

Agenda
Tuscola County Board of Commissioners
Committee of the Whole Monday, December 9, 2019 – 8:00 A.M.
HH Purdy Building - 125 W. Lincoln, Caro, MI

Finance/Technology
Committee Leaders-Commissioners Young and Jensen

Primary Finance/Technology

1. **Senator Daley**
2. **MSU Annual Report - District Director Jerry Johnson**
3. **MSU 2020 Memorandum of Agreement (See A)**
4. **Tuscola County Recycling 2018 Annual Report (See B)**
5. **Re-appointment of Medical Examiner (See C)**
6. **Capitol Services Retainer (See D)**
7. **Community Foundation Grant Award (See E)**

On-Going and Other Finance

Finance

1. Preparation of Updated Multi-Year Financial Plan
2. 2020 Budget Development
3. Continue Review of Road Commission Legacy Costs

Technology

1. Increasing On-Line Services/Updating Web Page
2. Implementation of New Computer Aided Dispatch System

Personnel

Committee Leader-Commissioner Vaughan and Bardwell

Primary Personnel

1. **Equalization Promotion (See F)**
2. **Refill Vacant Tech Position in the IT Department**
3. **Mosquito Abatement Retirement (See G)**

On-Going and Other Personnel

1. Negotiation of Expiring Union Contracts – Setting Financial and Other Objectives
2. Strengthen and Streamline Year-End Open Enrollment

Building and Grounds
Committee Leaders-Commissioners Jensen and Grimshaw

Primary Building and Grounds

None

On-Going and Other Building and Grounds

1. County Jail Study – *Study is currently working on square footage needed for employees. They will then present to the Commissioners their finding in the near future.*
2. Recycling Relocation Update
3. County Physical and Electronic Record Storage Needs – Potential Use of Recycling Pole Building
4. Review of Alternative Solutions Concerning the Caro Dam

Other Business as Necessary

Public Comment Period



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

Tuscola County 2020 Memorandum of Agreement

1 message

Johnson, Jerry <johnjer@msu.edu>
To: Clayette Zechmeister <zclay@tuscolacounty.org>

Tue, Dec 3, 2019 at 2:22 PM

Hello Clayette,

The attached Memorandum of Agreement (MOA) clarifies the terms and conditions of MSU Extension's work efforts in Tuscola County. In addition, it verifies the budget terms upon which have been previously agreed.

The annual assessment for 2020 is \$153,647.00 which is to be paid quarterly consistent with past practice. This assessment provides the financial support for expenses related to educator staff and program support for the 4-H Youth Development program. Tuscola County also provides work space and office supplies necessary for daily operations. MSU will provide access to programs in all four MSU Extension Institutes for Tuscola County. This includes access to Educators, Program Instructors and MSU faculty affiliated with each Institute.

We enter into this agreement annually subject to the approval by the Tuscola County Board of Commissioners.

I am available to answer any questions or concerns expressed by the board.

Sincerely,

Jerry

Jerry Johnson

District 10 Director – *serving the counties of Huron, Lapeer, St. Clair, Sanilac and Tuscola*

Michigan State University Extension

200 Grand River Avenue, Suite 102

Port Huron, MI 48060

Direct: (810) 989-6308

johnjer@anr.msu.edu

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into on _____ by and between Tuscola County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community, Food & Environment

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. 0.5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").

6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will Provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Director.
 - b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible
3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Director that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

1 FTE MSU employed Clerical Support Staff Funding

Optional:

4. Funding for additional Extension educators at 0 FTE
5. Funding for additional 4-H program capacity 0.5 FTE
6. Funding for additional paraprofessional(s) at 0 FTE

7. Collection and distribution on behalf of MSUE funds provided by the millage approved by the voters of Tuscola County on 0. The millage collected will provide funds for the following:
 - a. Annual Extension Assessment, contributions of MSUE and County as outlined in this Agreement and other usual and customary Extension Office Operating and Personnel expenses.
8. Total Annual Assessment in the amount of **\$153,647**.

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S Morrill Hall of Agriculture, 446 W Circle Drive, Room 160, East Lansing, MI 48824

C. Staffing and Financial Summary

- A. Base Assessment (includes 0.5 FTE 4-H Program Coordination) \$55,596.

