Awards), no action shall be taken against the bidder or the bid security.

3. Contract Performance and Payment Bonds.

a. Bond Amounts: When Required

- 1). When a construction contract is awarded the following bonds or security may be required and shall become binding on the parties upon the execution of the contract:
- 2). A performance bond satisfactory to the **[GOVERNMENT]**, executed by a surety company authorized to do business in the State of Michigan, or otherwise secured in a manner satisfactory to the **[GOVERNMENT]**, in an amount equal to 100% of the price specified in the contract; and
- 3). A payment bond satisfactory to the **[GOVERNMENT]**, executed by a surety company authorized to do business in the State of Michigan, or otherwise secured in a manner satisfactory to the **[GOVERNMENT]**, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bonds shall be an amount equal to 100% of the price specified in the contract.

b. Authority to Require Additional Bonds

- 1). Nothing in this Section shall be construed to limit the authority of the **[GOVERNMENT]** to require a performance bond or other security in addition to those bonds, or in circumstances other than specified in Subsection (1) of this Section.

c. Actions on Payment Bonds

- 1). Where and When Brought. Unless otherwise required by law, every action instituted upon a payment bond shall be brought in a court of competent jurisdiction within **[GOVERNMENT]**.

4. Fiscal Responsibility

- a. Every contract modification, change order, or contract price adjustment which exceeds the authorized contract amount, plus contingency of the total contract amount under a construction contract with the **[GOVERNMENT]**, shall be subject to the applicable **[GOVERNMENT]** policies.

#### IV. SUSPENSIONS

1. Authority to Suspend

- a. The Fiscal Services Director, upon consultation with Corporation Counsel, is authorized to *suspend vendors whose performance of **[GOVERNMENT]** contracts and purchase orders has been materially deficient. Suspension shall include non-consideration of bids or quotes submitted and cancellation of awards, and other procedures to prevent the suspended vendor from receiving **[GOVERNMENT]** business.* The suspension shall be for a period of not more than three years. The guidelines for making a suspension include, but are not limited to any one or more of the following:
  - 1). conviction of a person for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract, or pending, unresolved charges thereof;
  - 2). conviction of a person under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which seriously and directly affects responsibility as a **[GOVERNMENT]** contractor, or pending, unresolved charges thereof;
  - 3). conviction of a person under state or federal statutes arising out of the submission of bids or proposals, or pending, unresolved charges thereof;
  - 4). A vendor may be removed from bidding by the Purchasing Division if the vendor has failed to provide goods or services satisfactory in accordance with bid specifications and/or terms of the contract. It shall be the joint responsibility of

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the Purchasing Division and the user department to document any acts of noncompliance or unsatisfactory performance on the part of the vendor. A vendor may be removed from bidding for a maximum of two (2) years

5). any other cause the Fiscal Services Director determines to be so serious and compelling as to affect responsibility as a **[GOVERNMENT]** contractor, including suspension or termination by another governmental entity for any cause substantially similar to those listed in this Section; and

6). violation of the standards set forth in Article VII (Ethics in Public Purchasing/Contracting).

2. Notice to Suspend

a. The Fiscal Services Director shall issue a written notice to suspend.

3. Finality of Decision

a. A notice under Section 5.2 (Notice to Suspend) shall be final and conclusive.

W. Appeals and Remedies

1. Bid Protests

a. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest may submit a request in writing to the Purchasing Division that the proposal receive a second review within seven (7) day of an award. Aggrieved persons are urged to seek resolution of their complaints initially with the appropriate Department Head and/or the Purchasing Division. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing within seven (7) calendar days of the date the contract is awarded. The **[GOVERNMENT]** Administrator and the Chairperson of the Board shall make a determination on the merits of the protest, and, if appropriate, determine a remedy, and that determination shall be final and conclusive.

2. Contract Claims

a. Claims By a Contractor

1). All claims by a contractor against the **[GOVERNMENT]** relating to a contract, except bid protests, shall be submitted in writing to the Purchasing Division. The contractor may request a conference with the Fiscal Services Director on the claim. Claims may include, without limitation, disputes arising under a contract, and those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or rescission.

b. Notice of Decision



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- 2). The decision of the Fiscal Services Director shall be issued in writing, and shall be mailed or otherwise furnished to the contractor.
- c. Contractor's Right to Appeal
  - 3). The Fiscal Services Director's decision shall be final and conclusive unless, within seven (7) calendar days from the date of receipt of the decision, a written appeal is received by the **[GOVERNMENT]** Administrator. The **[GOVERNMENT]** Administrator and the Chairperson of the Board shall make a determination on the merits of the appeal, and, if appropriate, determine a remedy, and those determinations shall be final and conclusive.
- d. Failure to Render Timely Decision
  - 4). If the Fiscal Services Director does not issue a written decision regarding any contract controversy within seven (7) calendar days after written request for a final decision or within such longer period as may be agreed upon between the parties, then the contractor shall file an appeal with the **[GOVERNMENT]** Administrator.
3. Authority of the Purchasing Division to Settle Bid Protests and Contract Claims
  - a. The Fiscal Services Director is authorized to settle any protest regarding the solicitation or award of a **[GOVERNMENT]** contract, or any claim arising out of the performance of a **[GOVERNMENT]** contract, prior to an appeal to the **[GOVERNMENT]** Administrator.
4. Remedies for Solicitations or Awards in Violation of Law
  - a. Prior to Bid Opening or Closing Date for Receipt of Proposals. If prior to the bid opening or the closing date for receipt of proposals, the Fiscal Services Director, after consultation with the Office of Corporation Counsel, determines that an invitation to bid or RFP is in violation of applicable law, it shall be canceled or revised to comply with applicable law.
  - b. Prior to Award
    - 1). If, after bid opening or the closing date for receipt of proposals, the Fiscal Services Director, after consultation with the Office of Corporation Counsel, determines that an invitation to bid or RFP, or a proposed award of a contract is in violation of applicable law, then the invitation to bid, RFP, or proposed award shall be canceled.
  - c. After Award
    - 1). If, after an award, the Fiscal Services Director, after consultation with the Office of Corporation Counsel, determines that an invitation to bid, RFP, or award of a

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contract was in violation of applicable law, then the contract shall be modified to be consistent with the law, or shall be terminated.

d. Reservation of Right to Sue for Damages; Equitable Relief

- 1). Nothing herein shall prohibit, impair or bar the **[GOVERNMENT]**'s right, to sue for damages or equitable relief, in addition to the remedies set forth herein.

e. Venue

- 1). Any action filed by any party for relief on a determination under the terms of this Policy shall be filed in a court of competent jurisdiction within **[GOVERNMENT]**.

X. Ethics in Public Purchasing/Contracting

1. Criminal Penalties

- a. To the extent that violations of the ethical standards of conduct set forth in this Policy constitute violations of federal statutes or Michigan law, they shall be punishable as those statutes provide therein. Such penalties shall be in addition to the civil and administrative sanctions set forth in this Policy.

2. Employee's Duty to Abide by **[GOVERNMENT]** Policies

- a. **[GOVERNMENT]** employees shall abide by existing **[GOVERNMENT]** policies including, but not limited to, policies regarding conflict of interest, gratuities or "kickbacks" and confidential information.

3. Overriding the Provisions of the Policy

- a. Under no circumstance shall **[GOVERNMENT]** employees manipulate the circumstances of a purchase transaction to override the provisions of this policy. For example, a proposed or actual purchase for 26,000 may not be split into separate transactions of lesser amounts to avoid soliciting sealed bids.

4. Conflicts of Interest

a. Board of Commissioners

- 1). No member of the Board of Commissioners, individually or through a business in which he or she is an owner, partner or has a financial interest other than as an employee, will be allowed to bid or perform as a contractor or sub-contractor on any **[GOVERNMENT]** construction project.

b. Professional Service Contracts with Former **[GOVERNMENT]** Employees

- 2). To avoid the potential for conflict of interest, or any appearance thereof, the **[GOVERNMENT]** requires that all requests for entering into professional service contracts with former GOVERNMENT employees be approved by the Board of Commissioners.
  - c. Vendor/**[GOVERNMENT]** Employee Relationships
    - 3). To avoid any real or perceived conflict of interest, all proposals or contracts for professional services should, to the extent possible, identify any relative of the contractor of his/her employees who are presently employed by the **[GOVERNMENT]**.
  - d. Contracts with **[GOVERNMENT]** Employees
    - 1). Current employees are prohibited from doing business with the **[GOVERNMENT]**.
- Y. Equipment Disposition/Disposal
1. Equipment Disposition
    - a. Equipment, supplies or other **[GOVERNMENT]** property which have been determined by the Department Head or the Fiscal Services Director to be obsolete, worn out or no longer needed, shall be disposed of in the following manner:
      - 1). For Items \$5,000 or greater (Original Cost).
    - e. Disposal shall be by auction, sealed bid, public offering or any other method the Fiscal Services Director deems to be in the **[GOVERNMENT]**'s best interest.
    - f. A file shall be maintained by the Purchasing Division containing the following information on each item disposed of:
      - 1). Item Description
      - 2). Tag number
      - 3). Original Cost and Date of Purchase if available
      - 4). Date of Transfer or Sale
      - 5). Dollar Amount Received at Sale
      - 6). Method of Transfer - Auction, Sealed Bid, Public Offering, Other.
    - g. For Items Under \$5,000 (Original Cost) or Lost, Stolen, Unclaimed and Other Property.

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- 1). the Purchasing Division shall dispose of these items in a manner which encourages competition and/or as appropriate for the situation.
- 2). a file shall be maintained by the Purchasing Division indicating the date, amount of sale, and a description of the item sold, according to an applicable records retention schedule.

Z. Definitions

1. Whenever applicable, this Policy shall utilize the following definitions:

- a. "Brand Name or Equal" Specification

- 1). A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance, and other salient characteristics needed to meet **[GOVERNMENT]** requirements and which provides for the submission of equivalent products.

- b. Brand Name Specification

- 1). A specification limited to one or more items by manufacturers' names or catalogue numbers.

- c. Business

- 1). Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.

- d. Competitive Sealed Bids

- 1). As determined by the Purchasing Division, the process of receiving two or more sealed bids, responses, or proposals submitted by responsive vendors.

- e. Confidential Information

- 1). Any information which is available to an employee only because of the employee's status as an employee of the **[GOVERNMENT]** and is not a matter of public knowledge or available to the public on request.

- f. Construction

- 1). The process of building, altering, repairing, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.

- g. Contract

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- 1). All types of **[GOVERNMENT]** agreements, regardless of what they may be called, for the procurement of supplies, equipment, services, or construction.
- h. Contractor
  - 1). Any person having a contract with the **[GOVERNMENT]** or any agency thereof.
- i. Cooperative Purchasing
  - 1). The combination of procurement requirements of two or more public agencies in order to obtain the benefits of volume purchases and/or reduction in administration expenses.
- j. Cost-Reimbursement Contract
  - 1). A contract under which a contractor is reimbursed for costs which are allowable and allocable in accordance with the contract terms and the provisions of this Policy, and a fee or profit, if any.
- k. Employee
  - 1). An individual drawing a salary or wages from the **[GOVERNMENT]**, whether elected or not; any non-compensated individual performing personal services for the **[GOVERNMENT]** or any department, agency, commission, council, board, or any other entity established by the executive or legislative branch of the **[GOVERNMENT]**.
- l. Encumbrances
  - 1). Setting aside funds; funds previously committed.
- m. Gratuity
  - 1). A payment, loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
- n. Invitation for Bids
  - 1). All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids.
- o. Person
  - 1). Any individual, business (including the partners, officers, directors, agents, employees and individual members of the business, or any combination thereof), union, committee, club, other organization, or group of individuals.

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p. Procurement

- 1). The buying, purchasing, renting, leasing, or otherwise acquiring of any supplies, equipment, services, or construction. It also includes all functions that pertain to the obtaining of any supply, service, or construction including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.

q. Professional Services

- 1). Services rendered by members of a recognized profession which involve extended analysis, exercise of discretion, and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise or training customarily acquired either by a prolonged course of study or equivalent experience in the field, and thus are unique and not subject to price competition in the usual senses.

r. Request for Proposals (RFP)

- 1). A method for acquiring goods, services and construction for public use in which other factors will be considered in the selection of a vendor in addition to the price, or when there is not sufficient information to prepare a specification suitable for competitive sealed bidding, or when it is expected that negotiations with one or more vendors may be required with respect to any aspect of the requirements.

s. Request for Qualifications (RFQ)

- 1). As determined by the Purchasing Division, the process of receiving proposals, documents, specifications, recommendations, samples, records, brochures, or personnel information, to establish that an offeror is fully qualified to provide a particular good or service in accordance with anticipated contract standards, requirements, and specifications.

t. Responsible Bidder or Offeror

- 1). A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

u. Responsive Bidder

- 1). A person who has submitted a bid which conforms in all material respects to the requirements set forth in the invitation for bids.

v. Reverse Auction

- 1). A reverse auction (also called procurement auction, e-auction) is a real-time auction where sellers compete to sell goods or services for progressively lower prices.

w. Services

- 1). The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.

x. Specification

- 1). Any description of the physical or functional characteristics or of the nature of supplies, services, or construction items. It may include a description of any requirement for inspecting, testing, or preparing a supplies, equipment, services, or construction items for delivery.

y. Subcontractor

- 1). A person providing supplies, services, or construction items to or for the benefit of the **[GOVERNMENT]**, pursuant to a contract with a person who has a direct contract with the **[GOVERNMENT]**.

z. Equipment

- 1). All fungible, non-consumable personal property.

aa. Supplies

- 1). All consumable goods purchased by **[GOVERNMENT]**, materials, printing, insurance, and leases of personal property, excluding land or a permanent interest in land.

**V. PURCHASING CARDS – AUTHORIZATION TO PURCHASE GOODS USING PURCHASE CARDS**

2.0 INTRODUCTION:

**[GOVERNMENT]** Purchasing Card Program has been established to provide a convenient means with which to make purchases and, at the same time, reduce the costs associated with initiating and paying for those purchases. The **[GOVERNMENT]** Purchasing Division is responsible for managing the program and each division is responsible for managing its Cardholder accounts. Three areas of responsibility have been defined within each division to assist in this management effort: the Cardholder, Card Administrator, and Division Contact. It is important to understand that these three areas of responsibility do not necessarily equate to three separate individuals within the division. It is permissible for one individual to be assigned one or more of these responsibilities as defined in these Policies and Procedures. The ultimate decision as to how each of these responsibilities is assigned shall be made within each division.

