

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



**JANUARY SESSION 2021**

**F**irst Day of the January Session of the Board of Commissioners of Saginaw County, Michigan, held Monday, January 4, 2021. The Board met pursuant to call of the County Clerk at 5:00 p.m. via Zoom. This meeting was held consistent with P.A. 228 and P.A. 254 of 2020 to consider the January 4, 2021 Agenda.

County Clerk Vanessa Guerra served as Acting Chair pending the election of a Temporary Chair. She announced that pursuant to Article I of the Rules of the Saginaw County Board of Commissioners, on the first business day in January each year the election of permanent Chair and Vice-Chair shall be the first order of business. County Clerk Vanessa Guerra took roll and pursuant to P.A. 254 of 2020 the minutes reflect the location of each commissioner who is attending the meeting remotely. A quorum was present as follows:

**PRESENT:** *Kathleen K. Dwan (Freeland, MI), Jack B. Tany (Carrollton Twp., MI), Christopher S. Boyd (Saginaw Twp., MI), Sheldon Matthews (Spaulding Twp., MI), James G. Theisen (National City, MI), Kyle R. Harris (Owosso, MI), Carol E. Ewing (Birch Run, MI), Dennis H. Krafft (Frankenmuth, MI), Gerald D. Little (Saginaw, MI), Carl E. Ruth (Saginaw, MI) and Michael A. Webster (Saginaw, MI) - 11*

**ABSENT:** *None - 0*

**TOTAL:** *- 11*

Commissioner Ruth opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

**CLERK'S CALL OF SESSION**  
**Public Notice of Board Sessions**

The Saginaw County Board of Commissioners will convene for its

Organizational Session on  
Monday, January 4, 2021 at 5:00 p.m.

Pursuant to Article I of the 2020 Board Rules, the Saginaw County Board of Commissioners will convene for its organizational meeting to elect the Chair and Vice Chair for the ensuing year.



## Board of Commissioners – January 4, 2021

Committee Assignment Session on

Wednesday, January 6, 2021 at 5:00 p.m.

The Saginaw County Board of Commissioners will convene for its Second Day's Session for the purpose of issuing committee assignments.

Via Zoom teleconference as follows:

INSTRUCTIONS using ZOOM audio conferencing:

Dial: 1 (877) 853-5257 or 1 (888) 475-4499 US Toll-free and enter Meeting ID: 802 444 1727

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to boc@saginawcounty.com prior to 12:00 p.m. the day of the meeting. Please include your phone number so you can be un-muted when it is your time to speak.

These meetings are being held consistent with P.A. 228 and P.A. 254 of 2020 to consider the January 4, 2021 and January 6, 2021 Board Agendas.

If you are disabled and need accommodation to provide you with an opportunity to participate remotely, please call the Board of Commissioners at 989.790.5267.

Respectfully submitted,

Michael J. Hanley, County Clerk

December 22, 2020

Posted 12-22-20 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed, if there are no objections. The Chair hears none; it is so ordered.***

### ELECTION OF TEMPORARY CHAIR

Acting Chair Vanessa Guerra announced that nominations were now open for Temporary Chair. Commissioner Ruth placed in nomination the name of Commissioner Krafft. The Acting Chair called for further nominations; there were none. ***Commissioner Little moved, seconded by Commissioner Matthews, to close nominations and cast a unanimous ballot for Commissioner Krafft as Temporary Chair and the motion carried.*** The Acting Chair announced that Commissioner Krafft was elected Temporary Chair.

### ELECTION OF CHAIR

Temporary Chair Krafft thanked the Board for their support and outlined the procedures for selection of the Chair and Vice-Chair.

According to Section 3 of Public Acts of 1851, No. 156, as amended by Public Acts of 1973, No. 102, the first order of business is as follows: *"The Board of Commissioners at their first meeting in each year, choose one of their number as Chair and one of their number as Vice-Chair."* And according to Saginaw County Local Act 653 of 1905 and the Rules of the Board, it is stated



## Board of Commissioners – January 4, 2021

that "All officials, appointees, agents, and servants elected by the Board of 'Supervisors' of Saginaw County shall be elected by voice vote of the members of said board."

Temporary Chair Krafft opened nominations for permanent Chair of the Board. Commissioner Matthews placed in nomination the name of Commissioner Ruth. Commissioner Tany placed in nomination the name of Commissioner Michael A. Webster; Temporary Chair Krafft called for further nominations; there were none. ***The County Clerk took a roll-call vote on the first nominee for Chair, Commissioner Ruth, with results as follows:***

***Yes: Dwan, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Ruth – 9***

***No: Tany, Webster - 2***

***The County Clerk announced Carl E. Ruth as Chair of the Board for the ensuing year.***

### ELECTION OF VICE-CHAIR

Chairman Ruth thanked his fellow commissioners for their support and confidence in him and opened nominations for Vice-Chair. Commissioner Little congratulated Chairman Ruth on his election and placed in nomination the name of Commissioner Sheldon Matthews. Commissioner Dwan placed in nomination the name of Dennis Krafft. The Chair called for further nominations; there were none. ***The County Clerk took a roll-call vote on the first nominee for Vice-Chair, Commissioner Matthews, with results as follows:***

***Yes: Boyd, Matthews, Little, Webster, Tany, Ruth – 6***

***No: Theisen, Harris, Ewing, Krafft, Dwan - 5***

***The County Clerk announced Sheldon Matthews as Vice-Chair of the Board for the ensuing year.***

### APPROVAL OF 2021 BOARD RULES

Chairman Ruth asked for a motion to adopt the current 2021 Rules of the Board of Commissioners, with the meeting schedule for 2021, pending review by the Special Rules Committee to meet as needed. ***Krafft moved, seconded by Dwan, to approve the 2021 Rules of the Board. Motion carried.***

### APPROVAL OF 2021 COMMITTEE AND BOARD SCHEDULE

Chairman Ruth asked for a motion to adopt the 2021 Committee and Board Session Schedule of the Board of Commissioners, pending review by the Special Rules Committee to meet as needed. ***Dwan moved, seconded by Matthews, to approve the 2021 Committee and Board Session Schedule. Motion carried.***

### ANNOUNCEMENTS BY THE CHAIR

- Chairman Ruth announced that commissioner committee assignments will be distributed at the Second Day's Session on Wednesday, January 6, 2021 and that the Third Day's Board Session would be held Tuesday, January 19, 2021 at 5:00 p.m.



## Board of Commissioners – January 4, 2021

By Commissioner Matthews, seconded by Commissioner Little: That the Board adjourn. Motion carried. Thereupon the Board adjourned at 5:18 p.m.

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, CLERK**



**S**econd day of the January Session of the Board of Commissioners of Saginaw County, Michigan, held Wednesday, January 6, 2021. The Board met pursuant to call of the County Clerk at 5:00 p.m. via Zoom with the Honorable Carl E. Ruth in the Chair. This meeting was held consistent with P.A. 228 and P.A. 254 of 2020 to consider the January 6, 2021 Agenda.

County Clerk Vanessa Guerra took roll and pursuant to P.A. 254 of 2020 the minutes reflect the location of each commissioner who is attending the meeting remotely. A quorum was present as follows:

**PRESENT:** *Kathleen K. Dwan (Freeland, MI), Jack B. Tany (Carrollton Twp., MI), Christopher S. Boyd (Saginaw Twp., MI), Sheldon Matthews (Spaulding Twp., MI), James G. Theisen (Saginaw, MI), Kyle R. Harris (Owosso, MI), Carol E. Ewing (Birch Run, MI), Dennis H. Krafft (Frankenmuth, MI), Gerald D. Little (Saginaw, MI), Carl E. Ruth (Saginaw, MI) and Michael A. Webster (Saginaw, MI) - 11*

**ABSENT:** *None - 0*

**TOTAL:** *- 11*

Vice-Chair Matthews opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

### **CLERK'S CALL OF SESSION**

#### **CLERK'S CALL OF SESSION**

#### **Public Notice of Board Sessions**

The Saginaw County Board of Commissioners will convene for its

Organizational Session on

Monday, January 4, 2021 at 5:00 p.m.

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Committee Assignment Session on

Wednesday, January 6, 2021 at 5:00 p.m.

The Saginaw County Board of Commissioners will convene for its Second Day's Session for the purpose of issuing committee assignments.

Via Zoom teleconference as follows:



## Board of Commissioners – January 4, 2021

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Respectfully submitted,  
Michael J. Hanley, County Clerk

December 22, 2020  
Posted 12-22-20 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed, if there be no objections. The Chair hears none, it is so ordered.***

### AUDIENCES

None

### PETITIONS & COMMUNICATIONS

Holding for January 19, 2021 Board Session

### INITIATORY MOTIONS

None

### UNFINISHED BUSINESS

None

### APPOINTMENTS

- **Parliamentarian:** Dennis Krafft
- **Deputy Parliamentarian:** Christopher Boyd
- **Human Services Committee:** James Theisen - Chair, Michael Webster - Vice-Chair, Kathy Dwan, Gerald Little, Carl Ruth
- **Courts & Public Safety Committee:** Sheldon Matthews - Chair, Kathy Dwan - Vice-Chair, Christopher Boyd, Kyle Harris, Carl Ruth
- **County Services Committee:** Michael Webster - Chair, Dennis Krafft - Vice-Chair, Carol Ewing, Jack Tany, Carl Ruth
- **Budget / Audit Committee:** Dennis H. Krafft - Chair, Christopher Boyd - Vice-Chair, Jack Tany, James Theisen, Carl Ruth



## Board of Commissioners – January 4, 2021

- **Labor Relations Committee:** Michael Webster - Chair, Kyle Harris - Vice-Chair, Gerald Little, Sheldon Matthews, Carl Ruth
- **Legislative Committee:** James Theisen - Chair, Kathy Dwan – Vice-Chair, Gerald Little, Michael Webster, Carl Ruth
- **Intergovernmental Cooperation Committee:** James Theisen - Chair, Jack Tany - Vice-Chair, Carol Ewing, Michael Webster, Carl Ruth
- **Executive Committee:** Carl Ruth - Chair, James Theisen, Sheldon Matthews, Michael Webster, Dennis Krafft
- **Rules Committee:** Carl Ruth - Chair, Kyle Harris - Vice-Chair, Kathy Dwan, Sheldon Matthews, Michael Webster
- **Michigan Works! Operations Board:** Sheldon Matthews, Gerald Little, Carl Ruth, Jack Tany, Michael Webster

## APPOINTMENTS

### ONE-YEAR/TWO-YEAR COMMISSIONER TERMS

<b>Airport Committee</b>	-	Krafft, Matthews, Little
<b>Americans with Disabilities Act Committee</b>	-	Matthews, Webster (Virtue of Office)
<b>Animal Control Advisory Council</b>	-	Ewing
<b>Board of Health</b>	-	Theisen (Election 1-6-21)
<b>Brownfield Redevelopment Authority</b>	-	Webster (CSC Chair)
<b>Castle Museum Board of Directors</b>	-	Tany
<b>City/County/School Liaison</b>	-	Little, Ruth, Tany
<b>Commission on Aging Liaison</b>	-	Ewing
<b>Communications Center – 911 Authority</b>	-	Matthews, Boyd (Chair Designee)
<b>Community Action Committee</b>	-	Little
<b>Community Corrections Advisory Board</b>	-	Theisen
<b>Consortium of Homeless Assistance Prov.</b>	-	Ewing
<b>Convention &amp; Visitors Bureau (F'muth)</b>	-	Krafft
<b>Convention &amp; Visitors Bureau (Regional)</b>	-	Ruth
<b>Convention &amp; Visitors Bureau (Saginaw)</b>	-	Ruth
<b>Crime Prevention Council</b>	-	Ruth
<b>Environmental Health Code Bd of Appeals</b>	-	Krafft
<b>HealthSource Saginaw Bds/Committees</b>	-	Ruth (Chair) – Tany, Krafft (Election 1-19-21)
<b>HealthSource Advisory Board</b>	-	Ewing
<b>Land Bank Authority</b>	-	Ruth
<b>Local Emergency Planning Committee</b>	-	Theisen
<b>Medical Dispatch Advisory Committee</b>	-	Dwan
<b>Mental Health Authority Bd/Committees</b>	-	Dwan (Election 1-6-21)
<b>Mosquito Abatement Commission</b>	-	Ruth
<b>Northern Michigan Counties Association</b>	-	Theisen
<b>Parks &amp; Recreation Commission</b>	-	Little (Election 1-6-21)
<b>Planning – SMATS Transportation</b>	-	Webster



## Board of Commissioners – January 4, 2021

Region VII AAA Advisory Council	-	Tany
Remonumentation	-	Webster
Revolving Loan Fund Board	-	Webster (Chair Designee)
Saginaw Area Storm Water Authority	-	Webster (CSC Chair)
Saginaw Future, Inc. Board/Committees	-	Webster (Chair Designee)
Saginaw Valley Zoological Society Board	-	Matthews, Little
Solid Waste Mgmt. Planning Committee	-	Boyd
Tri-City Area Joint Zoning Board	-	Little
Union/Mgmt Health Ins. Committee	-	Boyd, Matthews

### MAC Committees:

Agriculture & Tourism	-	Harris
Environmental & Regulatory Affairs	-	Webster
Finance & General Government	-	Krafft
Health & Human Services	-	Webster
Judiciary & Public Safety	-	Boyd
Transportation	-	Harris

## ELECTIONS

### Board of Health

Chairman Ruth asked for nominations to fill one Commissioner seat on the Board of Health. Commissioner Krafft placed in nomination the name of Commissioner James Theisen. Chairman Ruth called for further nominations; there were none. ***By Commissioner Krafft, seconded by Commissioner Dwan: That nominations be closed, the Rules temporarily suspended, and the Clerk instructed to cast a unanimous ballot of the members present for Commissioner Theisen to the Board of Health for the ensuing year. Carried.***

### Saginaw County Community Mental Health Authority Board

Chairman Ruth asked for nominations to fill one Commissioner seat on the Community Mental Health Authority Board. Commissioner Matthews placed in nomination the name of Commissioner Kathy Dwan. Chairman Ruth called for further nominations; there were none. ***By Commissioner Matthews, seconded by Commissioner Harris: That nominations be closed, the Rules temporarily suspended, and the Clerk instructed to cast a unanimous ballot of the members present for Commissioner Dwan to the Saginaw County Community Mental Health Authority Board for the ensuing year. Carried.***

### Parks & Recreation Commission

Chairman Ruth asked for nominations to fill one Commissioner seat on the Parks & Recreation Commission. Commissioner Harris placed in nomination the name of Commissioner Gerald Little. Chairman Ruth called for further nominations; there were none. ***By Commissioner Harris,***



## Board of Commissioners – January 4, 2021

*seconded by Commissioner Dwan: That nominations be closed, the Rules temporarily suspended, and the Clerk instructed to cast a unanimous ballot of the members present for Commissioner Little to the Parks & Recreation Commission for the ensuing year. Carried.*

### ANNOUNCEMENTS BY THE CHAIR

Chairman Ruth announced the dates for upcoming committee meetings:

**Human Services** – Monday, January 11, 2021 at 4:00 p.m. via Zoom

**Courts & Public Safety** – Tuesday, January 12, 2021 at 4:00 p.m. via Zoom

**County Services** – Wednesday, January 13, 2021 at 4:00 p.m. via Zoom

**Budget Audit** – Thursday, January 14, 2021 at 4:00 p.m. via Zoom

**Labor Relations** – Thursday, January 14, 2021 at 4:30 p.m. via Zoom

**Rules Committee** – To be determined

The Third Day's Session is scheduled for Tuesday, January 19, 2021 at 5:00 p.m. via Zoom

Note: Commissioner elections to the **HealthSource Saginaw Board of Trustees** will occur at the January 19, 2021 Board Session.

### COMMISSIONER AUDIENCES

None

By Commissioner Harris: That the Board adjourn. Carried.

Thereupon the Board adjourned at 5:09 p.m.

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, CLERK**

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



**JANUARY SESSION 2021**



**T**hird day of the January Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, January 19, 2021. The Board met pursuant to call of the County Clerk at 5:00 p.m. via Zoom with the Honorable Carl E. Ruth in the Chair. This meeting was held consistent with P.A. 228 and P.A. 254 of 2020 to consider the January 19, 2021 Agenda.

County Clerk Vanessa Guerra took roll and pursuant to P.A. 254 of 2020 the minutes reflect the location of each commissioner who is attending the meeting remotely. A quorum was present as follows:

**PRESENT:** *Kathleen K. Dwan (Freeland, MI), Jack B. Tany (Carrollton Twp., MI), Christopher S. Boyd (Saginaw Twp., MI), Sheldon Matthews (Spaulding Twp., MI), James G. Theisen (Sand Lake, MI), Kyle R. Harris (St. Charles, MI), Carol E. Ewing (Birch Run, MI), Dennis H. Krafft (Frankenmuth, MI), Gerald D. Little (Saginaw, MI), Carl E. Ruth (Saginaw, MI) and Michael A. Webster (Saginaw, MI) - 11*

**ABSENT:** *None - 0*

**TOTAL:** *- 11*

Commissioner Dwan opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

Others Present: Robert Belleman, Dave Gilbert, Bill Smith, Koren Thurston, Ben LeBlanc, Bonnie Kanicki, Brian Keenan-Lechel, Kelly Suppes, Denise, Greg Bator, Jennifer Broadfoot, Jessica Sargent, Jimmy Greene, JoAnn Crary, Jonathan Block, Kyle Bostwick, Mary McLaughlin, Norm Bamberger, Rob Train – Granger, Sam Tany, Undersheriff Mike Gomez, Travis Brady, Vanessa Guerra, Veronica Horn, William Stanuszek, Suzy Koeplinger, Sue Arceo, Cindy Louchart



**CLERK'S CALL OF SESSION**

January 8, 2021

TO: SAGINAW COUNTY BOARD OF COMMISSIONERS  
RE: Notice of January 19, 2021 Board Session

**Public Notice of Regular Board Session**

***As the County Building is closed to the public due to the COVID-19 pandemic, the meeting is open remotely to the public pursuant to P.A. 228 and P.A. 254 of 2020 to follow along and participate during the public portion of the meeting.***

The Saginaw County Board of Commissioners will convene for its Regular Session on  
**Tuesday, January 19, 2021 at 5:00 p.m.**

Via Zoom teleconference as follows:

INSTRUCTIONS using ZOOM audio conferencing:

Dial: 1 (877) 853-5257 or 1 (888) 475-4499 US Toll-free and enter Meeting ID: 802 444 1727

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This meeting is being held consistent with P.A. 228 and P.A. 254 of 2020 to consider the  
January 19, 2021 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate remotely, please call the Board of Commissioners at 989.790.5267.

Respectfully submitted,  
Vanessa Guerra, County Clerk  
Posted 1-8-21 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed, if there are no objections. The Chair hears none; it is so ordered.***

**APPROVAL OF MINUTES**

- Commissioner Boyd requested a correction to the December 15, 2020 Board Session Minutes under Unfinished Business (Pg. 38). After his review of the meeting and discussion with former County Clerk Michael Hanley, the vote taken on the new Responsible Contractor Policy, with associated Resolution, and amendment of the current Purchasing Policy was not valid. At that meeting, discussion was held on the policies and Commissioner Matthews “Called the Question,” which stopped debate. The vote that followed was recorded on the proposed policies and, although it passed by a vote of 7 to 4, the vote should have been taken on the Motion to End Debate first, rendering that first vote invalid. A vote was taken on the Motion to End Debate near the end of the meeting, but that motion failed and a re-vote on the Responsible Contractor Policy/Purchasing Policy did not occur.



## Board of Commissioners – January 19, 2021

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- After discussion, the Minutes of the December 15, 2020 Board Session were unanimously approved as corrected to reflect that the vote taken on the Responsible Contractor Policy, with associated Resolution, and amendment of the current Purchasing Policy was not valid. Since the motion remained active on the floor, the consensus between the Board, Civil Counsel, and the Controller was to bring the matter to the floor under Unfinished Business at this meeting.

### **PUBLIC HEARINGS**

None

### **AUDIENCES**

- Rob Train, Vice President of Operations, Granger Construction, thanked the Board for consideration as Construction Manager of the Saginaw County Animal Care & Control Resource Center and advised of Granger's commitment to use local contractors on the project. Since 2013, Granger has contracted with Saginaw County companies for over \$53 million and has proven success with Saginaw contractors. Granger is also working on an academic partnership with Delta College with its construction-related programs, including construction management and other trade programs, mentorship, and internships. He stated the county's selection committee recognized its experience with completing a similar project in Ingham County, which was highly successful, and lab facilities at MSU Veterinary Hospital, all having to do with animal care.
- Veronica Horn, President/CEO, Saginaw County Chamber of Commerce, addressed the Board and asked that the Board revisit the process developed by the review committee as it relates to choosing a Construction Manager for the Animal Care & Control Resource Center project. She stated it is not a design/build project and that should make a difference as to how the winning bid was selected. There are concerns that points were not afforded to the local Saginaw County construction firms, which pay property taxes, including the new millage that will fund the center; they employ residents of Saginaw County who also pay taxes and help our economy; and subcontractors hired will include those living here and paying taxes. She believes these factors should be a major consideration when making decisions of this magnitude and stated we should be advocating for local contractors and asked that the board reconsider the criteria used to make this decision.
- Jimmy Greene stated Saginaw County has had an adequate existing Purchasing Policy for construction services for years and his only issue with it was the Prevailing Wage provision that was repealed at the state level but not at the county. The county attorney looked at where it would be best positioned and allowed the building trades unions to weigh in on provisions of the Responsible Contractor Policy with the goal of a fair and open bidding position. He implored the board to go back and revisit the Responsible Contractor Policy, have community audiences, and uncomplicate what was complicated within the policy.



## LAUDATORY RESOLUTIONS

None

## PETITIONS AND COMMUNICATIONS

By the Chair: That the following communications received by the Board of Commissioners be referred as designated, if there are no objections. The Chair hears none; it is so ordered.

**1-19-1** **MOSQUITO ABATEMENT COMMISSION** submitting its 2020 Annual Report for review and discussion.

-- Human Services (*Receive & File*)

**1-19-2** **MSU EXTENSION** requesting an opportunity for staff to present information on its Agriculture and Agribusiness Institute (AABI) as well as its Community, Environment, and Food Institute (CEFI) Programs available in Saginaw County.

-- Human Services (*Receive & File*)

**1-19-3** **CONTROLLER/CAO** submitting a Status Report on the Saginaw County Adult Detention and Sheriff Administration Building Project.

-- Courts & Public Safety (*Receive & File*)

**1-19-4** **TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of November 2020.

-- Budget/Audit (**1-19-4.1**)

**1-19-5** **FINANCE DIRECTOR** submitting for informational purposes the quarterly budget adjustments for the period October 1, 2020 – December 31, 2020.

-- Budget/Audit

**1-19-6** **SHERIFF** requesting an increase in its budget (101-30101) by \$20,000 in the General Fund and (207-30104) in the Road Millage Fund by \$53,552 to account for the new pay scale and benefits for the vacant Sheriff Administrative Assistant position.

-- Budget/Audit (**1-19-4.2**)

**1-19-7** **SHERIFF** requesting amendment of its FY 2021 Budget using revenue received from forfeited gun sales (207-30104-64233) to increase the Law Enforcement Fund (207-30104-97050) by \$5,000 and the Law Enforcement Fund (207-30104-74900) by \$2,918.

-- Budget/Audit (**1-19-4.3**)

**1-19-8** **PERSONNEL DIRECTOR** submitting the Employment Status Report covering statistics for the month of December 2020.

-- Labor Relations (*Receive & File*)

**1-19-9** **PERSONNEL DIRECTOR** requesting discussion on the Families First Coronavirus Response Act (FFCRA) leave entitlements for Emergency Paid Sick Leave (EPSL) and Expanded FMLA that expire December 31, 2020.

-- Labor Relations (**1-19-5.1**)

**1-19-10** **SHERIFF** requesting modification of its Personnel Control Number (PCN) Roster for FY 2021 by increasing the Administrative Assistant position from part-time to full-time; to adjust the Administrative Assistant position PCN as split 50/50 between Sheriff Administration and Law Enforcement.

-- Labor Relations (**1-19-5.3**)

**1-19-11** **SHERIFF** requesting conversion of PCN 101332 in the Jail Fund (101-35100) from a Transport Officer Deputy to a Jail Security position.



## Board of Commissioners – January 19, 2021

- Labor Relations (*Withdrawn at Committee*)
- 1-19-12 COMMISSION ON AGING** requesting waiver of the hiring freeze to fill the position of Program Specialist, a key position that oversees the Meals on Wheels program.
- Labor Relations (**1-19-5.5**)
- 1-19-13 PERSONNEL DIRECTOR** submitting for approval revised County Policy #343 “Employee Insurance”; #361 “Disability Leave”; and #341 “Paid Time Off” to create a uniform eligibility schedule for employee insurance benefits, PTO and disability leave for new hires to County employment.
- Labor Relations (**1-19-5.2**)
- 1-19-14 PURCHASING/RISK MANAGER** submitting additional information to the Board of Commissioners on the selection of the Construction Manager for the Saginaw County Animal Care & Control Resource Center project.
- County Services (**1-19-3.1**) (*Refer to 12-15-22*)
- 1-19-15 PURCHASING/RISK MANAGER** submitting additional information to the Board of Commissioners on the selection of the Construction Manager for the Dow Event Center Capital Projects.
- County Services (**1-19-3.2**) (*Refer to 12-15-23*)
- 1-19-16 SHERIFF** requesting conversion of an open Deputy PCN and create a new Sergeant position; further, requesting amendment of its FY 2021 Budget to use revenue received from Federal inmate bed space to increase the Law Enforcement Fund by \$30,000 to cover the difference in wages between a Deputy and a Sergeant.
- Budget/Audit (**1-19-4/4**) - Labor Relations (**1-19-5.4**)

### INITIATORY MOTIONS

None

### REPORTS OF COMMITTEES

1. **Human Services Committee – J. Theisen, Chair; M. Webster, Vice-Chair**  
None
2. **Courts and Public Safety Committee – S. Matthews, Chair; K. Dwan, Vice-Chair**  
None
3. **County Services Committee – M. Webster; D. Krafft, Vice-Chair**
  - 3.1) **PURCHASING/RISK MANAGER**, re: Approval to designate Granger as Construction Manager for the Saginaw County Animal Care & Control project
  - 3.2) **PURCHASING/RISK MANAGER**, re: Approval to designate Spence Brothers as Construction Manager for TheDow Event Center projects
  - ***Webster moved, seconded by Matthews, to approve 3.1 and 3.2 leaving room for exceptions. Tany excluded 3.1 and the motion carried as to 3.2 by the following roll-call vote: Yes: Dwan, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, and Ruth - 11; No: - 0***
  - ***Boyd moved, seconded by Theisen, to refer 3.1 back to County Services Committee. Motion carried by the following roll-call vote: Yes: Tany, Boyd, Theisen, Harris, Ewing, Krafft, Little, Webster, Dwan and Ruth - 10; No: Matthews - 1***



## Board of Commissioners – January 19, 2021

~~FROM: COMMITTEE ON COUNTY SERVICES – 3.1~~ ~~JANUARY 19, 2021~~

~~Your committee considered Communication No. 12-15-22 and 1-19-14 from Kelly Suppes, Purchasing/Risk Manager, requesting approval of a recommendation from the Evaluation Committee that reviewed responses to a Request for Qualification (RFQ) for Construction Management Services for the Saginaw County Animal Care & Control Resource Center and award of the contract to Granger Construction.~~

~~We spoke with Ms. Suppes via Zoom who explained in detail the process of advertising, reviewing, evaluating, and assignment of points to choose the company with the best fit for the project. The process used is the same process contained in the Responsible Contractor Policy approved by the Board of Commissioners.~~

~~The top two scoring CM Firms Spence Brothers and Granger Construction were invited to a Presentation/Interview on Friday, December 4, 2020 via Zoom.~~

~~Based upon the final scores, the Committee recommends the Construction Management contract be awarded to Granger Construction. The decision is based upon their experience with constructing the Ingham County Animal Shelter and the MSU School of Veterinarian Medicine. The Committee considered this direct experience with these projects that elevated Granger to the forefront.~~

~~We recommend approval of the Construction Management contract for the Saginaw County Animal Care & Control Resource Center between Saginaw County and Granger Construction.~~

Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chair

Dennis H. Krafft, Vice Chair

Carol E. Ewing

Jack B. Tany

Carl E. Ruth

**FROM: COMMITTEE ON COUNTY SERVICES – 3.2** **JANUARY 19, 2021**

Your committee considered Communication No. 12-15-23 and 1-19-15 from Kelly Suppes, Purchasing/Risk Manager, requesting approval of a recommendation from the Evaluation Committee that reviewed responses to a Request for Qualification (RFQ) for Construction Management Services for The Dow Event Center Capital Projects and award of the contract to Spence Brothers; further, requesting approval of a proposed Resolution that assigns general oversight and management of the renovation of TheDow Event Center Capital Improvement Project to the Saginaw County Building Authority.

We spoke with Ms. Suppes via Zoom who explained in detail the process of advertising, reviewing, evaluating, and assignment of points to choose the company with the best fit for the project. The process used is the same process contained in the Responsible Contractor Policy approved by the Board of Commissioners.

The Committee recommends the Construction Management contract be awarded to Spence Brothers. The recommendation is due to their vast experience with prior renovations and construction projects at TheDow, their experience with constructing parking structures and ice facilities. Upon approval of the contract by the Board of Commissioners, the project will be turned over to the Saginaw County Building Authority for project management.

We recommend approval of the Construction Management contract for The Dow Event Center Capital Improvement Project between Saginaw County and Spence Brothers; further, we recommend approval of



## Board of Commissioners – January 19, 2021

a Resolution that assigns general oversight and management of the renovation to the Saginaw County Building Authority, submitted under the regular order of business.

Respectfully Submitted,

### COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chair

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

#### 4. **Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair**

- 4.1) **FINANCE DIRECTOR/TREASURER**, re: Approval of Electronic Transactions and Voucher Payments for November 2020
- 4.2) **SHERIFF**, re: Approval to increase its FY 2021 Budget by \$20,000 (101-30101) and \$53,552 (207-30104) to account for the new pay scale and benefits for the Administrative Assistant position
- 4.3) **SHERIFF**, re: Approval to amend its FY 2021 Budget using revenue received from forfeited gun sales to increase the Law Enforcement Fund by \$5,000 (Capital) and \$2,918 (Other Operating Supplies)
- 4.4) **SHERIFF**, re: Approval to increase the Law Enforcement Fund by \$30,000 using revenue received from Federal inmate bed space to cover the difference in wages between a Deputy and Sergeant

- ***Krafft moved, seconded by Little, to approve 4.1. Motion carried unanimously.***
- ***Krafft moved, seconded by Matthews, to approve 4.2 – 4.4 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1**

**JANUARY 19, 2021**

In accordance with State Statute and County Policy, your Budget/Audit Committee reviewed the claims for presentation to the Board of Commissioners, as listed below:

<u>Comm. No.</u>	<u>Payment Type</u>	<u>Period</u>	<u>Amount</u>
<b>1-19-4</b>	Electronic Transactions	November 1 – 30, 2020	\$ 7,756,740.14
	Voucher Payments	November 1 – 30, 2020	\$ 5,697,190.91

We recommend the payments be approved as compiled and submitted by the Treasurer's Office and Accounting Division of the Controller's Office.

Respectfully Submitted,

### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen



## Board of Commissioners – January 19, 2021

### **FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2**

**JANUARY 19, 2021**

Your Budget/Audit Committee considered Communication No. 1-19-6 from William L. Federspiel, Sheriff, requesting an increase in its budget (101-30101) by \$20,000 from the General Fund and in the Road Millage Fund budget (207-30104) by \$53,552 to account for the new pay scale and benefits for the vacant Sheriff Administrative Assistant position.

We met with Undersheriff Mike Gomez via Zoom and he explained this position is currently part-time and the intent of the Sheriff's Office is to convert the PCN to full-time and split the salary and benefits of the position between the Road Millage and General Fund accounts. General Fund accounts include Jail and Sheriff administration. Discussion was held regarding additional revenue being available in the future to help offset the cost.

We recommend approval to increase the Sheriff's Office budget (101-30101) by \$20,000 from the General Fund and the Road Millage Fund budget (207-30104) by \$53,552 to account for the new pay scale and benefits for the vacant Sheriff Administrative Assistant position.

Respectfully Submitted,

#### **COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

### **FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3**

**JANUARY 19, 2021**

Your Budget/Audit Committee considered Communication No. 1-19-7 from William L. Federspiel, Sheriff, requesting amendment of its FY 2021 Budget using revenue received from forfeited gun sales (207-30104-64233) to increase the Law Enforcement Fund - Capital (207-30104-97050) by \$5,000 and the Law Enforcement Fund – Other Operating Supplies (207-30104-74900) by \$2,918.

We met with Undersheriff Mike Gomez via Zoom and he explained that a total of \$8,100+ was received from the sale of confiscated firearms. After giving the Prosecutor's Office \$810, the Sheriff's Office is requesting the balance to use for equipment and additional items for the workout room.

We recommend approval to amend the Sheriff's Office FY 2021 Budget using revenue received from forfeited gun sales (207-30104-64233) to increase the Law Enforcement Fund (207-30104-97050) by \$5,000 and the Law Enforcement Fund (207-30104-74900) by \$2,918.

Respectfully Submitted,

#### **COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

### **FROM: COMMITTEE ON BUDGET/AUDIT -- 4.4**

**JANUARY 19, 2021**

Your Budget/Audit Committee considered Communication No. 1-19-16 from William L. Federspiel, Sheriff, requesting amendment of its FY 2021 Budget to use revenue received from Federal inmate bed space to increase the Law Enforcement Fund by \$30,000 to cover the difference in wages between a Deputy and a Sergeant.

We met with Undersheriff Mike Gomez via Zoom and he explained the need for the Lieutenant position currently performing duties associated with the financial aspects of the Sheriff's Office, as well as



## Board of Commissioners – January 19, 2021

internal investigations, be upgraded to a Sergeant position. He further explained that there are three (3) open Deputy positions and is requesting one of the PCNs be converted to a Sergeant, which is why the extra funding is needed to cover the difference in wages between a Deputy and Sergeant.

We recommend approval for the Sheriff's Office to amend its FY 2021 Budget to use revenue received from Federal inmate bed space to increase the Law Enforcement Fund by \$30,000 to cover the difference in wages between a Deputy and a Sergeant.

Respectfully Submitted,

### **COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

### 5. **Labor Relations Committee – M. Webster, Chair; K. Harris, Vice-Chair**

- 5.1) **PERSONNEL DIRECTOR**, re: Approval of revised County Policy #365 "COVID-19 Emergency Paid Sick Leave Act Policy" and County Policy #366 "Family Medical Leave Act (FMLA) Expansion Policy" to extend the expiration date of the Families First Coronavirus Response Act (FFCRA)
- 5.2) **PERSONNEL DIRECTOR**, re: Approval of revised County Policy #343 "Employee Insurance;" #361 "Disability Leave;" and #341 "Paid Time Off" to create a uniform eligibility schedule for employee insurance benefits, PTO and disability leave
- 5.3) **SHERIFF**, re: Approval to modify the PCN Roster for FY 2021 to increase the Administrative Assistant position from part-time to full-time; to adjust the position as split 50/50 between Administration and Law Enforcement; and to waive the hiring freeze to fill the position
- 5.4) **SHERIFF**, re: Approval to convert a Deputy PCN (207016) and create a new Sergeant position
- 5.5) **COMMISSION ON AGING**, re: Approval to waive the hiring freeze and hire the position of Program Specialist
- 5.6) **CIVIL/LABOR COUNSEL**, re: Approval of Memorandums of Understanding with all sixteen (16) county bargaining units

- ***Webster moved, seconded by Krafft, to approve 5.1 through 5.6 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.1**

**JANUARY 19, 2021**

Your Labor Relations Committee considered Communication No. 1-19-9 from Jennifer Broadfoot, Personnel Director, submitting for discussion the Families First Coronavirus Response Act (FFCRA) leave entitlements for Emergency Paid Sick Leave (EPSL) and Expanded FMLA that expired December 31, 2020.

We met with Ms. Broadfoot via Zoom who provided a brief explanation of why and how the benefits were utilized to compensate employees who were exposed and/or tested positive for the COVID-19 virus and utilized the entitlements of EPSL and Expanded FMLA covered under the FFCRA.

We recommend approval to amend County Policy #365 and County Policy #366 to extend the leave entitlements under the FFCRA and Expanded FMLA to March 31, 2021 as follows:



Category: 300  
Number: 365  
Subject: **COVID-19 Emergency Paid Sick Leave Act Policy**

- 1. PURPOSE: The purpose of this policy is to define paid sick leave provided to the employees of Saginaw County during the pandemic outbreak of COVID-19, Coronavirus, as required by H.R. 6201, the “Families First Coronavirus Response Act” of 2020, which includes the FMLA Expansion Act and the Emergency Paid Sick Leave Act. This policy will be in effect from April 1, 2020 until ~~December 31, 2020~~. **March 31, 2021**.

Category: 300  
Number: 366  
Subject: **Family Medical Leave Act (FMLA) Expansion Policy**

- 1. PURPOSE: The purpose of this policy is to define expanded family medical leave provided to employees of Saginaw County during the pandemic outbreak of COVID-19, Coronavirus, as required by H.R. 6201, the “Families First Coronavirus Response Act” of 2020, which includes the FMLA Expansion Act and the Emergency Paid Sick Leave Act. This policy will be in effect from April 1, 2020 until ~~December 31, 2020~~ **March 31, 2021**. Our existing FMLA leave policy still applies to all other FMLA-qualifying reasons for leave outside of this policy.

Respectfully Submitted,  
**COMMITTEE ON LABOR RELATIONS**  
Michael A. Webster, Chair  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.2** **JANUARY 19, 2021**

Your Labor Relations Committee considered Communication No. 1-19-13 from Jennifer Broadfoot, Personnel Director, submitting for approval revised County Policy #343 “Employee Insurance”; #361 “Disability Leave”; and #341 “Paid Time Off” to create a uniform eligibility schedule for employee insurance benefits, PTO and disability leave for new hires to County Employment.

We met with Ms. Broadfoot via Zoom who explained that it has been brought to her attention that several candidates for employment who have been offered a position with the County have declined employment specifically because of the current three (3) month waiting period for insurance benefits. This may cause a new hire to pay for COBRA coverage or seek insurance coverage privately, both of which are costly.

We recommend approval of revised County Policies #343, #361 and #341 to create a uniform eligibility schedule for employee insurance benefits, PTO and disability leave for new hires to County employment.



Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chair

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews



Category: 300  
Number: 343  
Subject: **EMPLOYEE INSURANCE**

1. **PURPOSE:** The purpose of this policy is to establish a County insurance policy, thereby improving the health and well-being of Saginaw County employees
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all non-union employees only paid by Saginaw County and any other circumstance not covered by a collective bargaining agreement, pursuant to Policy #301.
4. **RESPONSIBILITY:** The Controller/CAO shall be responsible for the implementation and administration of this policy.
5. **DEFINITIONS:** **For purpose of this policy, regular full-time employees and regular part-time employees, who are otherwise eligible, may hold probationary status and qualify for benefits.**  
~~None.~~
6. **POLICY:**
  - 6.1 **Health Insurance.** Health insurance shall be provided to regular full-time and regular part-time employees and their dependents (as defined by the plan administrator) effective on the **first day of the month** ~~billing date~~ subsequent to completion of **thirty (30)** ~~sixty (60)~~ days of qualifying service.
    - 6.1.1 Current employees who were hired on or after January 1, 1993 must be of full-time status as defined by the Federal Patient Protection and Affordable Care Act to become eligible for health insurance coverage. Employees may choose from all health options available. The lowest deductible health plan (Plan A) has a 10% premium share. Should the premium exceed the Hard Cap established in PA 152 of 2011, employees would be responsible for either 10% premium share or the difference between the premium and the Hard Cap, whichever is greater. Health insurance eligible employees hired on or after March 1, 2005 are eligible for the base health plan (Plan B) option, as well as any plan that may be established as Plan C and Plan D. Employees may elect to purchase or “buy up” to Plan A by paying the actual difference in monthly cost between the base plan



## Board of Commissioners – January 19, 2021

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(Plan B) and Plan A, plus any administrative expenses as determined exclusively by the County Controller's Office.

All employee health insurance contribution rates noted above are subject to requirements established by State of Michigan Public Act 152 of 2011 (PA 152 of 2011,) the Publicly Funded Health Insurance Contribution Act.

- 6.2 Dental Insurance. Dental Insurance shall be provided to regular full-time employees and their eligible dependents (as defined by the plan administrator) effective the first **day of the month billing date** subsequent to completion of **thirty (30) days** ~~six (6) months~~ of qualifying service.
- 6.3 Optical Insurance. Optical Insurance shall be provided to regular full-time employees and their eligible dependents (as defined by the plan administrator) effective the first **day of the month billing date** subsequent to completion of **thirty (30) days** ~~six (6) months~~ of qualifying service.
- 6.4 Life Insurance. Life insurance shall be provided to regular full-time employees **effective the first day of the month subsequent to completion** ~~upon completion~~ of **thirty (30) days** ~~six (6) months~~ of qualifying service.
- 6.5 Insurance Coverage and Premium Cost Shares. The Board of Commissioners will designate the level of all insurance coverage provided and the premium cost shares which are required to be paid by subscribers. County expense is the employer share established by the Board of Commissioners in accordance with P.A. 152 of 2011.
- 6.6 Dual Coverage. No person shall be eligible for dual coverage as both a subscriber and a dependent for any insurance coverage paid with Saginaw County funds.
- 6.7 Continuation of Insurance.
- 6.7.1 Health: In the event of disability leave, health insurance will continue for the entire period up to one (1) year, but requires the regular employee co-pay contribution to remain in effect. In the event of a leave of absence (except FMLA leaves), health insurance shall continue in effect at County expense until the end of the month in which the leave began. In the event of a layoff, health insurance shall continue in effect at County expense until the end of the month following the month in which the layoff occurred. The term "County expense" shall be in accordance with paragraph 6.5.
- 6.7.2 Dental: For a leave of absence (except FLMA leaves), dental coverage will continue in effect at County expense until the end of the month in which the leave began. In the event of a layoff, dental coverage shall continue in effect at County expense until the end of the month following the month in which the



## Board of Commissioners – January 19, 2021

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layoff occurred. In the event of disability, refer to paragraph 6.1 of the Disability Leave Policy. (Policy #361)

6.7.3 Optical: In the event of a leave of absence (except FMLA leaves), optical coverage will continue in effect at County expense until the end of the month in which the leave began. In the event of a layoff, optical coverage shall continue in effect at County expense until the end of the month following the month in which the layoff occurred. In the event of disability, refer to 6.1 of the Disability Leave Policy. (Policy #361)

6.7.4 Life: Coverage will continue commensurate with the terms of the employer's policy.

6.7.5 In the event of an unpaid leave of absence, certain coverage may be continued at the employee's expense if requested in accordance with Federal Law. Failure to pay said premiums will result in termination of coverage.

6.8 Separation from Employment. Upon separation from employment other than retirement or as noted in Section 6.7, all insurance coverage will terminate on the last day of the month in which the separation occurs. Certain coverage may be continued at the employee's expense if requested in accordance with Federal Law.

6.9 Option to Health Insurance Coverage. An employee who is eligible for enrollment in a County health insurance program may choose to receive one hundred-fifty dollars (\$150.00) per month in lieu of such insurance coverage; provided, however, the employee provides proof of another source of insurance and signs a statement attesting to said insurance coverage and is not covered as a dependent on a County paid health plan.

6.9.1 If an employee's status changes such that he/she is no longer eligible for coverage under another policy (divorce, death of spouse, etc.) the employee may reenter County coverage subject to the terms and conditions of the plan administrator. In the event that a lapse in coverage occurs due to the employee not notifying the County in a timely manner, or for any other reason not directly attributable to the County, the County shall in no way be held liable for health coverage during such lapse.

6.10 Compliance with Laws. It is the intent of the County that this policy comply with the Federal Patient Protection and Affordable Care Act (PPACA.) Any provisions of this policy that are in conflict with PPACA shall be superseded thereby. It is also the intent of the County that this policy comply with PA 152 of 2011. Any provisions of this policy that are in conflict with PA 152 of 2011 shall be superseded thereby.

7. ADMINISTRATIVE PROCEDURES: NONE



## Board of Commissioners – January 19, 2021

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: April 23, 2002

AMENDED: October 12, 2004; February 22, 2005; September 22, 2009; November 17, 2009; August 24, 2010; September 17, 2013; November 19, 2013; October 20, 2015; October 18, 2016; January 21, 2020; October 20, 2020; **January 19, 2021**

Category: 300  
Number: 361

Subject: **DISABILITY LEAVE**

1. PURPOSE: It is the purpose of this policy to establish a system of uniform and appropriate rules and regulations regarding employees who are unable to work due to non-work related reasons.
2. AUTHORITY: The Saginaw County Board of Commissioners.
3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.
4. RESPONSIBILITY: The Controller's Office shall be responsible for the implementation and administration of this policy.
5. DEFINITIONS: **For purpose of this policy, regular full-time employees may hold probationary status and qualify for leave. NONE**
6. POLICY:
  - 6.1 Coverage. A ~~non-probationary~~ regular full-time employee who is unable to work for reasons due to injury or illness of a non-work related nature is eligible to apply for disability leave (described in 6.2) **the first day of the month following the completion of 30 days of service.** Upon approval, the disability plan works in concert with the Paid Time Off process described in the Paid Time Off Policy (Policy # 341). The plan requires an unpaid 14 calendar day waiting period during the disability before the disability compensation program begins, however, the employee must use his/her Paid Time Off bank during the 14 calendar day period, if such PTO time is available. Prior to beginning a Disability Leave, an employee may choose to retain up to forty (40) PTO hours of



## Board of Commissioners – January 19, 2021

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banked time by opting for unpaid time once his/her PTO bank reaches forty (40) hours, (or the desired amount of banked time up to forty [40] hours), by indicating so on his/her disability application. If the disability continues beyond the 14 calendar days, the employee shall receive 60% of his/her pay up to one year or the employee's seniority, whichever is less. The employee may also choose to supplement disability pay with PTO, so long as total pay is no more than 100% of the employee's pay.

Disability leave may be allowed in cases of sickness or injury occurring during a Paid Time Off (vacation) period. Evidence of such incapacity from the first (1<sup>st</sup>) day must however be provided to the satisfaction of the employer.

If a subsequent disability occurs, solely resulting from the same illness or injury, the original fourteen day waiting period described above shall be considered the waiting period required for the subsequent disability except however, no more than one year of disability pay shall be paid for the same illness or injury.

PTO shall only accrue for the first ninety (90) days of the disability. All payroll deductions in effect prior to disability will be deducted from disability payments. The disability plan will also provide for health, optical and dental coverage to continue during the entire period of disability (up to one year) with the same employee co-pay or percentage of premium contribution. Basic life insurance coverage will also continue without cost during the disability. Voluntary additional coverage will be maintained based on continuous employee premium payments.

- 6.2 Eligibility. Under no circumstances will an employee be eligible for benefits described in Section 6.1 except by County approved medical disability. Requests are submitted and processed through the Controller's Office and for Court employees in coordination with the designated court official(s). Benefits will not be paid unless the employee submits the attending physician's certificate of disability stating the nature of illness or injury and anticipated period of disability. In all cases of alleged disability, the County retains the right to verify said certificate(s) and may refer the employee to a physician of its choice whenever it deems necessary, which will be paid for by the County.
  - 6.2.1 An eligible employee requesting disability leave who may also be eligible under the Family Medical Leave Act (FMLA) requirements shall have the time used counted towards the annual (FMLA) entitlement of twelve (12) total weeks (See Policy #364).
- 6.3 Final Determination. The Controller's Office will exclusively make the final determination to grant a disability claim and notification will be provided to the affected Department Head along with any work restrictions.
- 6.4 Termination. Disability payments shall terminate when the employee is able to return to regular work or restricted work if directed by medical authority and can be



## Board of Commissioners – January 19, 2021

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accommodated by the County or when the treating physician's statement of disability expires and an extension is not provided; when the employee retires as a result of disability or normal service retirement; upon layoff, death, discharge, or resignation or after twelve months pursuant to section 6.1 above. If disability benefits are exhausted and the employee cannot return to work, with or without reasonable accommodation, the employee's employment with the County of Saginaw shall be terminated. If an employee is terminated because of exhausting disability leave, all insurance and other employment benefits will also terminate.

- 6.5 Social Security Offset. Disability payment described herein shall be offset by any Social Security disability payment or insurance settlement relating to such disability (subject to language contained in a collective bargaining agreement) due or received by the employee. An employee determined to be disabled for an indefinite period shall be obligated to apply for benefits from the Social Security Administration and in such case any disability payments received by the employee from the County for any period paid by Social Security shall be repaid by the employee to the County.
- 6.6 Returning to Work. The employer will ensure that employees are able to return to the workplace as quickly and safely as possible. All employees will be evaluated for possible accommodations in accordance with the County's Americans' with Disabilities Act (ADA) Policy.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO  
ADOPTED: November 23, 1999

Approved as to Legal Content:  
Saginaw County Civil Counsel

AMENDED: April 23, 2002; August 12, 2008; September 22, 2020; **January 19, 2021**



## Board of Commissioners – January 19, 2021

Category: 300

Number: 341

Subject: **PAID TIME OFF (PTO)**

1. **PURPOSE:** It is the purpose of this policy to establish a uniform system regulating the accrual and use of paid time off hours. PTO leave is intended to be used to compensate for vacation leave, earned sick time, personal leave, paid time off and paid medical leave as required under the Paid Medical Leave Act.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.
4. **RESPONSIBILITY:** The Controller/CAO of Saginaw County shall be responsible for the implementation and administration of this policy.
5. **DEFINITIONS:** **For purpose of this policy, regular full-time employees and regular part-time employees, who are otherwise eligible, may hold probationary status and qualify for PTO.**  
~~NONE~~
6. **POLICY:**
  - 6.1 Rate of Accrual.
    - 6.1.1 Each regular full-time employee shall accrue Paid Time Off hours at the following rate. Regular part-time, part-time, and on-call employees who work on an average of more than 25 hours per week during the immediately preceding calendar year shall accrue Paid Time Off hours at one-half the below rate, as long as the accrued time equals at least 40 hours.

	<u>Annual Rate</u>	<u>Biweekly Rate</u>
<b>First day of the month following</b>		
30 days* - 3 years continuous service	136 hours	5.2308 hours
3 - 5 years " "	152 hours	5.8462 hours
5 - 10 years " "	168 hours	6.4615 hours
10 - 15 years " "	184 hours	7.0769 hours
15 - 20 years " "	200 hours	7.6923 hours
20 or more years " "	216 hours	8.3077 hours

**\*PTO accrued during the waiting period (date of hire – first day of the month following thirty days of service) shall be credited on the first day of the month following 30 days of service.**



## Board of Commissioners – January 19, 2021

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- 6.2 Accumulation of Paid Time Off (PTO) Hours. Accumulation of PTO hours shall be limited to 700 hours.
- 6.2.1 When an employee's continuous length of service reaches a point entitling him/her to the next higher rate of PTO accrual, earning at the new rate will begin on the first day of the current pay period. Employees shall be paid during PTO leave on the basis of the normal workweek for the classification of work in which they are normally employed and at the rate of pay prevailing during the period that the time is taken.
- 6.3 Separation. Upon separation from County employment, an eligible employee shall receive pay for 50% of the unused accumulated PTO hours up to a maximum of 600 hours or 75 days (or actual pay-off at 300 hours, or 37.5 days), or as negotiated in employment contracts. Upon retirement, PTO pay will count toward the employee's final average compensation, for those having defined benefit pensions, unless otherwise provided by employment contracts. Compensation for unused PTO hours will be paid at the regular rate (not overtime) prevailing on the employee's last working day.
- 6.4 Holidays. If a holiday, as defined in the Holiday Policy, falls within an employee's PTO period, it shall not be counted as a PTO day unless the employee was scheduled to work on the holiday.
- 6.5 Leave of Absence. PTO leave shall not accrue during an employee's unpaid leave of absence.
- 6.6 PTO Scheduling/Management. Employees are responsible for managing their PTO accounts. It is important for employees to plan ahead for how it will be used. Employees should develop a plan for taking vacations, as well as doctor's appointments and personal business. Employees should hold a reasonable amount of PTO time in reserve which allows for the unexpected, such as emergencies and illness.
- 6.6.1 PTO Used for Vacation. Vacation schedules for employees shall be developed and approved by Department Heads. It shall be the practice of each Department Head to schedule vacations over as wide a period as possible in order to obviate the need for temporary increases in staffing. The schedule may be changed by the employee only if approved by the Supervisor/Department Head.
- 6.6.2 The use of PTO hours for "personal" reasons other than vacations is a request and therefore, it requires supervisory approval. Requests shall be made in advance and in accordance with Department policies/practices. There may be occasions such as an illness or emergency, when an employee cannot request use of PTO in advance and/or obtain prior supervisory approval. If an illness or emergency exists which prevents an advanced request from being made, employees must discuss the absence with their supervisor. Subject to FMLA,



## Board of Commissioners – January 19, 2021

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documentation of the illness and/or emergency may be required by the Department Head.

- 6.6.3 PTO, once approved, must be taken in chronological and sequential order in accordance with the excused absence(s) during the payroll-reporting period.
- 6.7 Subject to FMLA, taking time off without the accrued PTO available is prohibited. Absence from work without the use of authorized PTO may result in discipline, up to and including discharge.
- 6.8 PTO Increments. PTO can be taken in increments of fifteen (15) minutes.
- 6.9 PTO Donation. The purpose of PTO donation is to allow County employees to support fellow employees who have a medical emergency pursuant to FMLA, or must take unexpected time off from work to support a family member who does, or for the reasons enumerated in the Paid Medical Leave Act. County employees may donate earned PTO hours to a voluntary leave bank with the understanding that the recipient member accepts all tax liability. Donations must be in eight (8) hour increments and the donor's personal PTO bank cannot fall below eighty (80) hours as a result of the donation. Each employee may donate no more than an accumulated total of eighty (80) hours per calendar year. Donations are irrevocable. Donor cannot specify who receives time once it is donated to the leave bank. Donations can be made through Payroll by completing a PTO donation request form.
- 6.9.1 A family member can be defined as a spouse, parent, or child.
- 6.9.2 A medical emergency is defined as a medical condition that is likely to require the employee to be absent from work for a prolonged period and results in a substantial loss of income due to lack of available PTO or other paid leave. A substantial loss of income is an unpaid absence of 24 work hours or more. Said hours do not have to result from a continuous absence, but can result from time taken on an intermittent basis related to the same condition or illness.

In order to receive donated PTO, an employee who is being personally affected by a medical emergency or for the reasons enumerated in the Paid Medical Leave Act, must submit a request in writing using the designated form. This will include stating the details of their medical emergency or the reasons listed in the Paid medical leave Act, the amount of time they are requesting, and certifying they have exhausted all other paid leave available to them. The requesting employee will be required to provide medical or other documentation to verify eligibility. Written requests shall be submitted to the Payroll and Benefits Supervisor for consideration. Employee requests for donated PTO will be considered on a first come, first served basis.



## Board of Commissioners – January 19, 2021

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The County may notify employees when a request for donated PTO has been received but the PTO Donation Bank has insufficient time available to cover the request. Such notifications will be made exclusively by the Controller's Office.

Applicants are only eligible to receive leave after their request has been approved and it has been confirmed that all other available paid leave has been exhausted. Employees reserving PTO in accordance with the FMLA, disability or any other leave policy are not eligible for leave donation. Employees may receive a total donation of no more than the time needed to cover the leave time requested. For employees with intermittent need for leave, the bank will be reviewed periodically to ensure sufficient, but not excessive levels of PTO. Employees not otherwise eligible for PTO are not eligible for the donation program.

Once received, donated PTO will be placed in a separate bank for that recipient employee. Any donated PTO not used at the conclusion of the medical emergency or for those reasons listed in the Paid Medical Leave Act or within one year of receipt will be returned to the PTO donation bank. Liquidation of donated PTO for cash is not permissible.

Doctor's slips or other documentation will be required as proof of how leave was used and must be submitted to Payroll when donated PTO is used.

Donors cannot claim an expense, a tax deduction or a charitable contribution for any leave donated under the plan. All paid leave granted to the recipient employee is considered wages and is subject to appropriate tax withholding. Recipient employees will receive paid leave at his/her normal rate.

Management shall have the exclusive right to approve or deny the use of PTO under this provision, and any decision made relative thereto shall not be subject to the grievance procedure unless management acted arbitrarily or capriciously.

6.10 Compliance with Laws. It is the intent of the County that this policy complies with the Paid Medical Leave Act. (Public Act 338 of 2018 and Public Act 369 of 2018; MCL 408.961 *et. Seq.*). Any provisions of this policy that are in conflict with the Paid Medical Leave Act shall be superseded thereby.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:

Approved as to Legal Content:



## Board of Commissioners – January 19, 2021

Saginaw County Controller/CAO

Saginaw County Civil Counsel

ADOPTED: April 23, 2002

AMENDED: November 15, 2005 (Section 6.2); April 25, 2006; November 20, 2018;  
March 19, 2019; **January 19, 2021**

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.3**

**JANUARY 19, 2021**

Your Labor Relations Committee considered Communication No. 1-19-10 from Sheriff William Federspiel requesting modification of its Personnel Control Number (PCN) Roster for FY 2021 by increasing the Administrative Assistant position from part-time to full-time; to adjust the Administrative Assistant position PCN as split 50/50 between Administration and Law Enforcement; and waive the hiring freeze to fill the position full-time.

We met with Undersheriff Miguel Gomez who provided an explanation of the funding sources and the need to increase the position from part-time to full-time.

We recommend approval to modify the PCN Roster for FY 2021 to increase the Administrative Assistant Position from part-time to full-time; to adjust the Administrative Assistant position PCN as split 50/50 between Administration and Law Enforcement; and to waive the hiring freeze to fill the position full-time.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chair

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.4**

**JANUARY 19, 2021**

Your Labor Relations Committee considered Communication No. 1-19-16 from Sheriff William Federspiel, requesting conversion of an open Deputy PCN (207016) and create a new Sergeant position; further, requesting amendment of its FY 2021 Budget to use revenue received from Federal inmate bed space to increase the Law Enforcement Fund by \$30,000 to cover the difference in wages between a Deputy and a Sergeant.

We met with Undersheriff Miguel Gomez who provided a brief explanation of the funding source as well as the need for the Sergeant position to assume some of the duties currently performed by Lt. Marsha Austin, which will require the authority of the Sergeant rank.

We recommend approval to convert the Deputy PCN (207016) and create a new Sergeant position.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chair

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews



## Board of Commissioners – January 19, 2021

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**FROM: COMMITTEE ON LABOR RELATIONS -- 5.5**

**JANUARY 19, 2021**

Your Labor Relations Committee considered Communication No. 1-19-12, from Jessica Sargent, Director, Commission on Aging, requesting waiver of the hiring freeze to fill the position of Program Specialist, a position that oversees the Meals on Wheels program.

We met with Ms. Sargent who explained the position is vital to the Meals on Wheels program and is currently funded in the FY 2021 budget.

We recommend waiver of the hiring freeze to fill the position of Program Specialist.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chair

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.6**

**JANUARY 19, 2021**

Your Labor Relations Committee considered a recommendation from Dave Gilbert, Saginaw County Civil/Labor Counsel, requesting approval of a Memo of Understanding and Agreement (MOU) between the County of Saginaw and the following bargaining units regarding accelerating the entitlement to health/vision/dental to the first of the month following 30 days for new hires, clarifies the onset date for accrual of Paid Time off (PTO), and changes made to the Disability Policy regarding eligibility: POAM Detention Supervisors, POAM Detention Youth Care Specialists, POAM District Court Probation Officers, POAM Family Division Probation Officers, POAM Assistant Prosecutors, TPOAM Court & Elected Officials, Teamsters Local 214 (COA & Public Health), Teamsters Local 214 (Nurses), POAM Animal Control, POAM Non-312 Corrections, POAM Command, UAW Unit 48 – Managers, UAW Unit 50 – Professionals, UAW Unit 49 – Paraprofessionals, POAM 312 Eligible – Deputies, and COAM – Sergeants.

We met with Mr. Gilbert via Zoom and he indicated the MOUs have all been signed by the business agents and approved by the unions. A sample of the MOU is attached.

We recommend approval of the Memorandums of Understanding and Agreement between the County of Saginaw and the above-mentioned bargaining units regarding accelerating the entitlement to health insurance for new hires.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chair

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews



## Board of Commissioners – January 19, 2021

### MEMORANDUM OF UNDERSTANDING AND AGREEMENT

This MEMORANDUM OF UNDERSTANDING AND AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by and between the COUNTY OF SAGINAW, Michigan (“EMPLOYER”) and \_\_\_\_\_, Representing (“UNION”).

**WHEREAS**, the EMPLOYER and the UNION are parties to a Collective Bargaining Agreement (“CBA”) which covers the time period \_\_\_\_\_ through \_\_\_\_\_;

**WHEREAS**, EMPLOYER is desirous of clarifying when employees accrue PTO, shortening the time period in which employees will become eligible for insurances, and reflect the recent amended date to County Policy #361;

**WHEREAS**, UNION is also desirous of clarifying when employees accrue PTO, shortening the time period in which employees will become eligible for insurances, and reflect the recent amended date to County Policy #361;

**THEREFORE**, it is agreed as follows:

1. Article 3, Section 1 shall be modified to provide regular full-time employees and regular part-time employees, who are otherwise eligible, may hold probationary status and qualify for benefits.
2. Article 17, Section 1 shall be modified to provide that paid time off (PTO) shall accrue commencing on date of hire and be credited on the first day of the month following thirty (30) days of service.
3. Article 20, Section 2, Article 20, Section 8, Article 20, Section 9 and Article 20, Section 15 of the CBA shall be modified to shorten the eligibility date for new employees to receive health insurance, dental insurance, life insurance and vision insurance to the first of the month following thirty (30) days of service.
4. Article 21 shall be modified to reflect that disability leave shall be in accordance with County Policy #361, as amended on August 12, 2008, September 22, 2020 and January 19, 2021.
5. This MOU shall be binding upon the UNION and EMPLOYER; shall not be considered precedent setting; and shall not affect the CBA in any other manner than that which is specifically set forth herein.

FOR THE EMPLOYER:  
Robert V. Belleman – Controller/CAO  
Carl E. Ruth, Chair  
Board of Commissioners  
David M. Gilbert – Labor Specialist

FOR THE UNION:



## Board of Commissioners – January 19, 2021

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6. **Executive Committee – C. Ruth, Chair**

None

7. **Legislative Committee – J. Theisen, Chair; K. Dwan, Vice-Chair**

None

8. **Intergovernmental Cooperation Committee – J. Theisen, Chair; J. Tany, Vice-Chair**

None

9. **Committee Compensation**

1-19-21.1) December 13, 2020 – December 26, 2020

1-19-21.2) December 27, 2020 – January 9, 2021

- ***Dwan moved, seconded by Matthews, to approve 1-19-21.1 and 1-19-21.2 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***



## Board of Commissioners – January 19, 2021

COMMITTEE COMPENSATION - 1.19.21.1

January 19, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held, December 13 - December 26, 2020.*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

**COVID-19 - Governor Whitmer issued Stay Home. Stay Safe. Save Lives. Executive Order 2020-154 - Replaced by PA 228 & PA 254 of 2020**

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	12/14/20	MAC Finance & General Gov't via GoToMtg	Krafft	\$50.00	1
2	12/15/20	Community Corrections Adv. Bd. via Zoom	Theisen	\$50.00	1
3	12/15/20	County Services Committee-Special via Zoom	Stack	\$25.00	1
			Hadsall	\$25.00	1
			Harris	\$25.00	1
			Krafft	\$25.00	1
			Webster	\$25.00	1
4	12/15/20	Labor Relations Committee - Special via Zoom	Kilpatrick	\$25.00	1
			Stack	\$25.00	1
			Harris	\$25.00	1
			Matthews	\$25.00	1
			Webster	\$25.00	1
5	12/15/20	Board Session via Zoom Dwan, Hadsall, Harris, Kilpatrick, Krafft, Matthews, O'Neal, Ruth, Stack, Theisen, Webster	11 Present	\$550.00	11
6	12/16/20	Saginaw Valley Zoological Society via Webex	Matthews	\$50.00	1
			O'Neal	\$50.00	1
7	12/16/20	Animal Control Advisory Council via Zoom	Hadsall	\$50.00	1
8	12/17/20	Commission on Aging via Zoom	Stack	\$50.00	1
9	12/18/20	MAC Transportation/Leg. Update via GoToMtg	Webster	\$50.00	1
10	12/21/20	MBS Height Zoning Board via GoToMtg	O'Neal	\$50.00	1
<b>TOTAL</b>				<b>\$1,200.00</b>	<b>29</b>

Respectfully Submitted, Suzy Koepplinger, Board Coordinator (12-23-20)

COMMITTEE COMPENSATION - 1.19.21.2

January 19, 2021



## Board of Commissioners – January 19, 2021

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings December 27, 2020 - January 9, 2021

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.

**COVID-19 - Governor Whitmer issued Stay Home. Stay Safe. Save Lives. Executive Order 2020-154 - Replaced by PA 228 & PA 254 of 2020**

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	01/04/21	Organizational Board Session via Zoom Boyd, Dwan, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster	All Present	\$550.00	11
2	01/06/21	Crime Prevention Council via Zoom	Ruth	\$25.00	1
3	01/06/21	Committee Assignment Board Session via Zoom Boyd, Dwan, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster	All Present	\$550.00	11
<b>TOTAL</b>				<b>\$1,125.00</b>	<b>23</b>

Respectfully Submitted, Suzy Koepplinger, Board Coordinator (1-8-21)

### RESOLUTIONS

- ❖ The Board took no action on the proposed Resolution that assigned oversight and management of the renovation of The Dow Event Center Capital Improvement Project to the Saginaw County Building Authority

#### **RESOLUTION "A"**

#### **COUNTY OF SAGINAW STATE OF MICHIGAN**

#### **~~ASSIGNMENT OF OVERSIGHT AND MANAGEMENT OF THE RENOVATION OF THE DOW EVENT CENTER CAPITAL IMPROVEMENT PROJECT TO THE SAGINAW COUNTY BUILDING AUTHORITY~~**

*~~Christopher S. Boyd, Kathleen K. Dwan, Carol E. Ewing, Kyle R. Harris,  
Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth,  
Jack B. Tany, James G. Theisen, Michael A. Webster~~*



## Board of Commissioners – January 19, 2021

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 19<sup>th</sup> day of January 2021 at 5:00 p.m.

~~Commissioner \_\_\_\_\_ offered the following resolution and moved for adoption. The motion was seconded by Commissioner \_\_\_\_\_.~~

~~WHEREAS, the Saginaw County Board of Commissioners has approved going forward on the construction of:~~

~~*Necessary renovation of the Dow Event Center and related environs including the adjacent parking ramp as described in the Request for Proposals prepared by the County (the Project)*~~

~~WHEREAS, since 1972, when Saginaw County incorporated its Building Authority, it has assisted Saginaw County in the siting, purchase, construction and/or renovation of various construction projects initiated by the County, when the County; and,~~

~~WHEREAS, the Saginaw County Building Authority has, with the approval of the Board of Commissioners provided satisfactory construction oversight and management of the various projects assigned to it, thereby relieving the County Board of Commissioners of daily oversight of the projects; and,~~

~~WHEREAS, the Saginaw County Board of Commissioners desires that the Project be completed in the most efficient manner possible resulting in a quality result for the citizens of the County; and,~~

~~WHEREAS, the Saginaw County Board of Commissioners has, subject to finalization of an acceptable contract, selected a contracting firm to design, manage, and/or construct the Project.~~

~~**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Board of County Commissioners of the County of Saginaw assigns general oversight and management of the renovation of the Dow Event Center Capital Improvement Project to the Saginaw County Building Authority, and directs the Building Authority to interface with all stakeholders, including but not limited to affected staff, architects and approved contractors with a goal to renovate the facility, according to the plans approved and within a budget approved by the Saginaw County Board of Commissioners for the construction and outfitting of the Project. Further, the County Controller is hereby directed to receive and remit payment for construction and other services as approved by the Saginaw County Building Authority.~~

~~All resolutions and parts of resolutions insofar as they may be in conflict herewith are rescinded.~~

~~Yeas: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Total: \_\_\_\_\_ 11~~



## Board of Commissioners – January 19, 2021

STATE OF MICHIGAN )

)ss

COUNTY OF SAGINAW )

I, the undersigned, the duly qualified and acting Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 19th day of January, 2021, the original of which is on file in the Board Office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 19<sup>th</sup> day of January 2021.

Vanessa Guerra, County Clerk

County of Saginaw

### UNFINISHED BUSINESS

- o *At the beginning of this meeting, Commissioner Boyd requested a correction to the December 15, 2020 Board Session Minutes under Unfinished Business. After his review of the meeting and discussion with former County Clerk Michael Hanley, the vote taken on the new Responsible Contractor Policy, with associated Resolution, and amendment of the current Purchasing Policy was not valid. At the December 15, 2020 meeting, discussion was held on the policies and Commissioner Matthews "Called the Question," which stopped debate. The vote that followed was recorded on the proposed policies and, although it passed by a vote of 7 to 4, the vote should have been taken on the Motion to End Debate first, rendering that first vote invalid. A vote was taken on the Motion to End Debate near the end of the meeting, but that motion failed and a re-vote on the Responsible Contractor Policy/Purchasing Policy did not occur.*
- o *After discussion at this meeting, the Minutes of the December 15, 2020 Board Session were unanimously approved as corrected to reflect that the vote taken on the Responsible Contractor Policy, with associated Resolution, and amendment of the current Purchasing Policy was not valid. Since the motion remained active on the floor, the consensus between the Board, Civil Counsel, and the Controller was to bring the matter to the floor under Unfinished Business at this meeting.*
- o *After discussion was held at this meeting regarding the policies and resolution, Boyd moved, seconded by Tany, to refer this matter to a Committee of the Whole. Motion carried after the following roll-call vote:  
Yes: Theisen, Harris, Ewing, Krafft, Little, Webster, Dwan, Tany, Boyd, Matthews, and Webster - 11; No: - 0*

**DECEMBER 15, 2020**



## Board of Commissioners – January 19, 2021

~~FROM: COMMITTEE ON COUNTY SERVICES – 3.2~~

~~DECEMBER 15, 2020~~

~~NOVEMBER 17, 2020~~

~~Your committee considered Communication No. 11-17-8 from Dave Gilbert, Civil Counsel, submitting for approval a Responsible Contractor Policy, Resolution and revisions to the Saginaw County Purchasing Policy.~~

~~We met with Mr. Gilbert who provided a brief explanation of the proposed revisions to County Purchasing Policy #241 to rescind and delete any reference to prevailing wage requirements and to add a reference to a Responsible Contractor Policy. Extensive discussion was held between the Controller, Civil Counsel, and Commissioners and revisions are reflected below:~~

- ~~1. Approve the addition of “include criteria for Responsible Contractors” to 5.21 and 5.30 of Saginaw County Purchasing Policy~~
- ~~2. Definition of Prevailing Wage in 5.23 of Saginaw County Purchasing Policy remained~~
- ~~3. Revise 6.3.1.1.7.2 of Saginaw County Purchasing Policy raising the ceiling on small construction contracts for projects from \$50,000 to \$1,000,000 to pre-qualify every three (3) years and have a standing list of contractors~~
- ~~4. Revise 6.3.1.1.7.2 of Saginaw County Purchasing Policy for projects over \$1,000,000 to follow policy #244~~
- ~~5. Revise 6.5.4 of Saginaw County Purchasing Policy to carry language over from Saginaw County Purchasing Policy 5.23, leaving prevailing wage language in policy — not to be enforced unless:
  - ~~1) The Wage and Hour Division of the State starts collecting data and,~~
  - ~~2) Prevailing Wage is re-instated at State level in Michigan —~~~~
- ~~6. Approve a Resolution Approving A Responsible Contractor Policy for Saginaw County with the change to \$50,000 to \$1,000,000~~
- ~~7. Approve the Responsible Contract Policy and General Policies #4~~
- ~~8. Approve the policy with proposed changes and two (2) appendices and request formal training information and include OSHA forms~~
- ~~9. Approve the Responsible Contractor Policy with Appendix as amended, and Resolution~~

~~We recommend approval of proposed County Policy #244 — Responsible Contractor Policy and revisions to County Policy #241 — Purchasing. A Resolution has been submitted under the regular order of business.~~

~~Respectfully Submitted,~~

~~COMMITTEE ON COUNTY SERVICES~~

~~Charles M. Stack, Chair~~

~~Cheryl M. Hadsall, Vice Chair~~

~~Kyle R. Harris~~

~~Dennis H. Krafft~~

~~Michael A. Webster~~



## Board of Commissioners – January 19, 2021

Category: ~~\_\_\_\_\_~~ 200  
Number: ~~\_\_\_\_\_~~ 244  
Subject: ~~\_\_\_\_\_~~ RESPONSIBLE CONTRACTOR POLICY

### 1. ~~\_\_\_\_\_~~ APPLICATION:

~~This Policy will be part of the Purchasing Policy and procurement of construction contractors as awarded through the request for proposal or invitation to bid or other process for bids \$50,000 and over permitted under the County's Purchasing Policy #241.~~

### 2. ~~\_\_\_\_\_~~ INTENT:

~~Saginaw County is committed to having responsible and ethical contractors and subcontractors on its construction projects, so that all work is performed by responsible, qualified firms that maintain the capacity, expertise, highly trained personnel, and other qualifications and resources necessary to successfully perform County projects in a safe, timely, reliable, high quality and cost-effective manner. To achieve that goal, the County will require contractors submitting bids on its construction projects to provide information relating to each of the Responsibility Criteria listed below. The purpose of this Policy is to assist the County in awarding contracts on every construction project to the most responsible bidder who provides the best value to the County.~~

### 3. ~~\_\_\_\_\_~~ DEFINITIONS:

- ~~\_\_\_\_\_ A. Construction Project: Any contract awarded for the construction, alteration, or repair of any public building or public work of the County of Saginaw. The labor and material necessary for the construction, renovation, repair or improvements to real property, except repair in emergency situations, which requires solicited bids so that the work, when complete, must be ready for service for its intended purpose and must require no other work to be a completed system or component.~~
- ~~\_\_\_\_\_ B. Responsible Bidder: A bidder for a construction project that has demonstrated an ability to complete the prospective contract in a way that is timely, safe, cost-effective and benefits the community. The criteria in this Policy are used to determine the relative responsibility of the contractor in relation to other bidders.~~
- ~~\_\_\_\_\_ C. Contractor: Any person, firm, corporation, partnership, association or any combination thereof, which enters into a Contract with any awarding authority of the County of Saginaw.~~
- ~~\_\_\_\_\_ D. Subcontractor: Any person not an employee who enters into a contract with a contractor to assist the contractor in performing a contract, including a contractor or subcontractor of a public lessee or licensee or sublessee or sublicensee, to perform or assist in performing services on the leased or licensed premises. The term subcontractor does not include vendors or suppliers to County purchasing contractors.~~



## Board of Commissioners – January 19, 2021

- ~~E. Bidder: Means any person or entity that applies for any contract whether or not the application process is through an Invitation for Bid, Request for Proposal, Request for Qualifications, or other procurement process.~~
- ~~F. Bid: Means any application submitted by a bidder in response to an Invitation for Bid, Request for Proposal, Request for Qualifications, or other procurement process.~~

### ~~4. GENERAL POLICIES:~~

- ~~A. The County will request a contractor on projects \$50,000 to \$1,000,000 to pre-qualify and complete the Pre-Qualification form every three (3) years that is listed in Appendix A attached hereto. On projects over \$1,000,000, the County will have the contractor complete a Request for Qualifications which is listed as Appendix B attached hereto.~~
- ~~B. The bid documents must require any contractor or subcontractor bidding on the project to submit written responses and other information and documentation regarding the listed Responsibility Criteria and any other criteria specified by the County through the bid documents. The County may request additional information or explanation from any contractor or subcontractor regarding any particular Responsibility Criteria. The bid documents must provide that the County retain the right in its discretion to reject any and all bids. All required contractor financial and privileged information must be kept from public disclosure unless otherwise required by law.~~
- ~~C. For each separate bid package, The County in its discretion will weigh the information provided by the contractor or subcontractor regarding the responsibility criteria, as a whole to determine whether the contractor or subcontractor is a responsible bidder and the relative responsibility of the contractor in relation to other bidders. Except as otherwise required by law, no single criteria will necessarily be determinative in assessing responsibility or relative responsibility.~~

### ~~5. SUBSTANTIALLY LOW BID REVIEW:~~

~~In the event the amount of a bid appears disproportionately low when compared with estimates undertaken by or on behalf of the County and/or compared to other bids submitted, the County reserves the right to inquire further of the bidder to determine whether the bid contains mathematical errors, omissions, and/or erroneous assumptions, and whether the bidder has the capability to perform and complete the contract for the bid amount.~~

### ~~6. ENFORCEMENT:~~



## Board of Commissioners – January 19, 2021

~~Violations of this Policy may be reported to the Purchasing Department, which must investigate such complaint. Whether based upon such complaint or otherwise, if the Purchasing Department has determined that the contractor has violated any provision of this Policy or provided false information to the County, the Purchasing Department must issue a written notice to the contractor that the violation is to be corrected within ten (10) calendar days from receipt of notice. Such notice shall be sent registered mail. In the event the contractor has not corrected the violation, or taken reasonable steps to correct the violation within ten (10) calendar days, then the Purchasing Department may request the awarding authority to declare a material breach of the contract and exercise its contractual remedies thereunder, which are to include, but not be limited to, termination of the contract as outlined in the termination clause of the contract.~~

### ~~7. SEVERABILITY:~~

~~The terms, conditions, and provisions of this Policy are hereby declared to be severable, and, should any portion, part or provision of this Policy be found by a court of competent jurisdiction to be invalid, enforceable or unconstitutional, the County Board of Commissioners hereby declares its intent that the Policy shall have been enacted without regard to the invalid, enforceable or unconstitutional portion, part or provision of this Policy.~~

~~\_\_\_\_\_ Approved As to Substance: \_\_\_\_\_ Approved As to Legal Content:  
\_\_\_\_\_ Saginaw County Controller \_\_\_\_\_ Saginaw County Civil Counsel~~

~~ADOPTED: December 15, 2020~~

~~Category: \_\_\_\_\_ 200~~

~~Number: \_\_\_\_\_ 241~~

~~Subject: \_\_\_\_\_ PURCHASING POLICY~~

~~1. PURPOSE: The purpose of this Policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by Saginaw County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.~~

~~2. AUTHORITY: The Saginaw County Board of Commissioners.~~

~~3. APPLICATION: This Policy applies to contracts for the procurement of supplies, services and construction entered into by Saginaw County after the effective date of this Policy. It shall apply to every expenditure of public funds by Saginaw County for public purchasing 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 mandatory applicable federal or state laws and regulations. Nothing~~



## Board of Commissioners – January 19, 2021

~~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.~~

~~4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation and administration of this policy.~~

~~5. DEFINITION(S):~~

~~5.1 Brand Name or Equal Specification. 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 County requirements and which provides for the submission of equivalent products.~~

~~5.2 Brand Name Specification. A specification limited to one or more items by manufacturers' names or catalogue numbers.~~

~~5.3 Business. Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or any other private legal entity.~~

~~5.4 Change Order. A written order signed and issued by the Purchasing Agent, directing the contractor to make changes which the "Changes" clause of the contract authorizes the Purchasing Agent to order without the consent of the contractor.~~

~~5.5 Contract Modification (bilateral change). Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity or other provisions of any contract accomplished by mutual action of the parties to the contract.~~

~~5.6 Confidential Information. Any information which is available to an employee only because of the employee's status as an employee of the County and is not a matter of public knowledge or available to the public on request.~~

~~5.7 Construction. 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.~~

~~5.8 Contract. All types of County agreements, regardless of what they may be called, for the procurement of supplies, services or construction.~~

~~5.9 Contractor. Any person having a contract with the County or using an agency thereof.~~



## Board of Commissioners – January 19, 2021

- ~~5.10~~ ~~Cost Analysis. The evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed.~~
- ~~5.11~~ ~~Cost Data. Factual information concerning the cost of labor, material, overhead and other cost elements which are expected to be incurred or which have been actually incurred by the contractor in performing the contract.~~
- ~~5.12~~ ~~Cost Reimbursement Contract. 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.~~
- ~~5.13~~ ~~County Attorney. Attorney appointed and retained by the Saginaw County Board of Commissioners to represent the County of Saginaw in legal disputes and charged with rendering legal advice on County activities.~~
- ~~5.14~~ ~~County Controller. Board appointed Chief Administrative and Financial Officer of the County of Saginaw charged with implementing all policies and procedures adopted by the Board of Commissioners.~~
- ~~5.15~~ ~~Direct or Indirect Participation. Involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity.~~
- ~~5.16~~ ~~Disadvantaged Business. A small business which is owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social advantages.~~
- ~~5.17~~ ~~Employee. An individual drawing a salary or wages from the County, whether elected or not; any non-compensated individual performing personal services for the County or any department, agency, commission, council, board or any other entity established by the executive or legislative branch of the County; and any non-compensated individual serving as an elected official of the County.~~
- ~~5.18~~ ~~Financial Interest.~~
- ~~5.18.1~~ ~~Ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive more than \$500 per year, or its equivalent;~~
- ~~5.18.2~~ ~~Ownership of 25 percent (25%) of any property or business; or~~



## Board of Commissioners – January 19, 2021

- ~~5.18.3~~ Holding a position in a business such as officer, director, trustee, partner, employee or the like, or holding any position of management.
- ~~5.19~~ Gratuity. 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.
- ~~5.20~~ Immediate Family. A spouse, children, parents, brothers and sisters.
- ~~5.21~~ Invitation for Bids. All documents, including criteria for Responsible Contractors whether attached or incorporated by reference, utilized for soliciting sealed bids.
- ~~5.22~~ Person. Any business, individual, union, committee, club, other organization or group of individuals.
- ~~5.23~~ Prevailing Wages. That wage which is common to contractors operating within the Saginaw County Area.
- ~~5.24~~ Price Analysis. The evaluation of price data, without analysis of the separate cost components and profit as in cost analysis, which may assist in arriving at prices to be paid and costs to be reimbursed.
- ~~5.25~~ Price Data. Factual information concerning prices for items substantially similar to those being procured. Prices in this definition refer to offered or proposed selling prices, historical selling prices and current selling prices. The definition refers to data relevant to both prime and sub contract prices.
- ~~5.26~~ Procurement. The buying, purchasing, renting, leasing or otherwise acquiring of any supplies, 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.
- ~~5.27~~ Public Agency. A public entity subject to or created by the County.
- ~~5.28~~ Purchasing Agent. Principal purchasing official for the County, responsible for the procurement of supplies and services, and the management and disposal of supplies.
- ~~5.29~~ Qualified Products List. An approved list of supplies, services or construction items described by model or catalog numbers, which, prior to competitive solicitation, the County has determined will meet the applicable specification requirements.



## Board of Commissioners – January 19, 2021

- ~~5.30~~ Request for Proposals. All documents, including criteria for Responsible Contractors whether attached or incorporated by reference, utilized for soliciting proposals.
- ~~5.31~~ Responsible Bidder or Offeror. 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.
- ~~5.32~~ Responsive Bidder. A person who has submitted a bid that conforms in all material respects to the requirements set forth in the invitation for bids.
- ~~5.33~~ Saginaw County Area. To include Contractors with normal business operations in Saginaw County and/or based in the surrounding counties of Bay, Genesee, Gratiot, Midland, Shiawassee and Tuscola.
- ~~5.34~~ Services. 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.
- ~~5.35~~ Small Business. A United States business which is independently owned and which is not dominant in its field of operation or an affiliate or subsidiary of a business dominant in its field of operation.
- ~~5.36~~ Specification. Any description of the physical or functional characteristics or of the nature of a supply, service or construction item. It may include a description of any requirement for inspecting, testing or preparing a supply, service or construction item for delivery.
- ~~5.37~~ Supplies. All property, including but not limited to equipment, materials, printing, insurance and leases of real property, excluding land or a permanent interest in land.
- ~~5.38~~ Using Agency. Any department, commission, board or public agency requiring supplies, services or construction procured pursuant to this Policy.

### ~~6.~~ POLICY:

#### ~~6.1~~ Public Access to Procurement Information:

- ~~6.1.1~~ Procurement information shall be a public record to the extent provided in Act 442 of the Public Acts of 1976 (Michigan Compiled Laws (MCL))



## Board of Commissioners – January 19, 2021

~~15.231 et seq.), as amended, and shall be available to the public as provided in said statute.~~

### ~~6.2~~ Office of the Purchasing Agent.

#### ~~6.2.1~~ Establishment, Appointment, and Tenure

~~6.2.1.1~~ Establishment of the position of Purchasing Agent. There is hereby created the position of Purchasing Agent, who shall be the County's principal public purchasing official.

~~6.2.1.2~~ Appointment. The Purchasing Agent shall be appointed by the County Controller. He/she shall meet the minimum standards set forth in the Purchasing Agent's job description promulgated by the County Board.

~~6.2.1.3~~ Tenure. Purchasing is a division of the County Controller's Office. The Purchasing Agent shall serve an indefinite term and may be removed from the position according to the procedures established in the County's Personnel Policies.

#### ~~6.2.2~~ Authority and Duties

~~6.2.2.1~~ Principal Public Purchasing Official. Except as otherwise provided herein, the Purchasing Agent shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of supplies, services and construction in accordance with this Policy, as well as the management and disposal of supplies.

~~6.2.2.2~~ Duties. In accordance with this Policy, and subject to the supervision of the County Controller, the Purchasing Agent shall:

~~6.2.2.2.1~~ Procure or supervise the procurement of supplies, services and construction needed by the County, including vendor solicitation and contract negotiation;

~~6.2.2.2.2~~ Sell, trade or otherwise dispose of surplus supplies belonging to the County;

~~6.2.2.2.3~~ Maintain an on line purchasing system;



## Board of Commissioners – January 19, 2021

~~6.2.2.2.4~~ Establish and maintain programs for specifications development and contract administration, inspection and acceptance, in cooperation with the public agencies using the supplies, services and construction;

~~6.2.2.2.5~~ Other duties as assigned by the County Controller.

~~6.2.2.3~~ Operational Procedures. Consistent with this Policy and with the approval of the County Controller, the Purchasing Agent may adopt operational procedures relating to the execution of his/her duties.

~~6.2.3~~ Delegations to Other County Officials.

~~6.2.3.1~~ With the approval of the County Controller, the Purchasing Agent may delegate authority to purchase certain supplies, services or construction items to other County officials, if such delegation is deemed necessary for the effective procurement of those items.

~~6.3~~ Source, Selection and Contract Formation.

~~6.3.1~~ Methods of Source Selection

~~6.3.1.1~~ Competitive Sealed Bidding

~~6.3.1.1.1~~ Conditions for Use. All procurement contracts of the County shall be awarded by competitive sealed bidding except as otherwise provided in Sections 6.3.1.2 (Competitive Sealed Proposals), 6.3.1.3 (Small Purchases), 6.3.1.4 (Sole Source Procurement), and 6.3.1.5 (Emergency Procurements) of this Policy.

~~6.3.1.1.2~~ Invitation for Bids. An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.

~~6.3.1.1.3~~ Public Notice. Adequate public notice of the invitation for bids shall be given a reasonable time (not less than 10 calendar days prior to the date set forth therein for the opening of bids). Such notice



## Board of Commissioners – January 19, 2021

~~may include publication in a newspaper of general circulation for a reasonable time prior to the bid opening. The public notice shall state the place, date and time of bid opening.~~

~~**6.3.1.1.4** Bid Opening. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the Purchasing Agent 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 Section 6.1.2 (Public Access to Procurement Information).~~

~~**6.3.1.1.5** Bid Acceptance and Bid Evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Policy. 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, delivery and suitability for a particular purpose. Bids that do not comply with all criteria set forth in the invitation to bid may, at the discretion of the Purchasing Agent, be deemed not qualified bids. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set forth in the invitation for bids.~~

~~**6.3.1.1.6** Correction or Withdrawal of Bids; Cancellation of Awards. 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 where appropriate. 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~~



## Board of Commissioners – January 19, 2021

~~extent that the bidder can show by clear and convincing evidence that a mistake of a non-judgmental character was made, the nature of the mistake and the bid price actually intended. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the County or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:~~

~~**6.3.1.1.6.1** — The mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident; or~~

~~**6.3.1.1.6.2** — The bidder submits evidence, which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Purchasing Agent.~~

~~**6.3.1.1.7** — Award. When purchasing goods and services, whenever possible, preference shall be given to vendors who are located within Saginaw County, the State of Michigan, and the U.S.A.~~

~~**6.3.1.1.7.1** — Non-construction Goods and Services: The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. No contract or purchase order shall be entered into with any company or business, which is in bankruptcy or receivership. In case of a tie between the lowest responsible and responsive bidders, preference shall~~



## Board of Commissioners – January 19, 2021

be given to the local vendor.

~~6.3.1.1.7.2 Construction Projects: In awarding construction contracts over \$50,000, the County will consider the company's compliance with the Prevailing Wage Policy in their bid submittal. In addition, for contracts \$50,000 to 1,000,000 and \$1,000,000 or more, contractors must comply with County Policy #244. Additional consideration shall be given to companies that employ residents of the Saginaw County area. Such additional consideration shall be specified in the bid documents and subsequent bids shall be weighted based on the purchase price and use of local labor. Additional consideration to be given for in state employment and Saginaw County area employment is as follows:~~

<del>In County Area</del>	<del>In State Area</del>
<del>Under \$100,000</del>	<del>5 %</del>
<del>\$100,000 – \$499,999</del>	<del>3 %</del>
<del>\$500,000 and over</del>	<del>2 %</del>

~~In the event the lowest responsive and responsible bid for a construction project exceeds available funds as certified by the County Controller, the Purchasing Agent is authorized, when time or economic considerations preclude re solicitation of work of a reduced scope, to negotiate an adjustment of the bid price with the lowest responsive and responsible bidder, in order to bring the bid within the amount of available funds. Any such negotiated adjustment shall be based only upon eliminating~~



## Board of Commissioners – January 19, 2021

~~independent—deductive—items specified in the invitation for bids. No contract or purchase order shall be entered into with any company or business that is within bankruptcy or receivership. In case of a tie between the—lowest—responsible—and responsive bidders, preference shall be given to the local vendor.~~

~~**6.3.1.1.8** Multi Step Sealed Bidding. When it is considered impractical to prepare initially a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of un priced offers to be followed by an invitation for bids limited to those bidders who offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.~~

### ~~**6.3.1.2** Competitive Sealed Proposals.~~

~~**6.3.1.2.1** Conditions for Use. When the Purchasing Agent determines that the use of competitive sealed bidding is either not practicable or not advantageous to the County, a contract may be entered into by use of the competitive sealed proposal method.~~

~~**6.3.1.2.2** Request for Proposals. Proposals shall be solicited through a request for proposals.~~

~~**6.3.1.2.3** Public Notice. Adequate public notice of the request for proposals shall be given in the same manner as provided in Section 6.3.1.1.3 (Competitive Sealed Bidding, Public Notice).~~

~~**6.3.1.2.4** Receipt of Proposals. No proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the~~



## Board of Commissioners – January 19, 2021

~~number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.~~

~~**6.3.1.2.5** Evaluation Factors. The request for proposals shall state the relative importance of price and other evaluation factors.~~

~~**6.3.1.2.6** Discussion with Responsible Offerors and Revisions to Proposals. As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors 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.~~

~~**6.3.1.2.7** Award. Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the request for proposals. The bid file shall contain the basis on which the award is made.~~

### ~~**6.3.1.3** Small Purchases~~

~~**6.3.1.3.1** General. Any contract not exceeding \$20,000 may be made in accordance with the small purchase procedures authorized in this Section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this Section.~~

~~**6.3.1.3.2** Medium Purchases Over \$10,000 but less than \$20,000. When purchases are estimated to fall between \$10,000 and \$20,000, competitive sealed~~



## Board of Commissioners – January 19, 2021

~~proposals shall be obtained as described in Section 6.3.1.2, unless a waiver is approved in advance by the Purchasing Agent.~~

~~**6.3.1.3.2.1** No Purchase Orders shall be issued for purchases in amounts less than \$1000.00, unless deemed necessary by the Purchasing Agent.~~

~~**6.3.1.3.3** Small Purchases Over \$1,000, But Less Than \$10,000. Insofar as it is practical for small purchases in excess of \$1,000, no less than three businesses shall be solicited to submit quotations. Award shall be made to the business offering the lowest acceptable quotation. The names of the businesses submitting quotations and the date and amount of each quotation shall be recorded and maintained as a public record.~~

~~**6.3.1.3.4** Small Purchases Under \$1,000. The Purchasing Agent shall adopt operational procedures for making small purchases of \$1,000 or less. Such operational procedures shall provide for obtaining adequate and reasonable competition for the supply, service or construction being purchased.~~

~~**6.3.1.4** Sole Source Procurement~~

~~**6.3.1.4.1** A contract may be awarded without competition when the Purchasing Agent determines, after conducting a good faith review of available sources, that there is only one source for the required supply, service or construction item. The Purchasing Agent shall conduct negotiations, as appropriate, as to price, delivery and terms. The County Controller shall approve all sole source purchases. All purchases of utilities where there is a single source, (i.e., electric, water, sewer, etc.) shall be purchased without bid.~~

~~**6.3.1.5** Emergency Procurements~~

~~**6.3.1.5.1** Notwithstanding any other provisions of this Policy, the Purchasing Agent with the approval of the~~



## Board of Commissioners – January 19, 2021

~~Controller/CAO may make or authorize others to make emergency procurements of supplies, services or construction items when there exists a threat to public health, welfare or safety, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances.~~

### ~~6.3.1.6 Cancellation of Invitations for Bids or Requests for Proposals~~

~~6.3.1.6.1 An invitation for bids, a request for proposals or other solicitation may be canceled, 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 for good cause and in the best interests of the County. The reasons therefor shall be made part of the bid file. Each solicitation issued by the County shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part for good cause when it is in the best interests of the County. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reasons for cancellation and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items. Reasons for rejection shall be provided upon request by unsuccessful bidders or offerors.~~

### ~~6.3.2 Qualifications and Duties~~

#### ~~6.3.2.1 Responsibility of Bidders and Offerors~~

~~6.3.2.1.1 Determination of Non-responsibility. If a bidder or offeror who otherwise would have been awarded a contract is found non-responsible, a written determination of non-responsibility, setting forth the basis of the finding, shall be prepared by the Purchasing Agent. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such bidder or offeror.~~



## Board of Commissioners – January 19, 2021

~~A copy of the determination shall be sent promptly to the non-responsible bidder or offeror. The final determination shall be made part of the bid file and be made a public record.~~

### ~~6.3.2.2 Bid, Payment, and Performance Bonds on Supply or Service Contracts~~

~~6.3.2.2.1 Bid surety, payment bonds, performance bonds or other security may be required for supply contracts or service contracts in conformance with State law or as the Purchasing Agent or head of a using agency deems advisable to protect the County's interests. Any such bonding 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 which has been in operation for less than one year.~~

### ~~6.3.3 Types of Contracts and Contract Administration~~

#### ~~6.3.3.1 Types of Contracts~~

~~6.3.3.1.1 General Authority. Subject to the limitations of this Section, any type of contract which is appropriate to the procurement and which will promote the best interest of the County may be used, provided that the use of a cost plus a percentage contract is prohibited. A cost reimbursement contract may be used only when a determination is made that such contract is likely to be less costly to the County than any other type or that it is impracticable to obtain the supply, service or construction item required except under such a contract.~~

#### ~~6.3.3.1.2 Multi Term Contracts~~

~~6.3.3.1.2.1 Specified Period. Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the County,~~



## Board of Commissioners – January 19, 2021

~~provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting.~~

~~Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor.~~

~~**6.3.3.1.2.2** Determination Prior to Use. Prior to the utilization of a multi term contract, it shall be determined:~~

~~**6.3.3.1.2.2.1.** That estimated requirements cover the period of the contract and are reasonably firm and continuing; and~~

~~**6.3.3.1.2.2.2.** That such a contract will serve the best interests of the County by encouraging effective competition or otherwise promoting economies in County procurement.~~

~~**6.3.3.1.2.3** Cancellation Due to Unavailability of Funds in Succeeding Fiscal Periods. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract. The cost of cancellation may be paid from appropriations available for such purposes.~~

~~**6.3.3.1.3** Multiple Source Contracting~~



## Board of Commissioners – January 19, 2021

~~6.3.3.1.3.1~~ General. A multiple source award is an award of an indefinite quantity contract for one or more similar supplies or services to more than one bidder or offeror. The obligation to order the County's actual requirements is limited by the provision of Uniform Commercial Code Section 2-306(1).

~~6.3.3.1.3.2~~ Limitations on Use. A multiple source award may be made when award to two or more bidders or offerors for similar products is necessary for adequate delivery, service or product compatibility. Any multiple source award shall be made in accordance with the provisions of Section 6.3.1.1 (Competitive Sealed Bidding), Section 6.3.1.2 (Competitive Sealed Proposals), Section 6.3.1.4 (Small Purchases), and Section 6.3.1.5 (Emergency Procurements), as applicable. Multiple source awards shall not be made when a single award will meet the County's needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers necessary to meet the valid requirements.

~~6.3.3.1.3.3~~ Contract and Solicitation Provisions. All eligible users of the contract shall be named in the solicitation and it shall be mandatory that the actual requirements of such users that can



## Board of Commissioners – January 19, 2021

~~be met under the contract be obtained in accordance with the contract, provided that:~~

~~**6.3.3.1.3.3.1.** The County shall reserve the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement or an amount specified in the contract; and~~

~~**6.3.3.1.3.3.2.** The County shall reserve the right to take bids separately if the Purchasing Agent approves a finding that the supply or service available under the contract will not meet a nonrecurring special need of the County.~~

~~**6.3.3.1.3.4** Intent to Use. If a multiple source award is anticipated prior to issuing a solicitation, the County shall reserve the right to make such an award and the criteria for award shall be stated in the solicitation.~~

~~**6.3.3.1.3.5** Determination Required. The Purchasing Agent shall make a written determination setting forth the reasons for a multiple source award, which shall be made a part of the procurement file.~~

### ~~**6.3.3.2** Contract Clauses and Their Administration~~

~~**6.3.3.2.1** Contract Clauses. All County contracts for supplies, services and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Purchasing Agent, after consultation with the County Attorney, may issue clauses appropriate for supply, service or construction contracts, addressing among others the following subjects:~~



## Board of Commissioners – January 19, 2021

~~6.3.3.2.1.1~~ — The unilateral rights of the County to order in writing changes in the work within the scope of the contract;

~~6.3.3.2.1.2~~ — The unilateral right of the County to order in writing temporary stopping of the work or delaying performance that does not alter the scope of the contract;

~~6.3.3.2.1.3~~ — Variations occurring between estimated quantities of work in the contract and actual quantities;

~~6.3.3.2.1.4~~ — Defective pricing;

~~6.3.3.2.1.5~~ — Liquidated damages;

~~6.3.3.2.1.6~~ — Specified excuses for delay or nonperformance;

~~6.3.3.2.1.7~~ — Termination of the contract for default;

~~6.3.3.2.1.8~~ — Termination of the contract in whole or in part for the convenience of the County;

~~6.3.3.2.1.9~~ — Suspension of work on a construction project ordered by the County; and

~~6.3.3.2.1.10~~ — Site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract:

~~6.3.3.2.1.10.1~~ When the contract is negotiated;

~~6.3.3.2.1.10.2~~ When the contractor provides the site or design; or



## Board of Commissioners – January 19, 2021

~~6.3.3.2.1.10.3. When the parties have otherwise agreed with respect to the risk of differing site conditions.~~

~~6.3.3.2.2 Price Adjustments. Adjustments in price resulting from the use of contract clauses required by Section 6.3.3.2.1 shall be computed in one or more of the following ways:~~

~~6.3.3.2.2.1 By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;~~

~~6.3.3.2.2.2 By unit prices specified in the contract or subsequently agreed upon;~~

~~6.3.3.2.2.3 By the costs 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;~~

~~6.3.3.2.2.4 In such other manner as the contracting parties may mutually agree; or~~

~~6.3.3.2.2.5 In the absence of agreement by the parties, by a unilateral determination by the County of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the County as accounted for in accordance with generally accepted accounting procedures and subject to the provisions of Section 6.7 (Appeals and Remedies).~~

~~6.3.3.2.3 Standard Clauses and Their Modification. The Purchasing Agent, after consultation with the County Attorney, may establish standard contract~~



## Board of Commissioners – January 19, 2021

~~clauses for use in County contracts. If the Purchasing Agent establishes any standard clauses addressing the subjects set forth in Section 6.3.3.2.1, such clauses may be varied provided that the circumstances justify such variations, and provided that notice of any such material variation be stated in the invitation for bids or request for proposals.~~

~~**6.3.3.3** Contract Administration. A contract administration system designed to ensure that a contractor is performing in accordance with the solicitation under which the contract was awarded, and the terms and conditions of the contract, shall be maintained.~~

~~**6.3.3.4** Approval of Accounting System. Except with respect to firm fixed price contracts, no contract type shall be used unless it has been determined by the Purchasing Agent that:~~

~~**6.3.3.4.1** The proposed contractor's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated; and~~

~~**6.3.3.4.2** The proposed contractor's accounting system is adequate to allocate costs in accordance with generally accepted cost accounting principles.~~

~~**6.3.3.5** Right to Inspect Plant. The County may, at reasonable times, inspect the part of the plant, place of business or worksite of a contractor or subcontractor at any tier, which is pertinent to the performance of any contract awarded or to be awarded by the County.~~

~~**6.3.3.6** Right to Audit Records.~~

~~**6.3.3.6.1** Audit of Cost or Pricing Data. The County may at reasonable times and places, audit the books and records of any contractor who has submitted cost or pricing data as a part of its bid or proposal for three years from the date of final payment under the contract.~~

~~**6.3.3.6.2** Contract Audit. The County shall be entitled to audit the books and records of a contractor or a~~



## Board of Commissioners – January 19, 2021

~~subcontractor at any tier under any negotiated 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 years from the date of final payment under the prime contract and by the subcontractor for a period of three years from the date of final payment under the subcontract.~~

~~**6.3.3.7** Reporting of Anti-competitive Practices. When for any reason collusion or other anticompetitive practices are suspected among any bidders or offerors, a notice of the relevant facts shall be transmitted to the State Attorney General and the Saginaw County Prosecutor.~~

~~**6.3.3.8** County Procurement Records~~

~~**6.3.3.8.1** Bid File. All determinations and other written records pertaining to the solicitation and award of a contract shall be maintained for the County in a bid file by the Purchasing Agent.~~

~~**6.3.3.8.2** Retention of Procurement Records. All procurement records shall be retained and disposed of by the County in accordance with records retention guidelines.~~

~~**6.4** Specifications.~~

~~**6.4.1** Maximum Practicable Competition.~~

~~**6.4.1.1** All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the County's needs while still providing a fair opportunity to all businesses, including small and/or disadvantaged, and shall not be unduly restrictive. The policy enunciated in this Section applies to all specifications including but not limited to, those prepared for the County by architects, engineers, designers, and draftsmen.~~

~~**6.4.2** Brand Name or Equal Specification~~



## Board of Commissioners – January 19, 2021

~~6.4.2.1~~ Use. Brand name or equal specifications may be used when the Purchasing Agent determines that:

~~6.4.2.1.1~~ No other design or performance specifications or qualified products list is available;

~~6.4.2.1.2~~ Time does not permit the preparation of another form of purchase description, not including a brand name specification;

~~6.4.2.1.3~~ The nature of the product or the nature of the County's requirements makes use of a brand name or equal specification suitable for the procurement;  
or

~~6.4.2.1.4~~ Use of a brand name or equal specification is in the County's best interests.

~~6.4.2.2~~ Designation of Several Brand Names. Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.

~~6.4.2.3~~ Required Characteristics. Unless the Purchasing Agent determines that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional or performance characteristics which are required.

~~6.4.2.4~~ Nonrestrictive Use of Brand Name or Equal Specifications. Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition.

### ~~6.4.3~~ Brand Name Specification

~~6.4.3.1~~ Use. Since use of a brand name specification is restrictive of product competition, it may be used only when the Purchasing Agent makes a determination that only the identified brand name item or items will satisfy the County's needs.