ADDITIONAL PERSONNEL

- | | |
|---|-----------|
| B. 1 FTE Clerical Support Staff to be employed by MSU | \$65,367. |
| C. 0 FTE Educator (Program Area:) | \$0. |
| D. 0.5 FTE Additional 4-H Program Coordination | \$32,684. |
| E. 0 FTE Additional paraprofessional staff | \$0. |

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2020: \$153,647.

L. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2020 the first day of the County budget year 2020 and shall terminate on the last day of such County budget year 2020. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Tuscola County Administrator/Controller Office, Attn: Clayette Zechmeister, 125 W. Lincoln Street, Suite 500, Caro, Michigan 48723, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY

Tuscola COUNTY

By: _____

By: _____

Evonne Pedawi, Director,
Contract & Grant Administration

Print name: _____

Its: _____

(title)

Date: _____

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to add from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Director. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange 35.8.0.0 - 35.8.255.255
CIDR 35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

35.9.15.43 (80) (search.msu.edu)
35.9.160.36 (1935,443) (authentication)
35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)
35.9.83.132 (all) (vpn.msu.edu)
35.9.81.150 (zoom.msu.edu)
35.9.121.189 and 190 (443) (SharePoint)
35.8.200.57 (80 and 443) (SharePoint)
35.9.121.221, 223, and 225 (443) (Exchange)
35.8.200.56 (80 and 443) (Exchange)
35.8.200.2 – 35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
35.8.201.200 (443 TCP) (Lync)
35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP – 135, 137-139, 2701-2704, 49152-65535)
35.8.200.58 (80 and 443) (Lync)
35.9.14.169 (80 and 443) (D2L – Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses.

CANR.msu.edu – 35.8.201.199
MSUE.anr.msu.edu – 35.8.201.199
Events.anr.msu.edu – 35.8.200.220
web2.canr.msu.edu | web2.msue.msu.edu – 35.8.200.220
Expression Engine – 35.8.201.215
Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) – 152.46.27.147
Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.



TUSCOLA COUNTY
RECYCLING

2018 Annual Report

(989)672-1673

1123 Mertz Road Caro, MI 48723

recycle@tuscolacounty.org

2018 Annual Report

About Tuscola County Recycling Facility:

Tuscola County Recycling Facility began operations in 1996 as a millage funded operation. Over the past twenty-two years the facility has added new programs, and additional items that can be accepted for recycling. We hold year round tire, and electronics collections, plus two hazardous waste collections per year.

Three full-time and three part-time employees operate the Facility. The Recycling Coordinator, Mike Miller, oversees the operation, and is also the County Buildings & Grounds Director. The Facility offers Community service opportunities, and we also work with Highland Pines School to provide a worksite for the developmentally disabled.

The new Recycling Property:

In the spring, of 2017, the County Commissioners approved the purchase of the former Riverview Auto building, for the Recycling Department. This was bought with the intention of providing space for the recycling program to grow over time, and as funding allowed. In December of 2017 the DEQ (now EGLE) did an inspection to close out a storm water permit that was under the former owner. DEQ found that a violation, for oil stained ground, had never been addressed by the former owners.

The County had environmental studies completed before the purchase, but somehow this was missed. The Commissioners put a hold on any further work, on the building, until this issue was resolved. After several months, and many meetings the Commissioners gave approval to begin work on the building again.

A \$50,000 grant was secured, from EGLE, to help with the cost of remodeling. By the end of 2018 our contractors were able to install a new roof, siding, entry doors, and windows.

The County Maintenance staff will complete the interior construction of the office space. It is our plan to be relocated to the building by the end of summer in 2019.

What we do:

Tuscola County Recycling is open to all County residents. The Facility accepts material Monday thru Friday from 8 A.M. to 4:30 P.M. Residents can bring their recyclables to us and sort them out themselves by using the containers we have set up inside the building, or if they prefer, our employees will assist them.

In 2018 the Facility also provided trailers to four townships for weekend collections. The locations are; Akron, Elmwood, Fosteria, and Juniata. The trailers are normally dropped off to the township on Friday, and on Monday the trailer is brought back to the Facility for processing. Townships provide the staff for loading the trailer.

The Facility provides weekly or by-weekly pick-ups to over 100 businesses in Tuscola County.

Permanent trailers are placed at the Tuscola County Medical Care Facility in Caro, Family Dollar in Caro, Kingston High School, Hills and Dales Hospital in Cass City, and Dollar Tree in Caro. These trailers are brought back to the Facility weekly or bi-weekly for processing.