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**3.0 DEFINITIONS:**

3.1 Purchasing Card: A charge card issued to an employee of **[GOVERNMENT]** for the purpose of making authorized purchases on the GOVERNMENT's behalf. The **[GOVERNMENT]** shall issue payment for charges made with the Purchasing Card.

3.2 Cardholder: **[GOVERNMENT]** employee whose name appears on the Purchasing Card and is accountable for all charges made with that card.

3.3 Card Administrator: **[GOVERNMENT]** employee(s) within each division responsible for verifying that all charges against the Cardholder's account are backed with support documentation and that the documentation is retained within the division. Card Administrators shall allocate individual charges to the appropriate account numbers. Cardholders may be their own Card Administrators and a Card Administrator may oversee more than one Cardholder account depending on how the division elects to manage its accounts. A division may also have more than one Card Administrator.

3.4 Independent Review Committee: All transactions and card-related activities may be subjected to review by an Independent Review Committee. The Committee shall consist of members from Treasurer, Fiscal Services and Purchasing.

3.5 Division Contact: **[GOVERNMENT]** employee within each division responsible for receiving and disseminating Purchasing Card information within their division and for relaying Purchasing Card information from their division to the Program Administrator. It is recommended that each division have only one Division Contact.

3.6 Program Administrator: **[GOVERNMENT]** Purchasing Division employee responsible for administering the Purchasing Card Program for the **[GOVERNMENT]** and acting as the main contact between the **[GOVERNMENT]** and the Bank.

3.7 Transaction / Charge Limit: A dollar limitation of purchasing authority assigned to the Cardholder for each total charge made with the Purchasing Card.

3.8 Spending Limit: A dollar limitation of purchasing authority assigned to the Cardholder on the Cardholder Enrollment form for the total of all charges made during a specified time period. Maximum limits for all cardholders are as follows:

- A. Daily charges may not exceed \$1,000.00.
- B. Monthly charges may not exceed \$5,000.00.

Divisions may establish lower limits on a per Cardholder basis.

3.9 Statement of Account: A listing of all transactions charged to the Cardholder's card account up to the end of the weekly billing cycle. An electronic statement will be provided to each division on a weekly basis.

3.10 Default Account: The **[GOVERNMENT]** account number assigned to an individual Cardholder's Purchasing Card. Only one Default Account can be assigned to any one Purchasing Card and all charges



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made with the Purchasing Card shall be posted into that Default Account unless those charges are reallocated.

3.11 Support Documentation: A merchant produced or non-**[GOVERNMENT]** document that records the relevant details for each item purchased including quantities, amounts, a description of what was purchased, the total charge amount and the merchant's name and address (e.g. sales receipt, original invoice, packing slip, credit receipt, etc.).

4.0 CARDHOLDER ENROLLMENT:

4.1 A complete Cardholder Enrollment Form must be submitted for each prospective Cardholder.

4.2 All prospective Cardholders must attend an orientation session and sign a Cardholder Agreement Form to be eligible to receive a Purchasing Card.

5.0 AUTHORIZED CARD USE:

5.1 A. Cardholders are authorized to use the Purchasing Card to purchase any merchandise required as a function of their duties at the **[GOVERNMENT]** *with the exception* of the following:

1. Items For Personal Use
2. Items For Non-**[GOVERNMENT]** Purposes
3. Cash Advances
4. Food and Beverages including Alcoholic Beverages
5. Entertainment
6. Recreation
7. Contracting
8. Gasoline
9. Motorized Vehicles
10. Capital Equipment
11. Any purchases prohibited by **[GOVERNMENT]** policy or not related to **[GOVERNMENT]** business.

5.1.1 Cardholders issued a Purchasing Card specifically for travel-related expenses may use the card for hotel accommodations, conference reservations, car rental and airfare charges. **[GOVERNMENT]** travel regulations shall govern the allowable limits for all travel expenses.

5.1.2 All **[GOVERNMENT]** Travel Forms must be submitted properly by the cardholder to Fiscal Services within a maximum of fifteen (15) working days for any and all travel expenses charged to the card.

5.1.3 Travel expenses charged by the Cardholder to the card that upon subsequent review are determined not allowable under the Travel Regulations; shall be paid to **[GOVERNMENT]** by the Cardholder upon submission of all required travel forms.

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5.2 Only the Cardholder whose name is embossed on the Purchasing Card is authorized to use the card and is responsible for ensuring that all charges made with the card are in compliance with these Policies and Procedures.

5.3 The total value of any one charge made with the Purchasing Card may not exceed the single transaction limit stipulated on the Cardholder's Enrollment Form.

**6.0 UNAUTHORIZED AND/OR INAPPROPRIATE CARD USE:**

6.1 The Purchasing Card must never be used to purchase items determined above to be unallowable even if the Cardholder intends to reimburse the **[GOVERNMENT]**.

6.2 The Purchasing Card shall not be used to supersede purchase orders currently in place.

*6.3 VIOLATION OF THIS POLICY, INCLUDING UNAUTHORIZED PURCHASES BY A CARDHOLDER, SHALL RESULT IN CARD CANCELLATION, DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM GOVERNMENT EMPLOYMENT, AND CRIMINAL PROSECUTION.*

**7.0 MAKING A PURCHASE WITH THE PURCHASING CARD:**

7.1 Confirm that the selected merchant accepts this type of card. If not, choose another vendor or submit a requisition to Purchasing so that the purchase can be made via a Purchase Order.

7.2 When making purchases in person, the Cardholder must sign the charge receipt and retain the customer copy. The Cardholder should verify that either the charge receipt or sales receipt complies with the requirements for support documentation.

7.3 When making purchases via telephone, computer, mail order, etc., Cardholders should give the merchant the account number embossed on their card and direct the merchant to include the following on the shipping label and/or packing slip:

1. Cardholder name and phone number
2. Division name
3. Complete delivery address
4. The words "Procurement Card Purchase"

Cardholders are encouraged to receive their own shipments; however, if someone will be receiving a shipment on the Cardholder's behalf, the Cardholder must notify them in advance. Regardless of who receives the shipment, the Cardholder is responsible for obtaining all documentation (packing slips, mail order form copies, etc.) related to the purchase and verifying that the documentation complies with the requirements for support documentation.

8.0 MERCHANDISE RETURNS AND EXCHANGES:

8.1 The Cardholder is responsible for contacting the merchant when merchandise purchased with the Purchasing Card is not acceptable (incorrect, damaged, defective, etc.) and arranging a return for credit or an exchange.

8.2 If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the merchant and retaining that receipt with the documentation for that purchase. Receiving cash or checks to resolve a credit is prohibited.

8.3 If merchandise must be exchanged, the Cardholder is responsible for returning the merchandise to the merchant and obtaining a replacement as soon as possible. Documentation showing the proper resolution of the exchange is to be retained with the support documentation for that purchase.

8.4 In the event of a return, exchange or other credit transaction, the Cardholder is responsible for notifying the Card Administrator of any dispute within seven (7) days.

9.0 RECORD RETENTION:

9.1 Cardholder Responsibility: The Cardholder is responsible for obtaining purchase documentation from the merchant (sales receipt, packing slip, etc.) to support all purchases made with the Purchasing Card and verifying that documentation complies with the requirements for support documentation.

Note: In addition to obtaining the documentation, it is recommended that the Cardholder also record the details of each purchase in a transaction log.

9.2 Card Administrator Responsibility: It is the Card Administrator's responsibility to assure that all support documentation and the corresponding Cardholder Statement of Account is retained within the division.

10.0 VERIFICATION OF CHARGES:

10.1 Cardholders are accountable for all charges made with their Purchasing Cards. The Cardholder or department designee, if applicable, is responsible for checking all transactions against the corresponding support documentation to verify their accuracy and propriety. This check should be done regularly using the [GOVERNMENT]'s on-line transaction review system and/or the Cardholder's printed Statement of Account.

10.2 If a particular charge or credit does not appear on-line or on the Statement of Account, it should be checked against future on-line transaction information and/or the next Statement of Account. If the charge or credit does not appear within 60 days after the original charge was made, the Cardholder must notify the Program Administrator.

10.3 If the Cardholder disputes a charge, the nature of the dispute and the final resolution must be documented. This documentation must be retained with the Statement of Account on which the disputed charge appears.

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10.4 After all transactions have been checked, the Cardholder or their supervisor must sign the Statement of Account. The signed statement and all support documentation must be forwarded to the Card Administrator.

10.5 The Cardholder is responsible for notifying merchants that **[GOVERNMENT]** purchases are not subject to sales tax. A statement regarding the **[GOVERNMENT]**'s tax liability shall be provided to each Cardholder.

10.6 All purchase documentation must be submitted by the Cardholder to the Card Administrator within 30 days of transaction.

11.0 RESOLVING ERRORS, DISPUTES, RETURNS AND CREDITS:

11.1 Cardholder: There may be occasions where items on the statement do not correlate with receipts. The transaction may not have been made by the Cardholder, the amount may be incorrect or there is a quality issue. In the event of a disputed charge, the Cardholder must try to resolve the dispute directly with the merchant. If the merchant agrees that an error has been made, they shall credit the account. The Cardholder or Card Administrator must verify the credit has occurred the following month. If the Cardholder is unable to resolve the issue, the Program Administrator must be notified.

11.2 Program Administrator: If the dispute cannot be resolved, the merchant must be notified in writing that the **[GOVERNMENT]** is questioning the charge or is dissatisfied with the purchase. The dispute must also be submitted in writing to Comerica within 60 days of the date of the statement listing the disputed charge. The inquiry document submitted to the bank Customer Service Department should ask that the charge be verified or the purchase removed from the account until the dispute is resolved.

12.0 CARD ADMINISTRATOR VERIFICATION OF CARDHOLDER CHARGES:

12.1 The Card Administrator is responsible for reviewing all transactions on a weekly basis to verify that each transaction is supported by adequate documentation and meets all the criteria for authorized card use. In the event of questionable transactions, the Card Administrator must contact the Cardholder to obtain an explanation, supporting documentation and/or reimbursement.

12.2 Discrepancies associated with a charge may result from:

1. Insufficient support documentation.
2. Not meeting one or more of the criteria for authorized card use.
3. The Cardholder disputing the charge.

All discrepancies must be investigated and resolved. The disposition of each discrepancy must be documented and retained with the Support Documentation and/or Statement of Account. Cardholders are accountable for all discrepancies.

Note: If a discrepancy cannot be resolved, the Program Administrator must be notified. Discrepancies resulting from unauthorized card usage, must also be reported to the Division Manager.

**17.0 CARDHOLDER TRANSFER OR SEPARATION FROM THE GOVERNMENT:**

Prior to transferring from the division or separating from the **[GOVERNMENT]**, Cardholders must surrender their Purchasing Cards and corresponding support documentation to the Card Administrator. If the Cardholder is the Card Administrator, the Purchasing Card and support documentation must be surrendered to the Cardholder's immediate supervisor. In either case, the card must be canceled.

**18.0 PURCHASING CARD CANCELLATION:**

The Program Administrator must be notified immediately when a Purchasing Card is to be canceled. The card must be destroyed by cutting it in half. Both card halves must be forwarded to the Program Administrator.