## Board of Commissioners – January 19, 2021

~~6.4.3.2~~ — ~~Competition. The Purchasing Agent shall seek to identify sources from which the designated brand name item or items can 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 6.3.1.4 (Sole Source Procurement).~~

### ~~6.4.4~~ — ~~Nondiscrimination~~

~~6.4.4.1~~ — ~~Every contract or purchase order issued by Saginaw County shall be entered into under the provision which requires the contractor, subcontractor or vendor not to discriminate against any employee or applicant for employment because of his/her race, color, religion, age, sex, disability or ancestry. Failure to meet this provision shall be grounds for termination of the contract or purchase order.~~

## ~~6.5~~ — ~~Procurement of Construction Services.~~

### ~~6.5.1~~ — ~~Management of Construction Contracting~~

~~6.5.1.1~~ — ~~Responsibility for Selection of Methods of Construction Contracting Management. The County Controller shall have discretion to select the appropriate method of construction contracting management for a particular project. In determining which method to use, the County Controller shall consider the County's requirements, its resources and the potential contractor's capabilities.~~

### ~~6.5.2~~ — ~~Bid Security and Performance Bonds~~

#### ~~6.5.2.1~~ — ~~Bid Security~~

~~6.5.2.1.1~~ — ~~Requirement for Bid Security. 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 County. Nothing herein shall prevent the requirement of such bonds on construction contracts under \$50,000 when the circumstances warrant.~~



## Board of Commissioners – January 19, 2021

~~6.5.2.1.2~~ Amount of Bid Security. Bid security shall be in an amount equal to at least 5% of the amount of the bid.

~~6.5.2.1.3~~ Rejection of Bids for Noncompliance with Bid Security Requirements. When the invitation for bids requires security, noncompliance requires that the bid be rejected.

~~6.5.2.1.4~~ Withdrawal of Bids. If the bidder is permitted to withdraw its bid before award as provided in Section 3-101 (6) (Competitive Sealed Bidding; Correction or Withdrawal of Bids; Cancellation of Awards), no action shall be had against the bidder or the bid security.

### ~~6.5.2.2~~ Contract Performance and Payment Bonds

~~6.5.2.2.1~~ When Required Amounts. 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:

~~6.5.2.2.1.1~~ A performance bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, in an amount equal to 100% of the price specified in the contract; and

~~6.5.2.2.1.2~~ A payment bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, 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



## Board of Commissioners – January 19, 2021

~~contract. The bond shall be an amount equal to 100% of the price specified in the contract.~~

~~**6.5.2.2.2** Authority to Require Additional Bonds. Nothing in this Section shall be construed to limit the authority of the County to require a performance bond or other security in addition to those bonds, or in circumstances other than specified in Section 6.5.2.2.1.~~

~~**6.5.2.2.3** Suits on Payment Bonds Right to Institute. Unless otherwise authorized by law, any person who has furnished labor or material to the contractor or subcontractors for the work provided in the contract, for which a payment bond is furnished under this Section and who has not been paid in full within 90 days from the date on which that person performed the last of the labor or supplied the material, shall have the right to sue on the payment bond for any amount unpaid at the time the suit is instituted and to prosecute the action for the amount due that person. However, any person having a contract with a subcontractor of the contractor, but no express or implied contract with the contractor furnishing the payment bond, shall have a right of action upon the payment bond upon giving written notice to the contractor within 90 days from the date on which that person performed the last of the labor or supplied the material. That person shall state in the notice the amount claimed and the name of the party to whom the material was supplied or for whom the labor was performed. The notice shall be served personally or by registered or certified mail, postage prepaid, in an envelope addressed to the contractor at any place the contractor maintains an office or conducts business.~~



## Board of Commissioners – January 19, 2021

~~6.5.2.2.4~~ Suits on Payment Bonds Where and When Brought. Unless otherwise authorized by law, every suit instituted upon a payment bond shall be brought in a court of competent jurisdiction for the county or district in which the construction contract was to be performed.

~~6.5.2.3~~ Copies of Bond Forms. Any person may request and obtain from the County a copy of a bond upon payment of the cost of reproduction of the bond and postage, if any.

### ~~6.5.3~~ Fiscal Responsibility

~~6.5.3.1~~ Every contract modification, change order or contract price adjustment in excess of 15% of the total contract amount under a construction contract with the County shall be subject to prior approval by the County Board of Commissioners after receiving a report from the County Controller as to the effect of the contract modification, change order or contract price adjustment on the total project budget or the total contract budget.

### ~~6.5.4~~ Prevailing Wage

~~6.5.4.1~~ On all construction contracts with a total value exceeding \$50,000, all craftsman, mechanics and laborers employed directly on the site of work shall receive at least the commercial prevailing wage rates as established by the State of Michigan, Bureau of Safety and Regulation, Wage and Hour Division, for commercial prevailing wage rates for the Saginaw County area.

~~6.5.4.1.1~~ All construction subcontracts entered into by the Contractor for work performed directly on site, shall contain the provisions for prevailing wages as set forth above. The Contractor and all subcontractors shall, at the request of the County, provide proof satisfactory (in the form of certified payrolls or audit) to the County that the contractor and subcontractors are in compliance with this policy.

On all construction contracts involving federal or state projects which require other specific prevailing wage rates, such rates shall supersede the County rates established above. All applicable purchase



## Board of Commissioners – January 19, 2021

~~orders and contracts over \$50,000 shall contain the appropriate prevailing wage rate clause as determined by the Purchasing Agent.~~

~~6.5.4.1.2 Saginaw County will not enforce the provisions pertaining to prevailing wages as reflected in Sections 5.23, 6.3.1.1.7.2 and 6.5.4.1 of this Policy unless: (1) the Wage and Hour Division of the Department of Labor starts collecting data with respect to prevailing wages; or (2) the law governing prevailing wages in Michigan is reenacted by the state legislature.~~

### ~~6.6 Debarment or Suspension.~~

#### ~~6.6.1 Authority to Debar or Suspend.~~

~~6.6.1.1 After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the Purchasing Agent, after consulting with the County Controller, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three years. After consultation with the County Controller, the Purchasing Agent is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment. The suspension shall be for a period not to exceed three months. The causes for debarment include:~~

~~6.6.1.1.1 Conviction 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;~~

~~6.6.1.1.2 Conviction 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 County contractor;~~

~~6.6.1.1.3 Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;~~



## Board of Commissioners – January 19, 2021

~~6.6.1.1.4~~ Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify debarment action:

~~6.6.1.1.4.1~~ deliberate failure without good cause to perform in accordance with the specification or within the time limit provided in the contract; or

~~6.6.1.1.4.2~~ a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;

~~6.6.1.1.5~~ Any other cause the Purchasing Agent determines to be so serious and compelling as to affect responsibility as a County contractor, including debarment by another governmental entity for any cause listed in this Policy; and for violation of the ethical standards set forth in Section 6.8 (Ethics in Public Contracting).

~~6.6.2~~ Decision to Debar or Suspend.

~~6.6.2.1~~ The Purchasing Agent shall issue a written decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person involved of his/her rights concerning judicial or administrative review.

~~6.6.3~~ Notice of Decision.

~~6.6.3.1~~ A copy of the decision required by Section 6.6.2 (Decision to Debar or Suspend) shall be mailed or otherwise furnished immediately to the debarred or suspended person.

~~6.6.4~~ Finality of Decision.



## Board of Commissioners – January 19, 2021

~~6.6.4.1~~ A decision under Section 6.6.2 (Decision to Debar or Suspend) shall be final and conclusive, unless fraudulent, or the debarred or suspended person within 10 days after receipt of the decision makes an appeal to the County Controller or commences a timely action in court in accordance with applicable law.

### ~~6.7~~ Appeals and Remedies.

#### ~~6.7.1~~ Bid Protests

~~6.7.1.1~~ Right to Protest. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the County Controller. Protestors are urged to seek resolution of their complains initially with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. On the day submitted or the first business day thereafter, the County Controller shall provide a copy of the protest to the Purchasing Agent. The protest must be submitted within seven (7) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

~~6.7.1.2~~ Stay of Procurements During Protests. In the event of a timely protest under Section 6.7.1.1, the Purchasing Agent shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the County Controller makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the County.

#### ~~6.7.2~~ Contract Claims

~~6.7.2.1~~ Decision of the Purchasing Agent. All claims by a contractor against the County relating to a contract, except bid protests, shall be submitted in writing to the Purchasing Agent for a decision. The contractor may request a conference with the Purchasing Agent on the claim. Claims include, without limitation, disputes arising under a contract and those based



## Board of Commissioners – January 19, 2021

~~upon breach of contract, mistake, misrepresentation or other cause for contract modification or rescission.~~

~~**6.7.2.2** Notice to the Contractor of the Purchasing Agent's Decision. The decision of the Purchasing Agent shall be promptly issued in writing and shall be immediately mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached and shall inform the contractor of its appeal rights under Section 6.7.2.3.~~

~~**6.7.2.3** Finality of Purchasing Agent's Decision; Contractor's Right to Appeal. The Purchasing Agent's decision shall be final and conclusive unless, within seven (7) calendar days from the date of receipt of the decision, the contractor mails or otherwise delivers a written appeal to the County Controller or commences an action in a court of competent jurisdiction.~~

~~**6.7.2.4** Failure to Render Timely Decision. If the Purchasing Agent does not issue a written decision regarding any contract controversy within seven (7) days after written request for a final decision or within such longer period as may be agreed upon between the parties, then the aggrieved party may proceed as if an adverse decision had been received.~~

~~**6.7.3** Authority of the Purchasing Agent to Settle Bid Protests and Contract Claims~~

~~**6.7.3.1** The Purchasing Agent is authorized to settle any protest regarding the solicitation or award of a County contract or any claim arising out of the performance of a County contract, prior to an appeal to the County Controller or the commencement of an action in a court of competent jurisdiction.~~

~~**6.7.4** Remedies for Solicitations or Awards in Violation of Law~~

~~**6.7.4.1** 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 Purchasing Agent, after consultation with the County Attorney, determines that a solicitation is in violation of federal, state or municipal law, then the solicitation shall be canceled or revised to comply with applicable law.~~

~~**6.7.4.2** In the case of Federal Awards, all subrecipients, regardless of award size, must be monitored under SubPart D of OMB 2 CFR 200 (Uniform Guidance).~~



## Board of Commissioners – January 19, 2021

~~6.7.4.3~~ Prior to Award. If after bid opening or the closing date for receipt of proposals, the Purchasing Agent, after consultation with the County Attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state or municipal law, then the solicitation or proposed award shall be canceled.

~~6.7.4.4~~ After Award. If, after an award, the Purchasing Agent, after consultation with the County Attorney, determines that a solicitation or award of a contract was in violation of applicable law, then:

~~6.7.4.4.1~~ If the person awarded the contract has not acted fraudulently or in bad faith;

~~6.7.4.4.1.1~~ The contract may be ratified and affirmed, provided it is determined that doing so is in the best interest of the County; or

~~6.7.4.4.1.2~~ The contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, prior to the termination; or

~~6.7.4.4.2~~ If the person awarded the contract has acted fraudulently or in bad faith the contract may be declared null and void or voidable, if such action is in the best interests of the County.

~~6.8~~ Ethics in Public Contracting.

~~6.8.1~~ Criminal Penalties

~~6.8.1.1~~ To the extent that violations of the ethical standards of conduct set forth in this Article constitute violations of the Michigan Penal Code they shall be punishable as provided therein. Such penalties shall be in addition to the civil sanctions set forth in this Part. Criminal, civil and administrative sanctions against employee or nonemployees, which are in existence on the effective date of this Policy, shall not be impaired.



## Board of Commissioners – January 19, 2021

### ~~6.8.2~~ Employee Conflict of Interest

~~6.8.2.1~~ It shall be unethical for any County employee to participate directly or indirectly in a procurement contract when the County employee knows that:

~~6.8.2.1.1~~ The County employee, officer, or agent, any member of his or her immediate family, his or her partner, or any organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract; or

~~6.8.2.1.2~~ Any other person, business or organization with which the County employee or any member of a County employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

### ~~6.8.3~~ Gratuities and Kickbacks

~~6.8.3.1~~ Gratuities. It shall be unethical for any person to offer, give or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

~~6.8.3.2~~ The officers, employees, and agents of Saginaw County must neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts.



## Board of Commissioners – January 19, 2021

~~6.8.3.3~~ — Kickbacks. It shall be unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

### ~~6.8.4~~ — Prohibition Against Contingent Fees

~~6.8.4.1~~ — It shall be unethical for a person to be retained or to retain a person, to solicit or secure a County contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

### ~~6.8.5~~ — Contemporaneous Employment Prohibited

~~6.8.5.1~~ — It shall be unethical for any County employee who is participating directly or indirectly in the procurement process to become or to be, while such a County employee, the employee of any person contracting with the governmental body by whom the employee is employed.

### ~~6.8.6~~ — Waivers from Contemporaneous Employment Prohibition and Other Conflicts of Interest

~~6.8.6.1~~ — The County Controller with approval by the Chairman may grant a waiver from the employee conflict of interest provision, or the contemporaneous employment provision, upon making a written determination that:

~~6.8.6.1.1~~ — The contemporaneous employment or financial interest of the County employee has been publicly disclosed;

~~6.8.6.1.2~~ — The County employee will be able to perform his/her procurement functions without actual or apparent bias or favoritism; and

~~6.8.6.1.3~~ — The award will be in the best interests of the County.

~~6.8.6.2~~ — A report of all waivers granted by the Controller and Chairman shall be made to the Board.



## Board of Commissioners – January 19, 2021

### ~~6.8.7 Use of Confidential Information~~

~~6.8.7.1 It shall be unethical for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.~~

### ~~6.8.8 Sanctions~~

~~6.8.8.1 Employees. The County Controller may impose any one or more of the following sanctions on a County employee for violations of the ethical standards in this Article:~~

~~6.8.8.1.1 Oral or written warnings or reprimands;~~

~~6.8.8.1.2 Suspension with or without pay for specified periods of time; or~~

~~6.8.8.1.3 Termination of employment.~~

~~6.8.8.2 Non-employees. The County Controller may impose any one or more of the following sanctions on a non-employee for violations of the ethical standards:~~

~~6.8.8.2.1 Written warnings or reprimands;~~

~~6.8.8.2.2 Termination of contracts; or~~

~~6.8.8.2.3 Debarment or suspension as provided in Section 6.6.1 (Authority to Debar or Suspend).~~

~~6.8.8.3 A report of all sanctions will be prepared by the Controller and submitted to the Board.~~

### ~~6.8.9 Recovery of Value Transferred or Received in Breach of Ethical Standards~~

~~6.8.9.1 General Provisions. The value of anything transferred or received in breach of the ethical standards of this Policy by a County employee or a non-employee may be recovered from both County employee and non-employee.~~

~~6.8.9.2 Recovery of Kickbacks by the County. Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively~~



## Board of Commissioners – January 19, 2021

~~presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the County and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.~~

### ~~6.9 — Purchasing Procedures.~~

~~6.9.1 — Establishment of Purchasing Procedures. The Purchasing Agent, with the approval of the County Controller and the Saginaw County Board of Commissioners, shall promulgate procedures for the purchase of goods and services for County departments based upon the Saginaw County Purchasing Policy. If necessary, these procedures shall be updated at least annually.~~

### ~~7. — ADMINISTRATIVE PROCEDURES: NONE~~

~~8. — CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.~~

~~\_\_\_\_\_ Approved As to Substance: \_\_\_\_\_ Approved As to Legal Content:  
\_\_\_\_\_ Saginaw County Controller \_\_\_\_\_ Saginaw County Civil Counsel~~

~~ADOPTED: November 23, 1999~~

~~AMENDED: December 14, 1999 (Sect. 6.5.4. Prevailing Wage, Subparagraph 6.5.4.1.1);  
September 19, 2017; and December 15, 2020~~

### ~~UNFINISHED BUSINESS~~

#### ~~RESOLUTION "A"~~

#### ~~A RESOLUTION APPROVING A RESPONSIBLE CONTRACTOR POLICY FOR SAGINAW COUNTY~~

~~SAGINAW COUNTY BOARD OF COMMISSIONERS~~

~~November 17, 2020~~

~~December 15, 2020~~



## Board of Commissioners – January 19, 2021

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 15<sup>th</sup> day of December 2020 at 5:00 p.m.

PRESENT: ~~Kathleen K. Dwan, Cheryl M. Hadsall, Kyle R. Harris, Kirk W. Kilpatrick, Dennis H. Krafft, Sheldon Matthews, Amos O'Neal, Carl E. Ruth, Charles M. Stack, James G. Theisen, Michael A. Webster – 11~~

ABSENT: ~~None – 0~~

Commissioner Stack offered the following resolution and moved for adoption. The motion was seconded by Commissioner O'Neal.

~~**WHEREAS**, Saginaw County established a Purchasing Policy in 1999 that has been updated throughout the years to meet the changing needs of the organization. This policy governs all procurement of supplies, services, and construction, as well as the management and disposal of supplies. The most recent update to the Purchasing Policy occurred in 2017; and,~~

~~**WHEREAS**, the County's Purchasing Division of the Controller's Office is responsible for bidding out the procurement of supplies and services to qualified vendors in a competitive bid process. Effective internal controls safeguard against impropriety, favoritism, or conflict of interest on the part of any County official or employee; and,~~

~~**WHEREAS**, as designated by the County Controller, the Purchasing Agent or his/her designee shall bid and procure all supplies or services and new construction or renovation work for capital facilities or improvement projects needed by all County departments and agencies. The Purchasing process is a collaborative effort between Purchasing and County departments; and,~~

~~**WHEREAS**, for each type of procurement, Purchasing Agent shall be responsible for ensuring compliance with the Purchasing policy and procedures on the part of the County departments. Purchasing Agent shall be responsible for all the administrative aspects of each procurement; and,~~

~~**WHEREAS**, a Responsible Contractor Policy is a method for awarding contracts based on the best value. Under responsible contractor policies, bidders submit information on various "responsibility criteria." Appendix A of the Responsible Contractor Policy applies to construction projects between \$50,000 and up to \$1,000,000 and Appendix B applies to construction projects of \$1,000,000 or more, however other types of purchases could be included in the future; and,~~

~~**WHEREAS**, the intent of this policy is to make information available to those responsible for purchasing decisions about the relative responsibility of those looking to do business within the County. This information is intended to ensure that all work is performed by firms who are able to successfully complete County projects in a safe, timely, reliable, high quality, and cost-effective manner; and,~~



## Board of Commissioners – January 19, 2021

~~WHEREAS, this policy also defines the process for collecting this information, asking bidders to respond to a series of questions about their work practices, workforce, training and certification, relevant experience, financial capacity, organization history and safety. Answers to these questions would not exclude any respondent from the bid process and ultimate award. Responses would be available and reviewed by Purchasing Agent. The Responsible Contractor Policy is not meant to be burdensome to the process, but rather provide additional information for consideration. The Policy is not meant to exclude smaller businesses from applying and will not alter nor replace the scoring and review process currently in place for RFP's; and,~~

~~WHEREAS, a construction project means a project consisting of the construction of new buildings, additions to existing buildings, and/or rehabilitation of existing buildings (other than normal refurbishing); and,~~

~~WHEREAS, this policy would cover work carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. This also includes any or all necessary materials, labor, and equipment, needed to complete the project if such are contracted for separately. All such construction projects would be subject to the established County Purchasing process; and,~~

~~WHEREAS, Responsible Contractor Policies are not necessarily the same as "lowest responsible bidder" policies. Responsible contracting policies, or "best value" policies, seek the lowest and most responsible bid, while lowest responsible contractor policies seek the lowest bidder who is minimally qualified; and,~~

~~WHEREAS, this matter has been reviewed by Civil Counsel and the County Controller's Office.~~

~~NOW, THEREFORE, BE IT RESOLVED that the Saginaw County Board of Commissioners approves the Responsible Contractor Policy for Saginaw County, which is attached to this Resolution.~~

~~Yeas: Stack, Matthews, Hadsall, Krafft, O'Neal, Ruth and Webster — 7 —~~

~~Nays: Dwan, Kilpatrick, Theisen and Harris — 4 —~~

~~Absent: — 0 —~~

~~Total: — 11 —~~

~~STATE OF MICHIGAN \_\_\_\_\_ )  
\_\_\_\_\_ )ss  
COUNTY OF SAGINAW \_\_\_\_\_ )~~

~~I, the undersigned, the duly qualified and acting Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 15th day of December, 2020, the original of which is on file in the Board Office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.~~



## Board of Commissioners – January 19, 2021

~~IN WITNESS WHEREOF, I have hereunto affixed my official signature this 15<sup>th</sup> day of December.~~

~~Michael J. Hanley, County Clerk  
County of Saginaw~~

### PROCLAMATIONS

None

### APPOINTMENTS

Chairman Ruth made the following appointments/re-appointments:

Mary Speaker, Cheri Stack, Tom McIntyre, Dennis Morrison, Terry Crevia, Julia Rohde, Reno Shores, Martin “Marty” Warnick, Exie Robinson, Larry Packard, and Robert Hanley to the **Commission on Aging Board** for terms that expire December 31, 2022

### ELECTIONS

***Matthews moved, seconded by Little, to elect the following members to the HealthSource Saginaw, Inc. Board. Motion carried unanimously***

**HealthSource Saginaw, Inc.**

- ✓ Elected Dennis Krafft (*Commissioner*), Jack Tany (*Commissioner*), and Carl Ruth (*Board Chair*) to 2-year terms that expire December 31, 2022

***Matthews moved, seconded by Boyd, to elect the following members to the Saginaw County Community Mental Health Authority. Motion carried unanimously.***

**Saginaw County Community Mental Health Authority**

- ✓ Elected Tracy Raquepaw (*General Public*), Leola Wilson (*General Public*), and John Pugh (*General Public*) to 3-year terms that expire March 31, 2023

### COMMISSIONER AUDIENCES

- ❖ Commissioner Krafft announced the Zehnder’s Snowfest from January 29 – 31, 2021 in Frankenmuth as a limited event this year due to COVID-19 restrictions. Although there is no entertainment nor a warming tent or fireworks, everyone is encouraged to walk around downtown and enjoy the snow and ice sculptures that will be on display.

### CHAIR ANNOUNCEMENTS

- ❖ Chairman Ruth thanked everyone for their support as we continue to work and do the business of the county. He stated we are here to represent the vision of our county and our constituents, to do things right and make sure everything goes smoothly.

**By Commissioner Harris, seconded by Commissioner Dwan: That the Board adjourn. Carried.** Thereupon, the Board adjourned at 5:57 p.m.

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Deputy County Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



**FEBRUARY SESSION 2021**



**F**irst day of the February Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, February 16, 2021. The Board met pursuant to call of the County Clerk at 5:00 p.m. via Zoom with the Honorable Carl E. Ruth in the Chair. This meeting was held consistent with P.A. 254 of 2020 (MCL 15.263) to consider the February 16, 2021 Agenda.

County Clerk Vanessa Guerra took roll and, pursuant to P.A. 254 of 2020 (MCL 15.263), the minutes reflect the location of each commissioner who is attending the meeting remotely. A quorum was present as follows:

**PRESENT:** *Kathleen K. Dwan (Freeland, MI), Jack B. Tany (Carrollton Twp., MI), Christopher S. Boyd (Skokie, IL), Sheldon Matthews (Spaulding Twp., MI), James G. Theisen (Christmas, MI), Kyle R. Harris (St. Charles, MI), Carol E. Ewing (Birch Run, MI), Dennis H. Krafft (Frankenmuth, MI), Gerald D. Little (Saginaw, MI), Carl E. Ruth (Saginaw, MI), and Michael A. Webster (Saginaw, MI) - 11*

**ABSENT:** *None - 0*

**TOTAL:** *- 11*

Commissioner Tany opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

Others Present: Robert Belleman, Dave Gilbert, Bill Smith, Vanessa Guerra, Koren Thurston, Kyle Bostwick, Bonnie Kanicki, Brian Keenan-Lechel, Brian Wendling, Chris Taylor, Chris Harrington, Kelly Suppes, Evan Allardyce, Greg Bator, Herb Spence, JoAnn Crary, Josh Brown, Justin Pomerville, Mary McLaughlin, Mya Bellinger, Randy Pfau, Norm Bamberger, Randy Tashjian, Undersheriff Mike Gomez, Travis Brady, Veronica Horn, William Stanuszek, Christina Vasquez, Jessica Sargent, State Representative Amos O'Neal, Angie Miller, Dr. Russell Bush, WSGW – Ric Antonio, Suzy Koepplinger, Sue Arceo, Cindy Louchart



## CLERK'S CALL OF SESSION

February 5, 2021

TO: SAGINAW COUNTY BOARD OF COMMISSIONERS  
RE: Notice of February 16, 2021 Board Session

### Public Notice of Regular Board Session

***As the County Building is closed to the public except by appointment due to the COVID-19 pandemic, the meeting is open remotely to the public pursuant to P.A. 228 and P.A. 254 of 2020 to allow for participation during the public portion of the meeting.***

The Saginaw County Board of Commissioners will convene for its Regular Session on  
**Tuesday, February 16, 2021 at 5:00 p.m.**

Via Zoom teleconference as follows:

INSTRUCTIONS using ZOOM audio conferencing:

Dial: 1 (877) 853-5257 or 1 (888) 475-4499 US Toll-free and enter Meeting ID: 802 444 1727

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to boc@saginawcounty.com prior to 12:00 p.m. the day of the meeting. Please include your phone number so you can be un-muted when it is your time to speak.

This meeting is being held consistent with P.A. 228 and P.A. 254 of 2020 to consider the  
February 16, 2021 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate remotely, please call the Board of Commissioners at 989.790.5267.

Respectfully Submitted,  
Vanessa Guerra, County Clerk  
Posted 2-5-21 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed, if there are no objections. The Chair hears none; it is so ordered.***

## APPROVAL OF MINUTES

- Commissioner Krafft, seconded by Commissioner Boyd, moved to approve the Minutes of the January 4, 6, and 19, 2021 Board Session, Minutes of the February 3, 2021 Committee of the Whole, and all previous Committee of the Whole sessions held in 2020 during closure due to the COVID-19 pandemic. Motion carried unanimously.

## PUBLIC HEARING

None



## AUDIENCES

- **Amos O’Neal, 95<sup>th</sup> District State Representative**, gave a brief update on State of Michigan issues affecting Saginaw County, including constitutional revenue sharing at a 2% increase for this upcoming fiscal year; Assistance to 24 cities in Michigan impacted by decrease in income tax is proposed at \$70 million to address this issue (approx. \$2 million each); Governor Whitmer offered her budget and it should be finalized by the end of June, first of July 2021; Bills were put forth offering amendments that include additional school aid, apprentice programs under union affiliates, and other items. Representative O’Neal will be attending board meetings in the future to update commissioners on State of Michigan issues.

## LAUDATORY RESOLUTIONS

None

## PETITIONS AND COMMUNICATIONS

***By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.***

**2-16-1 MSU EXTENSION** requesting an opportunity for staff to present information on its Children and Youth Institute programs and resources in Saginaw County, including: Capacity Building, Career Exploration and Work Force Preparation, Child and Family Development, Leadership and Civic Engagement, and Science.

-- Human Services (*Receive & File*)

**2-16-2 MOBILE MEDICAL RESPONSE** submitting its tri-annual report on response times and other related information.

-- Courts & Public Safety (*Receive & File*)

**2-16-3 MICHIGAN INSTITUTE OF FORENSIC SCIENCE & MEDICINE (MIFSM)** requesting appointment of Randy Tashjian, M.D. as Chief Deputy Medical Examiner.

-- Courts & Public Safety (**2-16-2.1**)

**2-16-4 COMMUNITY CORRECTIONS** requesting discussion of Community Corrections and Jail Reimbursement and the impact each department has to the County.

-- Courts & Public Safety (*Receive & File*)

**2-16-5 TREASURER** submitting a resolution of Agency and a Resolution to Borrow Against Delinquent 2020 Real Property Taxes in the amount of \$16,500,000.

-- Budget/Audit (**2-16-4.1/Res. A & Res. B**)

**2-16-6 MSU EXTENSION** requesting additional funding for the last six (6) months of fiscal year 2021.

-- Budget/Audit (*Tabled to March Budget/Audit Committee*)

**2-16-7 PUBLIC WORKS** requesting approval of a Full Faith and Credit Resolution regarding the sale of bonds for the Webster Drain Drainage District in an amount not to exceed \$815,000.

-- County Services (**2-16-3.3/Res. C**)

**2-16-8 PUBLIC WORKS** submitting the 2020 Annual Drain Assessment Report.

-- County Services (*Receive & File*)



## Board of Commissioners – February 16, 2021

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- 2-16-9 AIRPORT COMMITTEE** requesting approval for HW Browne Airport to accept a Sweeper Truck donated by MBS International Airport.  
-- County Services **(2-16-3.4)**
- 2-16-10 CONTROLLER/CAO** submitting the monthly Status Report on the Saginaw County Adult Detention and Sheriff Administration Building Project.  
-- Courts & Public Safety *(Receive & File)*
- 2-16-11 SHERIFF** requesting waiver of the travel ban that was approved by the Board of Commissioners on April 9, 2020 due to the COVID-19 pandemic for the purpose of sending command personnel to Internal Affairs training.  
-- Courts & Public Safety **(2-16-2.2)**
- 2-16-12 PERSONNEL DIRECTOR** submitting the Employment Status Report covering statistics for the month of January 2021.  
-- Labor Relations *(Receive & File)*
- 2-16-13 ANIMAL CARE & CONTROL** requesting waiver of the hiring freeze to fill the vacant position of Kennel Technician (PT).  
-- Labor Relations **(2-16-5.1)**
- 2-16-14 HEALTH DEPARTMENT** requesting waiver of the hiring freeze to fill the vacant position of Environmental Health Specialist I/II.  
-- Labor Relations **(2-16-5.1)**
- 2-16-15 INFORMATION TECHNOLOGY** requesting a temporary, part-time PCN in the Information Technology Department to assist in supporting the mainframe during the Mainframe Modernization initiative.  
-- Labor Relations **(2-16-5.2)**

### INITIATORY MOTIONS

None

### REPORTS OF COMMITTEES

1. **Human Services Committee – J. Theisen, Chair; M. Webster, Vice-Chair**  
None
2. **Courts and Public Safety Committee – S. Matthews, Chair; K. Dwan, Vice-Chair**
  - 2.1) **MIFSM**, re: Appointment of Randy Tashjian, M.D. as Chief Deputy Medical Examiner
  - 2.2) **SHERIFF**, re: Waiver/Appeal of the out-of-state travel ban due to the COVID-19 pandemic
  - ***Matthews moved, seconded by Little, to approve 2.1 and 2.2 leaving room for exceptions. Boyd excluded 2.2 and the motion carried as to 2.1 by the following roll-call vote:***  
**Yes: Dwan, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, and Ruth**  
**- 11**  
**No: - 0**



## Board of Commissioners – February 16, 2021

- *The Controller was asked to update the Board of Commissioners with information he received after the Courts & Public Safety Committee met. Christina Harrington, Health Officer, recommended the county reinstate the requirement for county employees who travel out of state not return to the office for ten (10) days. Either the employee could work from home (if position allows) or use PTO to cover the ten (10) day period, however there are exceptions for law enforcement. Krafft moved, seconded by Dwan, to amend the recommendation and approve waiver of the out-of-state travel ban to send two (2) Sheriff Command personnel to Internal Affairs training in Florida in March 2021 and that the out-of-state travel ban implemented by the board in April 2020 due to the COVID-19 pandemic remain in effect. The motion on the amendment carried as follows:*

*Yes: Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, Dwan and Ruth - 11*

*No: - 0*

- *The main motion, as amended, carried by the following roll-call vote:*

*Yes: Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, Dwan, Tany and Ruth - 11*

*No: - 0*

### **FROM: COMMITTEE ON COURTS & PUBLIC SAFETY – 2.1**

**FEBRUARY 16, 2021**

Your committee considered Communication No. 2-16-3 from Dr. Russell Bush requesting appointment of Randy Tashjian, M.D. as Chief Deputy Medical Examiner, pursuant to MCL 52.201 et seq.

We met with Dr. Bush via Zoom who stated Dr. Tashjian satisfies all statutory requirements to serve as a Michigan Medical Examiner and he recommends Dr. Tashjian for appointment. Dr. Tashjian has begun his tenure with MIFSM and will be a major participant in its future growth and development. The appointment of the Chief and any Deputy Medical Examiner lies with the County Board of Commissioners with subsequent approval by the Chief Medical Examiner.

We recommend approval to appoint Dr. Randy Tashjian as Chief Deputy Medical Examiner.

Respectfully Submitted,

### **COMMITTEE ON COURTS & PUBLIC SAFETY**

Sheldon Matthews, Chair

Christopher Boyd

Carl Ruth

Kathleen Dwan, Vice-Chair

Kyle Harris

### **FROM: COMMITTEE ON COURTS & PUBLIC SAFETY – 2.2**

**\*AMENDED**

**FEBRUARY 16, 2021**

Your committee considered Communication No. 2-16-11 Sheriff William Federspiel requesting waiver of the travel ban that was approved by the Board of Commissioners on April 9, 2020 due to the COVID-19 pandemic for the purpose of sending command personnel to Internal Affairs training.

We met with Undersheriff Mike Gomez via Zoom who informed the committee that Lt. Marsha Austin and Administrative Sergeant Travis Henige have an opportunity to attend training at the Internal Investigation School in Florida in March 2021. Undersheriff said that they will quarantine and work from home when they return. Controller Robert Belleman suggested the Board of Commissioners might want to consider rescinding the Out-of-State business travel ban altogether. After discussion, Robert



## Board of Commissioners – February 16, 2021

Belleman or Jennifer Broadfoot will contact Health Officer Christina Harrington to see if it is still necessary for employees to quarantine after traveling out of Michigan. (See NOTE below)

~~We recommend approval to appeal the travel ban put in place by the Board of Commissioners on April 9, 2020.~~ **[After discussion, the Board approved waiver of the out-of-state travel ban to send two (2) Sheriff Command personnel to Internal Affairs training in Florida in March 2021 and determined that the out-of-state travel ban implemented by the board in April 2020 due to the COVID-19 pandemic remains in effect.]**

Respectfully Submitted,

### COMMITTEE ON COURTS & PUBLIC SAFETY

Sheldon Matthews, Chair

Christopher Boyd

Carl Ruth

Kathleen Dwan, Vice-Chair

Kyle Harris

**[NOTE: Jennifer Broadfoot reached out to Christina Harrington, Health Officer, to inquire about the Health Department's position on out-of-state travel (personal and/or professional). Ms. Harrington recommended the County re-instate the requirement for County employees who travel out of state not to return to the office for ten (10) days. The employee could work either from home (if position allows) or use PTO to cover the ten-day period.]**

### 3. County Services Committee – M. Webster; D. Krafft, Vice-Chair

- 3.1) **PURCHASING/RISK MANAGER**, re: Approval to designate Granger as Construction Manager for the Saginaw County Animal Care & Control project
- 3.2) **CIVIL COUNSEL**, re: Approval of new County Policy #244 "Responsible Contractor Policy" w/ Resolution and revisions to County Policy #241 "Purchasing Policy"
- 3.3) **PUBLIC WORKS**, re: Approval of Webster Drain Drainage District Resolution
- 3.4) **CONTROLLER/CAO**, re: Approval of donation of Sweeper Truck from MBS International Airport

- **Webster moved, seconded by Krafft, to approve 3.1 through 3.4 leaving room for exceptions. Boyd excluded 3.1, Harris excluded 3.2, and the motion carried as to 3.3 and 3.4 by the following roll-call vote:**

**Yes: Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, Dwan, Tany, and Ruth**  
- 11

**No: - 0**

- **Discussion on 3.1 began and Commissioner Boyd stated the current Purchasing Policy requires the Board to give preference to local contractors and that he believes what was overlooked in the confusion of attempting to approve the new Responsible Contractor Policy is that bid amounts indicate Spence Brothers had the lower bid. He believes the award committee made the determination that all three (3) bidders qualified. The Board has the ability and responsibility to make its own determination that the lower bidder is also the qualified bidder. The Controller stated the bids were based on a RFQ that matches the Responsible Contractor Policy that evaluates qualifications along with pricing.**



## Board of Commissioners – February 16, 2021

- **After discussion, the motion to approve 3.1 carried by the following roll-call vote:**  
**Yes: Theisen, Harris, Ewing, Krafft, Dwan and Ruth - 6**  
**No: Matthews, Little, Webster, Tany and Boyd - 5**
  
- **Discussion on 3.2 began with Harris asking for clarification of Sec. 6.5.4.1 in the Purchasing Policy and the appearance that it conflicts with the Responsible Contractor Policy. Dave Gilbert, Civil Counsel, explained that an additional paragraph was added to the Purchasing Policy that Saginaw County will not enforce the provisions pertaining to prevailing wages as reflected in Sections 5.23, 6.3.1.1.7.2 and 6.5.4.1 of the Policy unless: (1) the Wage and Hour Division of the Department of Labor starts collecting data with respect to prevailing wages; or (2) the law governing prevailing wages in Michigan is reenacted by the state legislature.**
  
- **Boyd called for division of the two (2) policies to avoid confusion. Mr. Gilbert advised that the two policies are joined in one (1) committee report and could be split for discussion but should not be voted on separately.**
  
- **Boyd moved, seconded by Tany, to divide the question and vote on the policies separately. The motion failed by the following roll-call vote:**  
**Yes: Theisen, Little, Webster, Tany and Boyd - 5**  
**No: Harris, Ewing, Krafft, Dwan, Matthews and Ruth - 6**
  
- **After discussion, the motion to approve 3.2 carried by the following rollcall vote:**  
**Yes: Krafft, Little, Webster, Tany, Boyd, Matthews and Ruth - 7**  
**No: Harris, Ewing, Dwan and Theisen - 4**

### FROM: COMMITTEE ON COUNTY SERVICES – 3.1

FEBRUARY 16, 2021

Your committee considered Communication No. 12-15-22 and 1-19-14 from Kelly Suppes, Purchasing/Risk Manager, requesting approval of a recommendation from the Evaluation Committee that reviewed responses to a Request for Qualification (RFQ) for Construction Management Services for the Saginaw County Animal Care & Control Resource Center and award of the contract to Granger Construction.

We spoke with Ms. Suppes via Zoom who explained in detail the process of advertising, reviewing, evaluating, and assignment of points to choose the company with the best fit for the project. The process used is the same process contained in the Purchasing Policy and proposed Responsible Contractor Policy presented to the Board of Commissioners. This matter was referred back to County Services Committee for discussion on February 10, 2021 and was briefly discussed at a Committee of the Whole held February 3, 2021.

The top two scoring CM Firms Spence Brothers and Granger Construction were invited to a Presentation/Interview on Friday, December 4, 2020 via Zoom. Based upon the final scores, the Committee recommends the Construction Management contract be awarded to Granger Construction. The decision is based upon their experience with constructing the Ingham County Animal Shelter and the MSU School of Veterinarian Medicine. The Committee considered this direct experience with these projects that elevated Granger to the forefront.

We recommend approval of the Construction Management contract for the Saginaw County Animal Care & Control Resource Center between Saginaw County and Granger Construction.



## Board of Commissioners – February 16, 2021

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Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chair

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

**FROM: COMMITTEE ON COUNTY SERVICES – 3.2**

**FEBRUARY 16, 2021**

Your committee considered Communication No. 11-17-8 from Dave Gilbert, Civil Counsel, submitting for approval a new Responsible Contractor Policy, Resolution and revisions to the Saginaw County Purchasing Policy.

We initially met with Mr. Gilbert in November 2020 who provided a brief explanation of the proposed revisions to County Purchasing Policy #241 to rescind and delete any reference to prevailing wage requirements and to add a reference to a Responsible Contractor Policy. This matter was Commissioner Privileged at the November 2020 Board Session and appeared under Unfinished Business on the December Board Session. At the January 19, 2021 Board Session, the December 2020 Minutes were corrected to reflect that the vote taken on this matter was not valid. The motion remained active on the floor and was taken up under Unfinished Business. After discussion, the matter was referred to a Committee of the Whole that was held February 3, 2021. The matter was then sent back to County Services Committee which was held February 10, 2021.

Extensive discussion having been held between the Controller, Civil Counsel, and Commissioners, we recommend approval of proposed, new County Policy #244 - Responsible Contractor Policy and revisions to County Policy #241 – Purchasing. A Resolution has been submitted under the regular order of business approving the new policy.

Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chair

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

**[Policies begin on next page]**



**Category: 200**

**Number: 244**

**Subject: RESPONSIBLE CONTRACTOR POLICY**

2. APPLICATION:

This Policy will be part of the Purchasing Policy and procurement of construction contractors as awarded through the request for proposal or invitation to bid or other process for bids \$50,000 and over permitted under the County's Purchasing Policy #241.

2. INTENT:

Saginaw County is committed to having responsible and ethical contractors and subcontractors on its construction projects, so that all work is performed by responsible, qualified firms that maintain the capacity, expertise, highly trained personnel, and other qualifications and resources necessary to successfully perform County projects in a safe, timely, reliable, high quality and cost-effective manner. To achieve that goal, the County will require contractors submitting bids on its construction projects to provide information relating to each of the Responsibility Criteria listed below. The purpose of this Policy is to assist the County in awarding contracts on every construction project to the most responsible bidder who provides the best value to the County.

3. DEFINITIONS:

A. Construction Project: Any contract awarded for the construction, alteration, or repair of any public building or public work of the County of Saginaw. The labor and material necessary for the construction, renovation, repair or improvements to real property, except repair in emergency situations, which requires solicited bids so that the work, when complete, must be ready for service for its intended purpose and must require no other work to be a completed system or component.

B. Responsible Bidder: A bidder for a construction project that has demonstrated an ability to complete the prospective contract in a way that is timely, safe, cost-effective and benefits the community. The criteria in this Policy are used to determine the relative responsibility of the contractor in relation to other bidders.

C. Contractor: Any person, firm, corporation, partnership, association or any combination thereof, which enters into a Contract with any awarding authority of the County of Saginaw.

D. Subcontractor: Any person not an employee who enters into a contract with a contractor to assist the contractor in performing a contract, including a contractor or subcontractor of a public lessee or licensee or sublessee or sublicensee, to perform or assist in performing services on the leased or licensed premises. The term subcontractor does not include vendors or suppliers to County purchasing contractors.



## Board of Commissioners – February 16, 2021

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E. Bidder: Means any person or entity that applies for any contract whether or not the application process is through an Invitation for Bid, Request for Proposal, Request for Qualifications, or other procurement process.

F. Bid: Means any application submitted by a bidder in response to an Invitation for Bid, Request for Proposal, Request for Qualifications, or other procurement process.

#### 4. GENERAL POLICIES:

A. The County will request a contractor on projects \$50,000 to \$1,000,000 to pre-qualify and complete the Pre-Qualification form every three (3) years that is listed in Appendix A attached hereto. On projects over \$1,000,000, the County will have the contractor complete a Request for Qualifications which is listed as Appendix B attached hereto.

B. The bid documents must require any contractor or subcontractor bidding on the project to submit written responses and other information and documentation regarding the listed Responsibility Criteria and any other criteria specified by the County through the bid documents. The County may request additional information or explanation from any contractor or subcontractor regarding any particular Responsibility Criteria. The bid documents must provide that the County retain the right in its discretion to reject any and all bids. All required contractor financial and privileged information must be kept from public disclosure unless otherwise required by law.

C. For each separate bid package, The County in its discretion will weigh the information provided by the contractor or subcontractor regarding the responsibility criteria, as a whole to determine whether the contractor or subcontractor is a responsible bidder and the relative responsibility of the contractor in relation to other bidders. Except as otherwise required by law, no single criteria will necessarily be determinative in assessing responsibility or relative responsibility.

#### 5. SUBSTANTIALLY LOW BID REVIEW:

In the event the amount of a bid appears disproportionately low when compared with estimates undertaken by or on behalf of the County and/or compared to other bids submitted, the County reserves the right to inquire further of the bidder to determine whether the bid contains mathematical errors, omissions, and/or erroneous assumptions, and whether the bidder has the capability to perform and complete the contract for the bid amount.

#### 6. ENFORCEMENT:

Violations of this Policy may be reported to the Purchasing Department, which must investigate such complaint. Whether based upon such complaint or otherwise, if the Purchasing Department has determined that the contractor has violated any provision of this Policy or provided false information to the County, the Purchasing Department must issue a written notice to the contractor that the violation is to be corrected within ten (10) calendar days from receipt of notice. Such notice shall be sent registered mail. In the event the contractor has not corrected the violation, or taken reasonable steps to correct the violation within ten (10) calendar days, then the Purchasing Department may



## Board of Commissioners – February 16, 2021

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request the awarding authority to declare a material breach of the contract and exercise its contractual remedies thereunder, which are to include, but not be limited to, termination of the contract as outlined in the termination clause of the contract.

### 7. SEVERABILITY:

The terms, conditions, and provisions of this Policy are hereby declared to be severable, and, should any portion, part or provision of this Policy be found by a court of competent jurisdiction to be invalid, enforceable or unconstitutional, the County Board of Commissioners hereby declares its intent that the Policy shall have been enacted without regard to the invalid, enforceable or unconstitutional portion, part or provision of this Policy.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

**ADOPTED: February 16, 2021**

**[Appendix A and B begin on next page]**



## County of Saginaw

# Pre-Qualification Form (PQF) For Contractors

Please submit all Pre-Qualification Forms to:

County of Saginaw  
ATTN: Kelly Suppes  
111 S. Michigan Avenue  
Saginaw, MI 48602



County of Saginaw

Contractor Pre-Qualification Form

*General Information*

Company Name:		Telephone:	Fax:
Street Address:		Mailing Address:	
Date:		E-Mail Address:	
1. Officers President: Vice President: Treasurer:			
2. How many years has your organization been in business under your present firm name?			
3. Parent Company Name:			
City:	State:	Zip:	
4. Under Current Management Since (Date):			
5. Contact for Insurance Information:			
Title:	Telephone:	Email:	
6. Insurance Carrier(s)			
Name	Type of Coverage	Telephone	



## Board of Commissioners – February 16, 2021

County of Saginaw

Contractor Pre-Qualification Form

7. Are you self-insured for Worker's Compensation Insurance? Yes ___ No ___		
8. Contacts for Requesting Bids (list 2):		
Name/Title:	Telephone:	Email:
9. Pre-Qualification Form completed By:		
Title:	Telephone:	Email:

### Organization

1. Form of Business: Sole Owner: ___ Partnership: ___ Corporation: ___
2. Describe Services Performed: ___ Construction      ___ <del>Construction</del> Design      ___ Original Equip. Manufacturer & Installer ___ Project Maintenance      ___ <del>Maintenance</del> ___ Service Work (e.g. janitorial, clerical) ___ Other
3. Describe Additional Services Performed:
4. List other types of work within the services you normally perform that you subcontract to others:
5. Annual Dollar Volume for the Past Three Years:



## Board of Commissioners – February 16, 2021

County of Saginaw

Contractor Pre-Qualification Form

20 _____ \$	20 _____ \$	20 _____ \$
6. Largest Job During the Last 3 Years: \$		
7. Your Firm's Desired Project Size:		
Maximum:		Minimum:
8. Bonding Company:		
9. Bonding Capacity: \$		
10. State and local licenses and license numbers held by your organization:		
11. What are your formal training programs: a) apprentice/journeymen; b) other comparable formal training programs?		

### Work History

1. Largest dollar valued jobs in progress:				
Customer/Location	Type of Work	Size - \$M	Contact	Telephone
2. Largest dollar valued jobs in the past three years:				
Customer/Location	Type of Work	Size - \$M	Contact	Telephone
3. Are there any judgements, claims or suits pending or outstanding against your company? <input type="radio"/> Yes <input checked="" type="radio"/> No If <del>yes</del> , please attach details				
4. Are you or have you ever been involved in any bankruptcy or reorganization proceedings? <input type="radio"/> Yes <input checked="" type="radio"/> No				



If yes, please attach details		
5. Has your organization ever failed to complete any work awarded to it?		
6. Has your organization been involved in any lawsuits or arbitration with regard to construction contracts within the last <u>five years</u> ?		
7. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details)		
8. Provide the following information on five owners that have used your services. Governmental owners preferred.		
a) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:
b) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:
c) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:
d) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:
e) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:
9. Provide the following information on five architects that you have worked with in the past five years. Governmental projects preferred.		
a) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:
b) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:
c) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:
d) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:
e) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:



### Safety and Health Performance

1. Workers Compensation Experience Modification Rate (EMR) Data:	
a) EMR is:	b) EMR for last three years:
___ Interstate Rate	___ 20
___ Intrastate Rate	___ 20
___ Monopolistic State Rate	___ 20
___ Dual Rate	
c) State or Origin:	d) EMR Anniversary Date:
2. Injury and Illness Data:	
a) Employee hours worked last three years (excluding subcontractors)	
Year: 20___	Hours:
Year: 20___	Hours:
Year: 20___	Hours:
b) Provide the following data (excluding subcontractor) using your OSHA 300 and 300A Forms for the past three (3) years: (Notes: Data should be the best available data applicable to the work in this region or area. If your company is not required to maintain OSHA 300 and 300A forms, please provide information from your Worker's Compensation insurance carrier itemizing all claims for the last three years).	
Injury related fatality:	
20___ Number:	Rate:
20___ Number:	Rate:
20___ Number:	Rate:
Lost workday cases injuries involving days away from work, or days of restricted work activity or both:	
20___ Number:	Rate:
20___ Number:	Rate:
20___ Number:	Rate:
Lost workday case injuries involving days away from work:	
20___ Number:	Rate:
20___ Number:	Rate:
20___ Number:	Rate:



Injuries involving medical treatment only:	
20__ Number:	Rate:
20__ Number:	Rate:
20__ Number:	Rate:
Total OSHA Recordable Injury Rate:	
20__ Number:	Rate:
20__ Number:	Rate:
20__ Number:	Rate:
3. Have you received any regulatory (EPA, OSHA, etc.) citations in the last three years?	
Yes ___	No ___

*Safety and Health Programs and Procedures*

1. Highest ranking safety/health professional in the company:		
Title:	Telephone:	Fax:
2. Do you have or provide the following:		
a) Full time Safety/Health Director:	Yes ___	No ___
b) Full time Safety/Health Supervisor:	Yes ___	No ___
c) Full time Job Safety/Health Coordinator:	Yes ___	No ___
3. Do you have or provide the following:		
a) Safety/Health incentive program:	Yes ___	No ___
b) Company paid safety/health training:	Yes ___	No ___
4. Do you have a written Safety & Health Program? Yes ___ No ___		
If yes, please submit		
5. Do you have a substance abuse program including Testing? Yes ___ No ___		
6. Do your employees read, write and understand English such that they can perform their job tasks safely without an interpreter? Yes ___ No ___		
If no, provide a description of your plan to assure that they can safely perform their jobs.		



## Board of Commissioners – February 16, 2021

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County of Saginaw

Contractor Pre-Qualification Form

\_\_\_\_\_  
Print Firm Name/Principal

\_\_\_\_\_  
Signature/Principal

\_\_\_\_\_  
Date

Please submit all Pre-Qualification Forms to:

County of Saginaw  
ATTN: Kelly Suppes  
111 S. Michigan Avenue  
Saginaw, MI 48602



***Contractor Evaluation***

DO NOT FILL OUT - OWNER USE ONLY

The Contractor is:

Acceptable for Approved Contractor List

Conditionally Acceptable for Approved Contractor List

Conditions:

Date Contractor Notified \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX B

### PART II. EVALUATION CRITERIA

#### EVALUATION OF QUALIFICATIONS

Applications will be evaluated based on the completeness of the information provided. Failure to provide any of the requested information may result in disqualification. The criteria listed below will be used in the evaluation of the qualifications submitted and may be modified depending on the circumstances.

##### 2.1 FIRMS QUALIFICATIONS (15 POINTS)

- Firms Overall Construction Management Experience and Capability to perform the work.
- Demonstrated ability to manage construction to achieve quality of work required by the construction management contract and expected by Owner.
- Integrated approach including supply, demand, and sustainability
- Specialized experience & dedicated resources in this market
- Proximity of local resources
- Financial stability, as evidenced by payment and performance bonds and overall bonding capacity

##### 2.2. PERSONNEL QUALIFICATIONS (10 POINTS)

- Quality of professional qualifications of Key personnel assigned to this project from preconstruction through project closeout. Owner expects no change in key project personnel throughout the project.
- Quality of professional qualifications of supporting personnel assigned to this project.

##### 2.3. PROJECT MANAGEMENT (15 POINTS)

- Life-cycle approach to project management across planning, assessment, program implementation, services, measurement and reporting.
- Quality of approach to project management: accredited professionals, corporate standards.
- Clear assignment of responsibility for various project tasks to specific individuals.
- Demonstrated ability to coordinate construction activities and to minimize adverse construction impacts to the general public and customers of the facility.
- Demonstrated ability to work with the various subcontractors in resolving construction conflicts and ensuring safety.
- Ability to effectively manage project construction including owner's costs and to manage the project on schedule.



### **2.4. SAFETY AND HEALTH PERFORMANCE (10 POINTS)**

- Workers Compensation Experience Modification Rate (EMR) Data for the past 3 years.
- Please describe your Safety/Health program (Safety/Health Director, Incentive Program, Safety Training, Substance Abuse Testing)
- Describe your Company's plan of action with regard to any health issues while working on Improvement Projects (project specific).

### **2.5. EXPERIENCE (25 POINTS)**

- Prior experience (within the last five years) in managing similar public or private construction projects.
- Construction Management Firm's experience with construction and renovations of like facilities.
- Construction Management Firm's experience with building projects in the Great Lakes Bay Region, specifically Saginaw County.
- Construction Management Firm's experience with construction projects larger than \$14 million in value.

### **2.6. FEE FOR SERVICES/COST PROPOSAL (25 POINTS)**

All Construction Management Firms will be required to submit a separate Cost Proposal with your qualifications in a Separate Sealed Envelope titled "COST PROPOSAL-CONSTRUCTION MANAGEMENT"

The Cost Proposal will not be opened until all Qualifications have been evaluated and assigned a point value. Please Complete "Attachment 1" as part of your Cost Proposal. Construction phase services will be a fixed fee plus reimbursable costs. All general Condition items (ex. Portable toilets, dumpsters, permits, temporary power, etc.) are a direct cost to the County with no mark-up. The Cost Proposal must identify what is excluded and expectations that the Construction Manager has of the Owner.

The Construction Management Firm awarded the contract will be required to provide a Payment and Performance Bond for the project. All Costs for the Bond must be included in your cost proposal.



**REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGEMENT SERVICES**

**DECLARATION OF SUBMITTER**

Ladies and Gentlemen:

In response to your invitation, the undersigned, as Submitter, hereby declares that the qualifications presented are made in good faith without fraud or collusion with any other parties submitting qualifications, and that the Submitter has had the opportunity to ask questions and receive clarifications regarding the request for qualifications prior to submission date.

In submitting qualifications, it is understood the **COUNTY** reserves the right to accept or reject any or all qualifications submitted, to waive irregularities and/or formalities and, in general, to make award in any manner deemed by it, in its sole discretion, to be in its best interest. By signing below you confirm that you are authorized by your firm to sign all future documents related to this project on behalf of your firm.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title (Please print or type)

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date



**REQUEST FOR QUALIFICATIONS  
SUBMITTAL REQUIREMENTS**

NAME OF FIRM \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Submittals should be as complete and concise as possible, and include the following information in the order and format outlined below:

**Firm Organization:**

A. General Information:

- Firm ownership structure and principals of the firm.
- Brief description of firm history, size, and growth including number of year’s firm has been in operation and number of year’s firm has been in operation under its current ownership.
- Number of permanent employees.
- Number of employees with jail construction experience.

Features distinguishing your firm from your competitors.

Contact information for authorized negotiator(s).



## Board of Commissioners – February 16, 2021

---

Provide an explanation and information regarding any project you worked on, or were not selected to work on, that resulted in litigation.

### **Project Experience of Firm:**

Using Attachment #2, provide the information requested for institutional projects, especially \_\_\_ facility projects on which this team is serving, or has served, as Construction Manager. In the Project Name/Description, provide information about the firm's specific responsibilities for each project and any relevant information about the firm's role vis-à-vis the variances in construction cost estimates, construction delays, unusual circumstances, etc.

### **Staff Qualifications:**

Identify the key management staff for the project. Provide an Organizational Chart identifying all your key staff members and showing how each interacts with other staff members assigned to this project. For each key staff member, please include a detailed resume, which at a minimum summarizes the following:

- Education, including name of institution, field of study, degree(s) earned, and year(s) received.

Professional registrations and/or professional society membership(s).

Number of years of experience and number of years with the firm.

Project experience including size (cost/area), start/completion dates, and description of project (type, complexity, new, renovation, addition, on-going occupancy, etc.).

Availability for this project

### **Work Plan:**

Include a narrative description of your plan for accomplishing the work of this project. Indicate the various tasks, labor hours allocated for various tasks, major benchmarks, and decision points in your work plan.

### **Concurrent Work Load:**

Provide a listing and description including size, cost, and duration of anticipated concurrent projects of the firm. Provide an indication of how this anticipated workload compares to your firm's previous workload levels. Provide a brief explanation of the impact these projects will have on this project.

### **Project Budget/Schedule:**

Include an example of a project budget and schedule.



Construction Management Fee/Reimbursable Cost Breakdown

	Included in Fee	Reimbursed Expenses
Accounting and Payroll		
Transportation Exp.		
Field Office Personnel		
Building Permits – Secure		
Expediting Expenses		
Field Office & Furnishings		
Change Orders		
Clerk / Clerical		
Labor Relations		
Main Office Expenses and Personnel		
Out of Town trips w/Prior Approval by Owner		
Overhead & Profit		
Payment Applications and Approvals		
Procuring Bids		
Program and Plan Review w/Owner – A/E		
Project Insurance (Builders risk by Owner)		
CM General Liability		
Receiving of Pre-Purchased Materials		
Safety & Fire Protection		
Scheduling		
Shop Drawing Review		
Transportation Cost of Project Manager		
Utilities Related to Field Office		
Writing Contracts		
On-Site Vehicle		
Reproduction Expenses (except construction Documents)		
Telephone Expenses / Fax Machine Expenses		
Postage/UPS		
	\$	\$



**Project Experiences**  
Required format-Use one for each project

<b>Project Name/Description</b>	
<b>Start/Completion Date</b>	
<b>Architect's Name</b>	
<b>General Contractor</b>	
<b>Delivery Method</b>	
<b>Architect's Estimated Cost</b>	
<b>Original Construction Cost</b>	
<b>Final Construction Cost</b>	
<b>Total Square Footage</b>	
<b>Number of Jail Beds (indicate whether single or double bunked)</b>	
<b>Owner Information: Contact Name Title Entity Name Address Phone Email Address</b>	

Firm Name: \_\_\_\_\_



**Category: 200**  
**Number: 241**

**Subject: PURCHASING POLICY**

9. **PURPOSE:** The purpose of this Policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by Saginaw County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.
10. **AUTHORITY:** The Saginaw County Board of Commissioners.
11. **APPLICATION:** This Policy applies to contracts for the procurement of supplies, services and construction entered into by Saginaw County after the effective date of this Policy. It shall apply to every expenditure of public funds by Saginaw County for public purchasing 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 mandatory 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.
12. **RESPONSIBILITY:** The Controller/CAO shall be responsible for the implementation and administration of this policy.
13. **DEFINITION(S):**
  - 13.1 **Brand Name or Equal Specification.** 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 County requirements and which provides for the submission of equivalent products.
  - 13.2 **Brand Name Specification.** A specification limited to one or more items by manufacturers' names or catalogue numbers.
  - 13.3 **Business.** Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or any other private legal entity.
  - 13.4 **Change Order.** A written order signed and issued by the Purchasing Agent, directing the contractor to make changes which the "Changes" clause of the contract authorizes the Purchasing Agent to order without the consent of the contractor.
  - 13.5 **Contract Modification (bilateral change).** Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity or other provisions of any contract accomplished by mutual action of the parties to the contract.



## Board of Commissioners – February 16, 2021

---

- 13.6 Confidential Information. Any information which is available to an employee only because of the employee's status as an employee of the County and is not a matter of public knowledge or available to the public on request.
- 13.7 Construction. 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.
- 13.8 Contract. All types of County agreements, regardless of what they may be called, for the procurement of supplies, services or construction.
- 13.9 Contractor. Any person having a contract with the County or using an agency thereof.
- 13.10 Cost Analysis. The evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed.
- 13.11 Cost Data. Factual information concerning the cost of labor, material, overhead and other cost elements which are expected to be incurred or which have been actually incurred by the contractor in performing the contract.
- 13.12 Cost Reimbursement Contract. 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.
- 13.13 County Attorney. Attorney appointed and retained by the Saginaw County Board of Commissioners to represent the County of Saginaw in legal disputes and charged with rendering legal advice on County activities.
- 13.14 County Controller. Board appointed Chief Administrative and Financial Officer of the County of Saginaw charged with implementing all policies and procedures adopted by the Board of Commissioners.
- 13.15 Direct or Indirect Participation. Involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity.
- 13.16 Disadvantaged Business. A small business which is owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social advantages.



## Board of Commissioners – February 16, 2021

---

- 13.17 Employee. An individual drawing a salary or wages from the County, whether elected or not; any non-compensated individual performing personal services for the County or any department, agency, commission, council, board or any other entity established by the executive or legislative branch of the County; and any non-compensated individual serving as an elected official of the County.
- 13.18 Financial Interest.
- 13.18.1 Ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive more than \$500 per year, or its equivalent;
- 13.18.2 Ownership of 25 percent (25%) of any property or business; or
- 13.18.3 Holding a position in a business such as officer, director, trustee, partner, employee or the like, or holding any position of management.
- 13.19 Gratuity. 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.
- 13.20 Immediate Family. A spouse, children, parents, brothers and sisters.
- 13.21 Invitation for Bids. All documents, including criteria for Responsible Contractors whether attached or incorporated by reference, utilized for soliciting sealed bids.
- 13.22 Person. Any business, individual, union, committee, club, other organization or group of individuals.
- 13.23 Prevailing Wages. That wage which is common to contractors operating within the Saginaw County Area.
- 13.24 Price Analysis. The evaluation of price data, without analysis of the separate cost components and profit as in cost analysis, which may assist in arriving at prices to be paid and costs to be reimbursed.
- 13.25 Price Data. Factual information concerning prices for items substantially similar to those being procured. Prices in this definition refer to offered or proposed selling prices, historical selling prices and current selling prices. The definition refers to data relevant to both prime and sub contract prices.
- 13.26 Procurement. The buying, purchasing, renting, leasing or otherwise acquiring of any supplies, 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.



- 13.27 Public Agency. A public entity subject to or created by the County.
- 13.28 Purchasing Agent. Principal purchasing official for the County, responsible for the procurement of supplies and services, and the management and disposal of supplies.
- 13.29 Qualified Products List. An approved list of supplies, services or construction items described by model or catalog numbers, which, prior to competitive solicitation, the County has determined will meet the applicable specification requirements.
- 13.30 Request for Proposals. All documents, including criteria for Responsible Contractors whether attached or incorporated by reference, utilized for soliciting proposals.
- 13.31 Responsible Bidder or Offeror. 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.
- 13.32 Responsive Bidder. A person who has submitted a bid that conforms in all material respects to the requirements set forth in the invitation for bids.
- 13.33 Saginaw County Area. To include Contractors with normal business operations in Saginaw County and/or based in the surrounding counties of Bay, Genesee, Gratiot, Midland, Shiawassee and Tuscola.
- 13.34 Services. 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.
- 13.35 Small Business. A United States business which is independently owned and which is not dominant in its field of operation or an affiliate or subsidiary of a business dominant in its field of operation.
- 13.36 Specification. Any description of the physical or functional characteristics or of the nature of a supply, service or construction item. It may include a description of any requirement for inspecting, testing or preparing a supply, service or construction item for delivery.
- 13.37 Supplies. All property, including but not limited to equipment, materials, printing, insurance and leases of real property, excluding land or a permanent interest in land.
- 13.38 Using Agency. Any department, commission, board or public agency requiring supplies, services or construction procured pursuant to this Policy.



### 14. POLICY:

#### 14.1 Public Access to Procurement Information.

14.1.1 Procurement information shall be a public record to the extent provided in Act 442 of the Public Acts of 1976 (Michigan Compiled Laws (MCL) 15.231 et seq.), as amended, and shall be available to the public as provided in said statute.

#### 14.2 Office of the Purchasing Agent.

##### 14.2.1 Establishment, Appointment, and Tenure

14.2.1.1 Establishment of the position of Purchasing Agent. There is hereby created the position of Purchasing Agent, who shall be the County's principal public purchasing official.

14.2.1.2 Appointment. The Purchasing Agent shall be appointed by the County Controller. He/she shall meet the minimum standards set forth in the Purchasing Agent's job description promulgated by the County Board.

14.2.1.3 Tenure. Purchasing is a division of the County Controller's Office. The Purchasing Agent shall serve an indefinite term and may be removed from the position according to the procedures established in the County's Personnel Policies.

##### 14.2.2 Authority and Duties

14.2.2.1 Principal Public Purchasing Official. Except as otherwise provided herein, the Purchasing Agent shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of supplies, services and construction in accordance with this Policy, as well as the management and disposal of supplies.

14.2.2.2 Duties. In accordance with this Policy, and subject to the supervision of the County Controller, the Purchasing Agent shall:

14.2.2.2.1 Procure or supervise the procurement of supplies, services and construction needed by the County, including vendor solicitation and contract negotiation;

14.2.2.2.2 Sell, trade or otherwise dispose of surplus supplies belonging to the County;

14.2.2.2.3 Maintain an on line purchasing system;



## Board of Commissioners – February 16, 2021

---

14.2.2.2.4 Establish and maintain programs for specifications development and contract administration, inspection and acceptance, in cooperation with the public agencies using the supplies, services and construction;

14.2.2.2.5 Other duties as assigned by the County Controller.

14.2.2.3 Operational Procedures. Consistent with this Policy and with the approval of the County Controller, the Purchasing Agent may adopt operational procedures relating to the execution of his/her duties.

14.2.3 Delegations to Other County Officials.

14.2.3.1 With the approval of the County Controller, the Purchasing Agent may delegate authority to purchase certain supplies, services or construction items to other County officials, if such delegation is deemed necessary for the effective procurement of those items.

14.3 Source, Selection and Contract Formation.

14.3.1 Methods of Source Selection

14.3.1.1 Competitive Sealed Bidding

14.3.1.1.1 Conditions for Use. All procurement contracts of the County shall be awarded by competitive sealed bidding except as otherwise provided in Sections 6.3.1.2 (Competitive Sealed Proposals), 6.3.1.3 (Small Purchases), 6.3.1.4 (Sole Source Procurement), and 6.3.1.5 (Emergency Procurements) of this Policy.

14.3.1.1.2 Invitation for Bids. An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.

14.3.1.1.3 Public Notice. Adequate public notice of the invitation for bids shall be given a reasonable time (not less than 10 calendar days prior to the date set forth therein for the opening of bids). Such notice may include publication in a newspaper of general circulation for a reasonable time prior to the bid opening. The public notice shall state the place, date and time of bid opening.



## Board of Commissioners – February 16, 2021

---

- 14.3.1.1.4 Bid Opening. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the Purchasing Agent 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 Section 6.1.2 (Public Access to Procurement Information).
- 14.3.1.1.5 Bid Acceptance and Bid Evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Policy. 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, delivery and suitability for a particular purpose. Bids that do not comply with all criteria set forth in the invitation to bid may, at the discretion of the Purchasing Agent, be deemed not qualified bids. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set forth in the invitation for bids.
- 14.3.1.1.6 Correction or Withdrawal of Bids; Cancellation of Awards. 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 where appropriate. 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 that a mistake of a non-judgmental character was made, the nature of the mistake and the bid price actually intended. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the County or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:



## Board of Commissioners – February 16, 2021

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- 14.3.1.1.6.1 The mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident; or
- 14.3.1.1.6.2 The bidder submits evidence, which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Purchasing Agent.
- 14.3.1.1.7 Award. When purchasing goods and services, whenever possible, preference shall be given to vendors who are located within Saginaw County, the State of Michigan, and the U.S.A.
  - 14.3.1.1.7.1 Non construction Goods and Services: The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. No contract or purchase order shall be entered into with any company or business, which is in bankruptcy or receivership. In case of a tie between the lowest responsible and responsive bidders, preference shall be given to the local vendor.
  - 14.3.1.1.7.2 Construction Projects: In awarding construction contracts over \$50,000, the County will consider the company's compliance with the Prevailing Wage Policy in their bid submittal. In addition, for contracts \$50,000 to 1,000,000 and \$1,000,000 or more, contractors must comply with County Policy #244. Additional consideration shall be given to companies that employ residents of the Saginaw County area. Such additional consideration shall be specified in the bid documents and subsequent bids shall be weighted based on the purchase price and use of local



## Board of Commissioners – February 16, 2021

labor. Additional consideration to be given for in state employment and Saginaw County area employment is as follows:

In County Area	In State Area	
Under \$100,000	5 %	2%
\$100,000 - \$499,999	3 %	2%
\$500,000 and over	2%	1 %

In the event the lowest responsive and responsible bid for a construction project exceeds available funds as certified by the County Controller, the Purchasing Agent is authorized, when time or economic considerations preclude re solicitation of work of a reduced scope, to negotiate an adjustment of the bid price with the lowest responsive and responsible bidder, in order to bring the bid within the amount of available funds. Any such negotiated adjustment shall be based only upon eliminating independent deductive items specified in the invitation for bids. No contract or purchase order shall be entered into with any company or business that is within bankruptcy or receivership. In case of a tie between the lowest responsible and responsive bidders, preference shall be given to the local vendor.

14.3.1.1.8 Multi Step Sealed Bidding. When it is considered impractical to prepare initially a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of un priced offers to be followed by an invitation for bids limited to those bidders who offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.

14.3.1.2 Competitive Sealed Proposals.



## Board of Commissioners – February 16, 2021

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- 14.3.1.2.1 Conditions for Use. When the Purchasing Agent determines that the use of competitive sealed bidding is either not practicable or not advantageous to the County, a contract may be entered into by use of the competitive sealed proposal method.
- 14.3.1.2.2 Request for Proposals. Proposals shall be solicited through a request for proposals.
- 14.3.1.2.3 Public Notice. Adequate public notice of the request for proposals shall be given in the same manner as provided in Section 6.3.1.1.3 (Competitive Sealed Bidding, Public Notice).
- 14.3.1.2.4 Receipt of Proposals. No proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. 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. The register of proposals shall be open for public inspection only after contract award.
- 14.3.1.2.5 Evaluation Factors. The request for proposals shall state the relative importance of price and other evaluation factors.
- 14.3.1.2.6 Discussion with Responsible Offerors and Revisions to Proposals. As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors 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.



## Board of Commissioners – February 16, 2021

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14.3.1.2.7 Award. Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the request for proposals. The bid file shall contain the basis on which the award is made.

### 14.3.1.3 Small Purchases

14.3.1.3.1 General. Any contract not exceeding \$20,000 may be made in accordance with the small purchase procedures authorized in this Section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this Section.

14.3.1.3.2 Medium Purchases Over \$10,000 but less than \$20,000. When purchases are estimated to fall between \$10,000 and \$20,000, competitive sealed proposals shall be obtained as described in Section 6.3.1.2, unless a waiver is approved in advance by the Purchasing Agent.

14.3.1.3.2.1 No Purchase Orders shall be issued for purchases in amounts less than \$1000.00, unless deemed necessary by the Purchasing Agent.

14.3.1.3.3 Small Purchases Over \$1,000, But Less Than \$10,000. Insofar as it is practical for small purchases in excess of \$1,000, no less than three businesses shall be solicited to submit quotations. Award shall be made to the business offering the lowest acceptable quotation. The names of the businesses submitting quotations and the date and amount of each quotation shall be recorded and maintained as a public record.

14.3.1.3.4 Small Purchases Under \$1,000. The Purchasing Agent shall adopt operational procedures for making small purchases of \$1,000 or less. Such operational procedures shall provide for obtaining adequate and reasonable competition for the supply, service or construction being purchased.

### 14.3.1.4 Sole Source Procurement



14.3.1.4.1 A contract may be awarded without competition when the Purchasing Agent determines, after conducting a good faith review of available sources, that there is only one source for the required supply, service or construction item. The Purchasing Agent shall conduct negotiations, as appropriate, as to price, delivery and terms. The County Controller shall approve all sole source purchases. All purchases of utilities where there is a single source, (i.e., electric, water, sewer, etc.) shall be purchased without bid.

### 14.3.1.5 Emergency Procurements

14.3.1.5.1 Notwithstanding any other provisions of this Policy, the Purchasing Agent with the approval of the Controller/CAO may make or authorize others to make emergency procurements of supplies, services or construction items when there exists a threat to public health, welfare or safety, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances.

### 14.3.1.6 Cancellation of Invitations for Bids or Requests for Proposals

14.3.1.6.1 An invitation for bids, a request for proposals or other solicitation may be canceled, 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 for good cause and in the best interests of the County. The reasons therefor shall be made part of the bid file. Each solicitation issued by the County shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part for good cause when it is in the best interests of the County. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reasons for cancellation and, where appropriate, explain that an opportunity will be given to compete on any re solicitation or any future procurement of similar items. Reasons for rejection shall be provided upon request by unsuccessful bidders or offerors.

### 14.3.2 Qualifications and Duties



### 14.3.2.1 Responsibility of Bidders and Offerors

14.3.2.1.1 Determination of Non responsibility. If a bidder or offeror who otherwise would have been awarded a contract is found non responsible, a written determination of non responsibility, setting forth the basis of the finding, shall be prepared by the Purchasing Agent. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non responsibility with respect to such bidder or offeror.

A copy of the determination shall be sent promptly to the non responsible bidder or offeror. The final determination shall be made part of the bid file and be made a public record.

### 14.3.2.2 Bid, Payment, and Performance Bonds on Supply or Service Contracts

14.3.2.2.1 Bid surety, payment bonds, performance bonds or other security may be required for supply contracts or service contracts in conformance with State law or as the Purchasing Agent or head of a using agency deems advisable to protect the County's interests. Any such bonding 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 which has been in operation for less than one year.

### 14.3.3 Types of Contracts and Contract Administration

#### 14.3.3.1 Types of Contracts

14.3.3.1.1 General Authority. Subject to the limitations of this Section, any type of contract which is appropriate to the procurement and which will promote the best interest of the County may be used, provided that the use of a cost plus a percentage contract is prohibited. A cost reimbursement contract may be used only when a determination is made that such contract is likely to be less costly to the County than any other type or that is it



## Board of Commissioners – February 16, 2021

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impracticable to obtain the supply, service or construction item required except under such a contract.

### 14.3.3.1.2 Multi Term Contracts

14.3.3.1.2.1 Specified Period. Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the County, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor.

14.3.3.1.2.2 Determination Prior to Use. Prior to the utilization of a multi term contract, it shall be determined:

14.3.3.1.2.2.1. That estimated requirements cover the period of the contract and are reasonably firm and continuing; and

14.3.3.1.2.2.2. That such a contract will serve the best interests of the County by encouraging effective competition or otherwise promoting economies in County procurement.

14.3.3.1.2.3 Cancellation Due to Unavailability of Funds in Succeeding Fiscal Periods. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract. The cost of cancellation



may be paid from appropriations available for such purposes.

### 14.3.3.1.3 Multiple Source Contracting

14.3.3.1.3.1 General. A multiple source award is an award of an indefinite quantity contract for one or more similar supplies or services to more than one bidder or offeror. The obligation to order the County's actual requirements is limited by the provision of Uniform Commercial Code Section 2 306(1).

14.3.3.1.3.2 Limitations on Use. A multiple source award may be made when award to two or more bidders or offerors for similar products is necessary for adequate delivery, service or product compatibility. Any multiple source award shall be made in accordance with the provisions of Section 6.3.1.1 (Competitive Sealed Bidding), Section 6.3.1.2 (Competitive Sealed Proposals), Section 6.3.1.4 (Small Purchases), and Section 6.3.1.5 (Emergency Procurements), as applicable. Multiple source awards shall not be made when a single award will meet the County's needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers necessary to meet the valid requirements.

14.3.3.1.3.3 Contract and Solicitation Provisions. All eligible users of the contract shall be named in the solicitation and it shall be mandatory that the actual requirements of such users that can be met under the contract be obtained in accordance with the contract, provided that:



14.3.3.1.3.3.1. The County shall reserve the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement or an amount specified in the contract; and

14.3.3.1.3.3.2. The County shall reserve the right to take bids separately if the Purchasing Agent approves a finding that the supply or service available under the contract will not meet a nonrecurring special need of the County.

14.3.3.1.3.4 Intent to Use. If a multiple source award is anticipated prior to issuing a solicitation, the County shall reserve the right to make such an award and the criteria for award shall be stated in the solicitation.

14.3.3.1.3.5 Determination Required. The Purchasing Agent shall make a written determination setting forth the reasons for a multiple source award, which shall be made a part of the procurement file.

### 14.3.3.2 Contract Clauses and Their Administration

14.3.3.2.1 Contract Clauses. All County contracts for supplies, services and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Purchasing Agent, after consultation with the County Attorney, may issue clauses appropriate for supply, service or construction contracts, addressing among others the following subjects:

14.3.3.2.1.1 The unilateral rights of the County to order in writing changes in the work within the scope of the contract;



## Board of Commissioners – February 16, 2021

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- 14.3.3.2.1.2 The unilateral right of the County to order in writing temporary stopping of the work or delaying performance that does not alter the scope of the contract;
- 14.3.3.2.1.3 Variations occurring between estimated quantities of work in the contract and actual quantities;
- 14.3.3.2.1.4 Defective pricing;
- 14.3.3.2.1.5 Liquidated damages;
- 14.3.3.2.1.6 Specified excuses for delay or nonperformance;
- 14.3.3.2.1.7 Termination of the contract for default;
- 14.3.3.2.1.8 Termination of the contract in whole or in part for the convenience of the County;
- 14.3.3.2.1.9 Suspension of work on a construction project ordered by the County; and
- 14.3.3.2.1.10 Site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract:
  - 14.3.3.2.1.10.1. When the contract is negotiated;
  - 14.3.3.2.1.10.2. When the contractor provides the site or design; or
  - 14.3.3.2.1.10.3. When the parties have otherwise agreed with respect to the risk of differing site conditions.

14.3.3.2.2 Price Adjustments. Adjustments in price resulting from the use of contract clauses required by Section 6.3.3.2.1 shall be computed in one or more of the following ways:



## Board of Commissioners – February 16, 2021

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- 14.3.3.2.2.1 By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
- 14.3.3.2.2.2 By unit prices specified in the contract or subsequently agreed upon;
- 14.3.3.2.2.3 By the costs 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;
- 14.3.3.2.2.4 In such other manner as the contracting parties may mutually agree; or
- 14.3.3.2.2.5 In the absence of agreement by the parties, by a unilateral determination by the County of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the County as accounted for in accordance with generally accepted accounting procedures and subject to the provisions of Section 6.7 (Appeals and Remedies).

14.3.3.2.3 Standard Clauses and Their Modification. The Purchasing Agent, after consultation with the County Attorney, may establish standard contract clauses for use in County contracts. If the Purchasing Agent establishes any standard clauses addressing the subjects set forth in Section 6.3.3.2.1, such clauses may be varied provided that the circumstances justify such variations, and provided that notice of any such material variation be stated in the invitation for bids or request for proposals.

14.3.3.3 Contract Administration. A contract administration system designed to ensure that a contractor is performing in accordance with the solicitation under which the contract was awarded, and the terms and conditions of the contract, shall be maintained.



## Board of Commissioners – February 16, 2021

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- 14.3.3.4 Approval of Accounting System. Except with respect to firm fixed price contracts, no contract type shall be used unless it has been determined by the Purchasing Agent that:
- 14.3.3.4.1 The proposed contractor's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated; and
  - 14.3.3.4.2 The proposed contractor's accounting system is adequate to allocate costs in accordance with generally accepted cost accounting principles.
- 14.3.3.5 Right to Inspect Plant. The County may, at reasonable times, inspect the part of the plant, place of business or worksite of a contractor or subcontractor at any tier which is pertinent to the performance of any contract awarded or to be awarded by the County.
- 14.3.3.6 Right to Audit Records.
- 14.3.3.6.1 Audit of Cost or Pricing Data. The County may at reasonable times and places, audit the books and records of any contractor who has submitted cost or pricing data as a part of its bid or proposal for three years from the date of final payment under the contract.
  - 14.3.3.6.2 Contract Audit. The County shall be entitled to audit the books and records of a contractor or a subcontractor at any tier under any negotiated 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 years from the date of final payment under the prime contract and by the subcontractor for a period of three years from the date of final payment under the subcontract.
- 14.3.3.7 Reporting of Anti-competitive Practices. When for any reason collusion or other anticompetitive practices are suspected among any bidders or offerors, a notice of the relevant facts shall be transmitted to the State Attorney General and the Saginaw County Prosecutor.



## Board of Commissioners – February 16, 2021

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### 14.3.3.8 County Procurement Records

14.3.3.8.1 Bid File. All determinations and other written records pertaining to the solicitation and award of a contract shall be maintained for the County in a bid file by the Purchasing Agent.

14.3.3.8.2 Retention of Procurement Records. All procurement records shall be retained and disposed of by the County in accordance with records retention guidelines.

### 14.4 Specifications.

#### 14.4.1 Maximum Practicable Competition.

14.4.1.1 All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the County's needs while still providing a fair opportunity to all businesses, including small and/or disadvantaged, and shall not be unduly restrictive. The policy enunciated in this Section applies to all specifications including but not limited to, those prepared for the County by architects, engineers, designers, and draftsmen.

#### 14.4.2 Brand Name or Equal Specification

14.4.2.1 Use. Brand name or equal specifications may be used when the Purchasing Agent determines that:

14.4.2.1.1 No other design or performance specifications or qualified products list is available;

14.4.2.1.2 Time does not permit the preparation of another form of purchase description, not including a brand name specification;

14.4.2.1.3 The nature of the product or the nature of the County's requirements makes use of a brand name or equal specification suitable for the procurement; or

14.4.2.1.4 Use of a brand name or equal specification is in the County's best interests.

14.4.2.2 Designation of Several Brand Names. Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further



## Board of Commissioners – February 16, 2021

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state that substantially equivalent products to those designated will be considered for award.

14.4.2.3 Required Characteristics. Unless the Purchasing Agent determines that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional or performance characteristics which are required.

14.4.2.4 Nonrestrictive Use of Brand Name or Equal Specifications. Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition.

### 14.4.3 Brand Name Specification

14.4.3.1 Use. Since use of a brand name specification is restrictive of product competition, it may be used only when the Purchasing Agent makes a determination that only the identified brand name item or items will satisfy the County's needs.

14.4.3.2 Competition. The Purchasing Agent shall seek to identify sources from which the designated brand name item or items can 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 6.3.1.4 (Sole Source Procurement).

### 14.4.4 Nondiscrimination

14.4.4.1 Every contract or purchase order issued by Saginaw County shall be entered into under the provision which requires the contractor, subcontractor or vendor not to discriminate against any employee or applicant for employment because of his/her race, color, religion, age, sex, disability or ancestry. Failure to meet this provision shall be grounds for termination of the contract or purchase order.

## 14.5 Procurement of Construction Services.

### 14.5.1 Management of Construction Contracting



## Board of Commissioners – February 16, 2021

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14.5.1.1 Responsibility for Selection of Methods of Construction Contracting Management. The County Controller shall have discretion to select the appropriate method of construction contracting management for a particular project. In determining which method to use, the County Controller shall consider the County's requirements, its resources and the potential contractor's capabilities.

### 14.5.2 Bid Security and Performance Bonds

#### 14.5.2.1 Bid Security

14.5.2.1.1 Requirement for Bid Security. 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 County. Nothing herein shall prevent the requirement of such bonds on construction contracts under \$50,000 when the circumstances warrant.

14.5.2.1.2 Amount of Bid Security. Bid security shall be in an amount equal to at least 5% of the amount of the bid.

14.5.2.1.3 Rejection of Bids for Noncompliance with Bid Security Requirements. When the invitation for bids requires security, noncompliance requires that the bid be rejected.

14.5.2.1.4 Withdrawal of Bids. If the bidder is permitted to withdraw its bid before award as provided in Section 3 101 (6) (Competitive Sealed Bidding; Correction or Withdrawal of Bids; Cancellation of Awards), no action shall be had against the bidder or the bid security.

#### 14.5.2.2 Contract Performance and Payment Bonds

14.5.2.2.1 When Required Amounts. 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:

14.5.2.2.1.1 A performance bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner



satisfactory to the County, in an amount equal to 100% of the price specified in the contract; and

14.5.2.2.1.2 A payment bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, 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 bond shall be an amount equal to 100% of the price specified in the contract.

14.5.2.2.2 Authority to Require Additional Bonds. Nothing in this Section shall be construed to limit the authority of the County to require a performance bond or other security in addition to those bonds, or in circumstances other than specified in Section 6.5.2.2.1.

14.5.2.2.3 Suits on Payment Bonds Right to Institute. Unless otherwise authorized by law, any person who has furnished labor or material to the contractor or subcontractors for the work provided in the contract, for which a payment bond is furnished under this Section and who has not been paid in full within 90 days from the date on which that person performed the last of the labor or supplied the material, shall have the right to sue on the payment bond for any amount unpaid at the time the suit is instituted and to prosecute the action for the amount due that person. However, any person having a contract with a subcontractor of the contractor, but no express or implied contract with the contractor furnishing the payment bond, shall have a right of action upon the payment bond upon giving written notice to the contractor within 90 days from the date on which that person performed the last of the labor or supplied the material. That person shall state in the notice the amount claimed and the name of the party to whom the material was supplied or for whom the labor was performed. The notice shall be served personally or by registered or certified mail, postage prepaid, in an envelope addressed



## Board of Commissioners – February 16, 2021

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to the contractor at any place the contractor maintains an office or conducts business.

14.5.2.2.4 Suits on Payment Bonds Where and When Brought. Unless otherwise authorized by law, every suit instituted upon a payment bond shall be brought in a court of competent jurisdiction for the county or district in which the construction contract was to be performed.

14.5.2.3 Copies of Bond Forms. Any person may request and obtain from the County a copy of a bond upon payment of the cost of reproduction of the bond and postage, if any.

### 14.5.3 Fiscal Responsibility

14.5.3.1 Every contract modification, change order or contract price adjustment in excess of 15% of the total contract amount under a construction contract with the County shall be subject to prior approval by the County Board of Commissioners after receiving a report from the County Controller as to the effect of the contract modification, change order or contract price adjustment on the total project budget or the total contract budget.

### 14.5.4 Prevailing Wage

14.5.4.1 On all construction contracts with a total value exceeding \$50,000, all craftsman, mechanics and laborers employed directly on the site of work shall receive at least the commercial prevailing wage rates as established by the State of Michigan, Bureau of Safety and Regulation, Wage and Hour Division, for commercial prevailing wage rates for the Saginaw County area.

14.5.4.1.1 All construction subcontracts entered into by the Contractor for work performed directly on site, shall contain the provisions for prevailing wages as set forth above. The Contractor and all subcontractors shall, at the request of the County, provide proof satisfactory (in the form of certified payrolls or audit) to the County that the contractor and subcontractors are in compliance with this policy.

On all construction contracts involving federal or state projects which require other specific prevailing wage rates, such rates shall supersede the County rates established above. All applicable purchase orders and



contracts over \$50,000 shall contain the appropriate prevailing wage rate clause as determined by the Purchasing Agent.

**6.5.4.1.2 Saginaw County will not enforce the provisions pertaining to prevailing wages as reflected in Sections 5.23, 6.3.1.1.7.2 and 6.5.4.1 of this Policy unless: (1) the Wage and Hour Division of the Department of Labor starts collecting data with respect to prevailing wages; or (2) the law governing prevailing wages in Michigan is reinacted by the state legislature.**

### 14.6 Debarment or Suspension.

#### 14.6.1 Authority to Debar or Suspend.

14.6.1.1 After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the Purchasing Agent, after consulting with the County Controller, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three years. After consultation with the County Controller, the Purchasing Agent is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment. The suspension shall be for a period not to exceed three months. The causes for debarment include:

14.6.1.1.1 Conviction 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;

14.6.1.1.2 Conviction 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 County contractor;

14.6.1.1.3 Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;

14.6.1.1.4 Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify debarment action:



## Board of Commissioners – February 16, 2021

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14.6.1.1.4.1 Deliberate failure without good cause to perform in accordance with the specification or within the time limit provided in the contract; or

14.6.1.1.4.2 A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;

14.6.1.1.5 Any other cause the Purchasing Agent determines to be so serious and compelling as to affect responsibility as a County contractor, including debarment by another governmental entity for any cause listed in this Policy; and for violation of the ethical standards set forth in Section 6.8 (Ethics in Public Contracting).

### 14.6.2 Decision to Debar or Suspend.

14.6.2.1 The Purchasing Agent shall issue a written decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person involved of his/her rights concerning judicial or administrative review.

### 14.6.3 Notice of Decision.

14.6.3.1 A copy of the decision required by Section 6.6.2 (Decision to Debar or Suspend) shall be mailed or otherwise furnished immediately to the debarred or suspended person.

### 14.6.4 Finality of Decision.

14.6.4.1 A decision under Section 6.6.2 (Decision to Debar or Suspend) shall be final and conclusive, unless fraudulent, or the debarred or suspended person within 10 days after receipt of the decision makes an appeal to the County Controller or commences a timely action in court in accordance with applicable law.



### 14.7 Appeals and Remedies.

#### 14.7.1 Bid Protests

14.7.1.1 Right to Protest. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the County Controller. Protestors are urged to seek resolution of their complains initially with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. On the day submitted or the first business day thereafter, the County Controller shall provide a copy of the protest to the Purchasing Agent. The protest must be submitted within seven (7) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

14.7.1.2 Stay of Procurements During Protests. In the event of a timely protest under Section 6.7.1.1, the Purchasing Agent shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the County Controller makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the County.

#### 14.7.2 Contract Claims

14.7.2.1 Decision of the Purchasing Agent. All claims by a contractor against the County relating to a contract, except bid protests, shall be submitted in writing to the Purchasing Agent for a decision. The contractor may request a conference with the Purchasing Agent on the claim. Claims 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.

14.7.2.2 Notice to the Contractor of the Purchasing Agent's Decision. The decision of the Purchasing Agent shall be promptly issued in writing and shall be immediately mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached and shall inform the contractor of its appeal rights under Section 6.7.2.3.



## Board of Commissioners – February 16, 2021

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14.7.2.3 Finality of Purchasing Agent's Decision; Contractor's Right to Appeal. The Purchasing Agent's decision shall be final and conclusive unless, within seven (7) calendar days from the date of receipt of the decision, the contractor mails or otherwise delivers a written appeal to the County Controller or commences an action in a court of competent jurisdiction.

14.7.2.4 Failure to Render Timely Decision. If the Purchasing Agent does not issue a written decision regarding any contract controversy within seven (7) days after written request for a final decision or within such longer period as may be agreed upon between the parties, then the aggrieved party may proceed as if an adverse decision had been received.

### 14.7.3 Authority of the Purchasing Agent to Settle Bid Protests and Contract Claims

14.7.3.1 The Purchasing Agent is authorized to settle any protest regarding the solicitation or award of a County contract or any claim arising out of the performance of a County contract, prior to an appeal to the County Controller or the commencement of an action in a court of competent jurisdiction.

### 14.7.4 Remedies for Solicitations or Awards in Violation of Law

14.7.4.1 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 Purchasing Agent, after consultation with the County Attorney, determines that a solicitation is in violation of federal, state or municipal law, then the solicitation shall be canceled or revised to comply with applicable law.

14.7.4.2 In the case of Federal Awards, all subrecipients, regardless of award size, must be monitored under SubPart D of OMB 2 CFR 200 (Uniform Guidance).

14.7.4.3 Prior to Award. If after bid opening or the closing date for receipt of proposals, the Purchasing Agent, after consultation with the County Attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state or municipal law, then the solicitation or proposed award shall be canceled.

14.7.4.4 After Award. If, after an award, the Purchasing Agent, after consultation with the County Attorney, determines that a solicitation or award of a contract was in violation of applicable law, then:



## Board of Commissioners – February 16, 2021

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14.7.4.4.1 If the person awarded the contract has not acted fraudulently or in bad faith;

14.7.4.4.1.1 The contract may be ratified and affirmed, provided it is determined that doing so is in the best interest of the County; or

14.7.4.4.1.2 The contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, prior to the termination; or

14.7.4.4.2 If the person awarded the contract has acted fraudulently or in bad faith the contract may be declared null and void or voidable, if such action is in the best interests of the County.

### 14.8 Ethics in Public Contracting.

#### 14.8.1 Criminal Penalties

14.8.1.1 To the extent that violations of the ethical standards of conduct set forth in this Article constitute violations of the Michigan Penal Code they shall be punishable as provided therein. Such penalties shall be in addition to the civil sanctions set forth in this Part. Criminal, civil and administrative sanctions against employee or nonemployees, which are in existence on the effective date of this Policy, shall not be impaired.

#### 14.8.2 Employee Conflict of Interest

14.8.2.1 It shall be unethical for any County employee to participate directly or indirectly in a procurement contract when the County employee knows that:

14.8.2.1.1 The County employee, officer, or agent, any member of his or her immediate family, his or her partner, or any organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract; or



## Board of Commissioners – February 16, 2021

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14.8.2.1.2 Any other person, business or organization with which the County employee or any member of a County employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

### 14.8.3 Gratuities and Kickbacks

14.8.3.1 Gratuities. It shall be unethical for any person to offer, give or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

14.8.3.2 The officers, employees, and agents of Saginaw County must neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts.

14.8.3.3 Kickbacks. It shall be unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

### 14.8.4 Prohibition Against Contingent Fees

14.8.4.1 It shall be unethical for a person to be retained or to retain a person, to solicit or secure a County contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.



### 14.8.5 Contemporaneous Employment Prohibited

14.8.5.1 It shall be unethical for any County employee who is participating directly or indirectly in the procurement process to become or to be, while such a County employee, the employee of any person contracting with the governmental body by whom the employee is employed.

### 14.8.6 Waivers from Contemporaneous Employment Prohibition and Other Conflicts of Interest

14.8.6.1 The County Controller with approval by the Chairman may grant a waiver from the employee conflict of interest provision, or the contemporaneous employment provision, upon making a written determination that:

14.8.6.1.1 The contemporaneous employment or financial interest of the County employee has been publicly disclosed;

14.8.6.1.2 The County employee will be able to perform his/her procurement functions without actual or apparent bias or favoritism; and

14.8.6.1.3 The award will be in the best interests of the County.

14.8.6.2 A report of all waivers granted by the Controller and Chairman shall be made to the Board.

### 14.8.7 Use of Confidential Information

14.8.7.1 It shall be unethical for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

### 14.8.8 Sanctions

14.8.8.1 Employees. The County Controller may impose any one or more of the following sanctions on a County employee for violations of the ethical standards in this Article:

14.8.8.1.1 Oral or written warnings or reprimands;



## Board of Commissioners – February 16, 2021

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14.8.8.1.2 Suspension with or without pay for specified periods of time; or

14.8.8.1.3 Termination of employment.

14.8.8.2 Non employees. The County Controller may impose any one or more of the following sanctions on a non employee for violations of the ethical standards:

14.8.8.2.1 Written warnings or reprimands;

14.8.8.2.2 Termination of contracts; or

14.8.8.2.3 Debarment or suspension as provided in Section 6.6.1 (Authority to Debar or Suspend).

14.8.8.3 A report of all sanctions will be prepared by the Controller and submitted to the Board.

### 14.8.9 Recovery of Value Transferred or Received in Breach of Ethical Standards

14.8.9.1 General Provisions. The value of anything transferred or received in breach of the ethical standards of this Policy by a County employee or a non-employee may be recovered from both County employee and non-employee.

14.8.9.2 Recovery of Kickbacks by the County. Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the County and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

### 14.9 Purchasing Procedures.

14.9.1 Establishment of Purchasing Procedures. The Purchasing Agent, with the approval of the County Controller and the Saginaw County Board of Commissioners, shall promulgate procedures for the purchase of goods and services for County departments based upon the Saginaw County Purchasing Policy. If necessary, these procedures shall be updated at least annually.



## Board of Commissioners – February 16, 2021

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15. ADMINISTRATIVE PROCEDURES: NONE
  
16. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved As to Substance:  
Saginaw County Controller

Approved As to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: November 23, 1999

AMENDED: December 14, 1999 (Sect. 6.5.4. Prevailing Wage, Subparagraph 6.5.4.1.1);  
September 19, 2017; and **February 16, 2021**

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**FROM: COMMITTEE ON COUNTY SERVICES – 3.3**

**FEBRUARY 16, 2021**

Your committee considered Communication No. 2-16-7 from Brian Wendling, Public Works Commissioner, requesting approval of a Full Faith and Credit Resolution regarding the Sale of Bonds for the Webster Drain Drainage District.

We met with Mr. Wendling via Zoom teleconference who explained to the committee that the issuance of bonds for construction of the Webster Drain will not exceed \$815,000 and will mature no later than June 1, 2041. This amount is being issued in anticipation of the collection of an equal amount of special assessments against property and public corporations in the Drainage District.

It is the recommendation of your committee to approve the request and approve a Resolution regarding Webster Drain Bonds, Series 2021 that is submitted under the regular order of business.

Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chair  
Carol E. Ewing  
Carl E. Ruth

Dennis H. Krafft, Vice-Chair  
Jack B. Tany

**FROM: COMMITTEE ON COUNTY SERVICES – 3.4**

**FEBRUARY 16, 2021**

Your committee considered Communication No. 2-16-9 from Al Kaufman, Saginaw HW Browne Airport Director, requesting approval to accept a donation from MBS International Airport of a Sweeper Truck. The Airport Committee met prior to County Services Committee and approved the Controller submitting this matter for approval. We met with Mr. Belleman, Controller/CAO, who indicated MBS purchased this Model SSMP1000 Sweeper Truck in 1995 with a value of \$214,000. The current appraised value of the Sweeper Truck is \$30,000. Saginaw HW Browne Airport gratefully accepts this unit, as it will assist greatly with snow removal at the airport.

It is the recommendation of your committee to approve the request and accept the Sweeper Truck from MBS International Airport.

Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chair  
Carol E. Ewing  
Carl E. Ruth

Dennis H. Krafft, Vice-Chair  
Jack B. Tany

4. **Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair**

4.1) **TREASURER**, re: Approval of County Purchase of 2020 Delinquent Taxes

4.2) **MSU EXTENSION**, re: Approval to increase its FY 2021 Budget by \$6,000 in the Sugar Beet Advancement line item

- ***Krafft moved, seconded by Tany, to approve 4.1. Motion carried unanimously.***
- ***Krafft moved, seconded by Theisen, to approve 4.2 as amended to clarify proper account information and distributed prior to the Board Session. Motion carried unanimously.***



## Board of Commissioners – February 16, 2021

### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1

FEBRUARY 16, 2021

Your Budget/Audit Committee considered Communication No. 2-16-5 from Timothy M. Novak, County Treasurer, forwarding for approval the Resolution authorizing the borrowing for the County purchase of the 2020 Delinquent Taxes and the Resolution designating the County Treasurer as Agent for the County.

The Notes will be sold as taxable issue this year, the same as has been done for the past 32 years. With the 2020 budgeted contribution of \$1,500,000 the Delinquent Tax Revolving Fund will have contributed \$56,808,857 to the General Fund since 1980.

The estimated borrowing amount is as follows:

County Spread (Real only) and Special Assessments	
TOTAL	\$ 208,775,582
91% Collections	\$ 189,985,780
9% Delinquent	18,789,802
Collections through May 2021	<u>(\$ 1,500,000)</u>
Estimated County Purchase	\$ 16,500,000

We recommend the County purchase the 2020 Delinquent Taxes, as presented above. Under the proper order of business, the appropriate Resolutions will be submitted authorizing the borrowing and designating the County Treasurer as Agent for the County.

Respectfully Submitted,

### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2

**\*AMENDED**

FEBRUARY 16, 2021

Your Budget/Audit Committee considered a request from Mark Rankin, MSU Extension District 9 Coordinator, to amend the MSU Extension FY 2021 Budget to account for \$6,000 received from the Sugar Beet Cooperative.

We discussed this matter with Mr. Rankin and Robert Belleman, Controller/CAO, who advised the Sugar Beet Cooperative sent \$6,000 to MSUE to fund expenses and mileage for those employees who work with Sugar Beet Advancement. Mr. Rankin is requesting reinstatement of the travel account and deposit of this funding for use by MSUE. The Controller advised the committee that Saginaw County acts as the fiduciary for MSUE.

**We recommend approval to increase the Sugar Beet Advancement activity within the MSUE FY 2021 Budget by \$6,000 to account for Sugar Beet Cooperative funding available for travel related expenses.**



Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

5. **Labor Relations Committee – M. Webster, Chair; K. Harris, Vice-Chair**

5.1) **WAIVER OF HIRING FREEZE**, re: Kennel Technician (PT) at Animal Care & Control and Environmental Health Specialist I/II at Health Department

5.2) **INFORMATION TECHNOLOGY**, re: Approval of temporary PCN for a position to assist with the Mainframe Modernization Initiative

- ***Webster moved, seconded by Theisen, to approve 5.1 and 5.2 leaving room for exceptions. There were no exceptions and the motion carried by unanimous roll-call.***

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.1**

**FEBRUARY 16, 2021**

Your Labor Relations Committee considered Communication Nos. 2-16-13 and 2-16-14 from department heads requesting waiver of the hiring freeze and approval to fill vacant positions in their respective department as follows:

<u>Requestor</u>	<u>Department</u>	<u>Position(s)</u>
Bonnie Kanicki, Director	Animal Care & Control	Kennel Technician (PT)
Christina Harrington, Director	Health Department	Environmental Health Specialist I/II

We recommend approval to waive the hiring freeze and fill the positions listed above.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chair

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.2**

**FEBRUARY 16, 2021**

Your Labor Relations Committee considered Communication No. 2-16-15 from Josh Brown, Director, Information Technology requesting a temporary, part-time PCN in the Information Technology Department to assist with support of the mainframe during the Mainframe Modernization Initiative.

We met with Josh Brown via Zoom who provided a brief explanation for the need for the position and Mr. Belleman provided the details of the funding source for further clarification.

We recommend approval to create a temporary, part-time PCN for the Information Technology Department.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chair

Gerald D. Little

Kyle R. Harris, Vice-Chair

Sheldon Matthews



## Board of Commissioners – February 16, 2021

Carl E. Ruth

6. **Executive Committee – C. Ruth, Chair**

None

7. **Legislative Committee – J. Theisen, Chair; K. Dwan, Vice-Chair**

None

8. **Intergovernmental Cooperation Committee – J. Theisen, Chair; J. Tany, Vice-Chair**

None

9. **Committee Compensation**

2-16-21.1) January 10, 2021 – January 23, 2021

2-16-21.2) January 24, 2021 – February 6, 2021

- ***Matthews moved, seconded by Little, to approve 2-16-21.1 and 2-16-21.2 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***

### COMMITTEE COMPENSATION - 2.16.21.1

February 16, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held, January 10 - January 23, 2021.*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

***Virtual meetings are authorized by PA 228 of 2020 and PA 254 of 2020***

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	01/11/21	Human Services Committee via Zoom	Theisen	\$50.00	1
			Webster	\$50.00	1
			Dwan	\$50.00	1
			Little	\$50.00	1
			Ruth	\$50.00	1
2	01/12/21	Courts & Public Safety Committee via Zoom	Matthews	\$50.00	1
			Dwan	\$50.00	1
			Boyd	\$50.00	1
			Harris	\$50.00	1
			Ruth	\$50.00	1
3	01/12/21	Saginaw CVB via Zoom	Ruth	\$25.00	1
4	01/13/21	County Services Committee via Zoom	Webster	\$50.00	1
			Krafft	\$50.00	1
			Ewing	\$50.00	1
			Tany	\$50.00	1



## Board of Commissioners – February 16, 2021

			Ruth	\$50.00	1
5	01/14/21	9-1-1 Communications Authority	Boyd	\$50.00	1
			Matthews	\$50.00	1
6	01/14/21	Budget/Audit Committee via Zoom	Krafft	\$50.00	1
			Boyd	\$25.00	1
			Tany	\$50.00	1
			Ruth	\$50.00	1
7	01/14/24	Labor Relations Committee via Zoom	Webster	\$50.00	1
			Harris	\$50.00	1
			Little	\$50.00	1
			Matthews	\$25.00	1
			Ruth	\$25.00	1
8	01/15/21	Saginaw Future Board via Zoom	Webster	\$50.00	1
9	01/19/21	Board Session via Zoom	All Present	\$550.00	11
		Boyd, Dwan, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster			
10	01/20/21	Castle Museum Board via Zoom	Tany	\$50.00	1
11	01/20/21	Saginaw Valley Zoological Society via GoToMtg	Little	\$50.00	1
			Matthews	\$50.00	1
12	01/20/21	Animal Control Advisory Board via Zoom	Ewing	\$50.00	1
<b>TOTAL</b>				<b>\$2,050.00</b>	<b>43</b>

Respectfully Submitted, Suzy Koepplinger, Board Coordinator (1-22-21)

### COMMITTEE COMPENSATION - 2.16.21.2

February 16, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held January 24 - February 6, 2021.*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

*Virtual meetings are authorized by PA 228 of 2020 and PA 254 of 2020*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	01/25/21	MAC Health & Human Services via GoToMtg	Webster	\$50.00	1
2	01/25/21	MAC Judiciary & Public Safety via GoToMtg	Boyd	\$50.00	1
3	02/01/21	Northern Michigan Counties Association via Zoom	Theisen	\$50.00	1



## Board of Commissioners – February 16, 2021

4	02/01/21	Human Services Committee via Zoom	Theisen	\$25.00	1
			Webster	\$50.00	1
			Dwan	\$50.00	1
			Little	\$50.00	1
			Ruth	\$50.00	1
5	02/02/21	Courts & Public Safety Committee via Zoom	Matthews	\$50.00	1
			Dwan	\$50.00	1
			Boyd	\$50.00	1
			Ruth	\$50.00	1
6	02/03/21	Crime Prevention Council via Zoom	Ruth	\$25.00	1
7	02/03/21	Committee of the Whole via Zoom Boyd, Dwan, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster	All Present	\$550.00	11
8	02/04/21	Budget/Audit Committee via Zoom	Krafft	\$50.00	1
			Boyd	\$50.00	1
			Tany	\$50.00	1
			Theisen	\$50.00	1
			Ruth	\$50.00	1
9	02/05/21	MAC Finance & General Government via Zoom	Krafft	\$50.00	1
			<b>TOTAL</b>	<b>\$1,450.00</b>	<b>30</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (2-5-21)

### RESOLUTIONS

#### RESOLUTION "A"

#### RESOLUTION OF AGENCY PURSUANT TO SECTION 87c OF ACT 206

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 16<sup>th</sup> day of February 2021 at 5:00 p.m.