We also provide weekly staffed satellite collections in Millington, Mayville, and Cass City. 65,024 pounds, or 32.5 tons of recyclables were collected at just these 3 sites. This is an interesting fact as these communities also have curbside recycling.

Recycle for us at Tuscola County Recycling Facility



Where do your recyclables go?

The Facility is proud to say that 90% of the material we ship out goes to companies here in Michigan.

- Cardboard ships through Metro Recycling Solutions (office is in Sylvan Lake), and delivered to Packaging Corporation of America in Filer City, Graphic Packaging in Kalamazoo, or Otsego paper in Otsego, Michigan.
- Mixed Paper and Magazines ship through Metro Recycling Solutions, and is delivered to Royal Oak Recycling in Royal Oak, or GFL in Flint, MI.
- Newsprint ships through Metro Recycling Solutions and is delivered to Nu-Wool in Jenison, Michigan. They use it to make cellulose insulation.
- Metals ships to either North Lapeer Recycling in Deertield or Thumb Auto Core in Caro, MI.
- Plastic ships through and to Clean Tech in Dundee, Michigan. They make plastic bottles for all major brands of products.
- Glass ships through and to Glass Recyclers in Detroit, Michigan. They sell the processed glass.
- Polystyrene ships through and to Dart Container Corporation in Mason, Michigan.
- Inkjet Cartridges ship via UPS to E-Cycle Group in Pennsylvania
- Rechargeable Batteries ship through UPS to Call2recycle, Inc. in Eliwood City, PA.
- Scrap Tires ship through and to C.M. Rubber in Coleman Michigan.
- Cell Phones ship through FedEx to GRC Wireless in Florida.
- Batteries ship through and to ERG Environmental Services in Livonia, MI.
- Computers and Electronics ship through and to Comprenew in Grand Rapids, MI.
- Vinyl siding ships through Metro Recycling Solutions to Fryman Recycling in Dowagiac, Michigan.

Materials recycled:

For the year 2018 we collected 1,331,048 pounds or 665.5 tons of recyclable material. Here is the breakdown on some of the numbers :

Cardboard – 548,564

Paper – 425,383

Plastics – 31,681

Glass – 31,000

Metals – 53,831

Tires – 153,770

Hazardous Waste – 11,071

Electronics – 40,082

Miscellaneous - 35,666

As much as the Facility tries to recycle everything that comes to us, unfortunately we can't. The Facility has one six yard dumpster that is emptied once a week. We estimate that 312 cubic yards or 15,600 pounds of materials are sent to the landfill. Most of this material is household trash brought in with the recyclables.

Based on the Midwest average of \$46.89 per ton, for tipping fees at landfills, an estimated \$31,205 was saved on the 665.5 tons of material recycled at the Facility.

Future Objectives:

Continue remodeling of the new facility.

The 2017 DEQ Infrastructure Grant will partially fund the remodeling.

Move into the new facility.

Research the types of new materials that can be accepted.

Continue educating the residents on the importance of recycling.

To divert as much material, as possible, from landfills. By increasing our capacity, when we move, it will make accepting new items more attainable.

Work with County businesses to continue their recycling efforts, and increase the number of businesses we service.



Education:

Tuscola County Recycling Facility education report includes; five recycling demonstrations, three composting demonstrations, four facility tours, two events, and two library displays for the year 2018. The number of attendees for the demonstrations and tours amounted to 450 adults and children.

These numbers are affected by a number of factors. One factor is the amount of time allotted within the schools for outside presentations. Secondly, all presentations must coincide with the school curriculums. Recycling is not always included in their science curriculum every year, so we may only be asked to come in for a presentation every few years. Tuscola County Recycling Facility is not the only recycling facility to find it harder to get into the schools, many recycling facilities across the state are frustrated by the same situation. Facility tours are affected by school districts having limited budgets that do not include funding for busing, or for the staff to bring students out for tours. The groups who do come for tours are brought by parents and volunteers. After school tours are affected by our limited hours of operation.

Tuscola County Recycling is currently using social media, our website, fliers, community events, parades, and advertisements to educate the public. To help increase our advertising we applied for, and received an education grant for the amount of \$24,508, thru the DEQ. This grant was written as a combined education promotion between Sanilac County Recycling, and Tuscola County Recycling. The grant will help fund newspaper ads, billboard displays, postcards, identification signs, theater advertisement, radio announcements, fliers, and a new sign went on the Sanilac County building. The DEQ education campaign began in January, and continued thru December 2018.