**VI. REVIEW PERIOD**

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

**Tuscola County**  
**Monthly Fund Balance Report**  
**Month Ending: April 30, 2024**

<b>Fund Number</b>	<b>Fund Description</b>	<b>YTD Revenue/Transfers</b>	<b>YTD Expenditures/Transfers</b>	<b>Surplus (Deficit)</b>	<b>Beginning Fund Balance</b>	<b>Current Fund Balance</b>	<b>Budgeted Expenditures/Transfers</b>	<b>Fund Balance (FB) Percentage</b>	<b>Meets Minimum FB Threshold?</b>
101	General Fund	\$ 2,563,306	\$ 6,425,601	\$ (3,862,295)	\$ 7,213,061	\$ 3,350,766	\$ 17,076,063	19.62%	Yes
207	Road Patrol	\$ 2,973,857	\$ 1,021,134	\$ 1,952,723	\$ 2,311,024	\$ 4,263,747	\$ 3,426,629	124.43%	Yes
208	Parks and Recreation	7,775	6,983	792	23,102	23,894	19,440	122.91%	Yes
213	Arbela Township Police Contract	14,731	23,992	(9,261)	-	(9,261)	99,978	-9.26%	No
214	Primary Road Improvement	2,115,630	291,023	1,824,608	77,774	1,902,382	1,800,500	105.66%	Yes
215	Friend of the Court	345,405	414,468	(69,063)	-	(69,063)	1,212,907	-5.69%	No
216	Family Counseling	1,485	610	875	70,937	71,812	5,000	1436.24%	Yes
218	Dispatch-911	255,062	452,820	(197,758)	969,180	771,422	1,485,485	51.93%	Yes
221	Health Department ***	1,658,749	1,104,184	554,564	3,080,604	3,635,168	4,579,752	79.37%	Yes
224	Regional DWI Court Grant	10,109	56,519	(46,410)	109,977	63,567	210,000	30.27%	Yes
225	Vassar Township Police Contract	-	-	-	-	-	-	#DIV/0!	n/a - fund closed
230	Recycling	346,609	119,137	227,473	219,370	446,843	361,301	123.68%	Yes
231	Juvenile Mental Health Court Program	-	7,853	(7,853)	-	(7,853)	51,475	-15.26%	No
232	Millington Township Police Contract	40,941	60,274	(19,334)	-	(19,334)	206,884	-9.35%	No
233	Mental Health Court	100	15,217	(15,117)	13	(15,104)	52,000	-29.05%	No
236	Victim Services	23,105	34,560	(11,455)	810	(10,645)	100,347	-10.61%	No
239	Animal Control	133,982	160,633	(26,650)	8,041	(18,609)	355,706	-5.23%	No
240	Voted Mosquito Millage	1,394,223	355,416	1,038,807	1,377,059	2,415,866	1,314,955	183.72%	Yes
244	Equipment and Technology	601,699	550,563	51,136	308,344	359,480	928,949	38.70%	Yes
246	County Veteran Service Grant	-	17,095	(17,095)	22,969	5,874	80,752	7.27%	No
249	Building Inspection	151,899	87,066	64,833	69,417	134,250	600,500	22.36%	Yes
250	CDBG Housing Grant	23,893	15,244	8,649	88,993	97,642	50,000	195.28%	Yes
251	Principal Resident Exemption	8,623	17,900	(9,277)	9,051	(226)	27,890	-0.81%	No
252	State Survey Grant	24,288	-	24,288	-	24,288	72,972	33.28%	Yes
255	Victim of Crime Grant	20,090	30,012	(9,922)	3,746	(6,176)	92,704	-6.66%	No
256	Register of Deeds Automation	16,931	51,027	(34,095)	97,230	63,135	51,350	122.95%	Yes
258	GIS	51,694	43,860	7,835	213,769	221,604	107,732	205.70%	Yes
260	Managed Assigned Counsel	129,745	500,803	(371,058)	37,973	(333,085)	1,542,101	-21.60%	Yes
261	Homeland Security	15,979	14,885	1,094	-	1,094	25,000	4.38%	No
262	Hazard Mitigation	-	-	-	-	-	-	#DIV/0!	n/a - fund closed
263	Concealed Pistol Licensing	14,872	458	14,414	179,656	194,070	18,700	1037.81%	Yes
265	Local Correction Officer's Training	3,244	2,560	684	12,103	12,787	8,200	155.94%	Yes
266	Drug Forfeiture	243	1,108	(865)	99,408	98,543	16,925	582.24%	Yes
269	Law Library	-	2,072	(2,072)	42,463	40,391	5,000	807.82%	Yes
273	Coronavirus Emergency Supp. Funding	-	-	-	-	-	4,069	0.00%	n/a - fund closed
279	Voted MSU Millage	219,184	105,627	113,557	113,410	226,967	211,705	107.21%	Yes
284	Opioid Settlement	2,193	-	2,193	372,229	374,422	600,000	62.40%	Yes
285	Michigan Justice Training	3,820	-	3,820	13,052	16,872	4,000	421.81%	Yes
288	Child Care - DHHS	25,125	31,306	(6,181)	214,097	207,916	163,100	127.48%	Yes
291	Medical Care Facility ***	9,015,427	7,984,218	1,031,208	16,466,128	17,497,336	24,087,910	72.64%	n/a - Enterprise Fund
292	Child Care	362,340	220,505	141,835	42,738	184,573	910,255	20.28%	Yes
293	Soldiers Relief	-	400	(400)	35,821	35,421	12,000	295.18%	Yes
295	Voted Veterans Millage	372,447	96,722	275,725	46,910	322,635	405,843	79.50%	Yes
296	Voted Bridge Millage	1,066,725	144,864	921,862	1,758,497	2,680,359	840,500	318.90%	Yes
297	Voted Senior Millage	700,767	415,248	285,520	138,635	424,155	870,732	48.71%	Yes
298	Voted Medical Care Facility Millage	556,282	44,077	512,206	1,097,727	1,609,933	430,357	374.09%	Yes
352	Pension Obligation Bonded Debt	163,752	45,078	118,674	4,229	122,903	490,655	25.05%	n/a - Debt Service Fund

353	HD Pension Obligation Bonded Debt	63,135	500	62,635	233	62,868	186,125	33.78%	n/a - Debt Service Fund
374	Purdy Building Debt	38,815	66,821	(28,007)	-	(28,007)	77,502	-36.14%	n/a - Debt Service Fund
375	Caro Sewer Conduit Debt	411,714	411,714	-	-	-	425,219	0.00%	n/a - Debt Service Fund
379	Mayville Storm Sewer Conduit Debt	18,475	18,475	-	-	-	78,950	0.00%	n/a - Debt Service Fund
385	Denmark Township Conduit Debt	29,374	29,374	-	-	-	102,749	0.00%	n/a - Debt Service Fund
387	Wisner Township Water System Conduit Debt	118,069	118,069	-	-	-	149,969	0.00%	n/a - Debt Service Fund
391	Medical Care Debt	-	-	-	-	-	-	#DIV/0!	n/a - fund closed
470	State Police Building	18,682	5,407	13,275	247,772	261,047	11,500	2269.97%	n/a - Capital Project Fund
483	Capital Improvement	32,074	232,947	(200,873)	3,719,170	3,518,297	2,283,691	154.06%	n/a - Capital Project Fund
488	Jail Improvement	10,249	-	10,249	929,453	939,702	200,000	469.85%	n/a - Capital Project Fund
532	Tax Foreclosure	141,892	165,581	(23,690)	2,484,890	2,461,200	515,506	477.43%	n/a - Enterprise Fund
626	Combined Revolving Delinquent Tax	410,139	-	410,139	6,109,638	6,519,777	715,000	911.86%	n/a - Enterprise Fund
676	Motor Pool	1,954	285	1,670	30,747	32,417	5,000	648.33%	n/a - Internal Service Fund
677	Workers' Compensation	95,681	84,894	10,787	50,684	61,471	230,100	26.71%	n/a - Internal Service Fund
678	Health Insurance	1,411,433	1,290,120	121,313	1,357,087	1,478,400	-	#DIV/0!	n/a - Internal Service Fund

COMMUNITY FACILITIES COMPLIANCE REVIEW QUESTIONNAIRE

DATE OF REVIEW 5-21-2024 REVIEWERS Susan Thorp, Area Spec.  
BORROWER ID n/a BORROWER NAME Tuscola County  
RECIPIENT CONTACT Neil Hammerbacher EMAIL nhammerbacher@tuscola  
PROJECT LOCATION Tuscola County county.org  
PROJECT SERVICE AREA Tuscola County

COMMENTS OR QUESTIONS:



1. Please complete the attached Demographic chart for the borrower's service area.

*See email chain stating Susan Thorp will handle this question.*

2. Does the organization conduct outreach in the service area about the availability and accessibility of services or benefits for the program? If yes, please provide a sample.

Yes  No  N/A

3. Does the organization outreach material and website include the USDA Non-Discrimination Statement? If no, please see the Non-Discrimination statement.

Yes  No  N/A

✓4. Has the organization completed the required Limited English Proficiency (LEP) 4-Factor Assessment? If yes, please provide a copy. If no, please see the attached LEP information.

Yes  No  N/A

✓5. Does the organization have a written Language Access Plan (LAP) that includes reasonable steps to provide meaningful access to LEP individuals? If yes, please provide a copy. If no, please see the attached LAP information.

Yes  No  N/A

✓6. Does the organization use the LEP Safe Harbor provisions when translating documents in the project? Please see the attached Safe Harbor Provisions information.

Yes  No  N/A

✓7. Does the organization have a public notice or poster stating that language services are available, free of charge? If not, please see the attached USDA Taglines sheet.

Yes  No  N/A

✓8. Are organization staff members aware of LEP requirements?

Yes  No

✓9. Does the organization employ fifteen (15) or more persons and have a designated person to coordinate their efforts to comply?

Yes  No

*Civil Rights Related*

✓10. Does the organization have a Section 504 Grievance Procedure that is visible and available to all persons? If yes, please provide a copy. If no, please see attached 504 Grievance Procedure example.

Yes  No

*Personnel Manual*

✓11. Has the organization conducted an accessibility Self-Evaluation that includes the following mandatory elements. Please see the attached Self-Evaluation Worksheet:

Yes  No

- a. Designated Point of Contact
- b. Identify specific areas evaluated for accessibility.
- c. Identify the accessibility standard used in the evaluation.
- d. Identify the disability advocacy groups or other groups that were consulted.
- e. Identify who completed the Self-Evaluation.

✓12. Does the organization provide public parking for applicants or other persons to access the project, benefits, or services? If yes, please complete the attached Accessible Parking Worksheet.

Yes  No

✓13. Does the organization provide an accessible route from the public parking area through all public and common use areas? If yes, please complete the attached Accessible Route Worksheet.

Yes  No

✓14. Does the organization provide public restrooms open to applicants or other persons? If yes, please complete the attached Accessible Public Restroom Worksheet.

Yes  No

✓15. Are there allegations of discrimination against the organization within the past three (3) years? If yes, please offer a brief overview and explanation of the situation.

*No, per the Human Resources Director Shelly Lotz*

16. Has the current organization staff received Civil Rights Training, to include awareness about accessibility (Section 504/ADAA) requirements and general methods to ensure fair and equitable treatment of all persons, in the past three (3) years? If yes, please note the type of training, the staff members that attended, and when the training occurred.

*Not Required per Susan Thord*

✓17. Please list past loans, grants, or other federal financial assistance from other Federal Agencies.

*See 2023 SEFA*

✓ 18. Does the organization have a pending application with USDA Rural Development or another Federal Agency?

Yes

No

N/A

Name Neil Hammerbacher

Title Controller - Admin's Frator

Signature Neil Hammerbacher

Date 5-20-2024



Neil Hammerbacher <nhammerbacher@tuscolacounty.org>  
*Question 1*

**USDA Grant Review**

4 messages

Neil Hammerbacher <nhammerbacher@tuscolacounty.org>  
To: "mclinesmith@tuscolaedc.org" <mclinesmith@tuscolaedc.org>

Thu, May 16, 2024 at 11:49 AM

Hi Michael,

We have five small grants that are going to be reviewed on the 21st of this month. One of the forms I need completed is the attached Demographic Chart. Do you have the information readily available to complete this chart with the most recent data available?

Thank you,

--

Neil Hammerbacher, CPA, CPM

**Neil Hammerbacher, CPA, CPM**  
**Tuscola County Controller-Administrator**  
125 W Lincoln St, Suite 500  
Caro, MI 48723  
nhammerbacher@tuscolacounty.org  
voice 989-672-3710  
fax 989-672-4011

Visit us Online for County Services @ [www.tuscolacounty.org](http://www.tuscolacounty.org)

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**USDA Grant Review - Demographic Chart.pdf**  
108K

Michael Clinesmith <mclinesmith@tuscolaedc.org>  
To: Neil Hammerbacher <nhammerbacher@tuscolacounty.org>  
Cc: Debbie Powell <ccmanager@casscity.org>, keystre@gmail.com

Thu, May 16, 2024 at 12:00 PM

Hello Neil,

I will call you later this afternoon regarding this request to understand better the information you need from us.

**Michael Clinesmith**  
Grant Administrator  
(989) 673-2849  
mclinesmith@tuscolaedc.org

[Quoted text hidden]  
[Quoted text hidden]

This email and any files transmitted with it are intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the message sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

---

**Michael Clinesmith** <mclinesmith@tuscolaedc.org>  
To: Neil Hammerbacher <nhammerbacher@tuscolacounty.org>  
Cc: Debbie Powell <ccmanager@casscity.org>, keyestre@gmail.com

Mon, May 20, 2024 at 12:14 PM

Hello Neil,

I talked with Paula Gromak from the USDA and she stated that Susan Thorp was going to take care of that form so the EDC could disregard the request.

Let me know if you have any questions,

**Michael Clinesmith**  
Grant Administrator  
(989) 673-2849  
mclinesmith@tuscolaedc.org

[Quoted text hidden]

---

**Neil Hammerbacher** <nhammerbacher@tuscolacounty.org>  
To: Michael Clinesmith <mclinesmith@tuscolaedc.org>  
Cc: Debbie Powell <ccmanager@casscity.org>, keyestre@gmail.com

Mon, May 20, 2024 at 12:43 PM

Thanks for following up.

[Quoted text hidden]

1

**Demographic Chart**

Mission Area and Program - Recipient and Project ID:						
Service Area Geography:						
	Participant/Beneficiary Information			Recipient Board of Directors *	Employment Programs ***	
	Participants (Previous review)	Applicants (current)	Participants (current)		Current Employees	Applicants
<b>RACE</b>						
B/AA						
AIAN						
Asian						
NHOPI						
White						
Other **						
2 or more **						
<b>ETHNICITY</b>						
Hispanic						
<b>OTHER DEMOGRAPHICS **</b>						
Disabled						
Male						
Female						
Other Gender Identity						
<b>SERVICE AREA GEOGRAPHY:</b> For example, "City or Rural town, State" or "Rural County, State"						
<b>APPLICANTS:</b> Demographics of the eligible persons or households applying for program benefits and services						
<b>PARTICIPANTS:</b> Demographics of the persons or households selected or approved to receive program benefits and services						

<b>DATA LEGEND</b>	
<b>B/AA</b>	Black/African American
<b>AIAN</b>	American Indian or Alaskan Native
<b>NHOPI</b>	Native Hawaiian or Other Pacific Islander

Questions 4, 5, 7 & 8

## Tuscola County LEP (Limited English Proficiency) Policy

### I. Purpose

The purpose of this policy is to ensure citizens of the Tuscola County have meaningful access to program information and services although they may be limited in their English language proficiency.

### II. Policy

No person will be denied access to Tuscola County information or services if he/she does not speak English or communicates English on a limited basis. Tuscola County will provide for effective communication between citizens with LEP and staff by making appropriate language assistance services available when citizens need these services, unless the citizen refuses language assistance services. Tuscola County will provide citizens with meaningful access to programs and services in a timely manner and at no cost.

### III. Objective

This policy was developed to serve citizens, and/or their family members, who do not speak, read, write, or understand English, or who do so on a limited basis. A citizen has LEP when he/she is not able to speak, read, write, or understand the English language at a level that allows him/her to interact effectively with staff.

### IV. Presumptions

A. This policy is consistent with federal requirements. All agencies that receive federal financial assistance for services must take adequate steps to ensure persons with limited English Proficiency (LEP) receive the language assistance necessary, free of charge, to allow them meaningful access to services.

B. According to the 2000 Census report, the Thumb's population is predominantly white. Only a small percentage of the population speaks a language other than English in their home. Due to the agricultural make-up of the county, a Hispanic migrant population is prevalent with their primary language being Spanish. The migrant population is cyclic, whereas a larger number is present in the few summer months of each year. Other languages are miniscule in our service area.

### V. Definitions

#### A. Effective Communication

Effective communication occurs when provider staff have taken the necessary steps to assure that a person with LEP is given adequate information to understand the services and benefits available and receives the benefits for which he/she is eligible. Effective communication also means that a person with LEP is able to communicate relevant circumstances of his/her situation to the provider.

#### B. Interpretation

Interpretation means the oral or spoken transfer of a message from one language to another language.

#### C. Limited English Proficiency (LEP)

A person with limited English proficiency (or "LEP" is not able to speak, read, write, or understand the English language well enough to allow him/her to interact effectively with health and social services agencies and other providers.