*Christopher S. Boyd, Kathleen K. Dwan, Carol E. Ewing, Kyle R. Harris,  
Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth,  
Jack B. Tany, James G. Theisen, Michael A. Webster*

**Commissioner Krafft offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Theisen.**





## Board of Commissioners – February 16, 2021

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 16th day of February, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

### RESOLUTION "B"

#### **RESOLUTION TO BORROW AGAINST ANTICIPATED DELINQUENT 2020 REAL PROPERTY TAXES**

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 16<sup>th</sup> day of February 2021 at 5:00 p.m.

*Christopher S. Boyd, Kathleen K. Dwan, Carol E. Ewing, Kyle R. Harris,  
Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth,  
Jack B. Tany, James G. Theisen, Michael A. Webster*

**Commissioner Krafft offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Boyd.**

**WHEREAS**, the Board of Commissioners of the County of Saginaw (the "County") has heretofore adopted a resolution establishing the Saginaw County Delinquent Tax Revolving Fund (the "Fund") pursuant to Section 87b of Act No. 206, Public Acts of Michigan, 1893, as amended ("Act 206"); and,

**WHEREAS**, the purpose of the Fund is to allow the Saginaw County Treasurer (the "County Treasurer") to pay from the Fund any or all delinquent real property taxes that are due and payable to the County, the State of Michigan and any school district, intermediate school district, community college district, city, township, special assessment district or other political unit for which delinquent tax payments are due; and,

**WHEREAS**, it is hereby determined to be necessary for the County to borrow money and issue its notes for the purposes authorized by Act 206, particularly Sections 87c, 87d and 87g thereof; and,

**WHEREAS**, it is estimated that the total amount of unpaid 2020 delinquent real property taxes (the "delinquent taxes") outstanding on March 1, 2021, was approximately **\$18,789,802** exclusive of interest, fees and penalties.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Saginaw, State of Michigan, as follows:



## Board of Commissioners – February 16, 2021

### Authorization of Borrowing

1. Pursuant to and in accordance with the provisions of Act 206, Public Acts of Michigan, 1893, as amended, and especially Sections 87c, 87d and 87g thereof, the County shall borrow the sum of not to exceed **Sixteen Million Five Hundred Thousand Dollars (\$ 16,500,000)** and issue its notes (the "notes") therefor for the purpose of continuing the Fund for the 2020 tax year. The exact amount to be borrowed shall not exceed the amount of delinquent taxes outstanding on March 1, 2021, exclusive of interest, fees and penalties. The County Treasurer shall designate the exact amount to be borrowed after the amount of the 2020 delinquent taxes outstanding on March 1, 2021, or the portion of the 2020 delinquent taxes against which the County shall borrow, has been determined.

### Note Details

2. Pursuant to provisions of applicable law and an order of the County Treasurer, which order is hereby authorized, the notes may be issued in one or more series; shall be known as "General Obligation Limited Tax Notes, Series 2021" with a letter designation added thereto if the notes are issued in more than one series; shall be in fully registered form in denominations not exceeding the aggregate principal amounts for each maturity of the notes; shall be sold for not less than 98% of the face amount of the notes; shall bear interest at fixed or variable rates not to exceed the maximum interest rate permitted by applicable law; shall be dated, payable as to interest and in principal amounts, be subject to redemption in whole or in part prior to maturity, including any redemption premiums, and be subject to renewal, at such times and in such amounts, all as shall be designated in the order of the County Treasurer. Notes or portions of notes called for redemption shall not bear interest after the redemption date, provided funds are on hand with the note registrar and paying agent to redeem the same. Notice of redemption shall be given in the manner prescribed by the County Treasurer, including the number of days' notice of redemption and whether such notice shall be written or published, or both. If any notes of any series are to bear interest at a variable rate or rates, the County Treasurer is hereby further authorized to establish by order, and in accordance with law, a means by which interest on such notes may be set, reset or calculated prior to maturity, provided that such rate or rates shall at no time be in excess of the maximum interest rate permitted by applicable law. Such rates may be established by reference to the minimum rate that would be necessary to sell the notes at par; by a formula that is determined with respect to an index or indices of municipal obligations, reported prices or yields on obligations of the United States or the prime rate or rates of a bank or banks selected by the County Treasurer; or by any other method selected by the County Treasurer. If requested by the original purchaser of the notes and determined by the County Treasurer, the notes may be issued in the form of a single note with an exhibit containing the principal maturity amounts and applicable interest rates and due dates.



## Board of Commissioners – February 16, 2021

### **Payment of Principal and Interest**

3. The principal of and interest on the notes shall be payable in lawful money of the United States from such funds and accounts as provided herein. Principal shall be payable upon presentation and surrender of the notes to the note registrar and paying agent when and as the same shall become due, whether at maturity or earlier redemption; provided, however, if the notes are issued in the form of a single note, the County Treasurer may determine that presentation and surrender of the notes to the note registrar and paying agent is not required for some or all principal installments, and, in such case, such principal installments shall be paid to the registered owner of the notes as shown on the registration books. Interest shall be paid to the owner shown as the registered owner on the registration books at the close of business on such date prior to the date such interest payment is due, as is provided in the order of the County Treasurer. Interest on the notes shall be paid when due by check, draft or as the County Treasurer otherwise determines by the note registrar and paying agent to the registered owner at the registered address, or by such other method as determined by the County Treasurer.

### **Note Registrar and Paying Agent**

4. The County Treasurer shall designate, and may enter into an agreement with, a note registrar and paying agent for each series of notes that shall be the County Treasurer or a bank or trust company that is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The County Treasurer may from time to time designate a similarly qualified successor note registrar and paying agent. Alternatively, the County Treasurer may serve as note registrar and paying agent if so designated by written order of the County Treasurer.

### **Disposition of Note Proceeds**

5. The proceeds of the sale of the notes shall be deposited into a separate account in the Fund and shall be used to continue the Fund. The County Treasurer shall pay therefrom and from unpledged funds in the Fund, uncommitted funds in the County General Fund and/or any other legally available funds, the full amount of the delinquent tax roll against which the County has borrowed, delivered as uncollected by any tax collector in the County and that is outstanding and unpaid on or after March 1, 2021, in accordance with the provisions of Act 206. If the notes are sold at a premium, the County Treasurer shall determine what portion of the premium, if any, shall be deposited in the 2021 Collection Account established in Section 6 hereof.



## Board of Commissioners – February 16, 2021

### **2021 Collection Account**

6. There is hereby established as part of the Fund an account (hereby designated the "2021 Collection Account") into which account the County Treasurer shall place delinquent taxes against which the County has borrowed, and interest thereon, collected on and after March 1, 2021, or such later date as determined by the County Treasurer, all County property tax administration fees on such delinquent taxes, after expenses of issuance of the notes have been paid, any premium as determined pursuant to Section 5 hereof, and any amounts received by the County Treasurer from the County, the State of Michigan and any taxing unit within the County, because of the uncollectibility of such delinquent taxes. The foregoing are hereby established as funds pledged to note repayment. The County Treasurer shall designate the delinquent taxes against which the County shall borrow for each series of notes.

### **Note Reserve Fund**

7. There is hereby authorized to be established by the County Treasurer a note reserve fund for the notes (the "2021 Note Reserve Fund") if the County Treasurer deems it to be reasonably required as a reserve and advisable in selling the notes at public or private sale. The County Treasurer is authorized to deposit in the 2021 Note Reserve Fund from proceeds of the sale of the notes, unpledged moneys in the Fund, uncommitted funds in the County General Fund and/or any other legally available funds, an amount not exceeding ten percent (10%) of the face amount of the notes.

### **Security for Payment of Notes**

8. All of the moneys in the 2021 Collection Account and the 2021 Note Reserve Fund, if established, and all interest earned thereon, relating to a series of notes are hereby pledged equally and ratably as to such series to the payment of the principal of and interest on the notes and shall be used solely for that purpose until such principal and interest have been paid in full. When moneys in the 2021 Note Reserve Fund, if established, are sufficient to pay the outstanding principal of the notes and the interest accrued thereon, such moneys may be used to retire the notes. If more than one series of notes is issued, the County Treasurer by order shall establish the priority of the funds pledged for payment of each such series. In such case the County Treasurer may establish sub-accounts in the various funds and accounts established pursuant to the terms of this resolution as may be necessary or appropriate.

### **Additional Security**

9. Each series of notes, in addition, shall be a general obligation of the County, secured by its full faith and credit, which shall include the County's limited tax obligation, within applicable constitutional and statutory limits, and its general funds. The



## Board of Commissioners – February 16, 2021

County budget shall provide that if the pledged delinquent taxes and any other pledged amounts are not collected in sufficient amounts to meet the payments of principal and interest due on each series of notes, the County, before paying any other budgeted amounts, will promptly advance from its general funds sufficient moneys to pay that principal and interest. The County shall not have the power to impose taxes for payment of the notes in excess of constitutional or statutory limitations. If moneys in the 2021 Collection Account and the 2021 Note Reserve Fund, if established, are not sufficient to pay the principal of and interest on the notes, when due, the County shall pay the same in accordance with this Section, and may thereafter reimburse itself from the delinquent taxes collected.

### **Release of Pledge of 2021 Collection Account**

10. Upon the investment of moneys in the 2021 Collection Account in direct non-callable obligations of the United States of America in amounts and with maturities that are sufficient to pay in full the principal of and interest on the notes when due, any moneys in the 2021 Collection Account thereafter remaining may be released from such pledge created pursuant to Section 8 hereof and may be used to pay any or all delinquent real property taxes that are due the County, the State of Michigan and any school district, intermediate school district, community college district, city, township, special assessment district or other political unit to which delinquent tax payments are due for any year or for any other purpose permitted by law.

### **Sale of Notes**

11. The County Treasurer is hereby authorized to offer the notes at public or private sale as determined by order of the County Treasurer and to do all things necessary to effectuate the sale, delivery, transfer and exchange of the notes in accordance with the provisions of this resolution. Notes of one series may be offered for sale and sold separately from notes of another series. If the notes are to be sold publicly, sealed proposals for the purchase of the notes shall be received by the County Treasurer for such public sale to be held at such time as shall be determined by the County Treasurer and notice thereof shall be published in accordance with law once in *The Bond Buyer*, which is hereby designated as being a publication printed in the English language and circulated in this State that carries as a part of its regular service, notices of sale of municipal bonds. Such notice shall be in the form prescribed by the County Treasurer.

The County Treasurer is hereby authorized to cause the preparation of an official statement for the notes for the purpose of enabling compliance with SEC Rule 15c2-12 (the "Rule") and to do all other things necessary to enable compliance with the Rule. After the award of the notes, the County will provide copies of a final official statement (as defined in paragraph (f)(3) of the Rule) on a timely basis and in reasonable quantity as requested by the successful bidder or bidders to enable such successful bidder or bidders to comply with paragraphs (b)(3) and (b)(4) of the Rule



## Board of Commissioners – February 16, 2021

and the rules of the Municipal Securities Rulemaking Board. The County Treasurer is authorized to enter into such agreements as may be required to enable the successful bidder or bidders to comply with the Rule.

### **Continuing Disclosure**

12. The County Treasurer is hereby authorized to execute and deliver in the name and on behalf of the County (i) a certificate of the County to comply with the requirements for a continuing disclosure undertaking of the County pursuant to paragraph (b)(5) or (d)(2) of the Rule, as applicable, and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

### **Execution and Delivery of Notes**

13. The County Treasurer is hereby authorized and directed to execute the notes for the County by manual or facsimile signature and the County Treasurer shall cause the County seal or a facsimile thereof to be impressed or imprinted on the notes. Unless the County Treasurer shall specify otherwise in writing, fully registered notes shall be authenticated by the manual signature of the note registrar and paying agent. After the notes have been executed and authenticated, if applicable, for delivery to the original purchaser thereof, the County Treasurer shall deliver the notes to the purchaser or purchasers thereof upon receipt of the purchase price. Additional notes bearing the manual or facsimile signature of the County Treasurer and upon which the seal of the County or a facsimile thereof is impressed or imprinted may be delivered to the note registrar and paying agent for authentication, if applicable, and delivery in connection with the exchange or transfer of fully registered notes. The note registrar and paying agent shall indicate on each note that it authenticates the date of its authentication. The notes shall be delivered with the approving legal opinion of Dickinson Wright PLLC.

### **Exchange and Transfer of Fully Registered Notes**

14. Any fully registered note, upon surrender thereof to the note registrar and paying agent with a written instrument of transfer satisfactory to the note registrar and paying agent duly executed by the registered owner or his or her duly authorized attorney, at the option of the registered owner thereof, may be exchanged for notes of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered note.

Each note shall be transferable only upon the books of the County, which shall be kept for that purpose by the note registrar and paying agent, upon surrender of such note



## Board of Commissioners – February 16, 2021

together with a written instrument of transfer satisfactory to the note registrar and paying agent duly executed by the registered owner or his or her duly authorized attorney.

Upon the exchange or transfer of any note, the note registrar and paying agent on behalf of the County shall cancel the surrendered note and shall authenticate, if applicable, and deliver to the transferee a new note or notes of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered note. If, at the time the note registrar and paying agent authenticates, if applicable, and delivers a new note pursuant to this Section, payment of interest on the notes is in default, the note registrar and paying agent shall endorse upon the new note the following: "Payment of interest on this note is in default. The last date to which interest has been paid is [place date]."

The County and the note registrar and paying agent may deem and treat the person in whose name any note shall be registered upon the books of the County as the absolute owner of such note, whether such note shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such note and for all other purposes, and all payments made to any such registered owner, or upon his or her order, in accordance with the provisions of Section 3 hereof shall be valid and effectual to satisfy and discharge the liability upon such note to the extent of the sum or sums so paid, and neither the County nor the note registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the note registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

For every exchange or transfer of notes, the County or the note registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

The note registrar and paying agent shall not be required to transfer or exchange notes or portions of notes that have been selected for redemption.

### **Book Entry System**

15. At the option of the County Treasurer and notwithstanding any provisions of this resolution to the contrary, the County Treasurer is hereby authorized to enter into an agreement with a custodian or trustee for the purpose of establishing a "book entry" system for registration of notes to be fully registered. Pursuant to the provisions of such agreement, the notes may be registered in the name of the custodian or trustee



## Board of Commissioners – February 16, 2021

for the benefit of other persons or entities. Such agreement shall provide for the keeping of accurate records and prompt transfer of funds by the custodian or trustee on behalf of such persons or entities. The agreement may provide for the issuance by the custodian or trustee of certificates evidencing beneficial ownership of the notes by such persons or entities. For the purpose of payment of the principal of and interest on the notes, the County may deem payment of such principal and interest, whether overdue or not, to the custodian or trustee as payment to the absolute owner of such note. Pursuant to provisions of such agreement, the book entry system for the notes may be used for registration of all or a portion of the notes and such system may be discontinued at any time by the County. The note registrar and paying agent for the notes may act as custodian or trustee for such purposes.

### **Issuance Expenses**

16. Expenses incurred in connection with the issuance of the notes, including without limitation any premiums for any insurance obtained for the notes, note rating agency fees, travel and printing expenses, fees for agreements for lines of credit, letters of credit, commitments to purchase the notes, remarketing agreements, reimbursement agreements, purchase or sales agreements or commitments, or agreements to provide security to assure timely payment of the notes, fees for the setting of interest rates on the notes and bond counsel, financial advisor, paying agent and registrar fees, all of which are hereby authorized, shall be paid by the County Treasurer from County property tax administration fees on the delinquent taxes, from any other moneys in the Fund not pledged to the repayment of notes and general funds of the County that are hereby authorized to be expended for that purpose.

### **Replacement of Notes**

17. Upon receipt by the County Treasurer of satisfactory evidence that any outstanding note has been mutilated, destroyed, lost or stolen, and of security or indemnity complying with applicable law and satisfactory to the County Treasurer, the County Treasurer may execute or authorize the imprinting of the County Treasurer's facsimile signature thereon and thereupon, and if applicable, a note registrar or paying agent shall authenticate and the County shall deliver a new note of like tenor as the note mutilated, destroyed, lost or stolen. Such new note shall be issued and delivered in exchange and substitution for, and upon surrender and cancellation of, the mutilated note or in lieu of and in substitution for the note so destroyed, lost or stolen in compliance with applicable law. For the replacement of authenticated notes, the note registrar and paying agent shall, for each new note authenticated and delivered as provided above, require the payment of expenses, including counsel fees, which may be incurred by the note registrar and paying agent and the County in the premises. Any note issued under the provisions of this Section in lieu of any note alleged to be destroyed, lost or stolen shall be on an equal basis with the note in substitution for which such note was issued.



## Board of Commissioners – February 16, 2021

### Chargebacks

18. For any principal payment date of the notes on or after January 1, 2024, the delinquent taxes on property foreclosed and sold pursuant to the provisions of Act 206 and against which the County has borrowed shall, if necessary to ensure full and timely payment of principal of and interest on the notes when due, be charged back to the taxing jurisdictions in such manner as determined by the County Treasurer. The proceeds of such chargebacks shall be deposited in the 2021 Collection Account as security for payment of the notes as described in Section 8 hereof. The provisions of this Section shall not limit the authority of the County Treasurer under the laws of the State of Michigan to charge back delinquent taxes under other circumstances or at other times.

### Purchase of Notes by County

19. All or any portion of the notes may be purchased or otherwise acquired by the County if the County Treasurer by order deems such purchase or acquisition to be in the best interest of the County. In such case, the County Treasurer is authorized to take such actions to effectuate the purchase or acquisition, including without limitation entering into an agreement to purchase or repurchase the notes. The purchase or other acquisition of notes by or on behalf of the County does not cancel, extinguish or otherwise affect the notes and the notes shall be treated as outstanding notes for all purposes of this resolution until paid in full.

### Issuance of Refunding Notes

20. The County shall refund all or part of the notes authorized hereunder and/or notes previously issued by the County to continue the Fund for prior tax years if and as authorized by order of the County Treasurer through the issuance of refunding notes (the "Refunding Notes") in an amount to be determined by order of the County Treasurer. Proceeds of the Refunding Notes may be used to redeem such notes and to pay issuance expenses of the Refunding Notes as authorized and described in Section 16 hereof. The County Treasurer shall have all the authority with respect to the Refunding Notes as is granted to the County Treasurer with respect to the notes by the other Sections hereof, including the authority to select a note registrar and paying agent, to apply to the Michigan Department of Treasury for approval to issue the Refunding Notes, if necessary, to cause the preparation of an official statement and to do all other things necessary to sell, execute and deliver the Refunding Notes. The Refunding Notes shall contain the provisions, shall be payable as to principal and interest and shall be secured as set forth herein and as further ordered by the County Treasurer. The Refunding Notes may be sold as a separate issue or may be combined in a single issue with other obligations of the County issued pursuant to the provisions of Act 206 as shall be determined by the County Treasurer. The County Treasurer is





## Board of Commissioners – February 16, 2021

**WHEREAS**, proceedings have been taken by the Saginaw County Public Works Commissioner for the construction of the Webster Drain (the “Project”), pursuant to a petition filed with the Public Works Commissioner under the provisions of Chapter 4 of the Drain Code of 1956, as amended; and,

**WHEREAS**, in order to defray the cost of the Project, the Public Works Commissioner is expected to authorize and provide for the issuance by the Webster Drain Drainage District (the “Drainage District”) of bonds (the “Bonds”) in the aggregate principal amount of not to exceed \$815,000, in anticipation of the collection of an equal amount of special assessments against property and public corporations in the Drainage District, said special assessments to be duly confirmed by the Public Works Commissioner; and,

**WHEREAS**, the Bonds are to be designated “Webster Drain Bonds, Series 2021,” will bear interest at a rate of not to exceed 4% per annum and will mature not later than June 1, 2041; and,

**WHEREAS**, the Public Works Commissioner deems it advisable and necessary to obtain from this Board a resolution consenting to the pledge of the full faith and credit of the County on the Bonds; and,

**WHEREAS**, the Project is necessary to protect and preserve the public health and therefore it is in the best interest of the County of Saginaw that the Bonds be sold.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF SAGINAW:**

1. Pursuant to the authorization provided in Section 276 of the Drain Code of 1956, as amended, provided that the Bonds are issued within the parameters set forth above, the Saginaw County Board of Commissioners does hereby irrevocably pledge the full faith and credit of the County of Saginaw for the prompt payment of the principal of and interest on the Bonds, and does agree that in the event that the property owners or public corporations in the Drainage District shall fail or neglect to account to the County Treasurer of the County of Saginaw for the amount of any special assessment installment and interest, when due, then the amount thereof shall be immediately advanced from County funds, and the County Treasurer is directed to immediately make such advancement to the extent necessary.
2. In the event that, pursuant to said pledge of full faith and credit, the County of Saginaw advances out of County funds, all or any part of said installment and interest, it shall be the duty of the County Treasurer, for and on behalf of the County of Saginaw, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.
3. All resolutions and parts of resolutions, insofar as the same may be in conflict with the provisions of this resolution, be and the same hereby are rescinded.



## Board of Commissioners – February 16, 2021

After discussion, the vote was:

**Yeas:** *Boyd, Dwan, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster - 11*

**Nays:** *- 0*

**Absent:** *None*

**Total:** *-11*

STATE OF MICHIGAN        )  
  ) SS  
COUNTY OF SAGINAW     )

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by a majority vote of the members elect at a regular meeting of the Saginaw County Board of Commissioners, held on February 16, 2021, the original of which is on file in my office.

I further certify that notice of the meeting was given and the meeting was conducted in accordance with the Open Meetings Act.

Vanessa Guerra, County Clerk  
County of Saginaw

### RESOLUTION “D”

#### A RESOLUTION APPROVING A RESPONSIBLE CONTRACTOR POLICY FOR SAGINAW COUNTY

#### SAGINAW COUNTY BOARD OF COMMISSIONERS

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 16<sup>th</sup> day of February 2021 at 5:00 p.m.

*Christopher S. Boyd, Kathleen K. Dwan, Carol E. Ewing, Kyle R. Harris,  
Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth,  
Jack B. Tany, James G. Theisen, Michael A. Webster*

**Commissioner Webster offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Matthews.**

**WHEREAS**, Saginaw County established a Purchasing Policy in 1999 that has been updated throughout the years to meet the changing needs of the organization. This policy governs all



## Board of Commissioners – February 16, 2021

procurement of supplies, services, and construction, as well as the management and disposal of supplies. The most recent update to the Purchasing Policy occurred in 2017; and,

**WHEREAS**, the County’s Purchasing Division of the Controller’s Office is responsible for bidding out the procurement of supplies and services to qualified vendors in a competitive bid process. Effective internal controls safeguard against impropriety, favoritism, or conflict of interest on the part of any County official or employee; and,

**WHEREAS**, as designated by the County Controller, the Purchasing Agent or his/her designee shall bid and procure all supplies or services and new construction or renovation work for capital facilities or improvement projects needed by all County departments and agencies. The Purchasing process is a collaborative effort between Purchasing and County departments; and,

**WHEREAS**, for each type of procurement, Purchasing Agent shall be responsible for ensuring compliance with the Purchasing policy and procedures on the part of the County departments. Purchasing Agent shall be responsible for all the administrative aspects of each procurement; and,

**WHEREAS**, a Responsible Contractor Policy is a method for awarding contracts based on the best value. Under responsible contractor policies, bidders submit information on various “responsibility criteria.” Appendix A of the Responsible Contractor Policy applies to construction projects between \$50,000 and up to \$1,000,000 and Appendix B applies to construction projects of \$1,000,000 or more, however other types of purchases could be included in the future; and,

**WHEREAS**, the intent of this policy is to make information available to those responsible for purchasing decisions about the relative responsibility of those looking to do business within the County. This information is intended to ensure that all work is performed by firms who are able to successfully complete County projects in a safe, timely, reliable, high quality, and cost-effective manner; and,

**WHEREAS**, this policy also defines the process for collecting this information, asking bidders to respond to a series of questions about their work practices, workforce, training and certification, relevant experience, financial capacity, organization history and safety. Answers to these questions would not exclude any respondent from the bid process and ultimate award. Responses would be available and reviewed by Purchasing Agent. The Responsible Contractor Policy is not meant to be burdensome to the process, but rather provide additional information for consideration. The Policy is not meant to exclude smaller businesses from applying and will not alter nor replace the scoring and review process currently in place for RFP’s; and,

**WHEREAS**, a construction project means a project consisting of the construction of new buildings, additions to existing buildings, and/or rehabilitation of existing buildings (other than normal refurbishing); and,



## Board of Commissioners – February 16, 2021

**WHEREAS**, this policy would cover work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. This also includes any or all necessary materials, labor, and equipment, needed to complete the project if such are contracted for separately. All such construction projects would be subject to the established County Purchasing process; and,

**WHEREAS**, Responsible Contractor Policies are not necessarily the same as “lowest responsible bidder” policies. Responsible contracting policies, or “best value” policies, seek the lowest and *most responsible* bid, while lowest responsible contractor polices seek the lowest bidder who is *minimally* qualified; and,

**WHEREAS**, this matter has been reviewed by Civil Counsel and the County Controller’s Office.

**NOW, THEREFORE, BE IT RESOLVED** that the Saginaw County Board of Commissioners approves the Responsible Contractor Policy for Saginaw County, which is attached to this Resolution.

After discussion, the vote was:

**Yeas:** *Tany, Boyd, Matthews, Theisen, Krafft, Little, Webster, Ruth - 8*

**Nays:** *Harris, Ewing, Dwan - 3*

**Absent:** *None*

**Total:** *-11*

STATE OF MICHIGAN            )  
  )ss  
COUNTY OF SAGINAW        )

I, the undersigned, the duly qualified and acting Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 16th day of February, 2021, the original of which is on file in the Board Office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 16<sup>th</sup> day of February 2021.

Vanessa Guerra, County Clerk  
County of Saginaw



## Board of Commissioners – February 16, 2021

### UNFINISHED BUSINESS

- ❖ *At the January 19, 2021 Board Session, no action was taken on a Resolution Assigning Oversight and Management of the Renovation of the Dow Event Center Capital Improvement Project to the Saginaw County Building Authority. The Resolution was placed on the Addendum to this meeting agenda for approval. Webster moved, seconded by Krafft, to approve Resolution “E” as submitted on the Addendum. Carried by unanimous roll-call.*

### RESOLUTION “E”

#### COUNTY OF SAGINAW STATE OF MICHIGAN

#### ASSIGNMENT OF OVERSIGHT AND MANAGEMENT OF THE RENOVATION OF THE DOW EVENT CENTER CAPITAL IMPROVEMENT PROJECT TO THE SAGINAW COUNTY BUILDING AUTHORITY

*Christopher S. Boyd, Kathleen K. Dwan, Carol E. Ewing, Kyle R. Harris,  
Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth,  
Jack B. Tany, James G. Theisen, Michael A. Webster*

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 16<sup>th</sup> day of February 2021 at 5:00 p.m.

**Commissioner Webster offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Krafft.**

**WHEREAS**, the Saginaw County Board of Commissioners has approved going forward on the construction of:

*Necessary renovation of the Dow Event Center and related environs including the adjacent parking ramp as described in the Request for Proposals prepared by the County (the Project)*

**WHEREAS**, since 1972, when Saginaw County incorporated its Building Authority, it has assisted Saginaw County in the siting, purchase, construction and/or renovation of various construction projects initiated by the County, when the County; and,

**WHEREAS**, the Saginaw County Building Authority has, with the approval of the Board of Commissioners, provided satisfactory construction oversight and management of the various projects assigned to it, thereby relieving the County Board of Commissioners of daily oversight of the projects; and,





## Board of Commissioners – February 16, 2021

### PROCLAMATIONS

None

### APPOINTMENTS

None

### ELECTIONS

None

### COMMISSIONER AUDIENCES

- ❖ Commissioner Matthews thanked commissioners who suggested organizations to donate the leftover hams from the holiday employee give-away
- ❖ Commissioner Krafft commented on Commissioner Dwan's new hairstyle and verified the correct pronunciation of Commissioner Tany's name ("Tay-knee")

### CHAIR ANNOUNCEMENTS

- ❖ Chairman Ruth commented on a fake email that was circulated to commissioners and staff. Josh Brown, IT Director, stated it was someone from outside the organization who spoofed a commissioner and there was no active threat contained within the email.

**By Commissioner Harris, seconded by Commissioner Ewing: That the Board adjourn. Carried.**  
Thereupon, the Board adjourned at 5:56 p.m.

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Deputy County Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



**MARCH SESSION 2021**



**F**irst day of the March Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, March 16, 2021. The Board met pursuant to call of the County Clerk at 5:00 p.m. via Zoom with the Honorable Carl E. Ruth in the Chair. This meeting was held consistent with P.A. 254 of 2020 (MCL 15.263) to consider the March 16, 2021 Agenda.

County Clerk Vanessa Guerra took roll and, pursuant to P.A. 254 of 2020 (MCL 15.263), the minutes reflect the location of each commissioner who is attending the meeting remotely. A quorum was present as follows:

**PRESENT:** *Kathleen K. Dwan (Tittabawassee Twp., MI), Jack B. Tany (Carrollton Twp., MI), Christopher S. Boyd (Saginaw Twp., MI), Sheldon Matthews (Spaulding Twp., MI), James G. Theisen (Thomas Twp., MI), Kyle R. Harris (St. Charles, MI), Carol E. Ewing (Birch Run Twp., MI), Dennis H. Krafft (Frankenmuth, MI), Gerald D. Little (Saginaw, MI), Carl E. Ruth (Saginaw, MI), and Michael A. Webster (Saginaw, MI) - 11*

**ABSENT:** *None - 0*

**TOTAL:** *- 11*

-  Chairman Ruth announced the passing of Jerrold Humpula. Jerrold was a Saginaw County Commissioner from 1987 to 1994, served as Chairman from 1987 – 1988, and he served on the Parks & Recreation Commission. Chairman Ruth asked that everyone keep his family in their prayers.
-  Commissioner Boyd opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

Others Present: Robert Belleman, Dave Gilbert, Jennifer Broadfoot, Koren Thurston, Pam Pelkki, Josh Brown, Jessica Sargent, Denise Babbitt, JoAnn Crary, Steve Jonas, Vanessa Guerra, Kyle Bostwick, Mark Rankin, Mary McLaughlin, Norm Bamberger, John McColgan, Undersheriff Mike Gomez, Steven Torrey, Tom Miller, Jr., Trent Boyd, Victoria Bennett, Bill Stanuszek, WSGW – Ric Antonio, Albert J.,



## Board of Commissioners – March 16, 2021

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Alina Anderson, Ceylon Bettis, Mike Hanley, Greg LaMarr, Kaline Harper, Sage TheSunset, Suzy Koepplinger, Sue Arceo, Cindy Louchart

### CLERK'S CALL OF SESSION

March 5, 2021

TO: SAGINAW COUNTY BOARD OF COMMISSIONERS  
RE: Notice of March 16, 2021 Board Session

#### Public Notice of Regular Board Session

***As the County Building is closed to the public except by appointment due to the COVID-19 pandemic, the meeting is open remotely pursuant to P.A. 254 of 2020 (MCL 15.263) to allow for participation during the public portion of the meeting.***

The Saginaw County Board of Commissioners will convene for its Regular Session on  
**Tuesday, March 16, 2021 at 5:00 p.m.**  
Via Zoom teleconference as follows:

INSTRUCTIONS using ZOOM audio conferencing:

Dial: 1 (877) 853-5257 or 1 (888) 475-4499 US Toll-free and enter Meeting ID: 802 444 1727

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to boc@saginawcounty.com prior to 12:00 p.m. the day of the meeting. Please include your phone number so you can be un-muted when it is your time to speak.

This meeting is being held consistent with P.A. 254 of 2020 (MCL 15.263) to consider the  
March 16, 2021 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate remotely, please call the Board of Commissioners at 989.790.5267.

Respectfully Submitted,  
Vanessa Guerra, County Clerk  
Posted 3-5-21 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed, if there are no objections. The Chair hears none; it is so ordered.***

### APPROVAL OF MINUTES

- ***Commissioner Little, seconded by Commissioner Dwan, moved to approve the Minutes of the February 16, 2021 Board Session. Motion carried unanimously.***



## PUBLIC HEARING

None

## AUDIENCES

- Commissioner Webster presented a Certificate of Recognition to Pam Pelkki, Programmer/Analyst in the Information Technology Department, acknowledging her award from the State of Michigan for Best IT Project 2020 for a Blood Search Warrant Solution.

## LAUDATORY RESOLUTIONS

State of Michigan  
Pam Pelkki  
Best IT Project Award 2020  
**BLOOD SEARCH WARRANT SOLUTION**

*Excellence is potential chiseled into a more perfect state through vision, dedication, & determination.*

**The Saginaw County Board of Commissioners extends congratulations to Pam Pelkki for winning the highest honor from the STATE OF MICHIGAN - Best IT Project Award 2020 for BLOOD SEARCH WARRANT SOLUTIONS.**

**Pam began her career with Saginaw County** on August 27, 2004 as a receptionist/dispatcher for Animal Control. She was promoted to Workstation Coordinator in the Information Technology (IT) Department on April 30, 2007. Pam became a Programmer/Analyst with IT on March 19, 2012.

**Pam excels** in whatever she is tasked with. In 2020, Pam developed a program that allows Law Enforcement Officials to electronically request Blood Search Warrants from Saginaw County Judges. She has worked with over 350 Law Enforcement Officials to get them registered onto the system and has trained all applicable Saginaw County Judges. This program has helped in numerous ways, most importantly it allows for much needed improvement with the workflow for everyone involved.

**Pam devoted many hours** to developing this technology. By doing so, she has made an incredible impact on Law Enforcement and Judicial Courts. Pam's commitment to excellence has not gone unnoticed. Word got out about the development of this program and its efficiency. As a testament to the value of this program, Saginaw County has been approached by numerous municipalities to pursue the avenue for acquiring the code to this innovative software.

**This program has helped** so much that it was nominated by the Michigan Government Management Information Systems Group (Mi-GMIS) to be State of Michigan IT Project of the Year for 2020 – the project won!

**The Saginaw County Board of Commissioners, along with IT Director Josh Brown,** congratulates Pam Pelkki on her tremendous contribution to Saginaw County and the State of Michigan. We are proud to have you represent Saginaw County!

Respectfully Submitted,  
**Saginaw County Board of Commissioners**

Josh Brown  
**Information Technology Director**



Carl E. Ruth  
Chair, District #10

Michael A. Webster  
Commissioner, District #11

Adopted & Presented: March 16, 2021

**Certificate of Recognition  
Dorothy Alvarado  
Account Specialist for Friend of the Court**

**Dorothy Alvarado** began her career at the Saginaw County Friend of the Court as a temporary employee through Kelly Services on December 15, 1997 as Clerk. On November 15, 1999 she was hired as an Account Specialist in the Payment Department and then advanced to the ADC Department as Account Specialist on February 21, 2000. In July 2003, Dorothy moved back to the Payment Department as an Account Adjuster and in May 2016, she moved to the payment window where she remained until her retirement on March 19, 2021.

**The Saginaw County Board of Commissioners** congratulates Dorothy Alvarado on her retirement after 23+ years of service, and thanks her for her hard work, dedication to Saginaw County and the citizens she assisted throughout the years.

Respectfully Submitted,  
**Saginaw County  
Board of Commissioners**  
Carl E. Ruth  
Chair, District #10

Presented: March 15, 2021  
Adopted: March 16, 2021

**PETITIONS AND COMMUNICATIONS**

***By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.***

- 3-16-1**        **TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of December 2020.
  - Budget/Audit **(3-16-4.1)**
- 3-16-2**        **TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of January 2021.
  - Budget/Audit **(3-16-4.1)**
- 3-16-3**        **FINANCE DIRECTOR** requesting approval of the FY 2022 Budget Calendar.
  - Budget/Audit **(3-16-4.2)**
- 3-16-4**        **COMMISSION ON AGING** submitting its Annual Report for FY 2020.
  - Human Services *(Receive & File)*
- 3-16-5**        **CONTROLLER/CAO** submitting the Municipal Employees’ Retirement System of Michigan (MERS) Annual Actuarial Valuation Report for the County of Saginaw Defined Benefit Plan as of December 31, 2019, which establishes rates for the County’s 2022 Fiscal Year (October 1, 2021 – September 3, 2022).
  - Budget/Audit *(Receive & File)*



## Board of Commissioners – March 16, 2021

- 3-16-6 HEALTH DEPARTMENT** requesting approval of \$53,000 from the Public Improvement Fund to engage WTA Architects for facility clinical design and bidding for the integration of primary care with public health.  
-- Budget/Audit (**Tabled at Committee**)
- 3-16-7 EQUALIZATION** requesting approval to increase its Computer Access Fee line item by \$2,600; Tax Rolls and Statement Prep line item by \$2,400; and Professional Services line item by \$5,000 in the FY 2021 Budget to hire someone to assist with data entry when needed.  
-- Budget/Audit (**3-16-4.3**)
- 3-16-8 CHIEF DEPUTY COUNTY CLERK** requesting increased funding in the Clerk’s Elections Printing and Binding account to cover up front costs associated with May and August Special Elections.  
-- Budget/Audit (**3-6-4.4**)
- 3-16-9 MSU EXTENSION** requesting additional funding for the last six (6) months of fiscal year 2021.  
-- Budget/Audit (**Denied at Committee**)
- 3-16-10 PROSECUTOR** requesting the funding necessary to maintain three (3) clerical/support positions that were initially cut in the FY 2021 Budget but were funded for six (6) months; further requesting funds be provided for temporary help to keep up with demands in the office.  
-- Budget/Audit (**3-16-4.5**)
- 3-16-11 SHERIFF** requesting increases to the following Budgets using fund balance to increase part-time wages: Jail Budget - \$112,000 for six (6) Master Control positions and 3 – 6 Corrections/ Security Officer positions; PLUS Budget - \$10,000 for two (2) positions; and Law Enforcement Fund - \$190,336 for a total of fifteen (15) positions.  
-- Budget/Audit (**3-16-4.6**)
- 3-16-12 ANIMAL CARE & CONTROL** requesting an increase in its FY 2021 Budget by \$9,000 from fund balance for the purpose of providing preventative rabies shots for ten (10) employees.  
-- Budget/Audit (**3-16-4.7**)
- 3-16-13 BIRCH RUN TOWNSHIP** sending notice of a public informational session on Wednesday, March 3, 2021 at 8:00 a.m.  
-- County Services (*Receive & File*)
- 3-16-14 FRANKENMUTH CONVENTION & VISITORS BUREAU** submitting its FY 2020 Audit.  
-- County Services (*Receive & File*)
- 3-16-15 SAGINAW FUTURE** submitting its first quarter report (October 1, 2020 – December 31, 2020) pursuant to the First Amendment of the Saginaw County and Saginaw Future Services Agreement.  
-- County Services (**3-16-3.1**)
- 3-16-16 COMMISSION ON AGING** requesting waiver of the hiring freeze to fill the position of Kitchen Assistant (PCN #238183).  
-- Labor Relations (**3-16-5.1**)
- 3-16-17 INFORMATION TECHNOLOGY** requesting blanket approval to allow for the re-engagement of retirees who are willing to assist with the Mainframe Modernization Project by providing support to departments when staff are attending vendor sessions.  
-- Labor Relations (**3-16-5.2**)
- 3-16-18 SHERIFF** requesting waiver of the hiring freeze to fill the position of Deputy (PCN #207044).  
-- Labor Relations (**3-16-5.1**)



**3-16-19 COUNTY CLERK** submitting a request for funding to allow the Circuit Court Records Office to hire four (4) temporary workers to improve efficiency and better serve constituents and judges.

-- Budget/Audit (3-16-4.8)

**3-16-20 PERSONNEL DIRECTOR** submitting the Employment Status Report covering statistics for the month of February 2021.

-- Labor Relations (Receive & File)

**3-16-21 TREASURER** submitting an Investment Report with associated Executive Management Summaries and Graphs.

-- Budget/Audit (Receive & File)

**3-16-22 CONTROLLER/CAO** requesting a 30-day extension to submit the Saginaw County Annual Audit for Fiscal Year Ending September 30, 2020 to the State of Michigan due to several extraordinary circumstances.

-- Budget/Audit (Informational)

**INITIATORY MOTIONS**

None

**REPORTS OF COMMITTEES**

1. **Human Services Committee – J. Theisen, Chair; M. Webster, Vice-Chair**

None

2. **Courts and Public Safety Committee – S. Matthews, Chair; K. Dwan, Vice-Chair**

None

3. **County Services Committee – M. Webster; D. Krafft, Vice-Chair**

3.1) **SAGINAW FUTURE**, re: Approval of \$123,300 in funding pursuant to the First Amendment to the Saginaw County/Saginaw Future Services Agreement based on performance-based funding metrics to address job creation, new investment and government contracts awarded

▪ **Webster moved, seconded by Krafft, to approve 3.1 and the motion carried by the following roll-call vote:**

**Yes: Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, Dwan, and Ruth - 11**

**No: - 0**

**FROM: COMMITTEE ON COUNTY SERVICES – 3.1**

**MARCH 16, 2021**

Your committee considered Communication No. 3-16-15 from JoAnn Crary, President, Saginaw Future, requesting \$123,300 in funding pursuant to the First Amendment of the Saginaw County and Saginaw Future Services Agreement based on performance-based funding metrics to address job creation, new investment and government contracts awarded.



## Board of Commissioners – March 16, 2021

We spoke with Ms. Cray via Zoom who explained in detail the process of meeting the terms of the agreement based on performance-based funding metrics, which addressed job creation, new investment and government contracts awarded.

We recommend approval to provide \$123,300 in funding to Saginaw Future, having met the terms of the First Amendment to the Services Agreement between Saginaw Future and Saginaw County.

Respectfully Submitted,

### COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chair

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

#### 4. Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair

- 4.1) **TREASURER/CONTROLLER**, re: Approval of electronic transactions and voucher payments for the months of December 2020 and January 2021
- 4.2) **FINANCE DIRECTOR**, re: Approval of FY 2022 Budget Calendar
- 4.3) **EQUALIZATION**, re: Approval of a total increase of \$10,000 to various line items to hire someone to assist with data entry when needed
- 4.4) **DEPUTY COUNTY CLERK**, re: Approval to increase by \$17,100 the Clerk's Elections Printing and Binding account to cover up front costs associated with May and August Special Elections
- 4.5) **PROSECUTOR**, re: Approval to increase its FY 2021 Budget by \$112,398 to fund three (3) clerical positions for the remainder of the fiscal year
- 4.6) **SHERIFF**, re: Approval to increase its FY 2021 Budget for part-time wages in the Jail Budget - \$112,000; PLUS Budget - \$10,000; and Law Enforcement Fund - \$190,336
- 4.7) **ANIMAL CARE & CONTROL**, re: Approval to increase its FY 2021 Budget using fund balance to provide preventative rabies shots for ten (10) employees
- 4.8) **COUNTY CLERK**, re: Approval to increase its FY 2021 Budget by \$81,000 to hire four (4) temporary workers to improve efficiency and better serve constituents and judges

- ***Krafft moved, seconded by Theisen, to approve 4.1 through 4.8 leaving room for exceptions. There were no exceptions and the motion carried by the following roll-call vote:***

***Yes: Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, Dwan, Tany, and Ruth - 11***

***No: - 0***

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1**

**MARCH 16, 2021**

In accordance with State Statute and County Policy, your Budget/Audit Committee reviewed the claims for presentation to the Board of Commissioners, as listed below:

<u>Comm. No.</u>	<u>Payment Type</u>	<u>Period</u>	<u>Amount</u>
<b>3-16-1</b>	Electronic Transactions	December 1 – 31, 2020	\$ 12,762,515.90
	Voucher Payments	December 1 – 31, 2020	\$ 7,238,883.53



## Board of Commissioners – March 16, 2021

<b>3-16-2</b>	Electronic Transactions	January 1 – 31, 2021	\$ 8,142,882.75
	Voucher Payments	January 1 – 31, 2021	\$ 7,756,538.36

We recommend the payments be approved as compiled and submitted by the Treasurer's Office and Accounting Division of the Controller's Office.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2**

**MARCH 16, 2021**

Your Budget/Audit Committee considered Communication No. 3-16-3 from Koren Thurston, Finance Director, requesting approval of the FY 2022 Budget Calendar.

The proposed Budget Calendar allows all departments, elected officials and agencies to know when tasks related to building the budget must be completed and establishes key milestones for budget preparation review and the approval process. Once approved, the Budget Calendar outlines the timetable of events that will happen to cause the creation and approval of the budget. A tentative date for a Committee of the Whole session is scheduled for Monday, June 28, 2021 and was added to the proposed calendar.

We recommend the attached Saginaw County Budget Calendar for adoption of the Fiscal Year 2022 Operating Budget and Capital Improvement Plan for all funds be approved; further, that the proper County Officials be directed to implement same.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

[FY 2022 Budget Calendar begins on next page]



**COUNTY OF SAGINAW  
2022 BUDGET CALENDAR**

**OPERATING BUDGET FOR FISCAL YEAR 2022**

**CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2022 ~ 2026**

<u>Target Date</u>	<u>Action to be taken</u>
April 23, 2021	Controller's Office distributes information to all departments that outlines the budget process and provides instructions for their electronic entry of the data that is necessary for completion of their respective Operating Budgets for 2022 and Capital Improvement Plans.
April 30, 2021	Departments signify completion of the necessary electronic data entry for their respective Operating Budgets for 2022 and Capital Improvement Plans by signing off and submitting the appropriate excel spreadsheets to Financial Services.
Week of May 10, 2021	Controller's Office meets with Elected Officials, Judges, Department Heads and Agencies if necessary to review and discuss their respective Operating Budgets for 2022 and Capital Improvement Plan requests.
May 28, 2021	Controller's Office submits the first draft of a recommended Operating Budget to the Board of Commissioners for its Human Services, Courts & Public Safety, County Services, and Budget/Audit Committees to review and discuss.
Committee Meetings June-August, 2021	Human Services, Courts & Public Safety, County Services, and Budget/Audit Committees meet to consider Operating Budget matters. In addition, the Budget/Audit Committee also considers Capital Improvement Plan matters.
June 28, 2021	Committee of the Whole ( <i>Tentative</i> )
August 17, 2021	A recommended Operating Budget and Capital Improvement Plan is sent from the Budget/Audit Committee to the full Board and is laid on the table and a Public Hearing is held.
September 21, 2021	The final Operating Budget and a Capital Improvement Plan are formally adopted by the Board of Commissioners.



## Board of Commissioners – March 16, 2021

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### **FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3**

**MARCH 16, 2021**

Your Budget/Audit Committee considered Communication No. 3-16-7 from Denise Babbitt, Equalization Director, requesting approval to increase its Computer Access Fee line item by \$2,600; Tax Rolls and Statement Prep line item by \$2,400; and Professional Services line item by \$5,000 in the FY 2021 Budget to hire someone to assist with data entry when needed.

We discussed this matter with Ms. Babbitt via Zoom who indicated that the amounts requested are based upon historical revenues and should be generated within the FY 2021 Budget.

We recommend approval to increase its Computer Access Fee line item by \$2,600; Tax Rolls and Statement Prep line item by \$2,400; and Professional Services line item by \$5,000 in the FY 2021 Budget to hire someone to assist with data entry when needed.

Respectfully Submitted,

#### **COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

### **FROM: COMMITTEE ON BUDGET/AUDIT -- 4.4**

**MARCH 16, 2021**

Your Budget/Audit Committee considered Communication No. 3-16-8 from Kyle Bostwick, Chief Deputy County Clerk, requesting increased funding in the Clerk's Elections Printing and Binding account to cover up front costs associated with May and August Special Elections.

We discussed this matter with Mr. Bostwick via Zoom and he explained that these funds will be used to cover the upfront costs associated with the May and August Special Elections. All expenses for these elections are eligible for reimbursement from local municipalities and school districts. Funds required include \$2,100 for the May election and \$15,000 for the August election, for a total of \$17,100.

We recommend approval to increase the Clerk's Elections Printing and Binding account in the amount of \$17,100 to cover up front costs associated with May and August 2021 Special Elections.

Respectfully Submitted,

#### **COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

### **FROM: COMMITTEE ON BUDGET/AUDIT -- 4.5**

**MARCH 16, 2021**

Your Budget/Audit Committee considered Communication No. 3-16-10 from John A. McColgan, Jr., Prosecutor, requesting the funding necessary to maintain three (3) clerical/support positions that were initially cut in the FY 2021 Budget but were funded for six (6) months; further requesting funds be provided for temporary help to keep up with demands in the office.

We discussed this matter with Mr. McColgan and Blair Stevenson, Assistant Prosecutor, who advised that with demands on the office due to COVID and implementation of a new computer system, these positions are necessary to perform mandated functions. In regard to the Prosecutor's request for temporary help, the Controller advised that the Information Technology Department has funding for additional temporary support through the Mainframe Modernization Initiative to help with data entry and other matters.



## Board of Commissioners – March 16, 2021

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We recommend approval to increase the Prosecutor’s FY 2021 Budget by \$112,398 to fund three (3) clerical positions for the remainder of the fiscal year. This increase will be offset with an increase in revenue received from the State of Michigan for Juvenile Lifer Without Parole of \$68,398 and the remaining \$44,000 to come from General Fund fund balance.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.6**

**MARCH 16, 2021**

Your Budget/Audit Committee considered Communication No. 3-16-11 William L. Federspiel, Sheriff, requesting increases to the following Budgets using fund balance to increase part-time wages: Jail Budget - \$112,000 for six (6) Master Control positions and 3 – 6 Corrections/Security Officer positions; PLUS Budget - \$10,000 for two (2) positions; and Law Enforcement Fund - \$190,336 for a total of fifteen (15) positions.

We discussed this matter with Undersheriff Mike Gomez, who advised the amount of \$112,000 to the Jail Budget would come from the General Fund; the amount of \$10,000 to the PLUS Budget would come from PLUS Fund Balance; and the amount of \$190,336 to the Law Enforcement (LE) Fund would come from LE Fund Balance.

We recommend approval to increase the Sheriff Department budgets as presented.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.7**

**MARCH 16, 2021**

Your Budget/Audit Committee considered Communication No. 3-16-12 from Bonnie Kanicki, Animal Care & Control Director, requesting an increase in its FY 2021 Budget by \$9,000 from fund balance for the purpose of providing preventative rabies shots for ten (10) employees.

We discussed this matter with Ms. Kanicki via Zoom and she indicated the shots would be available for 4 Animal Control Officers, 4 Kennel Technicians, 1 Kennel Manager, and 1 Director. Rabies is an emerging disease more frequently found in wildlife, which impacts the domestic animal population that the ACC staff deals with. The cost per employee is \$900 (3 injections at \$300/each).

We recommend approval to increase the ACC FY 2021 Budget by \$9,000 from fund balance for the purpose of providing preventative rabies shots for ten (10) employees.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen



**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.8**

**MARCH 16, 2021**

Your Budget/Audit Committee considered Communication No. 3-16-19 from Vanessa Guerra, Saginaw County Clerk, requesting funding to allow the Circuit Court Records Office to hire four (4) temporary workers to improve efficiency and better serve constituents and judges.

We discussed this matter with Ms. Guerra and reviewed written information from Chief Judge Darnell Jackson and Circuit Court Judge André Borrello. Due to staffing shortages in the Clerk's Office, there have been issues that have a direct impact on the efficiency of the courts. The main concern is significant delays in recording filings on the register of actions, which results in the court being unaware of timely-filed documents and responses.

We recommend approval to increase the Clerk's Office Clerical line item within its FY 2021 by \$81,000 with \$34,000 to come from General Fund fund balance and \$47,000 to come from vacancies within the Clerk's Office to hire four (4) temporary workers to improve efficiency and better serve constituents and judges.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

5. **Labor Relations Committee – M. Webster, Chair; K. Harris, Vice-Chair**

5.1) **WAIVER OF HIRING FREEZE**, re: Kitchen Assistant (PT) at Commission on Aging and Deputy in the Sheriff Department

5.2) **INFORMATION TECHNOLOGY**, re: Approval to waive County policy and re-engage retirees for twelve (12) months to assist with Mainframe Modernization Initiative

- ***Webster moved, seconded by Matthews, to approve 5.1 and 5.2 leaving room for exceptions. Harris excluded 5.2, and the motion carried as to 5.1 by the following roll-call vote:***

***Yes: Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, Dwan, Tany, Boyd, and Ruth - 11***

***No: - 0***

- ***Discussion was held on 5.2 with Harris asking if there was a cap on how many retirees would be re-hired to assist with the project. The Controller indicated it is hard to predict how many retirees would be utilized but there is a dollar cap of \$500,000 set aside for this aspect of the project. The Controller has only heard from two (2) departments so far requesting use of retired former employees and he could provide a report regarding use of those resources and the financial implications in the future.***

- ***After discussion, Harris moved, seconded by Boyd, to amend the motion and cap the number of retirees to be re-hired at fifteen (15). The motion carried by the following roll-call vote:***

***Yes: Theisen, Harris, Ewing, Krafft, Little, Dwan, Tany, and Boyd - 8***

***No: Webster, Matthews, and Ruth - 3***



- **After discussion, the motion to approve 5.2 as amended carried by the following roll-call vote:**  
**Yes: Harris, Ewing, Krafft, Little, Webster, Dwan, Tany, Boyd, Matthews, Theisen, and Ruth - 11**  
**No: - 0**

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.1** **MARCH 16, 2021**

Your Labor Relations Committee considered Communication Nos. 3-16-16 and 3-16-18 from department heads requesting waiver of the hiring freeze and approval to fill vacant positions in their respective department as follows:

<u>Requestor</u>	<u>Department</u>	<u>Position(s)</u>
Jessica Sargent, Director	Commission on Aging	<b>Kitchen Assistant (PCN 238183)</b>
William Federspiel, Sheriff	Sheriff Department	<b>Deputy (PCN 207044)</b>

We recommend approval to waive the hiring freeze and fill the positions listed above.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chair  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.2** **\*AMENDED** **MARCH 16, 2021**

Your Labor Relations Committee considered Communication No. 3-16-17 from Josh Brown, Director, Information Technology, requesting approval to allow for the re-engagement of retirees who are willing to assist the Information Technology Department with administrative support during the Mainframe Modernization Initiative.

We met with Josh Brown via Zoom who provided a brief explanation for the necessity of the positions and Robert Belleman, Controller/CAO, provided the details of the funding source for further clarification.

We recommend approval to waive County Policy and allow the Information Technology Department to re-engage retirees for a period of twelve (12) months to assist with administrative support during the Mainframe Modernization Initiative. **\*Amended to cap the number of retirees at fifteen (15).**

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chair  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

6. **Executive Committee – C. Ruth, Chair**  
None

7. **Legislative Committee – J. Theisen, Chair; K. Dwan, Vice-Chair**



## Board of Commissioners – March 16, 2021

None

8. **Intergovernmental Cooperation Committee – J. Theisen, Chair; J. Tany, Vice-Chair**  
None

9. **Committee Compensation**

3-16-21.1) February 7, 2021 – February 20, 2021

3-16-21.2) February 21, 2021 – March 6, 2021

- ***Matthews moved, seconded by Dwan, to approve 3-16-21.1 and 3-16-21.2 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***

### COMMITTEE COMPENSATION - 3.16.21.1

March 16, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held February 7 - February 20, 2021.*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

***Virtual meetings are authorized by PA 254 of 2020 (MCL 15.263) until March 31, 2021.***

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	02/08/21	Union/Mgmt. Committee via Webex	Boyd	\$50.00	1
			Matthews	\$50.00	1
2	02/08/21	Labor Relations Committee via Zoom	Webster	\$50.00	1
			Harris	\$50.00	1
			Little	\$50.00	1
			Matthews	\$25.00	1
			Ruth	\$50.00	1
3	02/10/21	Airport Committee via Zoom	Krafft	\$50.00	1
			Little	\$50.00	1
			Matthews	\$50.00	1
4	02/10/21	County Services Committee via Zoom	Webster	\$50.00	1
			Krafft	\$25.00	1
			Ewing	\$50.00	1
			Tany	\$50.00	1
			Ruth	\$50.00	1
5	02/12/21	MAC Env. & Regulatory Affairs via Zoom	Webster	\$50.00	1
6	02/16/21	Board Session via Zoom Boyd, Dwan, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster	11 Present	\$550.00	11
7	02/17/21	Castle Museum Board via Zoom	Tany	\$50.00	1
8	02/17/21	Saginaw Valley Zoo. Society via GoToMtg	Matthews	\$50.00	1



## Board of Commissioners – March 16, 2021

			Little	\$50.00	1
9	02/17/21	Animal Control Adv. Council via Zoom	Ewing	\$50.00	1
10	02/18/21	Saginaw CVB - Special Meeting via Zoom	Ruth	\$50.00	1
11	02/18/21	Commission on Aging via Zoom	Ewing	\$50.00	1
12	02/18/21	Community Action Committee via Conf. Call	Little	\$50.00	1
		<b>TOTAL</b>		<b>\$1,650.00</b>	<b>34</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (2-19-21)

*Virtual meetings are authorized by PA 254 of 2020 (MCL 15.263) until March 31, 2021.*

<u>Meeting</u>	<u>D</u> <u>a</u> <u>t</u> <u>e</u>	<u>Committee</u>	<u>C</u> <u>o</u> <u>m</u> <u>m</u> <u>i</u> <u>s</u> <u>s</u> <u>i</u> <u>o</u> <u>n</u> <u>e</u> <u>r</u> <u>W</u> <u>e</u> <u>b</u> <u>s</u> <u>t</u> <u>e</u> <u>r</u> <u>B</u> <u>o</u> <u>y</u> <u>d</u> <u>M</u> <u>a</u> <u>t</u> <u>t</u> <u>h</u> <u>e</u> <u>w</u> <u>s</u>	<u>A</u> <u>m</u> <u>o</u> <u>n</u> <u>u</u> <u>t</u> <u>\$</u>	<u>To</u> <u>tal</u> <u>Pr</u> <u>es</u> <u>en</u> <u>t</u> <u>1</u> <u>5</u> <u>0</u> <u>.</u> <u>0</u> <u>0</u> <u>1</u> <u>5</u> <u>0</u> <u>.</u> <u>0</u> <u>0</u> <u>1</u> <u>5</u> <u>0</u> <u>.</u> <u>0</u> <u>0</u>
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## Board of Commissioners – March 16, 2021

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# Board of Commissioners – March 16, 2021

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# Board of Commissioners – March 16, 2021

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## Board of Commissioners – March 16, 2021

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Respectfully Submitted, Suzy Koeplinger, Board Coordinator (3-5-21)

### Payroll Formula

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Suzy & Cindy (2 @ 80 hours	6
each)	0

### COMMITTEE COMPENSATION - 3.16.21.2

March 16, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held February 21 - March 6, 2021*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

***Virtual meetings are authorized by PA 254 of 2020 (MCL 15.263) until March 31, 2021.***

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	02/22/21	MAC Health & Human Services via Zoom	Webster	\$50.00	1
2	02/22/21	MAC Judiciary & Public Safety via GoToMtg	Boyd	\$50.00	1
3	02/22/21	MI Works! Joint Board Meeting via Zoom	Matthews	\$50.00	1
			Little	\$50.00	1
			Ruth	\$50.00	1
			Tany	\$50.00	1
			Webster	\$25.00	1
4	02/24/21	GLB Regional CVB via Zoom	Ruth	\$50.00	1
5	02/26/21	MAC Transportation via Zoom	Harris	\$50.00	1



## Board of Commissioners – March 16, 2021

6	03/01/21	Human Services Committee via Zoom	Theisen	\$50.00	1
			Webster	\$50.00	1
			Dwan	\$50.00	1
			Little	\$50.00	1
			Ruth	\$50.00	1
7	03/03/21	Crime Prevention Council via Zoom	Ruth	\$50.00	1
8	03/03/21	County Services Committee via Zoom	Webster	\$50.00	1
			Krafft	\$50.00	1
			Ewing	\$50.00	1
			Tany	\$50.00	1
			Ruth	\$25.00	1
9	03/04/21	Budget/Audit Committee via Zoom	Krafft	\$50.00	1
			Boyd	\$50.00	1
			Tany	\$50.00	1
			Theisen	\$50.00	1
			Ruth	\$50.00	1
10	03/05/21	MAC Finance & General Government via Zoom	Krafft	\$50.00	1
<b>TOTAL</b>				<b>\$1,250.00</b>	<b>26</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (3-5-21)

### RESOLUTIONS

None

### UNFINISHED BUSINESS

None

### PROCLAMATIONS

None

### APPOINTMENTS

- Chairman Ruth re-appointed Michael Hanley, Marilyn Sawyer, Timothy Novak, and Michael Pisarczyk to the **Economic Development Corporation** for terms that expire April 1, 2027.

### ELECTIONS

- Dwan moved, seconded by Harris, to confirm the re-election* of Steve Fresorger (General Public), Jill Armentrout (Secondary Consumer), Jane Sills (Agency/Occupation), and Jordan Wise (Primary Consumer) to the **Saginaw County Community Mental Health Authority Board** for terms that expire April 1, 2024. *Motion carried unanimously.*

### COMMISSIONER AUDIENCES



## Board of Commissioners – March 16, 2021

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- ❖ Commissioner Dwan announced her resignation from the Board of Commissioners effective April 30, 2021, due to selling her home and moving out of District #1.
- ❖ Commissioner Harris announced that because of the entire Michigan Association of Counties Board of Directors attending the National Association of Counties (NACo) Virtual Legislative Conference, Saginaw County Commissioners can register and attend free of charge.

### CHAIR ANNOUNCEMENTS

None

**By Commissioner Dwan, seconded by Commissioner Matthews: That the Board adjourn. Carried.**  
Thereupon, the Board adjourned at 5:38 p.m.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Deputy County Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



**SPECIAL SESSION  
APRIL 8, 2021**

A Special Session of the Board of Commissioners of Saginaw County, Michigan, held Thursday, April 8, 2021 at 5:00 p.m. with the Honorable Carl E. Ruth in the Chair. This meeting was held via Zoom consistent with PA 267 of 1976/PA 228 of 2020 (MCL 15.263) and a Local Emergency Declaration dated April 1, 2021 to consider the April 8, 2021 Agenda. County Clerk Vanessa Guerra took roll, quorum present and location noted as follows:

**PRESENT:** ~~Kathleen K. Dwan~~\* (Towson, MD), Jack M. Tany (Carrollton Twp., MI), Christopher S. Boyd (Saginaw Twp., MI), Sheldon Matthews (Spaulding Twp., MI), James G. Theisen (Thomas Twp., MI) Kyle R. Harris (St. Charles, MI), Carol E. Ewing (Birch Run, MI), Dennis H. Krafft (Frankenmuth, MI), Gerald D. Little (Saginaw, MI), Michael A. Webster (Saginaw, MI) and Carl E. Ruth (Saginaw, MI) - **11**

**ABSENT:** - **0**

**TOTAL:** - **11**

***\*At the April 20, 2021 Board Session, a motion was approved that declared a vacancy in the Office of Saginaw County Commissioner for District #1 effective March 25, 2021 due to a change in voting registration status and the ineligibility to serve by former commissioner Kathleen K. Dwan.***

***\*At the May 18, 2021 Board Session, a motion was approved that, pursuant to MCL 46.411 and the resolution of this board that declared a vacancy in the office of Saginaw County Commissioner for District #1 effective March 25, 2021, that all votes exercised by the former officeholder during the April 8, 2021 Special Board Session be set aside and declared void and that all actions of the Board be ratified since all actions carried by a majority of the Board.***

Others Present: Robert Belleman, Dave Gilbert, Vanessa Guerra, Wanda Blacksher, Jessica Sargent, Koren Thurston, Lt. Mark Przybylski, Mike Hanley, Steve Gradowski, Laurasue Holcomb, Thomas Library, WSGW – Ric Antonio, Suzy Koeplinger, Sue Arceo, Cindy Louchart



## Board of Commissioners – April 8, 2021 – Special Session

Commissioner Little gave the invocation and Chairman Ruth led the Pledge of Allegiance to the Flag.

### PETITION



March 29, 2021

**April 8, 2021  
Special Session**

Vanessa Guerra  
Saginaw County Clerk  
111 S. Michigan Avenue  
Saginaw, MI 48602  
Dear Clerk Guerra:

Pursuant to Article II, Section 2.9 (MCL 46.10) of the 2021 Rules of the Saginaw County Board of Commissioners, the undersigned members of the Board respectfully petition that a Special Meeting of the Board of Commissioners be held **Thursday, April 8, 2021 at 5:00 p.m.** via Zoom to consider extension of the Local Emergency Declaration, which will be issued in advance of the Special Meeting and is only valid for seven (7) days without Board approval, and any other matters brought before the Board. The undersigned affirm the intent of the Board of Commissioners to hold a Special Meeting on this matter. This meeting is being held consistent with PA 267 of 1976/PA 229 of 2020 (MCL 15.263) to consider the agenda, and for any other matters brought before the committee. Zoom call-in information will be provided on the Public Notice and Agenda.

Respectfully submitted,

James G. Theisen, Commissioner  
Sheldon Matthews, Vice-Chair  
Dennis H. Krafft, Commissioner  
Michael A. Webster, Commissioner  
Carl E. Ruth, Chairman

### CLERK'S CALL OF SESSION Public Notice of Special Board Session



***As the County Building is closed to the public except by appointment due to the COVID-19 pandemic, the meeting is open remotely pursuant to PA 267 of 1976/PA 228 of 2020 (MCL 15.263) to allow for participation during the public portion of the meeting.***

**TO: SAGINAW COUNTY BOARD OF COMMISSIONERS**

**RE: Notice of Special Board Session**

Honorable Commissioners:

The Saginaw County Board of Commissioners will convene for a Special Session on  
**Thursday, April 8, 2021 at 5:00 p.m.**

Via Zoom to consider extension of the Local Emergency Declaration, which will be issued in advance of the Special Meeting and is only valid for seven (7) days without Board approval, and for any other matters brought before the Board.



## Board of Commissioners – April 8, 2021 – Special Session

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This Special Meeting is being held consistent with PA 267 of 1976/PA 228 of 2020 (MCL 15.263) and as authorized by petition of at least one third (1/3<sup>rd</sup>) of the members of the Saginaw County Board of Commissioners.

Via Zoom teleconference as follows:

INSTRUCTIONS using ZOOM audio conferencing:

**Dial: 1 (877) 853-5257 or 1 (888) 475-4499 US Toll-free and enter Meeting ID: 802 444 1727**

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to boc@saginawcounty.com prior to 12:00 p.m. the day of the meeting.

Please include your phone number so you can be un-muted when it is your time to speak.

If you are disabled and need accommodation to provide you with an opportunity to participate remotely, please call the Board of Commissioners at 989.790.5267.

Respectfully submitted,

**Vanessa Guerra**

Vanessa Guerra, County Clerk

Posted: 12:00 p.m. on March 29, 2021 by Suzy Koeplinger, Board Coordinator/Deputy Clerk

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed, if there are no objections. The Chair hears none; it is so ordered.***

### LOCAL EMERGENCY DECLARATION DATED APRIL 1, 2021



The novel coronavirus (COVID-19) is a respiratory disease that can result in severe illness or death. COVID-19 and its variant are caused by a strain of coronavirus that had not been previously identified in humans and can quickly spread from person-to-person.

On March 18, 2020, the first COVID-19 death was confirmed in Wayne County, Michigan. Since that date, there have been 16,912 COVID-19 related deaths in Michigan, with 527 in Saginaw County. Since the first cases were confirmed in Saginaw County, the daily COVID-19 positivity rate in Saginaw County has fluctuated with a high of 25.6% and a low 2.7%. The 7-day average positivity rate has trended up since early March 2021 and is currently at 10.5%.

The Director of the MDHHS has concluded that the COVID-19 pandemic continues to constitute an epidemic in Michigan and that control of the epidemic requires restrictions on public gatherings. Current CDC, MDHHS, and/or MIOSHA recommendations continue to be for staff to work remotely when possible, for personnel to wear masks when unable to distance a minimum of six-feet, and to reduce capacities when the nature of the gathering or design of the space limits the ability to maintain six-foot distancing between people in attendance. While it is possible to control the number of



## Board of Commissioners – April 8, 2021 – Special Session

attendees at certain daily functions such as appointments at a county facility or court hearings, by their very nature, it is not possible to control the number of attendees at a public meeting.

Because of the ever-evolving circumstances related to the spread of COVID-19 and the inability to control the number of public who may attend an open meeting, Saginaw County and other public bodies in local jurisdictions may find it necessary to conduct public meetings virtually to reduce the risk of spread to members of the public, government staff, or members of public bodies. To accommodate the specific need of protecting the public, staff, and other attendees at public meetings, where capacity is unknown or unable to be controlled, Saginaw County is declaring a Local State of Emergency to allow the continued use of virtual public meetings.

This declaration is made pursuant to the authority contained at §10 of the Emergency Management Act and §3 of the Open Meetings Act, which permits a public body to meet by electronic or telephonic means upon declaration of a local state of emergency or state of disaster if meeting in person would place at risk the personal health or safety of members of the public or members of the public body. Per Section 14 of PA 390, as amended, the Saginaw County Office of Emergency Management is directed to transmit this request to the Emergency Management and Homeland Security Division of the Michigan State Police.

Respectfully,  
Carl Ruth, Board Chairman  
Saginaw County Board of Commissioners

### AUDIENCES

None

### LAUDATORY RESOLUTIONS

None

### INITIATORY MOTIONS

None

### REPORTS OF COMMITTEES

None

Chairman Ruth asked for a motion to waive the requirements of Sec. 6.8 and Sec. 7.1(5) of the Rules of the Board that require committee report referral to the proper committee and introduction by the Chair of each committee and that items on this agenda be treated as regular agenda items. ***Tany moved, seconded by Theisen, to approve the recommendation. The Clerk took a roll-call vote and the motion carried as follows:***

***Yes: Ewing, Krafft, Little, Webster, ~~Dwan~~, Tany, Boyd, Matthews, Theisen, Harris and Ruth - 11***

***No: None - 0***

***Total: - 11***



## Board of Commissioners – April 8, 2021 – Special Session

Chairman Ruth asked for a motion to approve proposed Resolution “A” – A Resolution Declaring a Local State of Emergency for the Purpose of Permitting the County Board of Commissioners and Other Public Bodies of Saginaw County to Meet by Electronic and Telephonic Means. ***Theisen moved, seconded by Little, to approve the recommendation. Discussion was held.***

Commissioner Harris expressed his concerns with the wording of the proposed Resolution and stated he doesn’t agree with the language in the “Whereas” paragraphs. He will be voting against the proposed Resolution as written.

Commissioner Boyd stated he agreed in part with Commissioner Harris in that the Resolution doesn’t need to contain language declaring an emergency just to continue having electronic meetings. He believes the Resolution should simply state that there is an emergency “caused by the COVID-19 pandemic” and “further, the continued use of virtual public meetings is allowed so long as this local state of emergency stays in effect.”

Commissioner Ewing agrees with Commissioner Harris and does not agree with everything that is going on. She believes we are imposing on the First Amendment rights of people by not meeting in person and disagrees with the Resolution.

David Gilbert, Civil Counsel, and Robert Belleman, Controller/CAO, spoke to the “Whereas” paragraphs as merely setting the foundation and that here in Saginaw County we have seen increase in COVID-positive cases, nearly 5x the cases as in mid-February. Because we can’t control the number of public members who attend a meeting, it is safer to meet remotely.

Commissioner Theisen recommended Commissioner Boyd amend the proposed Resolution to reflect the concerns of some commissioners.

***Commissioner Boyd moved the following amendments to the draft Resolution, seconded by Commissioner Theisen, as follows:***

- ***To amend the title to: “A Resolution Declaring a Local State of Emergency Due to the COVID-19 Pandemic”***
- ***To keep the first “Whereas” paragraph***
- ***To strike the 2<sup>nd</sup> and 3<sup>rd</sup> “Whereas” paragraphs***
- ***To amend and combine the 4<sup>th</sup> and 5<sup>th</sup> “Whereas” paragraphs as indicated below***
- ***To keep the 6<sup>th</sup> “Whereas” paragraph***
- ***In the “Now, Therefore” paragraph, add the language “caused by the COVID-19 pandemic. Further, the continued use of virtual public meetings is allowed so long as this Local State of Emergency stays in effect.”***
- ***In the “Be It Further Resolved” paragraph, amend the expiration date to August 31, 2021 and add “upon further order of the Saginaw County Board of Commissioners, whichever action may occur first.”***



## RESOLUTION “A”

**A RESOLUTION DECLARING A LOCAL STATE OF EMERGENCY DUE TO THE COVID-19 PANDEMIC ~~FOR THE PURPOSE OF PERMITTING THE COUNTY BOARD OF COMMISSIONERS AND OTHER PUBLIC BODIES OF SAGINAW COUNTY TO MEET BY ELECTRONIC AND TELEPHONIC MEANS~~**

At a special meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 8<sup>th</sup> day of April 2021 at 5:00 p.m.

*Christopher S. Boyd, ~~Kathleen K. Dwan~~, Carol E. Ewing, Kyle R. Harris,  
Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth,  
Jack B. Tany, James G. Theisen, Michael A. Webster*

**WHEREAS**, as recently as March 19, 2021 the Director of the Michigan Department of Health and Human Services (MDHHS) made the following findings:

“The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. COVID-19 spreads through close human contact, even from individuals who may be asymptomatic;” and

~~**WHEREAS**, on March 10, 2020, MDHHS identified the first two presumptive positive cases of COVID-19 in Michigan. As of April 6, 2021, Michigan had seen 723,297 confirmed cases and 16,400 confirmed deaths attributable to COVID-19. To date, there have been 532 confirmed deaths attributable to COVID-19 in Saginaw County.~~

~~**WHEREAS**, as of April 4, 2021 the State of Michigan had a seven-day average of 6,062 daily cases, nearly five (5) times the number of cases in mid-February. Since the first cases were confirmed in Saginaw County, the daily COVID-19 positivity rate in Saginaw County has fluctuated with a high of 25.6% and a low of 2.7%. The 7-day average positivity rate has trended up since early March 2021 and is currently at 16%.~~

~~**WHEREAS**, the Director of the MDHHS has concluded that the COVID-19 pandemic continues to constitute an epidemic in Michigan and that control of the epidemic requires restrictions on public gatherings, **and** current CDC, MDHHS, and/or MIOSHA recommendations continue to be for staff to work remotely when possible, for personnel to wear masks when unable to distance a minimum of six feet, for masks to be worn at any gathering, and to reduce capacities when the nature of the gathering or design of the space limits the ability to maintain six-foot distancing between people in attendance.~~

~~**WHEREAS**, it is possible to control the number of attendees at certain daily functions such as appointments at a county facility or court hearings, by their very nature, **it is not possible to control the number of attendees at a public meeting.**~~



## Board of Commissioners – April 8, 2021 – Special Session

**WHEREAS**, because of the ever-evolving circumstances related to the spread of COVID-19 and the inability to control the number of public who may attend an open meeting, Saginaw County and other public bodies in local jurisdictions may find it necessary to conduct public meetings virtually to reduce the risk of spread to members of the public, government staff, or members of public bodies.

**NOW, THEREFORE, IT IS RESOLVED**, that to accommodate the specific need of protecting the public, staff, and other attendees at public meetings, where capacity is unknown or unable to be controlled, the Saginaw County Board of Commissioners is continuing the declaration of a Local State of Emergency made by the Board Chair on April 1, 2021, **caused by the COVID-19 pandemic. Further, the continued use of virtual public meetings is allowed so long as this Local State of Emergency stays in effect.** This declaration is made pursuant to the authority contained at §10 of the Emergency Management Act and §3 of the Open Meetings Act, which permits a public body to meet by electronic or telephonic means upon declaration of a local state of emergency or state of disaster if meeting in person would place at risk the personal health or safety of members of the public or members of the public body. Per Section 14 of PA 390, as amended, the Saginaw County Office of Emergency Management is directed to transmit this request to the Emergency Management and Homeland Security Division of the Michigan State Police.

**BE IT FURTHER RESOLVED**, this declaration of a Local State of Emergency shall continue in effect until ~~December 31, 2021~~ **August 31, 2021.**

*The Clerk took a roll-call vote on the amendments as follows:*

**Yes:** *Krafft, Little, Webster, Tany, Boyd, Matthews, Theisen, Karris, and Ruth – 9*

**No:** *Dwan, Ewing - 2*

**Total:** *- 11*

### RESOLUTIONS

#### Resolution “A” Board of Commissioners County of Saginaw

#### A RESOLUTION DECLARING A LOCAL STATE OF EMERGENCY DUE TO THE COVID-19 PANDEMIC

At a special meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 8<sup>th</sup> day of April 2021 at 5:00 p.m.

*Christopher S. Boyd, ~~Kathleen K. Dwan~~, Carol E. Ewing, Kyle R. Harris,  
Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth,  
Jack B. Tany, James G. Theisen, Michael A. Webster*

**Commissioner Theisen offered the following resolution and moved for adoption. The motion was seconded by Commissioner Little.**



## Board of Commissioners – April 8, 2021 – Special Session

**WHEREAS**, as recently as March 19, 2021 the Director of the Michigan Department of Health and Human Services (MDHHS) made the following findings:

“The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. COVID-19 spreads through close human contact, even from individuals who may be asymptomatic;” and

**WHEREAS**, the Director of the MDHHS has concluded that the COVID-19 pandemic continues to constitute an epidemic in Michigan and that control of the epidemic requires restrictions on public gatherings, and it is not possible to control the number of attendees at a public meeting; and

**WHEREAS**, because of the ever-evolving circumstances related to the spread of COVID-19 and the inability to control the number of public who may attend an open meeting, Saginaw County and other public bodies in local jurisdictions may find it necessary to conduct public meetings virtually to reduce the risk of spread to members of the public, government staff, or members of public bodies.

**NOW, THEREFORE, IT IS RESOLVED**, that to accommodate the specific need of protecting the public, staff, and other attendees at public meetings, where capacity is unknown or unable to be controlled, the Saginaw County Board of Commissioners is continuing the declaration of a Local State of Emergency made by the Board Chair on April 1, 2021, caused by the COVID-19 pandemic. Further, the continued use of virtual public meetings is allowed so long as this Local State of Emergency stays in effect. This declaration is made pursuant to the authority contained at §10 of the Emergency Management Act and §3 of the Open Meetings Act, which permits a public body to meet by electronic or telephonic means upon declaration of a local state of emergency or state of disaster if meeting in person would place at risk the personal health or safety of members of the public or members of the public body. Per Section 14 of PA 390, as amended, the Saginaw County Office of Emergency Management is directed to transmit this request to the Emergency Management and Homeland Security Division of the Michigan State Police.

**BE IT FURTHER RESOLVED**, this declaration of a Local State of Emergency shall continue in effect until August 31, 2021, or upon further order of the Saginaw County Board of Commissioners, whichever action may occur first.

**AYES: Little, Webster, Tany, Boyd, Matthews, Theisen, Harris, Krafft and Chairman Ruth - 9**

**NAYS: Commissioners ~~Dwan~~ and Ewing - 2**

**RESOLUTION DECLARED ADOPTED.**

### CERTIFICATION OF RESOLUTION

STATE OF MICHIGAN            )  
  )ss  
COUNTY OF SAGINAW        )



## Board of Commissioners – April 8, 2021 – Special Session

I, the undersigned, the duly qualified and acting Clerk of the Board of Commissioners of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a special meeting of the Board of Commissioners of said County, held on the 8<sup>th</sup> day of April, 2021, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 8th day of April, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

### UNFINISHED BUSINESS

None

### PROCLAMATIONS

None

### APPOINTMENTS

None

### ELECTIONS

None

### ANNOUNCEMENTS BY THE CHAIR

None

### COMMISSIONERS' AUDIENCES

*By Commissioner Harris, seconded by Commissioner Tany: That the Board adjourn. Motion Carried.*  
Thereupon, the Board Session adjourned at 5:52 p.m.

Respectfully submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Board Coordinator/Deputy Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



APRIL SESSION 2021



**F**irst day of the April Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, April 20, 2021. The Board met pursuant to call of the County Clerk at 5:00 p.m. via Zoom with the Honorable Carl E. Ruth in the Chair. This meeting was held consistent with P.A. 267 of 1976/P.A. 228 of 2020 (MCL 15.263) and Local Emergency Declaration dated April 8, 2021 to consider the April 20, 2021 Agenda.

County Clerk Vanessa Guerra took roll and the minutes reflect the location of each commissioner who is attending the meeting remotely. A quorum was present as follows:

**PRESENT:** *Jack B. Tany (Carrollton Twp., MI), Christopher S. Boyd (Saginaw Twp., MI), Sheldon Matthews (Spaulding Twp., MI), James G. Theisen (Thomas Twp., MI), Kyle R. Harris (St. Charles, MI), Carol E. Ewing (Birch Run Twp., MI), Dennis H. Krafft (Frankenmuth, MI), Gerald D. Little (Saginaw, MI), Carl E. Ruth (Saginaw, MI), and Michael A. Webster (Saginaw, MI) - 10*

**ABSENT:** *None - 0*

**TOTAL:** *- 10*

 Commissioner Matthews opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

Others Present: Robert Belleman, Dave Gilbert, Bill Smith, Vanessa Guerra, Kyle Bostwick, Jennifer Broadfoot, Cheryl Hadsall, Undersheriff Mike Gomez, Chris Taylor, Kelly Suppes, Gladys, Jessica Sargent, Judi Lincoln, Justin Pomerville, Kathy Dwan, Kitty Packard, Brian Wendling, Brian Keenan-Lechel, Angie Miller, AD, Trent Boyd, Mike Hanley, Norm Bamberger, Tom, WSGW – Ric Antonio, Sarah Brooks, MLive - Caitlyn French, Ceylon Bettis, Doug Deeter, Bill Stanuszek, Connie Sullivan, Natalie's iPhone, Linda James, Lisa Coney, Lt. Mark Przybylski, Denise Babbitt, JoAnn Crary, Josh Brown, Koren Thurston, Stacey Bell-Trevino, Erin Kuzenko, Family's iPhone, John McColgan, Robert White, Sage TheSunset, Suzy Koepplinger, Sue Arceo, Cindy Louchart



## CLERK'S CALL OF SESSION

### Public Notice of Regular Board Session

***As the County Building is closed to the public except by appointment due to the COVID-19 pandemic, the meeting is open remotely pursuant to P.A. 267 of 1976 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 which extends the time to meet remotely to August 31, 2021 and to allow for participation during the public portion of the meeting.***

The Saginaw County Board of Commissioners will convene for its Regular Session on

**Tuesday, April 20, 2021 at 5:00 p.m.**

Via Zoom teleconference as follows:

INSTRUCTIONS using ZOOM audio conferencing:

Dial: 1 (877) 853-5257 or 1 (888) 475-4499 US Toll-free and enter Meeting ID: 802 444 1727

or

Join Zoom Meeting: <https://zoom.us/j/8024441727> Meeting ID: 802 444 1727

INSTRUCTIONS using ZOOM audio conferencing:

Dial: 1 (877) 853-5257 or 1 (888) 475-4499 and enter Meeting ID: 802 444 1727

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to [boc@saginawcounty.com](mailto:boc@saginawcounty.com) prior to 12:00 p.m. the day of the meeting. Please include your phone number so you can be un-muted when it is your time to speak.

This meeting is being held consistent with P.A. 267 of 1976 (MCL 15.263) to consider the April 20, 2021 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate remotely, please call the Board of Commissioners at 989.790.5267.

Respectfully Submitted,

**Vanessa Guerra**

Vanessa Guerra, County Clerk

April 9, 2021

Posted 4-16-21 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed, if there are no objections. The Chair hears none; it is so ordered.***

## APPROVAL OF MINUTES

- ***Commissioner Theisen, seconded by Commissioner Tany, moved to approve the Minutes of the March 16, 2021 Board Session. Motion carried unanimously.***



## PUBLIC HEARING

None

## AUDIENCES

- Kathy Dwan thanked everyone and stated it was a pleasure working with the commissioners. She explained that when she sold her house and announced her resignation effective April 30, 2021 due to moving out of the district, she was unaware that changing her address at the Secretary of State on March 25, 2021 also changed her voting registration to another county and rendered her ineligible to serve as County Commissioner effective that same date. She wished everyone good luck and God's blessings.

## LAUDATORY RESOLUTIONS

None

## PETITIONS AND COMMUNICATIONS

***By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.***

**4-20-1 ECONOMIC DEVELOPMENT CORPORATION** submitting the 2020 Annual Report pursuant to PA 388 of 1974 as amended.

-- County Services (*Receive & File*)

**4-20-2 RETIREMENT/BENEFITS ADMINISTRATOR** submitting the Actuarial Valuation of Other Post-Employment Benefits (OPEB) Under GASB Statements No. 74 and 75 as of September 30, 2020, prepared by CBIZ Retirement Plan Services.

-- Budget/Audit (*Receive & File*)

**4-20-3 INFORMATION TECHNOLOGY** requesting approval of a Performance Resolution required by the Michigan Department of Transportation (MDOT) to continue the Saginaw County Fiber Installation/Implementation Project.

-- County Services (**4-20-3.1/Res. A**)

**4-20-4 SHERIFF** requesting waiver of the hiring freeze to fill a vacant position of Records Clerk (PCN #207049) and a vacant Jail Security position (PCN #101447).

-- Labor Relations (**4-20-5.2**)

**4-20-5 10<sup>th</sup> CIRCUIT COURT - FAMILY DIVISION** requesting an extension of a temporary Personnel Control Number (PCN) for the position of School Truancy Coordinator retroactive from March 31, 2021 to May 31, 2021.

-- Labor Relations (**4-20-5.3**)

**4-20-6 MSU EXTENSION** requesting additional funding for the last six (6) months of fiscal year 2021, in light of \$37 million in federal aid to Saginaw County.

-- Budget/Audit (*Postponed to Committee of the Whole*)

**4-20-7 EQUALIZATION** submitting Form L-4024, Report of Equalization, indicating the statement of valuation in 2020 for all townships and cities in Saginaw County.

-- County Services (**4-20-3.2**)



## Board of Commissioners – April 20, 2021

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- 4-20-8** **SHERIFF** requesting discussion of the Employee Wellness Reimbursement Program and to give an update on the Saginaw County Sheriff's Office.  
-- Courts & Public Safety (*Receive & File*)
- 4-20-9** **PARKS & RECREATION** requesting approval to submit 2021 Special License Applications with the Michigan Liquor Control Commission to allow for beer and wine to be served at adult-oriented parks events.  
-- County Services (**4-20-3.3**)
- 4-20-10** **PARKS & RECREATION** requesting approval of changes to Imerman Memorial Park Bark Park Rules, Sec. G, after adoption by the Parks & Recreation Commission, two (2) public meetings, and input from many dog park patrons.  
-- County Services (**4-20-3.4**)
- 4-20-11** **CONTROLLER/CAO** requesting approval to donate planning related documents and maps to the Castle Museum of Saginaw County History.  
-- County Services (**4-20-3.5**)
- 4-20-12** **CONTROLLER/CAO** submitting a Saginaw County Adult Detention & Sheriff Administration Building Project Status report.  
-- Courts & Public Safety (*Receive & File*)
- 4-20-13** **MOSQUITO ABATEMENT COMMISSION** submitting its 2021 Program Plan for informational purposes and discussion.  
-- Human Services (*Receive & File*)
- 4-20-14** **CONTROLLER/CAO** submitting a recommendation to utilize funds due to be received under the American Rescue Plan Act (ARPA); and to schedule a Committee of the Whole session to evaluate requests from County departments, small businesses, nonprofits and tourism/hospitality industry for use of ARPA funding allocated to Saginaw County.  
-- Budget/Audit (**4-20-4.1**)
- 4-20-15** **PERSONNEL DIRECTOR** submitting the Employment Status Report covering statistics for the month of March 2021.  
-- Labor Relations (*Receive & File*)
- 4-20-16** **PERSONNEL DIRECTOR** submitting information on the expiration of County Policies #365 – COVID-19 Emergency Paid Sick Leave (EPSL) and #366 – Family Medical Leave Act (FMLA) Expansion and approval of new County Policy #367 – COVID-19 Sick Time Policy.  
-- Labor Relations (**4-20-5.1**)
- 4-20-17** **COMMISSION ON AGING** requesting waiver of the hiring freeze to fill the vacant position of Senior Center Coordinator (PCN #238101).  
-- Labor Relations (**4-20-5.2**)
- 4-20-18** **PROSECUTOR** requesting waiver of the hiring freeze to fill the position of Assistant Prosecutor (PCN #101240).  
-- Labor Relations (**4-20-5.2**)
- 4-20-19** **REHMANN** submitting the FY 2020 Audited Financial Statements.  
-- Budget/Audit (**4-20-4.2**)
- 4-20-20** **LABOR COUNSEL** submitting three (3) Memorandums of Understanding (MOU) for Teamsters Local 214 (COA & Public Health), Teamsters Local 214 (Nurses), and UAW Local 455 – Unit 48 Managers, increasing the PTO limit from 700 hours up to 820 hours for Health Department employees who are dedicated to COVID response, effective through September 30, 2021.  
-- Labor Relations (**4-20-5.4**)



## INITIATORY MOTIONS

None

## REPORTS OF COMMITTEES

1. **Human Services Committee – J. Theisen, Chair; M. Webster, Vice-Chair**  
None
2. **Courts and Public Safety Committee – S. Matthews, Chair; C. Boyd, Vice-Chair**  
None
3. **County Services Committee – M. Webster; D. Krafft, Vice-Chair**
  - 3.1) **INFORMATION TECHNOLOGY**, re: Submission of Performance Resolution with Michigan Department of Transportation (MDOT)
  - 3.2) **EQUALIZATION**, re: Approval of 2021 Report of Equalization
  - 3.3) **PARKS & RECREATION**, re: Approval to submit 2021 Special License Applications with the Michigan Liquor Control Commission
  - 3.4) **PARKS & RECREATION**, re: Approval of changes to Imerman Memorial Park Bark Park Rules, Sec. G
  - 3.5) **CONTROLLER/CAO**, re: Approval of donation of County of Saginaw planning related documents and maps to the Castle Museum of Saginaw County History
  - ***Webster moved, seconded by Krafft, to approve 3.1 – 3.5 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***

### FROM: COMMITTEE ON COUNTY SERVICES – 3.1

APRIL 20, 2021

Your committee considered Communication No. 4-20-3 from Josh Brown, Director, Information Technology, requesting approval of a Performance Resolution required by the Michigan Department of Transportation (MDOT) to continue the Saginaw County Fiber Installation/Implementation Project. We met with Mr. Brown via Zoom who explained the Performance Resolution is required by MDOT for purposes of issuing an “individual permit for use of State Highway Right of Way” providing Saginaw County the permission necessary to install Fiber/Cabling across State of Michigan roadways, allowing IT connections to offices/buildings outside the courthouse building.

We recommend approval of a Performance Resolution required by the State of Michigan allowing the permission necessary to continue to the Saginaw County Fiber Installation/Implementation Project. The Resolution is submitted under the regular order of business.

Respectfully Submitted,

### COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany



## Board of Commissioners – April 20, 2021

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**FROM: COMMITTEE ON COUNTY SERVICES – 3.2**

**APRIL 20, 2021**

Your committee considered Communication No. 4-20-7 from Denise Babbitt, Equalization Director, submitting form L-4024, Report of Equalization, indicating the statement of valuation in 2021 for all townships and cities in Saginaw County

We met with Ms. Babbitt via Zoom who informed the committee the Total Equalized Value of the County for 2021 is \$6,489,961,684. This is an increase of \$251,753,460 over the 2020 Equalized Value of \$6,238,208,224 for an increase of 4.03%. Real property increased \$229,943,865 or 3.86%. Personal Property increased \$21,809,595 or 4.09%.

It is the recommendation of your committee that the Equalization Report for Saginaw County by class for 2021, as attached, be approved.

Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

[Reports begin on next page]



# Board of Commissioners – April 20, 2021

Michigan Department of Treasury STC  
608 (Rev. 3-02)

## Personal and Real Property - TOTALS

04/07/2021 11:42 AM

**L-4024**

### Saginaw County

Statement of acreage and valuation in the year 2021 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Township or City	Number of Acres Assessed	Total Real Property Valuations		Personal Property Valuations		Total Real Plus Personal Property	
	(Col. 1) Acres Hundredths	(Col. 2) Assessed Valuations	(Col. 3) Equalized Valuations	(Col. 4) Assessed Valuations	(Col. 5) Equalized Valuations	(Col. 6) Assessed Valuations	(Col. 7) Equalized Valuations
Albee	0.00	96,050,100	96,050,100	2,986,300	2,986,300	99,036,400	99,036,400
Birch Run	0.00	277,478,800	277,478,800	34,548,800	34,548,800	312,027,600	312,027,600
Blumfield	0.00	142,685,000	142,685,000	17,829,800	17,829,800	160,514,800	160,514,800
Brady	0.00	84,725,800	84,725,800	2,483,500	2,483,500	87,209,300	87,209,300
Brant	0.00	81,180,083	81,180,083	2,447,400	2,447,400	83,627,483	83,627,483
Bridgeport	0.00	245,688,350	245,688,350	30,331,000	30,331,000	276,019,350	276,019,350
Buena Vista	0.00	206,822,500	206,822,500	33,399,200	33,399,200	240,221,700	240,221,700
Carrollton	0.00	90,476,200	90,476,200	9,737,900	9,737,900	100,214,100	100,214,100
Chapin	0.00	45,344,900	45,344,900	1,001,500	1,001,500	46,346,400	46,346,400
Chesaning	0.00	174,852,600	174,852,600	11,366,900	11,366,900	186,219,500	186,219,500
Frankenmuth	0.00	157,300,700	157,300,700	5,060,500	5,060,500	162,361,200	162,361,200
Fremont	0.00	101,304,400	101,304,400	2,281,400	2,281,400	103,585,800	103,585,800
James	0.00	59,038,300	59,038,300	14,104,500	14,104,500	73,142,800	73,142,800
Jonesfield	0.00	67,432,400	67,432,400	3,249,200	3,249,200	70,681,600	70,681,600
Kochville	0.00	213,358,816	213,358,816	30,151,202	30,151,202	243,510,018	243,510,018
Lakefield	0.00	50,197,800	50,197,800	1,378,900	1,378,900	51,576,700	51,576,700
Maple Grove	0.00	117,746,100	117,746,100	4,086,800	4,086,800	121,832,900	121,832,900
Marion	0.00	31,543,500	31,543,500	594,100	594,100	32,137,600	32,137,600
Richland	0.00	173,481,550	173,481,550	21,185,000	21,185,000	194,666,550	194,666,550
Saginaw	0.00	1,394,213,800	1,394,213,800	71,492,100	71,492,100	1,465,705,900	1,465,705,900
Saint Charles	0.00	115,060,200	115,060,200	5,242,300	5,242,300	120,302,500	120,302,500
Spaulding	0.00	58,528,900	58,528,900	14,084,100	14,084,100	72,613,000	72,613,000
Swan Creek	0.00	102,896,600	102,896,600	7,865,800	7,865,800	110,762,400	110,762,400
Taymouth	0.00	149,491,700	149,491,700	21,951,500	21,951,500	171,443,200	171,443,200
Thomas	0.00	493,087,600	493,087,600	47,713,393	47,713,393	540,800,993	540,800,993
Tittabawassee	0.00	384,471,500	384,471,500	30,370,500	30,370,500	414,842,000	414,842,000
Zilwaukee	0.00	4,043,900	4,043,900	1,843,400	1,843,400	5,887,300	5,887,300
Frankenmuth	0.00	376,537,000	376,537,000	22,099,500	22,099,500	398,636,500	398,636,500
Saginaw	0.00	425,035,090	425,035,090	74,760,800	74,760,800	499,795,890	499,795,890
Township or City	Number of Acres Assessed	Total Real Property Valuations		Personal Property Valuations		Total Real Plus Personal Property	
(Col. 1) Acres Hundredths	(Col. 2) Assessed Valuations	(Col. 3) Equalized Valuations	(Col. 4) Assessed Valuations	(Col. 5) Equalized Valuations	(Col. 6) Assessed Valuations	(Col. 7) Equalized Valuations	
Zilwaukee	0.00	36,908,200	36,908,200	7,332,000	7,332,000	44,240,200	44,240,200
<b>Totals for County</b>	0.00	5,956,982,389	5,956,982,389	532,979,295	532,979,295	6,489,961,684	6,489,961,684

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF SAGINAW COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 – 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 225 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the State.

Dated \_\_\_\_\_, 20\_\_\_\_



# Board of Commissioners – April 20, 2021

Michigan Department of Treasury STC  
608 (Rev. 3-02)

## Equalized Valuations - REAL

04/07/2021 11:42 AM

**L-4024**

### Saginaw County

Statement of acreage and valuation in the year 2021 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Real Property Equalized by County Board of Commissioners							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
Albee	40,617,000	1,911,200	474,900	53,047,000	0	0	96,050,100
Birch Run	32,111,800	70,187,500	4,369,200	170,810,300	0	0	277,478,800
Blumfield	70,219,700	6,739,000	2,338,400	63,387,900	0	0	142,685,000
Brady	41,955,300	5,234,600	1,069,600	36,466,300	0	0	84,725,800
Brant	29,989,883	387,400	514,500	50,288,300	0	0	81,180,083
Bridgeport	18,182,800	44,057,800	8,740,500	174,707,250	0	0	245,688,350
Buena Vista	47,302,300	60,741,700	40,659,000	58,119,500	0	0	206,822,500
Carrollton	0	16,350,100	4,010,900	70,115,200	0	0	90,476,200
Chapin	26,125,300	127,900	209,200	18,882,500	0	0	45,344,900
Chesaning	41,020,800	21,142,600	8,751,800	103,937,400	0	0	174,852,600
Frankenmuth	64,006,600	1,301,800	2,676,200	89,316,100	0	0	157,300,700
Fremont	34,289,600	239,600	427,500	66,347,700	0	0	101,304,400
James	5,917,400	1,666,100	262,800	51,170,100	21,900	0	59,038,300
Jonesfield	28,409,100	3,317,200	3,138,800	32,567,300	0	0	67,432,400
Kochville	19,675,100	130,867,600	4,619,400	58,196,716	0	0	213,358,816
Lakefield	23,518,200	97,500	0	26,582,100	0	0	50,197,800
Maple Grove	40,113,300	903,400	674,100	76,055,300	0	0	117,746,100
Marion	13,183,500	329,100	0	18,030,900	0	0	31,543,500
Richland	39,798,000	11,289,900	1,729,600	120,664,050	0	0	173,481,550
Saginaw	5,778,500	387,849,900	7,178,200	993,407,200	0	0	1,394,213,800
Saint Charles	41,357,300	8,797,600	667,300	64,238,000	0	0	115,060,200
Spaulding	20,285,400	2,192,200	724,300	35,327,000	0	0	58,528,900
Swan Creek	9,803,300	3,194,000	3,201,000	86,698,300	0	0	102,896,600
Taymouth	21,455,200	2,636,300	635,900	124,764,300	0	0	149,491,700
Thomas	18,057,200	39,515,400	24,293,500	411,221,500	0	0	493,087,600
Tittabawassee	28,547,200	45,204,400	5,471,100	305,248,800	0	0	384,471,500
Zilwaukee	525,200	730,200	811,600	1,976,900	0	0	4,043,900
Frankenmuth	0	152,434,800	4,488,000	219,614,200	0	0	376,537,000
Saginaw	66,700	75,719,790	24,342,000	324,906,600	0	0	425,035,090
Real Property Equalized by County Board of Commissioners							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
Zilwaukee	0	2,554,600	8,766,600	25,587,000	0	0	36,908,200
<b>Total for County</b>	<b>762,311,683</b>	<b>1,097,721,190</b>	<b>165,245,900</b>	<b>3,931,681,716</b>	<b>21,900</b>	<b>0</b>	<b>5,956,982,389</b>

### OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF SAGINAW COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 – 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 225 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the State.

Dated \_\_\_\_\_, 20\_\_\_\_



# Board of Commissioners – April 20, 2021

Michigan Department of Treasury STC  
608 (Rev. 3-02)

## Assessed Valuations - REAL

04/07/2021 11:42 AM

**L-4024**

### Saginaw County

Statement of acreage and valuation in the year 2021 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Real Property Assessed Valuations Approved by Boards of Review							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
Albee	40,617,000	1,911,200	474,900	53,047,000	0	0	96,050,100
Birch Run	32,111,800	70,187,500	4,369,200	170,810,300	0	0	277,478,800
Blumfield	70,219,700	6,739,000	2,338,400	63,387,900	0	0	142,685,000
Brady	41,955,300	5,234,600	1,069,600	36,466,300	0	0	84,725,800
Brant	29,989,883	387,400	514,500	50,288,300	0	0	81,180,083
Bridgeport	18,182,800	44,057,800	8,740,500	174,707,250	0	0	245,688,350
Buena Vista	47,302,300	60,741,700	40,659,000	58,119,500	0	0	206,822,500
Carrollton	0	16,350,100	4,010,900	70,115,200	0	0	90,476,200
Chapin	26,125,300	127,900	209,200	18,882,500	0	0	45,344,900
Chesaning	41,020,800	21,142,600	8,751,800	103,937,400	0	0	174,852,600
Frankenmuth	64,006,600	1,301,800	2,676,200	89,316,100	0	0	157,300,700
Fremont	34,289,600	239,600	427,500	66,347,700	0	0	101,304,400
James	5,917,400	1,666,100	262,800	51,170,100	21,900	0	59,038,300
Jonesfield	28,409,100	3,317,200	3,138,800	32,567,300	0	0	67,432,400
Kochville	19,675,100	130,867,600	4,619,400	58,196,716	0	0	213,358,816
Lakefield	23,518,200	97,500	0	26,582,100	0	0	50,197,800
Maple Grove	40,113,300	903,400	674,100	76,055,300	0	0	117,746,100
Marion	13,183,500	329,100	0	18,030,900	0	0	31,543,500
Richland	39,798,000	11,289,900	1,729,600	120,664,050	0	0	173,481,550
Saginaw	5,778,500	387,849,900	7,178,200	993,407,200	0	0	1,394,213,800
Saint Charles	41,357,300	8,797,600	667,300	64,238,000	0	0	115,060,200
Spaulding	20,285,400	2,192,200	724,300	35,327,000	0	0	58,528,900
Swan Creek	9,803,300	3,194,000	3,201,000	86,698,300	0	0	102,896,600
Taymouth	21,455,200	2,636,300	635,900	124,764,300	0	0	149,491,700
Thomas	18,057,200	39,515,400	24,293,500	411,221,500	0	0	493,087,600
Tittabawassee	28,547,200	45,204,400	5,471,100	305,248,800	0	0	384,471,500
Zilwaukee	525,200	730,200	811,600	1,976,900	0	0	4,043,900
Frankenmuth	0	152,434,800	4,488,000	219,614,200	0	0	376,537,000
Saginaw	66,700	75,719,790	24,342,000	324,906,600	0	0	425,035,090
Real Property Assessed Valuations Approved by Boards of Review							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
Zilwaukee	0	2,554,600	8,766,600	25,587,000	0	0	36,908,200
<b>Total for County</b>	762,311,683	1,097,721,190	165,245,900	3,931,681,716	21,900	0	5,956,982,389

**OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF SAGINAW COUNTY**

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 – 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 225 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the State.

Dated \_\_\_\_\_, 20\_\_\_\_



## Board of Commissioners – April 20, 2021

### FROM: COMMITTEE ON COUNTY SERVICES – 3.3

APRIL 20, 2021

Your committee considered Communication No. 4-20-9 from Brian Keenan-Lechel, Director, Parks and Recreation Commission, requesting approval to submit 2021 Special License Applications with the Michigan Liquor Control Commission to allow for beer and wine to be served at adult-oriented parks events.

We met with Mr. Keenan-Lechel via Zoom who explained that, once completed, the application process allows beer and wine to be served at certain adult-oriented parks events such as the upcoming Adult Movie Night in the Park in June 2021.

We recommend approval to allow Mr. Keenan-Lechel to submit applications to the Michigan Liquor Control Commission and return to the Board of Commissioners for approval prior to each event.

Respectfully Submitted,

#### COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

### FROM: COMMITTEE ON COUNTY SERVICES – 3.4

APRIL 20, 2021

Your committee considered Communication No. 4-20-10 from Brian Keenan-Lechel, Director, Parks and Recreation Commission, requesting approval of changes to Imerman Memorial Park Bark Park Rules, Sec. G, after adoption by the Parks & Recreation Commission.