Financial Summary:

Revenue Highlights:

Millage	\$216,619.01
Wind.....	\$45,117.97
Sales of Material/Services.....	\$51,110.59
Interest.....	\$1,786.79
Total revenues for 2018.....	\$358,296.33

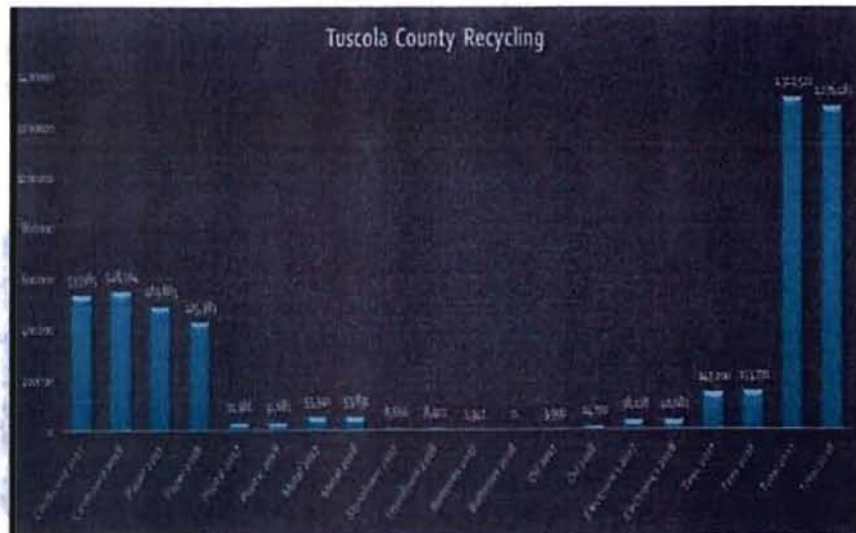
Expense Highlights:

Salaries.....	\$165,058.07
Fuel.....	\$6,199.38
Advertising.....	\$3,353.75
Utilities.....	\$6,546.62
Equipment repairs.....	\$4,033.89
Tires.....	\$1,210.50
Indirect costs.....	\$38,938.00
Total Expenses for 2018.....	\$453,148.10

Fund Balance:

Fund Balance.....	\$169,417.46
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Product/ Year	Weights
Cardboard 2017	535,985
Cardboard 2018	548,564
Paper 2017	489,885
Paper 2018	425,383
Plastic 2017	31,986
Plastic 2018	31,681
Metal 2017	55,340
Metal 2018	53,831
Styrofoam 2017	8,666
Styrofoam 2018	8,402
Batteries 2017	1,342
Batteries 2018	NA
Oil 2017	3,990
Oil 2018	14,770
Electronics 2017	38,128
Electronics 2018	40,082
Tires 2017	147,200
Tires 2018	153,770
Total 2017	1,312,522
Total 2018	1,276,483



Household Hazardous Waste Events



In 2018, two household hazardous waste collections were held, at the Facility. 11,071 pounds of hazardous waste was collected for proper disposal.



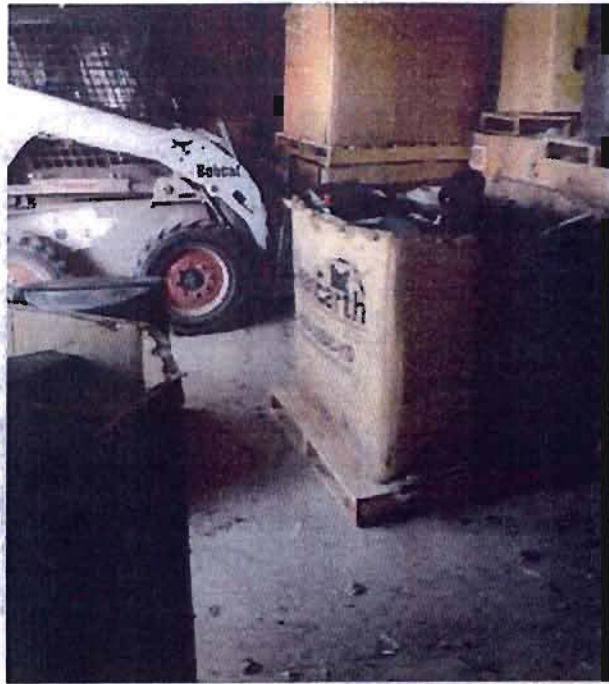




The fence ,in front
of the new Facility,
before the clean up.