#### D. Meaningful Access

Meaningful access to programs and services is the standard of access required of federally-funded entities to comply with Title VI's (Title VI of the Civil Rights Act of 1964) language access requirements. To ensure meaningful access for people with LEP, service providers must make available to applicants/recipients free language assistance that results in accurate and effective communication.

#### E. Translation

Translation means the written or oral transfer of a message from one language to another language.

### VI. Procedure

#### A. Identification of LEP Individuals

1. Signs will be posted in the front lobby of every building informing citizens that language assistance is available upon request (**Attachment 1**)

#### B. Language Assistance Measures

1. Staff will offer citizens, prospective citizens, and/or their family members, free interpretation and/or translation services in a language they understand, in a way that preserves confidentiality, and in a timely manner.
2. Because of the concerns for confidentiality and the sensitive nature of the information that citizens may disclose during services, the use of family and friends as interpreters is strongly discouraged, but will be allowed at the citizen's request.
3. If the citizen chooses to use family or friends, first inform the citizen of the right to receive free interpreter services and permit the use of family/friends only after the offer has been declined and documented.
4. Staff must **never** use minor children as interpreters.
5. Staff should accommodate citizens' wishes to have family or friends serve as interpreters whenever possible.
  - a. Staff must keep in mind issues of citizen confidentiality and interpreter competency.
  - b. Staff must document the offer of interpreter assistance and that the citizen declined.
6. Written translation will be completed via internet resources.

#### C. Staff Training

1. Staff members will have access to LEP policies/procedure initially and whenever policy is updated.
2. Staff training/updates will be held annually or whenever policy is changed.
3. LEP policy will be incorporated into new employee orientation.
4. Language Line helpful hints will assist employees with the process. (**Attachment 2**)



#### D. Providing Notice

1. In order to provide notice to LEP persons that language assistance services are available and free of charge, the following efforts will be made.
  - a. Signs will be posted on the public boards in all buildings
  - b. Agency website will have a notice posted
2. In order to comply with the American Disabilities Act, a specific format for writing phone numbers will be used. The County will use the following format anytime a phone number is written, regardless of whether it is an email, website, forms, etc. The format used will be 123-123-1234, rather than (123) 123-1234 or other variations such as periods. This will read aloud correctly when a screen reader is used. When the parentheses or periods are used, the number is read as One hundred twenty three, rather than 123. Since we never know when a printed document will be turned into an electronic document, we will make our print and electronic format requirements consistent.

#### E. Monitoring and Updating of Plan

1. Policy will be reviewed/revised on an annual basis
2. LEP resources will be reviewed annually for availability and viability
3. The service delivery area will be reassessed annually to determine if needs regarding LEP have changed
4. Any changes in the policy will be let known to the public via agency website and public boards in all buildings

### VII. Resources

#### A. Phone/Website Translation

1. Language Line (Phone Translation Service) Check with your Department Head/Elected official on setting up an account to have access when needed.  
Set up your account at: <https://www.language.com/>
  - a. Find a confidential area to conduct service, or if on the phone, press conference call button to place citizen on hold.
  - b. **Dial the number provided at your setup** or **1-800-752-6096** for customer service.
  - c. Enter on your telephone keypad or provide the representative the 6-digit Citizen ID Access Code. Note: If this access code has not been provided to you and you are in need of translation for a citizen, please see your supervisor.
  - d. Press 1 for Spanish  
Press 2 for all other languages (speak the name of the language at the prompt)
  - e. An interpreter will be connected to the call. Brief the interpreter with what you wish to accomplish and given any special instructions.
  - f. Put the phone on speaker so both you and the citizen can hear interpreter. If citizen was on the phone, press conference button to add citizen to the line.
  - g. Say "End of Call" to the interpreter when the call is completed.
  - h. AT & T Standard TTY Relay Service-Communication with Hearing Impaired Population—step-by-step instructions for standard TTY relay calls
    - i. Dial 711 or **1-800-855-2880** to reach a relay Communications Assistant directly
    - ii. When the message "RC NBR CALLING PLS GA" appears on their TTY display screen, tell the Communications Assistant the area code and telephone number you are calling. When the call is connected, the staff member will need to tell the Communications Assistant the message the staff member wants to send. The

Communications Assistant will act as a relay between the staff member and the citizen.

5. For citizen's that are blind, we offer to read to them any forms that are used within the agency or offer to provide the resources magnified to a larger font that they may be able to read. Additional services for the blind would include:

- a. Michigan Commission for the Blind 517-335-7124
- b. Michigan Braille Transcribing Service 517-780-6637
- c. Michigan Bureau of Services for Blind Persons 810-760-2035
- d. Michigan Association of Transcribers for the Visually Impaired (MATVI) 517-786-5311

**English Translation:** Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

<b>American Sign Language</b>  Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.	<b>Korean</b> 한국어 귀하께서 사용하는 언어를 지정하시면 해당 언어 통역 서비스를 무료로 제공해 드립니다.
<b>Arabic</b> عربي أشتر إلى لغتك. وسيتم الاتصال بمترجم فوري. كما سيتم إحضار المترجم الفوري مجاناً.	<b>Mandarin</b> 國語 請指認您的語言，以便為您提供免費的口譯服務。
<b>Bengali</b> বাংলা আপনার ভাষার দিকে নির্দেশ করুন। একজন দোভাষীকে ডাকা হবে। দোভাষী আপনি নিখরচায় পাবেন।	<b>Nepali</b> नेपाली आफ्नो भाषातर्फ आँल्याउनुहोस्। एक दोभाषेलाई बोलाइनेछ। तपाईंको बिना कुनै खर्चको, एकजना दोभाषे उपलब्ध गराइनेछ।
<b>Burmese</b> မြန်မာ သင့်ဘာသာစကားကို ညွှန်ပြပါ။ စကားပြန် ဝေါ်ပေးပါမယ်။ သင့်အတွက် ကောင်းပြန် အခမဲ့ ပေးပါမယ်။	<b>Polish</b> Polski Proszę wskazać swój język i wezwiemy tłumacza. Usługa ta zapewniana jest bezpłatnie.
<b>Cantonese</b> 廣東話 請指認您的語言，以便為您提供免費的口譯服務。	<b>Portuguese</b> Português Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.
<b>Farsi</b> فارسی زبان مورد نظر خود را مشخص کنید. یک مترجم برای شما درخواست خواهد شد. مترجم بصورت رایگان در اختیار شما قرار می گیرد.	<b>Punjabi</b> ਪੰਜਾਬੀ ਆਪਣੀ ਭਾਸ਼ਾ ਵੱਲ ਇਸ਼ਾਰਾ ਕਰੋ। ਜਿਸ ਮੁਤਾਬਕ ਇਕ ਦੁਬਾਸੀਆ ਬੁਲਾਇਆ ਜਾਵੇਗਾ। ਤੁਹਾਡੇ ਲਈ ਦੁਬਾਸੀਆ ਦੀ ਮੁਫਤ ਇੰਤਜ਼ਾਮ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।
<b>French</b> Français Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.	<b>Romanian</b> Română Indicați limba pe care o vorbiți. Vi se va face legătura cu un interpret caare vă este asigurat gratuit.
<b>Haitian Creole</b> Kreyòl Lonje dwèt ou sou lang ou pale a epi n ap rele yon entèprèt pou ou. Nou ba ou sèvis entèprèt la gratis.	<b>Russian</b> Русский Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.
<b>Hindi</b> हिंदी अपनी भाषा को इंगित करें। जिसके अनुसार आपके लिए दुभाषिया बुनाया जाएगा। आपके लिए दुभाषिया की निशुल्क व्यवस्था की जाती है।	<b>Somali</b> Af-Soomaali Farta ku fiqluqadaada... Waxa laguugu yeeri doonaa turjubaan. Turjubaanka wax lacagi kaaga bixi mayso.
<b>Hmong</b> Hmoob Taw rau koj hom lus. Yuav hu rau ib tug neeg txhais lus. Yuav muaj neeg txhais lus yam uas koj tsis tau them dab tsi.	<b>Spanish</b> Español Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.
<b>Italian</b> Italiano Indicare la propria lingua. Un interprete sarà chiamato. Il servizio è gratuito.	<b>Tagalog</b> Tagalog Ituro po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo.
<b>Japanese</b> 日本語 あなたの話す言語を指してください。 無料で通訳サービスを提供します。	<b>Vietnamese</b> Tiếng Việt Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên.

## Partnering with Your LanguageLine Solutions® Interpreter to Ensure Effective Communication

1

### STARTING THE SESSION

- Allow the interpreter to start the session by giving you their name and Interpreter ID. Document this information for reference.
- Introduce yourself to the interpreter.
- Brief the interpreter and state the goal of the session and provide any specific instructions.
- Introduce yourself and the interpreter to the limited English proficient, Deaf, or Hard-of-Hearing individual.

2

### DURING THE SESSION

- Address the limited English proficient, Deaf, or Hard-of-Hearing individual, not the interpreter. The interpreter will be your voice. Keep in mind that everything stated will be interpreted.
- State information in short, concise sentences. When stating complicated or detailed information, speak at a slow pace and pause often. This allows the interpreter to note, retain, and relay the information. The interpreter may sometimes ask for repetitions or clarification.
- Avoid technical jargon and try to explain specialized terms or concepts.
- Avoid interrupting the interpreter or talking at the same time.
- Do not ask interpreters for their opinion.

3

### ENDING THE SESSION

- Ask the limited English proficient, Deaf or Hard-of-Hearing individual if they understood, or if they have any questions or concerns.
- Allow the interpreter to interpret everything before ending the session.

### FOR MORE INFORMATION

[www.LanguageLine.com](http://www.LanguageLine.com) / 1-800-752-6096



Onsite Interpreters



Over-the-Phone Interpreters



Video Remote Interpreters

## Safe Harbor Provisions

**Safe Harbor.** Many recipients would like to ensure with greater certainty that they comply with their obligations to provide written translations in languages other than English. Paragraphs (a) and (b) below outline the circumstances that can provide a "safe harbor" for recipients regarding the requirements for translation of written materials. A "safe harbor" means that if a recipient provides written translations under these circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances outlined in paragraphs (a) and (b) does not mean there is noncompliance. Rather these paragraphs merely provide a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four-factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

**Safe Harbor.** The following actions will be considered strong evidence of compliance with the recipient's written-translation obligations:

(a) The DOT recipient provides written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally; or

(b) If there are fewer than 50 persons in a language group that reaches the 5% trigger in (a), the recipient does not translate vital written materials but provides written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

These safe harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

*No, per the Human Resources Director.*

## Non-Architectural Barrier SELF-EVALUATION GUIDE

In order to insure program accessibility for persons with disabilities, alterations to existing facilities may be necessary. The applicant is required to conduct a **self evaluation** to determine whether there are accessibility barriers to full participation in federal, state or local government assisted services, programs or activities and if so, identify methods for eliminating them.

Barriers may be structural in nature, or may be in the form of program procedures and/or employment practices.

Once identified, non-structural barriers should be immediately removed, and a **transition plan** developed, setting forth time frames for the removal of structural barriers. Section 504 and ADA do not require that every facility or area within a facility be fully accessible. It provides however, that the program, when viewed in its entirety, be readily accessible and usable by individuals with disabilities. It also requires that if alternatives to structural changes are considered, those alternatives must provide a comparable service, be offered at no additional cost to the applicant, and be offered in the most integrated setting possible.

**Priority must be given to making accessible those areas where public access is required, such as for the payment of bills or for inquiries regarding services or employment.**

Barriers to other common use areas, such as meeting or community rooms, recreation areas and public restrooms, must also be addressed.

## Non-Architectural Barrier SELF EVALUATION GUIDE

1. If written applications are required, do you provide an alternative for persons who, because of their disability, may be unable to communicate in usual ways (e.g., mail-in; assistance to complete the application by a staff person; large print; etc.)?

YES  NO  N/A   
 Explain:

2. Are your application forms free of any questions that ask whether an applicant has a disability or a medical condition? (NOTE: where applicable, application forms should ask if an accommodation based on a disability is needed.)

YES  NO  N/A

3. Have eligibility requirements been reviewed to ensure that they do not impose unnecessary requirements on persons with disabilities (e.g., requirements for residency, health, skill levels)?

YES  NO  N/A

4. Are services to persons with a disability identical to or as similar as possible to services provided to the general public?

YES  NO  N/A

5. Are raised and Braille characters in place where permanent informational signage (e.g. entrances, directional and essential services) is provided?

YES  NO  N/A

6. Does your organization have a process to communicate with persons having hearing or vision disabilities?

YES  NO  N/A

This checklist is not represented to be comprehensive, but may be used as a guide in conducting a Section 504 Self Evaluation. This checklist addresses only non-architectural barriers, whereas a complete Self-Evaluation must also consider architectural or physical barriers to accessibility.

7. Does your organization conduct business or provide services or information by telephone with beneficiaries or the general public?

YES  NO  N/A

If yes, is a telecommunication device for the deaf (TDD) or other equally effective system available to facilitate communication with people who are deaf, hearing-impaired and/or speech-impaired? (An "equally effective system" can include the Michigan Relay Service. NOTE - Organizations that have extensive phone contact with the public are encouraged to have a TDD device to ensure more immediate access.)

YES  NO  N/A

8. Does your organization have a process to communicate with Non-English speaking individuals?

YES  NO  N/A

9. Does your organization have emergency evacuation procedures for persons with disabilities?

YES  NO  N/A

10. Are both audible and visual alarms provided (if there is an emergency warning system).

YES  NO  N/A

11. Do your written materials include a notice of non-discrimination?

YES  NO  N/A

Prepared by: Neil Hammerbacher Date: 5-17-24

Printed name: cc cc

Title: Controller - Administrator

Organization: Tuscola County

Reviewed with the board on (date) to be scheduled.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.