We met with Mr. Keenan-Lechel via Zoom who explained that the rules language was reviewed and edited by the county's civil counsel. The changes were considered and adopted by the Saginaw County Parks and Recreation Commission after two (2) public meetings and input from many Bark Park patrons. We recommend approval to approve changes to Imerman Memorial Park Bark Park Rules, Sec. G, as attached.

Respectfully Submitted,

#### COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

#### Bark Park Rules

1. Children under 12 years of age must be accompanied and closely monitored by an adult.
2. The Bark Park is for dogs, their owners/handlers and those accompanying them. No other use is allowed.
3. Dogs may be off leash only within the designated fenced area. Owners/handlers must carry a leash while in the Bark Park.
4. No more than three dogs per person are permitted in the Bark Park.
5. Dogs that are in heat, ill or with internal and/or external parasites (fleas, ticks, worms) are not allowed in the Bark Park.
6. All dogs must have current vaccinations, including rabies, and have a current dog license tag displayed in ready view to enter the Bark Park.



## Board of Commissioners – April 20, 2021

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7. Puppies under four months are not permitted in the Bark Park.
8. Gates must be closed at all times.
9. The small dog park is for dogs under 30 pounds. The large dog park is for dogs over 30 pounds.
10. Owners/handlers must remain at the Bark Park with their dog, clean up after the dog and monitor its behavior.
11. Owner/handler is responsible for all actions of dog while in the Bark Park. Dogs must respond to verbal commands.
12. If owners/handlers dog becomes aggressive, it must be removed from the Bark Park immediately.
13. If your dog digs, please fill in the hole.
14. Dogs and their owners/handlers who violate these rules are subject to removal from the Bark Park and possible suspension from Bark Park use.
15. The County of Saginaw assumes no responsibility for owners/handlers and/or their dog(s) in the Bark Park or on park amenities including but not limited to benches, picnic tables and agility obstacles. Owners/handlers of dogs use the Bark Park at their own risk, and, in consideration of their use of the Bark Park, shall indemnify and hold harmless the County of Saginaw, the Saginaw County Parks & Recreation Commission, and their officers, employees, and agents, from any claims of injuries or damages sustained as a result of their use of the Bark Park or other park amenities.
16. In the event of an emergency, contact 911. To report a bite incident, contact Saginaw County Animal Care and Control Center at (989)791-4500. Saginaw County Parks can be reached at (989)790-5280.

### **FROM: COMMITTEE ON COUNTY SERVICES – 3.5**

**APRIL 20, 2021**

Your committee considered Communication No. 4-20-11 from Robert Belleman, Controller/CAO, requesting approval to donate planning related documents and maps to the Castle Museum of Saginaw County History.

We met with Mr. Belleman via Zoom who explained the Planning Department was dissolved in 2020 and, as it is not necessary for the documents to be stored in the County Courthouse, he requests formal donation to the Castle Museum. This transition affords the County of Saginaw the opportunity to partner with the Castle Museum to preserve our planning related documents and maps. Mr. Trombley and former Planning Director William Wright have identified documents worth preserving. The Castle Museum will work with the Public Libraries of Saginaw County to make available to the library those documents more suitable to them.

We recommend approval of the donation of County of Saginaw planning related documents and maps to the Castle Museum of Saginaw County History.

Respectfully Submitted,

### **COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany



4. **Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair**

4.1) **CONTROLLER/CAO**, re: Approval to (1) reinstate of 8 hours per pay for 31 District Court employees and reinstate 2 District Court employees from part-time to full-time; (2) create an Assistant Director of Maintenance position; (3) fund court costs associated with hosting offsite jury trials; and (4) schedule a Committee of the Whole to evaluate requests from county departments, small businesses, nonprofits and tourism/hospitality industry

- *Krafft moved, seconded by Theisen, to approve 4.1. Discussion was held concerning Commissioner Boyd's recommendation to seek reimbursement from the State Court Administrative Office for funding of offsite jury trials and the Controller indicated he would author that communication. After discussion, the motion carried by the following roll-call vote:*

*Yes: Theisen, Harris, Ewing, Krafft, Little, Webster, Tany, Boyd, Matthews, and Ruth - 10*

*No: - 0*

*Total: - 10*

4.2) **CONTROLLER/FINANCE DIRECTOR**, re: Approval of FY 2020 Audit

- *Krafft moved, seconded by Boyd, to approve 4.2. After an on-screen PowerPoint presentation by Doug Deeter of Rehmann, the motion carried by the following roll-call vote:*

*Yes: Harris, Ewing, Krafft, Little, Webster, Tany, Boyd, Matthews, Theisen, and Ruth - 10*

*No: - 0*

*Total: - 10*

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1**

**APRIL 20, 2021**

Your Budget/Audit Committee considered Communication No. 4-20-14 from Robert Belleman, Controller/CAO, submitting a recommendation to utilize funds due to be received under the American Rescue Plan Act (ARPA); and to schedule a Committee of the Whole session to evaluate requests from County departments, small businesses, nonprofits and tourism/hospitality industry for use of ARPA funding allocated to Saginaw County.

We met with Mr. Belleman via Zoom who informed the committee that he, Chairman Ruth and Finance Director, Koren Thurston, met with Congressman Dan Kildee and several of his staff members on March 15, 2021 to discuss the American Rescue Plan Act. The County of Saginaw is scheduled to receive approximately \$36.95 million with 50% of the allocation expected to be received within sixty (60) days from when the legislation was signed into law. The County will have three (3) years or until December 31, 2024 to expend these funds. The American Rescue Plan is to assist the County in covering lost revenue and prevention and mitigation expenses associated with COVID-19.

If approved the ARPA funding will be utilized as follows: 1) Cover revenue reduction resulting from COVID-19; 2) Cover eligible COVID related prevention and mitigation strategies; 3) Cover costs associated with eligible technology enhancements or other COVID mitigation strategies and; 4) Cover eligible economic aid to small businesses, nonprofits, and industries such as tourism and hospitality.



## Board of Commissioners – April 20, 2021

We recommend, in the immediate short-term, approval as follows: 1) Reinstate eight (8.0) hours per pay for 31 District Court employees and reinstate two (2) District Court employees from part-time to full-time; 2) Create an Assistant Director of Maintenance position; 3) Fund court costs associated with hosting offsite jury trials and; 4) Schedule a Committee of the Whole to evaluate requests from county departments, small businesses, nonprofits and tourism/hospitality industry.

Respectfully Submitted,

### **COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

### **FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2**

**APRIL 20, 2021**

Your Budget/Audit Committee met with Doug Deeter, Auditor from the CPA firm of Rehmann Robson, via Zoom, who reported on the progress of the County of Saginaw Audited Financial Statements for the Fiscal Year ended September 30, 2020. The Audit was provided to the committee members and for distribution to all other commissioners. (*Comm. No. 4-20-19*)

The Auditors indicated the County of Saginaw has six months to submit its audit to the State of Michigan to comply with State laws. Should the County not file its audit within this deadline, the County could incur financial penalties. The Controller/CAO submitted a letter to the Department of Treasury requesting a 30-day extension on filing of the completed County of Saginaw Audited Financial Statements and Management Letter for the Fiscal Year ended September 30, 2020. The State of Michigan has approved the County's request for an extension, which moved the filing date from March 31, 2021 to April 30, 2021.

The Auditors issued an unmodified opinion that the Audited Financial Statements fairly represent the County's financial position. All County programs and accounting funds ended the year positively. The Auditors also issued findings and recommendations for strengthening internal controls and improving operating efficiencies. All of these findings and recommendations were provided to the Committee. Accordingly, we recommend the County of Saginaw Audited Financial Statements and Management Letter for the Fiscal Year ended September 30, 2020 be accepted; further, that the proper County officials be authorized and directed to file the necessary documents to complete the audit process, if necessary.

Respectfully Submitted,

### **COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

### **5. Labor Relations Committee – M. Webster, Chair; K. Harris, Vice-Chair**

- 5.1) **PERSONNEL DIRECTOR**, re: Approval of new County Policy #367 titled COVID-19 Sick Time Policy
- 5.2) **WAIVER OF HIRING FREEZE**, re: Records Clerk and Jail Security at the Sheriff Department; Senior Center Coordinator at Commission on Aging and Assistant Prosecutor in the Prosecutors Office



## Board of Commissioners – April 20, 2021

- 5.3) **10<sup>TH</sup> CIRCUIT COURT - FAMILY DIVISION**, re: Approval to extend temporary PCN #101163 for the position of School Truancy Coordinator retroactive from March 31, 2021 to May 31, 2021
- 5.4) **CIVIL/LABOR COUNSEL**, re: Approval of three (3) Memorandums of Understanding that increase the PTO limit for Health Department employees from 700 hours up to 820 hours effective through September 30, 2021

- **Webster moved, seconded by Matthews, to approve 5.1 through 5.4 leaving room for exceptions. There were no exceptions and the motion carried by the following roll-call vote:**  
**Yes: Ewing, Krafft, Little, Webster, Tany, Boyd, Matthews, Theisen, Harris, and Ruth - 10**  
**No: - 0**  
**Total: - 10**

### FROM: COMMITTEE ON LABOR RELATIONS -- 5.1

APRIL 20, 2021

Your Labor Relations Committee considered Communication Nos. 4-20-16 from Jennifer Broadfoot, Personnel Director, submitting information on the expiration of County Policies #365 – COVID-19 Emergency Paid Sick Leave (EPSL) and #366 – Family Medical Leave Act (FMLA) Expansion and approval of new County Policy #367 – COVID-19 Sick Time Off Policy.

We met with Ms. Broadfoot via Zoom who explained that rather than amending and continuing with the previous leave policies on a voluntary basis, a new COVID Sick Time Policy has been drafted for consideration by the Labor Relations Committee. The new policy provides for up to two weeks of paid COVID sick time in relation to certain COVID related qualifying reasons. These include COVID vaccinations, for time off resulting from side effects from COVID vaccinations, for COVID related issues that develop while someone is in a vaccination protocol (in between vaccinations, or prior to reaching full vaccination status) or in the rare instance when someone tests positive after being fully vaccinated. It also allows for leave in cases where an employee is not able to be vaccinated. The policy attempts to encourage employees to pursue vaccinations, while recognizing and providing for paid time off in instances where an employee may need time off relating to or during that pursuit.

We recommend approval of new County Policy #367 – COVID-19 Sick Time Off Policy.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

Category: 300  
Number: **367**  
Subject: **COVID-19 Paid Sick Time Off Policy**

- 2. **PURPOSE:** The purpose of this policy is to define additional paid sick time off benefits provided to the employees of Saginaw County during the pandemic outbreak of COVID-19. This policy is in effect through September 30, 2021.
- 3. **AUTHORITY:** The Saginaw County Board of Commissioners.



## Board of Commissioners – April 20, 2021

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4. APPLICATION: This policy applies to all qualifying Saginaw County regular full-time, regular part-time, part-time, temporary, on-call, seasonal and probationary employees, with the exception of Elected Officials and Emergency Responders (i.e. Sheriff's Department employees.)
5. RESPONSIBILITY: The Controller/CAO will have responsibility for implementing and administering this policy.
5. DEFINITIONS: None.
6. POLICY:
  - 6.1 The County will provide all employees, including new hires, with paid sick time off, separate from any normal PTO leave accruals, for the following reasons:
    - 1 COVID-19 vaccination appointments.
    2. Side effects following a COVID-19 vaccination.
    3. If COVID-19 symptoms are experienced, while in a vaccination protocol (before full vaccination status is achieved) and a medical diagnosis is sought.
    4. A COVID-19 diagnosis or a requirement to quarantine due to a COVID-19 exposure while in a vaccination protocol (before full vaccination status is achieved.)\*
    5. In rare cases where someone is diagnosed with COVID-19 after having been fully vaccinated.
- \* Essential workers at the Health Department are exempt from paid sick time as it relates to quarantine due to a COVID-19 exposure while in a vaccination protocol (before full vaccination status is achieved.)
7. Administrative Procedures:
  - 7.1 If the employee meets any of the aforementioned criteria, which will be determined after submitting a form requesting Paid Sick Time to the Controller's Office, Paid Sick Time will be approved and PTO will not be deducted from the employee's accrued leave banks. (Employees will be required to provide proof of vaccination status.) For full-time employees up to eighty (80) hours of paid leave will be granted. Part-time on-call, seasonal and temporary employees will receive paid leave for the number of hours that employee was scheduled to work during the requested leave period. Employees who are unable to be vaccinated against COVID-19 due to a medical condition should contact the Controller's Office regarding leave status if they are symptomatic, are required to quarantine, or are diagnosed with COVID-19, as they may be eligible for leave provided proper documentation of their inability to receive the vaccination is provided.



## Board of Commissioners – April 20, 2021

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- 7.2 If the employee does not meet the criteria for Paid Sick Leave, the county will grant paid leave from the employee's accrued paid leave banks in accordance with the employee's corresponding collective bargaining agreement or personnel policy, if non-union.
- 7.3 Employees requesting Paid Sick Leave shall complete the Paid Sick Leave Request Form, as soon as possible, following occurrence of the potentially qualifying reason for leave. All Paid Sick Time is subject to approval by the Controller's Office.
- 7.4 Approved Paid Sick Time shall be reported on employee time sheets as "COVID-19 SL."
- 7.5 This policy shall take effect April 1, 2021 and expire September 30, 2021.
- 7.6 When working from home, employees may take Paid Sick Time intermittently and in any increment agreed to with their manager. For those not teleworking and currently working onsite, intermittent leave would not be available except as relating to a vaccination appointment or side effects follow a vaccination, as all other reasons for Paid Sick Time off could potentially expose an employee or others in the workplace to the virus. Employees must either use the full amount of Paid Sick Time or use it in full-day increments until the reason for leave is over and it is safe for the employee to return to work.
- 7.7 The employee may use Paid Sick Time under this policy before using any other accrued paid time off for the qualifying reasons stated above. Time previous taken under the County's COVID-19 Emergency Paid Sick Leave Act Policy (Policy #365) will count against the two week entitlement contained within this policy.
- 7.8 No employee who appropriately utilizes emergency Paid Sick Time under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.
- 8 CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content  
Saginaw County Civil Counsel

ADOPTED: April 20, 2021



## Board of Commissioners – April 20, 2021

### FROM: COMMITTEE ON LABOR RELATIONS -- 5.2

APRIL 20, 2021

Your Labor Relations Committee considered Communication Nos. 4-20-4, 4-20-17 and 4-20-18 from department heads requesting waiver of the hiring freeze and approval to fill vacant positions in their respective department as follows:

<u>Requestor</u>	<u>Department</u>	<u>Position(s)</u>
William Federspiel, Sheriff	Sheriff Department	<b>Records Clerk (PCN #207049)</b>
William Federspiel, Sheriff	Sheriff Department	<b>Jail Security (PCN #101447)</b>
Jessica Sargent, Director	Commission on Aging	<b>Senior Center Coordinator (PCN #238101)</b>
John McColgan Jr., Prosecutor	Prosecutors Office	<b>Assistant Prosecutor (PCN #101240)</b>

We recommend approval to waive the hiring freeze and fill the positions listed above.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

### FROM: COMMITTEE ON LABOR RELATIONS -- 5.3

APRIL 20, 2021

Your Labor Relations Committee considered Communication No. 4-20-5 from Todd Borders, Administrator, 10<sup>th</sup> Circuit Court – Family Division, requesting an extension of temporary Personnel Control Number PCN #101163 for the position of School Truancy Coordinator retroactive from March 31, 2021 to May 31, 2021.

We met with Mr. Borders via Zoom who explained that it was anticipated that the temporary PCN would not be necessary after March 31, 2021; however, development of the Delinquency Supervisor position was delayed due to the compensation study. With the posting of the Delinquency Supervisor position, it is anticipated the temporary PCN would be needed through the end of May 2021.

We recommend approval to extend temporary Personnel Control Number #101163, for the position of School Truancy Coordinator retroactive from March 31, 2021 to May 31, 2021.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

### FROM: COMMITTEE ON LABOR RELATIONS -- 5.4

APRIL 20, 2021

Your Labor Relations Committee considered Communication No. 4-20-20 from Dave Gilbert, Civil/Labor Counsel, submitting for approval three (3) Memorandums of Understanding (MOU) for Teamsters Local 214 (COA & Public Health), Teamsters Local 214 (Nurses), and UAW Local 455 – Unit 48 Managers, increasing the PTO limit from 700 hours up to 820 hours for Health Department employees who are dedicated to COVID-19 response, effective through September 30, 2021.

We met with Mr. Gilbert via Zoom who explained that some employees at the Health Department who were given 120 hours of PTO as compensation will exceed the 700 cap that is currently in place.



## Board of Commissioners – April 20, 2021

We recommend approval to increase the PTO limit for the employees specified in the three (3) Memorandums of Understanding (MOU) from 700 hours up to 820 hours effective through September 30, 2021.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

#### 6. Executive Committee – C. Ruth, Chair

6.1) Recommendation from Executive Committee to fill the County Commissioner District #1 vacancy

- Chairman Ruth announced that based on past procedures and a recommendation from Civil Counsel, and he asked for a Motion to proceed with the appointment according to the following rules:

- **A candidate must obtain a majority of votes of the commissioners present. (6 if 10 commissioners are present)**
- **If there are more than two (2) candidates nominated and no candidate receives a majority of the votes, then the candidate with the least number of votes is eliminated.**
- **Voting continues until one candidate receives a majority.**

- Commissioner Boyd asked for a Point of Order. He stated that prior to filling the vacancy the position of County Commissioner District #1 should be declared vacant. ***Boyd moved, seconded by Krafft, to declare the office of County Commissioner District #1 vacant as of March 25, 2021 because the officeholder is no longer a registered voter of the district as required by law. The motion carried by the following roll-call vote:***

***Yes: Krafft, Little, Webster, Tany, Boyd, Matthews, Theisen, Harris, Ewing, and Ruth - 10***

***No: - 0***

***Total: - 10***

- Commissioner Boyd asked for a second Point of Order. He stated the procedure that Chairman Ruth outlined has not been placed on the agenda in writing, and he believes the procedure being used to fill the vacancy is not in accordance with state statute. Further, 50% of the Board of Commissioners were excluded from the process. ***Boyd moved, seconded by Theisen, to recess at this time for an opportunity for the full board to interview all of the candidates prior to taking action on nominations to a date and time determined by the Board. Discussion was held regarding recess vs adjournment and whether notice had to be given for the continuation of the meeting. After discussion, the motion carried by the following roll-call vote:***

***Yes: Little, Webster, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, and Ruth - 10***

***No: - 0***

***Total: - 10***



## Board of Commissioners – April 20, 2021

- Discussion was held regarding a date and time to continue the meeting. Krafft suggested multiple dates and times are offered to the candidates for continuation of the interviews. The Clerk suggested that whichever day is chosen keeping the time at 5:00 p.m., as that is the standard time of our board sessions. Chairman Ruth suggested Thursday, April 22, 2021 at 5:00 p.m. **Matthews moved, seconded by Harris, to recess the meeting to Thursday, April 22, 2021 at 5:00 p.m. and the motion carried by the following roll-call vote:**  
**Yes: Webster, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, and Ruth - 10**  
**No: - 0**  
**Total: - 10**
- Discussion was held regarding the process that would be followed on Thursday, April 22, 2021 at 5:00 p.m. during continuation of the interview process and the remainder of the April Board Session.

THEREUPON, THE BOARD RECESSED AT 6:06 P.M. UNTIL THURSDAY, APRIL 22, 2021 AT 5:00 P.M.



THE BOARD RECONVENED ON THURSDAY, APRIL 22, 2021 AT 5:00 P.M. TO CONTINUE THE APRIL 20, 2021 BOARD SESSION.

### CLERK'S CALL OF SESSION

Public Notice of Regular Board Session

Recessed on April 20, 2021 to reconvene Thursday, April 22, 2021  
at 5:00 p.m. pursuant to MCL 15.265(4)(5)

*As the County Building is closed to the public except by appointment due to the COVID-19 pandemic, the meeting is open remotely pursuant to P.A. 267 of 1976 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 which extends the time to meet remotely to August 31, 2021 and to allow for participation during the public portion of the meeting.*

The Saginaw County Board of Commissioners will reconvene its Regular Session after recess on Thursday, April 22, 2021 at 5:00 p.m.

Via Zoom teleconference as follows:

INSTRUCTIONS using ZOOM audio conferencing: Dial: 1 (877) 853-5257 or 1 (888) 475-4499  
US Toll-free and enter Meeting ID: 802 444 1727

or

Join Zoom Meeting: <https://zoom.us/j/8024441727> Meeting ID: 802 444 1727

INSTRUCTIONS using ZOOM audio conferencing:

Dial: 1 (877) 853-5257 or 1 (888) 475-4499

This meeting is being held consistent with P.A. 267 of 1976 (MCL 15.263) to consider the remainder of the April 20, 2021 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate remotely, please call the Board of Commissioners at 989.790.5267.



## Board of Commissioners – April 20, 2021

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Respectfully Submitted,

**Vanessa Guerra**

Vanessa Guerra, County Clerk

County Clerk Vanessa Guerra took roll and the minutes reflect the location of each commissioner who is attending the continuation of the meeting remotely. A quorum was present as follows:

**PRESENT:** *Jack B. Tany (Carrollton Twp., MI), Christopher S. Boyd (Saginaw Twp., MI), Sheldon Matthews (Spaulding Twp., MI), James G. Theisen (Thomas Twp., MI), Kyle R. Harris (Dewitt, MI), Carol E. Ewing (Birch Run Twp., MI), Dennis H. Krafft (Frankenmuth, MI), Gerald D. Little (Saginaw, MI), Carl E. Ruth (Saginaw, MI), and Michael A. Webster (Saginaw, MI) - 10*

**ABSENT:** *None - 0*

**TOTAL:** *- 10*

Others Present: Robert Belleman, Dave Gilbert, Vanessa Guerra, Kyle Bostwick, Kitty Packard, Pete Wiltse, Angie Miller, Brandell Adams, Brian Keenan-Lechel, Sarah Brooks, Caitlyn French, Ceylon Bettis, Cheryl Hadsall, Chris Taylor, Christine Maul, Cynthia Winiecke, Don Sugg, Evan Allardyce, Jessica Sargent, Judi Lincoln, Justine Pomerville, Koren Thurston, Kathy Dwan, Keaton Rahn, Mary McLaughlin, Mike Hanley, Norm Bamberger, Pat Wurtzel, John McColgan, Sue Kaltenbach, Terry Camp, Newsmaker WJRT, Tom Knaub, Trent, Bill Stanuszek, WSGW – Ric Antonio, Robert White, Jim Bouliew, Laurasue Holcomb, Linda James, Suzy Koepplinger, Sue Arceo, Cindy Louchart

- ❖ Chairman Ruth asked Civil Counsel to provide a legal opinion in regard to filling the vacant position of District #1 County Commissioner.
- ❖ Dave Gilbert, Civil Counsel, stated that former County Commissioner Kathy Dwan changed her registered voter status to Antrim County effective March 25, 2021 making her ineligible to hold office as a Saginaw County Commissioner pursuant to state statute, specifically MCL 46.411. The statute requires a candidate to be a resident and registered voter of his/her district and remain so in order to continue to hold office. Earlier in this meeting, the Board approved a motion declaring the position of District #1 County Commissioner vacant as of March 25, 2021. Pursuant to MCL 46.412(1) “When a vacancy occurs in the office of commissioner by death, resignation, removal from the district or removal from office, the vacancy shall be filled by appointment within 30 days by the county board of commissioners of a resident and registered voter of that district.” Further, “...the person appointed to fill the vacancy shall serve for the remainder of the unexpired term.”
- ❖ If the vacancy is not filled within 30 days, a special election is required. The special election shall be called by the County Board of Commissioners. (MCL 46.413) The statute doesn’t speak to the procedure to appoint, nor do the Board Rules. However, Board Rule 6.1 states “The business of the Board shall be conducted in accordance with Robert’s Rules of Order, insofar as such rules are not in conflict with these Rules and the Statutes of the State of Michigan.” Robert’s Rules provide that if there is no determining rule, a motion to fix the method of voting is



## Board of Commissioners – April 20, 2021

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required. Chairman Ruth will read the procedure that has been used in the past by the board and he will ask for a motion to approve that process.

- Chairman Ruth asked for a motion to retract Executive Committee Board Report 6.1 that was submitted on the Addendum. ***Krafft moved, seconded by Matthews, to retract Executive Committee Board Report 6.1 that was submitted on the Addendum. The motion carried by the following roll-call vote:***

***Yes: Harris, Ewing, Krafft, Little, Webster, Tany, Boyd, Matthews, and Ruth - 9***

***No: - 0***

***Abs: Theisen - 1***

***Total: - 10***

- Chairman Ruth asked for a motion to void the votes made in any committee or board meeting as of March 25, 2021 by former Commissioner Kathy Dwan and ratify the minutes of those meetings. ***Boyd moved, seconded by Matthews, that pursuant to MCL 46.411 and the resolution of this Board declaring a vacancy in the Office of Saginaw County Commissioner, District #1, effective March 25, 2021, that all votes exercised by the prior officeholder during the Human Services Committee meeting of April 5, 2021 and the similar votes cast in the Courts and Public Safety Committee meeting of April 6, 2021 be set aside and determined to be void. I further move that all actions of those Committees be hereby ratified since the actions were carried by a majority vote of the remaining members of those committees. The motion carried by the following roll-call vote:***

***Yes: Ewing, Krafft, Little, Webster, Tany, Boyd, Matthews, Harris, and Ruth - 9***

***No: - 0***

***Abs: Theisen - 1***

***Total: - 10***

- Chairman Ruth announced that based on past procedures and a recommendation from Civil Counsel, and he asked for a Motion to proceed with the appointment according to the following rules:

- A candidate must obtain a majority of votes of the commissioners present. (6 if 10 commissioners are present)
- If there are more than 2 candidates nominated and no candidate receives a majority of the votes, then the candidate with the least number of votes is eliminated.
- Voting continues until one candidate receives a majority.

- ***Commissioner Boyd, seconded by Commissioner Matthews, move adoption of the procedure set forth by Chairman Ruth and that in accordance with the provisions of MCL 46.412 and MCL 46.413 proceed to fill the vacancy we declared in the Office of Saginaw County Commissioner, District #1; and, that we hereby acknowledge that these procedures supersede the actions of the Executive Board, but that all actions of this Board in this regard remain in full force and effect and be considered a continuation of those procedures. The motion carried by the following roll-call vote:***



## Board of Commissioners – April 20, 2021

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**Yes: Krafft, Little, Webster, Tany, Boyd, Matthews, Harris, Ewing, and Ruth - 9**

**No: - 0**

**Abs: Theisen – 1**

**Total: - 10**

- ❖ Commissioner Ewing asked that the voting history of the last twenty (20) years for District #1 County Commissioner be shown on the screen for public view. Chairman Ruth directed the inquiry to Civil Counsel who stated that the current statute providing for the appointment does not differentiate between parties, it only provides for residency and registered voting status.
- ❖ Interviews were held of four (4) applicants for the vacant District #1 County Commissioner seat:
  - Keaton Rahn
  - Peter Wiltse
  - Cynthia Winiecke
  - Patrick Wurtzel
- Commissioner Boyd inquired as to an applicant who was determined to not be qualified to fill the vacancy and if action should be taken to reject his application. ***Boyd moved, seconded by Theisen, to reject the application of Ross Gibson for consideration to fill the vacancy, due to not being a registered voter in County Commission District #1. The motion carried by the following roll-call vote:***

**Yes: Little, Webster, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, and Ruth - 10**  
**No: - 0**  
**Total: - 10**
- Chairman Ruth asked for nominations to fill the vacant District #1 County Commissioner seat.
  - ***Matthews nominated Cynthia Winiecke***
  - ***Krafft nominated Patrick Wurtzel***

***Matthews moved, seconded by Theisen, that nominations be closed and the Clerk be instructed to take a roll-call vote on the nominations. Discussion was held:***

- ❖ Commissioner Ewing spoke in favor of appointing a Republican to the vacant District #1 seat, because a Republican has won the majority vote of elections over the last twenty (20) years. She also read a letter to the Board on behalf of former Commissioner Kathy Dwan regarding her position that a Republican should be appointed to replace her.
- ❖ Commissioner Theisen stated District #1 has historically been a Republican district and spoke in favor of appointing Patrick Wurtzel to finish the term. As a former commissioner of 22 years, he has the experience, has a thorough understanding of the issues and can hit the ground running.



## Board of Commissioners – April 20, 2021

- ❖ Commissioner Boyd requested the Chairman strike the comments read on behalf of former Commissioner Dwan from the Minutes, as she had already spoken under Public Comment and it was a circumvention of the Board Rules. He further spoke of partisan politics, that the Board should do what is in the best interest of all citizens, and that under the Constitution diversity should also be considered by appointing a woman to fill the vacancy.
- ❖ Commissioner Harris stated his opinion is the appropriate choice would be to appoint Pat Wurtzel to serve the remainder of the term, as he was elected by the district multiple times.
- Chairman Ruth asked for a motion to strike the comments made by Commissioner Ewing on behalf of former Commissioner Dwan. ***Boyd moved, seconded by Webster, to strike the comments made by Commissioner Ewing on behalf of former Commissioner Dwan. The motion carried by the following roll-call vote:***
  - Yes: Webster, Tany, Boyd, Matthews, Little, and Ruth - 6***
  - No: Theisen, Harris, Ewing, Krafft - 4***
  - Total: - 10***
- Chairman Ruth asked the Clerk to take roll-call on the Motion to Close Nominations. ***The motion carried by the following roll-call vote:***
  - Yes: Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, and Ruth - 10***
  - No: - 0***
  - Total: - 10***
- Chairman Ruth asked the Clerk to take roll-call on the nominations for appointment of County Commissioner – District #1 and the Clerk asked that commissioners name the applicant they seek to support:
  - Winiecke: Boyd, Matthews, Little, Webster, Tany, and Ruth - 6***
  - Wurtzel: Theisen, Harris, Ewing, Krafft - 4***

The Clerk announced that Cynthia Winiecke, having received a majority of the votes, has been appointed as Saginaw County Commissioner for District #1 to fulfill the vacant term until December 31, 2022.

7. **Legislative Committee – J. Theisen, Chair; G. Little, Vice-Chair**  
None
8. **Intergovernmental Cooperation Committee – J. Theisen, Chair; J. Tany, Vice-Chair**  
None
9. **Committee Compensation**
  - 4-20-21.1) March 7, 2021 – March 20, 2021
  - 4-20-21.2) March 21, 2021 – April 3, 2021



## Board of Commissioners – April 20, 2021

- **Matthews moved, seconded by Little, to approve 4-20-21.1 and 4-20-21.2 leaving room for exceptions. There were no exceptions and the motion carried by the following roll-call vote:**  
**Yes: Matthews, Harris, Ewing, Krafft, Little, Webster, Tany, Boyd, and Ruth - 9**  
**No: - 0**  
**Abs: Theisen - 1**  
**Total: - 10**

### COMMITTEE COMPENSATION - 4.20.21.1

April 20, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held, March 7 - March 20, 2021.*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

***Virtual meetings are authorized by PA 254 of 2020 (MCL 15.263) until March 31, 2021.***

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	03/08/21	Labor Relations Committee via Zoom	Webster	\$50.00	1
			Harris	\$50.00	1
			Little	\$50.00	1
			Matthews	\$50.00	1
			Ruth	\$50.00	1
2	03/09/21	Executive Committee via Zoom	Ruth	\$50.00	1
			Theisen	\$50.00	1
			Matthews	\$50.00	1
			Webster	\$50.00	1
			Krafft	\$50.00	1
3	03/11/21	Consortium of Homeless Assistance Providers via GoToMtg	Ewing	\$50.00	1
4	03/15/21	Northern Michigan Counties Association via Zoom	Theisen	\$50.00	1
5	03/16/21	GLB CVB via Zoom	Ruth	\$25.00	1
6	03/16/21	Board Session via Zoom Boyd, Dwan, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster	11 Present	\$550.00	11
7	03/17/21	Saginaw Valley Zoological Society via GoToMtg	Matthews	\$50.00	1
			Little	\$50.00	1
8	03/18/21	Frankenmuth CVB via Zoom	Krafft	\$50.00	1
9	03/18/21	Commission on Aging via Zoom	Ewing	\$50.00	1
10	03/18/21	Community Action Committee via Conference Call	Little	\$50.00	1



## Board of Commissioners – April 20, 2021

11	03/19/21	MAC Agriculture & Tourism via Zoom	Harris	\$50.00	1
		<b>TOTAL</b>		<b>\$1,475.00</b>	<b>30</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (3-19-21)

### COMMITTEE COMPENSATION - 4.20.21.2

April 20, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held March 21 - April 3, 2021*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

*Virtual meetings are authorized by PA 254 of 2020 (MCL 15.263) until March 31, 2021.*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	03/22/21	MAC Health & Human Services via Zoom	Webster	\$50.00	1
2	03/22/21	MAC Judiciary & Public Safety via GoToMtg	Boyd	\$50.00	1
3	03/25/21	Community Action Committee (in person)	Little	\$50.00	1
4	03/26/21	MAC Transportation via Zoom	Harris	\$50.00	1
5	03/26/21	Saginaw Future Board via Zoom	Webster	\$50.00	1
6	03/29/21	MI Works! Board via Zoom	Matthews	\$50.00	1
			Little	\$50.00	1
			Ruth	\$50.00	1
			Tany	\$50.00	1
			Webster	\$50.00	1
7	04/02/21	MAC Finance & General Govt. via Zoom	Krafft	\$50.00	1
		<b>TOTAL</b>		<b>\$550.00</b>	<b>11</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (4-2-21)

## RESOLUTIONS

### RESOLUTION "A"

#### Performance Resolution for Governmental Agencies

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 20<sup>th</sup> day of April 2021 at 5:00 p.m.

Present: *Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth, Jack B. Tany, Michael A. Webster - 9*

Absent: *James G. Theisen - 1*

Total: - 10



## Board of Commissioners – April 20, 2021

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**Commissioner Matthews offered the following resolution and moved for adoption.**

**The motion was seconded by Commissioner Tany.**

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an “Individual Permit for Use of State Highway Right of Way,” or an “Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way.”

**RESOLVED WHEREAS**, the County of Saginaw hereinafter referred to as the “GOVERNMENTAL AGENCY,” periodically applies to the Michigan Department of Transportation, hereinafter referred to as the “DEPARTMENT,” for permits, referred to as PERMIT,” to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

**NOW, THEREFORE**, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party’s liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee’s, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENTS specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit



## Board of Commissioners – April 20, 2021

activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY’S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by a PERMIT when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor’s behalf it shall also require that such policy includes as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

**BE IT FURTHER RESOLVED**, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

**TITLE AND/OR NAME:**

Amcomm Inc. – Don Weisshuhn and/or John Ramonaitis  
Convergent Technologies – John Foster

After discussion, the vote was:

**Yeas: *Boyd, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Webster - 9***

**Nays: - 0**

**Absent: *Theisen - 1***

**Total: - 10**

STATE OF MICHIGAN            )  
  )ss  
COUNTY OF SAGINAW        )



## Board of Commissioners – April 20, 2021

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 20<sup>th</sup> day of April, 2021, insofar as the same relate to the Resolution of Agency Pursuant to Section 87c of Act 206, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 20th day of April, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

### UNFINISHED BUSINESS

None

### PROCLAMATIONS

None

### APPOINTMENTS

None

### ELECTIONS

None

### CHAIR ANNOUNCEMENTS

- Chairman Ruth thanked everyone for his or her efforts and consensus with this process. This will probably go on record as the longest meeting the Board of Commissioners has ever had due to the recess. He thanked the Clerk's Office for its assistance and for the fair and open communication from everyone.

### COMMISSIONER AUDIENCES

None

**By Commissioner Harris, seconded by Commissioner Matthews: That the Board adjourn. Carried.** Thereupon, the Board adjourned at 6:32 p.m.

- Newly appointed Commissioner Cynthia Winiecke thanked the Board for its support and stated she is extremely honored to work with each and every person on the Board.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Deputy County Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



**MAY SESSION 2021**



**F**irst day of the May Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, May 18, 2021. The Board met pursuant to call of the County Clerk at 5:00 p.m. via Zoom with the Honorable Carl E. Ruth in the Chair. This meeting was held consistent with P.A. 267 of 1976/P.A. 228 of 2020 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 to consider the May 18, 2021 Agenda.

County Clerk Vanessa Guerra took roll and the minutes reflect the location of each commissioner who is attending the meeting remotely. A quorum was present as follows:

**PRESENT:** *Cynthia M. Winiecke (Freeland, MI), Jack B. Tany (Carrollton Twp., MI), Christopher S. Boyd (Saginaw Twp., MI), Sheldon Matthews (Spaulding Twp., MI), James G. Theisen (Thomas Twp., MI), Kyle R. Harris (St. Charles, MI), Carol E. Ewing (Birch Run, MI), Dennis H. Krafft (Frankenmuth, MI), Gerald D. Little (Saginaw, MI), Carl E. Ruth (Saginaw, MI), and Michael A. Webster (Saginaw, MI) - 11*

**ABSENT:** *None - 0*

**TOTAL:** *- 11*

 Commissioner Theisen opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

Others Present: Robert Belleman, Dave Gilbert, Vanessa Guerra, Brian Keenan-Lechel, Ceylon Bettis, Christina Harrington, Dr. Dawn Hinton, Isaac Blackmon, Jennifer Broadfoot, Jessica Sargent, Prosecutor John McColgan, Koren Thurston, Kelly Suppes, Linda James, Marcia, Mary McLaughlin, Mike Thompson, Norm Bamberger, JoAnn Crary, Undersheriff Mike Gomez, Tim Ninemire, Bill Stanuszek, Caitlyn French, Suzy Koeplinger, Sue Arceo, Cindy Louchart



## CLERK'S CALL OF SESSION

### Public Notice of Regular Board Session

***As the County Building is closed to the public except by appointment due to the COVID-19 pandemic, the meeting is open remotely pursuant to P.A. 267 of 1976 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 which extends the time to meet remotely to August 31, 2021 and to allow for participation during the public portion of the meeting.***

The Saginaw County Board of Commissioners will convene for its Regular Session on

**Tuesday, May 18, 2021 at 5:00 p.m.**

via Zoom teleconference as follows:

INSTRUCTIONS using ZOOM audio conferencing:

Dial: 1 (877) 853-5257 or 1 (888) 475-4499 US Toll-free and enter Meeting ID: 802 444 1727

or

Join Zoom Meeting: <https://zoom.us/j/8024441727> Meeting ID: 802 444 1727

INSTRUCTIONS using ZOOM audio conferencing:

Dial: 1 (877) 853-5257 or 1 (888) 475-4499 and enter Meeting ID: 802 444 1727

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to [boc@saginawcounty.com](mailto:boc@saginawcounty.com) prior to 12:00 p.m. the day of the meeting. Please include your phone number so you can be un-muted when it is your time to speak.

This meeting is being held consistent with P.A. 267 of 1976 (MCL 15.263) to consider the May 18, 2021 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate remotely, please call the Board of Commissioners at 989.790.5267.

Respectfully Submitted,

**Vanessa Guerra**

Vanessa Guerra, County Clerk

May 7, 2021

Posted 5-7-21 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed, if there are no objections. The Chair hears none; it is so ordered.***

## APPROVAL OF MINUTES

- ***Commissioner Boyd moved, seconded by Commissioner Tany, pursuant to MCL 46.411 and the resolution of this board that declared a vacancy in the office of Saginaw County Commissioner for District #1 effective March 25, 2021, that all votes exercised by the prior officeholder during the special meeting of April 8, 2021 be set aside and declared void and that all actions of the***



## Board of Commissioners – May 18, 2021

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*board be ratified since all actions carried by a majority of the board. Motion carried unanimously.*

- *Commissioner Winiecke moved, seconded by Commissioner Little, to approve the April 8, 2021 Special Meeting Minutes as amended and the April 20, 2021 Board Session Minutes. Motion carried unanimously.*

### **PUBLIC HEARING**

None

### **AUDIENCES**

- Commissioner Winiecke presented Tim Ninemire, Saginaw County Community Mental Health Authority (SCCMHA), with a Proclamation for *May as Mental Health Month*. Mr. Ninemire thanked the Board of Commissioners and accepted the Proclamation on behalf of Director Sandra Lindsey and the SCCMHA Board of Directors. SCCMHA is proud to offer mental health services to the community, especially over the past year. He shared a quote by Ms. Lindsey – “*Hope cannot be quarantined*” – and stated he appreciates everything Saginaw County does to support SCCMHA.
- Dr. Dawn Hinton presented information on the First Ward Leadership Fellows, which is a collaboration between SVSU and First Ward Community Center. The program is designed to help young people between the ages of 18 – 25 to develop leadership skills. Community focus groups were held and participants were introduced to members of the City Council and Board of Commissioners. Dr. Hinton urged commissioners to appoint Tess Martin to the HealthSource Saginaw Board of Trustees in December when a position becomes available.
- Brian Keenan-Lechel spoke regarding the equitable implementation of Phases II & III of the Compensation Study. He stated that, although the proposed recommendation does not recognize seniority in the implementation of the Compensation Study at this time, this is a point that has been brought up by multiple members of the UAW Managers Union throughout the compensation study process. The nearly one year delay in Phases II & III implementation from original timelines could be considered, as well as retroactively paying 76 employees from Phases II & III who were placed in sub-steps in 2020 to be made whole from their implementation dates.

### **LAUDATORY RESOLUTIONS**

**Certificate of Recognition  
Barbara Lawson  
Office Assistant II  
in the  
County Prosecutor’s Office**



## Board of Commissioners – May 18, 2021

**For 31 years, Barbara Lawson** was a staple in the Saginaw County Prosecutors Office. She began her career April 2, 1990 as the Victim’s Assistant Clerk and quickly moved into the position of Clerk/Typist I/II by June 4, 1990. On January 1, 1999 Barb advanced to Receptionist/Prosecutor’s Jury Specialist where she remained until her retirement on April 30, 2021. In 2019, a countywide compensation study was completed which renamed her job title to Office Assistant II.

**Barb’s dedication never wavered.** She was one of the first people the public would see when they entered the Prosecutor’s Office and was always professional. The experience and knowledge that left with Barb is priceless. As for 2020, I think Barb will agree that in all the years working for the County, she has never seen anything like it!

**The Saginaw County Board of Commissioners congratulates Barbara Lawson** on her well-deserved retirement after 31 years of service, and thanks her for her hard work and dedication to Saginaw County and the citizens and prosecutors she assisted throughout the years.

Respectfully Submitted,  
**Saginaw County Board of Commissioners**  
Carl E. Ruth  
Chair, District #10

Presented: April 30, 2021  
Adopted: May 18, 2021

**Certificate of Recognition  
Eta Upsilon Omega Chapter of Alpha Kappa Alpha Sorority, Inc.  
Hats Off to Mom Scholarship Program**

**Upon the occasion of the Alpha Kappa Alpha Sorority, Inc., Eta Upsilon Omega Chapter,  
37th Annual Virtual “Hats Off to Mom” Scholarship Program**

on Saturday, May 1, 2021

this Certificate of Recognition is awarded to

**Evangelist Ruth C. Pryor – VIP Mother of the Year & Mrs Jeanette Brown – VIP Soror of the Year**  
as a testimonial of loyal and dedicated service that they have contributed over the years.

**Eta Upsilon Omega Chapter of Alpha Kappa Alpha Sorority, Inc.** was chartered on Saturday, February 10, 1962 at the Bancroft Hotel in Saginaw, Michigan. Twelve distinguished sorors comprised the charter group. The chartering officer was Soror Laura Kate Campbell, Supreme Grammateus at that time. The Regional Director was Soror LaRue Fredericks, and the Supreme Basileus was Soror Marjorie Parker. A special guest at the chartering ceremony was Soror Aloncita Flood, National Membership Chairman and Aunt of Soror Bernadine Tivis. The first basileus of Eta Upsilon Omega Chapter was Soror Marie Claytor. **The Saginaw County Board of Commissioners** does hereby extend this Certificate of Recognition to **Evangelist Ruth C. Pryor & Mrs. Jeanette Brown** along with our best wishes for many more happy, productive years in the future.

Respectfully Submitted,  
**Saginaw County Board of Commissioners**  
Carl E. Ruth  
Chairman, District #10

Presented: May 1, 2021  
Adopted: May 18, 2021



## PETITIONS AND COMMUNICATIONS

*By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.*

- 5-18-1 SAGINAW FUTURE** submitting its second quarter report, January 1 through March 31, 2021 and request for \$23,430 in performance-based funding pursuant to the First Amendment to the Saginaw County and Saginaw Future Services Agreement.  
-- County Services **(5-18-3.1)**
- 5-18-2 COMMUNITY CORRECTIONS** requesting approval to submit, and accept if awarded, a grant in the amount of \$578,892 from the State of Michigan, Office of Community Corrections.  
-- Courts & Public Safety **(5-18-2.1)**
- 5-18-3 VILLAGE OF MERRILL** sending notice of a public hearing on the request from Gemini Capital Management XIII, LLC at 235 W. Saginaw St., Merrill, MI to establish a Commercial Rehabilitation District.  
-- County Services *(Receive & File)*
- 5-18-4 VILLAGE OF MERRILL** sending notice of a public hearing on the request from Mo Coco Coffee at 104 E. Saginaw St., Merrill, MI to establish a Commercial Rehabilitation District.  
-- County Services *(Receive & File)*
- 5-18-5 CONTROLLER/CAO** submitting the 2021 First Quarter Finance and Program Reports of the Saginaw County Historical Society.  
-- County Services *(Receive & File)*
- 5-18-6 REGION VII AREA AGENCY ON AGING** submitting its Draft Allocation Plan with preliminary planning figures in anticipation of federal and state appropriations for FY 2022.  
-- Human Services *(Receive & File)*
- 5-18-7 CONTROLLER/CAO** requesting approval and authorization to submit a grant application to the Michigan Department of Health & Human Services (MDHHS) to provide suicide prevention training for 300 county employees.  
-- Human Services **(5-18-1.1)**
- 5-18-8 PUBLIC WORKS** requesting approval of a Full Faith and Credit Resolution regarding the sale of bonds in the amount of \$7,000,000 for the Gage Drain Drainage District.  
-- County Services **(5-18-3.2)**
- 5-18-9 PUBLIC WORKS** requesting approval to amend the 2021 Soil Erosion FY 2021 Budget and replace a current vehicle.  
-- County Services **(5-18-3.3)**
- 5-18-10 PUBLIC WORKS** requesting a change in the compensation package of the Public Works Commissioner to include a vehicle and phone allowance at a bi-weekly rate of \$460.00, in lieu of a county vehicle and county provided cell phone.  
-- County Services *(Tabled to June County Services Committee)*
- 5-18-11 TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of February 2021.  
-- Budget/Audit **(5-18-4.1)**
- 5-18-12 TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of March 2021.  
-- Budget/Audit **(5-18-4.1)**



- 5-18-13 **FINANCE DIRECTOR** submitting quarterly budget adjustments for January 1, 2021 – March 31, 2021.
  - Budget/Audit (*Receive & File*)
- 5-18-14 **CONTROLLER/CAO** submitting a recommendation to partner with Saginaw Charter Township to defend the current taxable value of the Fashion Square Mall with a contribution of up to \$10,000 toward the costs of appraising and defending the appraised value legally in the Michigan Tax Tribunal.
  - Budget/Audit (**5-18-4.2**)
- 5-18-15 **CONTROLLER/CAO** submitting the updated Saginaw County multi-year budget forecast model prepared by Municipal Analytics.
  - Budget/Audit (*Receive & File*)
- 5-18-16 **CONTROLLER/CAO** submitting the monthly Status Report on the Saginaw County Adult Detention and Sheriff Administration Building Project.
  - Courts & Public Safety (*Receive & File*)
- 5-18-17 **PROSECUTOR** requesting waiver of the hiring freeze to fill the vacant position of Office Assistant II (PCN #101253) due to retirement.
  - Labor Relations (**5-18-5.1**)
- 5-18-18 **PERSONNEL DIRECTOR** submitting the Employment Status Report covering statistics for the month of April 2021.
  - Labor Relations (*Receive & File*)
- 5-18-19 **LABOR COUNSEL** submitting for approval an Agreement to Rescind a Memorandum of Understanding with TPOAM.
  - Labor Relations (**5-18-4.2**)
- 5-18-20 **SHERIFF** requesting to amend its FY 2021 Budget using revenue from firearm gun sales (207-30104-64233) to increase the Law Enforcement Fund (207-30104-97900) by \$22,572 to purchase a vehicle estimated to cost \$18,700; further, requesting that the remaining revenue from firearm gun sales go to the Local Drug Forfeiture Fund (280-30125-93600).
  - Budget/Audit (**5-18-4.3**)
- 5-18-21 **CONTROLLER/CAO** submitting information for discussion to revisit the October 20, 2020 Board of Commissioners decision to implement the Job Classification & Total Compensation Study for Phases II & III over a three year period.
  - Committee of the Whole

**INITIATORY MOTIONS**

None

**REPORTS OF COMMITTEES**

- 1. **Human Services Committee – J. Theisen, Chair; M. Webster, Vice-Chair**
  - 1.1) **CONTROLLER/CAO**, re: Approval to submit grant application for \$60,000 to MDHHS to provide suicide program training for 300 county employees
    - **Theisen moved, seconded by Matthews, to approve 1.1. The motion carried by the following roll-call vote:**  
**Yes: Ewing, Krafft, Little, Webster, Winiecke, Tany, Boyd, Matthews, Theisen, Harris and Ruth - 11**



**No: - 0**  
**Total: - 11**

**FROM: COMMITTEE ON HUMAN SERVICES – 1.1**

**MAY 18, 2021**

Your committee considered Communication No. 5-18-7 from Robert Belleman, Controller/CAO, requesting approval and authorization to submit a grant application to the Michigan Department of Health & Human Services (MDHHS) for \$60,000 to provide “Transforming Youth Suicide Prevention” program training for 300 county employees.

The committee met with Mr. Belleman and Ms. Barb Smith, Executive Director, Suicide Resource & Response Network (“Network”) via Zoom, who explained the grant and the training which would provide county employees, many of whom are front-line workers who interact with the public, especially youth ages 18 – 24 with the necessary skills and tools to identify and assist in referring individuals who may be struggling and possibly contemplating death by suicide to a trained professional. The skills may also prepare county employees with helping family and friends who may be struggling with the economic and social impacts of the Coronavirus pandemic. The MDHHS grant would cover the cost of 300 county employees attending the safeTALK training including, but not limited to, training materials and support. Strict protocols are in place for COVID-19 safety.

We recommend approval and authorization to submit a grant application for \$60,000 to the Michigan Department of Health & Human Services to provide “Transforming Youth Suicide Prevention” program training for 300 county employees.

Respectfully Submitted,

**COMMITTEE ON HUMAN SERVICES**

James G. Theisen, Chair  
Gerald Little  
Carl E. Ruth

Michael Webster, Vice-Chair  
Cynthia Winiecke

2. **Courts and Public Safety Committee – S. Matthews, Chair; C. Boyd, Vice-Chair**

2.2) **COMMUNITY CORRECTIONS**, re: Approval to submit and accept a grant for \$578,892 from the State of Michigan, Office of Community Corrections

- ***Matthews moved, seconded by Boyd, to approve 2.1. The motion carried by the following roll-call vote:***

***Yes: Krafft, Little, Webster, Winiecke, Tany, Boyd, Matthews, Theisen, Harris, Ewing, and Ruth - 11***

***No: - 0***

***Total: - 11***

**FROM: COMMITTEE ON COURTS & PUBLIC SAFETY – 2.1**

**MAY 18, 2021**

Your committee considered Communication No. 5-18-2 from Mary M. McLaughlin, Community Corrections Manager, requesting approval to submit, and accept if awarded, a grant in the amount of \$578,892 from the State of Michigan, Office of Community Corrections.

The committee met with Ms. McLaughlin via Zoom, who explained the grant and what it covers, which is wages and benefits for Community Corrections/Pretrial Services staff as well as methamphetamine/opiate and trauma programs at Tri-Cap. Community Corrections clients are



## Board of Commissioners – May 18, 2021

currently at 300 for GPS tether and day reporting. All programs are available to all Specialty Courts. The budgetary proposal is a \$51,591 increase from FY 2021. As always, there are no match funds required for this grant.

We recommend approval to submit and accept, if awarded, a grant for \$578,892 from the State of Michigan, Office of Community Corrections.

Respectfully Submitted,

### COMMITTEE ON COURTS & PUBLIC SAFETY

Sheldon Matthews, Chair  
Kyle R. Harris  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
Cynthia M. Winiecke

### 3. County Services Committee – M. Webster; D. Krafft, Vice-Chair

- 3.1) **SAGINAW FUTURE, INC.**, re: Approval of \$23,430 in performance-based funding pursuant to the First Amendment to the Services Agreement between Saginaw County and Saginaw Future
- 3.2) **PUBLIC WORKS**, re: Approval of a Resolution regarding Gage Drain Bonds, Series 2021 submitted under the regular order of business
- 3.3) **PUBLIC WORKS**, re: Approval to amend the FY 2021 Soil Erosion Budget for purchase of a vehicle to replace a current vehicle

- **Webster moved, seconded by Krafft, to approve 3.1 – 3.3 leaving room for exceptions. There were no exceptions and the motion carried by the following roll-call vote:**

**Yes: Little, Webster, Winiecke, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, and Ruth - 11**

**No: - 0**

**Total: - 11**

### FROM: COMMITTEE ON COUNTY SERVICES – 3.1

MAY 18, 2021

Your committee considered Communication No. 5-18-1 from JoAnn Crary, President, Saginaw Future, Inc., requesting \$23,430 in performance-based funding pursuant to the First Amendment to the Saginaw County and Saginaw Future Services Agreement.

The committee met with Ms. Crary via Zoom who provided highlights of the second quarter report, January 1, 2021 through March 31, 2021, addressing new investment, job creation and government contracts awarded.

We recommend approval to provide \$23,430 in funding to Saginaw Future, leaving a balance of \$3,270 for the remainder of FY 2020/2021, having met the terms of the First Amendment to the Services Agreement between Saginaw Future and Saginaw County.

Respectfully Submitted,

### COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chairman  
Carol E. Ewing  
Carl E. Ruth

Dennis H. Krafft, Vice-Chair  
Jack B. Tany



**FROM: COMMITTEE ON COUNTY SERVICES – 3.2**

**MAY 18, 2021**

Your committee considered Communication No. 5-18-8 from Brian J. Wendling, Public Works Commissioner requesting approval of a Full Faith and Credit Resolution regarding the sale of Bonds for the Gage Drain Drainage District.

The committee met with Mr. Wendling via zoom who explained that the issuance of bonds for construction of improvements to the Gage Drain will not exceed \$7,000,000 and will mature no later than June 1, 2041. This amount is being issued in anticipation of the collection of an equal amount of special assessments against property and public corporations in the Drainage District.

It is the recommendation of your committee to approve the request and approve a Resolution regarding Gage Drain Bonds, Series 2021 that is submitted under the regular order of business.

Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman  
Carol E. Ewing  
Carl E. Ruth

Dennis H. Krafft, Vice-Chair  
Jack B. Tany

**FROM: COMMITTEE ON COUNTY SERVICES – 3.3**

**MAY 18, 2021**

Your committee considered Communication No. 5-18-9 from Brian J. Wendling, Public Works Commissioner requesting approval to amend the 2021 Soil Erosion FY 2021 Budget and replace a current vehicle.

We met with Mr. Wendling who informed the committee that the funds to purchase a vehicle were in the Soil Erosion Budget for FY 2020 Budget. However, due to Covid-19, the vehicle was not purchased. The estimated dollar amount to purchase a new vehicle is \$36,000. The sale of the current vehicle netted \$31,000, leaving a balance of \$5,000 needed from the budget.

We recommend approval to amend the Soil Erosion FY 2021 Budget for purchase of a vehicle to replace a current vehicle.

Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman  
Carol E. Ewing  
Carl E. Ruth

Dennis H. Krafft, Vice-Chair  
Jack B. Tany

4. **Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair**

- 4.1) **TREASURER/CONTROLLER**, re: Approval of the electronic transactions and voucher payments for the months of February 2021 and March 2021
- 4.2) **CONTROLLER/CAO**, re: Approval to partner with Saginaw Charter Township to defend the current taxable value of Fashion Square Mall with a contribution not to exceed \$10,000
- 4.3) **SHERIFF**, re: Approval to amend its FY 2021 Budget to increase the Law Enforcement Fund and Local Drug Forfeitures Fund using \$22,572 from revenue received from firearm gun sales; further, to approve purchase of a vehicle and outfitting costs in the amount



## Board of Commissioners – May 18, 2021

of \$18,700 from the Law Enforcement Fund with the balance to the Drug Forfeitures Fund

- ***Krafft moved, seconded by Theisen, to approve 4.1 – 4.3 leaving room for exceptions. In regard to Board Report 4.2, Commissioner Boyd and Controller Belleman indicated they had conversations with James Wickman, Saginaw Township Manager, regarding a potential resolution with the Michigan Tax Tribunal. The Controller indicated the entire amount of \$10,000 may not be necessary but appraisal and legal costs were incurred and the Board is still being asked to approve a contribution to Saginaw Township up to \$10,000. After discussion, there were no exceptions and the motion carried by the following roll-call vote:***  
***Yes: Webster, Winiecke, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, and Ruth - 11***  
***No: - 0***  
***Total: - 11***

### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1

MAY 18, 2021

In accordance with State Statute and County Policy, your Budget/Audit Committee reviewed the claims for presentation to the Board of Commissioners, as listed below:

<u>Comm. No.</u>	<u>Payment Type</u>	<u>Period</u>	<u>Amount</u>
<b>5-18-11</b>	Electronic Transactions	February 1 – 28, 2021	\$ 5,718,945.35
	Voucher Payments	February 1 – 28, 2021	\$ 8,497,999.01
<b>5-18-12</b>	Electronic Transactions	March 1 – 31, 2021	\$ 9,885,630.58
	Voucher Payments	March 1 – 31, 2021	\$ 11,796,273.34

We recommend the payments be approved as compiled and submitted by the Treasurer's Office and Accounting Division of the Controller's Office.

Respectfully Submitted,

### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2

MAY 18, 2021

Your Budget/Audit Committee considered Communication No. 5-18-14 from Robert Belleman, Controller/CAO, submitting a recommendation to partner with Saginaw Charter Township to defend the current taxable value of the Fashion square Mall with a contribution of up to \$10,000 toward the costs of appraising and defending the appraised value in the Michigan Tax Tribunal.

We met with Mr. Belleman via Zoom who informed the committee that he received a letter from James Wickman, Saginaw Township Manager, asking for monetary assistance from the County to defend the taxable value range of the Fashion Square Mall, which is currently in foreclosure. The current taxable



## Board of Commissioners – May 18, 2021

values are \$14.36M (2020-21) and \$13.13M (2021-22). The receiver last offered settlement for \$10.5M and \$8.5M, respectively, which would have a negative impact on both the township and the county. Saginaw Township has found a reputable mall appraiser, with tribunal experience, that has demonstrated how we can defend our value range quite fairly. The appraisal will cost \$10,000 and legal costs cannot be predicted. The proposal presented is to split all such costs in proportion to respective millage rates, with a cap of \$10,000 for the County share. That equates to 44.2% for Saginaw Township (8.2311 total mills) and 55.8% for Saginaw County (10.389 total mills). If the total costs exceed \$17,922.82, the \$10,000 maximum County share will be reached and Saginaw Township will cover 100% of the remaining costs for Tax Tribunal.

We recommend approval of a partnership with Saginaw Charter Township to defend the current taxable value of the Fashion Square Mall with a contribution not to exceed \$10,000 toward the cost of appraising and defending the appraised value in the Michigan Tax Tribunal.

Respectfully Submitted,

### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3

**MAY 18, 2021**

Your Budget/Audit Committee considered Communication No. 5-18-20 from Sheriff William L. Federspiel, requesting to amend the FY 2021 Budget to increase the Law Enforcement Fund (207-30104-97900) and the Local Drug Forfeitures Fund (280-30125-93600) using \$22,572 from revenue received from firearm gun sales.

We met with Undersheriff Miguel Gomez who explained to the committee that due to current COVID-19 circumstances, vehicle crashes and blown engines in patrol vehicles, there is a shortage of vehicles for regular patrol. Patrol vehicles currently on order for receipt in May 2021 have been delayed by the manufacturer to September 2021. The cost of the vehicle is \$17,000, however he recommends approval of \$18,700 as there will be additional vehicle outfitting costs above the purchase price. A vehicle for purchase is on hold pending approval by the Board. The remainder of the revenue received will go into the Local Drug Forfeitures Fund.

We recommend approval to amend the FY 2021 Budget to increase the Law Enforcement Fund to purchase the vehicle and the remainder of the funds to increase the Local Drug Forfeitures Fund as noted above.

Respectfully Submitted,

### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

### 5. Labor Relations Committee – M. Webster, Chair; K. Harris, Vice-Chair

- 5.1) **PROSECUTOR**, re: Approval to waive the hiring freeze and fill the vacant position of Office Assistant II (PCN #101253)



## Board of Commissioners – May 18, 2021

- 5.2) **CIVIL/LABOR COUNSEL**, re: Approval to rescind Memorandum of Understanding with TPOAM approved in September 2020 and restore thirty-three (33) furloughed employees to full-time effective May 16, 2021
- 5.3) Recommendation from Labor Relations Committee to approve immediate implementation of Phases II & III of the Job Classification Compensation Study

- **Webster moved, seconded by Matthews, to approve 5.1 and 5.2 leaving room for exceptions. There were no exceptions and the motion carried by the following roll-call vote:**

**Yes:** *Winiecke, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, and Ruth - 11*

**No:** - 0

**Total:** - 11

- **Webster moved, seconded by Tany, to approve 5.3. The motion carried by the following roll-call vote:**

**Yes:** *Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, Winiecke, and Ruth - 11*

**No:** - 0

**Total:** - 11

### FROM: COMMITTEE ON LABOR RELATIONS -- 5.1

MAY 18, 2021

Your Labor Relations Committee considered Communication No. 5-18-17 from John McColgan, Jr., Prosecutor, requesting waiver of the hiring freeze and approval to fill the vacant position of Office Assistant II (PCN #101253).

We met with Mr. McColgan via Zoom who informed the committee that the position was vacant due to employee retirement. The position is vital to the operation of the office and funding for the position is in the budget.

We recommend approval to waive the hiring freeze and fill the position of Office Assistant II (PCN #101253).

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

### FROM: COMMITTEE ON LABOR RELATIONS -- 5.2

MAY 18, 2021

Your Labor Relations Committee considered Communication No. 5-18-19 from Dave Gilbert, Civil/Labor Counsel, submitting for approval an agreement to rescind a Memorandum of Understanding (MOU) with TPOAM that was approved in September 2020 when the County entered into an MOU to furlough thirty-three (33) employees effective through September 30, 2021.

We met with Mr. Gilbert via Zoom who informed the committee that as a result of the additional funding commissioners approved at the April 20, 2021 Board of Commissioners meeting, he met with TPOAM and spoke with the courts and negotiated a deal to return the positions to full-time effective May 16, 2021 and rescind the original MOU.



## Board of Commissioners – May 18, 2021

We recommend approval to rescind the Memorandum of Understanding approved in September 2020 and restore the thirty-three (33) furloughed employees to full-time effective May 16, 2021.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

### FROM: COMMITTEE ON LABOR RELATIONS -- 5.3

MAY 18, 2021

Your Labor Relations Committee considered Communication No. 5-18-21 from Robert Belleman, Controller/CAO, requesting approval to accelerate implementation of Phases II & III of the Job Classification & Total Compensation Study placing affected employees within the new wage schedule at the step closest to what they were making, prior to the October 2020 approved Implementation Plan, without a decrease in pay.

We met with Mr. Belleman via Zoom at a special Labor Relations Committee meeting and he informed the committee that accelerating the implementation of Phases II & III would simplify the implementation process and eliminate the extra effort IT programmers have undertaken to adjust the payroll system. It would also eliminate errors that may occur because of the complexity of the three-year phase-in process. The Annual Audit presented at the April 20, 2021 Board Session reflects the Budget Stabilization Fund exceeds County fund balance policy by \$4,412,807 affording Saginaw County the funds to accelerate implementation of Phases II and III.

We recommend approval to accelerate implementation of Phases II & III of the Job Classification & Total Compensation Study and direct the proper County officials to facilitate placement of employees into the new wage scale effective immediately.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

6. **Executive Committee – C. Ruth, Chair**

None

7. **Legislative Committee – J. Theisen, Chair; G. Little, Vice-Chair**

None

8. **Intergovernmental Cooperation Committee – J. Theisen, Chair; J. Tany, Vice-Chair**

None

9. **Committee Compensation**

5-18-21.1) April 4, 2021 – April 17, 2021

5-18-21.2) April 18, 2021 – May 1, 2021



## Board of Commissioners – May 18, 2021

- *Theisen moved, seconded by Little, to approve 5-18-21.1 and 5-18-21.2. The motion carried unanimously.*

### COMMITTEE COMPENSATION - 5.18.21.1

May 18, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held, April 4 - April 17, 2021.*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

***Virtual meetings are authorized by PA 228 of 2020 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 until August 31, 2021.***

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	04/05/21	Human Services Committee via Zoom	Theisen	\$50.00	1
			Webster	\$50.00	1
			Little	\$50.00	1
			Ruth	\$50.00	1
2	04/06/21	Courts & Public Safety Committee via Zoom	Matthews	\$50.00	1
			Boyd	\$50.00	1
			Ruth	\$50.00	1
3	04/07/21	Crime Prevention Council via Zoom	Ruth	\$50.00	1
4	04/07/21	County Services Committee via Zoom	Webster	\$50.00	1
			Krafft	\$50.00	1
			Ewing	\$50.00	1
			Tany	\$50.00	1
			Ruth	\$25.00	1
5	04/08/21	Budget/Audit Committee via Zoom	Krafft	\$25.00	1
			Boyd	\$25.00	1
			Tany	\$25.00	1
			Theisen	\$25.00	1
			Ruth	\$25.00	1
6	04/08/21	Special Board Session via Zoom	10 Present	\$500.00	10
		Local State of Emergency Boyd, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster			
7	04/12/21	Labor Relations Committee via Zoom	Webster	\$50.00	1
			Little	\$50.00	1
			Matthews	\$50.00	1



## Board of Commissioners – May 18, 2021

			Ruth	\$50.00	1
8	04/13/21	Saginaw Conv. & Visitors Bureau via Zoom	Ruth	\$50.00	1
9	04/15/21	Frankenmuth CVB via Zoom	Krafft	\$50.00	1
10	04/15/21	Community Action Committee (In Person)	Little	\$50.00	1
<b>TOTAL</b>				<b>\$1,600.00</b>	<b>35</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (4-16-21)

### COMMITTEE COMPENSATION - 5.18.21.2

May 18, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held April 18 - May 1, 2021.*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

***Virtual meetings are authorized by PA 228 of 2020 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 until August 31, 2021.***

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	04/20/21	Executive Committee - Special via Zoom	Ruth	\$25.00	1
			Theisen	\$25.00	1
			Matthews	\$25.00	1
			Webster	\$25.00	1
			Krafft	\$25.00	1
2	04/20/21	Board Session via Zoom (10 Commissioners) Boyd, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster	10 Present	\$500.00	10
3	04/21/21	Castle Museum	Tany	\$50.00	1
4	04/21/21	Saginaw Valley Zoological Society via GoToMeeting	Matthews	\$50.00	1
			Little	\$50.00	1
5	04/22/21	Commission on Aging via Zoom	Ewing	\$50.00	1
6	04/23/21	MAC Transportation via Zoom	Harris	\$50.00	1
7	04/26/21	MAC Health & Human Services via Zoom	Webster	\$50.00	1
8	04/26/21	MAC Judiciary & Public Safety via Zoom	Boyd	\$50.00	1
9	04/28/21	GLB CVB via Zoom	Ruth	\$50.00	1
10	04/30/21	MAC Agriculture & Tourism via Zoom	Harris	\$50.00	1
<b>TOTAL</b>				<b>\$1,075.00</b>	<b>24</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (4-30-21)



## RESOLUTIONS

### RESOLUTION “A”

#### Gage Drain Bonds, Series 2021

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 18<sup>th</sup> day of May, 2021 at 5:00 p.m.

*Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little,  
Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen,  
Michael A. Webster, Cynthia M. Winiecke*

**Commissioner Theisen offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Winiecke.**

**WHEREAS**, proceedings have been taken by the Saginaw County Public Works Commissioner for the construction of improvements to the Gage Drain (the “Project”), pursuant to a petition filed with the Public Works Commissioner under the provisions of Chapter 8 of the Drain Code of 1956, as amended; and,

**WHEREAS**, in order to defray the cost of the Project, the Public Works Commissioner is expected to authorize and provide for the issuance by the Gage Drain Drainage District (the “Drainage District”) of bonds (the “Bonds”) in the aggregate principal amount of not to exceed \$7,000,000, in anticipation of the collection of an equal amount of special assessments against property and public corporations in the Drainage District, said special assessments to be duly confirmed by the Public Works Commissioner; and,

**WHEREAS**, the Bonds are to be designated “Gage Drain Bonds, Series 2021,” will bear interest at a rate of not to exceed 5% per annum and will mature not later than June 1, 2041; and,

**WHEREAS**, the Public Works Commissioner deems it advisable and necessary to obtain from this Board a resolution consenting to the pledge of the full faith and credit of the County on the Bonds; and,

**WHEREAS**, the Project is necessary to protect and preserve the public health and therefore it is in the best interest of the County of Saginaw that the Bonds be sold.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF SAGINAW:**

1. Pursuant to the authorization provided in Section 276 of the Drain Code of 1956, as amended, provided that the Bonds are issued within the parameters set forth above, the Saginaw County Board of Commissioners does hereby irrevocably pledge the full faith and credit of the County of Saginaw for the prompt payment of the principal of and interest on the Bonds, and does agree that in the event that the property owners or public corporations in the Drainage District shall fail or neglect to account to the County Treasurer of the County of Saginaw for the amount of any



## Board of Commissioners – May 18, 2021

special assessment installment and interest, when due, then the amount thereof shall be immediately advanced from County funds, and the County Treasurer is directed to immediately make such advancement to the extent necessary.

2. In the event that, pursuant to said pledge of full faith and credit, the County of Saginaw advances out of County funds, all or any part of said installment and interest, it shall be the duty of the County Treasurer, for and on behalf of the County of Saginaw, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.
3. All resolutions and parts of resolutions, insofar as the same may be in conflict with the provisions of this resolution, be and the same hereby are rescinded.

After discussion, the vote was:

**Yeas:** *Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, Winiecke, Tany, Boyd, and Ruth - 11*

**Total:** *- 11*

STATE OF MICHIGAN            )  
  )ss  
COUNTY OF SAGINAW        )

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 18<sup>th</sup> day of May, 2021, insofar as the same relate to the Resolution of Agency Pursuant to Section 87c of Act 206, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 18th day of May, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

### UNFINISHED BUSINESS

None



## PROCLAMATIONS

### Proclamation May is Mental Health Month

**Whereas**, Mental health is essential to everyone’s overall health and well-being. All Americans experience times of difficulty and stress in their lives. Prevention is an effective way to reduce the burden of mental health conditions. There is a strong research that animal companionship, humor, spirituality, religion, recreation, social connections, and work-life balance can help all Americans protect their health and well-being; and,

**Whereas**, Mental health conditions are real and prevalent in our nation. With effective treatment, those individuals with mental health and other chronic health conditions can recover and lead full, productive lives; and,

**Whereas**, Each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

**Now, Therefore, I**, Carl E. Ruth, Chairman of the Saginaw County Board of Commissioners, do hereby proclaim **May as Mental Health Month** in the County of Saginaw.

**In Witness Whereof, I**, have hereunto set my hand and caused the seal of the County of Saginaw to be affixed this 18th day of May in the year of our Lord, two thousand twenty one.

Respectfully Submitted,  
**Saginaw County**  
**Board of Commissioners**  
Carl E. Ruth  
Chair, District #10

Adopted & Presented: May 18, 2021

## APPOINTMENTS

None

## ELECTIONS

None

## CHAIR ANNOUNCEMENTS

- Chairman Ruth thanked everyone for his or her efforts and consensus with this process. This will probably go on record as the longest meeting the Board of Commissioners has ever had due to the recess. He thanked the Clerk’s Office for its assistance and for the fair and open communication from everyone.



**COMMISSIONER AUDIENCES**

None

**By Commissioner Harris, seconded by Commissioner Matthews: That the Board adjourn. Carried.**  
Thereupon, the Board adjourned at 6:32 p.m.

- Newly appointed Commissioner Cynthia Winiecke thanked the Board for its support and stated she is extremely honored to work with each and every person on the Board.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Deputy County Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



**JUNE SESSION 2021**



**F**irst day of the June Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, June 22, 2021. The Board met pursuant to call of the County Clerk at 5:00 p.m. via Zoom with the Honorable Carl E. Ruth in the Chair. This meeting was held consistent with P.A. 267 of 1976/P.A. 228 of 2020 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 to consider the June 22, 2021 Agenda.

**County Clerk Vanessa Guerra took roll and the minutes reflect the location of each commissioner who is attending the meeting remotely. A quorum was present as follows:**

**PRESENT:** Christopher S. Boyd (*Antrim County, MI*), Carol E. Ewing (*Birch Run Twp., MI*), Kyle R. Harris (*Ashley, MI*), Dennis H. Krafft (*Frankenmuth, MI*), Gerald D. Little (*Saginaw, MI*), Sheldon Matthews (*Spaulding Twp., MI*), Carl E. Ruth (*Saginaw, MI*), Jack B. Tany (*Carrollton Twp., MI*), James G. Theisen (*Sand Lake, MI*), Michael A. Webster (*Saginaw, MI*), Cynthia Winiecke (*Freeland, MI*) – **11**

**ABSENT:** *None - 0*

**TOTAL:** - **11**

 Commissioner Ewing opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

Others Present: Robert Belleman, Dave Gilbert, Vanessa Guerra, Kyle Bostwick, Koren Thurston, Denise Babbitt, Josh Brown, Bill Stanuszek, Undersheriff Mike Gomez, Holly Horsley, Jennifer Broadfoot, Norm Bamberger, JoAnn Crary, Steve Jonas, Lt. Mark Przybylski, Torrie McAfee, Mary McLaughlin, Roger Swets, Laura Kaleefey, Patricia Ritter, Brian Keenan-Lechel, Christina Harrington, WSGW - Rick Antonio, Justin Pomerville, Jessica Sargent, Cecelia Harold, Cecelia Hopkins, Audrey Beatty, Suzy Koeplinger, Sue Arceo, Cindy Louchart



## CLERK'S CALL OF SESSION

### Public Notice of Regular Board Session

*As the County Building is closed to the public except by appointment due to the COVID-19 pandemic, the meeting is open remotely pursuant to P.A. 267 of 1976 / P.A. 228 of 2020 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 which extends the time to meet remotely to August 31, 2021 and to allow for participation during the public portion of the meeting.*

The Saginaw County Board of Commissioners will convene for its Regular Session on

**Tuesday, June 22, 2021 at 5:00 p.m.**  
**Via Zoom teleconference as follows:**

INSTRUCTIONS using ZOOM audio conferencing:

Dial: 1 (877) 853-5257 or 1 (888) 475-4499 US Toll-free and enter Meeting ID: 802 444 1727

or

Join Zoom Meeting: <https://zoom.us/j/8024441727>

INSTRUCTIONS using ZOOM audio conferencing:

Dial: 1 (877) 853-5257 or 1 (888) 475-4499 and enter Meeting ID: 802 444 1727

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to [boc@saginawcounty.com](mailto:boc@saginawcounty.com) prior to 12:00 p.m. the day of the meeting. Please include your phone number so you can be un-muted when it is your time to speak.

This meeting is being held consistent with P.A. 267 of 1976 (MCL 15.263) to consider the June 22, 2021 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate remotely, please call the Board of Commissioners at 989.790.5267.

Respectfully Submitted,

**Vanessa Guerra**

Vanessa Guerra, County Clerk

June 18, 2021  
Posted 6-18-21 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed if there are no objections. The Chair hears none; it is so ordered.***



## APPROVAL OF MINUTES

- *Commissioner Krafft moved, seconded by Commissioner Little, to approve the May 18, 2021 Board Session Minutes and the May 12, 2021 and May 26, 2021 Committee of the Whole Minutes. Motion carried unanimously.*

## FOIA APPEALS

- *Commissioner Matthews moved, seconded by Commissioner Theisen, approval to send written notice to Marcus Atkins reducing the fees charged in relation to his May 5, 2021 Freedom of Information Act (FOIA) request to: One (1) hour of labor at \$52.00, plus copying charges of \$18.02, for a total of \$70.02. The motion carried by the following roll-call vote:  
Yes: Ewing, Krafft, Little, Webster, Winiecke, Tany, Boyd, Matthews, Theisen, Harris, and Ruth – 11  
No: - 0  
Total: -11*
- *Commissioner Krafft moved, seconded by Commissioner Matthews, approval to send written notice to Marcus Atkins waiving the fees charged in relation to his May 12, 2021 Freedom of Information Act (FOIA) request. The motion carried by the following roll-call vote:  
Yes: Krafft, Little, Webster, Winiecke, Tany, Boyd, Matthews, Theisen, Harris, Ewing, and Ruth – 11  
No: - 0  
Total: - 11*

## PUBLIC HEARING

- *At 5:10 p.m., Chairman Ruth opened a public hearing on the issuance of bonds to finance a project for Campus Partners 1 related to the acquisition and improvement of the North Saginaw Charter Academy (NSCA) at 2332 Trautner Dr., Saginaw, MI 48604. Roger Swets, Saginaw County Bond Counsel, provided information on the request to approve a Resolution on the issuance of bonds and hold a Public Hearing pursuant to Sec. 145 of the Internal Revenue Code of 1986 (as amended). He advised the Board of Commissioners that this is not a bond issue of Saginaw County and the county has no financial liability. Discussion was held and comments were recorded for Commissioner Christopher Boyd; Laura Kaleefey, National Heritage Academies; Holly Horsley, Bond Counsel; Robert Belleman, County Controller; Commissioner Dennis Krafft; and written comments were recorded and are on file in the Board Office for Jason Holder, President of NSCA Board of Directors; Candace Sorenson, NSCA Legal Counsel; and Rhonda Himes, Ballard Spahr LLP. [Transcribed synopsis of the Public Hearing is available in the Board Office] The Chairman asked if there was anyone else wishing to speak; hearing none, he announced the hearing would remain open.*



## AUDIENCES

- **Torrie McAfee**, Buena Vista Township Superintendent/Manager, addressed the Board of Commissioners with concerns about the County Land Bank and how it operates within the county's different municipalities, specifically with respect to multiple properties on the 800 block of 24<sup>th</sup> Street. There are currently 315 parcels in Buena Vista Township owned by the Land Bank and a resolution is needed as to what the obligations are for the Land Bank to maintain those properties.
- **Cecelia Harrold** spoke about her property at 838 S. 24<sup>th</sup> St. and surrounding parcels in Buena Vista Township and submitted information in writing addressing her concerns. *(On file in the Board Office)* The parcels surrounding her home are owned by the Land Bank and Buena Vista Township and contain tall grass, rodents, deer, rats, opossums, raccoons, and ground hogs, which create a nuisance and have a direct effect on her property.
- **Audrey Beatty** addressed the Board and asked for accountability by the Land Bank regarding so many vacant parcels of land and asked that informational meetings be held to address residents' concerns. She also asked for review of senior services on the east side and requested a computer be provided at the Marie Davis Senior Center to assist older citizens with their mental acumen.

## LAUDATORY RESOLUTIONS

None

## PETITIONS AND COMMUNICATIONS

***By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.***

**6-22-1 REGION VII AREA AGENCY ON AGING** submitting notice that it is accepting Letters of Intent from public, private for-profit and non-profit incorporated entities interested in applying for FY 2022 funds to provide services for persons age 60 and older.

-- Human Services *(Receive & File)*

**6-22-2 MOBILE MEDICAL RESPONSE** submitting its tri-annual report on response times and other related information.

-- Courts & Public Safety *(Receive & File)*

**6-22-3 SHERIFF** requesting discussion on (1) Increasing the number of vehicles in the Sheriff's fleet from 50 to 55; (2) Purchasing fleet vehicles earlier in the year; and (3) Simulator training and location for simulator.

-- Courts & Public Safety **(6-22-2.1)**

**6-22-4 PURCHASING/RISK MANAGER** submitting an analysis of the County cost vs the standard IRS reimbursement rate for take home/administrative vehicles. (Provided in response to May request from the Public Works Director to receive a bi-weekly vehicle allowance in lieu of a County vehicle tabled at committee)

-- County Services *(Receive & File)*



## Board of Commissioners – June 22, 2021

- 6-22-5 PURCHASING/RISK MANAGER** submitting a listing of all County-issued cell phones and the monthly cost of each. (Provided in response to May request from the Public Works Director to receive a bi-weekly cell phone allowance in lieu of a County-issued cell phone)  
-- County Services (*Receive & File*)
- 6-22-6 VILLAGE OF BIRCH RUN DDA** submitting notice of an informational meeting during its regular DDA meeting on Thursday, June 17, 2021 at 7:30 a.m. via Zoom.  
-- County Services (*Receive & File*)
- 6-22-7 BAY CITY PUBLIC SCHOOLS** submitting Form L-4029 detailing the property tax levies for Bay City Public Schools.  
-- County Services (*Receive & File*)
- 6-22-8 BAY CITY PUBLIC SCHOOLS** submitting revised Form L-4029 detailing the property tax levies for Bay City Public Schools.  
-- County Services (*Receive & File*)
- 6-22-9 MICHIGAN DEPARTMENT OF TREASURY** sending the Preliminary State Equalization Report for the 2021 tax year as approved by the State Tax Commission.  
-- County Services (*Receive & File*)
- 6-22-10 MICHIGAN DEPARTMENT OF TREASURY** sending the Final State Equalization Report for the 2021 tax year as approved and certified by the State Tax Commission.  
-- County Services (*Receive & File*)
- 6-22-11 VILLAGE OF MERRILL** sending certified Resolutions Establishing Commercial Rehabilitation Districts for Mo-Coco's at 104 E. Saginaw Street and Gemini Capital Management XIII, LLC at 235 W. Saginaw Street.  
-- County Services (*See 6-22-3.1*)
- 6-22-12 SAGINAW FUTURE** submitting information on the Resolutions Establishing Commercial Rehabilitation Districts for Mo-Coco's at 104 E. Saginaw Street and Gemini Capital Management XIII, LLC at 235 W. Saginaw Street.  
-- County Services (**6-22-3.1**)
- 6-22-13 GEMINI CAPITAL MANAGEMENT LLC** submitting information in support of its request to establish a Commercial Rehabilitation District at 235 W. Saginaw St., Merrill, Michigan.  
-- County Services (*See 6-22-3.1*)
- 6-22-14 PARKS & RECREATION** requesting approval to contribute \$30,000 from its FY 2021 Budget for the development of the former SMI / future riverfront park project (Saginaw River Headwaters Rec Area).  
-- County Services (**6-22-3.2**)
- 6-22-15 PARKS & RECREATION** submitting an update with additional detail regarding the special license application for the upcoming Adult Mystery Movie Night at Imerman Memorial Park.  
-- County Services (*Receive & File*)
- 6-22-16 CIVIL COUNSEL AND PURCHASING/RISK MANAGER** requesting approval of proposed amendments to County Policy #244 – Responsible Contractor Policy.  
-- County Services (**6-22-3.4**)
- 6-22-17 RICHLAND TOWNSHIP** requesting appointment by the Board Chair of George Kipfmiller, Greg Turner, and Tom Mayan, Sr. to the Richland Township Construction Board of Appeals pursuant to PA 230 of 1972.  
-- County Services (*Appointments*)



## Board of Commissioners – June 22, 2021

- 6-22-18 MAINTENANCE** requesting approval to amend the 2021 Capital Improvement Budget by \$43,600 to complete projects during this fiscal year in the 70<sup>th</sup> District Court, including Probation and Traffic departments (Painting @ \$17,600) and the Prosecutor’s Office (Carpet @ \$26,000).  
-- Budget/Audit **(6-22-4.2)**
- 6-22-19 MSU EXTENSION** requesting additional funding to continue to provide needed educational programming to the residents of Saginaw County in regard to VA SNAP outreach, food security and safety, EFNEP, and SNAP Programming.  
-- Budget/Audit *(No action)*
- 6-22-20 SHERIFF** requesting discussion on the purchase of Simulator training and location for the simulator.  
-- Budget/Audit *(No action)*
- 6-22-21 COMMISSION ON AGING** requesting approval of FY 2021 Budget adjustments as follows: (1) Foster Grandparent Program to accommodate meal stipends for program volunteers; (2) Acceptance of \$22,000 in grant funding from the Meals on Wheels Association of America; and (3) Acceptance of \$377,000 grant from AmeriCorps Senior to expand the Foster Grandparent Program to Midland and Bay Counties.  
-- Budget/Audit **(6-22-4.3)**
- 6-22-22 COUNTY CLERK** requesting continued use of temporary employees in the Circuit Court Records Office and capital outlay funding to expedite technology upgrades in the office.  
-- Budget/Audit **(6-22-4.4)**
- 6-22-23 SHERIFF** requesting waiver of the hiring freeze to (1) Hire former detective John Butcher for ten (10) hours per month as a liaison for the DEA and as a reference for drug cases; (2) Fill two (2) vacant deputy positions in the Law Enforcement Division; and (3) Fill a vacant jail security position.  
-- Labor Relations **(6-22-5.2/5.3)**
- 6-22-24 COUNTY CLERK** requesting waiver of the hiring freeze to fill the vacant position of Legal Clerk I in the Clerk’s Office.  
-- Labor Relations **(6-22-5.2)**
- 6-22-25 PARKS & RECREATION** requesting approval of a “flowage easement” with the State of Michigan related to the BayZil Trail.  
-- County Services **(6-22-3.3)**
- 6-22-26 MIKE THOMPSON** requesting consideration of Saginaw County convening a temporary Task Force with representatives from Judges, Prosecutors, and Police/Sheriff to determine who is locked in the County Jail and who need not be incarcerated and issue a recommendation for reform/reduction.  
-- Courts & Public Safety *(No action)*
- 6-22-27 ANIMAL CARE & CONTROL** requesting approval to waive Kennel Inspections and associated fees for 2020 due to the COVID-19 pandemic preventing Animal Control Officers from conducting on-site kennel inspections.  
-- Courts & Public Safety **(6-22-2.2)**
- 6-22-28 MAINTENANCE** requesting waiver of the hiring freeze to fill the vacant position of Custodian (PCN #101303) at the Courthouse and Governmental Center.  
-- Labor Relations **(6-22-5.2)**
- 6-22-29 CONTROLLER/CAO** submitting the monthly Status Report on the Saginaw County Adult Detention and Sheriff Administration Building Project.  
-- Courts & Public Safety *(Receive & File)*



## Board of Commissioners – June 22, 2021

- 6-22-30 CONTROLLER/CAO** submitting Draft #1 of the 2022 Budget, including the FY 2022 Budget Transmittal Letter & Debt Service Schedules, Draft Budget Resolutions A, B, C & D, Budget Summaries, Draft Capital Improvement Plan, and Draft Fee Schedule.  
-- Budget/Audit (*Received in Primary Standing Committees*)
- 6-22-31 PERSONNEL DIRECTOR** submitting the Employment Status Report covering statistics for the month of May 2021.  
-- Labor Relations (*Receive & File*)
- 6-22-32 PERSONNEL DIRECTOR** recommending adoption of a change in county practice to allow Education as a substitution for Experience in the hiring process, limiting the practice to clerical/technical and lower classified/entry level professional positions.  
-- Labor Relations (**6-22-5.1**)
- 6-22-33 HEALTH DEPARTMENT** requesting waiver of the hiring freeze to fill the vacant positions of Health Specialist I, two (2) part-time Hearing Technicians, Office Assistant II, and WIC Supervisor.  
-- Labor Relations (**6-22-5.2**)
- 6-22-34 PARKS & RECREATION** requesting approval of back pay for three (3) Parks Department staff members previously placed in sub-steps to their original implementation date of 12/15/20, with additional consideration given to the 76 total county employees previously placed in sub-steps for the same back pay authorization.  
-- Labor Relations (*Tabled in Committee*)
- 6-22-35 COMMISSION ON AGING** requesting approval to: (1) Waive the hiring freeze and establish a temporary PCN for Food Service Supervisor; (2) Increase two (2) Kitchen Assistant positions from part-time to full-time status and delete one (1) part-time Kitchen Assistant PCN; and (3) Create new PCN for Foster Grandparent Program Assistant and waive the hiring freeze for that position.  
-- Labor Relations (**6-22-5.4**)
- 6-22-36 CAMPUS PARTNERS 1** submitting a request to hold a Public Hearing and approve a Resolution for the Issuance of Bonds to finance a project for Campus Partners 1 related to acquiring and improving certain charter school facilities within Saginaw County, specifically North Saginaw Charter Academy, 2332 Trautner Dr., Saginaw, MI 48604.  
-- Executive (**6-22-6.1**) *Tabled at Meeting.*

### INITIATORY MOTIONS

- **Commissioner Krafft moved, seconded by Commissioner Theisen, to rescind, effective July 1, 2021, the April 8, 2021 Resolution declaring a Local State of Emergency for the purpose of permitting the County Board of Commissioners and other public bodies of Saginaw County to meet by electronic and telephonic means; and to repeal the out-of-state travel ban approved by the Board of Commissioners at the April 9, 2020 Board Session. The motion carried by the following roll-call vote:**
  - Yes:** Little, Webster, Winiecke, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, and Ruth - 11
  - No:** - 0
  - Total:** - 11



## PUBLIC HEARING

### 2<sup>nd</sup> Call

*At 5:44 p.m., Chairman Ruth announced the second call of a public hearing on the issuance of bonds to finance a project for Campus Partners 1 related to the acquisition and improvement of the North Saginaw Charter Academy (NSCA) at 2332 Trautner Dr., Saginaw, MI 48604. He asked if there was anyone wishing to speak; hearing none, he announced the hearing would remain open.*

## REPORTS OF COMMITTEES

1. Human Services Committee – J. Theisen, Chair; M. Webster, Vice-Chair

None

2. Courts and Public Safety Committee – S. Matthews, Chair; C. Boyd, Vice-Chair

2.1) **SHERIFF**, re: Approval to 1) Increase the Sheriff Department fleet by five (5) vehicles (from 50 to 55) and 2) Allow the ordering of replacement patrol vehicles to occur prior to the beginning of the fiscal year on October 1<sup>st</sup>.

2.2) **ANIMAL CARE & CONTROL**, re: Approval to waive 2020 kennel inspections and associated fees due to the COVID-19 pandemic

- **Matthews moved, seconded by Tany, to approve 2.1 and 2.2 leaving room for exceptions. The Controller provided clarification on 2.1, which was amended to provide the Finance Director with the proper direction to amend the Law Enforcement budget. The motion as to 2.1 carried by the following roll-call vote:**

**Yes: Webster, Winiecke, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, and Ruth – 11**

**No: - 0**

**Total: - 11**

- **The motion as to 2.2 carried by the following roll-call vote:**

**Yes: Winiecke, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, and Ruth – 11**

**No: - 0**

**Total: - 11**

**FROM: COMMITTEE ON COURTS & PUBLIC SAFETY – 2.1**

**\*AMENDED**

**JUNE 22, 2021**

Your committee considered Communication No. 6-22-3 from Sheriff William Federspiel, requesting approval to 1) Increase the number of vehicles in the Sheriff's fleet from 50 to 55 and 2) Purchase fleet vehicles earlier in the year.

The committee met with Undersheriff Miguel Gomez via Zoom who explained the increase in the fleet is necessary due to situations that occur including vehicles out of service for repair as a result of traffic crashes and regular maintenance. Additional unforeseen issues occurred in 2020 including the flood emergency, which caused a need for more patrol units to close roads, and additional miles that were put on patrol vehicles as extra Sheriff Patrols provided much needed assistance with delivery of meals for the Meals on Wheels program for Commission on Aging. To cover funding, this year they propose



## Board of Commissioners – June 22, 2021

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keeping five (5) of the lowest mileage vehicles when ten (10) are typically sold (and replaced by the purchase of new vehicles) for approximately \$4,000 each. The purchase of new vehicles are included in the Budget each year. The only extra amount needed will be insurance coverage for the extra vehicles at approximately \$1,400 per vehicle.

Undersheriff also requested approval to purchase seven (7) replacement vehicles that are in the FY 2022 Budget earlier, prior to the FY 2022 Budget approval. The vehicle order for FY 2021 was ultimately cancelled as orders placed earlier by other police agencies were filled until the lack of computer chips for vehicles became an issue. Vehicles were then searched for, located and purchased from out of state dealerships at a lower cost. The vehicles available were less expensive models than the Tahoe model that was figured into the FY 2021 Budget, resulting in a cost savings. Approval to order department vehicles prior to approval of the fiscal year budget, would result in receiving the ordered vehicles sooner avoiding the possibility of vehicles not being available or causing significant delay due to the high demand.

We recommend approval to 1) Increase the Sheriff Department fleet by five (5) vehicles and 2) Allow the order of replacement patrol vehicles to occur prior to the October 1<sup>st</sup> fiscal year **\*by amending the Law Enforcement budget for FY 2021 for \$286,783 utilizing fund balance. Doing so will then allow the Purchasing/Risk Manager to issue a purchase order and encumber these funds when the vehicles are ordered. If the vehicles are not received until FY 2022, the Sheriff's office will need to request from the Controller to carry forward these budgeted dollars into FY 2022.**

Respectfully Submitted,

**COMMITTEE ON COURTS & PUBLIC SAFETY**

Sheldon Matthews, Chair

Kyle R. Harris

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

Cynthia M. Winiecke

**FROM: COMMITTEE ON COURTS & PUBLIC SAFETY – 2.2**

**JUNE 22, 2021**

Your committee considered Communication No. 6-22-27 from Bonnie Kanicki, Director Animal Care and Control requesting approval to waive Kennel Inspections and associated fees for 2020 due to the COVID-19 pandemic.

The committee met with Director Kanicki via Zoom who asked that the fees for 2020 Kennel Inspection/Licensing be eliminated due to the facilities not being able to operate during the COVID-19 pandemic.

We recommend approval to waive the Kennel Inspections and associated fees for 2020.

Respectfully Submitted,

**COMMITTEE ON COURTS & PUBLIC SAFETY**

Sheldon Matthews, Chair

Kyle R. Harris

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

Cynthia M. Winiecke



## Board of Commissioners – June 22, 2021

### 3. County Services Committee – M. Webster; D. Krafft, Vice-Chair

- 3.1) **VILLAGE OF MERRILL/SAGINAW FUTURE, INC./GEMINI CAPITAL MANAGEMENT**, re: Support for Commercial Rehabilitation Districts in the Village of Merrill
- 3.2) **PARKS & RECREATION**, re: Approval to contribute up to \$30,000 from its FY 2021 Budget for the development of the former SMI / future riverfront park project (Saginaw River Headwaters Rec Area)
- 3.3) **PARKS & RECREATION**, re: Approval of “Flowage Easement” with the State of Michigan related to the BayZil Trail
- 3.4) **CIVIL COUNSEL/PURCHASING – RISK MANAGER**, re: Approval of proposed amendments to County Policy #244 – Responsible Contractor Policy

- **Webster moved, seconded by Theisen, to approve 3.1 – 3.3 leaving room for exceptions. There were no exceptions and the motion carried by the following roll-call vote:**

**Yes:** Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, Winiecke, and Ruth – 11

**No:** - 0

**Total:** - 11

*[Commissioner Theisen left the meeting]*

- **Webster moved, seconded by Krafft, to approve 3.4. Discussion was held regarding the proposed changes to the Responsible Contractor Policy. After discussion, Boyd moved, seconded by Winiecke, to amend the point allocation to local contractors from five (5) points to ten (10) points to contractors whose primary business office is located in Saginaw County and the motion carried by the following roll-call vote:**

**Yes:** Boyd, Matthews, Little, Webster, Winiecke, Tany, and Ruth – 7

**No:** Harris, Ewing, and Krafft – 3

**Abs:** Theisen - 1

**Total:** - 11

- **The main motion to approve 3.4, as amended, carried by the following roll-call vote:**

**Yes:** Matthews, Little, Webster, Winiecke, Tany, Boyd, and Ruth – 7

**No:** Harris, Ewing, and Krafft – 3

**Abs:** Theisen - 1

**Total:** - 11

**FROM: COMMITTEE ON COUNTY SERVICES – 3.1**

**JUNE 22, 2021**

Your committee considered Communication No. 6-22-11, 6-22-12, and 6-22-13 from the Village of Merrill, Steve Jonas, Executive Vice President, Saginaw Future, Inc., and Gemini Capital Management, submitting information on the Resolutions Establishing Commercial Rehabilitation Districts for Mo-Coco’s at 104. E. Saginaw Street and Gemini Capital Management XIII, LLC at 235 W. Saginaw Street, Merrill, MI.

We met with Mr. Jonas who informed the committee that Gemini Capital Management plans to invest \$3.5 million to convert the former Merrill School building at 235 Saginaw St. / M-46 into market rate apartments. The proposed project will incorporate 17 residential units, ranging from



## Board of Commissioners – June 22, 2021

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484 - 1,050 square feet, with studio to 3-bedroom and two bathroom options. The second project is at 104 E. Saginaw St. (M-46) and is a former long-time vacant building owned by Maureen and Aubrey Woods. Their plans are to renovate and convert the building into a location for roasting coffee beans and operating a coffee shop.

Although approval of the establishment of the Commercial Rehabilitation Districts is not required under the Commercial Rehabilitation Act (PA 210 of 2005) the County Services Committee is recommending support of these project in the Village of Merrill.

Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

**FROM: COMMITTEE ON COUNTY SERVICES – 3.2**

**JUNE 22, 2021**

Your committee considered Communication No. 6-22-14 from Brian Keenan-Lechel, Parks & Recreation Director, requesting approval to contribute \$30,000 from its FY 2021 Budget for the development of the former SMI / future riverfront park project (Saginaw River Headwaters Rec Area).

The committee met with Mr. Keenan-Lechel via Zoom who explained that these funds will be paired with two (2) Michigan National Resources Trust Fund grants received by the State of Michigan allowing Phase I work to be executed as scheduled.

It is the recommendation of your committee to contribute up to \$30,000 from the Parks & Recreation FY 2021 Budget for the development of the former SMI / future riverfront park project (Saginaw River Headwaters Rec Area) and authorize the proper county officials to execute the necessary documents.

Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

**FROM: COMMITTEE ON COUNTY SERVICES – 3.3**

**JUNE 22, 2021**

Your committee considered Communication No. 6-22-25 from Brian Keenan-Lechel, Parks & Recreation Director, requesting approval of a “flowage easement” with the State of Michigan related to the BayZil Trail.

We met with Mr. Keenan-Lechel via Zoom who informed the committee that the parcel in question on the flowage easement is being retained by the county in the land swap and will have a constructed boardwalk connector to the BayZil Trail, which will not be impacted by occasional flooding by the State of Michigan.

We recommend approval of a “flowage easement” with the State of Michigan related to the BayZil Trail.



## Board of Commissioners – June 22, 2021

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Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

**FROM: COMMITTEE ON COUNTY SERVICES – 3.4                      \*AMENDED                      JUNE 22, 2021**

Your committee considered Communication No. 6-22-16 from Dave Gilbert, Civil Counsel, and Kelly Suppes, Purchasing/Risk Manager, requesting approval of proposed amendments to County Policy #244 – Responsible Contractor Policy.

We met with Mr. Gilbert and Ms. Suppes via Zoom who informed the committee that they are proposing the following amendments:

1. Local Preference Provision – ~~\*Five (5)~~ **\*Ten (10)** point allocation to local contractors with their primary business office located in Saginaw County and a three (3) point allocation to a contractors whose primary business office is located within the Great Lakes Bay Region (i.e. Midland, Bay, and Isabella Counties). These points are bonus points and added to the 75 possible technical points.
2. Application of the Responsible Contractor Policy on projects greater than \$1 million would apply to stand alone Requests for Bids and Requests for Proposal. This provision would provide the clarity we need when subcontractor work on projects like TheDow Event Center Capital projects exceed \$1 million.
3. A recommendation to increase the project dollar amount to \$3 million for stand-alone Requests for Proposals and/or Requests for Qualifications. The increase dollar threshold would process smaller projects (\$50,000 - \$3 million) under the three (3) year pre-qualification process. The cost of work these days, because of material cost inflation, could require the County Purchasing Department to process an increased number of projects through the Request for Qualification and Committee evaluation process.

We recommend approval of proposed amendments to County Policy #244 – Responsible Contractor Policy as submitted **\*and amended at the Board Session.**

Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

[Policy begins on next page]



Category: 200

Number: 244

Subject: **RESPONSIBLE CONTRACTOR POLICY**

3. APPLICATION:

This Policy will be part of the Purchasing Policy and procurement of construction contractors as awarded through the request for proposal or invitation to bid or other process for bids \$50,000 and over permitted under the County's Purchasing Policy #241.

2. INTENT:

Saginaw County is committed to having responsible and ethical contractors and subcontractors on its construction projects, so that all work is performed by responsible, qualified firms that maintain the capacity, expertise, highly trained personnel, and other qualifications and resources necessary to successfully perform County projects in a safe, timely, reliable, high quality and cost-effective manner. To achieve that goal, the County will require contractors submitting bids on its construction projects to provide information relating to each of the Responsibility Criteria listed below. The purpose of this Policy is to assist the County in awarding contracts on every construction project to the most responsible bidder who provides the best value to the County.

3. DEFINITIONS:

- A. Construction Project: Any contract awarded for the construction, alteration, or repair of any public building or public work of the County of Saginaw. The labor and material necessary for the construction, renovation, repair or improvements to real property, except repair in emergency situations, which requires solicited bids so that the work, when complete, must be ready for service for its intended purpose and must require no other work to be a completed system or component.
- B. Responsible Bidder: A bidder for a construction project that has demonstrated an ability to complete the prospective contract in a way that is timely, safe, cost-effective and benefits the community. The criteria in this Policy are used to determine the relative responsibility of the contractor in relation to other bidders.
- C. Contractor: Any person, firm, corporation, partnership, association or any combination thereof, which enters into a Contract with any awarding authority of the County of Saginaw.
- D. Subcontractor: Any person not an employee who enters into a contract with a contractor to assist the contractor in performing a contract, including a contractor or subcontractor of a public lessee or licensee or sublessee or sublicensee, to perform or assist in performing services on the leased or licensed premises. The term subcontractor does not include vendors or suppliers to County purchasing contractors.



## Board of Commissioners – June 22, 2021

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- E. Bidder: Means any person or entity that applies for any contract whether or not the application process is through an Invitation for Bid, Request for Proposal, Request for Qualifications, or other procurement process.
- F. Bid: Means any application submitted by a bidder in response to an Invitation for Bid, Request for Proposal, Request for Qualifications, or other procurement process.

### 4. GENERAL POLICIES:

- A. The County will request a contractor on projects \$50,000 to \$3,000,000 to pre-qualify and complete the Pre-Qualification form every three (3) years that is listed in Appendix A attached hereto. On County stand-alone projects greater than \$3,000,000, the County will have the contractor complete a Request for Qualifications which is listed as Appendix B attached hereto.
- B. The bid documents must require any contractor or subcontractor bidding on the project to submit written responses and other information and documentation regarding the listed Responsibility Criteria and any other criteria specified by the County through the bid documents. The County may request additional information or explanation from any contractor or subcontractor regarding any particular Responsibility Criteria. The bid documents must provide that the County retain the right in its discretion to reject any and all bids. All required contractor financial and privileged information must be kept from public disclosure unless otherwise required by law.
- C. For each separate bid package, The County in its discretion will weigh the information provided by the contractor or subcontractor regarding the responsibility criteria, as a whole to determine whether the contractor or subcontractor is a responsible bidder and the relative responsibility of the contractor in relation to other bidders. Except as otherwise required by law, no single criteria will necessarily be determinative in assessing responsibility or relative responsibility.

### 5. SUBSTANTIALLY LOW BID REVIEW:

In the event the amount of a bid appears disproportionately low when compared with estimates undertaken by or on behalf of the County and/or compared to other bids submitted, the County reserves the right to inquire further of the bidder to determine whether the bid contains mathematical errors, omissions, and/or erroneous assumptions, and whether the bidder has the capability to perform and complete the contract for the bid amount.

### 6. ENFORCEMENT:

Violations of this Policy may be reported to the Purchasing Department, which must investigate such complaint. Whether based upon such complaint or otherwise, if the Purchasing Department has determined that the contractor has violated any provision of this Policy or provided false information to the County, the Purchasing Department must issue a written notice to the contractor that the



## Board of Commissioners – June 22, 2021

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violation is to be corrected within ten (10) calendar days from receipt of notice. Such notice shall be sent registered mail. In the event the contractor has not corrected the violation, or taken reasonable steps to correct the violation within ten (10) calendar days, then the Purchasing Department may request the awarding authority to declare a material breach of the contract and exercise its contractual remedies thereunder, which are to include, but not be limited to, termination of the contract as outlined in the termination clause of the contract.