The fence, in front of
the new Facility, after
the clean up.





Electronics, and tires are collected year round at the Facility. In 2018, 153,770 pounds of tires, and 40,082 pounds of electronics were recycled.

Recycling Events



Earth Day Celebration Prize



Tuscola County Fair Display



America Recycles Day Prize



Cass City Library Display



Caro Area District Library Display

DEQ Infrastructure Grant



Removing the old siding, from the new facility.



Prepping for the new siding, on the new facility.



New siding, on the new facility.



New siding, on the new facility.



In 2018, remodeling work began, on the new Recycling Facility. New siding, a roof liner, spray foam insulation, block work, electrical work, and two new roll up doors have been installed.



DEQ Education Grant



Education Grant Newspaper Ad



Education Grant Trailer Signage



Education Grant Identification Signage



Education Grant Billboard Sign



Education Grant Postcard



TUSCOLA COUNTY
RECYCLING

1123 Mertz Road (M24)

Caro, MI 48723

989-672-1673

Open Monday– Friday

8:00am– 4:30 pm



RECYCLE THESE PRODUCTS WITH US!



#1 clear bottles



#2 colored bottles



#2 natural bottles



Newspapers



Office paper/ Junk mail



Magazines



Metal or Aluminum cans



#6 Styrofoam



Cardboard

www.recyclesearch.com/michigan-directory

DEQ Recycling Grant Program

Education Grant Strand Theater Advertisement

Satellite Trailer



The satellite trailer is taken to three towns, per week. We go to Millington, on Mondays, Mayville, on Wednesdays, and Cass City, on Fridays. In 2018, 65,024 pounds of recycling were collected, at these sights.



MIFSM

MICHIGAN INSTITUTE OF
FORENSIC SCIENCE & MEDICINE



©

November 25, 2019

TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln St.
Caro, MI 48723

Honorable Commissioners;

As you are aware, Tuscola County has entered into an agreement with Michigan Institute of Forensic Science & Medicine (MIFSM) for comprehensive Medical examiner services. I have served with pleasure as the Medical Examiner for Tuscola County since 2014 and Deputy Medical Examiner since 2008. I am requesting that the Tuscola County Board of Commissioners reappoint me as the medical examiner within the new MIFSM system.

I would gladly accept the appointment as Tuscola County Medical Examiner and continue to improve the current medical examiner system through MIFSM. We are excited about the near completion of the MIFSM facility at 4707 McLeod Dr. East, Saginaw, MI 48604. We are delighted to be serving the needs of the people and agencies within Tuscola County.

Sincerely,

RBushMD

Russell Bush, MD, MPH
Director & Chief Medical Examiner
Cc: David Stockman, M.D.

MICHIGAN INSTITUTE OF FORENSIC SCIENCE & MEDICINE

4707 McLeod Drive East
SAGINAW MICHIGAN 48604
P 989.341.5077 || F 989.341.5077
INFO @ MIFSM . ORG
WWW MIFSM ORG

RETAINER AGREEMENT

THIS AGREEMENT, made and entered this first day of December 2019 by and between Capitol Services, Inc. (CSI), a Michigan Corporation with its principal office located in Lansing, Michigan, First Party, and Tuscola County, located in Caro, Michigan, Second Party, hereinafter sometimes called the "County."

CAPITOL SERVICES, INC. REPRESENTATIONS AND WARRANTIES

1.1 Capitol Services, Inc. has been duly organized and validly exists in good standing under the laws of the State of Michigan. Capitol Services, Inc. has Corporate Power to enter into and carry out this Agreement.

1.2 This Agreement has been duly executed and delivered by its appropriate Officers and is duly authorized by its Board of Directors.

NEW CLIENT REPRESENTATIONS AND WARRANTIES

2.1 Tuscola County has been duly organized and validly exists in good standing under the laws of the State of Michigan, and its affairs and conduct are in accord with the intent and purpose of its existence as described in its charter documents of record.