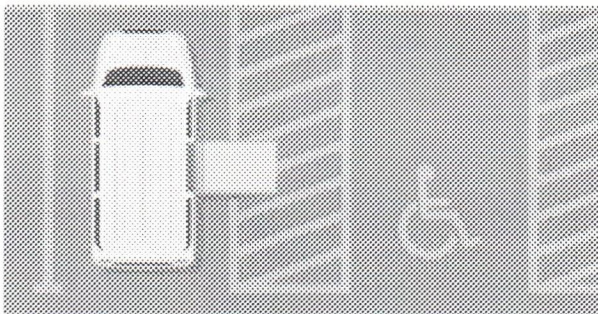
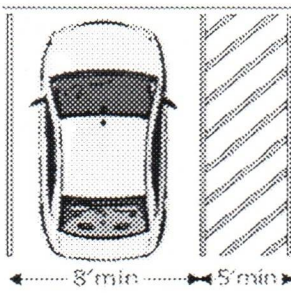
This checklist is not represented to be comprehensive, but may be used as a guide in conducting a Section 504 Self Evaluation. This checklist addresses only non-architectural barriers, whereas a complete Self-Evaluation must also consider architectural or physical barriers to accessibility.

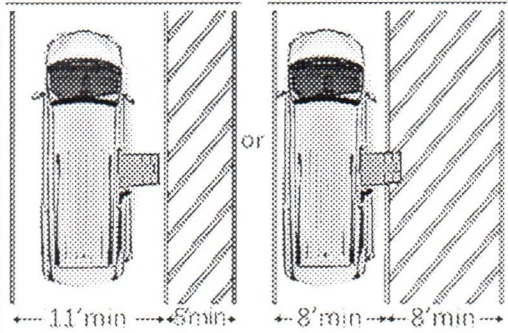
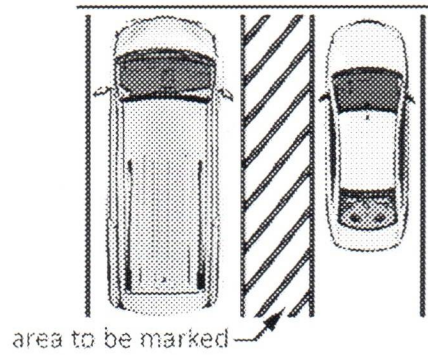
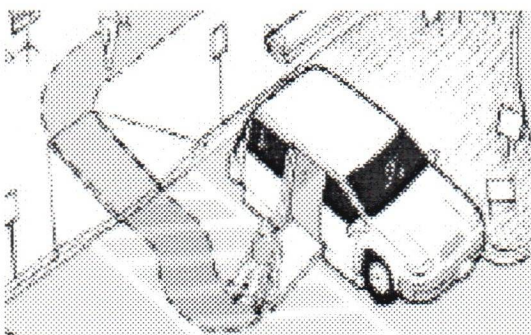
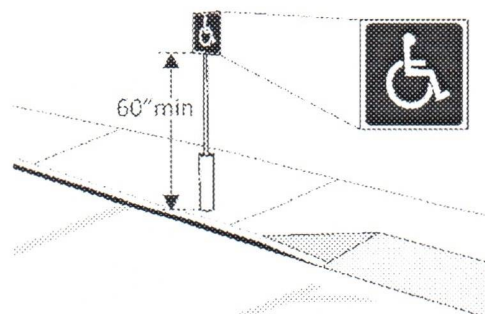


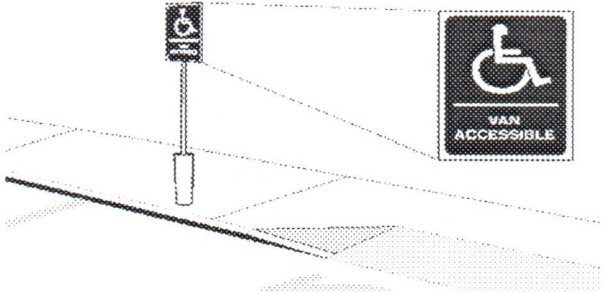
Question 12

12

ACCESSIBLE PARKING WORKSHEET

REQUIREMENT	ADDITIONAL INFORMATION	YES	NO												
<p>1. If parking is provided for the public, are an adequate number of accessible spaces provided?</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Total Spaces</th> <th>Accessible Spaces</th> </tr> </thead> <tbody> <tr> <td>1 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 75</td> <td>3</td> </tr> <tr> <td>76 - 100</td> <td>4</td> </tr> <tr> <td colspan="2">100+ see 2010 Standards 208.2</td> </tr> </tbody> </table>	Total Spaces	Accessible Spaces	1 - 25	1	26 - 50	2	51 - 75	3	76 - 100	4	100+ see 2010 Standards 208.2		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Spaces	Accessible Spaces														
1 - 25	1														
26 - 50	2														
51 - 75	3														
76 - 100	4														
100+ see 2010 Standards 208.2															
<p>2. Of the total parking spaces, the accessible spaces are to be located on the closest accessible route to the accessible entrance(s)</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>												
<p>3. Of the accessible spaces, is at least one a van accessible space?</p> <p>Note: For every 6 or fraction of 6 parking spaces required by the table above, at least 1 should be a van accessible space.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>												
<p>4. Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?</p> <p>Note: Two spaces may share an access aisle.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>												

<b>PARKING, continued</b>		<b>YES</b>	<b>NO</b>
<p>5. Is the van accessible space at least 11 feet wide with an access aisle at least 5 feet wide?</p> <p>OR</p> <p>At least 8 feet wide with an access aisle at least 8 feet wide?</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>6. Are the access aisles marked so as to discourage parking in them?</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>7. Do the access aisles adjoin an accessible route?</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>8. Are accessible spaces identified with a sign that includes the International Symbol of Accessibility and is the bottom of the sign at least 60 inches above the ground?</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

PARKING, <i>continued</i>		YES	NO
9. Are there signs reading "van accessible" at van accessible spaces?		<input type="checkbox"/>	<input checked="" type="checkbox"/>

*New signs ordered 5/17/24*

**RESOURCES:**

U.S. Access Board ADA **208.2 Parking Spaces – Minimum Number**

Source: <https://www.access-board.gov/ada/#ada-208>

U.S. Access Board ADA **502 Parking Spaces**

U.S. Access Board ADA **502.6 Identification**

Source: <https://www.access-board.gov/ada/#ada-502>

U.S. Access Board ADA **703.7 Symbols of Accessibility**

Source: <https://www.access-board.gov/ada/#ada-703>

*MMS*  
*5/17/2024*

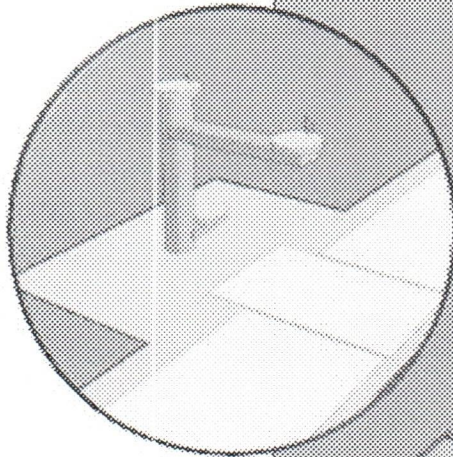
Question 13

13

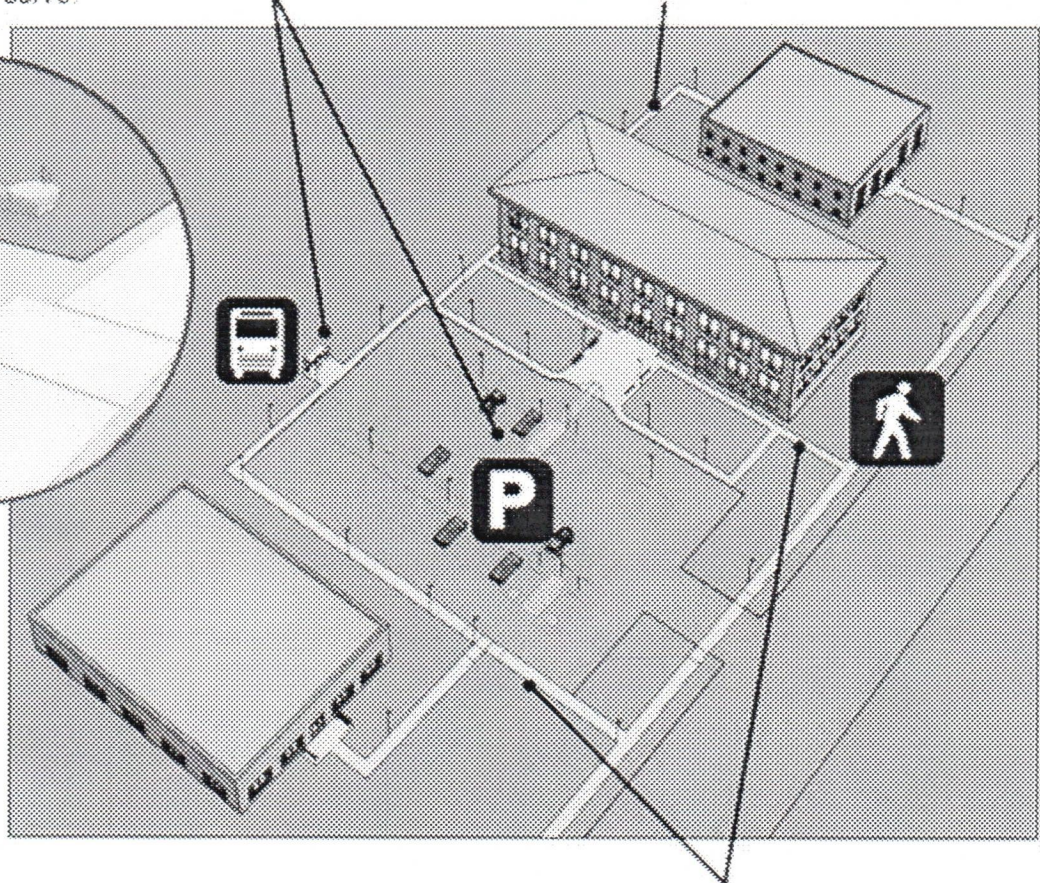
**ACCESSIBLE ROUTE WORKSHEET**

An accessible route must connect site arrival points such as accessible parking spaces, passenger loading zones, and transportation stops to each accessible facility they serve.

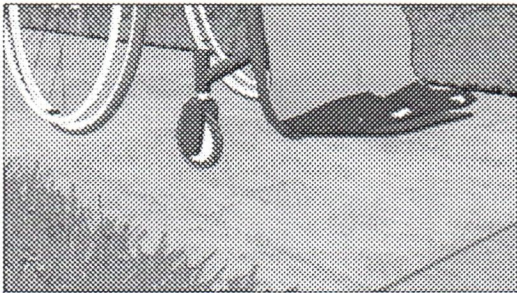
An accessible route within the boundary of the site must connect each facility on a site (except those connected only by a vehicular way that does not provide pedestrian access).

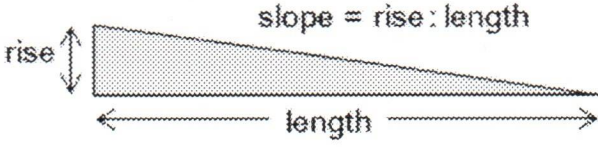
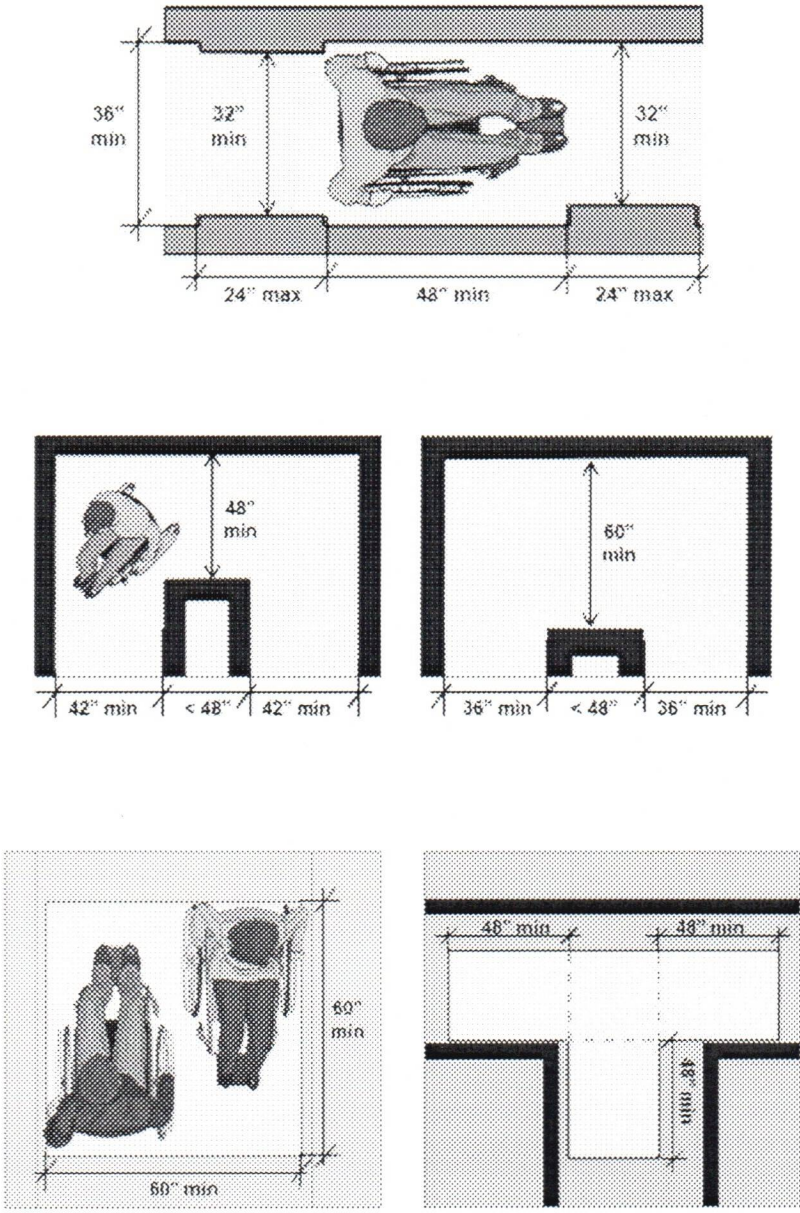


An accessible route must serve all accessible spaces and elements on a site, including those that are exterior, such as courtyards and drinking fountains.



An accessible route from public streets and sidewalks must connect directly or indirectly to all accessible facilities and elements on a site.