### 7. SEVERABILITY:

The terms, conditions, and provisions of this Policy are hereby declared to be severable, and, should any portion, part or provision of this Policy be found by a court of competent jurisdiction to be invalid, enforceable or unconstitutional, the County Board of Commissioners hereby declares its intent that the Policy shall have been enacted without regard to the invalid, enforceable or unconstitutional portion, part or provision of this Policy.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: February 16, 2021

**AMENDED: June 22, 2021**



County of Saginaw

**Pre Qualification Form (PQF)  
For Contractors**

Please submit all Pre-Qualification Forms to:

**County of Saginaw  
ATTN: Kelly Suppes  
111 S. Michigan Avenue  
Saginaw, MI 48602**



## Board of Commissioners – June 22, 2021

County of Saginaw

Contractor Pre-Qualification Form

### *General Information*

Company Name:		Telephone:	Fax:
Street Address:		Mailing Address:	
Date:		E-Mail Address:	
1. Officers President: Vice  President:  Treasurer:			
2. How many years has your organization been in business under your present firm name?			
3. Parent Company Name:			
City:	State:	Zip:	
4. Under Current Management Since (Date):			
5. Contact for Insurance Information:			
Title:	Telephone:	Email:	
6. Insurance Carrier(s)			
Name	Type of Coverage	Telephone	



## Board of Commissioners – June 22, 2021

County of Saginaw

Contractor Pre-Qualification Form

7. Are you self-insured for Worker's Compensation Insurance? Yes ___ No ___		
8. Contacts for Requesting Bids (list 2):		
Name/Title:	Telephone:	Email:
9. Pre-Qualification Form completed By:		
Title:	Telephone:	Email:

### *Organization*

1. Form of Business: Sole Owner: ___ Partnership: ___ Corporation: ___
2. Describe Services Performed: ___ Construction      ___ Construction Design      ___ Original Equip. Manufacturer & Installer ___ Project Maintenance      ___ Maintenance      ___ Service Work (e.g. janitorial, clerical) ___ Other
3. Describe Additional Services Performed:
4. List other types of work within the services you normally perform that you subcontract to others:
5. Annual Dollar Volume for the Past Three Years:



## Board of Commissioners – June 22, 2021

20 _____ \$ _____	20 _____ \$ _____	20 _____ \$ _____
6. Largest Job During the Last 3 Years: \$		
7. Your Firm's Desired Project Size:		
Maximum:	Minimum:	
8. Bonding Company:		
9. Bonding Capacity: \$		
10. State and local licenses and license numbers held by your organization:		
11. What are your formal training programs: a) apprentice/journeymen; b) other comparable formal training programs?		

### *Work History*

1. Largest dollar valued jobs in progress:				
Customer/Location	Type of Work	Size - \$M	Contact	Telephone
2. Largest dollar valued jobs in the past three years:				
Customer/Location	Type of Work	Size - \$M	Contact	Telephone



## Board of Commissioners – June 22, 2021

3. Are there any judgements, claims or suits pending or outstanding against your company?  Yes  No

If yes, please attach details

4. Are you or have you ever been involved in any bankruptcy or reorganization proceedings?  Yes  No

If yes, please attach details

5. Has your organization ever failed to complete any work awarded to it?

6. Has your organization been involved in any lawsuits or arbitration with regard to construction contracts within the last five years?

7. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details)

8. Provide the following information on five owners that have used your services. Governmental owners preferred.

a) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:
b) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:
c) Firm Name:	Contact Name:	Project:
Address:	Telephone:	Email:
d) Firm Name	Contact Name:	Project:
Address:	Telephone:	Email:
e) Firm Name	Contact Name:	Project:
Address:	Telephone:	Email:



## Board of Commissioners – June 22, 2021

9. Provide the following information on five architects that you have worked with in the past five years. Governmental projects preferred.		
a) Firm Name	Contact Name:	Project:
Address:	Telephone:	Email:
b) Firm Name	Contact Name:	Project:
Address:	Telephone:	Email:
c) Firm Name	Contact Name:	Project:
Address:	Telephone:	Email:
d) Firm Name	Contact Name:	Project:
Address:	Telephone:	Email:
e) Firm Name	Contact Name:	Project:
Address: _____	Telephone:	Email:

### ***Safety and Health Performance***

1. Workers Compensation Experience Modification Rate (EMR) Data:	
a) EMR is: ___ Interstate Rate ___ Intrastate Rate ___ Monopolistic State Rate ___ Dual Rate	b) EMR for last three years: _____ 20 _____ 20 _____ 20
c) State or Origin:	d) EMR Anniversary Date:
2. Injury and Illness Data:	
a) Employee hours worked last three years (excluding subcontractors)	
Year: 20_____	Hours:
Year: 20_____	Hours:
Year: 20_____	Hours:
b) Provide the following data (excluding subcontractor) using your OSHA 300 and 300A Forms for the past three (3) years: (Notes: Data should be the best available data applicable to the work in this region or area. If your company is not required to maintain OSHA 300 and 300A forms, please provide information from your Worker's Compensation Insurance carrier itemizing all claims for the last three years).	



## Board of Commissioners – June 22, 2021

Injury related fatality:

20\_\_\_\_Number:                      Rate:

20\_\_\_\_Number:                      Rate:

20\_\_\_\_Number:                      Rate:

Lost workday cases injuries involving days away from work, or days of restricted work activity or both:

20\_\_\_\_Number:                      Rate:

20\_\_\_\_Number:                      Rate:

20\_\_\_\_Number:                      Rate:

Lost workday case injuries involving days away from work:

20\_\_\_\_Number:                      Rate:

20\_\_\_\_Number:                      Rate:

20\_\_\_\_Number:                      Rate:

Injuries involving medical treatment only:

20\_\_\_\_Number:                      Rate:

20\_\_\_\_Number:                      Rate:

20\_\_\_\_Number:                      Rate:

Total OSHA Recordable Injury Rate: 20

\_\_\_\_Number:                      Rate:

20\_\_\_\_Number:                      Rate:

20\_\_\_\_Number:                      Rate:

3. Have you received any regulatory (EPA, OSHA, etc.) citations in the last three years? Yes \_\_\_ No \_\_\_

### *Safety and Health Programs and Procedures*

1. Highest ranking safety/health professional in the company:

Title:

Telephone:

Fax:

2. Do you have or provide the following:



## Board of Commissioners – June 22, 2021

a) Full time Safety/Health Director.	Yes _____	No _____
b) Full time Safety/Health Supervisor:	Yes _____	No _____
c) Full time Job Safety/Health Coordinator:	Yes _____	No _____
3. Do you have or provide the following:		
a) Safety/Health incentive program:	Yes _____	No _____
b) Company paid safety/health training:	Yes _____	No _____
4. Do you have a written Safety & Health Program?	Yes _____	No _____
If yes, please submit		
5. Do you have a substance abuse program including Testing?	Yes _____	No _____
6. Do your employees read, write and understand English such that they can perform their job tasks safely without an interpreter?		
	Yes _____	No _____
If no, provide a description of your plan to assure that they can safely perform their jobs.		

\_\_\_\_\_  
Print Firm Name/Principal

\_\_\_\_\_  
Signature/Principal

\_\_\_\_\_  
Date

Please submit all Pre-Qualification Forms to:

County of Saginaw

ATTN: Kelly Suppes

111 S. Michigan Avenue Saginaw, MI 48602

County of Saginaw

Contractor Pre-Qualification Form



DO NOT FILL OUT - OWNER USE ONLY

The Contractor is:

- Acceptable for Approved Contractor List
- Conditionally Acceptable for Approved Contractor List

Conditions:

Date Contractor Notified \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

***Contractor Evaluation***



## **PART II. EVALUATION CRITERIA**

### **EVALUATION OF QUALIFICATIONS**

Applications will be evaluated based on the completeness of the information provided. Failure to provide any of the requested information may result in disqualification. The criteria listed below will be used in the evaluation of the qualifications submitted and may be modified depending on the circumstances.

#### **2.1. FIRMS QUALIFICATIONS (15 POINTS)**

- Firms Overall Construction Management Experience and Capability to perform the work.
- Demonstrated ability to manage construction to achieve quality of work required by the construction management contract and expected by Owner.
- Integrated approach including supply, demand, and sustainability
- Specialized experience & dedicated resources in this market
- Proximity of local resources
- Financial stability, as evidenced by payment and performance bonds and overall bonding capacity

#### **2.2. PERSONNEL QUALIFICATIONS (10 POINTS)**

- Quality of professional qualifications of Key personnel assigned to this project from preconstruction through project closeout. Owner expects no change in key project personnel throughout the project.
- Quality of professional qualifications of supporting personnel assigned to this project.

#### **2.3. PROJECT MANAGEMENT (15 POINTS)**

- Life-cycle approach to project management across planning, assessment, program implementation, services, measurement and reporting.
- Quality of approach to project management: accredited professionals, corporate standards.
- Clear assignment of responsibility for various project tasks to specific individuals.
- Demonstrated ability to coordinate construction activities and to minimize adverse construction impacts to the general public and customers of the facility.
- Demonstrated ability to work with the various subcontractors in resolving construction conflicts and ensuring safety.
- Ability to effectively manage project construction including owner's costs and to manage the project on schedule.

#### **2.4. SAFETY AND HEALTH PERFORMANCE (10 POINTS)**

- Workers Compensation Experience Modification Rate (EMR) Data for the past 3 years.



## Board of Commissioners – June 22, 2021

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- Please describe your Safety/Health program (Safety/Health Director, Incentive Program, Safety Training, Substance Abuse Testing)
- Describe your Company’s plan of action with regard to any health issues while working on Improvement Projects (project specific).

### 2.5. EXPERIENCE (25 POINTS)

- Prior experience (within the last five years) in managing similar public or private construction projects.
- Construction Management Firm’s experience with construction and renovations of like facilities.
- Construction Management Firm’s experience with building projects in the Great Lakes Bay Region, specifically Saginaw County.
- Construction Management Firm’s experience with construction projects larger than \$14 million in value.

### 2.6 LOCAL PREFERENCE

- **Ten ~~Five~~ point allocation to local contractors with their primary business office located in Saginaw County.**
- **Three point allocation to a contractor whose primary business office is located within the Great Lakes Bay Region (i.e., Midland, Bay and Isabella Counties).**

### 2.7. FEE FOR SERVICES/COST PROPOSAL (25 POINTS)

All Construction Management Firms will be required to submit a separate Cost Proposal with your qualifications in a Separate Sealed Envelope titled “COST PROPOSAL-CONSTRUCTION MANAGEMENT”

The Cost Proposal will not be opened until all Qualifications have been evaluated and assigned a point value. Please Complete “Attachment 1” as part of your Cost Proposal. Construction phase services will be a fixed fee plus reimbursable costs. All general Condition items (ex. Portable toilets, dumpsters, permits, temporary power, etc.) are a direct cost to the County with no mark-up. The Cost Proposal must identify what is excluded and expectations that the Construction Manager has of the Owner.

The Construction Management Firm awarded the contract will be required to provide a Payment and Performance Bond for the project. All Costs for the Bond must be included in your cost proposal.



**REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGEMENT SERVICES**

**DECLARATION OF SUBMITTER**

Ladies and Gentlemen:

In response to your invitation, the undersigned, as Submitter, hereby declares that the qualifications presented are made in good faith without fraud or collusion with any other parties submitting qualifications, and that the Submitter has had the opportunity to ask questions and receive clarifications regarding the request for qualifications prior to submission date.

In submitting qualifications, it is understood the **COUNTY** reserves the right to accept or reject any or all qualifications submitted, to waive irregularities and/or formalities and, in general, to make award in any manner deemed by it, in its sole discretion, to be in its best interest. By signing below you confirm that you are authorized by your firm to sign all future documents related to this project on behalf of your firm.

\_\_\_\_\_

Signature

\_\_\_\_\_

Name and Title (Please print or type)

\_\_\_\_\_

Name of Firm

\_\_\_\_\_

Date



REQUEST FOR QUALIFICATIONS  
SUBMITTAL REQUIREMENTS

NAME OF FIRM \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Submittals should be as complete and concise as possible, and include the following information in the order and format outlined below:

**Firm Organization:**

A. General Information:

- Firm ownership structure and principals of the firm.
- Brief description of firm history, size, and growth including number of year’s firm has been in operation and number of year’s firm has been in operation under its current ownership.
- Number of permanent employees.
- Number of employees with jail construction experience.

B. Features distinguishing your firm from your competitors.

C. Contact information for authorized negotiator(s).

D. Provide an explanation and information regarding any project you worked on, or were not selected to work on, that resulted in litigation.

**Project Experience of Firm:**



Using Attachment #2, provide the information requested for institutional projects, especially \_\_\_ facility projects on which this team is serving, or has served, as Construction Manager. In the Project Name/Description, provide information about the firm’s specific responsibilities for each project and any relevant information about the firm’s role vis-à-vis the variances in construction cost estimates, construction delays, unusual circumstances, etc.

### **Staff Qualifications:**

- A. Identify the key management staff for the project. Provide an Organizational Chart identifying all your key staff members and showing how each interacts with other staff members assigned to this project. For each key staff member, please include a detailed resume, which at a minimum summarizes the following:
- Education, including name of institution, field of study, degree(s) earned, and year(s) received.
  - Professional registrations and/or professional society membership(s).
  - Number of years of experience and number of years with the firm.
  - Project experience including size (cost/area), start/completion dates, and description of project (type, complexity, new, renovation, addition, on-going occupancy, etc.).
  - Availability for this project

### **Work Plan:**

Include a narrative description of your plan for accomplishing the work of this project. Indicate the various tasks, labor hours allocated for various tasks, major benchmarks, and decision points in your work plan.

### **Concurrent Work Load:**

Provide a listing and description including size, cost, and duration of anticipated concurrent projects of the firm. Provide an indication of how this anticipated workload compares to your firm's previous workload levels. Provide a brief explanation of the impact these projects will have on this project.

### **Project Budget/Schedule:**

Include an example of a project budget and schedule.



Construction Management Fee/Reimbursable Cost Breakdown

	Included In Fee	Reimbursed Expenses
Accounting and Payroll		
Transportation Exp.		
Field Office Personnel		
Building Permits – Secure		
Expediting Expenses		
Field Office & Furnishings		
Change Orders		
Clerk / Clerical		
Labor Relations		
Main Office Expenses and Personnel		
Out of Town trips w/Prior Approval by Owner		
Overhead & Profit		
Payment Applications and Approvals		
Procuring Bids		
Program and Plan Review w/Owner – A/E		
Project Insurance (Builders risk by Owner)		
CM General Liability		
Receiving of Pre-Purchased Materials		
Safety & Fire Protection		
Scheduling		
Shop Drawing Review		
Transportation Cost of Project Manager		
Utilities Related to Field Office		
Writing Contracts		
On-Site Vehicle		
Reproduction Expenses (except construction Documents)		
Telephone Expenses / Fax Machine Expenses		
Postage/UPS		
	\$	\$



**Project Experiences**  
Required format-Use one for each project

Firm Name: \_\_\_\_\_

<b>Project Name/Description</b>	
<b>Start/Completion Date</b>	
<b>Architect's Name</b>	
<b>General Contractor</b>	
<b>Delivery Method</b>	
<b>Architect's Estimated Cost</b>	
<b>Original Construction Cost</b>	
<b>Final Construction Cost</b>	
<b>Total Square Footage</b>	
<b>Number of Jail Beds</b> <b>(indicate whether single or double bunked)</b>	
<b>Owner Information:</b> Contact Name Title Entity Name Address Phone Email Address	



## Board of Commissioners – June 22, 2021

### 4. **Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair**

- 4.1) **HEALTH DEPARTMENT**, re: Approval of \$53,000 from the Public Improvement Fund to engage WTA Architects for facility clinical design and bidding for the integration of primary care with Public Health
- 4.2) **MAINTENANCE**, re: Approval to amend the 2021 Capital Improvement Budget by \$43,600 to complete projects in the 70<sup>th</sup> District Court and Prosecutor's Office
- 4.3) **COMMISSION ON AGING**, re: Approval to amend the FY 2021 Budget related to the Foster Grandparent Program and the Meals on Wheels Program
- 4.4) **COUNTY CLERK**, re: Approval to continue funding the use of temporary employees in the Circuit Court Records Office and capital outlay funding to expedite technology upgrades in the County Clerk's Office

- ***Krafft moved, seconded by Boyd, to approve 4.1 amended to add clarification that amendment of the Public Improvement Fund will increase it by \$53,000 using offsetting fund balance. The motion carried by the following roll-call vote:***

**Yes:** Harris, Ewing, Krafft, Little, Webster, Winiecke, Tany, Boyd, Matthews, and Ruth – 10

**Abs:** Theisen – 1

**No:** - 0

**Total:** - 11

- ***Krafft moved, seconded by Boyd, to approve 4.2 – 4.4 leaving room for exceptions. (Board Report 4.4 was amended to provide the Finance Director with the proper direction to amend the CPL and Public Improvement Fund budgets in regard to funding the request) There were no exceptions and the motion carried by the following roll-call vote:***

**Yes:** Ewing, Krafft, Little, Webster, Winiecke, Tany, Boyd, Matthews, Harris, and Ruth – 10

**Abs:** Theisen - 1

**No:** - 0

**Total:** - 11

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1**

**\*AMENDED**

**JUNE 22, 2021**

Your Budget/Audit Committee considered Communication No. 3-16-6 from Christina Harrington, Public Health Director, requesting approval of \$53,000 from the Public Improvement Fund to engage WTA Architects for facility clinical design and bidding for the integration of primary care with Public Health. *(Original request from March 2021)*

We met with Ms. Harrington via Zoom who informed the committee that through partnership with CMU Health and Saginaw County Health Department (SCHD), leadership at both organizations continue to engage in discussions on how better to serve Saginaw County residents by providing quality health care services. The discussions between Dr. Shaheen, Dr. Pruitt and the Health Director have developed a phased approach for the integration of primary care into health department services. The phased approach for clinical integration consists of moving Dr. Pruitt's primary care office into the SCHD building. This first step will better equip the Health Department facility to provide quality primary care to existing CMU Health patients and SCHD clients. Engaging WTA Architects to design the clinical space, provide architectural drawings, and assist with contract bidding is the first step in the process to begin renovations.



## Board of Commissioners – June 22, 2021

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We recommend approval to utilize \$53,000 from the Public Improvement Fund to secure WTA Architects for the first floor facility clinical design and assist with contract bidding for the integration of primary care with Public Health; **\*and approval to amend the Public Improvement Fund budget by increasing it by \$53,000 with an offsetting Fund Balance.**

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2**

**JUNE 22, 2021**

Your Budget/Audit Committee considered Communication No. 6-22-18 from Tony DePelsMaeker, Maintenance Director, requesting approval to amend the 2021 Capital Improvement Budget by \$43,600 to complete projects during this fiscal year in the 70<sup>th</sup> District Court, including Probation and Traffic, (Painting @ \$17,600) and the Prosecutor's Office (Carpet @ \$26,000).

We met with Mr. DePelsMaeker via Zoom who explained painting of the Probation and Traffic Departments is necessary as these offices have not been painted in some time and deterioration of the existing paint is evident. The carpet in the lobby and hallway areas of the Prosecutor's Office was replaced recently and the Prosecutor's office has requested replacement carpet in individual offices to match.

We recommend approval to amend the 2021 Capital Improvement Fund Budget by \$43,600 to complete projects in the 70<sup>th</sup> District Court (Probation/Traffic) and the Prosecutor's Office.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3**

**JUNE 22, 2021**

Your Budget/Audit Committee considered Communication No. 6-22-21 from Jessica Sargent, Commission on Aging (COA) Director, requesting approval of FY 2021 Budget adjustments to 1) Foster Grandparent Program to accommodate meal stipends for program volunteers; 2) Acceptance of \$22,000 in grant funding from the Meals on Wheels Association of America; and 3) Acceptance of \$377,000 grant from AmeriCorps Senior to expand the Foster Grandparent Program to Midland and Bay Counties.

We met with Ms. Sargent via Zoom who explained that 1) Moving \$12,000 in funds from travel expenses that were not incurred during the pandemic into Food to cover meal reimbursement is an allowable expense within the fund; 2) Acceptance of the \$22,000 in grant funding from the Meals on Wheels Association of America authorizes the purchase of 5-pack boxes of shelf stable emergency food for the Meals on Wheels and senior center participants, to purchase and assemble 250 personal needs care packages, and to purchase storage cabinets for the Marie Davis Senior Center. The grant does not require a local match; 3) Addition of new budget activity for the Foster Grandparent Program (FGP) to accept a federal grant from AmeriCorps Senior awarded to the COA in the amount of \$377,000 (equally



## Board of Commissioners – June 22, 2021

for the remaining two years on a three year grant cycle) will allow expansion of the present program to Midland and Bay counties and allow volunteers to serve Saginaw, Midland and Bay counties and includes opportunities for an additional 58 volunteers. The grant requires a local match, which includes In-Kind Donations; a cost share with participating schools and local millage monies described below. This opportunity could not come at a better time, as seniors and school-aged children have both faced unprecedented challenges during the COVID-19 pandemic and could both benefit from the additional opportunities to engage in our tri-county region.

<b>FUNDING SOURCES</b>	
AmeriCorps / CNCS Grant	\$377,000.00
In-Kind Donations	30,024.00
Fund Balance	42,597.00
<b>Total Funding Sources</b>	<b>\$449,621.00</b>

We recommend approval of the requested Budget Adjustments to the FY 2021 Budget noted above.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.4**

**\*AMENDED**

**JUNE 22, 2021**

Your Budget/Audit Committee considered Communication No. 6-22-22 from Vanessa Guerra, County Clerk, requesting 1) Funding to continue the use of temporary employees in the Circuit Court Records office; and 2) Capital outlay funding to expedite technology upgrades in the County Clerk’s office.

We met with Ms. Guerra via Zoom who explained that both items in this request are urgently needed. Continuing funding to allow the use of temporary employees in the Circuit Court Records Office will provide much needed support for current staff. Additional constraints are occurring due to lack of updated technology. The use of Capital Outlay funds will allow the County Clerk’s Office to expedite the upgrade in technology originally planned for FY 2022, provide staff with the necessary laptops, docking stations, connectivity, and cases to properly transport the equipment when the need arises for employees to move to a different work station and allow the ability for employees to work from home when necessary.

We recommend approval to 1) Continue funding for the use of temporary employees in the Circuit Court Records Office, using \$16,000 from fund balance; and 2) Use Capital Outlay funds in the amount of \$23,652 \*to expedite technology upgrades in the County Clerk’s Office.

**\*Use of \$11,310 from the Concealed Pistol Licenses (CPL) fund and \$12,342 from the Public Improvement Fund**

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen



5. **Labor Relations Committee – M. Webster, Chair; K. Harris, Vice-Chair**

- 5.1) **PERSONNEL DIRECTOR**, re: Adoption of county practice to allow “Education” as a substitution for “Experience” in the hiring process
- 5.2) **SHERIFF/CLERK/MAINTENANCE/HEALTH DEPARTMENT**, re: Waiver of the hiring freeze to fill various positions
- 5.3) **SHERIFF**, re: Approval to hire former Detective John Butcher for a period of ninety (90) days as a liaison for the DEA and as a reference for drug cases and waive the hiring freeze for the position
- 5.4) **COMMISSION ON AGING**, re: Approval to 1) Waive the hiring freeze and establish a temporary PCN for a Food Service Supervisor; 2) Increase two (2) Kitchen Assistant positions from PT to FT, waive the hiring freeze for one of the positions, and delete a PT Kitchen Assistant PCN; and 3) Create a new PCN for a Foster Grandparent Program Assistant and waive the hiring freeze for the position

- ***Webster moved, seconded by Harris, to approve 5.1 – 5.4 leaving room for exceptions. There were no exceptions and the motion carried by the following roll-call vote:***
  - Yes:** *Ewing, Krafft, Little, Webster, Winiecke, Tany, Boyd, Matthews, Harris, and Ruth - 10*
  - No:** *- 0*
  - Abs:** *Theisen - 1*
  - Total:** *- 11*

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.1**

**JUNE 22, 2021**

Your Labor Relations Committee considered Communication No. 6-22-32 from Jennifer Broadfoot, Personnel Director, and requesting adoption of a change to County practice to allow “Education” for “Experience” in the hiring process, limiting the practice to clerical/technical and lower classified / entry-level professional positions.

We met with Ms. Broadfoot via Zoom who informed the committee that the County has a long-standing practice of allowing for the substitution of experience for education in the writing of job descriptions and job postings and the screening of applicants. Recently, some inquiries from Departments regarding the substitution of education for experience. Several other public sector employers who allow for the substitution of education for experience have been made. The following education to experience ratio equivalency was used:

- 30 to less than 60 credit hours – one year of experience
- 60 to less than 90 credit hours – two years of experience
- 90 to less than 120 credit hours – three years of experience
- 120 or more credit hours – four years of experience

Qualifying post high school education would include college or vocational school training. Any education used to substitute for experience would have to be beyond that which was required for the position.

In implementing this practice, Department Heads would have the capability when drafting job descriptions and postings to note the ability to substitute education for experience as they do now when allowing for the substitution of experience for education. Ms. Broadfoot suggested limiting the practice to clerical/technical and lower classified/entry-level professional positions. She would not recommend its



## Board of Commissioners – June 22, 2021

utilization for positions that supervise or manage employees, due to the need to have experience in employee supervision for many of these positions.

We recommend approval to adopt a change to County practice to allow “Education” for “Experience” in the hiring process and limiting the practice to clerical/technical and lower classified / entry-level professional positions.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.2**

**JUNE 22, 2021**

Your Labor Relations Committee considered Communication Nos. 6-22-23, 6-22-24, 6-22-28, and 6-22-33 from department heads requesting waiver of the hiring freeze and approval to fill vacant positions in their respective department as follows:

<u>Requestor</u>	<u>Department</u>	<u>Position(s)</u>
William Federspiel, Sheriff	Sheriff Department	<b>Deputy (Law Enforcement Div.)</b>
William Federspiel, Sheriff	Sheriff Department	<b>Deputy (Law Enforcement Div.)</b>
William Federspiel, Sheriff	Sheriff Department	<b>Jail Security</b>
Vanessa Guerra, County Clerk	Clerk’s Office	<b>Legal Clerk I</b>
Tony DePelsMaeker, Maintenance Director	Maintenance	<b>Custodian (PCN #101303)</b>
Christina Harrington, Health Director	Health Department	<b>Health Specialist I</b>
Christina Harrington, Health Director	Health Department	<b>(2) PT Hearing Technicians</b>
Christina Harrington, Health Director	Health Department	<b>Office Assistant II</b>
Christina Harrington, Health Director	Health Department	<b>WIC Supervisor</b>

We recommend approval to waive the hiring freeze and fill the positions listed above.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.3**

**JUNE 22, 2021**

Your Labor Relations Committee considered Communication No. 6-22-23 from Sheriff William Federspiel requesting waiver of the hiring freeze to (1) Hire former Detective John Butcher for ten (10) hours per month as a liaison for the DEA and as a reference for drug cases; (2) [See Board Report 5.2] Fill two (2) vacant deputy positions in the Law Enforcement Division; and (3) Fill a vacant jail security position.



## Board of Commissioners – June 22, 2021

We met with Undersheriff Mike Gomez via Zoom who explained that Detective Butcher will be a liaison for the DEA and as a reference for drug cases. He is requesting approval to hire Detective Butcher for ninety (90) days and will come back to committee should more time be needed.

We recommend approval to waive the hiring freeze and hire former Detective John Butcher for ninety (90) days.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

### FROM: COMMITTEE ON LABOR RELATIONS -- 5.4

JUNE 22, 2021

Your Labor Relations Committee considered Communication No. 6-22-35 from Jessica Sargent, Commission on Aging Director, requesting approval to: (1) Waive the hiring freeze and establish a temporary PCN for Food Service Supervisor; (2) Increase two (2) Kitchen Assistant positions from part-time to full-time status and delete one (1) part-time Kitchen Assistant PCN; and (3) Create a new PCN for Foster Grandparent Program Assistant and waive the hiring freeze for that position.

We met with Ms. Sargent via Zoom and she discussed with the committee the positions that need to be filled so the Commission on Aging can operate at full capacity.

We recommend approval to: (1) Waive the hiring freeze and establish a temporary PCN for Food Service Supervisor; (2) Increase two (2) Kitchen Assistant positions from part-time to full-time status, waive the hiring freeze for one (1) of the full-time positions, and delete one (1) part-time Kitchen Assistant PCN; and (3) Create a new PCN for Foster Grandparent Program Assistant and waive the hiring freeze for that position.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

### 6. Executive Committee – C. Ruth, Chair

6.1) **CAMPUS PARTNERS I**, re: Approval to hold a Public hearing and approve a Resolution for issuance of bonds to finance a project for Campus Partners 1 related to acquiring and improving certain charter school facilities within Saginaw County

- **Chairman Ruth moved, seconded by Harris, to approve 6.1. Discussion was held regarding the need for commissioners to have more information on the project. Boyd moved and rescinded Commissioner Privilege. Boyd moved, seconded by Krafft, to table until the next Board Session and the motion carried by the following roll-call vote:**

**Yes: Krafft, Little, Webster, Winiecke, Tany, Boyd, Matthews, Harris, Ewing, and Ruth - 10**

**No: - 0**

**Abs: Theisen - 1**

**Total: - 11**





## Board of Commissioners – June 22, 2021

COMMITTEE COMPENSATION - 6.22.21.1

June 22, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held May 2 - May 15, 2021.*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

***Virtual meetings are authorized by PA 228 of 2020 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 until August 31, 2021.***

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	05/03/21	Human Services Committee via Zoom	Theisen	\$50.00	1
			Webster	\$50.00	1
			Little	\$50.00	1
			Winiecke	\$50.00	1
			Ruth	\$50.00	1
2	05/04/21	Courts & Public Safety Committee via Zoom	Matthews	\$50.00	1
			Boyd	\$50.00	1
			Harris	\$50.00	1
			Winiecke	\$50.00	1
			Ruth	\$50.00	1
3	05/05/21	Crime Prevention Council via Zoom	Ruth	\$50.00	1
4	05/05/21	County Services Committee via Zoom	Webster	\$50.00	1
			Krafft	\$50.00	1
			Ewing	\$50.00	1
			Tany	\$50.00	1
			Ruth	\$25.00	1
5	05/06/21	Union/Mgmt. Benefit Committee via Zoom	Boyd	\$50.00	1
			Matthews	\$50.00	1
6	05/06/21	Budget/Audit Committee via Zoom	Krafft	\$50.00	1
			Boyd	\$25.00	1
			Tany	\$50.00	1
			Ruth	\$50.00	1
7	05/07/21	MAC Finance & General Government via Zoom	Krafft	\$50.00	1
8	05/10/21	Labor Relations Committee via Zoom	Webster	\$50.00	1
			Harris	\$50.00	1
			Little	\$50.00	1
			Matthews	\$50.00	1
			Ruth	\$50.00	1
9	05/11/21	Saginaw Convention & Visitors Bureau via Zoom	Ruth	\$50.00	1
10	05/12/21	Committee of the Whole - Compensation	10 Present	\$500.00	10



## Board of Commissioners – June 22, 2021

Boyd, Ewing, Harris, Krafft, Little, Matthews, Ruth,  
Tany, Webster, Winiecke *Absent: Theisen*

11	05/14/21	MAC Environmental viz Zoom	Webster	\$50.00	1
<b>TOTAL</b>				<b>\$1,950.00</b>	<b>40</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (5-14-21)

### COMMITTEE COMPENSATION - 6.22.21.2

June 22, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held May 16 - May 29, 2021.*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

***Virtual meetings are authorized by PA 228 of 2020 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 until August 31, 2021.***

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	05/17/21	Northern Michigan Counties Association via Zoom	Theisen	\$50.00	1
2	05/18/21	Labor Relations Committee - Special via Zoom	Webster	\$25.00	1
			Harris	\$25.00	1
			Little	\$25.00	1
			Matthews	\$25.00	1
			Ruth	\$25.00	1
3	05/18/21	Board Session via Zoom	11 Present	\$550.00	11
		Boyd, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster, Winiecke			
4	05/19/21	Saginaw Valley Zoological Society Board via GoToMeeting	Matthews	\$50.00	1
			Little	\$50.00	1
5	05/19/21	Animal Control Advisory Council via Zoom	Ewing	\$50.00	1
6	05/20/21	Frankenmuth CVB	Krafft	\$50.00	1
7	05/20/21	Commission on Aging via Zoom	Ewing	\$50.00	1
8	05/20/21	City/County/School Liaison via Zoom	Ruth	\$50.00	1
			Little	\$50.00	1
			Tany	\$50.00	1
9	05/21/21	MAC Agriculture & Tourism via Zoom	Harris	\$50.00	1
10	05/24/21	MAC Health & Human Services via Zoom	Webster	\$50.00	1
11	05/24/21	GLB Michigan Works! Joint Board via Zoom	Matthews	\$50.00	1
			Little	\$50.00	1
			Ruth	\$50.00	1
			Tany	\$50.00	1



## Board of Commissioners – June 22, 2021

			Webster	\$25.00	1
12	05/26/21	GLB CVB via Zoom	Ruth	\$25.00	1
13	05/26/21	Committee of the Whole - In Person & Via Zoom	11 Present	\$550.00	11
		<b>New Animal Control Building Plans</b>			
		Boyd, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster, Winiecke			
			<b>TOTAL</b>	<b>\$2,025.00</b>	<b>44</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (5-28-21)

### COMMITTEE COMPENSATION - 6.22.21.3

June 22, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held May 30 - June 12, 2021.*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

***Virtual meetings are authorized by PA 228 of 2020 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 until August 31, 2021.***

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	06/02/21	Crime Prevention Council via Zoom	Ruth	\$50.00	1
2	06/04/21	Saginaw Future, Inc. via Zoom	Webster	\$50.00	1
3	06/08/21	Community Corrections Advisory Board via Zoom	Theisen	\$50.00	1
4	06/08/21	Courts & Public Safety Committee via Zoom	Matthews	\$50.00	1
			Boyd	\$50.00	1
			Winiecke	\$50.00	1
			Ruth	\$50.00	1
			Harris	\$50.00	1
5	06/09/21	County Services Committee via Zoom	Webster	\$50.00	1
			Krafft	\$50.00	1
			Ewing	\$50.00	1
			Tany	\$50.00	1
			Ruth	\$50.00	1
6	06/10/21	Budget/Audit Committee via Zoom	Krafft	\$50.00	1
			Boyd	\$25.00	1
			Tany	\$50.00	1
			Theisen	\$50.00	1
			Ruth	\$50.00	1
			<b>TOTAL</b>	<b>\$875.00</b>	<b>18</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (6-11-21)



## PUBLIC HEARING

### 3<sup>rd</sup> Call – Closing

At 6:38 p.m., Chairman Ruth announced the third and final call of a public hearing on the issuance of bonds to finance a project for Campus Partners 1 related to the acquisition and improvement of the North Saginaw Charter Academy (NSCA) at 2332 Trautner Dr., Saginaw, MI 48604. He asked if there was anyone wishing to speak; hearing none, he announced the public hearing closed at 6:38 p.m.

## RESOLUTIONS

*Res. A was tabled to the August 17, 2021 Board Session and will appear under Unfinished Business*

~~Res. "A" – Approving, in accordance with Sec. 147(f) of the Internal Revenue Code of 1986, as amended, the issuance of Bonds to finance a project for Campus Partners 1~~

## UNFINISHED BUSINESS

None

## PROCLAMATIONS

None

## APPOINTMENTS

- ✓ Chairman Ruth re-appointed Dan Wortman, Pastor Larry Camel and John Kaczynski to the **Michigan Works! Workforce Development Board** with terms to expire June 30, 2023.
- ✓ Chairman Ruth appointed George Kipfmiller, Greg Turner, and Tom Mayan, Sr. to the **Richland Township Construction Board of Appeals** pursuant to PA 230 of 1972, from July 1, 2021 to June 30, 2022.

## ELECTIONS

None

## CHAIR ANNOUNCEMENTS

- Chairman Ruth announced the Special Board Session on Monday, June 28, 2021 at 5:00 p.m. to approve the Saginaw County Animal Care & Control Resource Center Project Plan and Budget. A Committee of the Whole on the FY 2022 Budget will be held directly after that meeting. Both meetings will be held in the Board Room at the County Governmental Center and via Zoom.

## COMMISSIONER AUDIENCES

- Commissioner Winiecke announced a new Marketplace in Freeland selling fresh fruits and vegetables at 10852 W. Freeland Rd., open Tuesday and Thursday evenings and Saturday mornings.



## Board of Commissioners – June 22, 2021

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- Commissioner Ewing announced a Carnival at Suski Chevrolet by the Mall in Birch Run this weekend on Friday evening from 5:00 p.m. – 10:00 p.m. and all day Saturday and Sunday.
- \* ***Note from the Controller: MIOSHA has repealed all of its requirements, including wearing masks and socially distancing, which means the County Governmental Center could open as soon as tomorrow or wait until Monday, June 28<sup>th</sup>. Most of the elected officials would like to open immediately to the public. After discussion, the Board advised the Controller to issue a Press Release announcing all County facilities will be immediately open to the public.***

**By Commissioner Harris, seconded by Commissioner Ewing: That the Board adjourn. Carried.**  
Thereupon, the Board adjourned at 6:45 p.m.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Deputy County Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



**SPECIAL SESSION  
JUNE 28, 2021**

A Special Session of the Board of Commissioners of Saginaw County, Michigan, held Monday, June 28, 2021 at 5:00 p.m. with the Honorable Carl E. Ruth in the Chair. This meeting was held in person at the Saginaw County Governmental Center, 111 S. Michigan Ave., Saginaw, Michigan and via Zoom consistent with PA 267 of 1976/PA 228 of 2020 (MCL 15.263) and a Local Emergency Declaration dated April 1, 2021 to consider the June 28, 2021 Special Session Agenda. County Clerk Vanessa Guerra took roll, quorum present and location noted as follows:

**PRESENT:** *Cynthia M. Winiecke (Pensacola, FL), Jack B. Tany, Christopher S. Boyd, Sheldon Matthews, James G. Theisen, Kyle R. Harris (Ashley, MI), Carol E. Ewing, Dennis H. Krafft, Michael A. Webster and Carl E. Ruth - 10*

**ABSENT:** *Gerald D. Little - 1*

**TOTAL:** - 11

**Others Present:** Robert Belleman, Dave Gilbert, Bill Smith, Vanessa Guerra, Kyle Bostwick, Josh Brown, Trent Boyd, Angie Miller, Greg Bator, Linda James, Nick Collins, Rick Kasten, Tammy Bieszke, Connie Sullivan, Norm Bamberger, Undersheriff Mike Gomez, Bonnie Kanicki, Logan Smith, Jaime Ceja, Jessica Sargent, Kelly Suppes, Mary McLaughlin, Lt. Dave Kerns, Suzy Koeplinger, Sue Arceo, Cindy Louchart, Ben LeBlanc – Granger Construction

Chairman Ruth gave the invocation and led the Pledge of Allegiance to the Flag.

**PETITION**



June 18, 2021

Vanessa Guerra  
Saginaw County Clerk  
111 S. Michigan Avenue

**June 28, 2021  
Special Session**



## Board of Commissioners – June 28, 2021 – Special Session

Saginaw, MI 48602

Dear Clerk Guerra:

Pursuant to Article II, Section 2.9 (MCL 46.10) of the 2021 Rules of the Saginaw County Board of Commissioners, the undersigned members of the Board respectfully petition that a Special Meeting of the Board of Commissioners be held **Monday, June 28, 2021 at 5:00 p.m.** at the Saginaw County Governmental Center, 111 S. Michigan Ave., Saginaw, MI 48602 to consider approval of the Saginaw County Animal Care & Control Project Plan, and any other matters brought before the Board. The undersigned affirm the intent of the Board of Commissioners to hold a Special Meeting on this matter. This meeting is being held consistent with PA 267 of 1976 (MCL 15.263) to consider the agenda, and for any other matters brought before the committee.

Respectfully Submitted,

James G. Theisen, Commissioner

Dennis H. Krafft, Commissioner

Sheldon Matthews, Vice-Chair

Michael A. Webster, Commissioner

Carl E. Ruth, Chairman

### CLERK'S CALL OF SESSION

#### Public Notice of Special Board Session

The Saginaw County Board of Commissioners will convene for a Special Session on  
**Monday, June 28, 2021 at 5:00 p.m.**

in the Board Chambers, Second Floor - Room 200, Saginaw County Governmental Center, Saginaw, MI  
and via Zoom per PA 267 of 1976/PA 228 of 2020

& Local Emergency Declaration in effect until July 1, 2021

to consider the new Animal Care & Control Resource Center Budget and Resolutions  
and any other matters brought before the Board.

Join Zoom Meeting: <https://zoom.us/j/8024441727>

INSTRUCTIONS using ZOOM audio conferencing:

Dial: 1 (877) 853-5257 or 1 (888) 475-4499 and enter Meeting ID: 802 444 1727

This Special Meeting is being held consistent with Article II, Section 2.9 (MCLA 46.10) of the  
2021 Rules of the Saginaw County Board of Commissioners as authorized by petition of at  
least one third (1/3<sup>rd</sup>) of the members of the Board.

Requests for Public Comment (Audiences) must be made to the Board of Commissioners  
Office at (989) 790-5267 or by email to [boc@saginawcounty.com](mailto:boc@saginawcounty.com)  
prior to 12:00 p.m. the day of the meeting.

If you are disabled and need accommodation to provide you with an opportunity to participate,  
please call the Board of Commissioners at (989) 790-5267.

Respectfully Submitted,

**Vanessa Guerra**

Vanessa Guerra, County Clerk

June 24, 2021  
Posted 6-24-21 by SEK



## Board of Commissioners – June 28, 2021 – Special Session

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed, if there are no objections. The Chair hears none; it is so ordered.***

### AUDIENCES

- Tammy Bieszke informed commissioners of the next Saginaw County Pow Wow, which will take place September 17 – 18, 2022 in Bridgeport at the High School. The Pow Wow will consist of different Indian tribes performing, dancing, and Spirit Drums to honor veterans.

### LAUDATORY RESOLUTIONS

None

### PETITIONS AND COMMUNICATIONS

***By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.***

- **6-28-1**     **CONTROLLER/CAO**, re: Approval of (1) Resolution approving the proposed design and project budget to construct and equip the Saginaw Animal Care & Control (SCACC) Resource Center, and (2) Resolution to assign the oversight and management of the proposed Saginaw County Animal Care & Control Resource Center to the Saginaw County Building Authority
- **6-28-2**     **SHERIFF**, re: Approval of FY 2021 Budget amendment in the amount of \$164,000 to pay tether fees for the rest of the fiscal year

### INITIATORY MOTIONS

None

### REPORTS OF COMMITTEES

None

Chairman Ruth asked for a motion to waive the requirements of Sec. 6.8 and Sec. 7.1(5) of the Rules of the Board that require committee report referral to the proper committee and introduction by the Chair of each committee and that items on this agenda be treated as regular agenda items. ***Krafft moved, seconded by Matthews, to approve the recommendation. The motion carried unanimously.***



Chairman Ruth introduced proposed Resolution “A” as follows:

- RES. “A”** - Approving the proposed design and project budget to construct and equip the Saginaw County Animal Care & Control Resource Center



## Board of Commissioners – June 28, 2021 – Special Session

Chairman Ruth requested the Controller provide information. Controller Belleman stated the design and budget was provided and discussed at the May 26, 2021 Committee of the Whole held at Horizon's Conference Center. He then introduced Ben LeBlanc from Granger Construction to share results of the bids received to construct the SCACC building, discuss the bids because they came in around a half million dollars higher than expected, and discuss the next steps. (*PowerPoint on file in Board Office*)

Ben LeBlanc, Senior Project Manager, Granger Construction, went through the bidding process:

Bidder Information Meeting	-	May 21, 2021
Committee of the Whole	-	May 26, 2021
Bid Documents Issued	-	May 27, 2021
Pre-Bid Meeting	-	June 08, 2021
Bids Received/Unsealed	-	June 17, 2021
Total Bid Invites Sent	-	181
Total Local Vendor Bids Sent	-	55
Total Bids Received	-	56
Total Local Vendor Bids Recv	-	23

**Summary:** Bids were received in 19 categories, averaging four (4) bids per category. At the end, \$8,423,308 was the budgeted estimate in trade contracts, with \$8,778,541 for the total bid amount, for a variance (Bid v Budget) of \$488,881. This is due to multiple issues, market volatility probably the highest reason. Focus of the bid invites sent were all within the State of Michigan and within two (2) hours of the job site.

**Total Budget (Trade and Soft Costs) estimated on May 26, 2021 at \$9,981,543 with a final total cost as of June 17, 2021 of \$10,470,424.**

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**Discussion was held** with commissioners regarding contingency costs, the bid process, Granger's pre-qualification policy and compliance with the County's Responsible Contractor Policy. Further discussion was held regarding local preference within the policy and the Controller explained there is no point allocation within the subcategory once a Construction Manager has been selected. Mr. Belleman also explained the two (2) paths under the Responsible Contractor Policy. One path is for projects over \$3 million that uses the point system and local preference is now part of that policy. For contracts under \$3 million, contractors will be pre-qualified and there is no point allocation. All need to meet the criteria of: (1) Good References; (2) Health & Safety Plan; and (3) Bonded – Good Financials.

***Commissioner Boyd moved, seconded by Commissioner Webster, for reconsideration of the Responsible Contractor Policy approved on June 22, 2021. After discussion (see below) Commissioner Boyd rescinded his motion with concurrence by Commissioner Webster.***



## Board of Commissioners – June 28, 2021 – Special Session

**Discussion continued** regarding the Responsible Contractor Policy and the local preference provision not applying to subcontractors. The Controller read, in part, Board Report 3.4, in part, from the June 22, 2021 Board Session, as follows:

4. Local Preference Provision – ~~\*Five (5)~~ **Ten (10)** point allocation to local contractors with their primary business office located in Saginaw County and a three (3) point allocation to a contractors whose primary business office is located within the Great Lakes Bay Region (i.e. Midland, Bay, and Isabella Counties). These points are bonus points and added to the 75 possible technical points.
5. Application of the Responsible Contractor Policy on projects greater than **\$3** million would apply to stand alone Requests for Bids and Requests for Proposal. This provision would provide the clarity we need when subcontractor work on projects like TheDow Event Center Capital projects exceed **\$3** million.

**Discussion continued**, with the Controller clarifying that, although subcontractors do have to comply with the Responsible Contractor Policy, the local preference point provision only applies to projects over \$3 million dollars. Commissioner Boyd stated that if the Responsible Contractor Policy applies to Project Managers and Subcontractors, there is no need for his motion and he withdrew his Motion for Reconsideration, subject to bringing it up again if it is found that the policy is not being adequately applied.

***Theisen moved, seconded by Krafft, to approve Resolution “A” which approves the proposed design set forth in Attachment A and a project budget of \$10,470,424 to construct and equip the Saginaw County Animal Care & Control Resource Center.***

**Further discussion** was held regarding material delays, specifically the structural steel joists and metal decking necessary to begin construction having a 40-week lead time. Ben LeBlanc, Granger Construction, submitted scheduling options to the board regarding a start and completion date. *(See attached)*

***Theisen moved, seconded by Krafft, to amend Resolution “A” and approve Option C provided by Ben LeBlanc of Granger Construction, which would allow for a split schedule in building the facility. The motion carried by the following roll-call vote:***

***Yes: Krafft, Webster, Winiecke, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Ruth – 10***  
***Absent: Little – 1***  
***Total: - 11***

***The Chairman directed the Clerk to take a roll-call vote on Resolution “A” as amended, and the motion carried as follows:***

***Yes: Matthews, Theisen, Harris, Ewing, Krafft, Ruth – 6***  
***No: Webster, Winiecke, Tany, Boyd – 4***  
***Absent: Little – 1***  
***Total: - 11***



## Board of Commissioners – June 28, 2021 – Special Session

The Controller noted that he has spoken with County Treasurer Tim Novak and the extra half million needed for the project could come from the Delinquent Tax Fund. Discussion was held regarding the Animal Care & Control Millage and how that pays for operations and debt service. If the budget, based on the millage, was used, it would result in fewer staff.

Commissioner Harris had previously “Called the Question” and this motion was rescinded.



- **6-28-2 SHERIFF**, re: Approval of FY 2021 Budget amendment in the amount of \$164,000 to pay tether fees for the rest of the fiscal year

***Krafft moved, seconded by Boyd, to approve a 2021 Budget amendment in the amount of \$164,000 to fund tether fees for the remainder of the fiscal year.***

**Discussion was held** with Undersheriff Gomez regarding the tether fees (Regular \$8/day and Soberlink \$6/day) and how there are more people on tether than ever before essentially because of COVID-19. The Controller indicated General Fund fund balance should be used initially to pay the fees and he will look at funding under ARPA if it is available. Further discussion was held regarding judges not assessing fees.

***Boyd moved, seconded by Krafft, to amend the motion and use General Fund fund balance and direct the Controller to research if COVID dollars can be used to cover this cost. The motion on the amendment carried by the following roll-call vote:***

**Yes: Webster, Winiecke, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Ruth – 10**

**Absent: Little – 1**

**Total: - 11**

***The Chairman directed the Clerk to take a roll-call vote on the main motion, as amended, and the motion carried as follows:***

**Yes: Winiecke, Tany, Boyd, Matthews, Theisen, Harris, Ewing, Krafft, Little, Matthews, Ruth – 10**

**Absent: Little – 1**

**Total: - 11**



Chairman Ruth introduced proposed Resolution “B” as follows:

- RES. “B”** - Approving the assignment of general oversight and management of the construction of the new Saginaw County Animal Care & Control Resource Center to the Saginaw County Building Authority



*The Chairman directed the Clerk to take a roll-call vote on Resolution “B” and the motion carried as follows:*

**Yes:** *Winiecke, Tany, Boyd, Theisen, Harris, Ewing, Krafft, Little, Webster, Ruth – 10*

**Abs:** *Little – 1*

**Total:** *- 11*

## RESOLUTIONS

### RESOLUTION “A”

#### COUNTY OF SAGINAW STATE OF MICHIGAN

At a special session of the Saginaw County Board of Commissioners, held the 28th day of June, 2021, at the Saginaw County Courthouse, 111 S. Michigan Avenue, Saginaw, Michigan 48602 and also via Zoom.

**PRESENT:** *Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen, Michael A. Webster, Cynthia M. Winiecke -10*

**ABSENT:** *Gerald D. Little -1*

**Commissioner Theisen offered the following resolution and moved its adoption. The motion was seconded by Commissioner Krafft.**

**WHEREAS** the voters of Saginaw County approved, at the August 2018 election, increasing the Animal Control millage from 0.275 mills to 0.425 mills for the purpose of constructing and operating a new animal control facility; and,

**WHEREAS** the County of Saginaw Board of Commissioners at a special session on April 9, 2020 approved 5641 Bay Road as the future site of the Saginaw County Animal Care & Control (SCACC) Resource Center and authorized the property to be purchased for \$172,500; and,

**WHEREAS** the Board of Commissioners at its August 27, 2019 regular session issued the Notice of Intent to sell Bonds in an amount not to exceed \$13 million to acquire, design, construct, and equip the Saginaw County Animal Care & Control Resource Center; and,

**WHEREAS** the Saginaw County Board of Commissioners at its regular session on May 19, 2020, approved and authorized the sale of \$10 million in Limited Tax, General Obligation bonds for the SCACC Resource Center project; and,

**WHEREAS** the County engaged Kibbe & Associates and Blue Sky Animal Architecture to design the new facility at 5641 Bay Road, Saginaw, Michigan; and,

**WHEREAS** the Kochville Township Planning Commission at its October 12, 2020 meeting, unanimously approved the site plan for the SCACC Resource Center; and,





## Board of Commissioners – June 28, 2021 – Special Session

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by a majority vote of the members elect at a regular meeting of the Saginaw County Board of Commissioners, held on June 28, 2021, the original of which is on file in my office. I further certify that notice of the meeting was given in accordance with the Open Meetings Act.

Vanessa Guerra  
County Clerk

### Attachment A

#### Saginaw County Animal Care & Control Resource Center Proposed Design June 24, 2021

The overall design of the Saginaw County Animal Care & Control Resource Center was based on an analysis of recent animal intake and adoption numbers in addition to frequent discussions regarding the specific needs of the staff. As animal facilities receive heavy usage compared to similar buildings, materials and finished surfaces are selected for ease of frequent cleaning and long-term durability. Mechanical systems are designed to provide adequate air exchanges to prevent unpleasant animal odor or transmission of illness. Special attention was given to providing adequate space for animal enclosures while maximizing employee safety and efficiency of cleaning. The veterinary clinic is designed to be self-sufficient and a potential source of revenue to help support the facility. Public-facing adoption and training areas are designed to be inviting and comfortable to help encourage community engagement with adoptable animals. The various components and materials of the facility were also designed to work within the budgetary constraints of the overall project. The final design provides a durable, multipurpose, and inviting facility that meets the specific needs of Saginaw County.

#### **Animal Shelter Area**

Adoption: 4,679 sf

Training: 2,080 sf

Clinic: 1,367 sf

Animal Control: 1,301 sf

Animal Holding & Support Areas: 13,441 sf

**Total Building Area (including IT building): 23,090 sf**

#### **Animal Capacity**

Dog Holding: 50

Dog Isolation: 8

Dog Adoption: 22

ACO Dogs: 3

Cat Holding: 48

Cat Adoption: 32

ACO Cats: 10

Clinic Recovery: 10

Surrender: 4

**Total Dog Capacity: 85**

**Total Cat Capacity: 102**



**RESOLUTION “B”**

**COUNTY OF SAGINAW  
STATE OF MICHIGAN**

At a special session of the Saginaw County Board of Commissioners, held the 28th day of June 2021, at the Saginaw County Courthouse, 111 S. Michigan Avenue, Saginaw, Michigan 48602 and also via Zoom.

**PRESENT:** *Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen, Michael A. Webster, Cynthia M. Winiecke - 10*

**ABSENT:** *Gerald D. Little - 1*

***Commissioner Matthews offered the following resolution and moved its adoption. The motion was seconded by Commissioner Krafft.***

**WHEREAS**, the Saginaw County Board of Commissioners has approved going forward on the construction of a new Saginaw County Animal Care and Control Resource Center (SCACC or Resource Center) structure to replace the existing former drug store re-purposed for animal care, with a specific purpose designed building to provide for the housing and care of animals found within the community; and,

**WHEREAS**, the Saginaw County Board of Commissioners has sold Limited Tax General Obligation bonds to raise revenue needed for site preparation and construction of said Resource Center and related site work; and,

**WHEREAS**, the Saginaw County Building Authority has been assisting Saginaw County in the purchase and construction and renovation of various sites owned by the County since its inception in 1972, pursuant to Act No. 31, Public Acts of Michigan, 1948 (first extra session), as amended (hereinafter referred to as “Act 31”) wherein the County incorporated its Building Authority; and,

**WHEREAS**, the Saginaw County Board of Commissioners engaged an architectural design firm to prepare plans for the construction of said Resource Center, and a construction management firm is recommended to construct the Center; and,

**WHEREAS**, the Saginaw County Board of Commissioners desires that the Resource Center be constructed within the budget allocated for the construction and equipping of said Resource Center; and,

**WHEREAS**, the Saginaw County Building Authority has the capability of providing construction oversight and management of the proposed SCACC Resource Center, thereby relieving the County Board of Commissioners of daily oversight of the project.





**ANNOUNCEMENTS BY THE CHAIR**

- The Chairman announced that the Committee of the Whole on the FY 2022 Budget would begin after this meeting adjourns. Those attending via Zoom need to log off and log back in using the same Zoom meeting information.

**COMMISSIONERS' AUDIENCES**

None

***By Commissioner Theisen, seconded by Commissioner Harris: That the Board adjourn.***  
**Motion Carried.** Thereupon, the Board Session adjourned at 6:26 p.m.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Board Coordinator/Deputy Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



**AUGUST SESSION 2021**



**F**irst day of the August Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, August 17, 2021. The Board met pursuant to call of the County Clerk at 5:00 p.m. at the Saginaw County Courthouse, 111 S. Michigan Ave., Saginaw, MI 48602 with the Honorable Carl E. Ruth in the Chair. County Clerk Vanessa Guerra took roll, quorum present as follows:

**PRESENT:** Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen, Michael A. Webster, Cynthia M. Winiecke – 11

**ABSENT:** *None – 0*

**TOTAL:** - 11

**OTHERS:** Vanessa Guerra, Koren Thurston, Dave Gilbert, Kyle Bostwick, Norm Bamberger, Kelly Suppes, Blair Stevenson, Mark Rankin, Lt. Mark Przybylski, Justin Engel - *MLive*, Leah Puskar, Jessica Sargent, Undersheriff Mike Gomez, Jennifer Broadfoot, Dennis Borchard, Joann Crary, Brian Wendling, Angie Miller, Katie Kelly, Cindy Louchart, Suzy Koeplinger

 Commissioner Krafft opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

**CLERK'S CALL OF SESSION**

**Public Notice of Regular Board Session**

The Saginaw County Board of Commissioners will convene for its Regular Session on

**Tuesday, August 17, 2021 at 5:00 p.m.**

111 S. Michigan Ave.

Room 200



## Board of Commissioners – August 17, 2021

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Saginaw, MI 48602

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to [boc@saginawcounty.com](mailto:boc@saginawcounty.com) prior to 12:00 p.m. the day of the meeting. Please include your phone number.

This meeting is being held consistent with P.A. 267 of 1976 (MCL 15.263) to consider the August 17, 2021 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate, please call the Board of Commissioners at 989.790.5267.

Respectfully Submitted,  
Vanessa Guerra, County Clerk

August 12, 2021  
Posted 8-12-21 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed if there are no objections. The Chair hears none; it is so ordered.***

### APPROVAL OF MINUTES

- ***Commissioner Krafft moved, seconded by Commissioner Harris, to approve the Minutes of the June 22, 2021 Board Session; June 28, 2021 Special Board Session; and June 28, 2021 Committee of the Whole meeting (as amended to include Commissioner Boyd's proposals to award premium pay and give \$500 to vaccinated employees being referred to the August Budget/Audit Committee meeting for discussion). Motion carried unanimously.***

### NOTICE OF PUBLIC HEARING

*The Saginaw County Board of Commissioners will hold a Public Hearing on the proposed Saginaw County Budget for fiscal year 2021/2022 at 5:00 p.m. on Tuesday, August 17, 2021 in Room 200 of the Saginaw County Governmental Center, 111 South Michigan Avenue, Saginaw, MI 48602. A copy of the proposed budget is available for inspection in the Controller's Office at the above address. Persons wishing to comment may do so at this meeting and/or may send written comments to the Board at the above address. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.***

### PUBLIC HEARING

- At 5:05 p.m., Chairman Ruth opened a public hearing on the proposed Saginaw County 2021/2022 Fiscal Year Budget and property tax millage rate proposed to be levied to support General Government Operations. *(Public Hearing notice attached / See Report 8-17-4.2 / Copy of the proposed Budget was made available to the public at the meeting)* Chairman Ruth asked if there was anyone wishing to speak; hearing none, he announced the hearing would remain open.



## FOIA APPEALS

- *Commissioner Krafft moved, seconded by Commissioner Little, for approval to send written notice to David Alexander in relation to his May 11, 2021 FOIA request (#2659) regarding a dog bite of his client on April 13, 2021 and to uphold the partial disclosure denial. Motion carried unanimously.*
- *Commissioner Krafft moved, seconded by Commissioner Winiecke, for approval to send written notice to David Alexander in relation to his May 11, 2021 FOIA request (#2660) regarding a dog bite of his client on May 2, 2021 and to uphold the partial disclosure denial. Motion carried unanimously.*

## AUDIENCES

None

## LAUDATORY RESOLUTIONS

### CERTIFICATE OF RECOGNITION

**Diane Vacik – Retirement  
Programmer/Analyst  
Information Technology**

**Diane Vacik** started running full speed ahead at Saginaw County in the Information Systems & Services (ISS) Department on June 18, 1990 as a Programmer Analyst. Diane worked on the Mainframe, supporting all Saginaw County constituents, which exceeded over 200,000 at one point in time. On May 29, 2011, Diane was promoted to the position of Programmer/Analyst Manager, leading a team that varied in size from four (4) to six (6) individuals.

**Diane was integral in many initiatives**, including the rebranding of ISS to Information Technology of Saginaw County (ITSC), as well as migrating to a remotely hosted Mainframe at Blue Hill Data Services that provided the ability to allow for disaster recovery and indefinite data storage. Diane was also critical in the initial successes of the Mainframe Modernization project in which Saginaw County pushed to move from the Mainframe to a series of vendor-written applications.

**During her 30+ years** of dedicated service here, Diane played an essential role in writing and managing applications that streamlined Saginaw County processes, in addition to leading a team that followed Diane into many successful initiatives. Diane shared her vast knowledge of numerous coding languages, which demonstrated her ability to be consistently dynamic.

**Diane significantly enjoys** baking for her family as well as her family at Saginaw County. Diane didn't have to try very hard at putting a smile on the faces of her co-workers by sharing her sweets that she baked herself or by purchasing and had sitting in the freezer waiting to be eaten as a stress relief.



## Board of Commissioners – August 17, 2021

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The Saginaw County Board of Commissioners, along with IT Director Josh Brown, thanks Diane Vacik for her 30+ years of service, along with her hard work and dedication to Saginaw County and its employees. Diane will be greatly missed as we strive to maintain her legacy of greatness.

Respectfully Submitted,  
**Saginaw County**  
**Board of Commissioners**  
Carl E. Ruth  
Chair, District #10

Presented & Adopted: August 17, 2021

Josh Brown  
Information Technology Director

### CERTIFICATE OF RECOGNITION

**Rev. Louis Bishop**  
**Happy 100<sup>th</sup> Birthday!**

**Dewitt Bishop** came into the world on the summer day of August 15, 1921 in Clayton, Alabama. His grandfather and uncle were both named Louis. Because of his love of their names, he decided at the age of two years old to change from his birth name to Louis. Louis has been a resident of Buena Vista and Saginaw County for over 50 years. At the age of 21, he left Alabama and came to Saginaw, Michigan looking for employment. Louis was hired by Saginaw Malleable Iron Plant, transferred to Grey Iron Foundry and lastly, Saginaw Nodular Iron Foundry, until his retirement in 1977.

**As a child** he was very unique, quiet, meek, and humble, and remains the same today. Louis preached his first sermon at sixteen years old. In 1952 he was saved and sanctified at All Nations Prayer Tower COGIC where the late Dr. William Kelly Moore was pastor. In 1955, Louis accepted his call into the ministry. After the death of Dr. Moore in 1973, Louis was appointed pastor of All Nations Prayer Tower COGIC by the late Bishop John Seth Baily. He pastored for over 40 years before retiring.

**Rev. Bishop** married Bennie Will Addison in 1955 and the marriage lasted until her death in 2004. He married Portia Chandler in 2004 and they have one daughter, Alethea, two grandchildren, George (Iesha), and Joi along with two great-grandchildren, Gavin and Grayson.

**The Saginaw County Board of Commissioners** does hereby extend this Certificate of Recognition to **Rev. Louis Bishop**. We congratulate Louis on his 100th birthday along with our best wishes.

Respectfully Submitted,  
**Saginaw County**  
**Board of Commissioners**  
Carl E. Ruth  
Chair, District #10

Adopted: August 17, 2021



## Board of Commissioners – August 17, 2021

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### CERTIFICATE OF RECOGNITION

**Sarah Wiesenberger  
Frankenmuth Pacesetters 4-H  
Graduating Senior 2021**

*The Mission...4-H empowers youth to reach their full potential,  
working and learning in partnership with caring adults.*

*The Motto...“To Make the Best Better,” its intent is to inspire  
young people to continue to learn and grow,  
to make their best efforts better through  
participation in educational experiences.*

*The Vision...A world in which youth and adults learn, grow and  
work together as catalysts for positive change.*

**WHEREAS**, 4-H is an investment in America’s future. They are tomorrow’s leaders. Youth, like adults, must deal with pressures of stress, blended families, peer pressure, unemployment and other social issues. The better prepared they become as decision makers with high respect for self and others, the less potential there will be for tension and conflict in building a stronger national and world community; and,

**WHEREAS**, The 4-H pledge tells what 4-H is all about. 4-H has as its goal the four-fold development of youth: Head, Heart, Hands and Health. The pledge was adopted by the delegates to the 1927 National 4-H Club Camp in Washington, DC. State club leaders voted for and adopted the pledge for universal use. The phrase “and the world” was added in 1973. The saying of the pledge has a prominent place in 4-H activities at regular 4-H meetings, achievement days, and other club events; and,

**WHEREAS**, Sarah Wiesenberger has been a member of the Pacesetters 4-H Club for 14 years and is a senior. She started as a Cloverbud at age five. Her interest is mainly horses. Sarah has also served as Recording Secretary and as Jr. Leader in the horse project for eight years. She has attended 4-H Exploration Days for six years, was a county delegate for Equine Science program for two years, a county delegate to the State 4-H show, and a member of the judging team for five years. Sarah has shown dogs for five years locally and competed at some MSU Dog shows. She’s taken part in public speaking, dramatic reading, and demonstrations at the Saginaw County Fair for eight years. Sarah volunteered to travel on three Mission Trips to Guatemala. Her first one was at the age of 12. Sarah has a strong work ethic and at the age of 16 secured a position with Taco Bell where she continues to work; and,

**WHEREAS**, The 4-H motto “Learning by Doing” appropriately describes Sarah and the phrase sums up the educational philosophy of the 4-H program. Young people learn best when they are involved in learning. The intent is to do, reflect and apply. She has clearly learned the valuable lessons that 4-H strives to teach.



NOW, THEREFORE, BE IT RESOLVED, That this expression of recognition be placed in the minutes of the August 17, 2021 meeting as a permanent record.

Respectfully Submitted,  
Saginaw County  
Board of Commissioners  
Carl E. Ruth  
Chair, District #10

Adopted: August 17, 2021

Dennis H. Krafft  
Commissioner, District #8

PETITIONS AND COMMUNICATIONS

By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.

- 8-17-1 REGION VII AREA AGENCY ON AGING submitting its proposed Annual Plan for FY 2022.  
-- Human Services (Receive & File)
- 8-17-2 REGION VII AREA AGENCY ON AGING notifying Saginaw County that Requests for Proposals will be submitted for grant funding available for FY 2022.  
-- Human Services (Receive & File)
- 8-17-3 COMMISSION ON AGING submitting a summary of its application to the Region VII Area Agency on Aging for FY 2022 funding of its programs.  
-- Human Services (8-17-1.1)
- 8-17-4 SAGINAW COUNTY COMMUNITY ACTION COMMITTEE, INC. sending notification of its application to Region VII Area Agency on Aging to administer the Minority Senior Outreach and Advocacy Program in FY 2022.  
-- Human Services (Receive & File)
- 8-17-5 ASCENSION ST. MARY’S HOSPITAL sending notification of its application to Region VII Area Agency on Aging to provide funding to Guardian Angel for Adult Day Care in Saginaw County for FY 2022.  
-- Human Services (Receive & File)
- 8-17-6 SAGINAW COUNTY COMMUNITY MENTAL HEALTH AUTHORITY submitting its Annual Report “Adapting Transforming and Creating Opportunity in Response to the Pandemic” for the year ending September 30, 2020.  
-- Human Services (Receive & File)
- 8-17-7 SAGINAW COUNTY 9-1-1 COMMUNICATIONS CENTER AUTHORITY submitting its FY 2022 Budget and approved Resolution that utilizes up to \$500,000 of State Wireless Funds.  
-- Courts & Public Safety (8-17-2.1)
- 8-17-8 BAY CITY PUBLIC SCHOOLS submitting signed Form L-4029 detailing the property tax levies for Bay City Public Schools.  
-- County Services (Receive & File)
- 8-17-9 BIRCH RUN TOWNSHIP submitting its Annual Tax Increment Financing Act report pursuant to MCL 125.4911.  
-- County Services (Receive & File)



## Board of Commissioners – August 17, 2021

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- 8-17-10 PUBLIC WORKS** requesting approval of Full Faith and Credit Resolutions regarding the sale of notes for the Sanderson Drain Drainage District and the Shorts Creek Drain Drainage District.  
-- County Services **(8-17-3.1/Res. A, Res. B)**
- 8-17-11 CONTROLLER/CAO** submitting the 2021 Second Quarter Reports on behalf of the Historical Society of Saginaw County (Castle Museum and out-county museums).  
-- County Services *(Receive & File)*
- 8-17-12 PURCHASING/RISK MANAGER** requesting approval to amend Purchasing Policy #241 by adding a section to address Employee Conflict of Interest to comply with requirements of Michigan Department of Agriculture & Rural Development (MDARD).  
-- County Services **(8-17-3.2)**
- 8-17-13 TREASURER** submitting a report on the balance of excess proceeds in its Tax Foreclosure Auction Restricted Funds, pursuant to MCL 211.78 m(8)(h).  
-- Budget/Audit *(Receive & File)*
- 8-17-14 CONTROLLER/CAO** submitting the 2020 Financial Audit on behalf of the Saginaw County Community Mental Health Authority (SCCMHA), pursuant to the agreement between the county and SCCMHA.  
-- Budget/Audit *(Receive & File)*
- 8-17-15 MSU EXTENSION** requesting additional funding for FY 2021 in the amount of \$90,000 and the base assessment of \$108,203 for FY 2022 to continue to provide programs and support for the residents of Saginaw County.  
-- Budget/Audit **(8-17-4.3)**
- 8-17-16 MAINTENANCE** requesting approval to utilize \$13,000 in fund balance and transfer into the Public Improvement Fund to revamp the Employee/Public Lounge in the lower level of the Courthouse.  
-- Budget/Audit **(8-17-4.4)**
- 8-17-17 PROSECUTOR** requesting an increase in its DHHS Division FY 2021 Budget in the amount of \$6,000 to account for additional expenses in postage and process server fees.  
-- Budget/Audit **(8-17-4.5)**
- 8-17-18 COUNTY CLERK** requesting on behalf of the County Apportionment Commission funding for an apportionment mapping program.  
-- Budget/Audit **(8-17-4.6)**
- 8-17-19 COUNTY CLERK** requesting funding to implement the relocation of the three divisions of the County Clerk's Office as well as additional staffing in the Circuit Court Records Office.  
-- Budget/Audit **(8-17-4.7)**
- 8-17-20 COUNTY CLERK** providing an overview of the request to relocate the three divisions of the County Clerk's Office as well as additional staffing in the Circuit Court Records Office.  
-- Courts & Public Safety *(Receive & File)*
- 8-17-21 COUNTY CLERK** providing an overview of the request to relocate the three divisions of the County Clerk's Office as well as additional staffing in the Circuit Court Records Office.  
-- County Services *(Receive & File)*
- 8-17-22 REGISTER OF DEEDS** requesting an increase in its FY 2022 Budget to add a part-time employee.  
-- Budget/Audit **(8-17-4.8)**



## Board of Commissioners – August 17, 2021

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- 8-17-23 HEALTH DEPARTMENT** requesting approval of the Saginaw County Health Department Accounts Receivable Write-Off Report in the amount of \$14,798.15 for the period October 1, 2019 through September 30, 2020.  
-- Human Services **(8-17-1.2)**
- 8-17-24 CONTROLLER/CAO** requesting approval of a Stipulation to Entry of Order Modifying 1916 Injunction (“Flint River Stipulation”) regarding the North Branch of the Flint River Intercounty Drainage District.  
-- County Services **(8-17-3.3)**
- 8-17-25 SAGINAW FUTURE** submitting its Third Quarter Report (April 1 – June 30, 2021) and requesting approval of \$3,270 in performance-based funding in accordance with the First Amendment to the Saginaw County and Saginaw Future Services Agreement.  
-- County Services **(8-17-3.4)**
- 8-17-26 TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of April 2021.  
-- Budget/Audit **(8-17-4.1)**
- 8-17-27 TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of May 2021.  
-- Budget/Audit **(8-17-4.1)**
- 8-17-28 TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of June 2021.  
-- Budget/Audit **(8-17-4.1)**
- 8-17-29 FINANCE DIRECTOR** submitting the quarterly budget adjustments for April 1, 2021 – June 30, 2021.  
-- Budget/Audit *(Receive & File)*
- 8-17-30 FINANCE DIRECTOR** submitting Draft #2 changes to the proposed FY 2022 Budget.  
-- Budget/Audit **(8-17-4.2)**
- 8-17-31 SHERIFF** requesting waiver of the hiring freeze to fill the vacant position of Records Manager (PCN #101328).  
-- Labor Relations **(8-17-5.1)**
- 8-17-32 RETIREMENT/BENEFITS ADMINISTRATOR** requesting approval of two (2) MERS Plan Adoption Agreements for the Defined Benefit Plan and Defined Contribution Plan to separate the Great Lakes Bay Michigan Works! accounts for accuracy and convenience.  
-- Labor Relations **(8-17-5.2)**
- 8-17-33 RETIREMENT/BENEFITS ADMINISTRATOR** requesting certification of the Employee and Officer Delegates attending the 2021 Municipal Employee’s Retirement System (MERS) Annual Meeting to be held at the Amway Grand in Grand Rapids, MI this year from October 7 - 8, 2021.  
-- Labor Relations **(8-17-5.3)**
- 8-17-34 PERSONNEL DIRECTOR** submitting the August 2021 Employment Status Report covering statistics for the months of June and July 2021.  
-- Labor Relations *(Receive & File)*
- 8-17-35 CONTROLLER/CAO** requesting approval to continue the hiring freeze for FY 2022 with exceptions for positions that are required by statute and the Courts.  
-- Labor Relations ***(Withdrawn at Committee)***



## Board of Commissioners – August 17, 2021

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- 8-17-36**      **CONTROLLER/CAO** requesting a Committee of the Whole session to discuss the County of Saginaw’s Maintenance of Effort (MOE) formula and annual funding level and to discuss the Health Department’s Strategic Plan for the programs and services it plans to offer Saginaw County residents.  
--      Executive
- 8-17-37**      **PROSECUTOR** requesting waiver of the hiring freeze and approval to fill the position of Chief Appellate Attorney (PCN #101245).  
--      Labor Relations **(8-17-5.1)**
- 8-17-38**      **PROSECUTOR** requesting waiver of the hiring freeze and approval to fill the position of Legal Specialist I – File Room Clerk (PCN #101258).  
--      Labor Relations **(8-17-5.1)**
- 8-17-39**      **TREASURER** requesting waiver of the hiring freeze and approval to fill the vacant position of Account Specialist II (PCN #101284)  
--      Labor Relations **(8-17-5.1)**
- 8-17-40**      **BOARD COORDINATOR** submitting a request to change the Board Assistant position from part-time to full-time and to increase the FY 2022 Budget for the Board of Commissioners by \$35,806 to accommodate the request.  
--      Budget/Audit **(8-17-4.10)**
- 8-17-41**      **CONTROLLER/CAO** requesting an increase of \$140,586 to the Saginaw County Animal Care & Control Resource Center Project for a total budget of \$10,611,010 due to subcontractor cost increases.  
--      Executive **(8-17-6.1)**
- 8-17-42**      **BOARD COORDINATOR** requesting waiver of the hiring freeze and approval to fill the position of Board Assistant (PCN #101018).  
--      Labor Relations **(8-17-5.1)**
- 8-17-43**      **BALLARD SPAHR** submitting a Memorandum in response to Controller Belleman’s letter of July 28, 2021 requesting further information on the matter of Campus Partners 1 seeking approval of a Resolution for the Issuance of Bonds to finance a project related to acquiring and improving North Saginaw Charter Academy, 2332 Trautner Dr., Saginaw, MI 48604.  
--      Executive *(Receive & File)*
- 8-17-44**      **COUNTY CLERK** requesting waiver of the hiring freeze and approval to fill three (3) Legal Specialist I positions, two (2) Legal Clerk I positions and a Records Coordinator I position, contingent upon approval of the FY 2022 Budget.  
--      Labor Relations **(8-17-5.1)**
- 8-17-45**      **HEALTH DEPARTMENT** requesting waiver of the hiring freeze and approval to fill the vacant position of Environmental Health Specialist I/II (PCN #221030) and the vacant part-time position of Office Assistant II (PCN #221024).  
--      Labor Relations **(8-17-5.1)**
- 8-17-46**      **CONTROLLER/CAO** requesting amendment of the FY 2021 County Clerk’s budget by \$44,324 to fund four (4) additional staff with associated technology equipment for the remaining six (6) weeks of the fiscal year.  
--      Executive **(8-17-6.2)**

### INITIATORY MOTIONS

None



**PUBLIC HEARING**

**2<sup>nd</sup> Call**

- At 5:10 p.m., Chairman Ruth announced the second call of a public hearing on the proposed Saginaw County 2021/2022 Fiscal Year Budget and property tax millage rate proposed to be levied to support General Government Operations. He asked if there was anyone wishing to speak; hearing none, he announced the hearing would remain open.

**REPORTS OF COMMITTEES**

**1. Human Services Committee – J. Theisen, Chair; M. Webster, Vice-Chair**

- 1.1) **COMMISSION ON AGING**, re: Approval of application to Region VII Area Agency on Aging for FY 2022 funding
- 1.2) **HEALTH DEPARTMENT**, re: Approval of Accounts Receivable Write-Off Report in the amount of \$14,798.15 for the period October 1, 2019 – September 30, 2020

- Theisen moved, seconded by Harris, to approve 1.1 and 1.2 leaving room for exceptions. There were no exceptions and the motion carried unanimously.*

**FROM: COMMITTEE ON HUMAN SERVICES – 1.1**

**AUGUST 17, 2021**

Your committee considered Communication No. 8-17-3 from Jessica Sargent, Director, Commission on Aging, submitting a FY 2022 Application Summary for Federal/State Funding through Region VII Area Agency on Aging.

The committee met with Ms. Sargent who provided details on the application. State and Federal funds awarded by Region VII require a 10% local match, which may be either a cash match with millage funds, in-kind goods or services, or a combination thereof. This is a request for Proposal (RFP) and at the time of review, these grants have not been awarded. Funds are awarded through a competitive RFP process. The service categories and allocations for which funding is sought are as follows:

SERVICE CATEGORY	FY 2021 ALLOCATION	FY 2022 ALLOCATION
Case Coordination & Support	\$ 98,092	\$100,092
Senior Center Staffing	18,000	19,000
Senior Center Operations	12,000	13,000
Caregiver Support Program	50,173	50,173
Congregate Nutrition Program	120,731	123, 537
Home Delivered Meals	399,660	417,660
Minority Outreach/Senior Center Staffing/Transportation	40,685	40,685
In Home Support Services	286,208	292,208
<b>Total</b>	<b>\$1,025,549</b>	<b>\$1,056,355</b>

The FY 2022 requested funds reflect an increase of \$2,000 for Case Coordination and Support, \$1,000 increase for Senior Staffing, \$1,000 increase for Senior Center Operations, \$2,806 increase for Congregate Nutrition, \$18,000 increase for Home Delivered Meals, and a \$6,000 increase for In Home Support Services. For all programs the total increase is \$30,806.



## Board of Commissioners – August 17, 2021

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We recommend approval of the 2022 Application for Federal/State Funding through Region VII Area Agency on Aging in the amount of \$1,056,355, in accordance with Saginaw County Policy; further, that the proper County officials be authorized and directed to make the necessary budget adjustments.

Respectfully Submitted,

**COMMITTEE ON HUMAN SERVICES**

James G. Theisen, Chair  
Gerald Little  
Carl E. Ruth

Michael Webster, Vice-Chair  
Cynthia Winiecke

**FROM: COMMITTEE ON HUMAN SERVICES – 1.2**

**AUGUST 17, 2021**

Your committee considered Communication No. 8-17-23 from Christina Harrington, Health Officer, submitting the Accounts Receivable Write-Off Report for the Health Department for the period October 1, 2018 through September 30, 2020.

It is our recommendation that the attached Saginaw County Health Department Accounts Receivable Write-Off Report for the period October 1, 2019 through September 30, 2020 in the amount of \$14,798.15 be approved in accordance with County Policy; further, that the proper County officials be authorized and directed to make the necessary budget adjustments.

Respectfully Submitted,

**COMMITTEE ON HUMAN SERVICES**

James G. Theisen, Chair  
Gerald Little  
Carl E. Ruth

Michael Webster, Vice-Chair  
Cynthia Winiecke

[Write-off Report appears on next page]



## Board of Commissioners – August 17, 2021

SAGINAW COUNTY DEPARTMENT OF PUBLIC HEALTH						
ACCOUNTS RECEIVABLE REPORT FOR THE PERIOD						
10/1/2019 - 9/30/2020						
	BALANCE	CHARGES	PAYMENTS	CONTRACTUAL	WRITE-OFFS	BALANCE
	@9/30/2019	10/1/19-9/30/20	10/1/19-9/30/20	ADJUSTMENTS	10/1/19-9/30/20	@9/30/2020
<b><u>FAMILY PLANNING</u></b>						
Self Pay	2,555.22	2,918.87	5,023.72	-	(1,312.37)	1,762.74
Medicaid	2,239.56	240.00	2,284.13	107.43	88.00	(0.00)
Healthy Michigan Plan	3,487.26	12,312.00	12,476.70	2,742.19	580.37	-
Managed Care	865.18	15,268.00	10,647.82	3,630.77	1,854.59	0.00
Commercial Insurance	2,980.00	17,000.00	16,404.17	786.15	2,549.68	240.00
<b>TOTAL FAMILY PLANNING:</b>	<b>12,127.22</b>	<b>47,738.87</b>	<b>46,836.54</b>	<b>7,266.54</b>	<b>3,760.27</b>	<b>2,002.74</b>
<b><u>STD</u></b>						
Self Pay	244.64	1,139.00	1,246.00	-	88.82	48.82
Medicaid	-	-	-	-	-	-
Healthy Michigan Plan	24.00	18.00	21.98	20.02	-	-
Managed Care	(136.00)	108.00	(76.45)	40.45	8.00	0.00
Commercial Insurance	8.00	24.00	11.06	4.94	16.00	-
<b>TOTAL STD:</b>	<b>140.64</b>	<b>1,289.00</b>	<b>1,202.59</b>	<b>65.41</b>	<b>112.82</b>	<b>48.82</b>
<b><u>BLOOD LEAD</u></b>						
Medicaid	12.00	1,080.00	738.42	277.58	176.00	-
Managed Care	792.00	3,424.00	2,235.35	1,852.65	128.00	-
<b>TOTAL BLOOD LEAD:</b>	<b>904.00</b>	<b>4,504.00</b>	<b>2,973.77</b>	<b>2,130.23</b>	<b>304.00</b>	<b>-</b>
<b><u>IMMUNIZATIONS</u></b>						
Self Pay	7,393.85	8,450.00	8,280.54	-	4,041.05	3,522.26
Medicaid	730.00	8,555.00	3,789.97	6,145.03	(650.00)	-
Healthy Michigan Plan	2,010.00	12,700.00	11,456.80	3,298.20	(45.00)	-
Managed Care	11,305.00	37,085.00	22,400.53	24,942.47	1,047.00	-
Medicare/Medicare Plans	2,142.82	9,150.00	7,610.66	986.72	2,695.44	-
Commercial Ins.	24,355.00	110,445.00	125,302.76	5,624.67	2,802.57	1,070.00
<b>TOTAL IMMUNIZATIONS:</b>	<b>47,936.67</b>	<b>186,385.00</b>	<b>178,841.26</b>	<b>40,997.09</b>	<b>9,891.06</b>	<b>4,592.26</b>
<b><u>HEARING &amp; VISION</u></b>						
Medicaid	2,960.00	2,950.00	4,987.20	432.80	370.00	120.00
Managed Care	5,370.00	17,310.00	20,037.60	1,772.40	360.00	510.00
<b>TOTAL HEARING &amp; VISION :</b>	<b>8,330.00</b>	<b>20,260.00</b>	<b>25,024.80</b>	<b>2,205.20</b>	<b>730.00</b>	<b>630.00</b>
<b><u>LABORATORY</u></b>						
Medicaid/Managed Care/Programs	3,875.56	17,765.92	17,681.54	3,915.14	-	44.80
<b>TOTAL LABORATORY:</b>	<b>3,875.56</b>	<b>17,765.92</b>	<b>17,681.54</b>	<b>3,915.14</b>	<b>-</b>	<b>44.80</b>
<b>TOTALS:</b>	<b>73,314.09</b>	<b>277,942.79</b>	<b>272,560.50</b>	<b>56,579.61</b>	<b>14,798.15</b>	<b>7,318.62</b>
<b>TOTAL WRITE-OFF:</b>					<b>14,798.15</b>	
<b><u>COMPARISON</u></b>						
<b>TO PREVIOUS YEAR</b>	<b>BALANCE</b>	<b>CHARGES</b>	<b>PAYMENTS</b>	<b>CONTRACTUAL</b>	<b>WRITE-OFFS</b>	<b>BALANCE</b>
<b>2019</b>	<b>160,363.61</b>	<b>618,958.25</b>	<b>584,836.28</b>	<b>105,801.44</b>	<b>15,370.05</b>	<b>73,314.09</b>
<b>2020</b>	<b>73,314.09</b>	<b>277,942.79</b>	<b>272,560.50</b>	<b>56,579.61</b>	<b>14,798.15</b>	<b>7,318.62</b>
<b>CHANGE</b>	<b>(87,049.52)</b>	<b>(341,054.46)</b>	<b>(312,275.78)</b>	<b>(49,221.83)</b>	<b>(571.90)</b>	<b>(65,995.47)</b>

Note: Negative numbers posted in write-offs are a result of Insight posting donations to the self pay account



## Board of Commissioners – August 17, 2021

2. **Courts and Public Safety Committee – S. Matthews, Chair; C. Boyd, Vice-Chair**  
2.1) **9-1-1 COMMUNICATIONS CENTER AUTHORITY**, re: Approval of FY 2022 Budget
- ***Matthews moved, seconded by Tany, to approve 2.1. Motion carried unanimously.***

**FROM: COMMITTEE ON COURTS & PUBLIC SAFETY – 2.1**

**AUGUST 17, 2021**

Your committee considered Communication No. 8-17-7 from Daniel Weaver, Executive Director, 9-1-1 Communications Authority, submitting the FY 2022 9-1-1 Communications Authority Budget and approved Resolution.

We met with Mr. Weaver who explained that the 9-1-1 Communications Center Authority Board passed a resolution that the Authority be authorized to move up to \$500,000 from the State of Michigan Wireless Funds (Acct. #260-32601) to be used as revenue for Saginaw County 9-1-1.

We recommend approval of the FY 2022 9-1-1 Communications Center Authority budget and the County budget to reflect correct budget figures for the transfer of surcharge monies by September 30, 2021 in addition to utilizing up to \$500,000 from the State of Michigan Wireless Funds account; further, that the proper county officials are authorized to amend the budgets accordingly.

Respectfully Submitted,

**COMMITTEE ON COURTS & PUBLIC SAFETY**

Sheldon Matthews, Chair  
Kyle R. Harris  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
Cynthia M. Winiecke

3. **County Services Committee – M. Webster; D. Krafft, Vice-Chair**
- 3.1) **PUBLIC WORKS**, re: Approval of sale of notes for the Sanderson Drain and Shorts Creek Drain Drainage Districts
- 3.2) **PURCHASING/RISK MANAGER**, re: Amendment of County Policy #241 – Purchasing Policy – to add Conflict of Interest language
- 3.3) **CONTROLLER/CAO**, re: Approval of a Stipulation to Entry of Order Modifying 1916 Injunction regarding the North Branch of the Flint River Intercounty Drainage District
- 3.4) **SAGINAW FUTURE**, re: Approval of \$3,270 in performance-based funding in accordance with the First Amendment to the Saginaw County and Saginaw Future Services Agreement
- ***Webster moved, seconded by Krafft, to approve 3.1 – 3.4 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***

**FROM: COMMITTEE ON COUNTY SERVICES – 3.1**

**August 17, 2021**

Your committee considered Communication No. 8-17-10 from Brian Wendling, Public Works Commissioner, requesting approval of Full Faith and Credit Resolution regarding the sale of notes for the Sanderson Drain Drainage District and the Shorts Creek Drain Drainage District.

The committee met with Mr. Wendling who explained that the issuance of notes for construction of improvements to the Sanderson Drain will not exceed \$401,000 and will mature no later than June 1, 2036 and Shorts Creek Drain will not exceed \$877,000 and will mature no later than June 1, 2036.



## Board of Commissioners – August 17, 2021

These amounts are being issued in anticipation of the collection of an equal amount of special assessments against property and public corporations in the Drainage District.

It is the recommendation of your committee to approve the request and approve a Resolution regarding Sanderson Drain Notes and Shorts Creek Drain Notes, both Series 2021, which are submitted under the regular order of business.

Respectfully Submitted,

### COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chairman  
Carol E. Ewing  
Carl E. Ruth

Dennis H. Krafft, Vice-Chair  
Jack B. Tany

### FROM: COMMITTEE ON COUNTY SERVICES – 3.2

**AUGUST 17, 2021**

Your committee considered Communication No. 8-17-12 from Kelly Suppes, Purchasing / Risk Manager, requesting approval of proposed amendments to County Policy #241 – Purchasing Policy.

We met with Ms. Suppes who informed the committee that the Public Works department is having a project partially funded through Rural Development Lending. Michigan Department of Agriculture and Rural Development (MDARD) is requiring a conflict of interest policy be in place that contains certain wording. Amy Lusk, Civil Counsel, has drafted a proposed amendment that was shared with MDARD for their acceptance. The proposed language was approved by MDARD. Ms. Suppes is proposing the following amendments:

#### **6.8.2.2 The county subscribes to the following law with respect to identifying and addressing conflicts of interest of its officers and employees:**

**6.8.2.2.1 Michigan’s Contracts of Public Servants with Public Entities, PA 317 of 1968, as amended, being MCL 15.321 *et seq.***

**6.8.2.2.2 Michigan’s Standards of Conduct for Public Officers and Employees, PA 196 of 1973, as amended, being MCL 15.342 *et seq.***

**6.8.2.2.3 Michigan’s Incompatible Public Offices, PA 566 of 1978, as amended, being MCL 15.181 *et seq.***

We recommend approval of proposed amendments to County Policy #241 – Purchasing Policy as submitted.

Respectfully Submitted,

### COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chairman  
Carol E. Ewing  
Carl E. Ruth

Dennis H. Krafft, Vice-Chair  
Jack B. Tany



## Board of Commissioners – August 17, 2021

### FROM: COMMITTEE ON COUNTY SERVICES – 3.3

August 17, 2021

Your committee considered Communication No. 8-17-24 from Robert Belleman, Controller/CAO, requesting approval of a Stipulation to Entry of Order Modifying 1916 Injunction (“Flint River Stipulation”) regarding the North Branch of the Flint River Intercounty Drainage District.

The committee met with Mr. Belleman who explained that the North Branch of the Flint River Intercounty Drainage District is attempting to make improvements to the Flint River Drainage District. However, they have been delayed due to the 1916 Injunction. The North Branch Intercounty Drainage District initially requested each of the parties to the 1916 Injunction lift the injunction. The parties were reluctant to simply lift the injunction.

Mr. Belleman has been working through attorney Tim Ferrand of Cummings, McClorey, Davis & Acho, to review and negotiate the recommended Flint River Stipulation. Brian Wending, Public Works Commissioner, has been involved in this matter as well as Amy Lusk, on behalf of the City of Saginaw. The Board of Commissioners will need to approve the Flint River Stipulation and authorize the County of Saginaw to sign the stipulation.

It is the recommendation of your committee to approve the request and authorize the County of Saginaw to sign the Stipulation to Entry of Order Modifying 1916 Injunction.

Respectfully Submitted,

### COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chairman  
Carol E. Ewing  
Carl E. Ruth

Dennis H. Krafft, Vice-Chair  
Jack B. Tany

### FROM: COMMITTEE ON COUNTY SERVICES – 3.4

August 17, 2021

Your committee considered Communication No. 8-17-25 from JoAnn Crary, President, Saginaw Future, submitting its Third Quarter Report (April 1 – June 30, 2021) and requesting approval of \$3,270 in performance-based funding in accordance with the First Amendment to the Saginaw County and Saginaw Future Services Agreement.

The committee met with Tom Miller, Jr. who explained that this amendment includes performance-based funding metrics to address Job Creation, New Investment and Government Contracts Awarded. Each of these items is attached to a formula, and the County has provided \$146,730 of the \$150,000 in funding for the first two (2) quarters based on its previous report.

As a result of Saginaw Future’s third quarter performance, they have met the goal for Government contracts Awarded, and will be requesting \$3,270 in performance-based funding.

It is the recommendation of your committee to approve the request of \$3,270 in performance-based funding in accordance with the First Amendment to the Saginaw County and Saginaw Future Services Agreement.

Respectfully Submitted,

### COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chairman  
Carol E. Ewing  
Carl E. Ruth

Dennis H. Krafft, Vice-Chair  
Jack B. Tany



## Board of Commissioners – August 17, 2021

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4. **Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair**
- 4.1) **TREASURER/CONTROLLER**, re: Approval of electronic transactions and voucher payments for the months of April, May and June 2021
- ***Krafft moved, seconded by Little, to approve 4.1. Motion carried unanimously.***
- 4.2) **CONTROLLER/CAO – FINANCE DIRECTOR**, re: Approval of Draft #2 of FY 2022 Budget
- ***Krafft moved, seconded by Theisen, to lay 4.2 on the table, for approval at the September 21, 2021 Board Session, as amended.***
- 4.3) **MSU EXTENSION**, re: Approval of \$90,000 from the General Fund to fund the remainder of FY 2021
- ***Krafft moved, seconded by Harris, to approve 4.3. Motion carried unanimously.***
- 4.4) **MAINTENANCE**, re: Approval of \$13,000 in FY 2021 General Fund fund balance and transfer to the Public Improvement Fund to revamp the Employee/Public Lounge in the lower level of the courthouse
- ***Krafft moved, seconded by Tany, to approve 4.4. Motion carried unanimously.***
- 4.5) **PROSECUTOR**, re: Approval of \$6,000 increase in the DHHS Prosecutor FY 2021 Budget from the General Fund to account for additional expenses in postage and process server fees
- ***Krafft moved, seconded by Matthews, to approve 4.5. Motion carried unanimously.***
- 4.6) **COUNTY CLERK**, re: Approval of up to \$10,000 from the FY 2021 General Fund to purchase an Apportionment Mapping Program
- ***Krafft moved, seconded by Winiecke, to approve 4.6. Motion carried unanimously.***
- 4.7) **COUNTY CLERK**, re: Approval to fund four (4) additional employees and associated technology equipment (if necessary) in FY 2022
- ***Krafft moved, seconded by Little, to approve 4.7. Motion carried unanimously.***
- 4.8) **REGISTER OF DEEDS**, re: Approval to hire a part-time employee for six (6) months at a cost of \$3,352 in addition to \$10,000 previously budgeted for overtime in FY 2022
- ***Krafft moved, seconded by Matthews, to approve 4.8. Motion carried unanimously.***
- 4.9) **COMMISSIONER BOYD**, re: Approval of \$500 bonus to every Saginaw County Employee who can provide proof of vaccination against COVID-19 or its variances prior to the end of FY 2021
- ***Krafft moved, seconded by Tany, to approve 4.9. Discussion was held regarding criteria, eligibility, clarification of “employee” definition, and whether or not American Rescue Plan Act (ARPA) funds could be used, with some commissioners expressing an interest in holding further discussion. After discussion, Theisen moved, seconded by Boyd, to table the matter to the September 21, 2021 Board Session (Unfinished Business) and to place for discussion on the September Budget/Audit Committee meeting agenda. Motion carried unanimous by roll-call vote.***



## Board of Commissioners – August 17, 2021

4.10) **BOARD COORDINATOR**, re: Approval to change the Board Assistant position from part-time to full-time and to increase the FY 2022 Budget for the Board of Commissioners by \$35,806 to accommodate the request

- ***Krafft moved, seconded by Winiecke, to approve 4.10. Motion carried unanimously.***

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1**

**AUGUST 17, 2021**

In accordance with State Statute and County Policy, your Budget/Audit Committee reviewed the claims for presentation to the Board of Commissioners, as listed below:

<u>Comm. No.</u>	<u>Payment Type</u>	<u>Period</u>	<u>Amount</u>
<b>8-17-26</b>	Electronic Transactions	April 1 – 30, 2021	\$11,584,565.78
	Voucher Payments	April 1 – 30, 2021	\$ 7,726,046.17
<b>8-17-27</b>	Electronic Transactions	May 1 – 31, 2021	\$ 9,276,539.18
	Voucher Payments	May 1 – 31, 2021	\$19,014,581.16
<b>8-17-28</b>	Electronic Transactions	June 1 – 30, 2021	\$15,659,983.13
	Voucher Payments	June 1 – 30, 2021	\$ 9,056,534.35

We recommend the payments be approved as compiled and submitted by the Treasurer's Office and Accounting Division of the Controller's Office.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

### LAI D ON THE TABLE UNFINISHED BUSINESS AT THE SEPTEMBER 21, 2021 BOARD SESSION

~~FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2~~

~~AUGUST 17, 2021~~

~~Your Budget/Audit Committee received Communication No. 8-17-30 from Koren Thurston, Finance Director, submitting requests for action in order to prepare Draft #2 of the recommended Fiscal Year 2022 Budget. Draft #2 of the Budget contains proposed changes to Draft #1, which was submitted in June 2021 with all funds in balance, including those funds that anticipate use of fund balance. Each committee reviewed Draft #1 of the proposed Fiscal Year 2022 Budget and a Committee of the Whole session was held June 28, 2021. The Budget was previously distributed to each commissioner and is available for review in the Office of the Board of Commissioners.~~

~~The Budget/Audit Committee reviewed the Budget as submitted, considered information presented at the Committee of the Whole meeting, considered additional requests from departments, and have~~



## Board of Commissioners – August 17, 2021

~~made amendments to Draft #1 of the 2022 Budget. The changes contained in Draft #2 of the FY 2022 Budget include:~~

- ~~▪ A request from Undersheriff Gomez to add an additional four (4) beds to the Sheriff's Federal Bed Space Rental line for a total of \$102,000 in revenue, with this additional revenue dedicated to the PLUS Home Surveillance Program.~~
- ~~▪ A request from Brian Wendling, Public Works Commissioner, to include an estimated \$2,200 in Auction Costs for the planned sale of an existing vehicle. The net effect on the General Fund would be an increase in the use of fund balance of \$2,200, bringing the amount up from \$1,688,140 to \$1,690,340.~~
- ~~▪ Approved a reduction in the Law Enforcement Budget by \$286,783 due to Board action approved at the June 22, 2021 meeting that moved up the order date of seven (7) patrol vehicles that were originally included in Draft #1 of the FY 2022 Budget. If the vehicles are ordered in FY 2021 but not delivered until after September 30, 2021, the Sheriff's Office will request the Controller/CAO to carry forward the unused FY 2021 funds.~~
- ~~▪ A request from Jessica Sargent, Commission on Aging (COA) Director, to increase the FY 2022 Budget by \$449,621 to account for additional grant funding received for the Foster Grandparent Expansion Grant, with \$377,000 coming from Federal grant dollars, \$41,060 coming from in-kind local match, and the remaining \$31,561 from COA fund balance. The net effect on the use of fund balance for FY 2022 would be an increase of \$31,561, bringing the amount up from \$162,817 to \$194,378.~~

~~**Resolution A** contains the amended total budget for the County including the General Fund. The amended total County Budget for Fiscal 2022 is \$185,815,706 which is a 5.72% percent increase from the current amended Fiscal 2021 Budget. The amended General Fund Budget for Fiscal 2022 is \$52,579,312 which represents an increase of \$2,261,297 or 4.49% percent over the current amended Fiscal 2021 Budget. The General Fund budget includes the use of \$1,690,340 in fund balance. Resolution A also contains the proposed County millage rates to be levied December 1, 2021 and July 1, 2022, as well as the authorization of the 9-1-1 surcharge to fund operations as set forth in the 2022 Budget.~~

~~**Resolution B** lists salaries for elected/appointed officials including judges and non-union employees. The salaries of elected/appointed officials have been set by the Saginaw County Board of Commissioners and the salaries of judges have been set by the State Officers Compensation Commission.~~

~~**Resolution C** sets forth the prioritized Capital Improvement Budget for Fiscal Year 2022, which totals \$15,811,814, a \$455,239 decrease over the current amended FY 2021 budget.~~

~~**Resolution D** sets fees for all departments controlled by the Saginaw County Board of Commissioners, as amended from year to year.~~

~~A public hearing will be held at this day's session to allow comment on the proposed FY 2022 Budget, as amended, and on the proposed millages to be levied in December 2021 and July 2022. Notice was previously published in *The Saginaw News* and copies of the budget material will be made available to the public at the meeting.~~



## Board of Commissioners – August 17, 2021

~~It is the recommendation of your committee that Draft #2 of the Controller's recommended Fiscal Year 2022 Budget containing Budget Resolutions A, B, C and D~~ ***be laid on the table and scheduled for formal adoption at the September 21, 2021 Board Session.***

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

— Dennis H. Krafft, Chair — Christopher S. Boyd, Vice Chair

— Jack B. Tany — James G. Theisen

— Carl E. Ruth

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3**

**AUGUST 17, 2021**

Your Budget/Audit Committee considered Communication No. 8-17-15 from Mark Rankin, District 9 Coordinator, MSU Extension, requesting additional funding for FY 2021 in the amount of \$90,000 and the base assessment of \$108,203 for FY 2022 to continue to provide programs and support for the residents of Saginaw County.

We discussed this request with Mr. Rankin and the committee approved funding for current FY 2021 from the General Fund with the expectation that this funding would be considered at the Committee of the Whole on the use of American Rescue Plan Act (ARPA) funds scheduled for Tuesday, August 31, 2021, in addition to and the \$108,203 amount requested for FY 2022.

We recommend approval of the additional funding for FY 2021 in the amount of \$90,000 for MSU Extension from General Fund fund balance and authorize the proper county officials to perform the necessary budget adjustments.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Christopher S. Boyd, Vice-Chair

Jack B. Tany

James G. Theisen

Carl E. Ruth

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.4**

**AUGUST 17, 2021**

Your Budget/Audit Committee considered Communication No. 8-17-16 from Tony DePelsMaeker, Maintenance Director, requesting approval to utilize \$13,000 in General Fund fund balance and transfer into the Public Improvement fund to revamp the Employee/Public Lounge in the lower level of the Courthouse.

We met with Mr. DePelsMaeker and Kelly Suppes, Purchasing/Risk Manager, who explained the desired outcome is to repaint the walls, replace the tables, chairs, bulletin board and provide a new sink with hot water, cabinet and countertop. They advised that if other projects come in under budget and funds are available in the Public Improvement Fund, the use of General Fund fund balance would not be needed.

We recommend approval for Maintenance to utilize \$13,000 in General Fund fund balance and transfer into the Public Improvement fund to revamp the Employee/Public Lounge in the lower level of the Courthouse and authorize the proper county officials to perform the necessary budget adjustments.



## Board of Commissioners – August 17, 2021

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Respectfully Submitted,

### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

#### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.5

**AUGUST 17, 2021**

Your Budget/Audit Committee considered Communication No. 8-17-17 from John A. McColgan, Jr., Saginaw County Prosecutor, requesting an increase in the Prosecutor's DHHS Division FY 2021 Budget in the amount of \$6,000 to account for additional expenses in postage and process server fees.

We met with Assistant Prosecutor Blair Stevenson who explained that due to the COVID-19 pandemic and issues with the USPS improperly processing certified mailings, process servers had to be utilized. The County portion of the increase is \$2,040 from General Fund fund balance and the State portion is \$3,960.

We recommend approval to increase the Prosecutor's DHHS Division FY 2021 Budget in the amount of \$6,000 and authorize the proper County officials to perform the necessary budget adjustments.

Respectfully Submitted,

### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

#### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.6

**AUGUST 17, 2021**

Your Budget/Audit Committee considered Communication No. 8-17-18 from Vanessa Guerra, County Clerk, requesting on behalf of the County Apportionment Commission funding for an apportionment mapping program.

We met with Ms. Guerra and Kyle Bostwick, Chief Deputy County Clerk, who explained that the Census data will soon be released and the Apportionment Committee met for its organizational meeting on July 27, 2021. The Apportionment Committee will meet again on September 1, 2021 to decide on a mapping program. The mapping program will evenly draw County Commissioner districts. Preliminary estimates for a traditional GIS mapping program are at \$5,000, however the Committee hasn't voted and the true cost of a secure mapping system is unknown.

We recommend approval to fund the Apportionment Mapping Program up to \$10,000 and to authorize the proper County officials to perform the necessary budget adjustments to the FY 2021 General Fund.

Respectfully Submitted,

### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen



## Board of Commissioners – August 17, 2021

### **FROM: COMMITTEE ON BUDGET/AUDIT -- 4.7**

**AUGUST 17, 2021**

Your Budget/Audit Committee considered Communication No. 8-17-19 from Vanessa Guerra, County Clerk, requesting funding to implement the relocation of the three (3) divisions of the County Clerk's Office as well as additional staff (\$336,050) and associated technology equipment (\$12,840) in the Circuit Court Records Office.