2.2 This Agreement has been duly executed and is duly authorized by the Tuscola County Board of Commissioners.

AGREEMENT

3.1 Tuscola County does hereby retain Capitol Services, Inc., and Capitol Services, Inc., does hereby agree to provide the following professional services:

(a) Provide direct lobbying of state legislators and Executive/departmental officials, in order to secure support for Tuscola County's legislative priorities, which include: the construction of a new 100-bed state psychiatric hospital in Caro, Michigan; demolition of abandoned state structures in Tuscola County and addressing other barriers to economic development of these properties;

110 W. Michigan Ave., Suite 700
Lansing, Michigan 48933
517.372.0860
www.capitol-services.org

sustained staffing, patient census, physical plant maintenance and other issues related to the ongoing safe operation of the current Caro Regional Mental Health Center; and restoration of funding vetoed or eliminated by administrative board transfers which impact county functions and services.

- (b) Assist County leaders with strategic relationship building with state legislators, the Governor and departmental officials, and other key stakeholders;
- (c) Together with Tuscola County leaders and legislators, continue communications with members of the "Caro 4 Michigan Coalition," which includes mental health advocates, health care planners and providers, labor and business leaders, regional economic development professionals, and other key stakeholders who support the replacement of the existing Caro Center with a new state psychiatric hospital in Caro. Where appropriate, facilitate advocacy by coalition members in support of shared state policy priorities;
- (d) Assist in the development of written speaking points, testimony, and other collateral materials for advocacy and direct lobbying;
- (e) Attend meetings with Tuscola County Commissioners upon mutually agreed upon dates.
- (f) Provide written legislative updates to Tuscola County Commissioners as directed.
- (g) Complete and file lobby registrations and twice-yearly Financial Report Summaries for Tuscola County, if applicable, as required by Michigan's Lobby Registration Act.

3.2 It is understood and agreed that Capitol Services, Inc. operations hereunder are those of an independent contractor, and that Capitol Services, Inc. has the authority to control and direct the performance of the details of the services to be rendered and performed, and it is further agreed that Capitol Services, Inc. officers and employees are not employees of Tuscola County, and that Capitol Services, Inc. is not, except as herein provided, subject to control by Tuscola County.

COMPENSATION

4.1 For and in consideration for such services, Tuscola County agrees to pay Capitol Services, Inc., and Capitol Services, Inc. agrees to accept during the term of this Agreement, the sum of \$8,400.00, payable in monthly instalments of \$4,200.00.

COSTS AND EXPENSES

5.1 It is understood and agreed that the compensation recited in Paragraph 4.1 includes usual and ordinary costs and expenses. If it develops that Capitol Services, Inc. shall be exposed to extraordinary costs and expenses, then in that event Tuscola County shall assume and pay the same, if the nature and circumstances thereof are disclosed to and approved by Tuscola County prior to the time the expenses are incurred.

TERM

6.1 The term of this Agreement shall be for the period beginning December 1, 2019 and ending on January 31, 2020.

NON-ASSIGNABILITY

7.1 This Agreement shall be personal to the parties hereof and shall not be transferable or assignable by operation of law or otherwise.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date first above written.

CAPITOL SERVICES, INC.

TUSCOLA COUNTY

Todd Tennis, President

Thomas Bardwell, Chairperson
Tuscola County Board of Commissioners



Excellence. Accountability. Impact.™

Tuscola County

community foundationSM

For good. For ever.®

P.O. Box 534
1100 E Caro Road
Caro, MI 48723
tel 989.673.8223
www.tuscolaccf.org



November 26, 2019

Tuscola County Sheriff's Office
ATTN: Undersheriff Baxter
420 Court Street
Caro, MI 48723

Dear Undersheriff Baxter:

Congratulations! The various grant committees of the Tuscola County Community Foundation (TCCF) have met to review the fall 2019 grant applications. The TCCF and William & Ruth Janks Fund Committee are pleased to announce that your grant application was awarded \$4,900.00

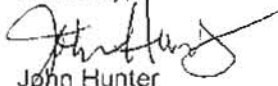
A brief (usually one hour) grant awards ceremony has been scheduled for Tuesday, December 10, 2019, at the Tuscola Technology Center, Commons Area, located at 1401 Cleaver Rd. Caro, MI beginning at 10:30 a.m. Group photographs will also be taken and your attendance at this awards presentation is cordially requested. If you are unable to attend, we ask that you send a representative to accept your award.

Enclosed are two copies of the Grant Agreement, please complete and return one to us, and keep the other for your records. Additionally, you will find a copy of the final Grant Report, which is due 60 days after the completion of your project. TCCF staff will be available prior to the awards program from 9:45 – 10:15 a.m. to accept Grant Agreements that have not been submitted in advance.