WALKING SURFACES		YES	NO
1. Is the walking surface stable, firm, and slip resistant?		<input checked="" type="checkbox"/>	<input type="checkbox"/>

WALKING SURFACES (cont)		YES	NO
<p>2. Does the accessible route maintain a running slope of 5% (1:20) or less and cross-slope of 2% (1:50) or less?</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>3. Does the accessible route maintain a clear width of at least 36" inches? (32" in certain situations) and provide additional clearances for passing and turns throughout the entire path?</p>	 <p style="text-align: center;">60" Min. by 60" Min. Passing Space</p> <p style="text-align: center;">T-Shaped Passing Space</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CURB RAMPS		YES	NO
<p>7. If the accessible route crosses a curb, are curb ramps provided that meet the following:</p> <ul style="list-style-type: none"> <li>• Landing</li> <li>• Grade Breaks</li> <li>• Width</li> <li>• Slope</li> <li>• Cross Slope</li> <li>• Side Flares</li> </ul>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>8. If ramps are included within the accessible route, do ramps meet the following:</p> <ul style="list-style-type: none"> <li>• Width</li> <li>• <u>Handrails</u></li> <li>• Slope</li> <li>• Cross-slope</li> <li>• Landings</li> <li>• Rise</li> <li>• Edge Protection</li> </ul>		<input type="checkbox"/>	<input checked="" type="checkbox"/>

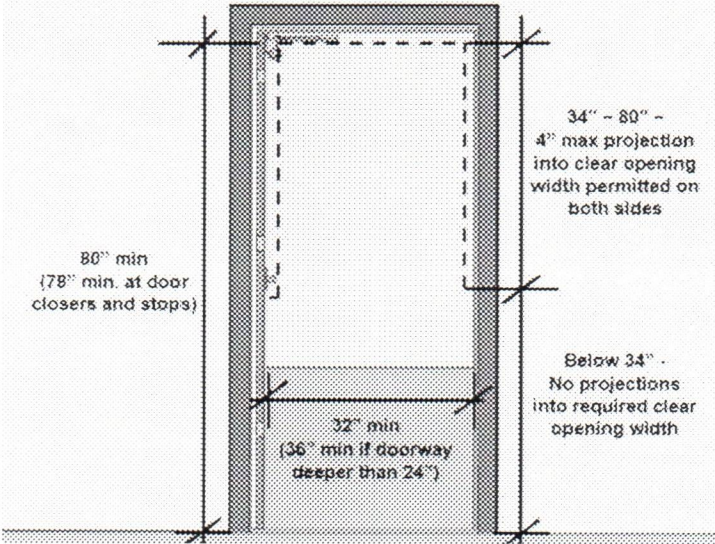
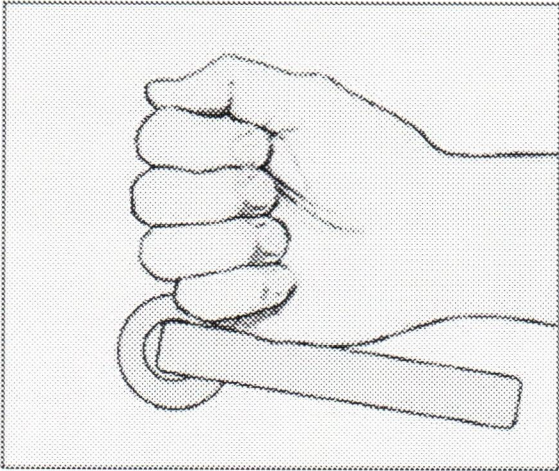
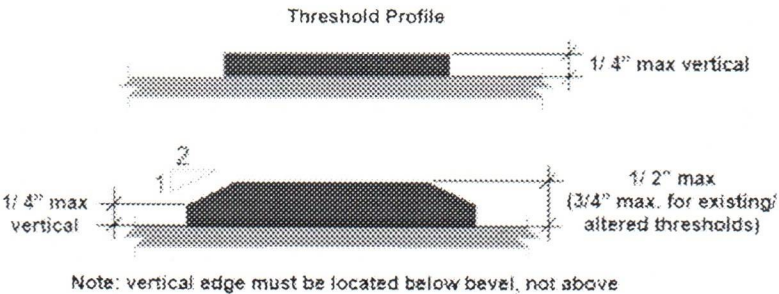
**RESOURCES:**

U.S. Access Board ADA **405 Ramps**

Source: <https://www.access-board.gov/ada/#ada-405>

U.S. Access Board ADA **406 Curb Ramps**

Source: <https://www.access-board.gov/ada/#ada-406>

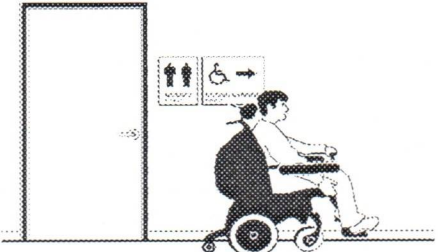
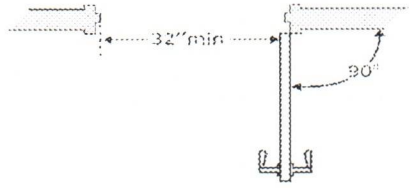
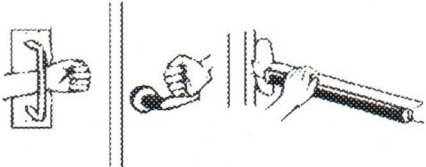
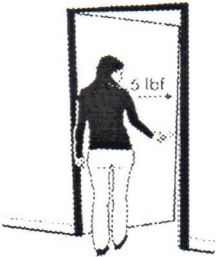
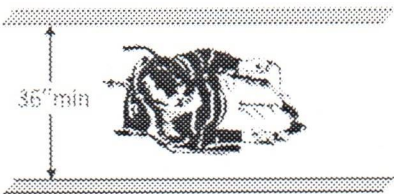
ENTRANCES		YES	NO
<p>4. Does the entrance meet the clear width and vertical clearance requirements?</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>5. Is the entrance equipped with hardware that is operable with one hand and does not require <u>tight grasping</u>, <u>pinching</u>, or <u>twisting</u> of the wrist?</p>		<input checked="" type="checkbox"/> <i>A.S.</i>	<input checked="" type="checkbox"/>
<p>6. Does the entrance meet vertical threshold requirements? (no more than 1/4 inch high without a bevel)</p>	 <p>Note: vertical edge must be located below bevel, not above</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*[Handwritten Signature]* 5/17/2024

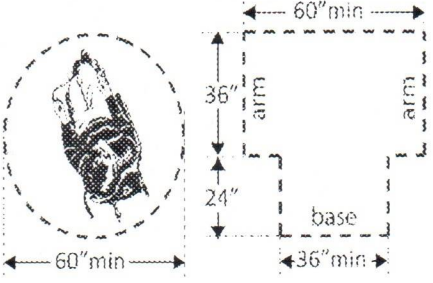
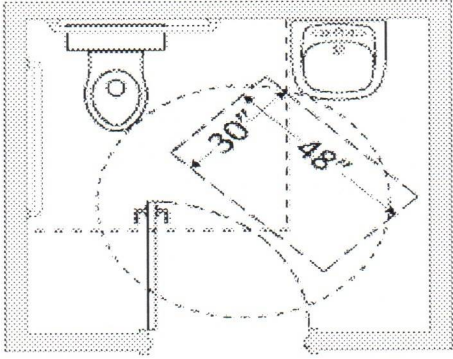
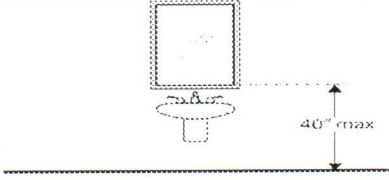
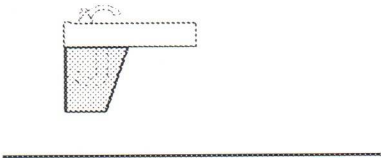
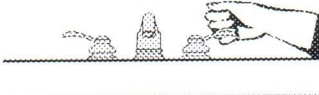
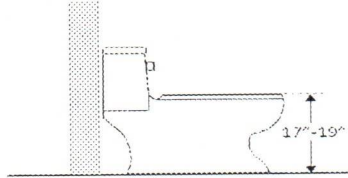
Question 14

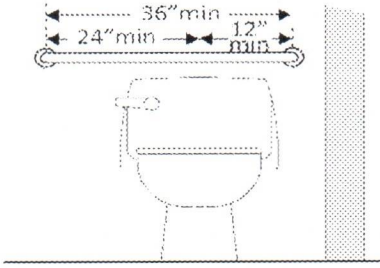
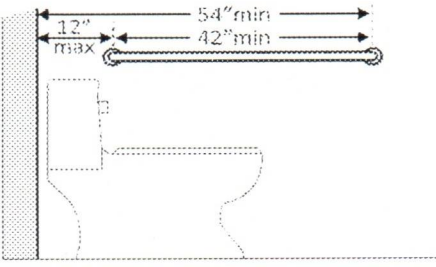
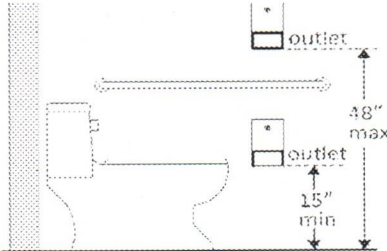
14

ACCESSIBLE PUBLIC RESTROOMS WORKSHEET

TOILET ROOM ENTRANCE		YES	NO	N/A
1. Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Can the door be opened easily (5 pounds maximum force)?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



TOILET ROOMS		YES	NO	N/A
<p>6. Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>8. If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor?</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Are pipes below the lavatory insulated or otherwise configured to protect against contact?</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. Can the faucet be operated without tight grasping, pinching, or twisting of the wrist?</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>TOLIET ROOMS, <i>continued</i></b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
12. Is there a grab bar at least 36 inches long on the rear wall and is the flush handle on the side of the commode away from the wall?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is there a grab bar at least 42 inches long on the side wall?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is the outlet of the dispenser between 15 and 48 inches above the floor and not located behind grab bars?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RESOURCES:**

U.S. Access Board ADA **216.8 Toilet Rooms and Bathing Rooms**

Source: <https://www.access-board.gov/ada/#ada-216>

U.S. Access Board ADA **404 Doors, Doorways, and Gates**

Source: <https://www.access-board.gov/ada/#ada-404>

U.S. Access Board ADA **603 Toilet and Bathing Rooms**

Source: <https://www.access-board.gov/ada/#ada-603>

U.S. Access Board ADA **606 Lavatories and Sinks**

Source: <https://www.access-board.gov/ada/#ada-606>

*M. Miller*  
5/17/2024

**Tuscola County**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2023**

<u>Federal Agency / Cluster / Program Title</u>	<u>Assistance Listing Number</u>	<u>Pass-through / Grantor Number</u>	<u>Federal Expenditures</u>
<b>U.S. Department of Justice:</b>			
<i>Passed through the Michigan Department of Health and Human Services</i>			
Crime Victim Assistance	16.575	E20233866	\$ 65,185
Crime Victim Assistance	16.575	E20242829	20,060
<b>Total U.S. Department of Justice</b>			<u>85,245</u>
<b>U.S. Department of Treasury:</b>			
<i>Passed through the State Court Administrative Office</i>			
Virtual Backlog Response Docket Grant	21.027	SLFP0127	20,866
<b>Total U.S. Department of Treasury</b>			<u>20,866</u>
<b>U.S. Election Assistance Commission</b>			
<i>Passed through the Secretary of State</i>			
Help America Vote Act Election Security Grant	90.404		4,200
<b>Total U.S. Election Assistance Commission</b>			<u>4,200</u>
<b>U.S. Department of Health and Human Services:</b>			
<i>Passed through the Michigan Department of Health and Human Services</i>			
Child Support Enforcement:			
Prosecuting Attorney Cooperative Reimbursement Program	93.563	CSPA 17-79002	64,542
Prosecuting Attorney Cooperative Reimbursement Program	93.563	CSPA 24-79002	12,942
Friend of the Court Cooperative Reimbursement Program	93.563	CSFOC17-79001	395,051
Friend of the Court Cooperative Reimbursement Program	93.563	CSFOC24-79001	138,949
Friend of the Court Cooperative Reimbursement Program	93.563	GF/GP	41,804
Title IV-D Incentive Program	93.563	CSFOC17-79001	48,179
Title IV-D Incentive Program	93.563	CSFOC24-79001	15,160
Title IV-E Foster Care Program	93.658	E20230263	1,619
Title IV-E Foster Care Program	93.658	E20240111	449
Total Child Support Enforcement:			<u>718,695</u>
<b>Total U.S. Department of Health and Human Services</b>			<u>718,695</u>
<b>U.S. Department of Homeland Security:</b>			
<i>Passed through the Michigan Department of Natural Resources</i>			
Boating Safety Financial Assistance	97.012	N/A	10,629
<i>Passed through the Michigan Department of State Police</i>			
Emergency Management Performance Grants	97.042	N/A	22,296
<i>Passed through the County of Midland, Michigan</i>			
Homeland Security Grant Program	97.067	N/A	77,703
<b>Total U.S. Department of Homeland Security</b>			<u>110,628</u>
<b>Total Expenditures of Federal Awards</b>			<u>\$ 939,634</u>

**Summary of Audit Submission Dates  
for the Tuscola County Road Commission and the  
Road Commissions of Our Comparable Counties**

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
<b>Tuscola County Road Commission</b>	Not complete	06/29/2023	06/28/2022	07/29/2021	07/31/2020	07/01/2019
Days before due date		1 Day	2 Days	Late - Pandemic	Late - Pandemic	Late 1 Day
<b>Montcalm County Road Commission</b>	03/29/2023	03/24/2023	03/17/2022	03/01/2021	02/09/2020	02/05/2019
Days before due date	1 day	7 Days	14 Days	30 Days	50 Days	54 Days
<b>Gratiot County</b>	02/27/2024	02/24/2023	02/22/2022	02/23/2021	02/19/2020	02/21/2019
Days before due date	33 days	35 days	37 days	36 days	40 days	38 days
<b>St. Joseph County</b>	05/15/224	05/08/2023	05/02/2022	06/16/2021	05/14/2020	05/13/2019
Days before due date	46 days	53 days	59 days	14 days	47 days	48 days
<b>Sanilac County</b>	05/09/2024	06/08/2023	05/25/2022	05/24/2021	05/12/2020	06/13/2019
Days before due date	52 days	22 days	36 days	37 days	49 days	17 days
<b>Shiawassee County</b>	Not complete	06/14/2023	05/11/2022	05/12/2021	05/20/2020	05/31/2019
Days before due date		16 days	50 days	49 days	41 days	30 days

**Ionia County**

Ionia County does not have a Road Commission; they have a Road Department within the County



Tuscola County

Neil Hammerbacher <nhammerbacher@tuscolacounty.org>

[EXTERNAL] MAC Legislative Update 5-24-24

2 messages

Michigan Association of Counties <melot@micounties.ccsend.com>
Reply-To: melot@micounties.org
To: nhammerbacher@tuscolacounty.org

Fri, May 24, 2024 at 1:06 PM

Donate to MACPAC

May 24, 2024

LEGISLATIVE UPDATE

- State program will help homeowners on septic work
Bill to make state law on lake levels more flexible gets hearing
Bill would exempt broadband expansion grants from taxation
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Issue Brief
2024 MICHIGAN LEGISLATIVE CONFERENCE
Statewide Sanitary Code
Background
MAC's Efforts
Message to Lawmakers

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MAC's Deena Bosworth (left), Stephan Currie (center) and Amy Dolinky (right) gave briefings this week at the annual gathering of the Michigan Association of County Administrative Officers (MACAO), a MAC Affiliate, in Northern Michigan.