We met with Ms. Guerra and Kyle Bostwick, Chief Deputy County Clerk, who explained that they have met with the Controller, Chief Judge Jackson and Judge Borrello to discuss deficiencies in the Circuit Court Records Division as identified in the State Court Administrative Office (SCAO) Report dated October 11, 2019. The largest deficiencies include delays in filings and timely entry of pleadings and additional staff and space are necessary to achieve compliance with SCAO recommendations. Additional constraints are occurring due to lack of updated technology. Further discussion concerned the relocation of the three (3) divisions of the County Clerk's Office to the former Sheriff Administration Building. Moving costs are unknown at this time and the County Clerk will bring a request to committee after an architect completes an assessment.

We recommend approval to fund four (4) additional staff positions in the County Clerk's Office (\$336,050) and the cost of associated technology equipment (\$12,840) at a total cost of \$348,890 in FY 2022. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

(Note: See Executive Committee Board Report 6.2, which if approved will reduce the County Clerk's FY 2022 Budget by \$12,840 due to the technology equipment for four (4) new employees having been purchased in FY 2021 for a new total of \$336,050)

Respectfully Submitted,

### **COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

### **FROM: COMMITTEE ON BUDGET/AUDIT -- 4.8**

**AUGUST 17, 2021**

Your Budget/Audit Committee considered Communication No. 8-17-22 from Katie Kelly, Register of Deeds, requesting an increase to its FY 2022 Budget to add a part-time employee at a total cost of \$13,352.

We met with Ms. Kelly who explained that she currently has \$10,000 budgeted in FY 2022 for overtime. There has been a major increase in document filings and the current staffing level is not sustainable. The addition of a part-time employee is needed to aid the office in daily tasks to ensure the public can be served properly. The cost of this position will be covered by revenue in the Register of Deeds Office. We recommend approval to amend the FY 2022 Budget and allow the Register of Deeds to hire a part-time employee for six (6) months at a total cost of \$13,352 (\$3,352 in addition to the \$10,000 already budgeted for overtime). Further, that the proper county officials are authorized to perform the necessary budget adjustments.



## Board of Commissioners – August 17, 2021

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

**TABLED  
UNFINISHED BUSINESS AT THE  
SEPTEMBER 21, 2021 BOARD SESSION**

~~FROM: COMMITTEE ON BUDGET/AUDIT -- 4.9~~ ~~AUGUST 17, 2021~~

~~Your Budget/Audit Committee considered a recommendation from Commissioner Christopher Boyd to approve a \$500 bonus to any Saginaw County employee who can provide proof of vaccination against COVID-19 or its variants prior to the end of FY 2021 (September 30, 2021).~~

~~We discussed the recommendation from Commissioner Boyd. Although most of the discussion was centered around his first request to provide premium pay to Saginaw County employees who worked with the public or around others during the height of the pandemic, this request was denied by the committee. Further discussion was held on the request to provide vaccinated employees with a \$500 bonus and this recommendation was approved.~~

~~We recommend approval to provide a \$500 bonus to any Saginaw County employee who can provide proof of vaccination against COVID-19 or its variants prior to the end of FY 2021 (September 30, 2021). (Note: "Employee" includes any individual who is paid through the county payroll system, including full-time, part-time, seasonal, temporary, Commissioners, Judges and Elected Officials.)~~

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

~~Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth~~

~~Christopher S. Boyd, Vice Chair  
James G. Theisen~~

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.10** **AUGUST 17, 2021**

Your Budget/Audit Committee considered Communication No. 8-17-40 from Suzy Koeplinger, Board Coordinator, requesting a change in the Board Assistant position from part-time to full-time and to increase the FY 2022 Budget by \$35,806 to accommodate the request.

We met with Ms. Koeplinger who explained that in addition to providing assistance with the creation of agendas and minutes, the two (2) main responsibilities of the Board Assistant include maintenance and oversight of the FOIA tracking system (500+ annually) and scanning previous Board Minutes into OnBase. In addition to helping eliminate back-logs, delays and improve efficiencies in the Board Office, the current Assistant Board Coordinator (Cindy Louchart) is eligible to retire in February 2022 and there is potential of being not only short-staffed but losing institutional knowledge of the Board Office.

We recommend approval to change the Board Assistant position (PCN #101018) from part-time to full-time and that the FY 2022 Budget for the Board of Commissioners be amended to increase the



## Board of Commissioners – August 17, 2021

Salaries and Benefits by \$35,806 using General Fund fund balance to accommodate this request. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,

### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

### 5. Labor Relations Committee – M. Webster, Chair; K. Harris, Vice-Chair

- 5.1) **WAIVERS OF THE HIRING FREEZE**, re: Waiver of the hiring freeze to fill various positions
- 5.2) **RETIREMENT/BENEFITS ADMINISTRATOR**, re: Approval of two (2) MERS Plan Adoption Agreements for the Defined Benefit Plan and Defined Contribution Plan
- 5.3) **RETIREMENT/BENEFITS ADMINISTRATOR**, re: Approval of certification of the Employee and Officer Delegates attending the 2021 Municipal Employee’s Retirement System (MERS) Annual Meeting

- ***Webster moved, seconded by Theisen, to approve 5.1 – 5.3 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.1**

**AUGUST 17, 2021**

Your Labor Relations Committee considered Communication Nos. 8-17-31, 8-17-37, 8-17-38, 8-17-39, 8-17-42, 8-17-44, and 8-17-45 from department heads requesting waiver of the hiring freeze and approval to fill vacant positions in their respective department as follows:

<u>Requestor</u>	<u>Department</u>	<u>Position(s)</u>
William Federspiel, Sheriff	Sheriff	<b>Records Manager (PCN #101328)</b>
John McColgan, Prosecutor	Prosecutor	<b>Chief Appellate Attorney (PCN #101245) Legal Specialist I – File Room Clerk (PCN #101258)</b>
Tim Novak, Treasurer	Treasurer	<b>Account Specialist II (PCN #101284)</b>
Suzy Koeplinger, Board Coordinator	Board of Commissioners	<b>Board Assistant (PCN #101018)</b>
Vanessa Guerra, County Clerk	County Clerk	<b>3 – Legal Specialist I 2 – Legal Clerk I 1 – Records Coordinator I</b>
Christina Harrington, Health Director	Public Health	<b>Environmental Health Specialist I/II (PCN #221030) Office Assistant II - PT (PCN #221024)</b>

We recommend approval to waive the hiring freeze and fill the positions listed above.



## Board of Commissioners – August 17, 2021

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Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

#### FROM: COMMITTEE ON LABOR RELATIONS -- 5.2

**AUGUST 17, 2021**

Your Labor Relations Committee considered Communication No. 8-17-32 from Amy Deford, Retirement/Benefits Administrator, requesting approval of two (2) MERS Plan Adoption Agreements for the Defined Benefit Plan and Defined Contribution Plan to separate the Great Lakes Bay Michigan Works! accounts for accuracy and convenience.

We met with Ms. Deford who explained that to accurately charge Michigan Works! for their Municipal Employees Retirement System (MERS) of Michigan Defined Benefit and Defined Contribution and retiree healthcare costs, Saginaw County is proposing to transition Michigan Works! active, retirees, and beneficiaries into separate divisions. MERS would transfer employee and retiree assets and liabilities of the Defined Benefit and Defined Contribution plans and CBIZ will be providing actuarial valuations on the separation of Other Post Employee Benefits (OPEB) assets and liabilities into separate divisions, which would make it easier should GLB Michigan Works! Consortium Board desire to transition Administrative/Fiscal Agents.

We recommend approval of two (2) MERS Plan Adoption Agreements for the Defined Benefit Plan and Defined Contribution Plan to separate the Great Lakes Bay Michigan Works! accounts for accuracy and convenience and authorize the proper county officials to facilitate the same.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

#### FROM: COMMITTEE ON LABOR RELATIONS -- 5.3

**AUGUST 17, 2021**

The Municipal Employees' Retirement System (MERS) of Michigan 2021 Annual Meeting of participating municipalities will be held at the Amway Grand, Grand Rapids, MI from October 7, 2021 to October 8, 2021. In accordance with the provisions of Act 427, P.A. 1984, the Michigan Employees Retirement Act, the governing body of each participating municipality must certify to the MERS Board an officer and employee delegate to represent them at the conference.

The officer delegate and alternate are selected by the governing body of the participating municipality and the employee delegate and alternate are elected by employee members of the retirement system. This year, Sarah Flora, Financial Services Department, will represent employees of Saginaw County. The employee delegate is elected by employee members of the Retirement System. In Communication No. 8-17-33, Amy J. Deford, Retirement Administrator, reports that April Key, Personnel Department, will serve as Office Delegate.

It is the recommendation of your Labor Relations Committee that April Key be appointed as the Officer Delegate and Sarah Flora as the Employee Delegate; further, that the proper County officials certify the



## Board of Commissioners – August 17, 2021

delegates to represent Saginaw County at the MERS Annual Retirement Conference with expenses paid by the Retirement Fund.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

#### 6. Executive Committee – C. Ruth, Chair

6.1) **CONTROLLER/CAO**, re: Approval to increase the Saginaw County Animal Care & Control Resource Center project by \$140,586 for a total budget of \$10,611,010

- **Chairman Ruth moved, seconded by Matthews, to approve 6.1, as amended to add the funding source. Discussion was held regarding the cost of the project exceeding the amount of the bond issue due to an increase in the cost of materials. After discussion the motion carried by the following roll-call vote:**

**Yes: Little, Webster, Winiecke, Tany, Matthews, Theisen, Harris, Ewing, Krafft, and Ruth - 10**

**No: Boyd - 1**

**Total: - 11**

6.2) **CONTROLLER/CAO**, re: Amendment of the FY 2021 County Clerk’s Budget to pay four (4) additional employees for the remaining six (6) weeks of the fiscal year and purchase associated technology equipment

- **Chairman Ruth moved, seconded by Theisen, to approve 6.2. Motion carried unanimously.**

6.3) **CONTROLLER/CAO**, re: Approval to amend County Policy #132 “Snow Day” to include infectious disease issues, such as COVID-19

- **Chairman Ruth moved, seconded by Krafft, to approve 6.3. Motion carried unanimously.**

**FROM: EXECUTIVE COMMITTEE -- 6.1**

**\*AMENDED**

**AUGUST 17, 2021**

Your Executive Committee met and considered Communication No. 8-17-41 requesting an increase of \$140,586 to the Saginaw County Animal Care & Control Resource Center project for a total budget of \$10,611,010 due to subcontractor cost increases.

We met with Mr. Belleman who provided details on the specifics of the cost increases. The additional \$140,586 may be offset by unused project contingencies, savings from value engineered design changes, or donations toward the project.

We recommend approval to increase the budget for the Saginaw County Animal Care and Control Resource Center project by \$140,586 **using the Delinquent Tax Fund** for a total budget of \$10,611,010 to cover increases resulting from subcontractor cost increases. Further, to authorize the proper county officials to perform the necessary budget adjustments.



## Board of Commissioners – August 17, 2021

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Respectfully Submitted,  
**EXECUTIVE COMMITTEE**

Carl E. Ruth, Chairman  
Sheldon Matthews  
Dennis H. Krafft

James G. Theisen  
Michael A. Webster

**FROM: EXECUTIVE COMMITTEE -- 6.2**

**AUGUST 17, 2021**

Your Executive Committee met to consider Communication No. 8-17-46 from Robert Belleman, Controller/CAO, requesting an amendment of the County Clerk’s FY 2021 Budget by \$44,324 to fund four (4) additional positions for the remaining six (6) weeks of FY 2021 and associated technology equipment.

We met with Mr. Belleman and Kyle Bostwick, Chief Deputy County Clerk, who explained that the four (4) additional positions consist of two (2) Legal Specialists I at a cost of \$16,582; and two (2) Legal Clerk I positions at a cost of \$14,902; and the requisite laptops and other technology equipment at a cost of \$12,840, totaling \$44,324. County Clerk Guerra and Kyle Bostwick, Chief Deputy County Clerk, met with the Controller, Chief Judge Jackson and Judge Borrello to discuss deficiencies in the Circuit Court Records Division as identified in the State Court Administrative Office (SCAO) Report dated October 11, 2019. The largest deficiencies include delays in filings and timely entry of pleadings and additional staff and space are necessary to achieve compliance with SCAO recommendations. Although funding of these positions is requested for FY 2022, the County Clerk hopes to implement this solution as soon as possible and begin hiring in FY 2021.

We recommend approval to increase the County Clerk’s FY 2021 Budget \$44,324 from the General Fund to allow for four (4) new positions, necessary equipment and technology. Further, to authorize the proper county officials to perform the necessary budget adjustments.

Respectfully Submitted,  
**EXECUTIVE COMMITTEE**

Carl E. Ruth, Chairman  
Sheldon Matthews  
Dennis H. Krafft

James G. Theisen  
Michael A. Webster

**FROM: EXECUTIVE COMMITTEE -- 6.3**

**AUGUST 17, 2021**

Your Executive Committee met and considered a request from Robert Belleman, Controller/CAO, to amend Saginaw County Policy #132 – “Snow Day Policy” to include infectious disease issues, such as COVID-19, and allow the same and additional procedures to be used to implement county facility restrictions.

We met with Mr. Belleman who explained that the current practice to implement the “Snow Day” policy is the result of consensus between the Chairman of the Board, Controller, and Chief Judge. In the case of infectious disease issues, in addition to the Chairman and Chief Judge, the Controller/CAO will consult with the Saginaw County Health Officer on appropriate mitigation and prevention steps and/or follow the Centers for Disease Control (CDC), Michigan Department of Health & Human Services (MDHHS), and or Michigan Occupational Safety & Health Administration (MIOSHA) orders, rules & regulations pertaining to the control of infectious diseases.



## Board of Commissioners – August 17, 2021

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We recommend approval to amend Saginaw County Policy #132 as presented and authorize the Controller/CAO to implement restrictions on access to County facilities, up to and including closure, during an epidemic, pandemic or wide-spread infectious disease.

Respectfully Submitted,

**EXECUTIVE COMMITTEE**

Carl E. Ruth, Chairman  
Sheldon Matthews  
Dennis H. Krafft

James G. Theisen  
Michael A. Webster

7. **Legislative Committee – J. Theisen, Chair; G. Little, Vice-Chair**

None

8. **Intergovernmental Cooperation Committee – J. Theisen, Chair; J. Tany, Vice-Chair**

None

9. **Committee Compensation**

8-17-21.1) June 13, 2021 – June 26, 2021

8-17-21.2) June 27, 2021 – July 10, 2021

8-17-21.3) July 11, 2021 – July 24, 2021

8-17-21.4) July 25, 2021 – August 7, 2021

- ***Matthews moved, seconded by Little, to approve 8-17-21.1, 8-17-21.2, 8-17-21.3 and 8-17-21.4. The motion carried unanimously.***



## Board of Commissioners – August 17, 2021

### COMMITTEE COMPENSATION - 8.17.21.1

August 17, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held June 13 - June 26, 2021.*

**The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.**

***Virtual meetings are authorized by PA 228 of 2020 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 until July 1, 2021.***

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	06/14/21	Labor Relations Committee via Zoom	Harris	\$50.00	1
			Little	\$50.00	1
			Matthews	\$50.00	1
			Ruth	\$50.00	1
2	06/15/21	Executive Committee via Zoom	Ruth	\$50.00	1
			Matthews	\$50.00	1
			Krafft	\$50.00	1
3	06/16/21	Castle Museum Board	Tany	\$50.00	1
4	06/16/21	Saginaw Valley Zoological Society	Matthews	\$50.00	1
			Little	\$50.00	1
5	06/16/21	9-1-1 Communications Authority	Matthews	\$50.00	1
6	06/17/21	Frankenmuth CVB	Krafft	\$50.00	1
7	06/17/21	Commission on Aging via Zoom	Ewing	\$50.00	1
8	06/17/21	Community Action Center	Little	\$50.00	1
9	06/21/21	Board Session via Zoom Boyd, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster, Winiecke	11 Present	\$550.00	11
10	06/22/21	GLB CVB	Ruth	\$50.00	1
11	06/23/21	Medical Dispatch Advisory Committee	Winiecke	\$50.00	1
12	06/24/21	Brownfield Redevelopment Authority	Webster	\$50.00	1
<b>TOTAL</b>				<b>\$1,400.00</b>	<b>28</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (6-25-21)

### COMMITTEE COMPENSATION - 8.17.21.2

August 17, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held June 27 - July 10, 2021.*



## Board of Commissioners – August 17, 2021

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.

*Virtual meetings are authorized by PA 228 of 2020 (MCL 15.263) and a Local Emergency Declaration dated April 8, 2021 amended/rescinded June 22, 2021 until July 1, 2021.*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	06/28/21	MAC Health & Human Services via Zoom	Webster	\$25.00	1
2	06/28/21	Special Board Session re: SCACC Project Boyd, Ewing, Harris, Krafft, Matthews, Ruth, Tany, Theisen, Webster, Winiecke <i>Absent: Little</i>	10 Present	\$500.00	10
3	06/28/21	Committee of the Whole - re: FY 2022 Budget in Person & Via Zoom Boyd, Ewing, Harris, Krafft, Matthews, Ruth, Tany, Theisen, Webster, Winiecke <i>Absent: Little</i>	10 Present	\$250.00	10
4	07/01/21	9-1-1 Special Board Meeting	Boyd	\$50.00	1
<b>TOTAL</b>				<b>\$825.00</b>	<b>22</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (7-9-21)

### COMMITTEE COMPENSATION - 8.17.21.3

August 17, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held July 11 - July 24, 2021.*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1		7-11-21 thru 7-18-21 - no entries			
2		7-19-21 thru 7-24-21 - no entries			
<b>TOTAL</b>				<b>\$0.00</b>	<b>0</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (7-23-21)

### COMMITTEE COMPENSATION - 8.17.21.4

August 17, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held July 25 - August 7, 2021.*



## Board of Commissioners – August 17, 2021

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	08/02/21	Human Services Committee	Theisen	\$50.00	1
			Webster	\$50.00	1
			Little	\$50.00	1
			Winiecke	\$50.00	1
			Ruth	\$50.00	1
2	08/03/21	Courts & Public Safety Committee	Matthews	\$50.00	1
			Boyd	\$50.00	1
			Winiecke	\$50.00	1
			Ruth	\$50.00	1
3	08/04/21	County Services Committee	Webster	\$50.00	1
			Krafft	\$50.00	1
			Ewing	\$50.00	1
			Tany	\$50.00	1
			Ruth	\$50.00	1
4	08/05/21	Budget/Audit Committee	Krafft	\$50.00	1
			Boyd	\$50.00	1
			Tany	\$50.00	1
			Theisen	\$50.00	1
			Ruth	\$50.00	1
<b>TOTAL</b>				<b>\$950.00</b>	<b>19</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (8-6-21)

### **PUBLIC HEARING**

#### **3<sup>rd</sup> Call – Closing**

At 5:50 p.m., Chairman Ruth announced the third and final call of a public hearing on the proposed Saginaw County 2021/2022 Fiscal Year Budget and property tax millage rate proposed to be levied to support General Government Operations. He asked if there was anyone wishing to speak; hearing none, he announced the public hearing closed at 5:50 p.m.

### **RESOLUTIONS**

#### **RESOLUTION “A”**

#### **SANDERSON DRAIN NOTES, SERIES 2021**

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 17th day of August, 2021 at 5:00 p.m.



## Board of Commissioners – August 17, 2021

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*Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little,  
Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen,  
Michael A. Webster, Cynthia M. Winiecke*

**Commissioner Krafft offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Matthews.**

**WHEREAS**, proceedings have been taken by the Saginaw County Public Works Commissioner for the construction of improvements to the Sanderson Drain (the “Project”), pursuant to a petition filed with the Public Works Commissioner under the provisions of Chapter 8 of the Drain Code of 1956, as amended; and,

**WHEREAS**, in order to defray the cost of the Project, the Public Works Commissioner is expected to authorize and provide for the issuance by the Sanderson Drain Drainage District (the “Drainage District”) of notes (the “Notes”) in the aggregate principal amount of not to exceed \$401,000, in anticipation of the collection of an equal amount of special assessments against property and public corporations in the Drainage District, said special assessments to be duly confirmed by the Public Works Commissioner; and,

**WHEREAS**, the Notes are to be designated “Sanderson Drain Notes, Series 2021,” will bear interest at a rate of not to exceed 5% per annum and will mature not later than June 1, 2036; and,

**WHEREAS**, the Public Works Commissioner deems it advisable and necessary to obtain from this Board a resolution consenting to the pledge of the full faith and credit of the County on the Notes; and,

**WHEREAS**, the Project is necessary to protect and preserve the public health and therefore it is in the best interest of the County of Saginaw that the Notes be sold.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF SAGINAW:**

1. Pursuant to the authorization provided in Section 434 of the Drain Code of 1956, as amended, provided that the Notes are issued within the parameters set forth above, the Saginaw County Board of Commissioners, by a two-thirds vote of its members elect, does hereby irrevocably pledge the full faith and credit of the County of Saginaw for the prompt payment of the principal of and interest on the Notes, and does agree that in the event that the property owners or public corporations in the Drainage District shall fail or neglect to account to the County Treasurer of the County of Saginaw for the amount of any special assessment installment and interest, when due, then the amount thereof shall be immediately advanced from County funds, and the County Treasurer is directed to immediately make such advancement to the extent necessary.
2. In the event that, pursuant to said pledge of full faith and credit, the County of Saginaw advances out of County funds, all or any part of said installment and interest, it shall be the duty of the County Treasurer, for and on behalf of the County of Saginaw, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.
3. All resolutions and parts of resolutions, insofar as the same may be in conflict with the provisions of this resolution, be and the same hereby are rescinded.

After discussion, the vote was:





## Board of Commissioners – August 17, 2021

**WHEREAS**, the Notes are to be designated “Shorts Creek Drain Notes, Series 2021,” will bear interest at a rate of not to exceed 5% per annum and will mature not later than June 1, 2036; and,  
**WHEREAS**, the Public Works Commissioner deems it advisable and necessary to obtain from this Board a resolution consenting to the pledge of the full faith and credit of the County on the Notes; and,  
**WHEREAS**, the Project is necessary to protect and preserve the public health and therefore it is in the best interest of the County of Saginaw that the Notes be sold.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF SAGINAW:**

1. Pursuant to the authorization provided in Section 434 of the Drain Code of 1956, as amended, provided that the Notes are issued within the parameters set forth above, the Saginaw County Board of Commissioners, by a two-thirds vote of its members elect, does hereby irrevocably pledge the full faith and credit of the County of Saginaw for the prompt payment of the principal of and interest on the Notes, and does agree that in the event that the property owners or public corporations in the Drainage District shall fail or neglect to account to the County Treasurer of the County of Saginaw for the amount of any special assessment installment and interest, when due, then the amount thereof shall be immediately advanced from County funds, and the County Treasurer is directed to immediately make such advancement to the extent necessary.
2. In the event that, pursuant to said pledge of full faith and credit, the County of Saginaw advances out of County funds, all or any part of said installment and interest, it shall be the duty of the County Treasurer, for and on behalf of the County of Saginaw, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.
3. All resolutions and parts of resolutions, insofar as the same may be in conflict with the provisions of this resolution, be and the same hereby are rescinded.

After discussion, the vote was:

**Yeas: Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, Winiecke, Tany, Boyd, and Ruth - 11**

**Total: - 11**

STATE OF MICHIGAN            )  
   )ss  
 COUNTY OF SAGINAW         )

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 17<sup>th</sup> day of August, 2021. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.



## Board of Commissioners – August 17, 2021

I further certify that notice of the meeting was given and the meeting was conducted in accordance with the Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 17<sup>th</sup> day of August, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

### UNFINISHED BUSINESS

#### Executive Committee – C. Ruth, Chair

- 6.1) Approval to hold a Public hearing and approve a Resolution for issuance of bonds to finance a project for Campus Partners 1 related to acquiring and improving certain charter school facilities within Saginaw County

#### JUNE 22, 2021 BOARD SESSION

- *Chairman Ruth moved, seconded by Harris, to approve 6.1. Discussion was held regarding the need for commissioners to have more information on the project. Boyd moved and rescinded Commissioner Privilege. Boyd moved, seconded by Krafft, to table until the next Board Session and the motion carried by the following roll-call vote:*  
*Yes: Krafft, Little, Webster, Winiecke, Tany, Boyd, Matthews, Harris, Ewing, and Ruth - 10*  
*No: - 0*  
*Abs: Theisen - 1*  
*Total: - 11*

#### AUGUST 17, 2021 BOARD SESSION

- *Clerk Guerra introduced the item as Unfinished Business, having been previously moved for approval at the June 22, 2021 Board Session. Chairman Ruth asked if there was further discussion. Hearing none, he directed the Clerk to take a roll-call vote and the motion carried as follows:*  
*Yes: Webster, Winiecke, Tany, Matthews, Harris, Krafft, Little, and Ruth - 8*  
*No: Boyd, Theisen, and Ewing - 3*

### RESOLUTION "A" BOARD OF COUNTY COMMISSIONERS COUNTY OF SAGINAW, MICHIGAN

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 17<sup>th</sup> day of August, 2021 at 5:00 p.m.

*Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little,  
Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen,  
Michael A. Webster, Cynthia M. Winiecke*



## Board of Commissioners – August 17, 2021

**Chairman Ruth offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Harris.**

APPROVING, IN ACCORDANCE WITH SECTION 147(f) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, THE ISSUANCE OF BONDS TO FINANCE A PROJECT FOR CAMPUS PARTNERS 1

**WHEREAS**, Campus Partners 1 (“CP1”), has represented that it is a non-profit corporation organized and existing under the laws of the State of Michigan that has applied to the Internal Revenue Service to be recognized as a tax-exempt organization as described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), which is exempt from federal taxation under Section 501(a) of the Code, and has requested The Industrial Development Authority of the County of La Paz (the “Authority”), an Arizona nonprofit corporation designated a political subdivision of the State of Arizona, to issue its revenue bonds in one or more series pursuant to a plan of finance for the project described below within the County in an aggregate principal amount not to exceed \$15,000,000 (the “Bonds”) and to lend the proceeds thereof to CP1 and its affiliates, all single member limited liability companies and disregarded entities of CP1 (collectively, the “Borrower”) to be used to finance or reimburse all or a portion of the costs of a project (the “Project”) that consists of (1) the acquisition of and improvements to a public charter school facility (the “Charter School Facility”) identified below for use in its school operations at the location and in the estimated maximum principal amount listed below; (2) the funding of any required reserves; and (3) the payment of the costs of issuance of the Bonds. CP1 has further represented that the Borrower will lease the Charter School Facility to qualified 501(c)(3) entities or governmental entities, and that the Charter School Facility will be owned by the Borrower as the initial legal owner;

<u>Charter School Facility</u>	<u>Location</u>	<u>Maximum Amount in each Location</u>
North Saginaw Charter Academy	2332 Trautner Drive, Saginaw, MI 48604-9593	\$15,000,000

and,

**WHEREAS**, Section 147(f) of the Code requires that the applicable elected representative of the governmental unit on behalf of which bonds are issued and of each governmental unit having jurisdiction over the area in which any facilities with respect to which financing is to be provided from the net proceeds of such bonds is located, approve bonds after a public hearing in order for a private activity bond to be a qualified bond under the Code; and,

**WHEREAS**, in accordance with Section 147(f) of the Code, a public hearing was held by the Saginaw County Board of Commissioners on June 22, 2021 in connection with the issuance of the Bonds via Zoom teleconference following posting of a notice of such hearing on this County’s website and [no one from the general public [appeared]][commented] at such hearing] [a copy of the minutes of such meeting are attached hereto]; and,

**WHEREAS**, the Saginaw County Board of Commissioners is the applicable elected representative of the governmental unit having jurisdiction over the area in which the Charter School Facility is located.



## Board of Commissioners – August 17, 2021

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SAGINAW COUNTY THAT:**

- SECTION 1. The Board of County Commissioners of the County of Saginaw, pursuant to Section 147(f) of the Code, hereby approves the issuance by the Authority of the Bonds in an aggregate principal amount up to \$15,000,000 to finance the Project. The Bonds shall not be in any way a debt or liability of the County of Saginaw and the County of Saginaw shall not have any obligation with respect to the payment of the principal or redemption price of or interest on the Bonds. The County of Saginaw, by adoption of this resolution, assumes no liability to CP1, the Authority, the Borrower or any other person for any loss or damage that may result from the adoption hereof or from the Project and assumes no responsibility for the Project or any representations made by CP1 to the County.
- SECTION 2. The foregoing approval is for the purposes of the applicable provision of the Code as aforesaid, and does not constitute approval for any permit, license or zoning required for the construction or occupancy of any facilities to be financed or refinanced as part of the Project.
- SECTION 3. All resolutions or parts of resolutions inconsistent herewith are hereby repealed.

After discussion, the vote was:

**Yeas: Webster, Winiecke, Tany, Matthews, Harris, Krafft, Little, and Ruth - 8**

**Nays: Boyd, Theisen, and Ewing - 3**

**Total: - 11**

STATE OF MICHIGAN            )  
   )ss  
 COUNTY OF SAGINAW         )

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 17th day of August, 2021. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 17th day of August, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

### PROCLAMATIONS

None

### APPOINTMENTS

None



### ELECTIONS

None

### CHAIR ANNOUNCEMENTS

- Chairman Ruth announced the Committee of the Whole scheduled for Tuesday, August 31, 2021 at 4:00 p.m. at Horizons Conference Center regarding American Rescue Plan Act (ARPA) funds. Chairman Ruth announced that a Union/Management Benefit Committee meeting was held last week and only four (4) out of eighteen (18) union representatives were in attendance. He conveyed his disappointment, as well as the disappointment of the Health & Benefits Specialists who traveled to the meeting with important information for the union representatives to pass on to employees.

### COMMISSIONER AUDIENCES

- Commissioner Krafft commented that it is a delight to see everyone in person and announced the Frankenmuth Auto Fest, September 10 – 12, 2021, a 3-day event full of food, fun, music and cars. Friday night is the Big Block Party on Main Street and all-day Saturday and Sunday at Heritage Park.
- Commissioner Harris announced the Mid-Michigan Old Gas Tractor Show is in Oakley this weekend, August 19 – 21, 2021. The 3-day event includes arts & crafts, concessions, flea market vendors and more.
- Commissioner Winiecke announced Arts in the Park in Freeland, Michigan on Saturday, September 11, 2021 from 1:00 p.m. to 7:00 p.m., featuring wine tasting, live music, food, and art.
- Commissioner Webster recognized the Board of Commissioners (BOC) Board Assistant, Sue Arceo, who is departing the BOC after 6 years of working with us. Her last day is September 3, 2021. He stated that Sue was able to get out of the building without any farewell or recognition. He acknowledged the hard work and contributions she made while she was here. He also highlighted her personal diligence with Freedom of Information Act (FOIA) requests, and all the details associated with that. Sue processed 500+ FOIA requests annually. She was the right person for that role in terms of managing all those details and she will be greatly missed.

He also voiced his appreciation to the people who contributed to the County for many years and retired during COVID. He stated that those individuals become ambassadors for the county and community. Commissioner Webster would like to see some type of recognition for those employees who have left the organization. He believes it is extremely important that we bid them a proper farewell.

**By Commissioner Matthews, seconded by Commissioner Theisen: That the Board adjourn. Carried.**  
Thereupon, the Board adjourned at 6:00 p.m.



## Board of Commissioners – August 17, 2021

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Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Deputy County Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



SEPTEMBER SESSION 2021



**F**irst day of the September Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, September 21, 2021. The Board met pursuant to call of the County Clerk at 5:09 p.m. at the Saginaw County Courthouse, 111 S. Michigan Ave., Saginaw, MI 48602 with the Honorable Carl E. Ruth in the Chair. County Clerk Vanessa Guerra took roll, quorum present as follows:

**PRESENT:** Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen, Michael A. Webster, Cynthia M. Winiecke – 11

**ABSENT:** None – 0

**TOTAL:** - 11

**OTHERS:** Robert Belleman, Vanessa Guerra, Koren Thurston, Dave Gilbert, Kyle Bostwick, Norm Bamberger, Krystal Irvine, Jessica Sargent, Undersheriff Mike Gomez, Dennis Borchard, Brian Wendling, Cindy Louchart, Suzy Koeplinger

 Commissioner Little opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

**CLERK'S CALL OF SESSION**  
**Public Notice of Regular Board Session**

The Saginaw County Board of Commissioners will convene for its Regular Session on

**Tuesday, September 21, 2021 at 5:00 p.m.**

111 S. Michigan Ave.  
Room 200  
Saginaw, MI 48602

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to [boc@saginawcounty.com](mailto:boc@saginawcounty.com) prior to 12:00 p.m.



## Board of Commissioners – September 21, 2021

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the day of the meeting. Please include your phone number.

This meeting is being held consistent with P.A. 267 of 1976 (MCL 15.263) to consider the September 21, 2021 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate, please call the Board of Commissioners at 989.790.5267.

Respectfully Submitted,  
Vanessa Guerra, County Clerk

Sept. 16, 2021  
Posted 9-16-21 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed if there are no objections. The Chair hears none; it is so ordered.***

### APPROVAL OF MINUTES

- ***Commissioner Krafft moved, seconded by Commissioner Harris, to approve the Minutes of the August 17, 2021 Board Session and the August 31, 2021 Committee of the Whole meeting. Motion carried unanimously.***

### PUBLIC HEARING

None

### FOIA APPEAL

- ***Commissioner Winiecke moved, seconded by Commissioner Little, for approval to send written notice upholding the disclosure denial to Marcus Atkins in relation to his July 19, 2021 FOIA request regarding proof of Dr. David Stockman's board certification in forensic pathology from MIFSM. Motion carried unanimously.***

### AUDIENCES

- Mike Thompson spoke regarding mass incarceration, asked for commissioners to pass a resolution regarding same, and to conduct a review of the Saginaw County Jail population
- William Azelton announced his candidacy for a Republican seat on the Board of Canvassers and asked for the support of commissioners
- Vanessa Guerra, County Clerk, asked commissioners to exempt elected officials when considering the request to implement the \$500 Vaccination Incentive Payment Plan



## LAUDATORY RESOLUTIONS

**Certificate of Recognition  
Margaret Novess  
Happy 100<sup>th</sup> Birthday**

**Margaret Irene Kacsor** came into this world on the summer day of July 19, 1921 to Michael and Lena Kascor of Birch Run, Michigan. She was born in the family farmhouse’s front bedroom on Birch Run Rd. She graduated from Birch Run High School, which many did not do back in those days.

**Margaret married Frank Novess.** While he served in World War II, she went to work in the factory making weapons and ammo for the war. After her husband returned home from the war, she stopped working and started a family. She has six children – Paul, Donald, Ann, Liz, Mary, and Thomas (deceased). When the youngest children (twins – Liz and Mary) started school, she went to work at the newly built North Elementary School. She worked as a lunch lady until she was 84 years young.

**Margaret was very active** in many community groups such as the V.F.W. Ladies Auxiliary and Sacred Heart Church. She turned 100 years young on July 19, 2021. She still lives in her own home with the help of her wonderful caregiver and family. She has seen many changes in her lifetime and has lost most of her eyesight due to macular degeneration. Margaret is the sweetest person you could ever meet.

**The Saginaw County Board of Commissioners** does hereby extend this Certificate of Recognition to Margaret Novess. We congratulate Margaret on her 100th birthday along with our best wishes.

Respectfully Submitted,  
**Saginaw County  
Board of Commissioners**

Carl E. Ruth  
Chair, District #10

Adopted: September 21, 2021

Carol E. Ewing  
Commissioner, District #7

**Certificate of Recognition  
50<sup>th</sup> Annual Saginaw NAACP Freedom Fund Dinner  
September 26, 2021**

*“Together, we will remain vigilant in our mission until the promise of America is made real for all.”  
- NAACP*

**The National Association for the Advancement of Colored People (NAACP)** is a civil rights organization that is committed to ensuring the political, educational, social, and economic equality of rights of all persons and to eliminate race-based discrimination.

**It is with well wishes and support** that we acknowledge the significance of its 50th Annual Freedom Fund Dinner and its impact on our community by bringing together a melting pot of diverse participants throughout our region. This gala event serves as a constant reminder that there is work



## Board of Commissioners – September 21, 2021

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yet to be done in the fight for freedom and equality for all of mankind. It will be held both in-person and will have a virtual option.

**The NAACP is now 112 years old**, the oldest civil rights organization in the history of the United States. In that time, the NAACP has impacted many things and the organization has changed the course of American history. Since the Springfield Race Riot of 1908, the NAACP has led the way in thought and action for civil rights. They are the nation’s conscience to civil and human rights, and the world’s example of advocacy.

**The NAACP’s vision** is to ensure a society in which all individuals have equal rights without discrimination based on race. The organization continues to work to remove all barriers of racial discrimination through democratic processes.

**On behalf of the Saginaw County Board of Commissioners** we salute the NAACP for its continued efforts for equality for all.

Respectfully Submitted,  
**Saginaw County  
Board of Commissioners**  
Carl E. Ruth  
Chair, District #10

Adopted: September 21, 2021

**Certificate of Recognition  
Sandra Atkins  
Food Service Supervisor  
Commission on Aging**

**For 16 years, Sandra Atkins** has been a staple at Commission on Aging. In October 2005, she began as a Cook and was promoted to Food Service Supervisor in October 2007 where she remained until her departure on September 30, 2021.

**Sandra’s dedication and commitment** to serving older adults in the Saginaw County community is inspiring, especially over the past year and a half, which has been unprecedented due to the pandemic. She is the type of person who holds herself and her team to the highest standards. As a result, the programs and services have received nothing but the best from her expertise and skills through the years. Sandra took pride in leading the extraordinary quality food service program through many lunches and special events. She is also known as the best “coconut cake” maker!

**As a successful self-employed woman**, Sandra wants to have more time to dedicate to her business. She has been ready to part ways for several years but stayed on to assist with the transition of the Nutrition Program Manager position so the Nutrition Program would not be negatively affected.

**The Saginaw County Board of Commissioners** congratulates Sandra Atkins on 16 years of service, and thanks her for her hard work and dedication to Saginaw County and its citizens. Sandra will be greatly missed by all the Commission on Aging employees, volunteers, and participants who grace Commission on Aging’s doors.



Respectfully Submitted,  
**Saginaw County**  
**Board of Commissioners**  
Carl E. Ruth  
Chair, District #10

Presented: September 30, 2021  
Adopted: September 21, 2021

Jessica Sargent  
Commission on Aging Director

## PETITIONS AND COMMUNICATIONS

***By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.***

**9-21-1 COUNTY CLERK** sending the list of nominees selected by the Democratic and Republican party chairs to fill upcoming vacancies on the Board of Canvassers.

*(Distributed to all Commissioners)*

-- Receive & File/Election *(By Ballot)*

**9-21-2 COMMISSION ON AGING** submitting the Region VII Area Agency on Aging assessment and response of the assessment to review compliance with policies and state and federal standards.

-- Human Services *(Receive & File)*

**9-21-3 PUBLIC WORKS** requesting approval of a Full Faith and Credit Resolution regarding the sale of notes for the Gradt Drain Drainage District.

-- County Services **(9-21-3.1/Res. A)**

**9-21-4 FRANKENMUTH CONVENTION & VISITORS BUREAU** submitting its FY 2022 Budget for approval by the Board of Commissioners.

-- County Services **(9-21-3.2)**

**9-21-5 CIVIL/LABOR COUNSEL** requesting approval of a Memorandum of Understanding between Saginaw County, Saginaw County Trial Court, and the TPOAM union regarding District Court employees working out of classification.

-- Labor Relations **(9-21-5.2)**

**9-21-6 FINANCE DIRECTOR** submitting for approval eight (8) changes to Draft #2 of the proposed FY 2022 Budget from Board of Commissioners, Register of Deeds, County Clerk, Juvenile Detention, MSU Extension, Castle Museum, all Personnel budgets to account for implementation of Phases II & III of the Compensation Study, and amendment of the 2022 Fee Schedule for the Health Department.

-- Budget/Audit *(Unfinished Business)*

**9-21-7 10<sup>TH</sup> CIRCUIT COURT – FAMILY DIVISION** requesting amendment of its FY 2022 Budget to accept a CPLR grant in the amount of \$174,486 (Acct. 278 28512) for increased representation in child protective services; \$600,000 (Acct. 292) "Raise the Age" grant from the State of Michigan to fund all juvenile justice for 17-year old children and add four (4) additional Youth Care Specialist (YCS) positions in detention along with other related non-CCF reimbursable expenses; and increase revenue in the CASA program from \$50,000 to \$90,000 (Acct. 292 80830).

-- Budget/Audit *(Unfinished Business)*

**9-21-8 CONTROLLER/CAO** submitting proposed Saginaw County Funding Metrics for the annual appropriation to Saginaw Future, Inc. for economic development activities in FY 2022.

-- Budget/Audit **(9-21-4.7)**



## Board of Commissioners – September 21, 2021

**9-21-9 SHERIFF** requesting an increase in revenue and expenses in its FY 2021 Inmate Services Fund (Acct. 595) in various line items for \$429,000, \$55,000, and \$4,000, mainly due to an increase in inmate commissary sales and an increase in bookings.

-- Budget/Audit **(9-21-4.1)**

**9-21-10 PERSONNEL DIRECTOR** requesting \$20,000 in additional funding in Activity 21000 – Corporation Counsel, Account 81910 – Labor Counsel, due to increased costs related to grievances, mid-term changes to collective bargaining agreements, arbitration, as well as current contract negotiations.

-- Budget/Audit **(9-21-4.3)**

~~**9-21-11 MOSQUITO ABATEMENT** requesting approval of an additional \$150,000 from Mosquito Control fund balance to replace the unapproved FY 2022 General Fund (Maintenance Department) portion and account for possible increases in costs association with construction of a storage building.~~

-- ~~Budget/Audit **(Pulled by Department Head)**~~

**9-21-12 ANIMAL CARE & CONTROL** requesting approval to amend its FY 2021 Budget to move funds totaling \$41,700 from 71600 Hosp. Insurance/80509 Prof Serv-Spay/Neuter to Kennel Supplies, Drugs & Pharmaceuticals, Laundry Services, Membership Dues, Service Fees, Bonds-General, Pre-Employment Physicals, and Auction Costs.

-- Budget/Audit **(9-21-4.4)**

**9-21-13 SHERIFF** requesting approval to adjust its FY 2021 Budget to accept revenue totaling \$21,934.21 and make various line items whole in Acct. 207; further, to use \$47,451.99 in savings from Wages (Acct. 207) to balance its electric, gas, and water/sewer accounts.

-- Budget/Audit **(9-21-4.2)**

**9-21-14 HEALTH DEPARTMENT** requesting: (1) Amendment of its FY 2021 Budget in the total amount of \$2,498,448 to accept COVID-19 grant allocations from MDHHS (\$2,424,962) and local match funds (\$73,486); (2) Amendment of Budget Resolution #16 to allow the Chair of the Board, upon recommendation of the Controller, to accept grants on behalf of the County up to \$500,000 with a local match not to exceed 10% through the end of FY 2021; and (3) Approve acceptance of \$2,654,694 FY 2022 grant funding from MDHHS for COVID-19 and ELC Regional Lab allocations received after the budget process.

-- Budget/Audit **(9-21-4.5)**

**9-21-15 ASSISTANT FINANCE DIRECTOR** requesting approval to amend the FY 2021 Budget as follows: (1) Increase of \$59,000 in both revenue and expenditures for the Castle Museum; (2) Increase of \$37,000 in both revenue and expenditures for Harry W. Browne Airport related to fuel sales and an increase of \$25,000 from fund balance to cover repairs to the self-serve fuel system card reader; (3) Increase of \$8,500 for MSU Extension to recognize revenue from the Sugarbeet Advancement Program for travel and mileage reimbursement; and (4) Increase of \$450,000 to cover increased contract attorney expenditures in the Indigent Defense Fund for FY 2021, included for reimbursement in the FY 2022 grant application.

-- Budget/Audit **(9-21-4.8)**

**9-21-16 SHERIFF** requesting approval to amend the FY 2022 Fee Schedule and raise Lab Confirmation Fees from \$25 to \$35 and to establish a fee for processing probate background checks.

-- Budget/Audit **(Unfinished Business)**



## Board of Commissioners – September 21, 2021

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- 9-21-17 INFORMATION TECHNOLOGY** requesting (1) To carry \$75,000 from the FY 2020 to the FY 2021 Budget to, if approved, allocate \$18,145/\$28,000 (\$46,145) to backfill the Programming Manager position vacated in February; and to carry \$28,855 forward to FY 2022 for minimal department remodel such as carpeting and paint. Further, allocation of the remainder of \$496,858 from the Fiber WAN Budget between FY 2021 and FY 2022.
- Budget/Audit **(9-21-4.6)**
- 9-21-18 PERSONNEL DIRECTOR** submitting the September 2021 Employment Status Report covering labor statistics for the month of August 2021.
- Labor Relations *(Receive & File)*
- 9-21-19 PERSONNEL DIRECTOR** recommending re-establishment of County Policy #365 – Emergency Paid Sick Leave, due to an increase in COVID cases, the emergence of new variants, possible waning immunity from the vaccine, and to encourage sick employees to stay home.
- Labor Relations **(9-21-5.1)**
- 9-21-20 PROSECUTOR** requesting waiver of the hiring freeze and approval to fill the position of Office Assistant II – Reception (PCN #101253) in the Prosecutor’s Office.
- Labor Relations **(9-21-5.4)**
- 9-21-21 PROSECUTOR** requesting waiver of the hiring freeze and approval to fill the position of Legal Clerk I – Victim’s Assistance Clerk (PCN #282487) in the Prosecutor’s Office.
- Labor Relations **(9-21-5.4)**
- 9-21-22 HEALTH DEPARTMENT** requesting extension of the employment contracts with retirees Bethany Jacques, Computer and Data Analyst, and Mary Patnode, Public Health Nurse II, from October 1, 2021 – September 30, 2022.
- Labor Relations **(9-21-5.5)**
- 9-21-23 COUNTY CLERK** requesting approval of an Architectural & Engineering Services Proposal from Kibbe & Associates related to the former Sheriff Administration Building; further, to approve using General Fund fund balance in the amount of \$19,800 to move forward with the proposal.
- Executive **(9-21-6.1)**
- 9-21-24 CIVIL/LABOR COUNSEL** requesting approval of three (3) Memoranda of Understanding between Saginaw County and the Teamsters Local 214 representing Commission on Aging and Health Department; Teamsters Local 214 representing Public Health Nurses; and UAW Local 455 representing Managers at the Health Department to reflect an increase in the PTO limit from 700 to 820 through March 30, 2022.
- Labor Relations **(9-21-5.3)**
- 9-21-25 INFORMATION TECHNOLOGY** requesting approval to move \$57,788.33 in Capital Outlay Fund dollars from the FY 2020 Information Technology (IT) Budget to the FY 2021 IT Budget.
- Executive **(9-21-6.2)**
- 9-21-26 SAGINAW FUTURE INC.** submitting a proposal that assesses and plans for the expansion of broadband access, adoption and use and to determine unserved areas of broadband and its impact on various sectors.
- Executive *(No action)*

### INITIATORY MOTIONS

None

### REPORTS OF COMMITTEES



## Board of Commissioners – September 21, 2021

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1. **Human Services Committee – J. Theisen, Chair; M. Webster, Vice-Chair**  
None
  
2. **Courts and Public Safety Committee – S. Matthews, Chair; C. Boyd, Vice-Chair**  
None
  
3. **County Services Committee – M. Webster; D. Krafft, Vice-Chair**
  - 3.1) **PUBLIC WORKS**, re: Approval of sale of notes for the Gradt Drain Drainage District
  - 3.2) **FRANKENMUTH CONVENTION & VISITORS BUREAU**, re: Approval of FY 2022 Budget
  - ***Webster moved, seconded by Krafft, to approve 3.1 and 3.2 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***

### **FROM: COMMITTEE ON COUNTY SERVICES – 3.1**

**September 21, 2021**

Your committee considered Communication No. 9-21-3 from Brian Wendling, Public Works Commissioner, requesting approval of a Full Faith and Credit Resolution regarding the sale of notes for the Gradt Drain Drainage District.

The committee met with Mr. Wendling who explained that in order to defray the cost of the Project, the Public Works Commissioner is expected to authorize and provide for the issuance by the Gradt Tile Drain Drainage District of notes in the aggregate principal amount of not to exceed \$515,000. The Notes are to be designated “Gradt Tile Drain Notes, Series 2021,” will bear interest at a rate of not to exceed 5% per annum and will mature not later than June 1, 2041. These amounts are being issued in anticipation of the collection of an equal amount of special assessments against property and public corporations in the Drainage District.

It is the recommendation of your committee to approve the request and approve a Resolution regarding Gradt Tile Drain Notes, Series 2021, which is submitted under the regular order of business.

Respectfully Submitted,

### **COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

### **FROM: COMMITTEE ON COUNTY SERVICES – 3.2**

**September 21, 2021**

Your committee considered Communication No. 9-21-4 from Jamie Furbush, President/CEO, Frankenmuth Convention & Visitors Bureau, submitting its FY 2022 Budget for approval by the Board of Commissioners.

We met with Ms. Furbush who explained the annual budget of the Frankenmuth Convention & Visitors Bureau was submitted in accordance with the Management Agreement adopted by the Board of Commissioners on November 14, 2000.

We recommend approval of the FY 2022 Frankenmuth Convention & Visitors Bureau budget as presented.

Respectfully Submitted,

### **COMMITTEE ON COUNTY SERVICES**



## Board of Commissioners – September 21, 2021

Michael A. Webster, Chairman  
Carol E. Ewing  
Carl E. Ruth

Dennis H. Krafft, Vice-Chair  
Jack B. Tany

### 4. **Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair**

- 4.1) **SHERIFF**, re: Approval of FY 2021 amendments to its Inmate Services Fund #595
- 4.2) **SHERIFF**, re: Approval of FY 2021 amendments to line items in its #207 Fund
- 4.3) **PERSONNEL**, re: Approval of \$20,000 from the General Fund for FY 2021 funding in Activity 21000 – Corporation Counsel, Account 81910 – Labor Counsel
- 4.4) **ANIMAL CARE & CONTROL**, re: Approval of various FY 2021 budget amendments
- 4.5) **HEALTH DEPARTMENT**, re: Approval of \$2,424,962 grant allocation, \$73,486 local match funds, and amendment of Budget Resolution #16
- 4.6) **INFORMATION TECHNOLOGY**, re: Approval to carry over \$383,576 from FY 2020 to FY 2021 for the Fiber WAN project; and to move \$28,000 from retained earning fund balance to Consulting Services
- 4.7) **CONTROLLER/CAO**, re: Approval of Funding Metrics for annual appropriation to Saginaw Future, Inc.
- 4.8) **ASSISTANT FINANCE DIRECTOR**, re: Approval of various amendments to the FY 2021 Budget

- ***Krafft moved, seconded by Theisen, to approve 4.1 – 4.8 leaving room for exceptions. Motion carried unanimously.***

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1**

**SEPTEMBER 21, 2021**

Your Budget/Audit Committee considered Communication No. 9-21-9 from William Federspiel, Sheriff, requesting an increase in revenue and expenses in its FY 2021 Inmate Services Fund (#595) in various line items for \$429,000, \$55,000, and \$4,000, mainly due to an increase in inmate commissary sales and an increase in bookings.

We discussed this request with Undersheriff Mike Gomez and the committee approved an increase in revenue and expenditures in the amount of \$429,000 for line items 595-30196-64200 and 595-30196-75000; an increase in revenue and expenditures in the amount of \$55,000 for line items 595-30196-60809 and 595-30196-83201; and due to a substantial increase in inmate bookings, an increase of \$4,000 to line item 595-30196-74900.

We recommend approval of the requests as submitted. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen



## Board of Commissioners – September 21, 2021

### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2

SEPTEMBER 21, 2021

Your Budget/Audit Committee considered Communication No. 9-21-9 from William Federspiel, Sheriff, requesting approval to adjust its FY 2021 Budget to accept revenue totaling \$21,934.21 and make various line items whole in Fund #207; further, to use \$47,451.99 in savings from Wages in Fund #207 to balance its electric, gas, and water/sewer accounts.

We discussed the request with Undersheriff Mike Gomez as follows:

Accept Revenue from 207-30104-64233 (Sales Auctions of Vehicles) \$14,124.11  
Accept Revenue from 207-30104-64222 (Sale of Property) \$5,851.10  
Accept Revenue from 207-30104-67709 (Ret Liquor License) \$1,959.00

Total of \$21,934.21 to make the following line items whole:

\$2,860.49 into 207-30104-86000 (Transport)      \$500.00 into 207-30104-83628 (Laboratory)  
\$863.30 into 207-30104-93100 (Building R&M)    \$3,514.00 into 207-30104-96317 (Auctions)  
\$204.57 into 207-30104-91400 (Bonds-Gen)  
The remaining \$13,991.85 into 207-30104-97050 (C.O.<\$5000)

Further requested to have a total of \$47,451.99 savings from wages (open sergeant and deputy positions) in 207-30104-70400 to balance the three listed categories:

\$21,272.76 to 207-30104-92100 (Electric)  
\$4,518.06 to 207-30104-92200 (Gas H & P)  
\$21,661.17 to 207-30104-92300 (Water & Sewage)

We recommend approval of the requests as submitted, allowing for use of fund balance, if necessary, for the difference. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,

#### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3

SEPTEMBER 21, 2021

Your Budget/Audit Committee considered Communication No. 9-21-10 from Jennifer Broadfoot, Personnel Director, requesting \$20,000 in additional funding in the Activity 21000 – Corporation Counsel, Account 81910 – Labor Counsel.

We discussed this request with Ms. Broadfoot who indicated there are increased costs related to grievances, mid-term changes to collective bargaining agreements, arbitration, as well as current contract negotiations.

We recommend approval of \$20,000 in additional General Fund funding in FY 2021 for Activity 21000 – Corporation Counsel, Account 81910 – Labor Counsel. Further, that the proper county officials are authorized to perform the necessary budget adjustments.



## Board of Commissioners – September 21, 2021

Respectfully Submitted,  
**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.4**

**SEPTEMBER 21, 2021**

Your Budget/Audit Committee considered Communication No. 9-21-12 from Bonnie Kanicki, Animal Care and Control (ACC) Director, requesting approval to amend its FY 2021 Budget to move funds totaling \$41,700 from 71600 Hosp. Insurance and 80509 Prof Serv-Spay/Neuter to Kennel Supplies, Drugs & Pharmaceuticals, Laundry Services, Membership Dues, Service Fees, Bonds-General, Pre-Employment Physicals, and Auction Costs.

We met with Ms. Kanicki who explained that these amounts are contained within the overall ACC budget and are needed to balance the ACC FY 2021 Budget, as follows:

Request to Move	FROM:	TO:
\$15,000	71600 Hosp. Insurance	74800 Kennel Supplies
\$20,000	71600 Hosp. Insurance	76200 Drugs & Pharmaceuticals
\$5,000	71600 Hosp. Insurance	76200 Drugs & Pharmaceuticals
\$325	80509 Prof Serv-Spay/Neuter	81800 Laundry Services
\$300	80509 Prof Serv-Spay/Neuter	82000 Membership Dues
\$35	80509 Prof Serv-Spay/Neuter	83201 Services Fees
\$220	80509 Prof Serv-Spay/Neuter	91400 Bonds-General
\$800	80509 Prof Serv-Spay/Neuter	83618 Pre-Employment Physicals
\$20	80509 Prof Serv-Spay/Neuter	96317 Auction Costs

**\$41,700 Total**

We recommend approval of the request as submitted. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,  
**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.5**

**SEPTEMBER 21, 2021**

Your Budget/Audit Committee considered Communication No. 9-21-14 from Christina Harrington, Health Department Director, requesting: (1) Amendment of its FY 2021 Budget in the total amount of \$2,498,448 to accept COVID-19 grant allocations from MDHHS (\$2,424,962) and local match funds (\$73,486); and (2) Amendment of Budget Resolution #16 to allow the Chair of the Board, upon recommendation of the Controller, to accept grants on behalf of the County up to \$500,000 with a local match not to exceed 10% through the end of FY 2021.



## Board of Commissioners – September 21, 2021

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We met with Connie Sullivan, Accounting Supervisor at the Health Department, and she explained the requests. Discussion was held regarding the language in the second request and changing the date for acceptance of grants.

We recommend approval to accept \$2,498,448 in grant allocations from MDHHS (\$2,424,962) and local match funds (\$73,486); and amendment of Budget Resolution #16 to allow the Chair of the Board, upon recommendation of the Controller, to accept grants on behalf of the County up to \$500,000 with a local match not to exceed 10% for FY 2021. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.6**

**SEPTEMBER 21, 2021**

Your Budget/Audit Committee considered Communication No. 9-21-17 from Josh Brown, Director, Information Technology (IT), requesting (1) to carry \$75,000 from the FY 2020 to the FY 2021 Budget from their department remodel project and, if approved, allocate \$18,145 to Consultant – Architectural and \$28,000 to backfill the Programming Manager position vacated in February; and (2) to carry \$28,855 forward to FY 2022 for minimal department remodel such as carpeting and paint. Further, the request included an allocation of the remainder of \$496,858 from the Fiber WAN Budget between FY 2021 and FY 2022.

We met with Mr. Brown and the original request was amended to carry over the amount of \$383,576 from FY 2020 to FY 2021 for the Fiber WAN Budget, and to move \$28,000 from retained earnings fund balance to Consulting Services.

We recommend approval of the amended request. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.7**

**SEPTEMBER 21, 2021**

Your Budget/Audit Committee considered Communication No. 9-21-8 from Robert Belleman, Controller/CAO, submitting proposed Saginaw County Funding Metrics for the annual appropriation to Saginaw Future, Inc. for economic development activities in FY 2022.

We met with Mr. Belleman who explained that the FY 2022 Budget contains a \$50,000 contribution (“Base Fee”) and the remaining \$150,000 contribution would be made when Saginaw Future, Inc. achieves three (3) metrics identified as Job Creation, New Investment, and Government Contracts. In addition, Saginaw Future, Inc. will provide a quarterly report to the County Services Committee to show how it met these metrics for that quarter and how this equates to additional Saginaw County investment.



## Board of Commissioners – September 21, 2021

We recommend approval of the request.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.8**

**SEPTEMBER 21, 2021**

Your Budget/Audit Committee considered Communication No. 9-21-15 from Leah Puskar, Assistant Finance Director, requesting approval to amend the FY 2021 Budget as follows: (1) Increase of \$59,000 in both revenue and expenditures for the Castle Museum; (2) Increase of \$37,000 in both revenue and expenditures for Harry W. Browne Airport related to fuel sales and an increase of \$25,000 from Fund balance to cover repairs to the self-serve fuel system card reader; (3) Increase of \$8,500 for MSU Extension to recognize revenue from the Sugar Beet Advancement Program for travel and mileage reimbursement; and (4) Increase of \$450,000 to cover increased contract attorney expenditures in the Indigent Defense Fund for FY 2021, included for reimbursement in the FY 2022 grant application.

We met with Ms. Puskar who explained the request.

We recommend approval to amend the FY 2021 Budget as presented. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

5. **Labor Relations Committee – M. Webster, Chair; K. Harris, Vice-Chair**

- 5.1) **PERSONNEL DIRECTOR**, re: Approval to re-establish County Policy #365 – Emergency Paid Sick Leave
- 5.2) **CIVIL/LABOR COUNSEL** re: Approval of a Memorandum of Understanding between Saginaw County, Saginaw County Trial Court, and the TPOAM union regarding District Court employees
- 5.3) **CIVIL/LABOR COUNSEL**, re: Approval of three (3) Memoranda of Understanding between Saginaw County and the Teamster Local 214 and UAW Local 455 regarding PTO increase for Health Department and Commission on Aging employees
- 5.4) **PROSECUTOR**, re: Waiver of the hiring freeze to fill the positions of Office Assistant II – Reception and Legal Clerk I – Victim’s Assistance Clerk
- 5.5) **HEALTH DEPARTMENT**, re: Approval to extend employment contracts with retirees Bethany Jacques, Computer and Data Analyst, and Mary Patnode, Public Health Nurse II from October 1, 2021 – September 30, 2022

- ***Webster moved, seconded by Matthews, to approve 5.1 – 5.5 leaving room for exceptions. 5.1 was excepted by Commissioner Boyd and the motion as to 5.2 – 5.5 carried unanimously.***



## Board of Commissioners – September 21, 2021

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- *After discussion, approval of 5.1 carried unanimously.*

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.1**

**SEPTEMBER 21, 2021**

Your Labor Relations Committee considered Communication No. 9-21-19 from Jennifer Broadfoot, Personnel Director, recommending re-establishment of County Policy #365 – Emergency Paid Sick Leave, due to an increase in COVID cases, the emergence of new variants, possible waning immunity from the vaccine, and to encourage sick employees to stay home.

We met with Ms. Broadfoot who explained that current County Policy #367 that deals with COVID Paid Sick Time Off will expire September 30, 2021. By re-establishing former County Policy #365, individuals would be allowed up to two (2) weeks of paid leave separate from any PTO accruals for a number of COVID-related conditions, pursuant to the provisions noted in the policy. Further, this leave would be available to both vaccinated and non-vaccinated employees.

We recommend approval of re-establishment of County Policy #365 – Emergency Paid Sick Leave as amended at committee.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.2**

**SEPTEMBER 21, 2021**

Your Labor Relations Committee considered Communication No. 9-21-5 from Dave Gilbert, Civil/Labor Counsel, requesting approval of a Memorandum of Understanding (MOU) between Saginaw County, Saginaw County Trial Court, and the TPOAM union regarding District Court employees working out of classification.

We met with Mr. Gilbert who explained that the MOU pertains to Five (5) District Court employees with a title of Legal Clerk I who sometimes perform Circuit Court Judicial Secretary duties while functioning in the dual role of Circuit Court Clerks.

We recommend approval of the MOU between Saginaw County, Saginaw County Trial Court, and the TPOAM union regarding District Court employees working out of classification.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.3**

**SEPTEMBER 21, 2021**

Your Labor Relations Committee considered Communication No. 9-21-24 from Dave Gilbert, Civil/Labor Counsel, requesting approval of three (3) Memoranda of Understanding between Saginaw County and the Teamsters Local 214 representing Commission on Aging and Health Department; Teamsters Local 214 representing Public Health Nurses; and UAW Local 455 representing Managers at the Health Department to reflect an increase in the PTO limit from 700 to 820 through March 30, 2022.



## Board of Commissioners – September 21, 2021

We met with Mr. Gilbert who explained that the limit of Paid Time Off (PTO) hours is being increased for those employees who are dedicated to COVID response, including but not limited to contact tracing, vaccination scheduling, vaccination clinics, and financial tracking. We recommend approval of the three (3) Memoranda of Understanding as noted above.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.4**

**SEPTEMBER 21, 2021**

Your Labor Relations Committee considered Communication Nos. 9-21-20 and 9-21-21 from John McColgan, Prosecutor, requesting waiver of the hiring freeze and approval to fill vacant positions in the Prosecutor’s Office as follows:

<u>Requestor</u>	<u>Department</u>	<u>Position(s)</u>
John McColgan, Prosecutor	Prosecutor	<b>Office Assistant II - Reception (PCN #101253) Legal Clerk I - Victim’s Assistance Clerk (PCN #282487)</b>

We recommend approval to waive the hiring freeze and fill the positions listed above.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.5**

**SEPTEMBER 21, 2021**

Your Labor Relations Committee considered Communication No. 9-21-22 from Christina Harrington, Health Officer, requesting extension of the employment contracts with retirees Bethany Jacques, Computer and Data Analyst, and Mary Patnode, Public Health Nurse II, from October 1, 2021 – September 30, 2022.

We met with Ms. Harrington who explained that Ms. Jacques is providing consultative services to assist the department in selecting a new electronic health record system. The transition project was put on hold during the COVID-19 pandemic and has not been able to provide technical assistance. Ms. Patnode has been instrumental in augmenting current staffing need for nurses during its pandemic response providing case investigations and vaccine administration.

We recommend approval to extend the employment contracts with retirees Bethany Jacques, Computer and Data Analyst, and Mary Patnode, Public Health Nurse II, from October 1, 2021 – September 30, 2022.



## Board of Commissioners – September 21, 2021

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Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

#### 6. Executive Committee – C. Ruth, Chair

6.1) **COUNTY CLERK**, re: Approval of up to \$19,800 to Kibbe & Associates for architectural and engineering services related to use of the former Sheriff Administration building

6.2) **INFORMATION TECHNOLOGY**, re: Approval to move \$75,933.33 (amended) in Capital Outlay dollars from the FY 2020 to FY 2021 IT budget

- ***Chairman Ruth moved, seconded by Tany, to approve 6.1 and 6.2 (with amendment to 6.2) leaving room for exceptions. There were no exceptions and the motion carried unanimously.***

#### FROM: EXECUTIVE COMMITTEE -- 6.1

SEPTEMBER 21, 2021

Your Executive Committee met and considered Communication No. 9-21-23 from Vanessa Guerra, County Clerk, requesting approval of an Architectural & Engineering Services Proposal from Kibbe & Associates related to the former Sheriff Administration Building; further, to approve using General Fund fund balance in the amount of \$19,800 to move forward with the proposal.

We met with Ms. Guerra and discussion was held regarding the functions of the County Clerk's Office and use of the space.

We recommend approval of the request up to \$19,800 to move forward with the proposal of Kibbe & Associations. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,

### EXECUTIVE COMMITTEE

Carl E. Ruth, Chairman

Sheldon Matthews

Dennis H. Krafft

James G. Theisen

Michael A. Webster

#### FROM: EXECUTIVE COMMITTEE -- 6.2

**\*AMENDED**

SEPTEMBER 21, 2021

Your Executive Committee met to consider Communication No. 9-21-25 from Josh Brown, Information Technology (IT) Director, requesting approval to move \$57,788.33 in Capital Outlay dollars from the FY 2020 Information Technology budget to the FY 2021 IT Budget.

We met with Mr. Brown who explained that funding was allocated in FY 2018 for a department remodel that included an open floor plan, less carpet, new paint, furniture, etc. Due to various delays, and then with the onset of COVID-19, the remodel never moved forward. **\*The previously expended amount of \$18,145 should be added to the requested amount, per the Finance Director.**

We recommend approval to move **\$75,933.33** in Capital Outlay dollars from the FY 2020 IT Budget to the FY 2021 IT Budget. Further, that the proper county officials are authorized to perform the necessary budget adjustments.



## Board of Commissioners – September 21, 2021

Respectfully Submitted,

### EXECUTIVE COMMITTEE

Carl E. Ruth, Chairman  
Sheldon Matthews  
Dennis H. Krafft

James G. Theisen  
Michael A. Webster

7. **Legislative Committee – J. Theisen, Chair; G. Little, Vice-Chair**

None

8. **Intergovernmental Cooperation Committee – J. Theisen, Chair; J. Tany, Vice-Chair**

None

9. **Committee Compensation**

9-21-21.1) August 8, 2021 – August 21, 2021

9-21-21.2) August 22, 2021 – September 4, 2021

- *Matthews moved, seconded by Little, to approve 9-21-21.1 and 9-21-21.2. The motion carried unanimously*

### COMMITTEE COMPENSATION - 9.21.21.1

September 21, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held August 8 - August 21, 2021.*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	08/09/21	Labor Relations Committee	Webster	\$50.00	1
			Harris	\$50.00	1
			Little	\$50.00	1
			Matthews	\$50.00	1
			Ruth	\$50.00	1
2	08/10/21	Executive Committee	Ruth	\$50.00	1
			Theisen	\$50.00	1
			Matthews	\$50.00	1
			Webster	\$50.00	1
3	08/16/21	Northern MI Counties Assoc. - Roscommon	Theisen	\$50.00	1
4	08/17/21	Board Session via Zoom Boyd, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster, Winiecke	All Present	\$550.00	11
5	08/18/21	Saginaw County Zoological Society	Matthews	\$50.00	1
			Little	\$50.00	1
6	08/18/21	Animal Control Advisory Council	Ewing	\$50.00	1
7	08/18/21	Frankenmuth CVB	Krafft	\$50.00	1
8	08/19/21	Commission on Aging	Ewing	\$50.00	1
9	08/19/21	Community Action Center	Little	\$50.00	1
<b>TOTAL</b>				<b>\$1,350.00</b>	<b>27</b>



## Board of Commissioners – September 21, 2021

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (8-20-21)

### COMMITTEE COMPENSATION - 9.21.21.2

September 21, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held August 22 - September 4, 2021*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	08/25/21	Medical Dispatch Advisory Committee	Winiecke	\$50.00	1
2	08/30/21	MI Works! Joint Board Meeting, Midland	Little	\$50.00	1
			Ruth	\$50.00	1
			Tany	\$50.00	1
			Webster	\$50.00	1
3	08/31/21	Committee of the Whole - re: ARPA Funds @ Horizons Boyd, Ewing, Krafft, Matthews, Ruth, Tany, Theisen, Webster, Winiecke <i>Absent: Harris, Little</i>	9 Present	\$450.00	9
4	09/01/21	Crime Prevention Council	Ruth	\$50.00	1
<b>TOTAL</b>				<b>\$750.00</b>	<b>15</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (9-3-21)

## RESOLUTIONS

### RESOLUTION "A"

#### GRADT TILE DRAIN NOTES, SERIES 2021

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 21<sup>st</sup> day of September, 2021 at 5:00 p.m.

*Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little,  
Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen,  
Michael A. Webster, Cynthia M. Winiecke*

**Commissioner Webster offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Theisen.**

**WHEREAS**, proceedings have been taken by the Saginaw County Public Works Commissioner for the construction of improvements to the Gradt Tile Drain (the "Project"), pursuant to a petition filed with the Public Works Commissioner under the provisions of Chapter 8 of the Drain Code of 1956, as amended; and,

**WHEREAS**, in order to defray the cost of the Project, the Public Works Commissioner is expected to authorize and provide for the issuance by the Gradt Tile Drain Drainage District (the "Drainage District") of notes (the "Notes") in the aggregate principal amount of not to exceed \$515,000, in



## Board of Commissioners – September 21, 2021

anticipation of the collection of an equal amount of special assessments against property and public corporations in the Drainage District, said special assessments to be duly confirmed by the Public Works Commissioner; and,

**WHEREAS**, the Notes are to be designated “Gradt Tile Drain Notes, Series 2021,” will bear interest at a rate of not to exceed 5% per annum and will mature not later than June 1, 2041; and,

**WHEREAS**, the Public Works Commissioner deems it advisable and necessary to obtain from this Board a resolution consenting to the pledge of the full faith and credit of the County on the Notes; and,

**WHEREAS**, the Project is necessary to protect and preserve the public health and therefore it is in the best interest of the County of Saginaw that the Notes be sold.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF SAGINAW:**

1. Pursuant to the authorization provided in Section 434 of the Drain Code of 1956, as amended, provided that the Notes are issued within the parameters set forth above, the Saginaw County Board of Commissioners, by a two-thirds vote of its members elect, does hereby irrevocably pledge the full faith and credit of the County of Saginaw for the prompt payment of the principal of and interest on the Notes, and does agree that in the event that the property owners or public corporations in the Drainage District shall fail or neglect to account to the County Treasurer of the County of Saginaw for the amount of any special assessment installment and interest, when due, then the amount thereof shall be immediately advanced from County funds, and the County Treasurer is directed to immediately make such advancement to the extent necessary.
2. In the event that, pursuant to said pledge of full faith and credit, the County of Saginaw advances out of County funds, all or any part of said installment and interest, it shall be the duty of the County Treasurer, for and on behalf of the County of Saginaw, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.
3. All resolutions and parts of resolutions, insofar as the same may be in conflict with the provisions of this resolution, be and the same hereby are rescinded.

After discussion, the vote was:

**Yeas:** *Matthews, Theisen, Harris, Ewing, Krafft, Little, Webster, Winiecke, Tany, Boyd, Ruth -11*  
**Nays:** - 0  
**Total:** - 11

STATE OF MICHIGAN            )  
   )ss  
 COUNTY OF SAGINAW         )

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 21st day of September,



## Board of Commissioners – September 21, 2021

2021. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.

I further certify that notice of the meeting was given and the meeting was conducted in accordance with the Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 21<sup>st</sup> day of September, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

4827-1503-9192 v1 [9323-121]

### UNFINISHED BUSINESS

- (A) **Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair**
- ***Draft #2 of the FY 2022 Budget, along with Resolutions A – D, were laid on the table pursuant to Board Report 8-17-21-4.2, until the September 21, 2021 Board Session under Unfinished Business (Distributed to all commissioners and available for review in the Board Office)***

2022 County Budget (Draft #3) and Resolutions A-B-C-D  
(To be distributed at or prior to the meeting)

- "A" FY 2021/2022 Budget
- "B" FY 2021/2022 Salary Schedule
- "C" FY 2021/2022 Capital Improvement Plan
- "D" FY 2021/2022 Fee Schedule

### UNFINISHED BUSINESS September 21, 2021

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2 \*AMENDED

SEPTEMBER 21, 2021  
~~AUGUST 17, 2021~~

Your Budget/Audit Committee received Communication No. 8-17-30 from Koren Thurston, Finance Director, submitting requests for action in order to prepare Draft #2 of the recommended Fiscal Year 2022 Budget. Draft #2 of the Budget contains proposed changes to Draft #1, which was submitted in June 2021 with all funds in balance, including those funds that anticipate use of fund balance. Each committee reviewed Draft #1 of the proposed Fiscal Year 2022 Budget and a Committee of the Whole session was held June 28, 2021. The Budget was previously distributed to each commissioner and is available for review in the Office of the Board of Commissioners. The Budget/Audit Committee reviewed the Budget as submitted, considered information presented at the Committee of the Whole meeting, considered additional requests from departments, and have made amendments to Draft #1 of the 2022 Budget. The changes contained in Draft #2 of the FY 2022 Budget include:



## Board of Commissioners – September 21, 2021

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- A request from Undersheriff Gomez to add an additional four (4) beds to the Sheriff's Federal Bed Space Rental line for a total of \$102,000 in revenue, with this additional revenue dedicated to the PLUS-Home Surveillance Program.
- A request from Brian Wendling, Public Works Commissioner, to include an estimated \$2,200 in Auction Costs for the planned sale of an existing vehicle. The net effect on the General Fund would be an increase in the use of fund balance of \$2,200, bringing the amount up from \$1,688,140 to \$1,690,340.
- Approved a reduction in the Law Enforcement Budget by \$286,783 due to Board action approved at the June 22, 2021 meeting that moved up the order date of seven (7) patrol vehicles that were originally included in Draft #1 of the FY 2022 Budget. If the vehicles are ordered in FY 2021 but not delivered until after September 30, 2021, the Sheriff's Office will request the Controller/CAO to carry forward the unused FY 2021 funds.
- A request from Jessica Sargent, Commission on Aging (COA) Director, to increase the FY 2022 Budget by \$449,621 to account for additional grant funding received for the Foster Grandparent Expansion Grant, with \$377,000 coming from Federal grant dollars, \$41,060 coming from In-kind local match, and the remaining \$31,561 from COA fund balance. The net effect on the use of fund balance for FY 2022 would be an increase of \$31,561, bringing the amount up from \$162,817 to \$194,378.

The Budget/Audit Committee at its September 9, 2021 meeting considered additional requests from departments and made amendments to Draft #2 of the 2022 Budget. These amendments were incorporated into Draft #3 of the FY 2022 Budget and include the following:

- Approved amendment of the 10<sup>th</sup> Circuit Court – Family Division FY 2022 Budget to accept a CPLR grant in the amount of \$174,486 (Acct. 278 28512) for increased representation in child protective services; and increase revenue in the CASA program from \$50,000 to \$90,000 (Acct. 292 80830).
- Approved amendment of the FY 2022 Fee Schedule for the Sheriff to raise the Lab Confirmation fee from \$25 to \$35 and to establish a fee of \$10 for processing Probate background checks.
- Approved acceptance of \$2,654,694 FY 2022 grant funding from MDHHS to the Health Department for COVID-19 and ELC Regional Lab allocations received after the budget process. **However, since some of these dollars were already included in the 2022 budget, the actual adjustment for Draft #3 is only \$1,078,502.**
- Approved eight (8) changes to Draft #2 of the FY 2022 Budget requested by the Finance Director, with cumulative changes that increase the use of fund balance of \$424,991 and bringing the total budgeted use of fund balance up to **\$2,115,331** as follows:
  - Increase from part-time to full-time for the Office Assistant II position in the Board of Commissioners at a cost of \$35,718



## Board of Commissioners – September 21, 2021

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- Addition of a part-time position for six (6) months in the Register of Deeds in lieu of a previously approved overtime budget, with a net budget increase of \$2,090 and an offset to revenues
- Addition of two (2) Legal Specialist I and two (2) Legal Clerk I positions in the County Clerk's Office at a total cost of \$342,734 and increasing the use of fund balance of \$378,452
- Increase the electrical line item for Juvenile Center Building and Grounds in the General Fund by \$20,000 to account for increased utilization and estimated costs with an offset to the use of fund balance
- Increase to the travel/mileage line item by \$10,000 to the MSU Extension Sugar Beet Advancement program, due to anticipated increased travel in FY 2022, reimbursed with no effect on the General Fund
- Increase the Castle Museum and Historical activity by \$48,685 for revenue received from the Local Community Stabilization Authority for replacement of personal property taxes based on historical trends, with no effect on the General Fund
- Amend all respective personnel budgets to account for the implementation of Phases II and III of the Job Classification and Compensation Study approved by the Board of Commissioners December 15, 2020 as a phased-in approach subsequently approved May 18, 2021 to accelerate the implementation. The adjustment to wages also had an impact on the percentage used to charge departments for MERS Defined Benefit costs, with an increase to the use of General Fund fund balance of \$26,539
- Amend the FY 2022 Fee Schedule for the Health Department based on approval by the Board of Health

**Resolution A** contains the amended total budget for the County including the General Fund. The amended total County Budget for Fiscal 2022 is **\$187,780,996** which is a **6.73%** percent increase from the current amended Fiscal 2021 Budget. The amended General Fund Budget for Fiscal 2022 is **\$53,003,690** which represents an increase of **\$2,519,081** or **4.98%** percent over the current amended Fiscal 2021 Budget. The General Fund budget includes the use of **\$2,115,331** in fund balance. Resolution A also contains the proposed County millage rates to be levied December 1, 2021 and July 1, 2022, as well as the authorization of the 9-1-1 surcharge to fund operations as set forth in the 2022 Budget.

**Resolution B** lists salaries for elected/appointed officials including judges and non-union employees. The salaries of elected/appointed officials have been set by the Saginaw County Board of Commissioners and the salaries of judges have been set by the State Officers Compensation Commission.

**Resolution C** sets forth the prioritized Capital Improvement Budget for Fiscal Year 2022, which totals \$15,811,814, a \$455,239 decrease over the current amended FY 2021 budget.

**Resolution D** sets fees for all departments controlled by the Saginaw County Board of Commissioners, as amended from year to year.

A public hearing was held at the August 17, 2021 session to allow comment on the proposed FY 2022 Budget, as amended, and on the proposed millages to be levied in December 2021 and



## Board of Commissioners – September 21, 2021

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July 2022. Notice was previously published in *The Saginaw News* and copies of the budget material will be made available to the public at the meeting.

It is the recommendation of your committee that Draft #3 of the Controller's recommended Fiscal Year 2022 Budget containing Budget Resolutions A, B, C and D be approved as submitted.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

***Commissioner Krafft moved, seconded by Commissioner Matthews, to approve Budget Resolution A, as amended to reflect grant funding to the Health Department that was already included in the 2022 Budget as submitted by the Controller. Motion carried, with a Nay vote recorded for Commissioner Harris.***

### **BUDGET RESOLUTION A**

**September 21, 2021**

**WHEREAS**, The Saginaw County Board of Commissioners ("Board") has examined the 2020 annual financial report and budget requests for the 2022 Fiscal Year for the various departments, agencies, offices and activities ("Budgetary Centers"), which it by law or by policy must finance or assist in financing; and,

**WHEREAS**, The Board has taken into consideration the fact that there are certain required functions of county government or operations which must be budgeted at serviceable levels in order to provide statutory and Constitutionally required services and programs; and,

**WHEREAS**, The Uniform Budget and Accounting Act ("UBAA"), MCLA 141.421, et seq., requires that the Board enact a General Appropriation Act designed to appropriate for all County expenditures in the General Fund and all Special Revenue Funds; and,

**WHEREAS**, The Board has the authority to enact a Special Appropriations Act designed to appropriate for all County expenditures in other County funds; and,

**WHEREAS**, The Board has reviewed the Budget/Audit Committee's recommended Budget for Fiscal 2022 and believes the same to contain funds sufficient to finance all mandatory County funded services at or beyond a serviceable level.

**NOW, THEREFORE, BE IT RESOLVED**, That the Fiscal 2022 Saginaw County Budget as summarized below and set forth in the Budget/Audit Committee's recommended budget dated September 21, 2021, which is incorporated by reference herein, is hereby adopted on a fund and activity basis for all funds, subject to all County policies regarding the expenditure of funds and the conditions set forth in this Resolution. The Controller shall monitor each fund on an activity and a category basis and also provide appropriate interim financial reports.



## Board of Commissioners – September 21, 2021

### SAGINAW COUNTY FISCAL 2022 BUDGET SUMMARY

<u>FUND NAME</u>	<u>2022 BUDGET</u>	<u>GENERAL FUND APPRO.</u>
General Operating	\$ 46,497,406	\$ 46,497,406
Law Enforcement	10,636,716	453,542
Parks & Recreation	1,879,923	-
GIS System	252,883	-
Friend of Court	5,757,869	1,632,326
Health Services	14,604,586	1,519,046
Solid Waste Management	400,400	-
Lodging Excise Tax	2,204,078	-
Principal Resident Exempt Denial	6,727	-
Event Center	2,401,188	-
Castle Museum & Historical Society	1,099,028	-
Commission on Aging	6,114,368	-
Mosquito Abatement Commission	4,222,818	-
Dredged Materials Disposal Facility	10,220	-
Planning	30,600	-
Brownfield Redevelopment Authority	600	-
Economic Development Corp	23,645	-
Public Improvement	1,114,933	-
Courthouse Preservation Technology	75,500	-
Animal Care & Control	2,342,545	-
Land Reutilization Fund	1,642,338	-
Small Cities Reuse	9,000	-
Register of Deeds Automation Fund	223,044	-
Indigent Defense System Fund	5,297,010	-
E-911 Telephone Surcharge	7,101,979	-
Mobile Data Maintenance/Replace	480,904	-
Local Correction Officers Training	88,991	-
Concealed Pistol Licensing	106,942	-
Law Library	57,500	51,000
County Library (Board)	50,000	-
MI Works-Service Centers	1,203,827	-
Michigan Works Administration	17,804,568	-
Remonumentation Grant	90,216	-
Special Projects	1,530,709	148,892
Sheriff Special Projects	862,173	-
American Rescue Plan Act Fund	153,892	-
Prosecutor Special Projects	308,013	40,181
Corrections Special Projects	569,257	-
MSU Extension Special Projects	6,000	-
Social Welfare	17,100	17,100
Child Care Probate/Juvenile Home	5,749,221	2,636,197
Child Care Welfare	-	-
Veterans Relief	8,000	8,000



## Board of Commissioners – September 21, 2021

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Parking System	80,000	-
Delinquent Property Tax Foreclosure	2,680,414	-
Land Bank Authority	2,384,704	-
Airport	799,397	-
Inmate Services	1,650,171	-
Retiree Health Savings Plan	426,400	-
MERS Retirement Fund	5,543,347	-
Information Technology	5,390,856	-
Equipment Revolving Fund	3,800	-
Soil Erosion	151,766	-
Local Site Remediation Revolving	284,300	-
Motor Pool	344,830	-
Risk Management	1,595,363	-
Investment Services	73,803	-
Employee Benefits	10,449,062	-
HealthSource Saginaw	328	-
Saginaw Children's Zoo Millage	1,116,127	-
Library (Penal)	681,500	-
Post-Employment Health Benefits	7,004,093	-
DC Pension Trust Fund	<u>4,084,018</u>	-
TOTAL	<u>\$ 187,780,996</u>	<u>\$53,003,690</u>

**BE IT FURTHER RESOLVED #1,** That the bound copy of said Budget as presented to each member of the Board be designated as an official copy; and,

**BE IT FURTHER RESOLVED #2,** That the following tax rates are hereby authorized to be levied for the 2021 tax year (Fiscal 2022 budget year) for a total County levy of 10.6100 mills including authorized debt service as summarized below:

**2021 AUTHORIZED TAX RATES - FISCAL 2022 BUDGET MILLAGE SUMMARY**

<u>Purpose</u>	<u>Millage</u>	<u>Fund</u>
General Govt Operations-July 2022	4.8558 Mill**	General Operating
County Parks	.2942 Mill	Parks & Recreation
Castle Museum	.1997 Mill	Castle Museum & Hist.
Mosquito Control	.6400 Mill	Mosquito Abatement
Senior Citizens	.5900 Mill	Commission on Aging
County Event Center	.4500 Mill	Event Center
Sheriff Services	1.7500 Mill	Law Enforcement
Animal Control	.4250 Mill	Animal Control
Saginaw Children's Zoo	.2000 Mill	Children's Zoo
Saginaw County 9-1-1 Authority	.2800 Mill	9-1-1 Authority
Health Department	<u>.4800 Mill</u>	Health Department
Total, Operating Millages	<u>10.1647 Mill</u>	
Debt-Hospital Bonds	<u>.4453 Mill</u>	Hospital Const. Debt
Total, Debt Millages	<u>.4453 Mill</u>	
GRAND TOTAL	<u>10.6100 Mill</u>	

\*\* July 2022 General Operating levy subject to the provisions of the Headlee Adjustment.

**BE IT FURTHER RESOLVED #3,** That the Board of Commissioners hereby authorizes a 9-1-1 Emergency Services Funding Assessment in an amount not to exceed \$2.65 per month. This charge shall be placed upon all devices capable of E 9-1-1 service. This charge may further be subject to the Michigan Public Service Commission modification and approval; and,

**BE IT FURTHER RESOLVED #4,** That the sum of \$187,780,996 as set forth in the Budget adopted by this Board is hereby appropriated for the use of several departments, for the purpose of defraying and paying boards of the County of Saginaw for all costs and expenses of every kind and nature, incident to every County function for the fiscal year beginning October 1, 2021 and ending September 30, 2022; and,

**BE IT FURTHER RESOLVED #5,** That said sum is appropriated to and shall be available for expenditures from several funds in accordance with the law, and no obligation or liability shall be incurred, nor any vouchers drawn in payment thereof by any County department, which shall not be confined to the objects or categories of expenditures but, which shall exceed the amount appropriated therefore, as set forth in the categories of said budget; and,

**BE IT FURTHER RESOLVED #6,** That all County elected officials and County department heads shall abide by the Purchasing Procedures and Personnel Manuals, as adopted and amended by this Board



## Board of Commissioners – September 21, 2021

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and that the budgeted funds are appropriated contingent upon compliance with said Purchasing Procedures and Personnel Manual; and,

**BE IT FURTHER RESOLVED #7,** That the approved employee positions on the Position Control Number Roster List contained in the Budget, shall limit the number of employees who can be employed and no funds are appropriated for any position or employee not on the Approved Position Control Number Roster. Further, there may be a need to increase or decrease various positions within the Budget and/or impose a hiring freeze and/or impose layoffs due to the unforeseen financial changes; therefore, the Approved Position Control Number Roster List may be changed from time to time by the Board and/or the Board may impose a hiring freeze. The County elected officials and County department heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees stated in the Position Control Number Roster List; and,

**BE IT FURTHER RESOLVED #8,** That the authorized positions in the Position Control Number Roster List contained in each budget indicates the authorized maximum number of employees in their respective classifications for that budget. Any deviations from said list must be specifically approved by the Board; and,

**BE IT FURTHER RESOLVED #9,** That certain positions contained in the Position Control Number Roster List which are supported in some part by a grant, cost sharing, child care reimbursement, or other source of outside funding, are only approved contingent upon the County receiving the budgeted revenues. In the event outside funding is not received, or the County is notified that it will not be received, then said positions shall be considered unfunded and removed from the Approved Position Control Number Roster List; and,

**BE IT FURTHER RESOLVED #10,** That the Controller is authorized upon request of the respective elected official or department head to transfer persons from certain positions contained in the Position Control Number Roster List, which are supported in some part by grant, cost sharing, child care reimbursement or other source of outside funding, to another grant funded position in order to reduce County cost; and,

**BE IT FURTHER RESOLVED #11,** That revenues received by the County under Public Act 106 and 107, 1985 (Convention Facility Tax revenues) shall not be used to reduce the County's operating millage levy (2022 Budget Year) as defined by Public Act 2, 1986; and,

**BE IT FURTHER RESOLVED #12,** That in accordance with Public Act 106 of 1985 and Public Act 2 of 1986, if 50% or approximately \$475,526 of the estimated \$951,052 Convention Facility Tax revenues not used to reduce the County's operating tax rate, shall be transmitted to the Saginaw County Substance Abuse Coordinating Agency with remaining revenues to be deposited in the County's General Fund; and,

**BE IT FURTHER RESOLVED #13,** That the Controller be, and hereby is appointed "Budget Administrator," pursuant to the Uniform Budget and Accounting Act, MCLA 141.421 et seq., with power to administer such duties in connection with said budget; and,



## Board of Commissioners – September 21, 2021

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**BE IT FURTHER RESOLVED #14,** That the Budget Administrator be directed to disburse to the various agencies, the approved County appropriation on the basis of need as determined by the cash balances within their respective funds; and,

**BE IT FURTHER RESOLVED #15,** That the County Controller be authorized to transfer monies when it shall be deemed necessary as follows: from one category to another within an activity and between activities within the same fund in an annual total amount not to exceed \$75,000 for that fund; and for the general fund, from one category to another within an activity and between activities overseen by the same department in an annual amount not to exceed \$75,000 for each department. A quarterly report of all transfers shall be made to the Budget/Audit Committee; and,

**BE IT FURTHER RESOLVED #16,** That the Chairman of the Board, upon recommendation of the County Controller, be authorized to sign in acceptance of grants on behalf of the County in an amount up to \$100,000 with a local match not to exceed 10% (\$10,000), if required, and if available within the requesting department's current budget; and that the County Controller be authorized to record the appropriate budget adjustment. A quarterly report of all budget adjustments and grants accepted shall be made to the Budget/Audit Committee; and,

**BE IT FURTHER RESOLVED #17,** That the County Controller is authorized to cause the drafting of contracts where necessary and appropriate within established budgetary limitations and that the Chairman of the Board is authorized to sign said contracts after the appropriate Elected Official/Department Head approves each contract as to lawful expenditure and the Controller approves each contract as to substance and the County Attorney approves each contract as to legal form; and,

**BE IT FURTHER RESOLVED #18,** That the Controller is required and directed to automatically reduce any department each time a reduction is made in Federal, State and local funds. The affected department head shall promptly make the necessary layoffs and advise those affected by the service that those services are being discontinued as a result of Federal, State, or local fund cutbacks; and,

**BE IT FURTHER RESOLVED #19,** That upon approval of the Controller/CAO, appropriations made for the available balances and outstanding encumbrances at fiscal year-end for grants are continued in full force and effect and shall carry over to successive fiscal years until the grants are completed or otherwise terminated; and,

**BE IT FURTHER RESOLVED #20,** That upon approval of the Controller/CAO, appropriations made for the available balances and outstanding encumbrances at fiscal year-end for capital projects are continued in full force and effect and shall carry over to successive fiscal years until the projects are completed or otherwise terminated; and,

**BE IT FURTHER RESOLVED #21,** That upon approval of the Controller/CAO, appropriations made for outstanding purchase orders and contractual encumbrances at fiscal year-end in the operating funds are continued in full force and effect and shall carry over to successive fiscal years until the projects are completed or otherwise terminated; and,



## Board of Commissioners – September 21, 2021

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**BE IT FURTHER RESOLVED #22,** That the Sheriff Department be authorized to enter into law enforcement contracts which shall not result in any appropriation from the General Fund and that each separate contract for law enforcement services shall be approved by the Controller, Chairman of the Board, and County Attorney, and further provided that the Sheriff is authorized with the concurrence of the Controller, to add additional staff to perform the work as specified in the contract provided that said contract will generate all funds necessary to support the added position; and,

**BE IT FURTHER RESOLVED #23,** The Sheriff is hereby authorized to rent beds at the Saginaw County Jail to the United States Marshall Service/federal government to house inmates at \$70\* per day with net proceeds (\$70\* per day minus actual Jail related expenses currently estimated at \$80,000 annually) to support the Law Enforcement Fund in the minimum amount of \$431,000; and,

**BE IT FURTHER RESOLVED #24,** The County Controller/CAO is authorized to reduce the Law Enforcement Fund, including reduction in force, if the projected revenue from housing Genesee County or federal government inmates does not materialize; and,

**BE IT FURTHER RESOLVED #25,** Any revenue received from the rental of jail beds to Genesee County / State of Michigan or the federal government is restricted and can only be used for Law Enforcement or jail expenses; and,

**BE IT FURTHER RESOLVED #26,** The Board of Commissioners hereby ratified or implemented the following labor agreements: TPOAM Courthouse Employees – expires 2021; COAM-Sheriff Unit II Sergeants – expires 2022; Teamsters Local 214 Health Department and Commission on Aging – expires 2021; Teamsters Local 214 Public Health Nurses – expires 2021; COAM-Sheriff Unit III Captains & Lieutenants – expires 2021; POAM-Sheriff Unit I (312 eligible) – expires 2022; POAM Detention Youth Care Specialists – expires 2021; POAM-Animal Control Officers – expires 2021; POAM–Family Division Probation Officers – expires 2021; GELC-District Court Probation Officers – expires 2021; POAM-Prosecutors – expires 2021; POAM-Detention Supervisors – expires 2021; UAW Managers – expires 2021; UAW Professionals – expires 2021; UAW Paraprofessionals – expires 2021; POAM-Sheriff Unit I (non 312 eligible and clerical) – expires 2021; Controller/CAO contract – expired January 2021 (\*at end of each contract year, the term shall be extended one additional year); and Health Officer Contract – expired October 2020 (\*term automatically renews annually); and,

**BE IT FURTHER RESOLVED #27,** That it is the determination of the Board of Commissioners for the 2022 Fiscal Year that the County is in compliance with Public Act 152 of 2011, and that determination is to stay within the hard dollar caps for employee health insurance as set and adjusted by the Public Act.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

Carl E. Ruth, Chairman

**Adopted: September 21, 2021**

***Commissioner Krafft moved, seconded by Commissioner Theisen, to approve Budget Resolution B. Motion carried unanimously.***



## Board of Commissioners – September 21, 2021

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### BUDGET RESOLUTION B

September 21, 2021

**WHEREAS**, The Board of Commissioners has established salaries of all officials and employees of Saginaw County, with the exception of unsettled bargaining units of the County; and,

**WHEREAS**, It is the intent of the Board of Commissioners that the salaries established are in lieu of any and all fees, either County or State, collected by any said employee or official; and,

**WHEREAS**, The Board of Commissioners of Saginaw County desires at this time to adopt a salary schedule for the fiscal year beginning October 1, 2021 and ending September 30, 2022.

**NOW, THEREFORE, BE IT RESOLVED**, That the respective departments be and are hereby restricted to the staffing level as provided in the Departmental Personnel Schedule in the 2021 Budget at rates of compensation set forth in attached Salary Schedules for the fiscal year beginning October 1, 2021 and ending September 30, 2022.

**BE IT FURTHER RESOLVED #1**, That fees and/or remunerations of any kind received by a County employee or official in the performance of his/her official duties shall be forthwith turned over to the Treasurer of Saginaw County by said employee or official and same shall be credited to the General Fund of Saginaw County. The exceptions would be those fees or remunerations (i.e. per diems) specifically established by law or authorized by the Board of Commissioners, which shall be allowed; and,

**BE IT FURTHER RESOLVED #2**, That the elected officials, appointees, and employees shall be paid for the fiscal year on a bi-weekly basis in the grades and steps as provided in the Departmental Personnel Schedule in said 2022 Budget; and,

**BE IT FURTHER RESOLVED #3**, That all salaries paid to said employees shall be based on length of service with Saginaw County in accordance with the aforementioned Salary Schedules, except as otherwise provided in the Personnel Policy Manual; and,

**BE IT FURTHER RESOLVED #4**, That County wide Elected Official's (County Clerk, County Treasurer, County Prosecutor, Public Works Commissioner, Register of Deeds, and Sheriff) compensation be adjusted at the same percentage wage rate for County nonunion employees; and,

**BE IT FURTHER RESOLVED #5**, That the proper County officials be authorized and directed to adjust the budgets of the departments staffed by members of bargaining units in accordance with the contracts approved by the Board of Commissioners.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

Carl E. Ruth, Chairman

**Adopted: September 21, 2021**



## Board of Commissioners – September 21, 2021

**RESOLUTION B**  
**September 21, 2021**  
**COUNTY OF SAGINAW**  
**ELECTED/APPOINTED OFFICIALS COMPENSATION**

NUMBER	TITLE	01/01/2021 AMOUNT	01/01/2022 AMOUNT
1	Chairman, Board of Commissioners	\$ 14,137	\$ 14,137
4	Vice Chair (1), Committee Chair (3), Board of Commissioners	11,689	11,689
6	Member, Board of Commissioners	10,874	10,874
5	Circuit Court Judge	148,469 **	148,469 **
5	District Court Judge	146,721 **	146,721 **
2	Probate Court Judge	155,621 **	155,621 **
1	Clerk	86,934 *	86,934 *
1	Register of Deeds	85,452 *	85,452 *
1	Treasurer	96,201 *	96,201 *
1	Public Works Commissioner	96,047 *	96,047 *
1	Sheriff	116,250 *	116,250 *
1	Prosecutor	145,557 *	145,557 *
3	Veterans Relief Commission	1,200	1,200
1	Chairman, Road Commission	6,000	6,000
4	Member, Road Commission	5,000	5,000
3	Member, Department of Human Services Board	4,000	4,000

\* See Budget Resolution B – compensation to be adjusted at the same percentage wage rate as County non-union employees.

\*\* Judges' annual salaries are paid pursuant to State law.

***Commissioner Krafft moved, seconded by Commissioner Matthews, to approve Budget Resolution C. Motion carried unanimously.***



## Board of Commissioners – September 21, 2021

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### **BUDGET RESOLUTION C**

**September 21, 2021**

**WHEREAS**, The Saginaw County Board of Commissioners (“Board”) has examined the 2022-2026 Capital Improvement Plan for the 2022 Fiscal Year as submitted by the Saginaw County Controller/CAO; and,

**WHEREAS**, The State of Michigan, Public Act 2 of 1968, as amended, known as the Uniform Budget and Accounting Act requires local units of government to develop, update and adopt a plan each year in conjunction with the regular budget process. The Capital Improvement Plan is a five-year outline of recommended projects, estimated costs and proposed means of financing. The intent is to identify needs and plan for expenditures to meet those needs in an orderly, but flexible manner.

**NOW, THEREFORE, BE IT RESOLVED**, That the County of Saginaw Capital Improvement Plan for the 2022 Fiscal Year is hereby adopted, subject to the availability of funds.

**BE IT FURTHER RESOLVED**, That the proper County officials be authorized and directed to proceed with the priority A projects, as attached, for the 2022 Fiscal Year.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

Carl E. Ruth, Chairman

**Adopted: September 21, 2021**

**[COUNTY OF SAGINAW – 5 YEAR CAPITAL BUDGET]**

**[BEGINS ON NEXT PAGE]**



## Board of Commissioners – September 21, 2021

**County of Saginaw  
Five Year Capital Budget  
Covering Years 2022-2026**

**Capital Needs/Requests**

Department	Total of Requests	Year Requested & Estimated Amount					
		2022		2023	2024	2025	2026
		Approved	Not Approved				
Animal Control	\$8,540,000	\$8,540,000	\$0	\$0	\$0	\$0	\$0
Board of Commissioners	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Circuit Court	\$341,335	\$61,267	\$0	\$122,534	\$122,534	\$25,000	\$10,000
Commission on Aging	\$516,000	\$20,000	\$0	\$124,000	\$124,000	\$124,000	\$124,000
Community Corrections / Jail Reimbursement Offices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Controller's Office	\$1,500	\$1,500	\$0	\$0	\$0	\$0	\$0
County Clerk	\$20,000	\$5,000	\$15,000	\$0	\$0	\$0	\$0
70th District Court	\$161,000	\$15,000	\$31,000	\$25,000	\$30,000	\$60,000	\$0
Equalization	\$1,800	\$0	\$1,800	\$0	\$0	\$0	\$0
Family Division	\$50,000	\$20,000	\$5,000	\$25,000	\$0	\$0	\$0
Friend of the Court	\$158,000	\$158,000	\$0	\$0	\$0	\$0	\$0
Health Department	\$596,322	\$596,322	\$0	\$0	\$0	\$0	\$0
HW Browne Airport	\$3,671,500	\$303,500	\$0	\$1,531,500	\$135,000	\$836,500	\$865,000
Information Systems & Services	\$5,135,000	\$3,590,000	\$0	\$595,000	\$230,000	\$360,000	\$360,000
Juvenile Detention Center	\$534,500	\$167,750	\$0	\$167,750	\$159,000	\$40,000	\$0
Maintenance-Asbestos	\$255,000	\$51,000	\$0	\$51,000	\$51,000	\$51,000	\$51,000
Maintenance-Bagley St.	\$80,000	\$35,000	\$0	\$15,000	\$15,000	\$15,000	\$0
Maintenance-County Office Building	\$47,000	\$30,000	\$17,000	\$0	\$0	\$0	\$0
Maintenance-Courthouse	\$816,800	\$258,800	\$377,000	\$134,000	\$41,000	\$6,000	\$0
Maintenance-Other County Properties	\$705,650	\$294,250	\$361,400	\$50,000	\$0	\$0	\$0
Maintenance-Jail	\$58,000	\$8,000	\$25,000	\$25,000	\$0	\$0	\$0
Maintenance - Sheriff Admin./911	\$97,050	\$62,000	\$35,050	\$0	\$0	\$0	\$0
Medical Examiner	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Michigan Works **	\$0	N/A	N/A	N/A	N/A	N/A	N/A
Mosquito Abatement	\$1,513,660	\$646,750	\$0	\$413,960	\$133,798	\$128,270	\$190,881
Parks & Recreation	\$927,500	\$280,000	\$0	\$388,500	\$100,000	\$109,000	\$50,000
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Probate Court	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0
Prosecutor's Office	\$119,800	\$59,600	\$2,400	\$24,600	\$18,600	\$14,600	\$0
Public Works	\$269,000	\$37,500	\$0	\$76,000	\$38,500	\$78,000	\$39,000
Register of Deeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0



## Board of Commissioners – September 21, 2021

Sheriff Less than \$5,000 (Bulletproof Vests, Ammo, Taser Cartridges, Pepper Spray)	\$80,870	\$14,474	\$0	\$15,774	\$16,174	\$16,874	\$17,574
Sheriff-Inmate Services	\$31,500	\$6,300	\$0	\$6,300	\$6,300	\$6,300	\$6,300
Sheriff-Jail	\$158,504	\$43,329	\$8,200	\$19,143	\$19,143	\$50,489	\$18,200
Sheriff-Law Enforcement (Road Patrol)	\$2,218,637	\$500,472	\$0	\$467,108	\$415,538	\$415,152	\$420,367
Sheriff-Emergency Services	\$2,000	\$1,000	\$0	\$1,000	\$0	\$0	\$0
Treasurer's Office	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0
<b>Totals for All Departments</b>	<b>\$27,112,928</b>	<b>\$15,811,814</b>	<b>\$878,850</b>	<b>\$4,278,169</b>	<b>\$1,655,587</b>	<b>\$2,336,185</b>	<b>\$2,152,322</b>
** See detail page for further departmental information							

		Year Requested & Estimated Amount					
Means of Financing	Total of Requests	2022		2023	2024	2025	2026
		Approved	Not Approved				
Animal Control	\$8,540,000	\$8,540,000	\$0	\$0	\$0	\$0	\$0
Building Authority	\$87,050	\$62,000	\$25,050	\$0	\$0	\$0	\$0
Child Care	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commission on Aging	\$54,720	\$20,000	\$0	\$8,680	\$8,680	\$8,680	\$8,680
Courthouse Preservation Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Delinquent Tax Revolving	\$0	\$0	\$0	\$0	\$0	\$0	\$0
District Court-Special Parking Fund	\$25,000	\$0	\$0	\$25,000	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Drain Revolving Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$3,765,630	\$273,150	\$0	\$1,493,670	\$236,820	\$868,170	\$893,820
Friend of the Court	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Fund	\$115,000	\$37,500	\$0	\$0	\$38,500	\$0	\$39,000
Health Department	\$596,322	\$596,322	\$0	\$0	\$0	\$0	\$0
HW Browne Airport	\$183,575	\$15,175	\$0	\$76,575	\$6,750	\$41,825	\$43,250
Information Systems & Services	\$5,135,000	\$3,590,000	\$0	\$595,000	\$230,000	\$360,000	\$360,000
Inmate Services	\$31,500	\$6,300	\$0	\$6,300	\$6,300	\$6,300	\$6,300
Law Enforcement	\$2,218,637	\$500,472	\$0	\$467,108	\$415,538	\$415,152	\$420,367
Local Corrections Officer Training	\$44,000	\$8,700	\$0	\$8,800	\$8,900	\$8,900	\$8,700
Mosquito Abatement	\$1,513,660	\$646,750	\$0	\$413,960	\$133,798	\$128,270	\$190,881
Motor Pool	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks & Recreation	\$927,500	\$280,000	\$0	\$388,500	\$100,000	\$109,000	\$50,000
Public Improvement-General	\$2,933,822	\$1,016,604	\$820,600	\$539,884	\$386,134	\$160,600	\$10,000
Public Improvement-Restricted	\$471,504	\$102,329	\$33,200	\$95,143	\$70,143	\$101,489	\$69,200



## Board of Commissioners – September 21, 2021

Risk Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Patrol Millage	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SCCJCC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sheriff-Special Projects	\$36,870	\$5,774	\$0	\$6,974	\$7,274	\$7,974	\$8,874
Soil Erosion	\$154,000	\$0	\$0	\$76,000	\$0	\$78,000	\$0
State Grant	\$279,138	\$81,706	\$0	\$83,833	\$14,008	\$49,083	\$50,508
Unidentified	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	<b>\$27,112,928</b>	<b>\$15,782,782</b>	<b>\$878,850</b>	<b>\$4,285,427</b>	<b>\$1,662,845</b>	<b>\$2,343,443</b>	<b>\$2,159,580</b>

**Commissioner Krafft moved, seconded by Commissioner Matthews, to approve Budget Resolution D. Motion carried unanimously.**

### BUDGET RESOLUTION D September 21, 2021

**WHEREAS,** The Board of Commissioners has established fees for services for all elected offices and departments of Saginaw County; and,

**WHEREAS,** It is the intent of the Board of Commissioners that the fees for services established are to be approved annually through the budget adoption process; and,

**WHEREAS,** The Board of Commissioners has incorporated as part of the Fiscal 2022 Budget a County Fee Schedule which shall set the various fees of the County for the fiscal year beginning October 1, 2021 and ending September 30, 2022; and,

**WHEREAS,** The fees listed in the County Fee Schedule shall not be changed without full Board of Commissioner approval during the year.