We ask that you carefully review these documents to ensure your compliance with this grant. Please note that we must have a signed copy of the grant agreement before distribution of your grant check can occur. Your signature confirms your agreement with compliance of these guidelines.

Once again, on behalf of the Tuscola County Community Foundation, congratulations to you on this recognition of your organization's charitable mission! Should you have any questions, please feel free to contact me.

Sincerely,


John Hunter
Executive Director

Encl. Grant Agreement
Final Grant Report

A MEMBER OF THE COUNCIL OF MICHIGAN FOUNDATIONS



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

Community Foundation Grant

2 messages

Robert Baxter <rbaxter@tuscolacounty.org>
 To: Clayette Zechmeister <zclay@tuscolacounty.org>

Mon, Dec 2, 2019 at 10:25 AM

Cell Phone software
 Halligan bars

Undersheriff Robert E. Baxter
 Tuscola County Sheriff Administration
 420 Court St
 Caro, MI 48723
 989-673-8161 ext 2225
 Fax: 989-673-8164

Like Us on Facebook

community foundation 2019.pdf
 317K

Clayette Zechmeister <zclay@tuscolacounty.org>
 Draft To: Robert Baxter <rbaxter@tuscolacounty.org>

Mon, Dec 2, 2019 at 10:50 AM

Will this be a purchase in 2019? Do we need to do the Budget amendment?
 What fund will you house these in?
 Thanks =)
 [Quoted text hidden]

Clayette A. Zechmeister

Clayette A. Zechmeister
 Tuscola County Controller/Administrator
 125 W Lincoln St, Suite 500
 Caro, MI 48723
 zclay@tuscolacounty.org
 voice 989-672-3710
 fax 989-672-4011

Visit us Online for County Services @ www.tuscolacounty.org

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Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

Equalization - Item for BOC

1 message

Angie Daniels <Angie.Daniels@tuscolacounty.org>

Tue, Dec 3, 2019 at 1:16 PM

To: Clayette Zechmeister <zclay@tuscolacounty.org>, Shelly Lutz <lutzs@tuscolacounty.org>

Good Morning Clayette and Shelly,

I am pleased to report that Colleen Smith has completed her Michigan Certified Assessing Officer training and certification course. She is now a certified MCAO per the Michigan State Tax Commission as of December 2, 2019. I am asking the board to approve the promotion of Colleen Smith from Property Appraiser I to Property Appraiser II effective December 16, 2019.

The following is a historic recap of our department's personnel.

In 2014, this department underwent a reduction in overall costs. A retirement in the office led to a voluntary restructuring and cost-saving process. Staffing levels changed from one director and 3 full-time Property Appraiser II positions to one director, 2 full-time Property Appraiser II positions and 1 part-time General Office Clerk.

In 2016, a resignation of 1 full-time property appraiser and a promotion of 1 property appraiser to director resulted in the hiring of two new full-time employees to fill the vacant property appraiser positions.

In 2017, a renegotiation of the City of Caro assessing services contract led to the elimination of the general office clerk position.

We successfully restored the first Property Appraiser II vacancy in February of 2018 with Missie Jaster's completion of the MCAO training course. With the recent MCAO course completion by Colleen, we can now restore the second Property Appraiser II vacancy.

We look forward to continuing our learning and overall development to keep up with ever-changing legislation and increasing scrutiny of our studies by the State.

We appreciate the board's continued support of this department's restoration.

I've attached a copy of the board's motion from February of 2018.

Respectfully,

Angie

--
Angie Daniels, MAAO (3)
Equalization Director

Tuscola County Equalization
Tuscola County GIS
City of Caro Assessing Department
989.672.3833

VISIT US ONLINE FOR COUNTY SERVICES www.tuscolacounty.org

Missie Jaster Promotion.pdf
46K

G



TUSCOLA COUNTY MOSQUITO ABATEMENT

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

To: Tuscola County Board of Commissioners
Clayette Zechmeister- Controller/Administrator

From: Kimberly Green, Director

Date: 12/4/2019

Please accept this letter as notice of my resignation from my position as Director of Tuscola County Mosquito Abatement. My last day of employment will be March 20, 2020

It has been my great pleasure to work with all of you over the years. I will continue to be available to help with the transition so that our department can continue to operate smoothly. I again thank you for this most rewarding opportunity to serve Tuscola County.

Respectfully,

A handwritten signature in cursive script that reads "Kimberly Green".

Kimberly Green, Director