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Those interested in applying for the program must first seek a bid from an authorized septic installation contractor, then contact their local health department to obtain a construction permit. The final step is to apply for a loan [online](#). The available loan options have an average interest rate of 7.67% with a 15-year term.

While the proposed statewide septic code legislation has not yet had a public hearing and is far from becoming law, financing for homeowners has been a major concern for MAC. The Septic Replacement Loan Program is a step in the right direction to help address some of those concerns, with or without legislative change.

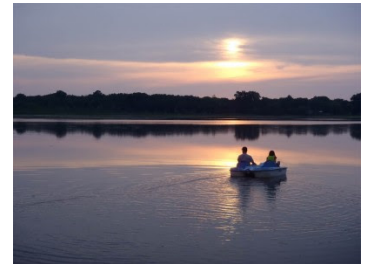
For more information on this issue, contact Madeline Fata at [fata@micounties.org](mailto:fata@micounties.org).

## Infrastructure

### Bill to make state law on lake levels more flexible gets hearing

A bill aimed at amending the state law on inland lake levels received a legislative hearing this week.

[Senate Bill 662](#), by Sen. Rosemary Bayer (D-Oakland), would redefine the “normal lake level” to account for temporary fluctuations caused by weather conditions and construction or repair activities. The current statute and recent court decisions that require counties to maintain a static lake level or to petition circuit courts to amend lake level orders when deviations occur is a time-consuming and costly process. SB 662, which is before the House Committee on Natural Resources, Environment, Tourism and Outdoor Recreation, intends to streamline this process by retroactively changing the definition to include the variations. By broadening the definition, counties and lake level districts should be able to avoid unnecessary lawsuits and repeated court proceedings, ultimately conserving both financial and administrative resources.



The bill is supported by the Michigan Association of County Drain Commissioners and the Michigan Department of Energy, Great Lakes and Environment.

For more information on this issue, contact Deena Bosworth at [bosworth@micounties.org](mailto:bosworth@micounties.org).

## Infrastructure

### Bill would exempt broadband expansion grants from taxation

A tax exemption may help to foster broadband expansion under proposed legislation. [House Bill 5682](#), by Rep. Jen Hill (D-Marquette), was brought before the House Energy, Communications and Technology Committee for an initial hearing on Tuesday. The legislation would exempt broadband expansion grants from taxable income.

When a broadband provider is awarded a grant by the state or federal government, they must pay 6% percent in corporate income tax. Most of these grants require a match from the broadband provider, so they are financially invested in addition to the awarded funds. Peninsula Fiber Network shared during committee that they were awarded \$61 million by the federal government, they matched \$26 million in private funds and are now required to pay \$5 million in taxes. That \$5 million could have been used to connect additional customers.



The counter argument is that, at present, the \$5 million goes into the state's General Fund. However, the tax collected on broadband expansion grants can hardly be accounted for by Treasury each year, as it is unpredictable and circumstantial.

**MAC did not take a position on the legislation** but has discussed it with stakeholders. It was supported in committee by the Broadband Association of Michigan and Southeast Michigan Council of Governments.

For more information on this issue, contact Madeline Fata at [fata@micounties.org](mailto:fata@micounties.org).

## Infrastructure

### Bill to boost maintenance work on drains gets House hearing

A bill to raise the current maintenance dollar limitation from \$5,000 per mile per year to \$10,000 per mile per year on county drains received a hearing this week before the House Committee on Local Government.



**House Bill 5188**, by Rep. Amos O'Neal (D-Saginaw), would change current law that limits the amount of maintenance work drain commissioners can perform on a single drain in a year to \$5,000 per mile. This limit places stringent constraints on what a drain commissioner can do to perform maintenance on existing drainage systems each year. Whether the existing drainage system is an open channel ditch/watercourse or an enclosed underground system, much of the necessary maintenance of current drainage infrastructure across the state cannot be efficiently performed under the current limit, causing the commissioners to maintain smaller sections each year and redeploying equipment and personnel in subsequent years to properly maintain the drain.

The bill was not voted on this week, but further action is anticipated.

For more information on this issue, contact Deena Bosworth at [bosworth@micounties.org](mailto:bosworth@micounties.org).

## MAC News

### No Legislative Update for May 31



MAC's Legislative Update will take a one-week hiatus due to the legislative break for the Mackinac Policy Conference on Mackinac Island May 28-31.



Expect the next Legislative Update on Friday, June 7.

For any late-breaking legislative news, watch for MAC special alerts or check our website at [www.micounties.org](http://www.micounties.org).

## MAC Events

### Policy Summit will focus on financial issues with opioids, roads, jails

The 2024 MAC Policy Summit on June 25 will feature briefings on Medicaid jail policies, the latest news on using opioid settlement dollars, a potentially massive shift in how Michigan funds its roads and an overview of counties' long-term fiscal health.



Registration is now open for the session, with a \$75 fee covering either the virtual option or attendance in-person at the AC Hotel Lansing just off U.S. 127 in the capital city.

[CLICK HERE TO REGISTER.](#)

The event is designed to allow county leaders to get to and from Lansing in a reasonable schedule. However, MAC has secured a room block at the AC Hotel ([3160 E. Michigan Ave., Lansing](#)) for \$149 per night.

For more details on the agenda, presentations, the hotel and parking tips, visit [MAC's events page](#).

Participants in the summit will earn 1 credit hour toward certification in MAC's [County Commissioner Academy](#).

## Infrastructure

### May 29 webinar to focus on rail crossing grants

A session focused on the Rail Crossing Elimination (RCE) grant, a federal program available to states and communities for improving the safety and mobility of people and goods, will be held on May 29 from 1 p.m. to 2 p.m. Eastern.



[Click here to register.](#)

Now approaching its second application period at the end of May, the program in its inaugural year delivered \$570 million in grants to eliminate nearly 400 rail crossings in 32 states.

Attendees will hear from the Federal Railroad Administration on the program, including best practices for applicants. We will also feature a case study of a successful grant in Franklin Park, Illinois, including local and county perspective and insight from the project’s partner railroad CPKC on working with railroads on grant projects.

## Finance

### Treasury sets schedule for correcting millage rate errors

The Michigan Department of Treasury (Treasury) reminds municipalities that, although not required, they can review and correct errors in Treasury’s calculation of each municipality’s millage rate eligible for the 2024 Personal Property Tax (PPT) reimbursement ([MCL 123.1345\(x\)\(ii\)\(B\)](#) and [MCL 123.1353\(5\)](#)).



The Local Community Stabilization Authority (LCSA) Act requires Treasury to make the eligible millage rate calculations available by May 1. The eligible millage rate calculations can be found on [Treasury’s 2024 PPT Reimbursements website](#) under the “Millage Rate Comparison Reports” heading. These 2024 Millage Rate Comparison Reports are intended to be used by municipalities to verify the accuracy of the eligible millage rates to be used in their 2024 PPT reimbursement calculations.

### How to Review the 2024 Millage Rate Comparison Reports ...

[READ MORE](#)

## Finance

### Register now for next ‘Chart Chat’ webinar from Michigan Treasury

Registration is open for Treasury’s next “Chart Chat” webinar on Thursday, May 30. The session will run from 2 p.m. to 3 p.m. Eastern.



[Click here to register.](#)

The Chart Chat webinar series provides local governments with critical information related to accounting and auditing topics, measuring local government fiscal health, and other important updates from Treasury. Topics covered in this session will include:

- Corrective Action Plans
- Numbered Letters Update
- Budget Projection Tool

- Uniform Actuarial Assumptions (PA 202 of 2017)
- Headlee Overview

Presentations and recordings from this webinar, along with previous webinars, can be found at [TREASURY - BLGSS Learning Center](#). For support related to Treasury's local government services, visit the [TREASURY - Contact Information](#).

## Finance

### New tool provides 'one-stop shop' for your grant searches



Help with the perennial challenge of finding and securing grants for county initiatives is here.

[The MI Funding Hub](#) is a new effort led by the Michigan Municipal League and state Department of Labor and Economic Opportunity to develop one-stop shop for grants. The hub provides open access to a searchable database of federal and state funding sources as well as philanthropic foundations that can be queried based on type of applicant and funding category as funding becomes available.

The hub provides a monthly newsletter announcing new grants, webinars and grant readiness training. Local officials also have free access to hands-on technical assistance from a team of experts across many fields through the MI Funding Hub helpdesk. After receiving your helpdesk request form, the team will schedule a meeting to discuss funding needs, answer funding questions, direct applicants to appropriate funding sources and coach you on developing application strategies.

Services provided through the MI Funding Hub do not include writing grant applications, but MAC's CoProPlus subsidiary does have a [pre-negotiated grant writing contract available](#).

Get started by watching a [recorded introductory webinar](#).

## Learning Opportunity

### Use cyber courses to bolster your county's defenses

It can happen to you.

In early April, Grand Traverse County was hit with a "[spear phishing](#)" attack through its email system. The county's IT team was able to ward off the assault, but this is yet

another reminder that digital security is a fundamental duty for any county government in the 21<sup>st</sup> century.

The [NACo Cyberattack Simulation](#) is a reality-based simulation that prepares county risk leaders for cyberattacks by assessing counties' current state of readiness and identifying gaps. This simulation will



help attendees evaluate their incident response procedures and tools and guide them in developing a detailed cyberattack response strategy.

Upcoming sessions will focus on:

- June 2024: Supplier Management Access
- September 2024: Financial Access
- December 2024: Cloud Security

The NACo Cyberattack Simulation is designed for cybersecurity managers, their teams and those responsible for risk defense, protection, and recovery, including HR, policy management, finance, public safety and emergency services. It requires 30-60 minutes per day for one week. Activities can be completed on the participants' schedule and accessed online anywhere.

The retail price of the one week Cyberattack Simulation is \$795 per enrollee; however, the simulations are fully sponsored for all counties, bringing your price down to ZERO.

To learn more or enroll, email [moderator@pdaleadership.com](mailto:moderator@pdaleadership.com).

## Public Health

### Report offers suggestions on spending opioid dollars

Recommendations on how counties could deploy their opioid settlement funds are included in a new report paid for by the Michigan Opioid Partnership.



The partnership, a public-private collaborative including representatives from Michigan state government and key philanthropic organizations and the Center for Health and Research Transformation (CHRT) at the University of Michigan, worked to understand the needs and challenges of community-based recovery organizations in supporting recovery for individuals and families.

CHRT researched gaps and identified opportunities to address those gaps with relation to opioid settlement funding and to develop potential recommendations for state government and local governments. The report outlines areas for investment with opioid settlement funds in the areas of recovery and harm reduction, highlighting specific practices and pointing to Michigan-specific examples of these activities. Primary strategies presented in the report include recovery housing, peer support, recovery community organizations, engagement centers and jail services.

Read the full report [here](#).

For additional information, contact Amy Dolinky at [dolinky@micounties.org](mailto:dolinky@micounties.org).

## Staff Picks

### Staff picks

- [Over 25 years, \(Kent County\) Sobriety Court has helped change approach to justice](#) (WOOD-TV)
- [MDHHS project to keep families together is expanding](#) (WNEM.com)
- [These federal grants can help ease multiplying election threats](#) (RouteFifty)
- [New AI-powered data analyst designed for public sector](#) (American City and County)



## MAC Services

### MAC Jobs Hub

Visit the Jobs Hub

- **Director of Grants and Philanthropy, City of Pontiac**
- **Quasi-Judicial Officer, Barry County**

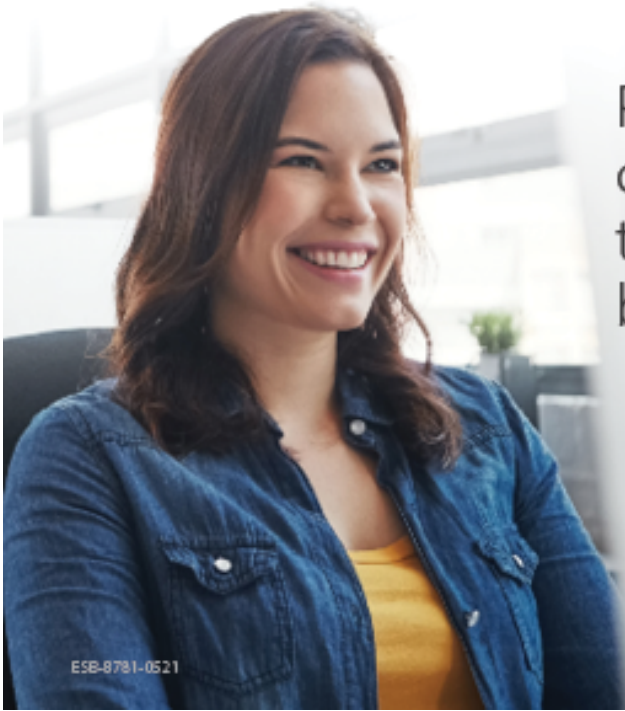


### County Commissioners Forum

MAC's online message board allows county commissioners to share challenges, solutions and ideas with their colleagues. You must register to use the message board. ([See these easy-to-follow instructions for registration.](#))

For more information on the Forum, contact Derek Melot at [melot@micounties.org](mailto:melot@micounties.org).