**NOW, THEREFORE, BE IT RESOLVED,** That the fees to be charged and collected by the various elected offices and departments of Saginaw County are those fees contained with the County Fee Schedule which is made part of the Fiscal 2022 Budget.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

Carl E Ruth, Chairman

**Adopted: September 21, 2021**



## Board of Commissioners – September 21, 2021

### COUNTY OF SAGINAW

#### Fee Schedule

2021 ~ 2022 Budget

The following fees shall be incorporated into the fee schedules for the following departments and shall become effective on October 1, 2021.

<u>Fee Description</u>	<u>Authority</u>	<u>FY 2021 Approved Fee</u>	<u>FY 2022 Recommended Fee</u>
<b>All Departments (Unless Otherwise Noted)</b>			
Freedom of Information Act (FOIA) Fees	County Policy #112	Subject to Change – see County Policy #112	Subject to Change – see County Policy #112
Record Copying - Copy Machine	County	1.00 per page	1.00 per page
Non-Certified Copies	County	1.00 per page	1.00 per page
Record Copying-Police Reports for Defense Attorney-Prosecutor	County	1.00 per page	1.00 per page
Faxing Service Fee	County	2.00 per page	2.00 per page
Email Fee ("no-touch" document fee)	County	up to 5.00 per document emailed	up to 5.00 per document emailed
Re-Printing of W-2's	County	10.00	10.00

<b>Animal Control</b>			
<b>Dog Licenses</b>			
Regular (Unaltered) (Before March 1)	County Ordinance #110 (Am. 2010)	\$25.00	\$25.00
Regular (Unaltered) (After March 1)	County Ordinance #110 (Am. 2010)	50.00	50.00
Unsexed (Altered) (Before March 1)	County Ordinance #110 (Am. 2010)	12.00	12.00
Unsexed (Altered) (After March 1)	County Ordinance #110 (Am. 2010)	24.00	24.00
Seniors Unsexed (Altered) (Before March 1)	County Ordinance #110 (Am. 2010)	5.00	5.00
Seniors Unsexed (Altered) (After March 1)	County Ordinance #110 (Am. 2010)	10.00	10.00
Administrative Fee for Replacement of Lost License	County Ordinance #110 (Am. 2010)	5.00	5.00
<b>Miscellaneous Fees</b>			
Animal Complaint Report Fees	County	1.50	1.50
Animal Trap Fees	County	10.00	10.00
Board & Care of Animals	County Ordinance #110 (Am. 2010)	15.00 per day	15.00 per day
Dead Animal Disposal Fee	County	9.00	9.00
Dead Animal Pick Up Service Fee	County	75.00 + 9.00 disposal fee	75.00 + 9.00 disposal fee
Euthanasia Fee	County	30.00	30.00
Euthanasia Disposal Fee	County	15.00	15.00
Fees & Charges - Animal Cruelty	State	Court Ordered	Court Ordered
Impoundment Fees - 1st Offense	County	60.00	60.00
Impoundment Fees - 2nd Offense	County	120.00	120.00
Impoundment Fees - 3rd Offense (if animal is <u>not</u> spayed/neutered)	County	200.00	200.00
Impoundment Fees - 3rd Offense (if animal is already spayed/neutered)	County	200.00	200.00
Kennel License Fee 10 or less (Before June 1)	County Ordinance #110 (Am. 2010)	10.00	10.00
Kennel License Fee 11 or more (Before June 1)	County Ordinance #110 (Am. 2010)	25.00	25.00



## Board of Commissioners – September 21, 2021

Kennel License Fee 10 or less (After June 1)	County Ordinance #110 (Am. 2010)	20.00	20.00
Kennel License Fee 11 or more (After June 1)	County Ordinance #110 (Am. 2010)	50.00	50.00
Kennel Inspection Fees	County Ordinance #110 (Am. 2010)	50.00	50.00
Owned Animal Pick Up	County	35.00 per animal	35.00 per animal
Sales - Dogs	County	125.00	125.00
Sales - Dogs over 7	County	50.00	50.00
Sales - Cats	County	50.00	50.00
Sales - Other Animals	County	15.00	15.00
Spay/Neuter Deposit - Retail	State (MCL 287.338a)	100.00	100.00
Spay/Neuter Deposit - Rescues	State (MCL 287.338a)	25.00	25.00

Board of Commissioners			
Use of Board Chambers and Committee Rooms	County	\$100.00 half-day (1-4 hrs)	\$100.00 half-day (1-4 hrs)
Use of Board Chambers and Committee Rooms	County	200.00 full-day (4-8 hrs)	200.00 full-day (4-8 hrs)
Cancellation Fee	County	50.00	50.00

Circuit Court			
Court Costs	State	Varies	Varies
Crime Victim Rights Fee	State (MCL 780.05)	130.00	130.00
Child Support Show Cause Fee	County	150.00	150.00
Court Cost Reimbursement-State Prisoners	State (MCL 800.452)	Varies	Varies
Penal Fines	State (MCL 397.36)	Varies	Varies
State Minimum Fee	State	68.00 x convicted count	68.00 x convicted count
Costs of Prosecution	State (MCL 769.1f)	Varies	Varies
Emergency Response Reimbursement	State (MCL 769.1f)	Varies	Varies
Driver License Clearance Fee	State (MCL 257.321a)	45.00	45.00
Reimbursement - Court Appointed Attorney	Court	Varies	Varies
20% Late Penalty	State (MCL 600.4803(1))	20% of non-restitution	20% of non-restitution
NSF Check Fee	Court	25.00	25.00
Contempt Fees	Court	Varies	Varies
Cost to Compel Appearance	State (MCL 769.1k(2))	Varies	Varies

Commission on Aging			
Transportation Fees	County	\$2.00 one way trip	\$2.00 one way trip

County Clerk			
Assumed Name	State	\$16.00	\$16.00
Assumed Name Address Change		10.00	10.00
Assumed Name Discontinuance		10.00	10.00
Assumed Name Timely Renewal	State	14.00	14.00
Certified Copies (Birth, Deaths, Marriages)	County	15.00	15.00
Certified Copies - additional copies	County	7.00	7.00



## Board of Commissioners – September 21, 2021

Co-Partnership Filing		10.00	10.00
Co-Partnership Address Change		10.00	10.00
Co-Partnership Discontinuance		10.00	10.00
Concealed Weapon Permit - NEW & REAPPLY	State (MCL 28.425b(5); 28.425b(9))	100.00	100.00
Concealed Weapon Permit - RENEWAL	State (MCL 28.425l(1))	115.00	115.00
Concealed Weapon Permit Replacement	State (MCL 28.425b(15))	10.00	10.00
Concealed Weapon Appeal	State	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Concealed Weapon Restoration of Right (Appeal)	State	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Discharge of Property Lien	County	20.00	20.00
Election Copies (per page)	County	1.00	1.00
Fingerprinting Charges:			
CCW Fingerprinting Charge	State (MCL 28.425b sec 9)	15.00	15.00
Other fingerprinting Charge (electronic)	State (MCL - various)	70.00	70.00
Fingerprinting Charge (print board)	County	20.00 first card + 5.00 each additional card	20.00 first card + 5.00 each additional card
Irrevocable Consent	State	2.00	2.00
Mailing Service Fee	County	1.00	1.00
Marriage Fees	State (MCL 551.7-j4)	20.00	20.00
<b>Qualified Voter File Copies</b>			
All Reports	County	0.25 per page	0.25 per page
Labels (30 labels per sheet)	County	0.45	0.45
Copy on Paper Household Label Option	County	0.25 per page	0.25 per page
Copy of List on Computer Disc (per voter)	County	50.00	50.00
Email List	County	0.25 per page	0.25 per page
Marriage License in County	State (MCL 551.103)	20.00	20.00
Marriage License out County	State	30.00	30.00
Marriage License Waiver	County	10.00	10.00
Qualified Voter File Maintenance			
Under 500 Registered Voters	County	150.00	150.00
500-999 Registered Voters	County	200.00	200.00
1,000-1,999 Registered Voters	County	300.00	300.00
2,000-2,999 Registered Voters	County	400.00	400.00
3,000+ Registered Voters	County	500.00	500.00
<b>Notarization</b>			
Notary Bond Filing	State	10.00	10.00
Notary Acknowledgement (per document)	County	5.00	5.00
Per Document no Typing	County	5.00	5.00
Per Document we do Typing	County	8.00	8.00
<b>Passports</b>			
Passport Application Processing Fee	Federal	35.00	35.00
Passport Photos	County	10.00	10.00
New Passport Book Application (persons 16 & over)	Federal	110.00	110.00
New Passport Book Application (persons 15 & under)	Federal	80.00	80.00
New Passport Card Application (persons 16 & over)	Federal	30.00	30.00
New Passport Card Application (persons 15 & under)	Federal	15.00	15.00
Passport Application Expediting Fee	Federal	60.00 + overnight delivery costs	60.00 + overnight delivery costs
Renewal Passport Book Application (persons 16 & over)	Federal	110.00	110.00
Renewal Passport Card Application (persons 16 & over)	Federal	30.00	30.00



## Board of Commissioners – September 21, 2021

<b>Court Fees</b>			
Admit to Bar	State	25.00	25.00
Appeal Fees	State	Varies	Varies
Appeal from District Court	State	175.00	175.00
Appeal to Court of Appeals	State	25.00	25.00
Application to Set Aside Conviction Packet	County	2.00	2.00
Bond Costs	State	Varies	Varies
Court Copy (Per Page)	State	1.00	1.00
Certification	State	10.00	10.00
Custody/Parenting Time	State	100.00	100.00
Debtor Discovery Subpoena Judgment	State	15.00	15.00
Divorce Packet	County	75.00	75.00
Divorce Packet with Children	County	85.00	85.00
Drivers' License Clearance Fee	State (MCL 257.321c)	45.00	45.00
Filing Fee - Civil	State	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Foreign Judgment	State	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Garnishment Fee	State	15.00	15.00
Judgment Fee (Divorce with Children)	State	80.00	80.00
Jury Fee	State	85.00	85.00
Motion Fee	State	\$20.00	\$20.00
Name Change Packet	County	5.00	5.00
Order of Filiations Fee	State	59.00	59.00
Record Search	County	10.00	10.00
Register of Action	County	1.00 per page	1.00 per page
Writ of Attachment	State	15.00	15.00
Writ of Execution	State	15.00	15.00

<b>District Court</b>			
Bond Costs (10% bonds only)	State	10% of bond	10% of bond
Contempt Fees	Court	Varies	Varies
NSF Check Fee	Court	25.00	25.00
Statute Fines	State	50% of fine	50% of fine
Restricted License Fee	Court	25.00	25.00
Filing Fee (Claim \$10,000 - \$25,000)	State (MCL 600.8371)	150.00 + 10.00 electronic filing fee	150.00 + 10.00 electronic filing fee
Filing Fee (Claim \$1,750 - \$10,000)	State (MCL 600.8371)	65.00 + 10.00 electronic filing fee	65.00 + 10.00 electronic filing fee
Filing Fee (Claim \$600 - \$1,750)	State (MCL 600.8371)	45.00 + 10.00 electronic filing fee	45.00 + 10.00 electronic filing fee
Filing Fee (Claim less than \$600)	State (MCL 600.8371)	25.00 + 10.00 electronic filing fee	25.00 + 10.00 electronic filing fee
Claim and delivery (other than money judgment)	State (MCL 600.8371)	65.00 + 10.00 electronic filing fee	65.00 + 10.00 electronic filing fee
Claim and delivery (with money judgement)	State (MCL 600.8371)	150.00 + 20.00 electronic filing fee	150.00 + 20.00 electronic filing fee
Appeal Fees	State (MCL 600.6526)	25.00	25.00
Certified Copy	State (MCL 600.2546)	10.00	10.00
Certified Mail	Court	7.00	7.00
Certified Mail-Restricted	Court	10.00	10.00
Discovery Subpoena	State (MCL 600.5757)	15.00	15.00
Jury Fee	State (MCL 600.5738)	50.00	50.00



## Board of Commissioners – September 21, 2021

Record Check Fee	Court	10.00	10.00
Order to Seize Property	State (MCL 600.5757)	15.00	15.00
Writ of Garnishment	State (MCL 600.5757)	15.00	15.00
Marriage Fees	State (MCL 600.8316)	10.00	10.00
Costs of Prosecution	State (MCL 769.1f)	Varies	Varies
Police Reimbursement	State (MCL 769.1f)	Varies	Varies
Probation Oversight Fees	Court	30.00 per month	30.00 per month
Clearance Card Fees	State (MCL 257.321)	45.00	45.00
Crime Victims Rights Fee	State (MCL 780.905)	75.00	75.00
Assessment Fees-Probation	Court	80.00	80.00
Sale of Forms	Court	0.50	0.50
Reimbursement-Court Appointed Atty	Court	Varies	Varies
Charges for Credit Bureau	Court	0.25 per judgment	0.25 per judgment
Assessment Fee-Courthouse Preservation Fund	Court/County	10.00	10.00
Small Claims up to \$600	State (MCL 600.8420)	25.00 + 5.00 electronic filing fee	25.00 + 5.00 electronic filing fee
Small Claims \$600 - \$1,750	State (MCL 600.8420)	45.00 + 5.00 electronic filing fee	45.00 + 5.00 electronic filing fee
Small Claims \$1,750 - \$6,500	State (MCL 600.8420)	65.00 + 5.00 electronic filing fee	65.00 + 5.00 electronic filing fee
Summ Proceeding Possession Only	State (MCL 600.5756)	45.00 + 10.00 electronic filing fee	45.00 + 10.00 electronic filing fee
Summ Proceeding Claim up to \$600 (possession and money judgement)	State (MCL 600.8371)	70.00 + 20.00 electronic filing fee	70.00 + 20.00 electronic filing fee
Summ Proceeding \$600 - \$1,750 (possession and money judgement)	State (MCL 600.8371)	90.00 + 20.00 electronic filing fee	90.00 + 20.00 electronic filing fee
Summ Proceeding \$1,750 - \$10,000 (possession and money judgement)	State (MCL 600.8371)	110.00 + 20.00 electronic filing fee	110.00 + 20.00 electronic filing fee
Summ Proceeding \$10,000 - \$25,000 possession and money judgement)	State (MCL 600.8371)	195.00 + 20.00 electronic filing fee	195.00 + 20.00 electronic filing fee
Motion Fee - Civil Division	State (MCL 600.8371)	20.00	20.00
DNR Fish and Game	State (MCL 324.1609)	10.00	10.00
Justice System Assessment - Civil Infractions	State (MCL 600.8381)	40.00	40.00
Justice System Assess. - Non Civil Infractions	State (MCL 600.8827)	10.00	10.00
Minimum State Costs - Simple Misdemeanors	State (MCL 600.8381)	50.00	50.00
Minimum State Costs - Serious/Specified Misdemeanors	State (MCL 769.1j)	50.00	53.00
MOR Assessment Fee	Court	25.00	-
Notice of Judgment Lien	State (MCL 600.2805)	10.00	10.00
20% Late Fee Penalty	State (MCL 600.4803)	Varies	Varies
PLUS Assessment Fee	Court	25.00	-
Default Set Aside Fee	Court	5.00	5.00
Domestic Violence Inventory Test	Court	80.00	80.00
Pre-Sentence Investigative Report	Court	50.00	50.00
Veterans Treatment Court Participation Fee	Court/County (11/19/13 Courts & Public Safety 3.1)	300.00	300.00

Equalization			
Electronic Transfer of Assessment Information	County	\$1,500.00	\$1,500.00
Services for Summer Tax Bills & Rolls (+ maint)	County	2.05 per parcel	2.05 per parcel
Services for Winter Tax Bills & Rolls	County	1.05 per parcel	1.05 per parcel
Special Assessment Rolls	County	0.50 per parcel	0.50 per parcel
Tax Bills, Roll Copies or Reports Above one Set	County	0.10 per page	0.10 per page
Appraisal Folders	County	0.60	0.60



## Board of Commissioners – September 21, 2021

Reports/Printouts	County	10.00 per report + 0.10 per parcel	10.00 per report + 0.10 per parcel
0-50 Labels	County	5.00 + 0.20 a label	5.00 + 0.20 a label
Over 50 Labels	County	5.00 + 10.00 first 50 labels + 0.03 per label over 50	5.00 + 10.00 first 50 labels + 0.03 per label over 50

Family Division			
<b>Adoption Fees</b>			
Adoption Fees - Petition for Adoption	State (MCL 600.880(1))	\$150.00	\$150.00
Order Confirming Adoption	State (MCL 600.2546)	10.00	10.00
Adoption Home Study	County	100.00	100.00
Bond Costs	State	10% of 10% Bond	10% of 10% Bond
Certified Copies	State (MCL 600.2546)	10.00 first page + 1.00 each additional page	10.00 first page + 1.00 each additional page
CD of Recorded Hearing	County	10.00	10.00
<b>Juvenile Hearings</b>			
Court Costs- Delinquent, Traffic & Ordinance	County	100.00	100.00
State Costs - Per Charge	State (MCL 600.8381)	40.00 - 60.00	40.00 - 60.00
Victim's Rights Fee	State (MCL 780.905)	20.00	20.00
Motion, Petition, Account, Objections, Claims Hearings	State (MCL 600.8806(1))	20.00	20.00
Show Cause Hearings	State (MCL 600.4801 & 03)	100.00 + 20% unpaid cost/fee	100.00 + 20% unpaid cost/fee
Probation Oversight Fees	County	100.00	100.00

Friend of the Court			
Judgment Fees (Non IV-D) Modification of Custody or Parenting Time	State (MCL 600.2529)	\$80.00	\$80.00
Judgment Fees (IV-D) Modification of Support	State (MCL 600.2529)	40.00	40.00
Judgment Fees (Non IV-D) Per Judgment of Divorce when Children Involved	State (MCL 600.2529)	80.00	80.00
Statutory Fees - Payers with Active Cases	State (MCL 780.173)	2.00 per month	2.00 per month
Caseworker Investigation Fees	County	150.00 per petitioner	-
Payment Processing Fee Payers with Active Cases	State (MCL 600.2538)	0.25 per month	0.25 per month
Reimbursement - Marriage Counseling	County	Varies	-
Show Cause Court Fees	State (MCL 552.633)	100.00	100.00
Driver's License Clearance Fee	State (MCL 257.321c)	45.00	45.00
Investigation Fee	State (MCL 552.505g)	-	100.00

Health Department			
<b>Laboratory Fees</b>			
Routine Well Water Analysis-Coliform & Anions	County	\$28.00	\$29.00
Routine Well Water Analysis-Coliform, Anions & Cations	County	34.00	35.00
Pool/Spa Testing	County	30.00	31.00
Routine Coliform up to 72 Hours - Qualitative	County	17.00	17.00
Routine Coliform up to 72 Hours - Quantitative	County	21.00	22.00
Limited Chemistry (Anion Testing)	County	14.00	15.00
Expanded Chemistry (Anion & Cation)	County	19.00	20.00
Standard Plate Count Test	County	15.00	15.00



## Board of Commissioners – September 21, 2021

Blood Draw	County	10.00	10.00
Paternity Collection	County	28.00	29.00
VDRL (Syphilis)	County	15.00	15.00
Thayer Martin (GC)	County	15.00	15.00
Direct Gram Stain	County	4.00	4.00
Chlamydia/GC NAAT	County	36.00 - 80.00	29.05 - 80.00
Chlorine Wheel Calibration (EHS)	County	15.00	15.00
Reagent Preparation (KOH or Saline)	County	10.00	10.00
Dairy Coliform	County	19.00	19.00
Spore Strip Verification of Sterilization (Yearly Fee)	County	98.00	100.00
pH Analysis	County	13.00	14.00
Enrollment Fee	County	26.00	26.00
Drug Testing Confirmation	County	41.00	42.00
Single Analyte Drug Screen Quantitative	County	19.00	20.00
5 Panel Quantitative Urine Drug Screen	County	22.00	23.00
9 Panel Quantitative Urine Drug Screen	County	25.00	26.00
Rapid Drug Screen 10 Panel, includes secondary testing on positives	County	29.00	29.00
EtG (ethyl glucuronide)	County	22.00	23.00
Rice Water Testing	County	16.00	17.00
Legionella Testing in Water (Quantitative)	County	75.00	75.00
Late Fees	County	5% for every 30 days after 70 days	5% for every 30 days after 70 days
<b>Environmental Health Fees</b>			
License Surcharge	State of Michigan	TBD by MDA	TBD by MDA
Food Service 0-50 Seats	County	420.00	420.00
Food Service 51-75 Seats	County	504.00	504.00
Food Service 76-100 Seats	County	620.00	620.00
Food Service 101+ Seats	County	809.00	809.00
Non-Profits	County	50% of established fee	50% of established fee
Educational Facilities, Non-County Governments	County	50% of established fee	50% of established fee
Educational Facilities, Governmental Entity	County	50% of established fee	50% of established fee
Late Fee	County	20% after April 30th; additional 10% per month after May 31st	20% after April 30th; additional 10% per month after May 31st
Late Fee (Non-Profit)	County	32.00	33.00
Food Service No Surcharge	County	5.00 Consumer Education Fee to MDARD	5.00 Consumer Education Fee to MDARD
Food Service Seasonal 0-50 Seats	County	315.00	315.00
Food Service Seasonal 51-75 Seats	County	378.00	378.00
Food Service Seasonal 76-100 Seats	County	467.00	467.00
Food Service Seasonal 101+ Seats	County	604.00	604.00
<b>Temporary Food License</b>			
License Surcharge	State of Michigan	TBD by MDARD	TBD by MDARD
Temporary Food 1-9 days	County	100.00	102.00
Temporary Food 10-14 days	County	126.00	130.00
Temporary Food 1-9 days (Non-Profit)	County	No Surcharge 53.00 w/educational training fee	No Surcharge 54.00 w/educational training fee
Temporary Food 10-14 days (Non-Profit)	County	No Surcharge 66.00 w/educational training fee	No Surcharge 67.00 w/educational training fee
Late Fee - 2-5 days before event	County	53.00	55.00



## Board of Commissioners – September 21, 2021

Late Fee - Friday before weekend event / day before weekday event	County	100.00	102.00
Late Fee - Day of event	County	Double Normal Fee	Double Normal Fee
<b>Special Transitory Food Units (STFU)</b>			
License Fee	State of Michigan	TBD by MDARD	TBD by MDARD
Inspection Fee	State of Michigan	TBD by MDARD	TBD by MDARD
<b>Mobile Units</b>			
License Fee	County	420.00	430.00
<b>Plan Review</b>			
Plan Review 0-50 seats	County	898.00	915.00
Plan Review 51-75 seats	County	1,076.00	1,090.00
Plan Review 76-100 seats	County	1,292.00	1,300.00
Plan Review 101+ seats	County	1,638.00	1,675.00
Plan Review STFU & Mobile	County	1,024.00	1,045.00
Plan Review Limited	County	714.00	725.00
Construction without plans submitted	County	Double Normal Fee	Double Normal Fee
Pre-opening follow-up inspection	County	278.00	285.00
<b>Septic Permits - Residential</b>			
Residential Septic Permit	County	462.00	470.00
Residential Septic Tank Only Permit	County	210.00	215.00
Failed Septic Inspection Follow Up Fee for Installer/Contractor	County	142.00	145.00
<b>Septic Permits - Commercial</b>			
Commercial Septic 1-1,000 gal/day	County	462.00	470.00
Commercial Septic 1,001-2,000 gal/day	County	688.00	700.00
Commercial Septic 2,001-5,000 gal/day	County	824.00	840.00
Commercial Septic 5,001-10,000 gal/day	County	992.00	1,015.00
Installation/Construction of system w/o permit	County	Double Normal Fee	Double Normal Fee
Commercial Septic Tank Only Permit	County	210.00	215.00
<b>Well Permits</b>			
Residential Type III Well	County	215.00	220.00
Commercial Type III Well	County	247.00	250.00
Commercial Type II Well	County	362.00	370.00
Irrigation /Test Well - no sample	County	236.00	240.00
Installation w/o permit	County	Double Normal Fee	Double Normal Fee
Capacity/Quantity Test	County	200.00	204.00
Non-Community Level II Assessment	County	200.00	204.00
Type II Water Sample Collection Fee	County	89.00 + cost of samples	91.00 + cost of samples
Failed Well Inspection Follow Up Fee for Installer/Contractor	County	142.00	145.00
<b>Septic Well Evaluations</b>			
Mortgage Evaluation Well	County	215.00 + 26.00 per lead sample	220.00 + 26.00 per lead sample
Mortgage Evaluation Septic	County	347.00 + 26.00 per lead sample	355.00 + 26.00 per lead sample
Mortgage Evaluation Well & Septic	County	488.00 + 26.00 per lead sample	500.00 + 26.00 per lead sample
Performance Inspection Septic	County	347.00	350.00
Performance Inspection Septic & Well	County	488.00	500.00
<b>MDHHS Inspections</b>			
MDHHS Full Inspection	County	420.00	425.00
<b>Other Programs</b>			
Body Art Facility Inspection	County	200.00	205.00



## Board of Commissioners – September 21, 2021

Body Art Facility Plan Review	County	378.00	385.00
Land Evaluation (void @ 3 years)	County	315.00	320.00
Plat Review	County	599.00 + 17.00 per lot	610.00 + 17.00 per lot
Formal Hearing	County	693.00	700.00
Board of Appeals	County	420.00	430.00
Office Conference	County	210.00	215.00
Informal Hearing 2nd within two years	County	462.00	475.00
Food Workers Class	County	105.00	not offered any longer
Food Class - ServSafe	County	215.00	not offered any longer
ServSafe Retest	County	121.00	not offered any longer
ServSafe Recertification	County	121.00	not offered any longer
ServSafe Recertification (if cancelled in less than 2 days)	County	42.00	not offered any longer
Swimming Pools/Spas - Inspections	County	200.00 per location + 57.00 per additional pool	205.00 per location + 58.00 per additional pool
Swimming Pools/Spas - Follow-up Inspection	County	84.00	85.00
Mobile Home Parks 25 sites or less	State of Michigan	MDLARA Inspects	MDLARA Inspects
Mobile Home Parks 26 sites or more	State of Michigan	MDLARA Inspects	MDLARA Inspects
Solid Waste Fee	State of Michigan	As required by Act 451	As required by Act 451
Permanent Campground License	County	200.00	205.00
Temporary Campground License	County	100.00	105.00
Temporary Campground License 1-25 sites	State of Michigan	TBD by EGLE	TBD by EGLE
Temporary Campground License 26-50 sites	State of Michigan	TBD by EGLE	TBD by EGLE
Temporary Campground License 51-75 sites	State of Michigan	TBD by EGLE	TBD by EGLE
Temporary Campground License 76-100 sites	State of Michigan	TBD by EGLE	TBD by EGLE
Temporary Campground License 101-500 sites	State of Michigan	TBD by EGLE	TBD by EGLE
Temporary Campground License 500+ sites	State of Michigan	TBD by EGLE	TBD by EGLE
Radon Test Kits	County	10.00	10.00
Soil Re-evaluation	County	110.00	113.00
Septic Installer Initial Registration	County	121.00	125.00
Septic Installer Registration	County	221.00 every three years	225.00 every three years
Engineered/Alternative System Review	County	278.00	285.00
Enforcement Re-inspections	County	147.00	150.00
Established Hourly Rate Reimbursement (billed in 1/4 hrs.)	County	210.00 per hour	215.00 per hour
CIA Regulation Fine	County	Varies 100.00 - 1,000.00	Varies 100.00 - 1,000.00
Water, Soil & Dust Sample Collection, Air Monitoring	County	215.00 per hour + lab fee	220.00 per hour + lab fee
Lead Risk Assessment	County	441.00	450.00
Lead Inspection	County	383.00	390.00
Combination Inspection/Risk Assessment	County	504.00	515.00
Clearance Sampling	County	326.00	330.00
Cemetery Development Review	County	593.00	605.00
Disinterment Permits	County	110.00	115.00
NSF Check Fee (subject to increase by the bank)	County	20.00	20.00
<b>Immunization Fee Schedule</b>			
Hepatitis A - Adult	County	70.00	75.00
Hepatitis A - Adolescent	County	40.00	50.00
Hepatitis B - Adult	County	75.00	80.00
Hepatitis B - Adolescent	County	40.00	40.00
Dtap-Hep B-IPV Pediarix	County	90.00	105.00
Dtap	County	35.00	45.00



## Board of Commissioners – September 21, 2021

Dtap-IPV-HIB Pentacel	County	110.00	120.00
Dtap-IPV Kinrix	County	60.00	65.00
Dt	County	65.00	70.00
Flu	County	25.00	30.00
HPV-9 Gardasil	County	235.00	255.00
IPV	County	45.00	50.00
Meningitis	County	135.00	155.00
Meningococcal B Bexsero	County	190.00	205.00
Meningococcal B Trumenba	County	160.00	170.00
MMR	County	85.00	110.00
HIB	County	35.00	40.00
Pneumonia	County	135.00	140.00
Prevnar	County	235.00	255.00
Rotavirus	County	90.00	140.00
TB Test	County	15.00	15.00
TD-PF	County	40.00	55.00
Tdap	County	50.00	55.00
MMR-V (ProQuad)	County	235.00	255.00
Zostavax (Zoster Vaccine)	County	220.00	220.00
Varicella	County	150.00	150.00
Shingrix	County	165.00	165.00
Dtap-IPV-Hib-HepB Vaxelis	County	-	140.00
Charge to Administer Vaccine	County	20.00 per injection	20.00 per injection
<b>Family Planning Clinic</b>			
<b>Services</b>			
Initial Visit (ages 5-11)	County	30.00 - 120.00	30.00 - 120.00
Initial Visit (ages 12-17)	County	32.00 - 128.00	32.00 - 128.00
Initial Visit (ages 18-39)	County	32.00 - 128.00	32.00 - 128.00
Initial Visit (ages 40-64)	County	40.00 - 160.00	40.00 - 160.00
Annual Visit (ages 5-11)	County	25.00 - 100.00	25.00 - 100.00
Annual Visit (ages 12-17)	County	25.00 - 100.00	25.00 - 100.00
Annual Visit (ages 18-39)	County	25.00 - 100.00	25.00 - 100.00
Annual Visit (ages 40-64)	County	30.00 - 120.00	30.00 - 120.00
Office Visit-New (Simple)	County	10.00 - 40.00	10.00 - 40.00
Office Visit-New (Moderate)	County	16.00 - 64.00	16.00 - 64.00
Office Visit-New (Complex)	County	22.00 - 88.00	22.00 - 88.00
Office Visit-Established (Simple)	County	7.00 - 28.00	7.00 - 28.00
Office Visit-Established (Moderate)	County	10.00 - 40.00	10.00 - 40.00
Office Visit-Established (Complex)	County	12.00 - 48.00	12.00 - 48.00
Pregnancy Test	County	3.00 - 12.00	3.00 - 12.00
Blood Count - Hemoglobin	County	2.00 - 8.00	2.00 - 8.00
Vaginal Smear (Wet Mount)	County	2.00 - 8.00	2.00 - 8.00
Injection Administration	County	5.00 - 20.00	5.00 - 20.00
IUD Insert	County	18.00 - 72.00	18.00 - 72.00
IUD Removal	County	19.00 - 76.00	19.00 - 76.00
Diaphragm/Cervical Cap Fitting & Instruction	County	16.00 - 64.00	16.00 - 64.00
Insertion Contraceptive Capsule	County	20.00 - 80.00	20.00 - 80.00
Removal Contraceptive Capsule	County	21.00 - 84.00	21.00 - 84.00
<b>Contraceptive Supplies</b>			
Oral Contraceptive (one cycle)	County	5.00 - 20.00	5.00 - 20.00



## Board of Commissioners – September 21, 2021

Plan B (emergency contraceptive)	County	2.00 - 8.00	2.00 - 8.00
Diaphragm/Cervical Cap	County	5.00 - 20.00	5.00 - 20.00
Condoms (Female)	County	1.00 - 4.00	1.00 - 4.00
Foam, Jelly, Cream or VCF	County	2.00 - 8.00	2.00 - 8.00
IUD-Paraguard Copper T	County	62.00 - 248.00	62.00 - 248.00
Nuva Ring	County	8.00 - 32.00	8.00 - 32.00
Xulane Patch	County	15.00 - 60.00	15.00 - 60.00
Levonorgestrel 52mg. (Liletta IUS)	County	15.00 - 60.00	15.00 - 60.00
Depo-Provera	County	10.00 - 40.00	10.00 - 40.00
Implanon Implant System	County	113.00 - 452.00	113.00 - 452.00
<b>Pharmaceuticals</b>			
Flagyl 4 or 8 tabs	County	2.00 - 8.00	2.00 - 8.00
Ferrous Sulphate	County	2.00 - 8.00	2.00 - 8.00
Diflucan	County	2.00 - 8.00	2.00 - 8.00
<b>Sexually Transmitted Disease Clinic</b>			
Clinic Use	County	5.00	5.00
Office Visit - New Patient	County	10.00 - 40.00	10.00 - 40.00
Office Visit - Established Patient	County	7.00 - 28.00	7.00 - 28.00
GC Culture	County	3.00 - 12.00	3.00 - 12.00
GC Test	County	10.00 - 40.00	10.00 - 40.00
VDRL	County	3.00 - 12.00	3.00 - 12.00
Pregnancy Test	County	3.00 - 12.00	3.00 - 12.00
Herpes	County	2.00 - 8.00	2.00 - 8.00
CT/GC Combo Test	County	16.00 - 80.00	16.00 - 80.00
Chlamydia Test	County	10.00 - 40.00	10.00 - 40.00
Vaginal Smear (Wet Mount)	County	2.00 - 8.00	2.00 - 8.00
Venipuncture	County	10.00	10.00
Gram Stain	County	2.00 - 8.00	2.00 - 8.00
<b>Communicable Disease</b>			
Office Visit - New Patient	County	10.00 - 40.00	10.00 - 40.00
Office Visit - Established Patient	County	7.00 - 28.00	7.00 - 28.00
Home Visit - New Patient	County	14.00 - 70.00	14.00 - 70.00
Home Visit - Established Patient	County	12.00 - 60.00	12.00 - 60.00
Venipuncture	County	10.00	10.00

<b>Information Systems &amp; Services</b>			
PC Repair and Maintenance Services On-site Service	County	\$65.00 per hour	\$65.00 per hour
Network Services-Normal Working Day	County	95.00 per hour	95.00 per hour
Network Services-Off Hours & Weekends	County	135.00 per hour	135.00 per hour
Network Design, Web Page, & Consulting Serv	County	110.00 per hour	110.00 per hour
Server Upgrade and New Installation Services	County	As quoted	As quoted
E-mail services	County	12.00 per month	12.00 per month
Remote Connection to County (Authorized Agencies Only) T-1 Connection	County	320.00 per month	320.00 per month
Remote Connection to County (Authorized Agencies Only) T-1 Hardware	County	1,500.00 one-time	1,500.00 one-time

<b>Jail Reimbursement Program</b>			
<b>Reimbursement - Inmates</b>			



## Board of Commissioners – September 21, 2021

Day Parole/Work Release	County	Varies	Varies
Room & Board	State (PA 118)	Varies	Varies
Medicine	County	Actual Cost	Actual Cost
Medical Doctor/Nurse	County	10.00 per visit	10.00 per visit
Medical Procedures	County	Actual Cost	Actual Cost
Property Damages	County	Actual Cost	Actual Cost
<b>Reimbursement - Collection Agencies</b>			
CBM Collections	Contract	0.30	0.30
<b>Reimbursement - Department of Corrections</b>			
Room & Board - MDOC Parole Holds	State	\$35.00 per day	\$35.00 per day
Room & Board - Diverted Felons	State	45.00 - 65.00 per day	45.00 - 65.00 per day
<b>Sobriety Treatment Court</b>			
IDA Assessment Fee	County	30.00	30.00

### Medical Examiner

Cremation Permits	County	63.00 each	63.00 each
Autopsy Fees County Resident	County	1,100.00	1,100.00
Autopsy Fees Out of County	County	1,700.00	1,700.00
Court Costs to Testify on Civil Case - up to one hour of time	County	400.00	400.00
Court Costs to Testify on Civil Case - for each hour of time after the first hour	County	350.00	350.00
Toxicology Reports	County	15.00	15.00
Record Copying-Copy Machine	County	2.00 first page + 0.50 each additional page	2.00 first page + 0.50 each additional page

### Parking

Parking Fines	County Ordinance #112 (Am. 2008)	\$20.00	\$20.00
Processing Fee (3 or more unpaid tickets)	County Ordinance #112 (Am. 2008)	40.00	40.00
Parking Meters	County Ordinance #112 (Am. 2008)	0.50 per hour	0.50 per hour

### Parks & Recreation

<b>Haithco Recreation Area</b>			
Non-Motorized Boat 17 ft & Under	County	1.00	1.00
Pavilion	County	60.00	60.00
Tandem	County	90.00	90.00
Paddle Boat Rental	County	4.00 per thirty minutes or 5.00 per hour	4.00 per thirty minutes or 5.00 per hour
Rowboat Rentals	County	8.00 for two hours + 1.00 each additional hour	8.00 for two hours + 1.00 each additional hour
Canoes	County	7.50 for two hours + 1.00 each additional hour	7.50 for two hours + 1.00 each additional hour
Kayaks	County	5.00 per hour	5.00 per hour
Paddleboard Rentals	County	10.00 per hour	10.00 per hour
Concession Fees	County	Varies	Varies
<b>Imerman Memorial Park</b>			
Boat Launch Fees	County	1.00	1.00
Canoe Rental Fees	County	7.50 for two hours + 1.00 each additional hour	7.50 for two hours + 1.00 each additional hour



## Board of Commissioners – September 21, 2021

Pavilion Reservation Fees	County	60.00	60.00
<b>Price Nature Center</b>			
Pavilion	County	60.00	60.00
Group Campground Rental	County	35.00 per night	35.00 per night
Awning	County	100.00 per day	100.00 per day

<b>Planning Commission</b>			
In-Stock Maps up to 11" x 17"	County	\$10.00	\$10.00
Aerial Photos	County	10.00	10.00
Aerial Photo Slides-35mm to 8 1/2" X 11" Color Copy	County	10.00	10.00
Aerial Photo Slides-35mm to 11" X 17" Color Copy	County	10.00	10.00
Local Road Map Books	County	20.00 - 25.00	20.00 - 25.00
County Road Map	County	2.00	2.00
Research & Viewing of Aerial Photos (\$20 min)	County	20.00 per hour	20.00 per hour
Any large-scale map over 11" x 17"	County	40.00	40.00

<b>Probate Court</b>			
<b>Multiple Types of Cases</b>			
Demand for Jury Trial	State (MCL 600.857(3))	\$30.00	\$30.00
Motion 1	State (MCL 600.880b(1))	20.00	20.00
Objection 2	State (MCL 600.880b(1))	20.00	20.00
Amended Petition	State (MCL 600.880b(1))	20.00	20.00
Petition for Instruction	State (MCL 600.880b(1))	20.00	20.00
Petition to Withdraw a Petition	State (MCL 600.880b(1))	20.00	20.00
Petition to Withdraw as Attorney	State (MCL 600.880b(1))	20.00	20.00
Appeal from Probate Court to Circuit Court or to Court of Appeals	State (MCL 600.880c(1))	25.00	25.00
Petition and Order	State (MCL 600.880b(1))	\$20.00	\$20.00
Issuance of a Commission to Take Testimony	State (MCL 600.874(b); 600.877)	7.00	7.00
Petition for Appointment of Guardian ad Litem	State (MCL 600.880b(1))	20.00	20.00
Petition to Allow Fees of Guardian ad Litem	State (MCL 600.880b(1))	20.00	20.00
Petition for Settlement of Personal Injury Claim	State (MCL 600.880b(1))	20.00	20.00
Writ of Garnishment, Attachment, or Execution	State (MCL 600.880b(2))	15.00	15.00
Petition for Temporary Restraining Order	State (MCL 600.880b(1))	20.00	20.00
<b>Decedents' Estate Cases</b>			
Demand for Notice - No Estate Pending	State (MCL 700.3205)	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Demand for Notice Estate Pending	State (MCL 600.880b(1))	20.00	20.00
Petition for Assignment of Estate < \$15,000	State (MCL 600.880(2))	25.00	25.00
Petition to Determine Heirs - No Estate Pending	State (MCL 600.880(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Petition to Determine Heirs Estate Pending	State (MCL 600.880b(1))	20.00	20.00
Petition/Application for Probate and/or Appointment of Personal Representative Which Commences an Estate	State (MCL 600.880(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Petition/Application for Probate and/or Appointment of Personal Representative Which Commences an Estate Filed After an Estate is Open	State (MCL 600.880b(1))	20.00	20.00
Petition to Reopen a Closed File	State (MCL 600.880(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Account for each account filed	State (MCL 600.880b(1))	20.00	20.00



## Board of Commissioners – September 21, 2021

Petition for Allowance of Account Filed Separately from Account	State (MCL 600.880b(1))	20.00	20.00
Petition for Attorney Fees Filed Separately from Account	State (MCL 600.880b(1))	20.00	20.00
Statement and Proof of Claim	State (MCL 600.880b(1))	20.00	20.00
<b>Value of Estate as Reflected in Inventory</b>			
Estate Valued < \$1,000	State (MCL 600.871(1); 600.878)	5.00 -10.00	5.00 -10.00
Estate Valued from \$1,000 to \$2,999.99	State (MCL 600.871(1); 600.879)	25.00	25.00
Estate Valued from \$3,000 to \$9,999.99	State (MCL 600.871(1); 600.880)	25.00 - 68.75	25.00 - 68.75
Estate Valued from \$10,000 to \$24,999.99	State (MCL 600.871(1); 600.881)	68.75 - 143.75	68.75 - 143.75
Estate Valued from \$25,000 to \$49,999.99	State (MCL 600.871(1); 600.882)	143.75 - 237.50	143.75 - 237.50
Estate Valued from \$50,000 to \$99,999.99	State (MCL 600.871(1); 600.883)	237.50 - 362.50	237.50 - 362.50
Estate Valued from \$100,000 to \$500,000	State (MCL 600.871(1); 600.884)	362.50 - 862.50	362.50 - 862.50
Estate Valued from \$500,000.01 to \$1,000,000	State (MCL 600.871(1); 600.885)	862.50 - 1,175.00	862.50 - 1,175.00
Estate Valued above \$1,000,000	State (MCL 600.871(1); 600.886)	1,175.00 and above	1,175.00 and above
Filing of Letters by Foreign Personal Representative	State (MCL 600.880b(1))	20.00	20.00
Any other paper which requests relief or requires a hearing or ruling of the court when a proceeding is pending	State (MCL 600.880(1))	20.00	20.00
<b>Applicable to Trusts</b>			
Initiating a Proceeding Involving a Testamentary Trust – Processed Separately from a Decedent's Estate	State (MCL 600.880(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Initiating a Proceeding Involving a Testamentary Trust – Processed as Part of a Decedent's Estate	State (MCL 600.880b(1))	20.00	20.00
Petition to Commence a Proceeding Relating to an Inter Vivos Trust	State (MCL 600.880(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Registration of Trust	State (MCL 600.880c(1))	25.00	25.00
Any other paper, no matter how titled, which requests relief or requires a hearing or ruling of the court when a proceeding is pending, including filing an account if ordered by the court	State (MCL 600.880b(1))	20.00	20.00
<b>Applicable to Guardianship cases under EPIC</b>			
Request for Notice of Guardianship Orders – No Proceeding Pending	State (MCL 700.5104 & MCL 600.880a(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Request for Notice of Guardianship Orders – Proceeding Pending	State (MCL 600.880b(1))	20.00	20.00
Petition for Full or Limited Guardianship	State (MCL 600.880a(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
For Each Account Filed if Ordered by Court	State (MCL 600.880b.(1))	20.00	20.00
Any other paper, no matter how titled, which requests relief or requires a hearing or ruling of the court when a proceeding is pending, when filed by anyone other than ward	State (MCL 600.880b(1))	20.00	20.00
<b>Applicable to Conservatorship Cases</b>			
Request for Notice of Orders in Protective Proceedings - No Proceedings Pending	State (MCL 700.5104 & MCL 600.880(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Request for Notice of Orders in Protective Proceedings - Proceedings Pending	State (MCL 600.880b(1))	20.00	20.00
Petition for Conservator or Protective Order on same petition	State (MCL 600.880(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Account for each account filed	State (MCL 600.880b(1))	20.00	20.00
Petition for Allowance of Account Filed Separately from Account	State (MCL 600.880b(1))	20.00	20.00
Petition for Attorney Fees Filed Separately from Account	State (MCL 600.880b(1))	20.00	20.00
Statement and Proof of Claim	State (MCL 600.880b(1))	20.00	20.00
Petition for Settlement of Personal Injury Claim	State (MCL 600.880b(1))	20.00	20.00
Any other paper, no matter how titled, which requests relief or requires a hearing or ruling of the court when a proceeding is pending, when filed by anyone other	State (MCL 600.880b(1))	20.00	20.00



## Board of Commissioners – September 21, 2021

then ward			
<b>Applicable to Mental Health Code Cases</b>			
Motions and Subsequent petition involving an estate derived from non-public sources	State (MCL 600.880(3))	20.00	20.00
<b>Applicable to Civil Actions</b>			
Summons and Complaint	State (MCL 600.880(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Motion	State (MCL 600.880b(1))	20.00	20.00
Petition to Open Safe Deposit Box	State (MCL 700.2517(2)(a))	10.00	10.00
Will Filed for Safekeeping	State (MCL 600.880c(2))	25.00	25.00
Performing a Marriage	State (MCL 600.874(1)(a); 600.877)	10.00	10.00
Secret Marriage License	State (MCL 551.202)	3.00	3.00
Motion and Order for Delayed Registration of Foreign Birth	State (MCL 600.880(1); 333.2830)	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Petition to Establish Death of Victim of Accident or Disaster	State (MCL 600.880(1); 700.1208)	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Petition Under Uniform Transfers to Minors Act	State (MCL 600.880(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Drain Appeal	State (MCL 280.72(3) & MCL 600.880(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Advanced Directive Proceeding	State (MCL 600.880(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
Petition for Order to Donate Kidney by Minor	State (MCL 700.5105 & MCL 600.880(1))	150.00 + 25.00 electronic filing fee	150.00 + 25.00 electronic filing fee
<b>Copy &amp; Service Fees</b>			
Certified Copy	State (MCL 600.2546)	10.00 + 1.00 per page	10.00 + 1.00 per page
Certified Copy of Deposition	State (MCL 600.874(1)(c); 600.877)	0.03 per folio	0.03 per folio
Taking, Certifying, Sealing, and Forwarding Deposition to Appellate Court	State (MCL 600.874(1)(c); 600.877)	5.00 + 0.10 per folio	5.00 + 0.10 per folio

<b>Public Works/Drain Commission</b>			
Site Plan Review for Developments Impacting County Drains	Department	\$1,000.00	\$1,000.00
<b>Soil Erosion and Sedimentation Control</b>			
Residential Permit (12 Month)			
Minor Permit (less than 1 acre)	County	300.00	300.00
Major Permit (1 or more acres)	County	300.00 + 150.00 per acre over one	300.00 + 150.00 per acre over one
Residential Permit (18 Month)			
Minor Permit (less than 1 acre)	County	400.00	400.00
Major Permit (1 or more acres)	County	400.00 + 150.00 per acre over one	400.00 + 150.00 per acre over one
Industrial/Commercial Permit			
Minor Permit (less than 1 acre)	County	500.00	500.00
Major Permit (1 or more acres)	County	500.00 + 200.00 per acre over one	500.00 + 200.00 per acre over one
Mining Operation			
Minor Permit (less than 2 acres)	County	500.00	500.00
Major Permit (2 or more acres)	County	500.00 + 50.00 per acre over two	500.00 + 50.00 per acre over two
Utility Permit			
Minor Permit (less than 1 mile)	County	400.00	400.00
Major Permit (1 or more mile)	County	400.00 + 50.00 per mile over one	400.00 + 50.00 per mile over one
Annual Renewal of Existing Permit			
Mining Permit Renewal	County	300.00	300.00



## Board of Commissioners – September 21, 2021

Renewal for All Other Permits	County	same as initial fee	same as initial fee
* Mining operation includes all evacuations for the purposes of removing and selling materials including the construction of ponds and/or lakes.			

<b>Prosecuting Attorney</b>			
Police Reports - Copying Costs	County	-	\$0.25 per page
Police Reports - CDs/DVDs	County	-	1.00 each
Police Reports - USB Thumb Drives	County	-	5.00 - 20.00 each
<b>Register of Deeds</b>			
Survey & Remonumentation	State	\$0.06 per document	\$0.06 per document
Real Estate Transfer Tax - County Only	State	1.10 per thousand	1.10 per thousand
Recording Fee (regardless of # of pages – \$5 goes to automation fund)	State (MCL 600.2567 (1)(a))	30.00	30.00
Recording Fee for additional instruments assigned or discharged (in addition to \$30 recording fee)	State (MCL 600.2567 (1)(b))	3.00 per additional instrument	3.00 per additional instrument
Copies of Records or Papers	State (MCL 600.2567 (1)(c))	up to 1.00 per page	up to 1.00 per page
Certification of Recorded Documents	State (MCL 600.2567 (1)(d))	5.00	5.00
Monarch Subscription Fee (Annual Access Fee)	County	12,000.00	12,000.00
Sale of Forms (Quit Claim Deed & Warranty Deed)	County	5.00	5.00
Online Record Search Fee	County	up to 5.00 per search	up to 5.00 per search
Off-Site Laredo Access 0-250	County	62.50	62.50
Off-Site Laredo Access 0-250 Overage	County	0.11	0.11
Off-Site Laredo Access 251-1000	County	116.25	116.25
Off-Site Laredo Access 251-1000 Overage	County	0.07	0.07
Off-Site Laredo Access 1001-5000	County	157.50	157.50
Off-Site Laredo Access 1001-5000 Overage	County	0.06	0.06

<b>Sheriff's Department</b>			
Accident & Police Reports, Incarceration Record	County	\$8.00 first five pages	\$8.00 first five pages
Accident & Police Reports, Incarceration Record	County	1.0 per page after 2.0 5 pages	1.00 per page after 5 pages
Major Incident Response Team	County	100.00 per apparatus per hour + 20.00 per hour per body	100.00 per apparatus per hour + 20.00 per hour per body
Friend of the Court Transport	Sheriff	Actual Cost	Actual Cost
CCW Fingerprinting Charge (electronic)	State (MCL 28.425b-sec 9)	15.00	15.00
Other Fingerprinting Charge (electronic)	State (MCL-various)	70.00	70.00
Fingerprinting Charge (print board)	County	20.00 for first card + 5.00 for each additional card	20.00 for first card + 5.00 for each additional card
Fingerprinting Processing Fee	County	15.00	15.00
Bond Fee for Warrant Arrests	State (MCL 765.12a)	10.00 per charge	10.00 per charge
Money Order Processing Fee (individual inmate accounts)	County	5.00 per money order	5.00 per money order
Jail Kiosk Transaction Usage Fee	County	3.00 per transaction	3.00 per transaction
Inter-Agency Service Fee for DNA test	CC Judge/Sheriff	20.00 per sample	20.00 per sample
State OUIL Reimbursement to partially offset officer's court time	District Court	100.00 per offense	100.00 per offense
State OUIL Reimbursement to partially offset officer's court time	Judge Higgs-Tarrant	75.00 per offense	75.00 per offense



## Board of Commissioners – September 21, 2021

Liquor License Investigation	County	250.00	250.00
Investigation Fee (All Other Licenses)	County	125.00	125.00
Vehicle Impounds	County	75.00	75.00
Arrestment Services for Other Agencies	Contract	37.50 per arraignment	37.50 per arraignment
Process Server Fees	State (MCL 600.2559)	26.00/service + mileage	26.00/service + mileage
SOR Fee	State (MCL 28.725b)	50.00	50.00
Sheriff Booking/Training and Program Fees	State (MCL 801.4b)	12.00	12.00
Notary Fee	County	10.00	10.00
Pistol Database Query Fee	State (MCL 28.422a)	1.00	1.00
Livery Inspection Fee	State (MCL 324.44518)	2.00 per boat	2.00 per boat
Boater Safety Course Fee	County	10.00	10.00
Record Check Fee (Suppressor License)	27 CFR Part 479	10.00	10.00
Child Exchange Service Fee	County (10/15/13 Executive 6.1)	20.00	20.00
Hook-Up Fee - Tether/GPS	County	75.00	75.00
Drug Testing Enrollment Fee	County	25.00	25.00
Drug Testing Lab Confirmation Fees	County	25.00	35.00
Processing of Probate Background Checks	County	-	10.00

<b>Solid Waste</b>			
Solid Waste Surcharge	County Ordinance #108 (Am. 2013)	\$0.674 per cubic yard	\$0.674 per cubic yard
<b>Annual Licensing Fees to Haul Solid Waste</b>			
Identification Sticker Fee-Vehicles	County Ordinance #108 (Am. 2013)	5.00 per vehicle	5.00 per vehicle
Identification Sticker Fee-Containers	County Ordinance #108 (Am. 2013)	5.00 per container	5.00 per container
Annual Amount of Waste (Yards) 0-100	County Ordinance #108 (Am. 2013)	-	-
Annual Amount of Waste (Yards) 101-1,000	County Ordinance #108 (Am. 2013)	250.00	250.00
Annual Amount of Waste (Yards) 1,001-5,000	County Ordinance #108 (Am. 2013)	500.00	500.00
Annual Amount of Waste (Yards) 5,001-10,000	County Ordinance #108 (Am. 2013)	750.00	750.00
Annual Amount of Waste (Yards) > 10,000	County Ordinance #108 (Am. 2013)	1,000.00	1,000.00

<b>Treasurer</b>			
Accommodations Excise Tax	County Ordinance #103 (Am. 2011)	5% of total charge for accommodations	5% of total charge for accommodations
Accommodations Excise Tax - Interest on Unpaid Tax	County Ordinance #103 (Am. 2011)	1% per month	1% per month
Computer Access Fee	County	-	-
Dog Licenses-Regular (Unaltered) (Before March 1)	County	25.00	25.00
Dog Licenses-Regular (Unaltered) (After March 1)	County	50.00	50.00
Dog Licenses-Unsexed (Altered) (Before March 1)	County	12.00	12.00
Dog Licenses-Unsexed (Altered) (After March 1)	County	24.00	24.00
Dog Licenses-Seniors Unsexed (Altered) (Before March 1)	County	5.00	5.00
Dog Licenses-Seniors Unsexed (Altered) (After March 1)	County	10.00	10.00
Transient Merchant License	State	25.00	25.00
Tax Certifications	County	5.00 per parcel	5.00 per parcel
Tax Searches	County	0.25 per year	0.25 per year
Tax Title Filing & Recording	County	0.50 per page	0.50 per page
Collections Fees	State	4% of tax	4% of tax
Preforfeit Mailing Notice	State	15.00	15.00
Trailer Fees	State	0.50	0.50
NSF Check Fee	State	20.00	20.00



## Board of Commissioners – September 21, 2021

Forfeiture	County	15.00	15.00
Title Search	County	175.00	175.00
Forfeit Cert Fee	County	30.00	30.00
Redemption Cert	County	30.00	30.00
Property Inspection	County	45.00	45.00
Publication Fee	County	50.00	50.00
Certification Fee	County	25.00	25.00
Forfeiture Admin	County	74.00	74.00

**(B) Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair**

- **COMMISSIONER BOYD**, re: Approval of \$500 bonus to every Saginaw County Employee who can provide proof of vaccination against COVID-19 or its variants prior to the end of FY 2021

**August 17, 2021 Board Session**

*Krafft moved, seconded by Tany, to approve 4.9. Discussion was held regarding criteria, eligibility, clarification of “employee” definition, and whether or not American Rescue Plan Act (ARPA) funds could be used, with some commissioners expressing an interest in holding further discussion. After discussion, Theisen moved, seconded by Boyd, to table the matter to the September 21, 2021 Board Session (Unfinished Business) and to place for discussion on the September Budget/Audit Committee meeting agenda. Motion carried unanimous by roll-call vote.*

**September 9, 2021 Budget/Audit Committee**

*Motion to adopt a Vaccination Payment Plan in accordance with 42 USC §802(c)(1)(A), commonly known as the American Recovery Plan Act (ARPA), to pay Saginaw County employees who qualify under the terms of the Act, an incentive payment of \$500 if they provide proof of vaccination against the COVID-19 virus or its variants no later than October 31, 2021; Proof is to be provided to the Saginaw County Controller.*

**September 14, 2021 Executive Committee**

*Discussion was held regarding the ability of individuals to formally opt-out of the Vaccination Payment Plan, if approved at the Board Session. Civil Counsel was directed to provide language regarding opting out.*

**September 21, 2021 Board Session**

- *Discussion was held regarding the original motion. Boyd moved, seconded by Theisen, to amend the language and exempt elected officials. Motion carried unanimously. Krafft moved, seconded by Matthews, to change the date to provide proof of vaccination to the Controller’s Office to October 31, 2021. Motion carried unanimously. Boyd moved, seconded by Theisen, to amend the language to include “current” employees. Motion carried unanimously.*
- *Krafft moved, seconded by Tany, to approve the main motion as amended. Motion carried by the following roll-call vote:  
Yes: Winiecke, Tany, Boyd, Matthews, Theisen, Krafft, Little, Webster, and Ruth – 9  
No: Harris, Ewing – 2  
Total: - 11*



## PROCLAMATIONS

### PROCLAMATION

#### General Aviation Appreciation Month

**WHEREAS**, Saginaw County in the State of Michigan has a significant interest in the continued vitality of general aviation, aircraft manufacturing, aviation educational institutions, aviation organizations, and community airports. General aviation and the Saginaw County H.W. Browne Airport have an immense economic impact on Saginaw County; and,

**WHEREAS**, According to the 2017 Michigan Aviation System Plan, general aviation airports in Michigan support over \$5.2 billion in total economic output. It not only supports Michigan’s economy, it improves overall quality of life by supporting emergency medical and healthcare services, law enforcement, fire-fighting and disaster relief, investments in sustainable fuels and technologies, and investments in innovative experimental technology like Vertical Takeoff and Landing vehicles, and by transporting business travelers to their destinations quickly and safely; and,

**WHEREAS**, These aircraft and our network of airports represent a national public benefit, and Congressional oversight should be in place of this system to ensure that it remains a public system and serves communities of all sizes; and,

**WHEREAS**, General aviation has been deeply impacted by the COVID-19 pandemic, causing an impact on operations, jobs, and dependent industries, sectors, and communities and it stands to be at the forefront of the overall economic recovery; and,

**WHEREAS**, The United States faces a shortage of aviation professionals and leaders should invest in this critical infrastructure to ensure future economic growth and our next generation of aviation professionals and pilots.

**NOW, THEREFORE, BE IT RESOLVED**, The Saginaw County Board of Commissioners hereby proclaims October as General Aviation Appreciation Month and declares general aviation a vital strategic asset to Saginaw County.

Respectfully Submitted,  
**Saginaw County Board of Commissioners**  
Carl E. Ruth  
Chair, District #10

Adopted: September 21, 2021

## APPOINTMENTS

- ✓ Chairman Ruth appointed Debbie Vasquez-Hinderliter (*to fill a vacancy*) on the **Mosquito Abatement Commission** for a term that expires January 1, 2024.



## ELECTIONS

### OFFICIAL BALLOT SAGINAW COUNTY BOARD OF CANVASSERS

Pursuant to Michigan Election Law Act 116 of 1954 (MCL 168.24c):

- The County Committee of each political party is required to provide the County Clerk with the names of three nominees for the party's expiring seat.
- The County Board is required to fill the new vacancies by electing a Republican member and a Democratic member from the submitted names.
- The County Board is required to use ballots when filling the seats.

Each commissioner is required to sign their ballot to comply with the Open Meetings Act. Nominations from the floor and/or write-ins are not permitted. (See Comm. No. 9-21-1 from County Clerk Vanessa Guerra)

#### DEMOCRAT

James Lewis - Incumbent  
 Clint Bryant  
 Brandell Adams

#### REPUBLICAN

Greg Schmid - Incumbent  
 William Azelton  
 Helene Wiltse

***Democrat James Lewis and Republican William Azelton, having received a majority vote of the Saginaw County Board of Commissioners, are hereby declared the duly elected members to serve on the Saginaw County Board of Canvassers.***

## CHAIR ANNOUNCEMENTS

- Chairman Ruth announced the Michigan Association of Counties (MAC) Annual Meeting begins this weekend and recommended commissioners speak to legislators about ARPA funding.

## COMMISSIONER AUDIENCES

- Commissioner Little asked commissioners to support a youth bowling fundraiser by purchasing \$5 raffle tickets.
- Commissioner Harris stated the discussion with representatives from Mobile Medical Response (MMR) at the Committee of the Whole held prior to this meeting was very useful and beneficial. He would like more informational meetings, in addition to the reports made tri-annually to the Courts & Public Safety Committee.
- Commissioner Krafft stated Frankenmuth is back in full swing! Big Country Fest is Friday,



## Board of Commissioners – September 21, 2021

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October 1<sup>st</sup> and Saturday, October 2<sup>nd</sup> at Heritage Park in the Harvey Kern Pavilion.

**By Commissioner Harris, seconded by Commissioner Matthews: That the Board adjourn. Carried.**  
Thereupon, the Board adjourned at 5:52 p.m.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Deputy County Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



OCTOBER SESSION 2021



**F**irst day of the October Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, October 19, 2021. The Board met pursuant to call of the County Clerk at 5:00 p.m. at the Saginaw County Courthouse, 111 S. Michigan Ave., Saginaw, MI 48602 with the Honorable Carl E. Ruth in the Chair. County Clerk Vanessa Guerra took roll, quorum present as follows:

**PRESENT:** Christopher S. Boyd, Carol E. Ewing, Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen, Michael A. Webster, Cynthia M. Winiecke – 10

**ABSENT:** Kyle R. Harris – 1

**TOTAL:** - 11

**OTHERS:** Robert Belleman, Vanessa Guerra, Koren Thurston, Dave Gilbert, Undersheriff Gomez, Mike Thompson, Shawn Schutt, William Cowdry, Suzy Koepplinger, and others

 Commissioner Tany opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

### CLERK'S CALL OF SESSION

#### Public Notice of Regular Board Session

The Saginaw County Board of Commissioners will convene for its Regular Session on

**Tuesday, October 19, 2021 at 5:00 p.m.**

111 S. Michigan Ave., Room 200

Saginaw, MI 48602

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to [boc@saginawcounty.com](mailto:boc@saginawcounty.com) prior to 12:00 p.m. the day of the meeting.

Please include your phone number.



## Board of Commissioners – October 19, 2021

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This meeting is being held consistent with P.A. 267 of 1976 (MCL 15.263) to consider the October 19, 2021 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate, please call the Board of Commissioners at 989.790.5267.

Respectfully Submitted,  
Vanessa Guerra, County Clerk

October 15, 2021  
Posted 10-15-21 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed if there are no objections. The Chair hears none; it is so ordered.***

### APPROVAL OF MINUTES

- ***Commissioner Theisen moved, seconded by Commissioner Little, to approve the Minutes of the September 21, 2021 Board Session and September 21, 2021 Committee of the Whole meeting. Motion carried unanimously.***

### NOTICE OF PUBLIC HEARING

None

### AUDIENCES

- Commissioner Theisen presented a Proclamation for October as *Domestic Violence Awareness Month* to Shawn Schutt, Prevention Education Coordinator at Underground Railroad, who expressed his appreciation for the support of the agency and survivors.
- Commissioner Boyd presented a Proclamation for *Pro Bono Week* to Attorney William Cowdry, Legal Services of Eastern Michigan. Mr. Cowdry introduced Vanessa Guerra, Saginaw County Clerk, who recently received the Pro Bono Attorney of the Year Award.
- Mike Thompson spoke regarding mass incarceration in the Saginaw County Jail, requested commissioners adopt a general resolution regarding same, and asked that Jail Population Reports be made available to the public. Undersheriff Gomez addressed the Board and provided current Jail population statistics. He advised that once the new computer system is in place, it will be easier to run reports and stated he will report quarterly to the Courts & Public Safety Committee.

### LAUDATORY RESOLUTIONS

None

### PETITIONS AND COMMUNICATIONS

***By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.***

**10-19-1 MAINTENANCE** requesting an increase in the County Credit Card limit to \$25,000 for Anthony DePelsMaeker (Director) and \$75,000 for Stacey Bell-Trevino (Office Manager) to pay specific vendors with no additional fees.

-- County Services **(10-19-3.1)**



## Board of Commissioners – October 19, 2021

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- 10-19-2 BIRCH RUN TOWNSHIP** sending notice of a DDA Special Meeting on October 13, 2021 at 8:00 a.m.  
-- County Services (*Receive & File*)
- 10-19-3 SAGINAW COUNTY ROAD COMMISSION** submitting its 2020 Annual Report for review and discussion.  
-- County Services (*Receive & File*)
- 10-19-4 SAGINAW FUTURE INC.** submitting information and providing an update on the Great Lakes Tech Park.  
-- County Services (*Receive & File*)
- 10-19-5 10<sup>th</sup> CIRCUIT COURT – FAMILY DIVISION** requesting acceptance of \$600,000 “Raise the Age” grant (Acct. #292) from the State of Michigan to fund all juvenile justice for 17-year old children and add four (4) additional Youth Care Specialist (YCS) positions in Detention along with other related non-CCF reimbursable expenses.  
-- Budget/Audit (**10-19-4.2**) Labor Relations (**10-19-5.1**)
- 10-19-6 GREAT LAKES BAY MICHIGAN WORKS!** requesting approval of a new Interlocal Agreement with the Counties of Bay, Gratiot, Isabella, Midland and Saginaw effective January 1, 2022 – December 31, 2026.  
-- County Services (**10-19-3.2**)
- 10-19-7 TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of July 2021.  
-- Budget/Audit (**10-19-4.1**)
- 10-19-8 TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of August 2021.  
-- Budget/Audit (**10-19-4.1**)
- 10-19-9 EQUALIZATION** submitting for approval the 2021 Saginaw County Apportionment Report.  
-- County Services (**10-19-3.3**)
- 10-19-10 10<sup>th</sup> CIRCUIT COURT** requesting a temporary PCN to allow for training of a new Friend of the Court Director, due to the current Director leaving effective October 20, 2021.  
-- Labor Relations (**10-19-5.2**)
- 10-19-11 COMMISSION ON AGING** requesting approval to amend the PCN Roster to reflect current responsibilities of the Care Management Coordinator.  
-- Labor Relations (**10-19-5.3**)
- 10-19-12 PURCHASING/RISK MANAGER** requesting approval to increase the Motor Pool Fund up to \$30,000 from fund balance to cover the purchase of a “sign out” vehicle for employee county business use.  
-- Budget/Audit (*Postponed to November Budget/Audit Committee*)
- 10-19-13 10<sup>th</sup> CIRCUIT COURT** requesting approval of American Rescue Plan Act (ARPA) funding to conduct jury trials offsite, including Juvenile defendant jury trials, through the month of December 2021.  
-- Budget/Audit (**10-19-4.3**)
- 10-19-14 PERSONNEL DIRECTOR** submitting the October 2021 Employment Status Report covering labor statistics for the month of September 2021.  
-- Labor Relations (*Receive & File*)



10-19-15 CIVIL/LABOR COUNSEL submitting two (2) Memorandums of Understanding between Saginaw County and Teamsters Local 214 for the Health Department regarding hiring of Health Resource Advocates.

-- Labor Relations (10-19-5.4)

INITIATORY MOTIONS

None

REPORTS OF COMMITTEES

1. Human Services Committee – J. Theisen, Chair; M. Webster, Vice-Chair

None

2. Courts and Public Safety Committee – S. Matthews, Chair; C. Boyd, Vice-Chair

None

3. County Services Committee – M. Webster; D. Krafft, Vice-Chair

3.1) MAINTENANCE, re: Approval to increase county credit card limit for the Maintenance Director and Office Manager

3.2) GREAT LAKES BAY MICHIGAN WORKS!, re: Approval of new Interlocal Agreement with the counties of Bay, Gratiot, Isabella, Midland, and Saginaw

3.3) EQUALIZATION, re: Approval of 2021 Apportionment Report (as amended)

Webster moved, seconded by Krafft, to approve 3.1 – 3.3 leaving room for exceptions. There were no exceptions and the motion carried unanimously.

FROM: COMMITTEE ON COUNTY SERVICES – 3.1

October 19, 2021

Your committee considered Communication No. 10-19-1 from Tony DePelsMaeker, Maintenance Director, requesting an increase in the County Credit Card limit to \$25,000 for Tony DePelsMaeker (Director) and \$75,000 for Stacey Bell-Trevino (Office Manager) to pay specific vendors with no additional fees.

The committee met with Mr. DePelsMaeker who explained that the Maintenance Department processes several monthly vendor payments by means of the County issued PNC credit card. There are approximately 10 vendors that have agreed to participate without any additional fees being incurred by using a credit card payment. An increase in the credit card limit was approved in the past with a previous Director and Office Manager.

It is the recommendation of your committee to approve an increase in the County PNC credit card limit to \$25,000 for Tony DePelsMaeker (Director) and \$75,000 for Stacey Bell-Trevino (Office Manager) in the Maintenance Department.

Respectfully Submitted,

COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany



## Board of Commissioners – October 19, 2021

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### **FROM: COMMITTEE ON COUNTY SERVICES – 3.2**

**October 19, 2021**

Your committee considered Communication No. 10-19-6 from Chris Rishko, Great Lakes Bay Michigan Works! Chief Executive Officer, requesting approval of a new Interlocal Agreement with the counties of Bay, Gratiot, Isabella, Midland and Saginaw effective January 1, 2022 – December 31, 2026.

We met with Mr. Rishko who explained the proposed new Interlocal Agreement is a direct copy of the previous agreement. No changes were made in content or verbiage other than to update the effective and expiration dates (January 1, 2022 and December 31, 2026 respectively).

We recommend approval of the new Interlocal Agreement with the counties of Bay, Gratiot, Isabella, Midland and Saginaw effective January 1, 2022 – December 31, 2026.

Respectfully Submitted,

#### **COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

### **FROM: COMMITTEE ON COUNTY SERVICES – 3.3**

**October 19, 2021**

Your committee considered Communication No. 10-19-9 from Denise Babbitt, Equalization Director, submitting for approval the 2021 Saginaw County Apportionment Report.

We met with Ms. Babbitt and she informed the committee that this is a preliminary report and there are a couple of taxing jurisdictions that have not submitted their signed L-4029 Millage Rate Request forms and may require future amendment. Additionally, post-committee, an error in the Frankenmuth/Buena Vista debt line on page 3 was found and 2.1800 was added.

We recommend approval of the 2021 Apportionment Report as presented.

Respectfully Submitted,

#### **COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

[Report begins on next page]



## Board of Commissioners – October 19, 2021

### 2021 MILLAGE RATES FOR SAGINAW COUNTY

Townships	Allocated Operating	Voted	Purpose of Voted Millage	Total
Albee	0.8980	0.9832	Roads	1.8812
Birch Run	0.9211	1.0000 0.8100	Extra Operating Debt	2.7311
Blumfield	0.9480	2.0000	Roads	2.9480
Brady	0.8866	1.5000	Special Assessment Fire Real Property Only	2.3866
Brant	0.8498	1.5000	Special Assessment Fire Real Property Only	2.3498
Bridgeport	4.7332			4.7332
Buena Vista	4.9235	2.0000 2.0000 3.9692 1.0000	Fire Operating Police Operating Public Safety Rec Operating	13.8927
Carrollton	0.9049	3.0000 8.9500 4.9536	Special Assessment Fire Real Property Only Special Assessment Police Real Property Only Roads	17.8085
Chapin	0.8380	1.7023	Emergency Service	2.5403
Chesaning	0.9228	1.5000	Special Assessment Fire Real Property Only	2.4228
Frankenmuth	0.8538	1.9932	Roads	2.8470
Fremont	0.9064			0.9064
James	0.9002	1.7500	Fire	2.6502
Jonesfield	0.9203	3.7500	Special Assessment Fire Real Property Only	4.6703
Kochville	0.9766	1.0000 2.0000 2.0000	Special Assessment Fire Real Property Only on Res., Ag., Vacant Comm. & Ind. Special Assessment Fire on Improved Comm. & Ind. Real Property Only Kochville DDA 1 and DDA 2 levy an additional 2.0 mill on DDA property only	3.9766
Lakefield	0.9101	1.9353 3.7500	Roads & Bridges Special Assessment Fire Real Property Only	6.5954
Maple Grove	0.8585			0.8585
Marion	0.8995	2.9224 2.8374	Bridges Fire	6.6593
Richland	0.9084	0.9084 0.7500 3.0000 2.3000	Park Library Special Assessment Police Real Property Only Special Assessment Fire Real Property Only	7.8668
Saginaw	0.9311	5.5000 1.8000	Police Special Assessment Fire Real Property Only	8.2311
St Charles	0.9845	1.5000	Special Assessment Fire Real Property Only	2.4845
Spaulding	0.9113	0.9666 0.9666	Police Fire	2.8445
Swan Creek	0.9206	1.5000	Special Assessment Fire Real Property Only	2.4206
Taymouth	0.8908			0.8908
Thomas	0.9437	0.2500 2.0000 2.0000	Fire Public Safety Thomas DDA levies an additional 2.0 mills on non PRE/QA DDA property only	5.1937
Tittabawassee	0.8709	2.9934 1.4689	Police Safety	5.3332
Zilwaukee	0.9873	2.9838 1.2432	Extra Operating Fire	5.2143



## Board of Commissioners – October 19, 2021

### 2021 MILLAGE RATES FOR SAGINAW COUNTY

<b>Cities</b>	<b>Operating</b>	<b>Voted</b>	<b>Purpose of Voted</b>	<b>Total</b>
City of Saginaw	7.3830	7.5000	Police on Real Property only	
		2.0000	D.D.A. Property only	16.8830
City of Zilwaukee	9.5923	1.0000	Fire Replacement	
		0.7500	Watermain	
		0.2500	Recreation	11.5923
City of Frankenmuth	9.2500		1.0 mill on D.D.A. Property waived for 2020	9.2500
<b>Villages</b>				
	<b>Operating</b>	<b>Voted</b>		<b>Total</b>
Birch Run	4.5700	1.5000	Streets on Real Property only	
		2.0000	Operations on Real Property only	8.0700
Chesaning	11.3770	4.5506	Streets (Charter)	
		6.2500	Streets - voted	22.1776
Merrill	11.4240	2.3500	Streets (Charter)	13.7740
Oakley	4.5837			4.5837
St Charles	12.8029	2.1971	Street (Ordinance)	15.0000
Reese	10.5000	0.5000	Sidewalks Sinking Fund	
		1.5000	Fire Apparatus	12.5000
<b>Community College</b>				
	<b>Operating</b>	<b>Voted</b>		<b>Total</b>
Delta	1.5563	0.4864	Operating	2.0427
<b>Intermediate School Districts</b>				
	<b>Operating</b>	<b>Voted</b>		<b>Total</b>
Bay-Arenac 09000	0.1887	2.8356	Special Education	
		1.8910	Vocational Education	4.9153
Clinton 19000	0.1974	2.5915	Special Education	
		0.9873	Vocational Education	3.7762
Genesee 25000	0.4064	2.3677	Special Education	
		0.9466	Vocational Education	3.7207
Gratiot-Isabella 29000	0.2640	4.2000	Special Education	
		1.0000	Vocational Education	5.4640
Saginaw 73000	0.1455	1.9417	Special Education	
		1.0000	Career Technical Education	3.0872
Shiawassee 78000	0.2404	4.1611	Special Education	4.4015
Tuscola 79000	0.1411	2.4502	Tuscola ISD additional millages are by Charter	
		1.6496	Vocational Education	4.2409
<b>Other</b>				
		<b>Voted</b>		<b>Total</b>
		<b>Operating</b>		
Saginaw Transit System Authority		3.2000		3.2000
Bridgeport Public Library		1.5000		1.5000
Frankenmuth District Library		0.8493		0.8493
Merrill District Library		0.7922		0.7922
Reese Unity District Library		0.9965		0.9965
River Rapids District Library		0.9969		0.9969
Public Libraries of Saginaw		3.9947	(Charter and Voted combined)	3.9947
St Charles District Library (Brant, St Charles and Swan Creek Townships)		0.7884		0.7884
Thomas Township Library		0.7500		0.7500

### 2021 MILLAGE RATES FOR SAGINAW COUNTY



## Board of Commissioners – October 19, 2021

<b>State Education Tax</b>		6.0000			
<b>County Schools</b>	<b>District Code</b>	<b>Voted Operating NH</b>	<b>Debt</b>	<b>Sinking Fund</b>	<b>Total School Levy</b>
Birch Run	73130	18.0000	2.8500	0.9000	21.75000
Bridgeport-Spaulding	73180	18.0000		2.9883	20.98830
Bridgeport-Spaulding/BV	73180	18.0000		2.9883	20.98830
Carrollton	73030	17.7876	8.6600		26.44760
Chesaning Union	73110	17.9838	4.8700	0.7473	23.60110
Frankenmuth	73190	18.0000	2.1800	2.0000	22.18000
Frankenmuth/Buena Vista	73192	18.0000	<b>2.1800</b>	2.0000	22.18000
Freeland	73200	18.0000		2.9822	20.98220
Hemlock	73210	18.0000	3.9000	1.0000	22.90000
Merrill	73230	18.0000	7.4500		25.45000
Saginaw City	73010	18.0000	11.2800		29.28000
Saginaw City/Buena Vista	73012	18.0000	6.1000		24.10000
Saginaw Twp	73040	18.0000	2.9000	1.0000	21.90000
St Charles	73240	18.0000	4.2500		22.25000
Swan Valley	73255	18.0000	7.0000	1.5000	26.50000
<b>Out of County Schools</b>		<b>Voted Operating NH</b>	<b>Debt</b>	<b>Sinking Fund</b>	<b>Total School Levy</b>
Ashley	29020	18.0000	8.4000		26.40000
Bay City	09010	18.0000	2.2200	0.6494	20.86940
Breckenridge	29040	18.0000	3.9000		21.90000
Clio	25150	18.0000	3.7500	0.4979	22.24790
Montrose	25260	17.6106	7.0000	0.9809	25.59150
New Lothrop	78070	18.0000	9.0700	1.2472	28.31720
Ovid-Elsie	19120	17.8795	7.8000		25.67950
Reese	79110	18.0000	2.4000	1.5000	21.90000
<b>Saginaw County</b>		<b>Allocated</b>	<b>Voted</b>	<b>Debt</b>	
Operating		4.8558			
Animal Control			0.4250		
County Events Center			0.4500		
Castle Museum			0.1997		
County Parks			0.2942		
Senior Citizens			0.5900		
Mosquito Control			0.6400		
Sheriff Service			1.7500		
Children's Zoo			0.2000		
9-1-1 Authority			0.2800		
Health Dept			0.4800		
Hospital Debt					0.4453
<b>County Sub-Total</b>		4.8558	5.3089		0.4453
Total County Rate		10.6100			



## Board of Commissioners – October 19, 2021

### 4. **Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair**

- 4.1) **TREASURER/CONTROLLER**, re: Payment of Claims for July and August 2021
- 4.2) **10<sup>TH</sup> CIRCUIT COURT – FAMILY DIVISION**, re: Approval of \$600,000 “Raise the Age” Grant (Acct. #292) from the State of Michigan to fund all juvenile justice for 17-year old children
- 4.3) **10<sup>TH</sup> CIRCUIT COURT**, re: Approval of up to \$200,000 in American Rescue Plan Act (ARPA) funds for offsite jury trials through December 2021.

- ***Krafft moved, seconded by Theisen, to approve 4.1 – 4.3 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***

#### **FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1**

**OCTOBER 19, 2021**

In accordance with State Statute and County Policy, your Budget/Audit Committee reviewed the claims for presentation to the Board of Commissioners, as listed below:

<u>Comm. No.</u>	<u>Payment Type</u>	<u>Period</u>	<u>Amount</u>
<b>10-19-7</b>	Electronic Transactions	July 1 – 31, 2021	\$10,591,439.21
	Voucher Payments	July 1 – 31, 2021	\$ 8,409,313.17
<b>10-19-8</b>	Electronic Transactions	August 1 – 31, 2021	\$ 7,742,893.93
	Voucher Payments	August 1 – 31, 2021	\$14,056,021.09

We recommend the payments be approved as compiled and submitted by the Treasurer's Office and Accounting Division of the Controller's Office.

Respectfully Submitted,

#### **COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

#### **FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2**

**OCTOBER 19, 2021**

Your Budget/Audit Committee considered Communication No. 10-19-5 from Todd Borders, Court Administrator, 10<sup>th</sup> Circuit Court – Family Division, requesting approval of a \$600,000 “Raise the Age” grant from the State of Michigan to fund all juvenile justice 17-year old children coming under the jurisdiction of the court.

We discussed the request with Kristine Stockmeyer, Delinquency Program Director, who informed the committee that this is an annual grant and the state will fund the initiative for three (3) years; however, the county has to apply annually for funding. “Raise the Age” is a result of legislation that passed October 31, 2019 that raises the age of juvenile court jurisdiction from 17 to 18 years of age, keeping youth out of adult court. The application for \$600,000 for FY 2022 was submitted prior to October 1, 2021.

We recommend approval of the request as submitted and authorize the proper county officials to perform the necessary budget adjustments.



Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3**

**OCTOBER 19, 2021**

Your Budget/Audit Committee considered Communication No. 10-19-13 from Hon. Darnell Jackson, Chief Judge, 10<sup>th</sup> Circuit Court, requesting approval of American Rescue Plan Act (ARPA) funding to conduct jury trials off site, including Juvenile defendant jury trials, through the month of December 2021.

We discussed this request with Judge Jackson who indicated there are between approximately 80 – 100 people involved in each jury trial and social distancing is not a possibility at the courthouse. The Saginaw County Courts have been holding off-site jury trials since July 2021 and are scheduled through November 2021. By adding this additional month, there will be reductions in the jail population and those on the tether program, and most importantly gives people their civil rights.

We recommend approval of up to \$200,000 in ARPA funding to conduct off-site jury trials, including the location, video conferencing needs, and Sheriff Deputy Services for security. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

5. **Labor Relations Committee – M. Webster, Chair; K. Harris, Vice-Chair**

- 5.1) **10<sup>TH</sup> CIRCUIT COURT – FAMILY DIVISION**, re: Approval to establish PCNs and add four (4) additional Youth Care Specialist (YCS) positions in Detention, due to receipt of the \$600,000 “Raise the Age” grant
- 5.2) **10<sup>TH</sup> CIRCUIT COURT**, re: Approval of a temporary PCN for the new Friend of the Court Director for the period October 11 – October 20, 2021
- 5.3) **COMMISSION ON AGING**, re: Approval to amend the PCN Roster to reflect current responsibilities of the Care Management Coordinator
- 5.4) **CIVIL/LABOR COUNSEL**, re: Approval of two (2) Memorandums of Understanding between Saginaw County and Teamsters Local 214 regarding hiring of Health Resource Advocates at the Health Department

- ***Webster moved, seconded by Winiecke, to approve 5.1 – 5.4 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***



## Board of Commissioners – October 19, 2021

### **FROM: COMMITTEE ON LABOR RELATIONS -- 5.1**

**OCTOBER 19, 2021**

Your Labor Relations Committee considered Communication No. 10-19-5 from Todd Borders, Court Administrator, 10<sup>th</sup> Circuit Court – Family Division, to add four (4) additional Youth Care Specialist (YCS) positions in Detention due to acceptance of a \$600,000 “Raise the Age” grant to fund all juvenile justice for 17 year old children.

We met with Mr. Borders who explained that “Raise the Age” is a result of legislation that passed October 31, 2019 that raises the age of juvenile court jurisdiction from 17 to 18 years of age, keeping youth out of adult court. We discussed the necessity of hiring additional YCS positions to meet the requirements of the grant. This is an annual grant and the State of Michigan will fund the initiative for three (3) years, however the county has to apply annually for funding. The application for \$600,000 for FY 2022 was submitted prior to October 1, 2021. Additionally, there is the possibility of layoffs after the initial 3-year period of funding.

We recommend approval to add four (4) additional Youth Care Specialist positions in Detention, establish PCNs for the positions, and to authorize the proper County personnel to amend the Budget if necessary.

Respectfully Submitted,

#### **COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

### **FROM: COMMITTEE ON LABOR RELATIONS -- 5.2**

**OCTOBER 19, 2021**

Your Labor Relations Committee considered Communication No. 10-19-10 from Hon. Darnell Jackson, Chief Judge, 10<sup>th</sup> Circuit Court, requesting a temporary PCN to allow for training of a new Friend of the Court (FOC) Director, due to the current FOC Director leaving effective October 20, 2021.

We met with Judge Jackson who explained that the temporary PCN is necessary to allow for training of the new FOC Director. The temporary PCN will be needed retroactively from October 11, 2021 through October 20, 2021. Funds are budgeted to accommodate this request.

We recommend approval of a temporary PCN for the new Friend of the Court Director for the period October 11, 2021 through October 20, 2021.

Respectfully Submitted,

#### **COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

### **FROM: COMMITTEE ON LABOR RELATIONS -- 5.3**

**OCTOBER 19, 2021**

Your Labor Relations Committee considered Communication No. 10-19-11 from Jessica Sargent, Commission on Aging Director, requesting approval to amend the PCN Roster to reflect current responsibilities of the Care Management Coordinator (PCN #238237).

We met with Ms. Sargent who explained that the responsibilities were historically budgeted and the PCN was split between the Caregiver Support Program (15%) and the Care Management Program (85%) activities. The match requirement will still be met and this change will reflect more accurate grant reporting.



## Board of Commissioners – October 19, 2021

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We recommend approval to amend the PCN Roster to reflect the Care Management Coordinator (PCN #238237) at 100% from the Care Management Activity (#67289) and remove 15% of this position from the Caregiver Support Program Activity (#67236).

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.4**

**OCTOBER 19, 2021**

Your Labor Relations Committee considered Communication No. 10-19-15 from Dave Gilbert, Civil/Labor Counsel, requesting approval of two (2) Memorandums of Understanding between Saginaw County and Teamsters Local 214 for the Health Department regarding hiring of Health Resource Advocates.

We met with Mr. Gilbert who explained that the Health Department received grants to hire up to eight (8) non-clinical Health Resource Advocates as independent contractors to provide frontline support for COVID-19 testing, reporting, and to help school districts identify emerging COVID-related health concerns; and up to six (6) clinical Health Resource Advocates as independent contractors who will be nurses to serve as healthcare representatives providing guidance and training to school districts on appropriate COVID-19 prevention strategies. These MOUs will be effective from the date of approval and expire September 30, 2022

We recommend approval of the two (2) Memorandums of Understanding as presented.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

6. **Executive Committee – C. Ruth, Chair**

None

7. **Legislative Committee – J. Theisen, Chair; G. Little, Vice-Chair**

None

8. **Intergovernmental Cooperation Committee – J. Theisen, Chair; J. Tany, Vice-Chair**

None

9. **Committee Compensation**

10-19-21.1) September 5, 2021 – September 18, 2021

10-19-21.2) September 19, 2021 – October 2, 2021



## Board of Commissioners – October 19, 2021

- Little moved, seconded by Theisen, to approve Compensation Reports 10-19-21.1 and 10-19-21.2. The motion carried unanimously.

### COMMITTEE COMPENSATION - 10.19.21.1

October 19, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held September 5 - September 18, 2021.*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	09/07/21	Human Services Committee	Theisen	\$50.00	1
			Webster	\$50.00	1
			Winiecke	\$50.00	1
			Ruth	\$50.00	1
2	09/08/21	County Services Committee	Webster	\$50.00	1
			Krafft	\$50.00	1
			Ewing	\$50.00	1
			Tany	\$50.00	1
			Ruth	\$50.00	1
3	09/09/21	SC-CHAP	Ewing	\$50.00	1
4	09/09/21	Budget/Audit Committee	Krafft	\$50.00	1
			Boyd	\$50.00	1
			Tany	\$50.00	1
			Theisen	\$50.00	1
			Ruth	\$50.00	1
5	09/10/21	Saginaw Future Board	Webster	\$50.00	1
6	09/13/21	MAC HHS/Judiciary Joint Meeting via Zoom	Boyd	\$50.00	1
			Webster	\$50.00	1
7	09/13/21	Labor Relations Committee	Webster	\$25.00	1
			Little	\$50.00	1
			Matthews	\$50.00	1
			Ruth	\$50.00	1
8	09/14/21	Community Corrections Advisory Board	Theisen	\$50.00	1
9	09/14/21	Brownfield Redevelopment Authority	Webster	\$50.00	1
10	09/14/21	GLB CVB @ Four Points	Ruth	\$50.00	1
11	09/14/21	Executive Committee	Ruth	\$25.00	1
			Theisen	\$25.00	1
			Matthews	\$50.00	1
			Webster	\$25.00	1
			Krafft	\$50.00	1
12	09/15/21	Castle Museum Board	Tany	\$50.00	1
13	09/15/21	Saginaw Valley Zoological Society	Little	\$50.00	1
			Matthews	\$50.00	1
14	09/15/21	Saginaw CVB @ Jake's	Ruth	\$50.00	1
15	09/15/21	Animal Control Advisory Board	Ewing	\$50.00	1
16	09/16/21	9-1-1 Authority Board	Matthews	\$50.00	1



## Board of Commissioners – October 19, 2021

17	09/16/21	Frankenmuth CVB	Krafft	\$50.00	1
18	09/16/21	Commission on Aging	Ewing	\$50.00	1
<b>TOTAL</b>				<b>\$1,800.00</b>	<b>38</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (9-17-21)

### COMMITTEE COMPENSATION - 10.19.21.2

October 19, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held September 19 - October 2, 2021*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	09/21/21	<b>Committee of the Whole re: MMR</b> Boyd, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster, Winiecke	11 Present	\$550.00	11
2	09/21/21	<b>Board Session</b> Boyd, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster, Winiecke	11 Present	\$275.00	11
3	09/29/21	<b>GLB CVB via Zoom</b>	Ruth	\$50.00	1
4	09/29/21	<b>Community Corrections Advisory Board</b>	Theisen	\$50.00	1
5	09/30/21	GLB Michigan Works! Consortium Bd. In-Person: Ruth, Little @ Mt. Pleasant Via Zoom: Matthews, Tany, Webster	Ruth Little Matthews Tany Webster	\$50.00 \$50.00 \$50.00 \$50.00 \$50.00	1 1 1 1 1
<b>TOTAL</b>				<b>\$1,175.00</b>	<b>29</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (10-1-21)

### RESOLUTIONS

None

### UNFINISHED BUSINESS

None



## PROCLAMATIONS

**PROCLAMATION  
DOMESTIC VIOLENCE AWARENESS MONTH  
AWARENESS + Action = Social Change  
BREAK THE SILENCE, END THE VIOLENCE  
#WeAreResilient**

**October is National Domestic Violence Awareness Month**, which first began in 1981 by the National Coalition Against Domestic Violence as a Day of Unity to connect battered women's advocates across the country. Domestic violence affects millions of women, men and children of every race, religion, culture and status. It's not just punches and black eyes – it's yelling, humiliation, stalking, manipulation, threats, and isolation. It's stealing a paycheck, keeping tabs online, non-stop texting, constant use of the silent treatment, or calling someone stupid so often they believe it.

**Many survivors have been asked why they stayed.** There is never a simple answer because there are often several circumstances that lead each of them to stay with an abuser. Many stay for their children, not even thinking about the devastating effect the verbal and emotional abuse it would have on all of them. The bruises all heal but the mental abuse lasts a lifetime.

**There are few actions** that require as much bravery as walking away from an abusive relationship. To recognize that you are in need of help, and then take the steps needed to get it, is not weakness – it's a sign of strength.

**For over 40 years**, Underground Railroad, Inc. has been the only provider of emergency shelter and services to victims of domestic violence in Saginaw County. Though many things have changed in 40 years, a shocking reality remains: the services are just as necessary today as they were when the doors opened in December 1977. Time and time again, victims say that it was one person who changed the trajectory of their lives. It only needs to be one person who does one thing.

**The Saginaw County Board of Commissioners hereby proclaims **October 2021** as  
**Domestic Violence Awareness Month****

and calls upon the people of the County of Saginaw to recommit to our community to increase awareness and the understanding of domestic violence by supporting victims and their families and increase the support for agencies and shelters that provide services to these victims.

Respectfully Submitted,  
**Saginaw County Board of Commissioners**  
Carl E. Ruth  
Chairman, District #10

Presented & Adopted: October 19, 2021



## Board of Commissioners – October 19, 2021

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### PROCLAMATION NATIONAL PRO BONO CELEBRATION October 24 – 30, 2021

**Whereas,** October 24 – 30, 2021 has been designated by the American Bar Association, the State Bar of Michigan, and the Saginaw County Bar Association as National Pro Bono Week, to recognize the valuable pro bono contributions made by attorneys throughout the year; and,

**Whereas,** The Latin term “pro bono” literally translates to “for the good.” Access to justice is a fundamental and essential right to a democratic society. Countless citizens cannot afford the legal representation that they need to protect their lives, properties, and natural liberties; and,

**Whereas,** Volunteer local attorneys donate thousands of hours of pro bono time each year, and the invaluable contributions of those attorneys helps to ensure and protect a just society for every citizen.

**Now, Therefore, Be It Resolved,** That the Saginaw County Board of Commissioners recognizes the week of October 24 – 30, 2021 as Pro Bono Celebration Week, commends Michigan attorneys for their ongoing pro bono contributions, and reminds all members of the Bar that by engaging in pro bono work and providing financial support they can make a significant difference in the lives of Michigan’s poor who would not otherwise have access to the legal system.

**In Witness Whereof,** The seal of the County of Saginaw has been affixed and the proclamation adopted by the Board of Commissioners on the 19th day of October in the year of our Lord two thousand twenty one.

Respectfully Submitted,  
**Saginaw County Board of Commissioners**  
Carl E. Ruth  
Chairman, District #10

Presented & Adopted: October 19, 2021

### APPOINTMENTS

None

### ELECTIONS

None

### CHAIR ANNOUNCEMENTS

- Chairman Ruth announced the October 26, 2021 Committee of the Whole regarding ARPA funding with presentations from various municipalities and organizations to be held at Spaulding Township Hall, 5825 Cole Rd., Saginaw, MI.

### COMMISSIONER AUDIENCES

None



## Board of Commissioners – October 19, 2021

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**By Commissioner Theisen, seconded by Commissioner Matthews: That the Board adjourn. Carried.**  
Thereupon, the Board adjourned at 5:40 p.m.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Deputy County Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



**NOVEMBER SESSION 2021**



**F**irst day of the November Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, November 16, 2021. The Board met pursuant to call of the County Clerk at 5:00 p.m. at the Saginaw County Courthouse, 111 S. Michigan Ave., Saginaw, MI 48602 with the Honorable Carl E. Ruth in the Chair. County Clerk Vanessa Guerra took roll, quorum present as follows:

**PRESENT:** Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth, Jack B. Tany, Michael A. Webster, Cynthia M. Winiecke – 10

**ABSENT:** James G. Theisen – 1

**TOTAL:** - 11

**OTHERS:** Vanessa Guerra, Robert Belleman, Dave Gilbert, Bill Smith, Brian Keenan-Lechel, Connie Scherzer, Julie Roggow, Kyle Bostwick, Mike Thompson, Blair Stevenson, Christi Lopez, Mark Gaertner, Norm Bamberger, Lee Peterson, Krystal Irvine, Koren Thurston, Leah Puskar, Terry Beagle, Steve Jonas, Brian Smith, Annie Rummel, Amy Deford, Denise Babbitt, Isaac Blackmon, Julie Flory, Jean Owens, Jessica Sargent, Hannah Olsen, Suzy Koepplinger, Cindy Louchart, and others

 Commissioner Boyd opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

**CLERK'S CALL OF SESSION**

**Public Notice of Regular Board Session**

The Saginaw County Board of Commissioners will convene for its Regular Session on

**Tuesday, November 16, 2021 at 5:00 p.m.**

111 S. Michigan Ave., Room 200



## Board of Commissioners – November 16, 2021

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Saginaw, MI 48602

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to [boc@saginawcounty.com](mailto:boc@saginawcounty.com) prior to 12:00 p.m. the day of the meeting.

Please include your phone number.

This meeting is being held consistent with P.A. 267 of 1976 (MCL 15.263) to consider the November 16, 2021 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate, please call the Board of Commissioners at 989.790.5267.

Respectfully Submitted,  
Vanessa Guerra, County Clerk

November 16, 2021  
Posted 11-10-21 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed if there are no objections. The Chair hears none; it is so ordered.***

### APPROVAL OF MINUTES

- ***Commissioner Little moved, seconded by Commissioner Tany, to approve the Minutes of the October 19, 2021 Board Session; October 12, 2021 Committee of the Whole; and October 26, 2021 Committee of the Whole meeting. Motion carried unanimously.***

### PUBLIC HEARING

- At 5:04 p.m., Chairman Ruth opened a public hearing on the adoption of a Brownfield Plan for 235 W. Saginaw Street and 135 S. Eddy Street, Merrill, MI pursuant to the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended. He asked if there was anyone wishing to speak; hearing none, he announced the hearing would remain open.

### NOTICE OF PUBLIC HEARING ON THE CONSIDERATION OF A BROWNFIELD PLAN FOR THE COUNTY OF SAGINAW PURSUANT TO AND IN ACCORDANCE WITH ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED

**PLEASE TAKE NOTICE** that a Public Hearing shall be held at the regularly scheduled meeting of the Board of Commissioners of the County of Saginaw on the 16th day of November at 5:00 p.m. in the City of Saginaw at the Saginaw County Governmental Center, 111 S. Michigan Ave., Saginaw, Michigan 48602 to consider the adoption of a Brownfield Plan for 235 W. Saginaw Street and 135 S. Eddy Street, Merrill, Michigan, within which the Authority shall exercise its powers, all pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended.

The description of the proposed Brownfield property is:  
Land situated in the Village of Merrill, County of Saginaw, State of Michigan, described as follows:



## Board of Commissioners – November 16, 2021

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### 235 W. Saginaw Street

LOTS 1 & 2 BLK 3 ORIGINAL PLAT OF VILLAGE OF MERRILL SEC 27 T12N R1ESPLIT ON 05/03/2021 WITH 17-12-1-27-0115-000 INTO 17-12-1-27-0109-001;\*\*\*RETIRED FOR 2022

### 135 S. Eddy Street

LOTS 7 & 8 BLK 3 ORIGINAL PLAT OF VILLAGE OF MERRILL SEC 27 T12N R1ESPLIT ON 05/03/2021 WITH 17-12-1-27-0109-000 INTO 17-12-1-27-0109-001;\*\*\*RETIRED FOR 2022

These descriptions of the properties along with any maps are included in the Brownfield Plan which is available for public inspection at the Saginaw County Governmental Center, 111 S. Michigan Ave., Room 215, Saginaw, Michigan 48602.

Please note that all aspects of the Brownfield Plan are open for discussion at the public hearing and written comments can be mailed to the above address through the date of the hearing.

Vanessa Guerra, Clerk  
County of Saginaw

## AUDIENCES

- Michael Thompson, Public Libraries of Saginaw Trustee, requested the opportunity to present a proposal for American Rescue Plan Act (ARPA) funding for \$20,000 from Saginaw County to establish a “Library of Things.”
- Brian Keenan-Lechel provided public comment regarding proposed changes to the County’s healthcare options. As he stated to the Labor Relations Committee last week, what the Board of Commissioners (BOC) is considering today represents a significant commitment from employees to consolidate healthcare plans to one manageable plan, one of the only tools available to the healthcare committee and employees to try and head off ballooning healthcare costs. He asked commissioners to consider utilizing some of the multiple tools available to the BOC to offset these significant increases and plan consolidations.

## LAUDATORY RESOLUTIONS

- Certificates of Recognition to Saginaw County Sports Hall of Fame inductees into its Class of 2020 Outstanding Athletes/Teams:
  - \* *Bill Agresta* \* *Larry Brethauer* \* *Beth Bull (Spencer)* \* *Robb Cook*  
\* *George Kubiak* \* *Eugene Seals Jr.* \* *Roy Manning Jr.*  
\* *St. Stephens State Champion Basketball Team (1968 - 1969)*
- Certificate of Recognition to Alpha Phi Alpha
- Certificate of Recognition to Iota Chi Lambda



## PETITIONS AND COMMUNICATIONS

*By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.*

- 11-16-1 HEALTHSOURCE SAGINAW** submitting the names of Brian Wellman, Jenean Coughlin, and Dr. Waheed Akbar to fill expiring terms on the Saginaw Community Healthcare Services Corporation/HealthSource Saginaw, Inc. Board of Trustees for terms to expire December 31, 2024.  
-- *Election*
- 11-16-2 MOBILE MEDICAL RESPONSE** submitting its tri-annual report on response times and other related information.  
-- Courts & Public Safety (*Receive & File*)
- 11-16-3 10<sup>TH</sup> CIRCUIT COURT** requesting an increase in pay for the Sobriety Treatment Court Program Defense Counsel from \$55/hour - \$16,000 to \$90/hour - \$26,182.20 for FY 2022.  
-- Courts & Public Safety (**11-16-2.1**)
- 11-16-4 PROSECUTOR** submitting a Reorganization Plan that includes a shift in duties of the Chief Assistant, merging Assistant Prosecuting Attorney (APA) II and APA IV positions to create two (2) APA III positions, and expanding the Financial Investigator position to a new position of Director of Operations.  
-- Courts & Public Safety/Budget/Audit (*Receive & File*) Labor Relations (**11-16-5.1**)
- 11-16-5 CONTROLLER/CAO** submitting information and proposed changes to County Policy #421 “Administrative Policy on Vehicle Assignment Utilization.”  
-- County Services (*No action*)
- 11-16-6 SAGINAW COUNTY CONVENTION & VISITORS BUREAU** submitting the final copy of the 2020 Audit (*receive and file*) and requesting approval of its 2022 Budget.  
-- County Services (**11-16-3.1**)
- 11-16-7 SAGINAW FUTURE** submitting a request on behalf of Gemini Capital Management XIII, LLC to hold a Public Hearing and approve a proposed Resolution Approving a Brownfield Plan for property located at 235 W. Saginaw and 135 S. Eddy Street, Village of Merrill.  
-- County Services (**11-16-3.2/Res. “A”**)
- 11-16-8 PURCHASING/RISK MANAGER** submitting modifications of County Policy #422 – “Administrative Policy on Cellular Telephones.”  
-- County Services (**11-16-3.3**)
- 11-16-9 VILLAGE OF BIRCH RUN DDA** sending the completed Annual Report on Status of Tax Increment Financing Plan for FY 2021.  
-- County Services (*Receive & File*)
- 11-16-10 PROBATE COURT** requesting a temporary PCN to allow for training of a new Probate Register/Administrator, due to the pending retirement of the current Register/Administrator, Terry Kluck Beagle, effective the end of July 2022; further, approval of an increase in the Probate Court budget up to \$52,581.  
-- Budget/Audit (**11-16-4.1**)
- 11-16-11 PURCHASING/RISK MANAGER** submitting additional information requested by the committee pertaining to the request to purchase a Motor Pool Sign-Out Vehicle.  
-- Budget/Audit (**11-16-4.2**)



## Board of Commissioners – November 16, 2021

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- 11-16-12 CIVIL COUNSEL** requesting approval of a Memorandum of Understanding between Saginaw County and Teamsters Local 214 representing Public Health Nurses regarding the promotion of two employees from Public Health Nurse I to Public Health Nurse II.  
-- Labor Relations **(11-16-5.2)**
- 11-16-13 PERSONNEL DIRECTOR** submitting the November 2021 Employment Status Report covering labor statistics for the month of October 2021.  
-- Labor Relations *(Receive & File)*
- 11-16-14 CONTROLLER/CAO** requesting a temporary PCN to allow for training of a new Retirement and Benefits Administrator, due to the pending retirement of Amy Deford effective December 10, 2021; further, appropriation of funding in an amount not to exceed \$10,722 from General Fund fund balance.  
-- Labor Relations **(11-16-5.4)**
- 11-16-15 CONTROLLER/CAO** requesting, on behalf of the Saginaw Wellness Action Team (S.W.A.T.) to offer all employees in a department four (4.0) hours of Paid Time Off (PTO) if 100% of their employees complete the Employee Engagement Survey.  
-- Labor Relations **(11-16-5.5)**
- 11-16-16 CIVIL COUNSEL** requesting approval of three (3) Memorandums of Understanding between Saginaw County and UAW Local 455 – Unit 48 representing Managers; Teamsters Local 214 representing Public Health Nurses; and Teamsters Local 214 representing COA and Health Department Employees regarding modification of the CBA to allow for \$100 gift cards for Public Health Thank You Day.  
-- Labor Relations **(11-16-5.3)**
- 11-16-17 UNION/MANAGEMENT BENEFIT COMMITTEE** submitting its recommendation related to opt out of the Hard Cap provision in accordance with Public Act 152 of 2011 for the 2022 plan year, to offer a single high deductible plan using ARPA funds to offset premium share, and to eliminate the county's contribution to HSA accounts and use those funds to reduce claims.  
-- Labor Relations **(11-16-5.6)**
- 11-16-18 RETIREMENT & BENEFITS ADMINISTRATOR** requesting approval to apply \$442,870 in American Rescue Plan Act Of 2021 funding toward 2022 employee healthcare to reduce the employee contribution amount.  
-- Executive **(11-16-6.1)** *On Addendum – Executive meeting prior to Board Session*
- 11-16-19 CONTROLLER/CAO** submitting information on Guidehouse and requesting approval to engage Guidehouse for consultant services pertaining to American Rescue Plan Act (ARPA) of 2021 funding proposals.  
-- Executive **(11-16-2)** *On Addendum – Executive meeting prior to Board Session*

### INITIATORY MOTIONS

None



## PUBLIC HEARING

### 2<sup>nd</sup> Call

At 5:08 p.m., Chairman Ruth announced the second call of a public hearing on the adoption of a Brownfield Plan for 235 W. Saginaw Street and 135 S. Eddy Street, Merrill, MI pursuant to the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended. He asked if there was anyone wishing to speak; hearing none, he announced the hearing would remain open.