Visit the Forum



Partner with us for  
cost reduction  
through streamlined  
benefits administration.



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**Michigan Association of Counties**

110 W. Michigan Ave., Suite 200  
Lansing, MI 48933  
(800) 258-1152 | (517) 372-5374

Contact MAC



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**May 24, 2024**

## LEGISLATIVE UPDATE

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**Issue Brief**

**Background**

There is a consensus among local public health officials, septic tank installers, environmentalists, and septage haulers that something should be done to protect Michigan's fresh water and prevent a public health crisis from human waste contamination. While experts agree that change is needed, the approach has been greatly contested.

Legislation has been introduced to mandate that every septic tank in the state be inspected every five years. This proposal is concerning for several reasons. First, the cost for local public health departments to administer this program would be immense and the staff and resources needed simply do not exist at this time. Second, there is not enough infrastructure to manage this amount of waste. Third, homeowners would need to pay for the inspections and any necessary repairs, which can be incredibly difficult for many families in Michigan. Lastly, the introduced proposal eliminates a county's ability to administer a point-of-sale program; eleven counties currently operate such programs and several more are exploring implementing one.

**MAC's Efforts**

MAC is opposed to the regular inspection cycle, as well as the repeal of point-of-sale ordinances. MAC has participated in several workgroups with the bill sponsors, representatives from the Department of Environment, Great Lakes, and Energy, environmental experts, Realtors and professionals from the septic industry. It seems likely a statewide sanitary code of some kind will be adopted in this legislative term, so we are working hard to advocate for local control and financial support for both health departments and residents. Allowing counties to decide what is right for them is of the utmost importance, and if a county wants to enact a point-of-sale program they should be free to do so.

These requirements will force procedural, structural, and philosophical changes within courts and counties.

## Statewide Sanitary Code




**Message to Lawmakers**

- Local public health departments do not have the staff or funds to administer the program as proposed.
- There are not enough water treatment facilities in the state to accept this must septage.
- Many counties are already successfully operating a point-of-sale program and should be permitted to continue doing so.
- This program will financially devastate families across Michigan.

[Check out MAC's new Issue Briefs!](#)

[CLICK HERE TO REGISTER](#)



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### Bill to make state law on lake levels more flexible gets hearing

A bill aimed at amending the state law on inland lake levels received a legislative hearing this week.

**Senate Bill 662**, by Sen. Rosemary Bayer (D-Oakland), would redefine the “normal lake level” to account for temporary fluctuations caused by weather conditions and construction or repair activities. The current statute and recent court decisions that require counties to maintain a static lake level or to petition circuit courts to amend lake level orders when deviations occur is a time-consuming and costly process. SB 662, which is before the House Committee on Natural Resources, Environment, Tourism and Outdoor Recreation, intends to streamline this process by retroactively changing the definition to include the variations. By broadening the definition, counties and lake level districts should be able to avoid unnecessary lawsuits and repeated court proceedings, ultimately conserving both financial and administrative resources.



The bill is supported by the Michigan Association of County Drain Commissioners and the Michigan Department of Energy, Great Lakes and Environment.

For more information on this issue, contact Deena Bosworth at [bosworth@micounties.org](mailto:bosworth@micounties.org).

## Infrastructure

### Bill would exempt broadband expansion grants from taxation

A tax exemption may help to foster broadband expansion under proposed legislation. **House Bill 5682**, by Rep. Jen Hill (D-Marquette), was brought before the House Energy, Communications and Technology Committee for an initial hearing on Tuesday. The legislation would exempt broadband expansion grants from taxable income.



When a broadband provider is awarded a grant by the state or federal government, they must pay 6% percent in corporate income tax. Most of these grants require a match from the broadband provider, so they are financially invested in addition to the awarded funds. Peninsula Fiber Network shared during committee that they were awarded \$61 million by the federal government, they matched \$26 million in private funds and are now required to pay \$5 million in taxes. That \$5 million could have been used to connect additional customers.

The counter argument is that, at present, the \$5 million goes into the state’s General Fund. However, the tax collected on broadband expansion grants can hardly be accounted for by Treasury each year, as it is unpredictable and circumstantial.

**MAC did not take a position on the legislation** but has discussed it with stakeholders. It was supported in committee by the Broadband Association of Michigan and Southeast Michigan Council of Governments.

For more information on this issue, contact Madeline Fata at [fata@micounties.org](mailto:fata@micounties.org).

## Infrastructure

### Bill to boost maintenance work on drains gets House hearing

A bill to raise the current maintenance dollar limitation from \$5,000 per mile per year to \$10,000 per mile per year on county drains received a hearing this week before the House Committee on Local Government.



**House Bill 5188**, by Rep. Amos O'Neal (D-Saginaw), would change current law that limits the amount of maintenance work drain commissioners can perform on a single drain in a year to \$5,000 per mile. This limit places stringent constraints on what a drain commissioner can do to perform maintenance on existing drainage systems each year. Whether the existing drainage system is an open channel ditch/watercourse or an enclosed underground system, much of the necessary maintenance of current drainage infrastructure across the state cannot be efficiently performed under the current limit, causing the commissioners to maintain smaller sections each year and redeploying equipment and personnel in subsequent years to properly maintain the drain.

The bill was not voted on this week, but further action is anticipated.

For more information on this issue, contact Deena Bosworth at [bosworth@micounties.org](mailto:bosworth@micounties.org).

## MAC News

### No Legislative Update for May 31

MAC's Legislative Update will take a one-week hiatus due to the legislative break for the Mackinac Policy Conference on Mackinac Island May 28-31.



Expect the next Legislative Update on Friday, June 7.

For any late-breaking legislative news, watch for MAC special alerts or check our website at [www.micounties.org](http://www.micounties.org).

## MAC Events

### Policy Summit will focus on financial issues with opioids, roads, jails

The 2024 MAC Policy Summit on June 25 will feature briefings on Medicaid jail policies, the latest news on using opioid settlement dollars, a potentially massive shift in how Michigan funds its roads and an overview of counties' long-term fiscal health.

Registration is now open for the session, with a \$75 fee covering either the virtual option or attendance in-person at the AC Hotel Lansing just off U.S. 127 in the capital city.

[CLICK HERE TO REGISTER.](#)

The event is designed to allow county leaders to get to and from Lansing in a reasonable schedule. However, MAC has secured a room block at the AC Hotel ([3160 E. Michigan Ave., Lansing](#)) for \$149 per night.

For more details on the agenda, presentations, the hotel and parking tips, visit [MAC's events page](#).

Participants in the summit will earn 1 credit hour toward certification in MAC's [County Commissioner Academy](#).



## Infrastructure

### May 29 webinar to focus on rail crossing grants

A session focused on the Rail Crossing Elimination (RCE) grant, a federal program available to states and communities for improving the safety and mobility of people and goods, will be held on May 29 from 1 p.m. to 2 p.m. Eastern.



[Click here to register.](#)

Now approaching its second application period at the end of May, the program in its inaugural year delivered \$570 million in grants to eliminate nearly 400 rail crossings in 32 states.

Attendees will hear from the Federal Railroad Administration on the program, including best practices for applicants. We will also feature a case study of a successful grant in Franklin Park, Illinois, including local and county perspective and insight from the project's partner railroad CPKC on working with railroads on grant projects.

## Finance

### Treasury sets schedule for correcting millage rate errors

The Michigan Department of Treasury (Treasury) reminds municipalities that, although not required, they can review and correct errors in Treasury's calculation of each municipality's millage rate eligible for the 2024 Personal Property Tax (PPT) reimbursement ([MCL 123.1345\(x\)\(ii\)\(B\)](#) and [MCL 123.1353\(5\)](#)).



The Local Community Stabilization Authority (LCSA) Act requires Treasury to make the eligible millage rate calculations available by May 1. The eligible millage rate calculations can be found on [Treasury's 2024 PPT Reimbursements website](#) under the "Millage Rate Comparison Reports" heading. These 2024 Millage Rate Comparison Reports are intended to be used by municipalities to verify the accuracy of the eligible millage rates to be used in their 2024 PPT reimbursement calculations.

### How to Review the 2024 Millage Rate Comparison Reports ...

[READ MORE](#)

## Finance

### Register now for next 'Chart Chat' webinar from Michigan Treasury

Registration is open for Treasury's next "Chart Chat" webinar on Thursday, May 30. The session will run from 2 p.m. to 3 p.m. Eastern.



[Click here to register.](#)

The Chart Chat webinar series provides local governments with critical information related to accounting and auditing topics, measuring local government fiscal health, and other important updates from Treasury. Topics covered in this session will include:

- Corrective Action Plans
- Numbered Letters Update
- Budget Projection Tool
- Uniform Actuarial Assumptions (PA 202 of 2017)
- Headlee Overview

Presentations and recordings from this webinar, along with previous webinars, can be found at [TREASURY - BLGSS Learning Center](#). For support related to Treasury's local government services, visit the [TREASURY - Contact Information](#).

## Finance

### New tool provides 'one-stop shop' for your grant searches



Help with the perennial challenge of finding and securing grants for county initiatives is here.

[The MI Funding Hub](#) is a new effort led by the Michigan Municipal League and state Department of Labor and Economic Opportunity to develop one-stop shop for grants. The hub provides open access to a

searchable database of federal and state funding sources as well as philanthropic foundations that can be queried based on type of applicant and funding category as funding becomes available.

The hub provides a monthly newsletter announcing new grants, webinars and grant readiness training. Local officials also have free access to hands-on technical assistance from a team of experts across many fields through the MI Funding Hub helpdesk. After receiving your helpdesk request form, the team will schedule a meeting to discuss funding needs, answer funding questions, direct applicants to appropriate funding sources and coach you on developing application strategies.

Services provided through the MI Funding Hub do not include writing grant applications, but MAC's CoProPlus subsidiary does have a [pre-negotiated grant writing contract available](#).

Get started by watching a [recorded introductory webinar](#).

## Learning Opportunity

### Use cyber courses to bolster your county's defenses

It can happen to you.

In early April, Grand Traverse County was hit with a “[spear phishing](#)” attack through its email system. The county's IT team was able to ward off the assault, but this is yet

another reminder that digital security is a fundamental duty for any county government in the 21<sup>st</sup> century.

The [NACo Cyberattack Simulation](#) is a reality-based simulation that prepares county risk leaders for cyberattacks by assessing counties' current state of readiness and identifying gaps. This simulation will help attendees evaluate their incident response procedures and tools and guide them in developing a detailed cyberattack response strategy.

Upcoming sessions will focus on:

- June 2024: Supplier Management Access
- September 2024: Financial Access
- December 2024: Cloud Security

The NACo Cyberattack Simulation is designed for cybersecurity managers, their teams and those responsible for risk defense, protection, and recovery, including HR, policy management, finance, public safety and emergency services. It requires 30-60 minutes per day for one week. Activities can be completed on the participants' schedule and accessed online anywhere.

The retail price of the one week Cyberattack Simulation is \$795 per enrollee; however, the simulations are fully sponsored for all counties, bringing your price down to ZERO.



To learn more or enroll, email [moderator@pdaleadership.com](mailto:moderator@pdaleadership.com).

## Public Health

### Report offers suggestions on spending opioid dollars

Recommendations on how counties could deploy their opioid settlement funds are included in a new report paid for by the Michigan Opioid Partnership.



The partnership, a public-private collaborative including representatives from Michigan state government and key philanthropic organizations and the Center for Health and Research Transformation (CHRT) at the University of Michigan, worked to understand the needs and challenges of community-based recovery organizations in supporting recovery for individuals and families.

CHRT researched gaps and identified opportunities to address those gaps with relation to opioid settlement funding and to develop potential recommendations for state government and local governments. The report outlines areas for investment with opioid settlement funds in the areas of recovery and harm reduction, highlighting specific practices and pointing to Michigan-specific examples of these activities. Primary strategies presented in the report include recovery housing, peer support, recovery community organizations, engagement centers and jail services.

Read the full report [here](#).

For additional information, contact Amy Dolinky at [dolinky@micounties.org](mailto:dolinky@micounties.org).

## Staff Picks

### Staff picks

- [Over 25 years, \(Kent County\) Sobriety Court has helped change approach to justice](#) (WOOD-TV)
- [MDHHS project to keep families together is expanding](#) (WNEM.com)
- [These federal grants can help ease multiplying election threats](#) (RouteFifty)
- [New AI-powered data analyst designed for public sector](#) (American City and County)



# MAC Services

## MAC Jobs Hub

Visit the Jobs Hub



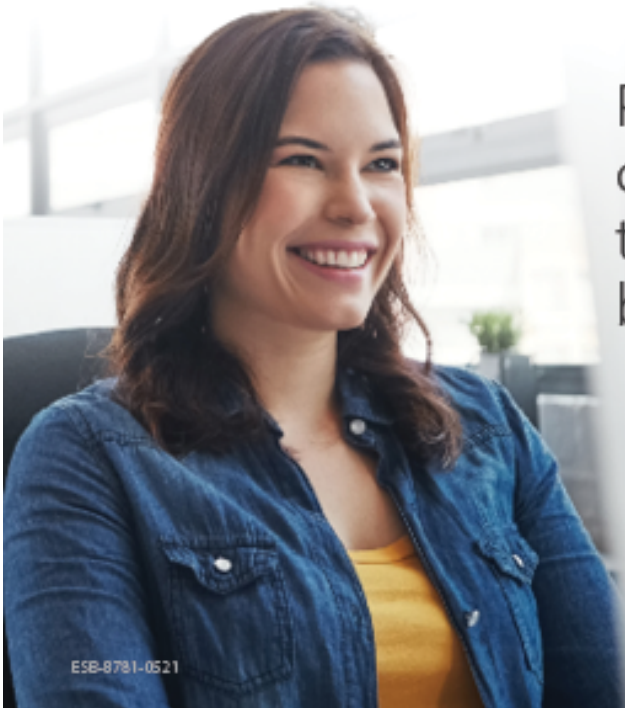
## County Commissioners Forum

- **Director of Grants and Philanthropy, City of Pontiac**
- **Quasi-Judicial Officer, Barry County**

MAC's online message board allows county commissioners to share challenges, solutions and ideas with their colleagues. You must register to use the message board. ([See these easy-to-follow instructions for registration.](#))

For more information on the Forum, contact Derek Melot at [melot@micounties.org](mailto:melot@micounties.org).

Visit the Forum



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