## REPORTS OF COMMITTEES

1. **Human Services Committee – J. Theisen, Chair; M. Webster, Vice-Chair**  
None
  
2. **Courts and Public Safety Committee – S. Matthews, Chair; C. Boyd, Vice-Chair**
  - 2.1) **10<sup>th</sup> CIRCUIT COURT**, re: Approval of increase in pay for the Sobriety Treatment Court Program Defense Counsel from \$55/hour - \$16,000/annual to \$90/hour - \$26,182.20/annual utilizing \$10,182.20 from fund balance
    - ***Matthews moved, seconded by Boyd, to approve 2.1. Motion carried unanimously.***

### FROM: COMMITTEE ON COURTS & PUBLIC SAFETY – 2.1

November 16, 2021

Your committee considered Communication No. 11-16-3 from Hon. Manvel Trice III, Presiding Judge, Sobriety Treatment Court, requesting an increase in pay for the Sobriety Treatment Court Program Defense Counsel from \$55/hour - \$16,000 to \$90/hour - \$26,182.20 for FY 2022.

Judge Trice met with the committee and requested a pay increase for Millie Shek, who has been in the position of Sobriety Treatment Court Program Defense Counsel since 2017. Ms. Shek currently bills \$55/hour, while Veterans Court Counsel bills \$90/hour and Drug Court Counsel bills \$100/hour. Judge Trice asked for a pay increase of \$35 with a cap of \$26,182 for Fiscal Year 2022. There was discussion about the program's current standings and success rate. Judge Trice stated that they are currently limited to twenty (20) participants, but he would like to grow the program to thirty (30) participants. There was mention of setting up a 501(c)3 and the self-paying participants would help fund the pay increase.

We recommend approval to increase the pay of the Sobriety Treatment Court Program Defense Counsel, Millie Shek, to \$90/hour - \$26,182 for FY 2022, with the additional \$10,182 coming from fund balance, and to direct the proper county officials to amend the budget as necessary.

Respectfully Submitted,

### COMMITTEE ON COURTS & PUBLIC SAFETY

Sheldon Matthews, Chair

Kyle R. Harris

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

Cynthia M. Winiecke



3. **County Services Committee – M. Webster; D. Krafft, Vice-Chair**

- 3.1) **SAGINAW COUNTY CONVENTION & VISITORS BUREAU**, re: Approval of 2022 Budget
- 3.2) **SAGINAW FUTURE INC.**, re: Approval of a proposed Resolution approving a Brownfield Plan for property at 235 W. Saginaw and 135 S. Eddy in the Village of Merrill  
*(Submitted under Resolutions)*
- 3.3) **PURCHASING/RISK MANAGER**, re: Approval of modifications of County Policy #422 – “Administrative Policy on Cellular Telephones”

- **Webster moved, seconded by Krafft, to approve 3.1 – 3.3 leaving room for exceptions. 3.2 was moved for consideration under Resolutions and the motion carried unanimously as to 3.1 and 3.3.**

**FROM: COMMITTEE ON COUNTY SERVICES – 3.1**

**NOVEMBER 16, 2021**

Your committee considered Communication No. 11-16-6 from Annette Rummel, President/CEO, Saginaw County Convention & Visitors Bureau, submitting for discussion its 2020 Audit and for approval its FY 2022 proposed Budget.

Dr. Rummel presented to the committee the final copy of its 2020 Audit and the FY 2022 Budget of the Saginaw County Convention & Visitors Bureau. Dr. Rummel shared a PowerPoint presentation highlighting Overnight Tourism Status, Census of Rooms, Overhead Expenses, Investments, and answered questions regarding the fairness of the assessment for marketing and how Saginaw County benefits from their share. The 2022 Budget was calculated from its 2019 budget, reduced by 25%, being conservative on income and expenses.

We recommend approval of the Saginaw County Convention & Visitors Bureau proposed Budget for FY 2022.

Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman  
 Carol E. Ewing  
 Carl E. Ruth

Dennis H. Krafft, Vice-Chair  
 Jack B. Tany

**COMMITTEE ON COUNTY SERVICES – 3.3**

**NOVEMBER 16, 2021**

Your committee considered Communication No. 11-16-8 from Kelly Suppes, Purchasing/Risk Manager, submitting for discussion and approval modifications to County Policy #422 – “Administrative Policy on Cellular Telephones.”

This committee met with Ms. Suppes and discussion was held regarding the proposed changes to the policy. Changes to the policy include establishing a \$40/month stipend to be paid quarterly to an employee who has a cell phone provided by the county, clarifies that replacement costs would be paid by the department unless it was determined the damage was from owner neglect, would cap the cost of phones at \$400, and if the device is returned without passcodes/locks removed, the employee would be responsible to pay the fair-market value.

We recommend approval of the proposed modifications to County Policy #422 – “Administrative Policy on Cellular Telephones” as attached.



Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

Category: 400

Number: 422

Subject: ADMINISTRATIVE POLICY ON CELLULAR TELEPHONES

1. PURPOSE: The purpose of this Policy is to establish administrative regulations for employees in the use of cellular telephones in the conduct of official County business.
2. AUTHORITY: The Saginaw County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion.
3. APPLICATION: The regulations and procedures outlined in this policy statement are to apply to all County owned, rented and leased cellular telephones and personal cell phones used while on County business
4. RESPONSIBILITY: The authority to assign equipment, authorize use of on County business and the administration of this policy is the responsibility of each department head. Cellular telephone assignment shall be made only upon the approval of the appropriate department head.
5. DEFINITIONS: NONE
6. POLICY
  - 6.1 General Statement
    - 6.1.1 The basic guideline of this policy shall be to provide employees with efficient cellular telephone equipment and services.
    - 6.1.2 The acquisition of cellular telephones shall be limited to those instances in which there is a demonstrated need for such equipment to perform essential County business or to improve safety, increase productivity, increase service to the public or in situations in which necessary communications cannot be provided by any other means.
    - 6.1.3 The use of a County owned, rented or leased cellular telephone by an employee will be in compliance with the rules and regulations detailed in this policy.



## Board of Commissioners – November 16, 2021

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### 6.2 Acquisition of County-Owned, Rented or Leased Cellular Telephones

6.2.1 The purchase of all County of Saginaw cellular telephone services, facilities and equipment shall be provided and/or coordinated through the Controller's Office. County of Saginaw departments must follow all procedures promulgated by the Controller/Chief Administrative Officer in the acquisition of cellular telephones.

### 6.3 Assignment of County-Owned, Rented or Leased Cellular Telephones

6.3.1 The authority to assign equipment rests with each department head. Should a change in the demands of a particular position or department necessitate a change in cellular telephone assignment status, a request shall be considered, and if warranted, be approved by the County department head. Equipment will be assigned on the basis of functional requirements of the employee's position and should not be construed as being substitute for other compensation or as a fringe benefit. Cellular telephones are assigned and certain privileges in their use are granted only as a means of providing effective management of County functions.

6.3.2 Stipend: If an employee, whose position is deemed necessary to utilize a cell phone by the department head, wishes to utilize their personal device, they may receive a monthly stipend of \$40. The stipend shall be paid quarterly.

### 6.4 Replacement, Theft, Loss or Damage

6.4.1 Replacement cost of any cellular telephones resulting from damage, loss or theft is the responsibility of the ~~employee~~ Department to which the equipment was assigned unless the department head determines the damage, loss or theft was due to employee neglect and, as such, the employee will be responsible to cover all costs associated with its repair or replacement.

6.4.2 When an employee transfers to another County of Saginaw department, exits County of Saginaw employment, or no longer requires use of such equipment, it is the responsibility of the department head to retrieve cellular phone equipment assigned to that employee. During the exit process, the department head will verify that such equipment has been collected from the ~~former~~ employee. All passcodes and locks must be removed from the device. If the device is not turned in, the employee will be responsible for the fair market value of the device.

6.4.3 Departments are required to report any theft or loss of cellular phones to the department head immediately (or no later than 48 hours after receipt of the information or evidence) so that cellular service can be deactivated.



6.4.4 The cost of purchasing and equipping a county provided cell phone is not to exceed \$400.

6.5 Procedures for the Implementation of the Cellular Telephone Acquisition, Assignment and Use Administration Regulation.

6.5.1 General Acquisition, Approval and Assignment

6.5.1.1 Cellular telephone acquisition shall be in accordance with this policy and will be in compliance with procedures issued by the County Controller/Chief Administrative Officer. Assignment will be based upon department head approval.

6.5.2 Procedure for Other Equipment

6.5.2.1 The Controller/Chief Administrative Officer shall promulgate procedures for the general acquisition of all other cellular telephone equipment and services by County departments as needed.

6.5.3 Record Maintenance

6.5.3.1 Each department head will develop and maintain records sufficient to ensure proper utilization of County equipment. These records should include cellular telephone assignment, cellular telephone use and, in particular, such information warranted under take home assignment to ensure accountability of equipment used beyond normal working hours.

6.6 General Rules and Regulations Pertaining to Cellular Telephone use by County Employees.

6.6.1 County Cellular Telephone Use. The Employee Must:

6.6.1.1 Ensure that the County cellular telephone is in proper operating condition at all times. Any malfunctions should be reported immediately to the department head, Purchasing/Risk Manager, and appropriate vendor.

6.6.1.2 Obey all applicable federal, state and local laws and ordinances while operating County owned equipment on County business.

6.6.2 Specific Practices Prohibited



## Board of Commissioners – November 16, 2021

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- 6.6.2.1 The operation of a cellular telephone for any illegal act.
- 6.6.2.2 The operation of any equipment, in the conduct of County business, which results in the violation of any applicable federal, state or local law, rules or ordinances.
- 6.6.2.3 The operation of any equipment in such a manner that could result in property or bodily damage either to the County or the public due to careless or negligent operation on the part of the employee.
- 6.6.2.4 Any cellular phone use, inclusive of talking, viewing, texting, emailing, etc., regardless of whether the cellular phone is the employee's or county-issued, while driving any vehicle during the course of employment. The cellular phone's voicemail feature should be on to store incoming calls while driving. All calls and message retrievals should be made after the vehicle is safely parked.

6.6.2.4.1 This section shall not apply to law enforcement staff while conducting official law enforcement activities and Mosquito Abatement Commission Field Staff while operating a County vehicle for adult larveciding program.

6.6.2.4.2 County employees shall be permitted to use cell phones as global positioning and navigational systems when they are affixed to a motor vehicle.

- 6.7 Hands-free cellular phones and other devices are subject to this policy.
- 6.8 Any violation of section 6.6 shall be considered intentional and willful misconduct and outside the scope of employment. This section shall be strictly enforced.
- 6.9 Monitoring Responsibilities: The responsibility for monitoring individual employees' use of cellular phones rests with the Supervising Department Head or Elected Official.

### 7. ADMINISTRATIVE PROCEDURES:

- 7.1 Exceptions: any exception or unusual circumstances not provided for in the policy must have specific written prior approval from the County Controller/Chief Administrative Officer.

- 8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.



## Board of Commissioners – November 16, 2021

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

Adopted: November 23, 1999  
Replaced: June 23, 2009  
Amended: June 18, 2019

Amended: October 25, 2021 Amended: November 4, 2021

4. **Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair**

- 4.1) **PROBATE COURT REGISTER/ADMINISTRATOR**, re: Approval of a temporary PCN to allow for training of a new Probate Court Register/Administrator and increase the Probate Court budget up to \$52,581
- 4.2) **PURCHASING/RISK MANAGER**, re: Approval to increase the Motor Pool Fund up to \$30,000 from fund balance to cover the purchase of a “sign out” vehicle for county employee business use
- 4.3) **COMMISSIONER THEISEN**, re: Approval to direct Saginaw County to apply for \$140,000 in funding from the State of Michigan Veterans Services

- ***Krafft moved, seconded by Ewing, to approve 4.1 – 4.3 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1**

**November 16, 2021**

Your Budget/Audit Committee considered Communication No. 11-16-10 from the Hon. Patrick J. McGraw, Probate Judge, submitting for discussion and approval a temporary PCN to allow for training of a new Probate Court Register/Administrator, due to the pending retirement of the current Register/Administrator, Terry Kluck Beagle, effective the end of July 2022; further, approval of an increase in the Probate Court budget up to \$52,581.

The committee met with Terry Kluck Beagle, who will be retiring at the end of July 2022 and is going to be replaced by the current Chief Deputy Register, Latecia Cirilo. With the hope of filling the Chief Deputy Register position internally, there will be need for another Deputy Register. The Controller’s office has indicated that the eight (8) month total using old health, dental, vision, and life rates for a single is \$44,802, with a double being \$49,527, and family at \$52,581.

We recommend approval of a temporary PCN for a Deputy Register to allow for training of a new Probate Court Register/Administrator. Further, we recommend approval of an increase of the Probate Court Budget up to \$52,581 and authorize the proper county officials to perform the necessary budget adjustments.

Respectfully Submitted,  
**COMMITTEE ON BUDGET/AUDIT**  
Dennis H. Krafft, Chair  
Jack B. Tany  
Carl E. Ruth

Christopher S. Boyd, Vice-Chair  
James G. Theisen



**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2**

**November 16, 2021**

Your Budget/Audit Committee considered Communication Nos. 10-19-12 and 11-16-11 from Kelly Suppes, Purchasing/Risk Manager, requesting approval to increase the Motor Pool Fund up to \$30,000 from fund balance to cover the purchase of a “sign out” vehicle for county employee business use.

We previously requested Kelly Suppes bring more information before the committee pertaining to her request as stated. She indicated that departments had expressed the need/want for a “sign out” vehicle to assist with their department duties and estimates that the vehicle will have incurred 35,000 miles by its fifth (5<sup>th</sup>) year of use. Many employees that use their personal vehicle and receive mileage indicated that they would prefer to use a sign out vehicle rather than their own. Ms. Suppes is currently working with Todd Wenzel in purchasing a vehicle utilizing the State of Michigan MI Deal Cooperative Contract that allows the County to receive significant manufacturer discounts.

Having received more information, we recommend approval of an increase of the Motor Pool Fund from fund balance, up to \$30,000, for the purchase of a “sign out” vehicle for county employee business use. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3**

**November 16, 2021**

Your Budget/Audit Committee considered a request from Commissioner Theisen to direct Saginaw County to apply for Veterans Services funding from the State of Michigan.

Discussion was held regarding the presentation that was made at the Committee of the Whole held October 12, 2021 by Representative Amos O’Neal and various members of Veterans organizations. As only motions to refer to an organized committee or to postpone are allowed at a Committee of the Whole, the approval was not acted upon at that time.

We recommend that Saginaw County apply for Veterans Services funding from the State of Michigan in the amount of \$140,000.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

5. **Labor Relations Committee – M. Webster, Chair; K. Harris, Vice-Chair**

- 5.1) **PROSECUTOR**, re: Approval of a Reorganization Plan that includes a shift in duties of the Chief Assistant, merging APA II and APA IV to create two (2) APA III positions, and expanding the Financial Investigator position to a new Director of Operations
- 5.2) **CIVIL/LABOR COUNSEL**, re: Approval of a Memorandum of Understanding regarding the promotion of two (2) Public Health Nurses



## Board of Commissioners – November 16, 2021

- 5.3) **CIVIL/LABOR COUNSEL**, re: Approval of three (3) Memorandums of Understanding regarding \$100 gift cards for Public Health Thank You Day
- 5.4) **CONTROLLER/CAO**, re: Approval of a temporary PCN to allow for training a new Retirement and Benefits Administrator and use of \$10,722 from GF fund balance
- 5.5) **CONTROLLER/CAO**, re: Approval to offer all employees four (4) hours of PTO if 100% of department employees complete the Employee Engagement Survey developed by the Saginaw Wellness Action Team (S.W.A.T)
- 5.6) **UNION/MANAGEMENT BENEFIT COMMITTEE**, re: Approval to opt out of the Hard Cap provision in accordance with Public Act 152 of 2011 for the 2022 plan year, to offer a single high deductible plan using ARPA funds to offset premium share, and to eliminate the county's contribution to Health Savings Accounts (HSA) accounts and use those funds to reduce claims
- 5.7) **CONTROLLER/CAO**, re: Approval (retroactive) to close the Saginaw County Courthouse and Governmental Center and related county facilities on Friday, November 12, 2021 as Veterans Day falls on Thursday
- 5.8) **CONTROLLER/CAO**, re: Approval to allow county officials to facilitate the purchase of a ham for each Saginaw County employee for the 2021 holiday season

- ***Webster moved, seconded by Winiecke, to approve 5.1 – 5.6 leaving room for exceptions. 5.6 was excepted by Commissioner Matthews and the motion carried as to 5.1 – 5.5.***
- ***Matthews moved, seconded by Boyd, to amend 5.6 to include the addition of \$500 to the Health Savings Account (HSA) of each employee who is on the County's health plan at a total cost of approximately \$176,000 from the General Fund, unless another available source is identified. After discussion, the motion carried by the following roll-call vote:  
Yes: Tany, Boyd, Matthews, Krafft, Little, Webster, Winiecke and Ruth – 8  
No: Harris, Ewing – 2  
Absent: Theisen – 1***
- ***After discussion, the motion to approve 5.6 as amended carried by the following roll-call vote:  
Yes: Boyd, Matthews, Krafft, Little, Webster, Winiecke, Tany and Ruth – 8  
No: Harris, Ewing – 2  
Absent: Theisen – 1***
- ***Webster moved, seconded by Matthews, to approve 5.7 and 5.8 leaving room for exceptions. There were no exceptions and the motion carried unanimously.***

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.1**

**NOVEMBER 16, 2021**

Your Labor Relations Committee considered Communication No. 11-16-4 from John A. McColgan, Jr., County Prosecutor, submitting for discussion and approval a Reorganization Plan that includes a shift in duties of the Chief Assistant, merging Assistant Prosecuting Attorney (APA) II and APA IV positions to create two (2) APA III positions, and expanding the Financial Investigator position to a new position of Director of Operations.

We met with Blair Stevenson and Mark Gaertner from the Prosecutor's Office and they explained that Mark Gaertner, Chief Assistant Prosecutor, will be retiring at the end of 2021 and Blair Stevenson will



## Board of Commissioners – November 16, 2021

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be his replacement. The proposed plan to restructure the Prosecutor’s Office is, in part, for increased efficiency and its ability to meet its obligations in the necessary and essential fight against crime in Saginaw County. The present structure of the office is dependent upon the personnel that it has to implement its policies and procedures. At this time, the proposed changes to staffing remain budget neutral.

We recommend approval of the Prosecutor’s Office Reorganization Plan that includes a shift in duties of the Chief Assistant, merging Assistant Prosecuting Attorney (APA) II and APA IV positions to create two (2) APA III positions, and expanding the Financial Investigator position to a new position of Director of Operations, contingent on the finalization of PAQs submitted to Baker Tilly and subsequent modification of the PCN Roster.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.2**

**NOVEMBER 16, 2021**

Your Labor Relations Committee considered Communication No. 11-16-12 from Dave Gilbert, Civil Counsel/Labor Specialist, submitting for discussion and approval a Memorandum of Understanding between Saginaw County and Teamsters Local 214 representing Public Health Nurses regarding the promotion of two employees from Public Health Nurse I to Public Health Nurse II.

We met with Mr. Gilbert who explained that the County of Saginaw and Teamsters Local 214 representing Public Health Nurses are currently in negotiations. The Health Department and the Union are desirous of having its members promoted within the bargaining unit. Both Public Health Nurses will begin a ninety (90) day trial period after moving into the positions. Currently, they are working to administer COVID-19 vaccinations at clinics.

We recommend approval of the Memorandum of Understanding between Saginaw County and Teamsters Local 214 representing Public Health Nurses.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.3**

**NOVEMBER 16, 2021**

Your Labor Relations Committee considered Communication No. 11-16-16 from Dave Gilbert, Civil Counsel/Labor Specialist, submitting for discussion and approval three (3) Memorandums of Understanding between Saginaw County and UAW Local 455 – Unit 48 representing Managers; Teamsters Local 214 representing Public Health Nurses; and Teamsters Local 214 representing COA and Health Department Employees regarding modification of the CBA to allow for \$100 gift cards for Public Health Thank You Day.

We met with Mr. Gilbert who explained that Saginaw County has received local dollars for doing outreach from My Community Dental Centers. The County is desirous of providing gift cards to each



## Board of Commissioners – November 16, 2021

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of its employees in the amount of \$100 in recognition for the Public Health Thank-You Day and will reimburse any FICA taxes that may be due and owing on the value of the gift card.

We recommend approval of the Memorandums of Understanding between Saginaw County and UAW Local 455 – Unit 48 representing Managers; Teamsters Local 214 representing Public Health Nurses; and Teamsters Local 214 representing COA and Health Department Employees regarding modification of the CBA to allow for \$100 gift cards to be distributed for Public Health Thank You Day.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.4**

**NOVEMBER 16, 2021**

Your Labor Relations Committee considered Communication No. 11-16-14 from Robert Belleman, Controller/CAO, requesting a temporary PCN to allow for training of a new Retirement and Benefits Administrator, due to the pending retirement of Amy Deford effective December 10, 2021; further, appropriation of funding in an amount not to exceed \$10,722 from General Fund fund balance.

We met with Mr. Belleman who explained that this position is vital to ensure continued service provision to active employees and retirees. Mrs. Deford processes all the retirement contributions to the State of Michigan for the judges and to Municipal Employees Retirement System (MERS) of Michigan for all county employees. She is also responsible for managing the County's active and retiree healthcare plans and assisting employees and retirees in resolving their questions or claim processing. The County has posted this position to solicit possible union, county, and external candidates.

We recommend approval of a temporary PCN to allow for training of a new Retirement and Benefits Administrator; further, appropriation of funding in an amount not to exceed \$10,722 from General Fund fund balance.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.5**

**NOVEMBER 16, 2021**

Your Labor Relations Committee considered Communication No. 11-16-15 from Robert Belleman, Controller/CAO requesting, on behalf of the Saginaw Wellness Action Team (S.W.A.T.) to offer all employees in a department four (4.0) hours of Paid Time Off (PTO) if 100% of their employees complete the Employee Engagement Survey.

We met with Mr. Belleman who explained that S.W.A.T. has developed an Employee Engagement Survey to ascertain a baseline level of employee satisfaction. They have identified incentives for individual and department participation. S.W.A.T. has been working with Tim Hortons to obtain ten (10) gift cards for individual employees who complete the survey. The survey questions are in the process of being finalized and will be used to understand the current County culture and provide insight into how the County can enhance employee engagement and overall satisfaction.



## Board of Commissioners – November 16, 2021

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We recommend approval to offer all employees in a department four (4.0) hours of Paid Time Off (PTO) if 100% of their employees complete the Employee Engagement Survey developed by S.W.A.T.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

### FROM: COMMITTEE ON LABOR RELATIONS -- 5.6

**\*AMENDED**

**NOVEMBER 16, 2021**

Your Labor Relations Committee considered Communication No. 11-16-17 from Isaac Blackmon, Operations Manager, SCMAC – Union/Management Benefit Committee, submitting its recommendation related to opt out of the Hard Cap provision in accordance with Public Act 152 of 2011 for the 2022 plan year, to offer a single high deductible plan using ARPA funds to offset premium share, and to eliminate the county's contribution to Health Savings Accounts (HSA) accounts and use those funds to reduce claims.

We met with Mr. Blackmon and he discussed with committee the three plan options provided to the Union/Management Benefit Committee. The first included keeping three plans, Plan A, B, and C, eliminating Plan D and using ARPA funds of \$442,800 to lower cost share. The following two options would be opting out of the hard cap provision but continue using the hard cap formula for employer and employee premiums. The next plan was to opt of PA 152 and move to one high deductible plan with the County providing the full deductibles for single of \$1,400, two person and family of \$2,800, and the last to opt out of hard cap offering a single high deductible plan using ARPA funds to offset premium share, while eliminating the county's contribution to HSA accounts and using those funds to reduce claims. The committee unanimously voted for one high deductible plan while using ARPA funds and applying the County's contribution to HSA accounts to use towards claim expenses and to opt out of the Hard Cap provision in accordance with Public Act 152.

We recommend approval to opt out of the Hard Cap provision in accordance with Public Act 152 of 2011 for the 2022 plan year, to offer a single high deductible plan using ARPA funds to offset premium share, and to eliminate the county's contribution to Health Savings Accounts (HSA) accounts and use those funds to reduce claims; **\*amended to include the addition of \$500 to the Health Savings Account (HSA) of each employee who is on the County's health plan at a total cost of approximately \$176,000 from the General Fund, unless another available source is identified.** Resolution "B" is submitted for approval under the regular order of business.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

### FROM: COMMITTEE ON LABOR RELATIONS -- 5.7

**NOVEMBER 16, 2021**

Your Labor Relations Committee considered a request from Robert Belleman, Controller/CAO, asking for retroactive authorization to close the Saginaw County Courthouse and Governmental Center and



## Board of Commissioners – November 16, 2021

related County facilities on Friday, November 12, 2021 since the Veterans Day holiday falls on a Thursday.

We met with Mr. Belleman who explained that after talking to Vice-Chair Sheldon Matthews, Chairman Carl Ruth, and Chief Judge Darnell Jackson, the belief is there will be very little business conducted or public served on that day. The County approved a similar gesture in 2019 when the day after the 4<sup>th</sup> of July fell on Friday.

The recommendation of this committee is to approve closure of the Saginaw County Courthouse and Governmental Center and related county facilities on Friday, November 12, 2021; further, it is recommended that the impact of this closure on 24-7 operations be left to the affected department heads.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

### FROM: COMMITTEE ON LABOR RELATIONS -- 5.8

NOVEMBER 16, 2021

Your Labor Relations Committee considered a request from Chairman Carl Ruth and Vice-Chair Sheldon Matthews to utilize the Christmas Fund and provide a spiral ham to every Saginaw County employee. We discussed the concept with Chairman Ruth, Vice-Chair Matthews and Robert Belleman, Controller/CAO, who explained that our Purchasing Administrator, Kelly Suppes, was able to obtain a price per pound from Jack’s Fruit & Meat Market on Bay Road at \$2.49/lb. for Amish Country Brands of Ohio. Ms. Suppes has estimated the cost of purchasing hams for 600 employees would be \$14,940. The County has a Christmas Fund (701 -Vending Concessions/G2G Account) to be used for this gift. This account contains non-taxpayer-related funds.

We recommend approval to allow the proper county officials to facilitate the purchase of a ham for each Saginaw County employee for the 2021 holiday season.

Respectfully Submitted,

### COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

### 6. Executive Committee – C. Ruth, Chair

- 6.1) Approval to apply \$442,870 in American Rescue Plan Act (ARPA) of 2021 funding toward 2022 employee healthcare to reduce the employee contribution amount
- 6.2) Approval to engage Guidehouse for consultant services pertaining to American Rescue Plan Act (ARPA) of 2021 funding proposals

- *Ruth moved, seconded by Krafft, to approve 6.1 and 6.2 leaving room for exceptions. Commissioner Boyd requested 6.1 and 6.2 be considered individually.*
- *After discussion on 6.1, Boyd moved, seconded by Krafft, to amend 6.1 to add “whilst reserving judgment on the balance of \$557,130 with the understanding that rates would not*



## Board of Commissioners – November 16, 2021

change for at least one year, and the county will move forward on utilizing the \$442,870.”

*The motion to amend carried by the following roll-call vote:*

**Yes: Matthews, Harris, Ewing, Krafft, Little, Webster, Winiecke, Tany, Boyd and Ruth – 10**

**Absent: Theisen – 1**

- *The motion to approve 6.1 as amended carried by the following roll-call vote:*

**Yes: Harris, Ewing, Krafft, Little, Webster, Winiecke, Tany, Boyd, Harris and Ruth – 10**

**Absent: Theisen – 1**

- *After discussion, the motion to approve 6.2 carried by the following roll-call vote:*

**Yes: Harris, Ewing, Krafft, Little, Webster, Winiecke, Tany, Matthews and Ruth – 9**

**No: Boyd – 1**

**Absent: Theisen – 1**

**FROM: EXECUTIVE COMMITTEE -- 6.1**

**\*AMENDED**

**NOVEMBER 16, 2021**

Your Executive Committee met and considered Communication No. 11-16-18 from Amy Deford, Retirement/Benefits Administrator, requesting approval to apply a portion of the County’s American Rescue Plan Act (ARPA) funding toward 2022 employee healthcare to reduce the employee contribution amount.

We met with Robert Belleman, Controller/CAO, prior to the Board Session and discussion was held regarding the deficits associated with Blue Cross and Aetna run out claims. Next year’s rates are based on estimated claims of \$6.9 million, which our current year estimated claims were projected at \$5.4 million. We recommend approval of the request to apply a portion of the County’s American Rescue Plan Act (ARPA) of 2021 funding in the amount of \$442,870 toward 2022 employee healthcare to reduce the employee contribution amount; **\*whilst reserving judgment on the balance of \$557,130 with the understanding that rates would not change for at least one year, and the county will move forward on utilizing the \$442,870.** Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,

**EXECUTIVE COMMITTEE**

Carl E. Ruth, Chairman

Sheldon Matthews

Dennis H. Krafft

James G. Theisen

Michael A. Webster

**FROM: EXECUTIVE COMMITTEE -- 6.2**

**NOVEMBER 16, 2021**

Your Executive Committee met to consider Communication No. 11-16-19 from Robert Belleman, Controller/CAO, submitting information on Guidehouse and requesting approval to engage Guidehouse for consultant services pertaining to American Rescue Plan Act (ARPA) of 2021 funding proposals.

We met with Mr. Belleman who explained that he conducted a reference check on Guidehouse, who the County is considering engaging as a consultant on the review, selection, and allocation of ARPA funding. Guidehouse will evaluate funding proposals and ensure eligibility under the *Interim Final Rules*. In addition to obtaining information from the counties of Wayne, Oakland, Clinton and Livingston, CoPro+ provided its recommendation of Guidehouse as a contractor for assisting the Board of Commissioners with selection of eligible proposals, monitoring, auditing, reporting, and revenue/loss calculation services related to ARPA funding.



## Board of Commissioners – November 16, 2021

We recommend approval to engage Guidehouse in an amount not to exceed \$925,000 for consultant services pertaining to ARPA of 2021 funding proposals, to include the services noted above. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,  
**EXECUTIVE COMMITTEE**

Carl E. Ruth, Chairman  
Sheldon Matthews  
Dennis H. Krafft

James G. Theisen  
Michael A. Webster

7. **Legislative Committee – J. Theisen, Chair; G. Little, Vice-Chair**

None

8. **Intergovernmental Cooperation Committee – J. Theisen, Chair; J. Tany, Vice-Chair**

None

9. **Committee Compensation**

11-16-21.1) October 3, 2021 – October 16, 2021

11-16-21.2) October 17, 2021 – October 30, 2021

- ***Little moved, seconded by Matthews, to approve Compensation Reports 11-16-21.1 and 11-16-21.2. The motion carried unanimously.***

### COMMITTEE COMPENSATION - 11.16.21.1

November 16, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held October 3 - October 16, 2021.*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	10/06/21	Crime Prevention Council	Ruth	\$50.00	1
2	10/06/21	Saginaw CVB	Ruth	\$25.00	1
3	10/06/21	County Services Committee	Webster	\$50.00	1
			Krafft	\$50.00	1
			Ewing	\$50.00	1
			Tany	\$50.00	1
			Ruth	\$25.00	1
4	10/07/21	MAC Finance & General Government via Zoom	Krafft	\$50.00	1
5	10/07/21	Budget/Audit Committee	Krafft	\$25.00	1
			Boyd	\$50.00	1
			Tany	\$50.00	1
			Ruth	\$50.00	1
6	10/07/21	City/County/School Liaison Comm. @ City Hall	Little	\$50.00	1
			Ruth	\$25.00	1
			Tany	\$25.00	1
7	10/08/21	MAC Environmental via Zoom	Webster	\$50.00	1



## Board of Commissioners – November 16, 2021

8	10/11/21	Labor Relations Committee	Webster	\$50.00	1
			Harris	\$50.00	1
			Matthews	\$50.00	1
			Ruth	\$50.00	1
9	10/12/21	Committee of the Whole Veterans Affairs & Health Dept. MOE Boyd, Ewing, Krafft, Matthews, Ruth, Tany, Theisen, Webster, Winiecke <i>Absent: Harris, Little</i>	re: 9 Present	\$450.00	9
<b>TOTAL</b>				<b>\$1,325.00</b>	<b>29</b>

Respectfully Submitted, Suzy Koeppinger, Board Coordinator (10-15-21)

### COMMITTEE COMPENSATION - 11.16.21.2

November 16, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held October 17 - October 30, 2021*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	10/19/21	Board Session Boyd, Ewing, Krafft, Little, Matthews, Ruth, Tany, Theisen, Webster, Winiecke <i>Absent: Harris</i>	10	\$500.00	10
2	10/20/21	GLB CVB via Zoom	Ruth	\$50.00	1
3	10/20/21	Saginaw Valley Zoological Society	Matthews	\$50.00	1
			Little	\$50.00	1
4	10/21/21	Frankenmuth CVB	Krafft	\$50.00	1
5	10/21/21	Commission on Aging	Ewing	\$50.00	1
6	10/21/21	Community Action Center	Little	\$50.00	1
7	10/22/21	MAC Agriculture & Tourism via Zoom	Harris	\$50.00	1
8	10/25/21	MAC Health & Human Services via Zoom	Webster	\$50.00	1
9	10/26/21	Committee of the Whole @ Spaulding Twp - ARPA Boyd, Ewing, Krafft, Little, Matthews, Ruth, Tany, Webster, Winiecke <i>Absent: Harris, Theisen</i>	9 Present	\$450.00	9
10	10/27/21	Union/Management Benefit Committee	Matthews	\$50.00	1
11	10/27/21	Dispatch Communications Committee	Winiecke	\$50.00	1
12	10/29/21	MAC Transportation via Zoom	Harris	\$50.00	1
<b>TOTAL</b>				<b>\$1,500.00</b>	<b>30</b>

Respectfully Submitted, Suzy Koeppinger, Board Coordinator (10-29-21)



## PUBLIC HEARING

### 3<sup>rd</sup> Call – Closing

At 5:55 p.m., Chairman Ruth announced the third and final call of a public hearing on the adoption of a Brownfield Plan for 235 W. Saginaw Street and 135 S. Eddy Street, Merrill, MI pursuant to the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended. He asked if there was anyone wishing to speak; hearing none, he announced the public hearing closed at 5:55 p.m.

## RESOLUTIONS

- ***Webster moved, seconded by Tany, to approve Board Report 3.2 (forwarded from Reports from Committees under County Services) The motion carried unanimously.***

**FROM: COMMITTEE ON COUNTY SERVICES – 3.2**

**NOVEMBER 16, 2021**

Your committee considered Communication No. 11-16-7 from Steve Jonas, Executive Vice-President, Saginaw Future Inc., submitting for discussion a proposed Brownfield Plan for property located at 235 W. Saginaw and 135 S. Eddy Street, Village of Merrill, and a Resolution in support of same.

This committee met with Mr. Jonas, along with Brian Smith from Gemini, and they presented information on the Brownfield Plan for the property in the Village of Merrill. Jonesfield Township and Merrill have already approved the project, but a Resolution by the Board is needed to approve the plan. Discussion was held regarding the 15 year tax capture and the taxable value of the property as it is going to be a frozen investment for 10 years. *(After the meeting, additional information was provided and forwarded to commissioners)*

We recommend approval of the proposed Resolution approving a Brownfield Plan for property located at 235 W. Saginaw and 135 S. Eddy Street, Village of Merrill, presented as Resolution “A” under the regular order of business.

Respectfully Submitted,

**COMMITTEE ON COUNTY SERVICES**

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

### RESOLUTION “A”

**SAGINAW COUNTY, MICHIGAN**

**BROWNFIELD PLAN LOCATED AT**

**235 W. SAGINAW & 135 S. EDDY STREET, VILLAGE OF MERRILL, SAGINAW COUNTY  
PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE  
PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED**

At a regular meeting of the Saginaw County Board of Commissioners held in the Commissioner’s Chambers of Saginaw County (111 S. Michigan Ave., Saginaw, Michigan 48602)



## Board of Commissioners – November 16, 2021

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of said County on the 16th day of November, 2021 at 5:00 PM.

*Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little,  
Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen,  
Michael A. Webster, Cynthia M. Winiecke*

**Commissioner Webster offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Krafft.**

**WHEREAS**, the Brownfield Redevelopment Authority (the “Authority”) of the County of Saginaw, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the “Act”), has received and recommended for approval by the Saginaw County Board of Commissioners, a Brownfield Plan (the “Plan”) pursuant to and in accordance with Section 13 of the Act; and,

**WHEREAS**, in accordance with Section 3 of the Act, the Village of Merrill Council and the Jonesfield Township Board of Trustees have reviewed and concurred with the provisions of the Plan; and,

**WHEREAS**, the County has, at least ten (10) days before the meeting of the Saginaw County Board of Commissioners at which this resolution has been considered, provided notice to and fully informed all taxing jurisdictions (the “Taxing Jurisdictions”) which are affected by the Plan about the fiscal and economic implications of the proposed Plan, and the Saginaw County Board of Commissioners has previously provided to the Taxing Jurisdictions a reasonable opportunity to express their views and recommendations regarding the Financing Plan and in accordance with Sections 13(13) and 14(1) of the Act; and,

**WHEREAS**, the Saginaw County Board of Commissioners has made the following determinations and findings:

- A. The Plan constitutes a public purpose under the Act;
- B. The Plan meets all of the requirements for a Brownfield Plan set forth in Section 13 of the Act;
- C. The proposed method of financing the costs of the eligible activities, as described in the Plan, is feasible and the Authority has the ability to arrange the financing;
- D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act;
- E. The amount of captured taxable value estimated to result from the adoption of the Plan is reasonable; and,

**WHEREAS**, as a result of its review of the Plan and upon consideration of the views and recommendations of the Taxing Jurisdictions, the Board of Commissioners desires to proceed with approval of the Plan.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Plan Approved. Pursuant to the authority vested in the Board by the Act, and pursuant to and in accordance with the provision so Section 14 of the Act, the Plan is hereby approved in the form attached as Exhibit “A” to this resolution.



## Board of Commissioners – November 16, 2021

2. Severability. Should any section, clause, or phrase of this Resolution be declared by the Courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.
3. Repeals. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

After the discussion, the vote was:

**Yeas:** *Matthews, Harris, Ewing, Krafft, Little, Webster, Winiecke, Tany, Boyd, Ruth – 10*

**Absent:** *Theisen - 1*

**Total:** *- 11*

STATE OF MICHIGAN            )  
   )ss  
 COUNTY OF SAGINAW         )

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 16th day of November, 2021. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.

I further certify that notice of the meeting was given and the meeting was conducted in accordance with the Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 16th day of November, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

### **RESOLUTION “B”**

#### **EXEMPTION FROM THE REQUIREMENTS OF PUBLIC ACT 152 OF 2011**

At a regular meeting of the Saginaw County Board of Commissioners held in the Commissioner’s Chambers of Saginaw County (111 S. Michigan Ave., Saginaw, Michigan 48602) of said County on the 16th day of November, 2021 at 5:00 PM.

*Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little,  
Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen,  
Michael A. Webster, Cynthia M. Winiecke*

**Commissioner Webster offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Matthews.**



## Board of Commissioners – November 16, 2021

**WHEREAS**, the Publicly Funded Health Insurance Contribution Act 152 of 2011, enacted by the legislature of the State of Michigan on September 27, 2011, is intended to limit a public employer’s expenditures for employee medical benefit plans; to provide the power and duties of certain state agencies and officials; to provide for exceptions; and to provide for sanctions; and,

**WHEREAS**, under the provisions of Public Act 152 of 2011 public employers in the State of Michigan are to adopt, by January 1 of each new year, provisions providing for compliance with the requirements of Public Act 152 of 2011; and,

**WHEREAS**, mandates within the Act require that public employers choose certain cost-sharing obligations for public employee health insurance premiums; and,

**WHEREAS**, Section 8 of Public Act 152 allows that, by a 2/3 vote of its governing body each year prior to the beginning of the medical benefit plan coverage year, a local unit of government may exempt itself from the requirements of this Act for the next succeeding medical benefit plan coverage year; and,

**WHEREAS**, Saginaw County has historically recognized, in its role as a steward for the public funds entrusted to it, that it must efficiently manage those limited resources and traditionally engages in reviews of employee compensation packages to maximize both employee satisfaction and fiscal responsibility.

**NOW, THEREFORE BE IT RESOLVED**, that Saginaw County elects to exempt itself from the requirements of Public Act 152 of 2011 for the next succeeding medical benefit plan coverage year of 2022; and,

**BE IT FURTHER RESOLVED**, that this Resolution is predicated on successful negotiations with the union bargaining units to have one high deductible plan using ARPA funds of \$442,800 to lower employee cost share, apply the County’s contribution to HSA accounts of \$827,400 towards claim expenses and the union agreeing to using the hard cap formula for employer and employee premiums, as recommended by the Union Management Committee, and,

**BE IT FURTHER RESOLVED**, that the Saginaw County Board of Commissioners acknowledges its responsibility to revisit its options and responsibilities under Public Act 152 of 2011 on an annual basis. After discussion, the vote was:

**Yeas:** *Matthews, Krafft, Little, Webster, Winiecke, Tany, Boyd, Ruth – 8*  
**Nay:** *Harris, Ewing - 2*  
**Absent:** *Theisen - 1*  
**Total:** *-11*

STATE OF MICHIGAN            )  
  )ss  
COUNTY OF SAGINAW        )

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a



## Board of Commissioners – November 16, 2021

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regular meeting of the Board of Commissioners of said County, held on the 16th day of November, 2021. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.

I further certify that notice of the meeting was given and the meeting was conducted in accordance with the Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 16th day of November, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

### UNFINISHED BUSINESS

None

### PROCLAMATIONS

None

### APPOINTMENTS

None

### ELECTIONS

- ✓ Tany moved, seconded by Matthews, to consent to the appointment (via election) of Brian Wellman, Jenean Coughlin, and Dr. Waheed Akbar to **HealthSource Saginaw, Inc.** for terms that expire December 31, 2024. Motion carried unanimously.

### CHAIR ANNOUNCEMENTS

- Chairman Ruth thanked Commissioner Krafft for hosting the last Committee of the Whole meeting regarding ARPA funding at Uptown North Main in Frankenmuth, MI. The next Committee of the Whole meeting regarding ARPA funding is on Monday, December 13, 2021 at 4:00 p.m. at the YMCA.

### COMMISSIONER AUDIENCES

- Commissioner Krafft announced the Frankenmuth Tree Lighting on November 26, 2021 and to visit the new Frankenmuth Ice Rink located in Zehnder Park (Tickets/\$10, Skates/\$3)
- Commissioner Ewing announced a Food Drive in Birch Run at Don's Foodland on December 17, 2021 from 9:00 a.m. to 3:00 p.m. where they will accept food, clothes and gifts for charity
- Commissioner Boyd suggested that Saginaw County consider extending the date of the \$500 employee vaccination incentive to the end of the year, due to variants and increased cases. ***Boyd moved, seconded by Winiecke, to suspend the Rules of the Board to allow for a motion to that effect. The motion failed to receive 2/3 affirmative vote as follows:***  
***Yes: Little, Webster, Winiecke, Tany, Boyd, Matthews – 6***  
***No: Harris, Ewing, Krafft, and Ruth – 4***  
***Absent: Theisen – 1***



## Board of Commissioners – November 16, 2021

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- Commissioner Webster lauded Commissioner Tany for his hard work and dedication to the Saginaw County Sports Hall of Fame and congratulated him on its 19<sup>th</sup> anniversary

**By Commissioner Harris, seconded by Commissioner Krafft: That the Board adjourn. Carried.** Thereupon, the Board adjourned at 6:09 p.m.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Deputy County Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



**SPECIAL SESSION  
DECEMBER 2, 2021**

A Special Session of the Board of Commissioners of Saginaw County, Michigan, held Thursday, December 2, 2021 at 4:00 p.m. with the Honorable Carl E. Ruth in the Chair. This meeting was held at the Saginaw County Governmental Center, 111 S. Michigan Ave., Saginaw, Michigan to consider the December 2, 2021 Special Session Agenda. Deputy County Clerk Suzy Koepplinger took roll, quorum present as follows:

**PRESENT:** *Cynthia M. Winiecke, Jack B. Tany, Christopher S. Boyd, Sheldon Matthews, Carol E. Ewing, Dennis H. Krafft, Gerald D. Little, and Carl E. Ruth - 8*

**ABSENT:** *Kyle R. Harris, James G. Theisen, and Michael A. Webster - 3*

**TOTAL:** - 11

**Others Present:** Robert Belleman, Dave Gilbert, Bill Smith, Dr. Russell Bush, Donald A. Gilbert, Deb Tubb, BriAnn Summersett, Dr. David Stockman, Jennifer Stockman, Brian Hart, Magdalena Perez, Randy Pfau, Marcus Atkins, Stacey Turner, Blair Stevenson, Trent Boyd, Nate Moeller, Suzy Koepplinger, Hannah Olsen, Cindy Louchart

Commissioner Little gave the invocation and led the Pledge of Allegiance to the Flag. Chairman Ruth asked for a Moment of Silence for Angela Boysen, a Saginaw County employee who recently passed away, and for the victims of the Oxford High School shooting.

**PETITION**



November 22, 2021

Vanessa Guerra  
Saginaw County Clerk  
111 S. Michigan Avenue

**December 2, 2021  
Special Session**



## Board of Commissioners – December 2, 2021 – Special Session

Saginaw, MI 48602

Dear Clerk Guerra:

Pursuant to Article II, Section 2.9 of the 2021 Rules of the Saginaw County Board of Commissioners (MCL 46.10), the undersigned members of the Board respectfully petition that a Special Meeting of the Board of Commissioners be held **Thursday, December 2, 2021 at 4:00 p.m.** to review matters related to Michigan Institute of Forensic Science & Medicine and any other matters brought before the Board. The undersigned affirm the intent of the Board of Commissioners to hold a Special Meeting on this matter. This meeting is being held consistent with PA 267 of 1976 (MCL 15.263) to consider the agenda, and for any other matters brought before the committee.

Respectfully submitted,

James G. Theisen, Commissioner

Sheldon Matthews, Vice-Chair

Carl E. Ruth, Chairman

Dennis H. Krafft, Commissioner

Michael A. Webster, Commissioner

### CLERK'S CALL OF SESSION

#### Public Notice of Special Board Session

The Saginaw County Board of Commissioners will convene for a Special Session on  
**Thursday, December 2, 2021 at 4:00 p.m.**  
in the Board Chambers, Second Floor - Room 200  
Saginaw County Governmental Center, Saginaw, MI per PA 267 of 1976  
to review matters related to Michigan Institute of Forensic Science & Medicine  
and any other matters brought before the Board.

This Special Meeting is being held consistent with Article II, Section 2.9 (MCLA 46.10) of the 2021 Rules of the Saginaw County Board of Commissioners as authorized by petition of at least one third (1/3<sup>rd</sup>) of the members of the Board.

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to [boc@saginawcounty.com](mailto:boc@saginawcounty.com) prior to 12:00 p.m. the day of the meeting.

If you are disabled and need accommodation to provide you with an opportunity to participate, please call the Board of Commissioners at (989) 790-5267.

Respectfully submitted,

**Vanessa Guerra**

Vanessa Guerra, County Clerk

November 22, 2021  
Posted 11-22-21 by SEK



***By the Chair: That the Notice of Meeting from the County Clerk be received and filed, if there are no objections. The Chair hears none; it is so ordered.***

## AUDIENCES

- ***Matthews moved, supported by Little, to suspend the 2021 Rules of the Board to allow those appearing under Audiences more than three (3) minutes. Motion carried unanimously.***
- Dr. David Stockman, President and CEO, MI Health Clinic, asked for an appeal of the Executive Committee recommendations to retain Dr. Russell Bush as Medical Examiner and terminate the contract with MIFSM. He also requested Roshan Mahabir, M.D., M.P.H. be designated as Medical Examiner.
- Brian Hart, CEO of MIFSM, addressed the board and talked about areas where MIFSM has improved and the direction it is going.
- Magdalena Perez stated she is the HR representative of MIFSM and is usually present for any personnel matters with the company.
- Marcus Atkins stated he acts alone since his first FOIA when employed in May of 2020 and troubleshooting problems with Saginaw County.

## LAUDATORY RESOLUTIONS

None

## PETITIONS AND COMMUNICATIONS

***By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.***

- **PETITION** for Special Board Session on Thursday, December 2, 2021 at 4:00 p.m.
- **PUBLIC NOTICE** of Special Board Session on Thursday, December 2, 2021 at 4:00 p.m.

## INITIATORY MOTIONS

None

## REPORTS OF COMMITTEES

### **Executive Committee – C. Ruth, Chair**

- 6.1) EXECUTIVE COMMITTEE**, re: Approval to continue the relationship with Dr. Russell Bush as Chief Medical Examiner of Saginaw County
- 6.2) EXECUTIVE COMMITTEE**, re: Ratification of the notice of termination of the contract between Saginaw County and Michigan Institute of Forensic Science & Medicine (MIFSM) pursuant to Sec. 4.2 of the contract



**Ruth moved, seconded by Matthews, to approve 6.1 and 6.2 leaving room for exceptions. There were no exceptions and the motion carried by the following roll-call vote:**  
**Yes: Little, Winiecke, Tany, Boyd, Matthews, Ewing, Krafft, and Ruth - 8**  
**No: - 0**  
**Absent: Webster, Theisen, and Harris - 3**

**FROM: EXECUTIVE COMMITTEE -- 6.1**

**DECEMBER 2, 2021**

Your Executive Committee met and considered correspondence from Brian Hart, President/CEO of Michigan Institute of Forensic Science & Medicine (MIFSM), dated November 19, 2021, wherein the following was written in part: *“The Medical Examiner Office for Saginaw County covered by the Michigan Institute of Forensic Science & Medicine (MIFSM) is writing to inform you of our recent change in leadership. Both Dr. David Stockman and Dr. Russell Bush have stepped down as Chief Executive Officer (CEO) and Chief Medical Examiner (CME), respectively, in order to facilitate the transition to a death investigation service geared towards higher quality metrics, accountability, and timeliness of reports as we seek accreditation by the National Association of Medical Examiners (NAME).”*

We met with Robert Belleman, Controller/CAO, and County Civil Counsel and discussion was held regarding a communication received November 20, 2021 by Dr. Russell Bush detailing his termination and in which he stated *“...I remain able and willing to continue my duties as Saginaw County’s Chief Medical Examiner...”*. Section 1.4 of the contract between the County and MIFSM states *“...Contractor shall not remove, replace, substitute, or otherwise change any Key Personnel without the prior written consent of County...”*

We recommend approval to continue the relationship with Dr. Russell M. Bush as Chief Medical Examiner for Saginaw County, pursuant to his appointment by the Board of Commissioners for the term ending May 31, 2022.

Respectfully Submitted,

**EXECUTIVE COMMITTEE**

Carl E. Ruth, Chairman

Sheldon Matthews

Dennis H. Krafft

James G. Theisen

Michael A. Webster

**FROM: EXECUTIVE COMMITTEE -- 6.2**

**DECEMBER 2, 2021**

Your Executive Committee met and considered correspondence from Brian Hart, President/CEO of Michigan Institute of Forensic Science & Medicine (MIFSM), dated November 19, 2021, wherein the following was written in part: *“The Medical Examiner Office for Saginaw County covered by the Michigan Institute of Forensic Science & Medicine (MIFSM) is writing to inform you of our recent change in leadership. Both Dr. David Stockman and Dr. Russell Bush have stepped down as Chief Executive Officer (CEO) and Chief Medical Examiner (CME), respectively, in order to facilitate the transition to a death investigation service geared towards higher quality metrics, accountability, and timeliness of reports as we seek accreditation by the National Association of Medical Examiners (NAME).”*



## Board of Commissioners – December 2, 2021 – Special Session

We met with Robert Belleman, Controller/CAO, and County Civil Counsel and discussion was held regarding a communication received November 20, 2021 by Dr. Russell Bush detailing his termination and in which he stated “...I remain able and willing to continue my duties as Saginaw County’s Chief Medical Examiner...”. Section 1.4 of the contract between the County and MIFSM states “...Contractor shall not remove, replace, substitute, or otherwise change any Key Personnel without the prior written consent of County...” Further discussion was held regarding the actions of MIFSM being in violation of §1.4b and the county invoking the termination provisions of §4.2 of the contract, which provides for termination of the contract ‘for cause’ with an effective date of 180 days after notice.

We recommend ratification of the notice of termination of the contract between Saginaw County and MIFSM pursuant to §4.2 of the contract, ‘for cause’, with an effective date of 180 days after notice. (*Notice of Termination from Saginaw County to MIFSM dated November 26, 2021 is on file*)

Respectfully Submitted,  
**EXECUTIVE COMMITTEE**  
Carl E. Ruth, Chairman  
Sheldon Matthews  
Dennis H. Krafft

James G. Theisen  
Michael A. Webster

### RESOLUTIONS

None

### UNFINISHED BUSINESS

None

### PROCLAMATIONS

None

### APPOINTMENTS

None

### ELECTIONS

None

### ANNOUNCEMENTS BY THE CHAIR

None

### COMMISSIONERS’ AUDIENCES

None

***By Commissioner Krafft, seconded by Commissioner Little: That the Board adjourn. Motion Carried.***  
Thereupon, the Special Board Session adjourned at 4:43 p.m.



## Board of Commissioners – December 2, 2021 – Special Session

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Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Board Coordinator/Deputy Clerk

OFFICIAL PROCEEDINGS  
OF THE  
**Board of  
Commissioners**  
OF SAGINAW COUNTY, MICHIGAN



**DECEMBER SESSION 2021**



**F**irst day of the December Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, December 14, 2021. The Board met pursuant to call of the County Clerk at 5:00 p.m. at the Saginaw County Courthouse, 111 S. Michigan Ave., Saginaw, MI 48602 with the Honorable Carl E. Ruth in the Chair. County Clerk Vanessa Guerra took roll, quorum present as follows:

**PRESENT:** Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen, Michael A. Webster, Cynthia M. Winiecke – 11

**TOTAL:** - 11

**OTHERS:** Vanessa Guerra, Robert Belleman, Dave Gilbert, Brian Keenan-Lechel, Kyle Bostwick, Krystal Irvine, Leah Puskar, Patti Johnson, Zack Robinson, Hurley Coleman, Christina Harrington, Jessica Sargent, Hannah Olsen, Suzy Koeplinger, Cindy Louchart, and others

 Commissioner Matthews opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

**CLERK'S CALL OF SESSION**

**Public Notice of Regular Board Session**

The Saginaw County Board of Commissioners will convene for its Regular Session on  
**Tuesday, December 14, 2021 at 5:00 p.m.**  
111 S. Michigan Ave., Room 200  
Saginaw, MI 48602



## Board of Commissioners – December 14, 2021

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to [boc@saginawcounty.com](mailto:boc@saginawcounty.com) prior to 12:00 p.m. the day of the meeting.

Please include your phone number.

This meeting is being held consistent with P.A. 267 of 1976 (MCL 15.263) to consider the December 14, 2021 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate, please call the Board of Commissioners at 989.790.5267.

Respectfully Submitted,  
Vanessa Guerra, County Clerk

December 2, 2021  
Posted 12-10-21 by SEK

***By the Chair: That the Notice of Meeting from the County Clerk be received and filed if there are no objections. The Chair hears none; it is so ordered.***

### APPROVAL OF MINUTES

- o ***Commissioner Matthews moved, seconded by Commissioner Winiecke, to approve the Minutes of the November 16, 2021 Board Session and November 9, 2021 Committee of the Whole meeting. Motion carried unanimously.***

### AUDIENCES

- Christina Harrington, Health Officer/Director, presented a COVID-19 Update *(On file)*

### • LAUDATORY RESOLUTIONS

- Certificate of Recognition to Dorothy Zehnder on her 100<sup>th</sup> Birthday

### PETITIONS AND COMMUNICATIONS

***By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.***

**12-14-1 HEALTH DEPARTMENT** submitting the names of Gene Nuckolls, Calvin Williams, Charles Mueller, MD, Stephanie Duggan, MD for reappointment to the Board of Health for terms to expire December 31, 2024.

-- *Election*

**12-14-2 SAGINAW COUNTY COMMUNITY MENTAL HEALTH AUTHORITY** submitting its Annual Update pursuant to agreement.

-- *Human Services (Receive & File)*

**12-14-3 HEALTH DEPARTMENT** providing information and presentation on: (1) placement of a mural on the south end of the Public Health building as part of a community grant for substance abuse disorders, and (2) an Affiliation Agreement between the Saginaw County Health Department and Central Michigan University – College of Medicine.

-- *Human Services (12-14-1.1/12-14-1.2)*

**12-14-4 COMMUNITY CORRECTIONS** requesting discussion on transitioning Saginaw County away from providing tether services directly to defendants.



## Board of Commissioners – December 14, 2021

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- Courts & Public Safety (*Postponed to January Courts & Public Safety Committee*)
- 12-14-5 PUBLIC WORKS** requesting approval of the Apportionment of Operational Costs and accepting the FY 2022 Budget of the Saginaw Area Storm Water Authority (SASWA).
- County Services (**Res. B**)
- 12-14-6 PARKS & RECREATION** requesting approval to utilize \$475,000 in fund balance in FY 2022 to complete the installation of a Splash Pad, playground, and amenities at Haithco Recreation Area.
- County Services (**12-14-3.1**)
- 12-14-7 PARKS & RECREATION** submitting its recently completed *ADA Transition Plan Update* for the Saginaw County Parks facilities and programs. (*Complete copy on file in the Board Office and Parks & Recreation*).
- County Services (*Receive & File*)
- 12-14-8 STATE TAX COMMISSION** submitting a resolution from the City of Frankenmuth requesting revocation of the real property component of Industrial Facilities Exemption Certificate No. 2020-019 issued to Frankenmuth Woolen Mill, 570 S. Main St., Frankenmuth, MI.
- County Services (*Receive & File*)
- 12-14-9 COUNTY TREASURER** requesting approval to reconfigure the cashier area to accommodate the new Tyler cashier drawers and computers in the approximate amount of \$11,600 by utilizing FY 2021/FY 2022 funds under account #245-44400-93100 (\$8,000) with the remainder from the Public Improvement Fund.
- Budget/Audit (**12-14-4.2**)
- 12-14-10 COMMISSION ON AGING** requesting an increase to the Foster Grandparent Program budget (238-67235) to accommodate unspent federal grant funds permitted to roll over FY 2022 in the amount of \$65,000; and to transfer funds in the amount of \$4,750 from Community Promotion to Special Events to make it easier to monitor and track expenses.
- Budget/Audit (**12-14-4.3**)
- 12-14-11 COMMISSION ON AGING** requesting utilization of \$21,500 from fund balance to enter into a Professional Service Agreement with WTA Architects for a Building Assessment and Concept Design for the main building and Marie Davis Senior Center.
- Budget/Audit (**12-14-4.4**)
- 12-14-12 PERSONNEL DIRECTOR** submitting the December 2021 Employment Status Report covering labor statistics for the month of November 2021.
- Labor Relations (*Receive & File*)
- 12-14-13 PERSONNEL DIRECTOR** submitting proposed changes to County Policy #343 – “Employee Insurance” and County Policy #346 – “Retirement” to reflect the healthcare changes recommended by the Union/Management Committee and approved by the Board of Commissioners in November 2021 for non-union employees.
- Labor Relations (**12-14-5.1**)
- 12-14-14 PERSONNEL DIRECTOR** providing information for discussion on possible revisions to County Policy #325 – “Drug-Free Workplace.”
- Labor Relations (**12-14-5.2**)
- 12-14-15 PERSONNEL DIRECTOR** providing information on the Occupational Safety and Health Administration (OSHA) Emergency Temporary Standard related to requiring either COVID vaccination or testing for employers with 100 or more employees.
- Labor Relations (*Receive & File*)



## Board of Commissioners – December 14, 2021

- 12-14-16 COUNTY TREASURER** requesting approval to establish a PCN and create a new position of Account Specialist II in the Treasurer’s Office dedicated to handling the Principal Residence Exemption program.  
-- Labor Relations **(12-14-5.3)**
- 12-14-17 CIVIL/LABOR COUNSEL** submitting for approval a Memorandum of Understanding between Saginaw County and TPOAM regarding District Court employees working out of classification.  
-- Labor Relations **(12-14-5.4)**
- 12-14-18 CIVIL/LABOR COUNSEL** submitting for approval two Memorandums of Understanding between Saginaw County and COAM (Sergeants)/POAM (Deputies) regarding the move to a high deductible health plan and opt out of PA 152.  
-- Labor Relations **(12-14-5.5)**
- 12-14-19 TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of September 2021.  
-- Budget/Audit **(12-14-4.1)**
- 12-14-20 TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of October 2021.  
-- Budget/Audit **(12-14-4.1)**
- 12-14-21 TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form for the month of November 2021.  
-- Budget/Audit **(12-14-4.1)**
- 12-14-22 CONTROLLER/CAO** submitting budget adjustments approved by the Controller as well as grants accepted on behalf of the County for July 1, 2021 through September 30, 2021.  
-- Budget/Audit *(Receive & File)*
- 12-14-23 CONTROLLER/CAO** submitting requests for American Rescue Plan Act (ARPA) funding for air purification, masks and staffing for COVID screening  
-- Executive Committee **(12-14-6.1)**

### INITIATORY MOTIONS

None

### REPORTS OF COMMITTEES

1. **Human Services Committee – J. Theisen, Chair; M. Webster, Vice-Chair**
  - 1.1) **HEALTH DEPARTMENT**, re: Approval of a mural on the south end of the Public Health building as part of a community grant for substance abuse disorders
  - 1.2) **HEALTH DEPARTMENT**, re: Approval of an Affiliation Agreement with Central Michigan University – College of Medicine
  - ***Theisen moved, seconded by Winiecke, to approve 1.1. Motion carried unanimously.***
  - ***Theisen moved, seconded by Winiecke, to approve 1.2. Motion carried unanimously.***

**FROM: COMMITTEE ON HUMAN SERVICES – 1.1**

**DECEMBER 14, 2021**

Your committee considered Communication No. 12-14-3 from Christina Harrington, Health Officer, Health Department, providing information regarding a mural on the south end of the Public Health building as part of a community grant for substance abuse disorders.



## Board of Commissioners – December 14, 2021

The committee met with Ms. Harrington and Kendra Kemp, Saginaw Community Foundation, who provided the committee with a rendering of the Harm Reduction Mural prepared by Kevin (Scraps) Burdick, Lead Artist. The Saginaw Community Foundation is the project lead with collaborative organization between Peer 360 and the Saginaw County Health Department. The paint used for the mural has a 25-year guarantee.

We recommend approval to place a mural on the south end of the Public Health building.

Respectfully Submitted,

**COMMITTEE ON HUMAN SERVICES**

James G. Theisen, Chair

Gerald Little

Carl E. Ruth

Michael Webster, Vice-Chair

Cynthia Winiecke

**FROM: COMMITTEE ON HUMAN SERVICES – 1.2**

**DECEMBER 14, 2021**

Your committee considered Communication No. 12-14-3 from Christina Harrington, Health Officer, providing information regarding the creation of an Affiliation Agreement between the Saginaw County Health Department and Central Michigan University – College of Medicine.

The committee met with Ms. Harrington who discussed creating an Affiliation Agreement establishing an Academic Health Department. Said agreement would be between Central Michigan University, on behalf of its College of Medicine, and the Saginaw County Health Department. The purpose of this agreement is to guide and direct the parties respecting their affiliation, working arrangements, and agreements in furtherance thereof to provide high-quality clinical collaboration between Central Michigan University – College of Medicine and the Saginaw County Health Department, and establish opportunities to explore clinical collaboration or integration between the two. This agreement is intended and shall be interpreted to meet Central Michigan University’s accreditation standards related to affiliation agreements.

We recommend approval to create an Affiliation Agreement establishing Academic Health Department involving Central Michigan University – College of Medicine and the Saginaw County Health Department.

Respectfully Submitted,

**COMMITTEE ON HUMAN SERVICES**

James G. Theisen, Chair

Gerald Little

Carl E. Ruth

Michael Webster, Vice-Chair

Cynthia Winiecke

**2. Courts and Public Safety Committee – S. Matthews, Chair; C. Boyd, Vice-Chair**

None

**3. County Services Committee – M. Webster; D. Krafft, Vice-Chair**

3.1) **PARKS & RECREATION**, re: Approval to utilize \$475,000 in fund balance in FY 2022 to complete the installation of a Splash Pad, playground and amenities at Haithco Recreation Area

- **Webster moved, seconded by Matthews, to approve 3.1. Motion carried unanimously.**



## Board of Commissioners – December 14, 2021

### FROM: COMMITTEE ON COUNTY SERVICES – 3.1

DECEMBER 14, 2021

Your committee considered Communication No. 12-14-6 from Brian Keenan-Lechel, Parks & Recreation Director, requesting approval to utilize \$475,000 in fund balance in FY 2022 to complete the installation of a Splash Pad, playground, and amenities at Haithco Recreation Area.

Mr. Lechel informed the committee that additional project funding includes grants from the Michigan Natural Resources Trust Fund (\$300,000) and the Saginaw Community Foundation (\$125,000).

We recommend approval to utilize \$475,000 in fund balance in FY 2022 to complete the installation of a Splash Pad, playground, and amenities at Haithco Recreation Area.

Respectfully Submitted,

### COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chairman

Carol E. Ewing

Carl E. Ruth

Dennis H. Krafft, Vice-Chair

Jack B. Tany

#### 4. Budget Audit Committee – D. Krafft, Chair; C. Boyd, Vice-Chair

- 4.1) **TREASURER/CONTROLLER**, re: Approval of electronic transactions and voucher payments for the months of September, October and November 2021
- 4.2) **TREASURER**, re: Approval to reconfigure the cashier area to accommodate new Tyler cashier drawers and computers for \$12,000 by using \$8,000 from Acct. No. 245-44400-93100 with the remainder from the Public Improvement Fund
- 4.3) **COMMISSION ON AGING**, re: Approval of an increase to the Foster Grandparent Program budget to accommodate unspent federal grant funds permitted to roll over FY 2022 in the amount of \$65,000; and to transfer funds in the amount of \$4,750 from Community Promotion to Special Events
- 4.4) **COMMISSION ON AGING**, re: Approval to utilize \$21,500 in fund balance to enter into a Professional Service Agreement with WTA Architects for a Building Assessment and Concept Design for the main building and Marie Davis Center
- 4.5) **CONTROLLER/CAO**, re: Approval to compensate those county employees 65 and older by offering \$500 in lieu of the \$500 HSA contribution, with the additional 7.65% FICA portion to be covered by the County and effective January 1, 2022
- 4.6) **CONTROLLER/CAO**, re: Approval to extend the \$500 COVID vaccination incentive payment to those who attempted to become fully vaccinated by the October 31, 2021 deadline but were informed by a medical professional they should not receive the second dose

- ***Krafft moved, seconded by Theisen, to approve 4.1 – 4.6 leaving room for exceptions. The motion carried by the following roll-call vote:***

***Yes: Winiecke, Tany, Boyd, Matthews, Theisen, Krafft, Little, Webster, and Ruth – 9***

***No: Harris, Ewing – 2***



## Board of Commissioners – December 14, 2021

### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1

DECEMBER 14, 2021

In accordance with State Statute and County Policy, your Budget/Audit Committee reviewed the claims for presentation to the Board of Commissioners, as listed below:

<u>Comm. No.</u>	<u>Payment Type</u>	<u>Period</u>	<u>Amount</u>
<b>12-14-19</b>	Electronic Transactions	September 1 – 30, 2021	\$10,554,044.13
	Voucher Payments	September 1 – 31, 2021	\$17,575,209.76
<b>12-14-20</b>	Electronic Transactions	October 1 – 31, 2021	\$ 7,663,460.38
	Voucher Payments	October 1 – 31, 2021	\$23,651,933.65
<b>12-14-21</b>	Electronic Transactions	November 1 – 30, 2021	\$ 7,534,961.74
	Voucher Payments	November 1 – 30, 2021	\$ 5,930,498.12

We recommend the payments be approved as compiled and submitted by the Treasurer's Office and Accounting Division of the Controller's Office.

Respectfully Submitted,

#### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2

DECEMBER 14, 2021

Your Budget/Audit Committee considered Communication No. 12-14-9 from Timothy Novak, Saginaw County Treasurer, requesting approval to reconfigure the cashier area to accommodate the new Tyler cashier drawers and computers in the approximate amount of \$11,600 (amended to \$12,000 at committee) by utilizing FY 2021/FY 2022 funds under account #245-44400-93100 (\$8,000) with the remainder from the Public Improvement Fund.

We discussed the request with Mr. Novak who explained the Treasurer's Office has budgeted money the last couple of years to do some reconfiguring for efficiency. The new Tyler system requires more work than planned, but it is necessary. \$4,000 was approved in both the FY 2021 Budget and FY 2022 Budget and the Treasurer is requesting the balance of \$4,000 from the Public Improvement Fund to complete the job.

We recommend approval to reconfigure the cashier area to accommodate the new Tyler cashier drawers and computers in the amount of \$12,000 by utilizing FY 2021/FY 2022 funds under account #245-44400-93100 (\$8,000) with the remainder from the Public Improvement Fund.

Respectfully Submitted,

#### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen



## Board of Commissioners – December 14, 2021

### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3

DECEMBER 14, 2021

Your Budget/Audit Committee considered Communication No. 12-14-10 from Jessica Sargent, Commission on Aging Director, requesting an increase to the Foster Grandparent Program budget (238-67235) to accommodate unspent federal grant funds permitted to roll over to FY 2022 in the amount of \$65,000; and to transfer funds in the amount of \$4,750 from Community Promotion to Special Events to make it easier to monitor and track expenses.

#### Rollover of Unspent Grant Funds

238-67235-50110	Federal Grants		\$65,000
238-67235-81610	Criminal Background Checks	\$848	
238-67235-75400	Uniforms	\$1,485	
238-67235-86000	Volunteer Transportation	\$1,800	
238-67235-97050	15 Chrome Books	\$3,600	
238-67235-97050	Dell Laptop	\$1,680	
238-67235-97050	Electronic Signature Pads	\$614	
238-67235-97050	Tracking Software	\$1,300	
238-67235-97050	Color Printer	\$700	
238-67235-97050	2x3 Drawer Lateral Files	\$1,360	
238-67235-97050	2x72" Steel Storage Cabinets	\$800	
238-67235-97050	2 Wall Shelves for Assistant's Office	\$272	
238-67235-97050	Work Table Assistant's Office	\$202	
238-67235-97050	2 Lift Desks	\$1,026	
238-67235-80700	Temporary Staffing	\$5,465	
238-67235-96330	Stipends	\$43,848	
	<b>Total</b>	\$65,000	\$65,000
<b>Transfer funds from Community Promotion to Special Events</b>			
238-67235-88300	Community Promotion		\$4,750
238-67235-96330	Special Events	\$4,750	

We recommend approval of the requests as presented.

Respectfully Submitted,

#### COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

### FROM: COMMITTEE ON BUDGET/AUDIT -- 4.4

DECEMBER 14, 2021

Your Budget/Audit Committee considered Communication No. 12-14-11 from Jessica Sargent, Commission on Aging Director, requesting utilization of \$21,500 from fund balance to enter into a Professional Service Agreement with WTA Architects for a Building Assessment and Concept Design for the main building and Marie Davis Senior Center.



## Board of Commissioners – December 14, 2021

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We met with Ms. Sargent who indicated that Saginaw County owns both facilities and both buildings have many capital needs that will be necessary over the next several years including becoming ADA compliant. The Commission on Aging Advisory Board met November 18, 2021 and approved use of fund balance for the requested services.

We recommend approval of the utilization of \$21,500 from fund balance to enter into a Professional Service Agreement with WTA Architects for a Building Assessment and Concept Design for the main building and Marie Davis Senior Center.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.5**

**DECEMBER 14, 2021**

Your Budget/Audit Committee discussed the current health insurance predicament where employees who are 65 or older are not eligible for the \$500 HSA contribution due to Medicare regulations. The Controller indicated that approximately thirty (30) employees are currently eligible for this amount.

We recommend approval to compensate those county employees aged 65 and older by offering \$500 in lieu of the \$500 HSA contribution, with the additional 7.65% FICA portion to be covered by the County and effective January 1, 2022.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.6**

**DECEMBER 14, 2021**

Your Budget/Audit Committee discussed the occurrence where some employees may have tried to become fully vaccinated to be eligible for the \$500 vaccination incentive payment by the due date of October 31, 2021 but was informed by their doctor or another medical professional that they should not receive the second dose.

We recommend approval to extend the \$500 COVID-19 vaccination incentive payment to those who attempted to become fully vaccinated by the October 31, 2021 deadline but were informed by a medical professional they should not receive the second dose.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair

Jack B. Tany

Carl E. Ruth

Christopher S. Boyd, Vice-Chair

James G. Theisen



5. **Labor Relations Committee – M. Webster, Chair; K. Harris, Vice-Chair**

- 5.1) **PERSONNEL DIRECTOR**, re: Approval of changes to County Policy #343 “Employee Insurance” and County Policy #346 “Retirement” to reflect healthcare changes
- 5.2) **PERSONNEL DIRECTOR**, re: Approval to amend County Policy #325 “Drug-Free Workplace” to allow for reapplication after thirty (30) days of disqualification (*Amended*)
- 5.3) **TREASURER**, re: Approval to establish a PCN and create a new position of Account Specialist II dedicated to handling the Principal Residence Exemption program
- 5.4) **CIVIL COUNSEL/LABOR SPECIALIST**, re: Approval of a Memorandum of Understanding between Saginaw County and TPOAM regarding District Court employees working out of classification
- 5.5) **CIVIL COUNSEL/LABOR SPECIALIST**, re: Approval of two Memorandums of Understanding between Saginaw County and COAM (Sergeants) / POAM (Deputies) regarding the move to a high deductible health plan and opt out of PA 152

*(Added after Special Labor Relations Committee held prior to the Board Session)*

- 5.6) **CONTROLLER/CAO**, re: Approval to amend County Policy #365 “COVID-19 Emergency Paid Sick Leave Act Policy” to add language related to testing (*Amended*)
- 5.7) Approval of Collective Bargaining Agreement (CBA) between Saginaw County and UAW Local 455 - Unit 48 (Managers)
- 5.8) Approval of CBA between Saginaw County and UAW Local 455 - Unit 50 (Professionals)
- 5.9) Approval of CBA between Saginaw County and UAW Local 455 - Unit 49 (Paraprofessionals)
- 5.10) Approval of CBA between Saginaw County and TPOAM - Circuit Court, Probate Court, District Court & Elected Officials
- 5.11) Approval of CBA between Saginaw County and GELC District Court Probation Officers
- 5.12) Approval of CBA between Saginaw County and POAM - Detention Supervisors
- 5.13) Approval of CBA between Saginaw County and POAM - Family Division Probation Officers
- 5.14) Approval of CBA between Saginaw County and POAM - Detention Youth Care Specialists

- **Webster moved, seconded by Matthews, to approve 5.1 – 5.6 leaving room for exceptions. There were no exceptions and the motion carried unanimously.**
- **Webster moved, seconded by Theisen, to approve 5.7 - 5.14 leaving room for exceptions. There were no exceptions and the motion carried unanimously.**

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.1**

**DECEMBER 14, 2021**

Your Labor Relations Committee considered Communication No. 12-14-13 Jennifer Broadfoot, Personnel Director, submitting proposed changes to County Policy #343 – “Employee Insurance” and County Policy #346 – “Retirement” to reflect the healthcare changes recommended by the Union/Management Committee and approved by the Board of Commissioners in November 2021 for non-union employees.



## Board of Commissioners – December 14, 2021

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We met with Ms. Broadfoot, who explained that the changes to the Employee Insurance Policy reflect the elimination of Plans A and B and the movement of all County employees to one high deductible plan through HAP/ASR. Since only one plan will be available, the ability to “buy up” to other plans was also eliminated. Language was added to detail how employee premium shares would be calculated and to establish an employer contribution to a Health Savings Account (HSA) if the Board of Commissioners opts out of PA 152 of 2011. An increase in also proposed to insurance offset payments received by employees in lieu of insurance coverage.

The elimination of Plans A and B and the move to a high deductible plan is also reflected in changes to the retiree health section of the Retirement Policy. It was further noted in that policy that if an employer contribution is being made to an employee’s HSA account at the time of retirement, the contribution will also be made in retirement to the retiree’s HSA account, up to age 65, if the retiree is eligible. Finally, the language regarding the Blue Cross/Blue Shield Michigan Savings Refund Share was eliminated at the County is no longer with Blue Cross/Blue Shield for health insurance.

We recommend approval of the proposed changes to County Policy #343 - “Employee Insurance” and County Policy #346 – “Retirement” as attached.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

Category: 300

Number: 343

Subject: **EMPLOYEE INSURANCE**

9. **PURPOSE:** The purpose of this policy is to establish a County insurance policy, thereby improving the health and well-being of Saginaw County employees
10. **AUTHORITY:** The Saginaw County Board of Commissioners.
11. **APPLICATION:** The rules and regulations herein set forth apply to all non-union employees only paid by Saginaw County and any other circumstance not covered by a collective bargaining agreement, pursuant to Policy #301.
12. **RESPONSIBILITY:** The Controller/CAO shall be responsible for the implementation and administration of this policy.
13. **DEFINITIONS:** For purpose of this policy, regular full-time employees and regular part-time employees, who are otherwise eligible, may hold probationary status and qualify for benefits.
14. **POLICY:**



## Board of Commissioners – December 14, 2021

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- 14.1 Health Insurance. Health insurance shall be provided to regular full-time and regular part-time employees and their dependents (as defined by the plan administrator) effective on the first day of the month subsequent to completion of thirty (30) days of qualifying service.

Current employees who were hired on or after January 1, 1993 must be of full-time status as defined by the Federal Patient Protection and Affordable Care Act to become eligible for health insurance coverage.

Health insurance eligible employees are eligible for the high deductible healthcare plan , as well as any plan that may be established by the County in the future.

All employee health insurance contribution rates for plans as noted above are subject to requirements established by State of Michigan Public Act 152 of 2011 (PA 152 of 2011,) the Publicly Funded Health Insurance Contribution Act. If the Board of Commissioners opts out of PA 152 of 2011, the County will employ the “Hard Cap” methodology in calculating the employee’s monthly premium share of each Plan year cost. The County will apply additional contribution up to \$827,400 each year to reduce the employee share above the “Hard Cap” calculation. The County will contribute \$500 to each eligible employee’s Health Savings Account (HSA) on or about January 1 of each subsequent year. The County will also contribute \$442,800 in American Rescue Plan Act of 2021 funding to cover the cost of any eligible COVID-19 related medical claims incurred in 2021 against the 2022 Plan Year rates.

- 14.2 Dental Insurance. Dental Insurance shall be provided to regular full-time employees and their eligible dependents (as defined by the plan administrator) effective the first day of the month subsequent to completion of thirty (30) days of qualifying service.
- 14.3 Optical Insurance. Optical Insurance shall be provided to regular full-time employees and their eligible dependents (as defined by the plan administrator) effective the first day of the month subsequent to completion of thirty (30) days of qualifying service.
- 14.4 Life Insurance. Life insurance shall be provided to regular full-time employees effective the first day of the month subsequent to completion of thirty (30) days of qualifying service.
- 14.5 Insurance Coverage and Premium Cost Shares. The Board of Commissioners will designate the level of all insurance coverage provided and the premium cost shares which are required to be paid by subscribers. County expense is the employer share established by the Board of Commissioners.
- 14.6 Dual Coverage. No person shall be eligible for dual coverage as both a subscriber and a dependent for any insurance coverage paid with Saginaw County funds.



### 14.7 Continuation of Insurance.

14.7.1 Health: In the event of disability leave, health insurance will continue for the entire period up to one (1) year, but requires the regular employee co-pay contribution to remain in effect. In the event of a leave of absence (except FMLA leaves), health insurance shall continue in effect at County expense until the end of the month in which the leave began. In the event of a layoff, health insurance shall continue in effect at County expense until the end of the month following the month in which the layoff occurred. The term "County expense" shall be in accordance with paragraph 6.5.

14.7.2 Dental: For a leave of absence (except FLMA leaves), dental coverage will continue in effect at County expense until the end of the month in which the leave began. In the event of a layoff, dental coverage shall continue in effect at County expense until the end of the month following the month in which the layoff occurred. In the event of disability, refer to paragraph 6.1 of the Disability Leave Policy. (Policy #361)

14.7.3 Optical: In the event of a leave of absence (except FMLA leaves), optical coverage will continue in effect at County expense until the end of the month in which the leave began. In the event of a layoff, optical coverage shall continue in effect at County expense until the end of the month following the month in which the layoff occurred. In the event of disability, refer to 6.1 of the Disability Leave Policy. (Policy #361)

14.7.4 Life: Coverage will continue commensurate with the terms of the employer's policy.

14.7.5 In the event of an unpaid leave of absence, certain coverage may be continued at the employee's expense if requested in accordance with Federal Law. Failure to pay said premiums will result in termination of coverage.

14.8 Separation from Employment. Upon separation from employment other than retirement or as noted in Section 6.7, all insurance coverage will terminate on the last day of the month in which the separation occurs. Certain coverage may be continued at the employee's expense if requested in accordance with Federal Law.

14.9 Option to Health Insurance Coverage. An employee who is eligible for enrollment in a County health insurance program may choose to receive two hundred dollars (\$200.00) per month in lieu of such insurance coverage; provided, however, the employee provides proof of another source of insurance and signs a statement attesting to said insurance coverage and is not covered as a dependent on a County paid health plan.

14.9.1 If an employee's status changes such that he/she is no longer eligible for coverage under another policy (divorce, death of spouse, etc.) the employee may reenter County coverage subject to the terms and conditions of the plan



## Board of Commissioners – December 14, 2021

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administrator. In the event that a lapse in coverage occurs due to the employee not notifying the County in a timely manner, or for any other reason not directly attributable to the County, the County shall in no way be held liable for health coverage during such lapse.

6.10 Compliance with Laws. It is the intent of the County that this policy comply with the Federal Patient Protection and Affordable Care Act (PPACA.) Any provisions of this policy that are in conflict with PPACA shall be superseded thereby.

15. ADMINISTRATIVE PROCEDURES: NONE

16. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: April 23, 2002

AMENDED: October 12, 2004; February 22, 2005; September 22, 2009; November 17, 2009; August 24, 2010; September 17, 2013; November 19, 2013; October 20, 2015; October 18, 2016; January 21, 2020; October 20, 2020; January 19, 2021; **December 14, 2021**



## Board of Commissioners – December 14, 2021

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Category: 300

Number: 346

Subject: **RETIREMENT**

1. **PURPOSE:** It is the purpose of this policy to assist County employees by providing for their health and well-being during their retirement years.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County pursuant to Policy #301.
4. **RESPONSIBILITY:** The Controller/CAO shall be responsible for the implementation and administration of this policy.
5. **DEFINITIONS:** None
6. **POLICY:**
  - 6.1 Retirement Benefit Plans. Retirement benefit plans vary depending upon employee classification and hire date. Said plans are modified from time to time by the direction of the Board of Commissioners. Eligible employees hired prior to June 1, 1994 were required to become members of the defined benefit plan administered under the rules established by the Michigan Municipal Employees Retirement System (MERS). Eligible employees hired on or after June 1, 1994 are required to become members of the defined contribution plan. There is no mandatory retirement age.
  - 6.2 Defined Benefit Plan (MERS). The County currently pays the entire cost for this plan without any employee contribution required, unless otherwise set forth in a collective bargaining agreement. Benefits are based on a formula, including final average compensation, years of service and benefit program. In addition, an employee must reach a minimum age and/or complete a minimum number of years of service in order to be eligible for the particular MERS pension benefit under which they are covered. Benefit payment options allow for beneficiary coverage and may also include cost of living adjustments. Credit may be given for previous county service, military service, and generic service. Employees may purchase “generic service” up to five (5) years in accordance with MERS policies and procedures with the employee paying one hundred percent (100%) of the cost. Employees may purchase qualified “governmental service” in accordance with MERS policies and procedures with the employee paying one hundred percent (100%) of the cost.

Employees may purchase “military service” in accordance with MERS policies and procedures, if the employee was hired prior to May 17, 1994, with the employee paying one hundred percent (100%) of the cost. In order to receive credit for generic,



## Board of Commissioners – December 14, 2021

governmental or military service, the employee must pay their cost share in full at the time of purchase.

- 6.3 Defined Contribution Plan. For employees hired prior to March 1, 2005, a pre-tax employee contribution of 3% of compensation is currently required for participation in this plan. The County currently matches this contribution at the rate of 9%. For employees hired on or after March 1, 2005, a pre-tax employee contribution of 6% of compensation is currently required for participation in this plan. The County currently matches this contribution at the rate of 6%. Benefits are based on the dollar amount in an employee's account at the time of separation and the selection of one of several pay out methods approved by the United States Department of Treasury, Internal Revenue Service. The amount in the employee's account accumulates from a combination of the above described contributions and self-directed investment earnings. Upon separation, employees may choose to begin using the entire amount of their contribution plus a percentage of the County's contribution based on their months of services as provided below.

MONTHS OF SERVICE	PERCENTAGE
0-35	0%
36-47	25%
48-59	50%
60-71	75%
72 or more	100%

As soon as practical after approval of the policy: (1) those employees in the six percent (6%) employer contribution and zero percent (0%) employee contribution shall complete the appropriate paperwork to transition into the nine percent (9%) employer contribution and three percent (3%) employee contribution option, (2) those employees in the three percent (3%) employer contribution and zero percent (0%) employee contribution will complete the appropriate paperwork to transition to the six percent (6%) employer contribution and six percent (6%) employee contribution option.

- 6.4 Re-employment of Retired County Employees. To ensure a more representative workforce and provide employment opportunities, an employee who retires from Saginaw County in accordance with MERS guidelines and/or IRS regulations, will not be rehired into the County as a regular full-time, regular part-time, or on-call employee or pursuant to a contract, except (1) as a seasonal laborer in the Parks & Recreation Department, Maintenance Department, or Mosquito Abatement Commission which is not to exceed six (6) months; (2) to train a successor which is limited to 90 days without the prior approval of the Board of Commissioners for a longer period; and
- (3) to temporarily fill a vacant position while the department is actively searching for a permanent replacement, provided the department head requests a waiver of the hiring freeze and which is limited to 90 days without the prior approval of the Board of Commissioners for a longer period. The County Controller/CAO will be responsible for



providing a report to the Labor Relations Committee identifying the rehiring of County retirees. The report shall include date of rehire, length of re-employment, purpose of re-employment, and name of rehired retiree.

### 6.5 Health Insurance.

6.5.1 To be eligible for retiree health insurance, an employee will satisfy both the age and continuous length of service requirements associated with retirement under the MERS Defined Benefit Plan even if they are members of the Defined Contribution Plan. An employee hired before January 1, 1993 and retiring will be entitled to health insurance for themselves, their spouse and their dependents, as defined by County Policy. Effective January 1, 2022, the employee will have the group health option in which they are enrolled (high deductible healthcare plan) prior to retirement, provided proper application is made prior to retirement and the above described age and service requirements are met.

Employees hired after January 1, 1993 and prior to March 1, 2005, who similarly retire, will have single coverage (employee only) in the group health option in which they are enrolled, (high deductible healthcare plan ) prior to retirement. Employees hired on or after March 1, 2005 and employees that made an irrevocable election to refuse retiree health insurance are not eligible for retiree health insurance.

If an employer contribution to a Health Savings Account is made in the benefit year in which the employee retires, the same contribution will be made to the retiree's Health Savings Account until the employee reaches 65 years of age, or becomes Medicare eligible, if the retiree is eligible to receive such a contribution. The HSA contribution will be the amount in effect at the time of retirement.

6.5.2 Employees hired on or after March 1, 2005, will not be eligible for retiree health insurance. They and those employees who have previously made an irrevocable decision to refuse retiree health insurance, shall thereby be enrolled in an employer sponsored Health Care Savings Program (HCSP) or its equivalent. The County will contribute 1% of eligible employee's gross wages to the HCSP. Additionally, eligible employees shall contribute 0.25% of their bi-weekly gross wages to the HCSP. Allowable changes to employee contribution levels shall be in accordance with the HCSP participation document.

Employees who retire on or after January 1, 2014 and who are eligible for and elect to receive retiree health insurance coverage, will be required to pay a percentage of the premiums, as indicated in TABLE A below. Payment will be in accordance with the number of continuous years of service actually worked for Saginaw County regardless of the total number of credited years of service held



## Board of Commissioners – December 14, 2021

by the employee for the purpose of calculating the County Defined Pension Benefit through MERS.

TABLE A

CONTINUOUS YEARS OF SERVICE ACTUALLY WORKED	EMPLOYER PAYS	EMPLOYEE PAYS
6	10%	90%
7	15%	85%
8	20%	80%
9	25%	75%
10	30%	70%
11	35%	65%
12	40%	60%
13	45%	55%
14	50%	50%
15	55%	45%
16	60%	40%
17	65%	35%
18	70%	30%
19	75%	25%
20 or more	80%	20%

Said payment shall be due thirty (30) days after invoice date. Overdue payments will be sent notices to pay. For invoices lapsing for more than ninety (90) days, a termination of insurance letter will be sent indicating coverage will terminate commencing the first date for which coverage has not been paid, i.e., if coverage was paid through January 31, termination is effective February 1. Also enclosed with this letter, will be an election form to transfer to a monthly offset payment in lieu of said coverage. The monthly offset payment amount will be the amount in effect on the date of the election, pursuant to the applicable collective bargaining agreement and/or County policy.



## Board of Commissioners – December 14, 2021

6.5.4 Employees who retire after January 1, 1993, and who are eligible for health insurance coverage, may elect to receive a monthly offset payment in lieu of said coverage, provided that they are not covered under a County paid health plan. A retiree may elect to discontinue his/her current health care coverage and elect to receive said monthly offset payment. The monthly offset payment will be the amount in effect at the time of election, pursuant to the applicable collective bargaining agreement and/or County policy. A retiree electing to receive the monthly offset payment in lieu of health coverage will not be eligible to opt back into the health plan. Employees hired on or after March 1, 2005, and those who have made an irrevocable election to refuse retiree health insurance, are not eligible to receive a monthly offset payment in lieu of said coverage.

6.6 Medicare. Upon becoming eligible for Medicare, the subscriber and his/her dependent(s) will enroll in both Part A and B of Medicare at the subscriber's expense. It is each individual's personal responsibility to contact the Social Security Administration regarding Medicare. Once enrolled, Medicare will become the primary coverage, while Saginaw County's health plan will be the secondary payor.

6.7 Retiree Life Insurance. Life insurance will be provided to eligible retirees in an amount designated by the Board of Commissioners without any cost share required from the subscriber.

7. ADMINISTRATIVE PROCEDURES: None

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: November 23, 1999

AMENDED: April 23, 2002; August 12, 2003; December 7, 2004; February 22, 2005; June 21, 2005; January 24, 2006; October 16, 2007; February 17, 2009; September 22, 2009; March 20, 2012; November 19, 2013; May 19, 2015; December 19, 2017; December 18, 2018

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.2                    \*AMENDED                    DECEMBER 14, 2021**

Your Labor Relations Committee considered Communication No. 12-14-14 from Jennifer Broadfoot, Personnel Director, providing information for discussion on possible revisions to County Policy #325 - "Drug-Free Workplace."

We met with Ms. Broadfoot who explained that the policy establishes the protocols for both pre-employment testing for applicants and probable cause testing for employees. A pre-employment drug screen is a part of the County's standard pre-employment physical; all prospective employees



undergo pre-employment drug testing. Probable Cause testing occurs when an employee is believed to be under the influence of drugs or alcohol while at work.

A positive result disqualifies a prospective employee from employment. A positive test result in a probable cause situation may result in the employee being referred to the employee assistance program/substance abuse counseling and/or being subject to disciplinary action. The county has withdrawn offers of employment for prospective employees and terminated the employment of current employees because of positive test results. Most of the recent positive test results have related to the use of marijuana.

A question has been asked on how long a prospective employee should be disqualified from re-applying with the County of Saginaw. Our current practice is to disqualify a prospective employee from any future employment opportunity. After discussion, a motion to amend County Policy #325, section 6.2.2 was made to add after the first sentence, *“Candidate shall be allowed to reapply after 30 days from initial disqualification”* and eliminate the sentence immediately following that addition.

We recommend approval of the revised language for County Policy #325 – “Drug-Free Workplace” **\*as attached and modified at the Special Labor Relations Committee meeting held prior to the board session.**

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

Category: 300

Number: 325

Subject: **DRUG-FREE WORKPLACE**

1. **PURPOSE:** The County of Saginaw recognizes drug and alcohol abuse as potential health, safety and security problems. Employees dealing with such problems are encouraged to participate in the Saginaw County Employee Assistance Program. Saginaw County is committed to providing a drug free, healthful, safe and secure work environment for all its employees. Further, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is absolutely prohibited; and, violations of the policy will result in disciplinary action, up to and including termination, and may have legal consequences.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.
4. **RESPONSIBILITY:** It shall be the responsibility of the Controller/CAO to implement and administer this policy.



## Board of Commissioners – December 14, 2021

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5. DEFINITIONS: NONE

6. POLICY:

6.1 Alcohol/Controlled Substance Testing. It is the policy of Saginaw County to provide pre-employment drug screening for persons applying for all positions with the County and alcohol/controlled substance testing for employees, based on probable cause that alcohol and/or controlled substances are affecting their behavior and/or performance.

6.2 Pre-employment Testing. Signs announcing Saginaw County's policy of pre-employment drug testing shall be posted in all County facilities for view by all employment candidates and the public. Failure to submit a sample for testing shall disqualify a candidate from employment.

6.2.1 Saginaw County will test for the presence of alcohol and controlled substances using methods available through independent laboratories. Collection of the sample and chain of custody requirements shall be performed under strict procedures and guidelines established for these purposes by County approved collection site personnel and the testing laboratory.

6.2.2 An initial analytical test shall be performed and all such tests shown positive shall be confirmed by a second test. Positive initial testing and positive confirmation shall disqualify a candidate from employment. A positive confirmation test for marijuana shall disqualify a candidate from employment for thirty (30) days. A disqualified candidate may re-apply after thirty (30) days. If that candidate receives a positive confirmation test for marijuana or any other controlled substance during a re-application process that candidate will be disqualified from employment with the County of Saginaw. In addition, a candidate for employment shall be required to submit to a retest if a dilute negative specimen is reported to the County by the Medical Review Officer (MRO). Refusal to submit to a test when directed due to the presence of a dilute negative specimen during the initial test will be processed in the same manner as refusing to take the initial test as addressed in Section 6.2. An offer of employment shall not be extended to any candidate prior to receipt of all drug test results by the County.

6.3 Probable Cause Testing. Testing for controlled substances and alcohol shall be administered to employees only when probable cause exists. Random testing is prohibited and requests for employee consent to be tested in the absence of probable cause are also prohibited.

6.3.1 "Probable Cause" or individualized "suspicion to believe" that an employee is under the affect of alcohol or controlled substances while at work or in the performance of his/her job shall be the means by which testing is initiated and justification of probable cause will be studied and approved by the Personnel



## Board of Commissioners – December 14, 2021

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Division prior to requesting consent to be tested or mandating an alcohol or controlled substance test.

- 6.3.2 In cases where the Personnel Division determines that probable cause or reasonable suspicion exists, the employee will be supplied an employee representative of his/her choice, unless the employee declines such offer, and asked to sign a Drug/Alcohol Test Consent Agreement. If the employee refuses to consent to the test, he/she will be instructed in writing to appear and submit a urine sample at a designated collection site for the purpose of testing for alcohol and/or controlled substances, no longer than three (3) hours from the time the test is mandated. The written directive to submit said sample shall contain a statement that failure to submit the sample at the required time and place will be considered insubordination and may result in discharge.
- 6.3.3 An employee subject to testing shall not be allowed to drive but shall be transported to and from the collection site and home, if required.
- 6.3.4 If requested, an employee shall be allowed an employee representative as an observer at the collection site.
- 6.3.5 Collection of the sample and chain of custody requirements for probable cause testing shall be held to the same strict guidelines established for pre-employment testing. A report from the MRO of a dilute negative specimen in a probable cause case shall be handled the same as in Section 6.2.2 above for candidates for employment. Refusal to submit to a test when a dilute negative specimen is produced in the initial test will be processed as in Section 6.3.2 above if testing is refused.
- 6.4 Confidentiality. When "probable cause" is established, all information pertaining to observation of the employee's behavior, the request or mandate for testing and the result of such test shall be strictly confidential and disclosure shall be based solely on "need to know" or as requested in writing by the employee involved.
- 6.5 Disposition. Employees required to be tested shall be suspended immediately from duty without pay. Negative testing shall result in the employee's immediate return to duty with pay for all lost time. Positive testing may result in the employee's referral to the Saginaw County Employee Assistance Program or disciplinary action, including discharge, dependent upon the circumstance of the case involved; in the case of discipline, including discharge, the employee shall be provided with:
  - 6.5.1 Oral, and where possible, written notice of the charges against him/her.
  - 6.5.2 An explanation of the evidence against him/her.
  - 6.5.3 A pre-termination hearing at which he/she may present his/her side of the case.



## Board of Commissioners – December 14, 2021

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6.5.4 A post-termination hearing provided for by the grievance procedure.

7. ADMINISTRATIVE PROCEDURES: None.
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: November 23, 1999

AMENDMENTS: April 23, 2002, October 16, 2007, December 14, 2021

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.3**

**DECEMBER 14, 2021**

Your Labor Relations Committee considered Communication No. 12-14-16 from Timothy Novak, County Treasurer, requesting approval to establish a PCN and create a new position of Account Specialist II in the Treasurer's Office dedicated to handling the Principal Residence Exemption program. We met with Mr. Novak who explained that the employee who handled that duty retired. The duties have been absorbed within the office however, he has learned that this process is not working. The Principal Residence Exemption requires an employee to follow up with taxpayers that the State of Michigan has notified us to be potentially in violation. Follow up includes letters, research and ultimately making adjustments and sending refunds or bills to property owners. Funds to pay for the position will come out of its 526 Delinquent Property Tax Foreclosure Fund. We recommend approval of establishing a PCN and create a new position of Account Specialist II dedicated to handling the Principal Residence Exemption Program in the Treasurer's Office.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.4**

**DECEMBER 14, 2021**

Your Labor Relations Committee considered Communication No. 12-14-17 from Dave Gilbert, Civil Counsel/Labor Specialist, submitting for approval a Memorandum of Understanding (MOU) between County of Saginaw, Saginaw County Trial Court and the Technical, Professional and Office Workers Association of Michigan (TPOAM) regarding District Court employees working out of classification.

We met with Mr. Gilbert who explained that only change to the MOU is the expiration date.



## Board of Commissioners – December 14, 2021

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We recommend approval of the Memorandum of Understanding between County of Saginaw, Saginaw County Trial Court and the Technical, Professional and Office Workers Association of Michigan (TPOAM).

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.5**

**DECEMBER 14, 2021**

Your Labor Relations Committee considered Communication No. 12-14-18 from Dave Gilbert, Civil Counsel/Labor Specialist, submitting for approval two Memorandums of Understanding between Saginaw County and COAM (Sergeants)/POAM (Deputies) regarding the move to a high deductible health plan and opt out of PA 152.

We met with Mr. Gilbert who explained that the collective Bargaining Agreement covers the time period December 15, 2020 through September 30, 2022.

We recommend approval of the Memorandum of Understanding between Saginaw County and COAM (Sergeants)/POAM (Deputies) regarding the move to a high deductible health plan and opt out of PA 152.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.6**

**\*AMENDED**

**DECEMBER 14, 2021**

Your Labor Relations Committee considered a request from Robert Belleman, Controller/CAO, to consider amending County Policy #365 "COVID-19 Emergency Paid Sick Leave Act Policy," specifically Section 7.1, to include language in regard to testing.

We recommend amendment of County Policy #365 as presented to the Special Labor Relations Committee meeting held prior to the board session.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews



## Board of Commissioners – December 14, 2021

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Category: 300  
Number: 365  
Subject: COVID-19 Emergency Paid Sick Leave Act Policy

6. **PURPOSE:** The purpose of this policy is to define paid sick leave provided to the employees of Saginaw County during the pandemic outbreak of COVID-19, Coronavirus, as required by H.R. 6201, the “Families First Coronavirus Response Act” of 2020, which includes the FMLA Expansion Act and the Emergency Paid Sick Leave Act. This policy will be in effect from October 1, 2021 – September 30, 2022.
7. **AUTHORITY:** The Saginaw County Board of Commissioners
8. **APPLICATION:** This policy applies to all qualifying Saginaw County regular full-time and part-time employees as defined by the Act, with the exception of Elected Officials, Health Care Providers and Emergency Responders (i.e. Health Department [only those employees who meet the definition of healthcare provider] and Sheriff’s Department employees.)
9. **RESPONSIBILITY:** The Controller/CAO will have responsibility for implementing and administering this policy.
5. **DEFINITIONS:** “Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or is 18 or older and incapable of self-care because of a mental or physical disability.

“Individual” means an immediate family member, roommate or similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined. Additionally, the individual being cared for must: a) be subject to a federal, state or local quarantine or isolation order as described above; or b) have been advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19 or is particularly vulnerable to COVID-19.

“Healthcare Provider” means personnel employed who are capable of providing, and employed to provide diagnostic, preventative or treatment services or services that are integrated with and necessary to diagnostic, preventive or treatment services and, if not provided, would adversely impact patient care. It is not enough that an employee works for an entity that provides healthcare services.

“Diagnostic Services” include taking or processing of samples, performing or assisting in the performance of x-rays, or other diagnostic tests or procedures, and interpreting tests or procedure results.

“Preventative Services” include screenings, check-ups, and counseling to prevent illnesses, disease, or other health problems.



## Board of Commissioners – December 14, 2021

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“Treatment Services” include performing surgery or other invasive or physical interventions, administering or providing prescribed medications, and providing or assisting in breathing treatments.

Services that are integrated with and necessary to diagnostic, preventative, or treatment services and if not provided would adversely impact patient care include taking vital signs, setting up medical equipment for procedures, and transporting patients and samples.

8. POLICY: It shall be the policy of Saginaw County to provide leave in accordance with the Emergency Paid Sick Leave Act for all eligible employees.
9. ADMINISTRATIVE PROCEDURES: In accordance with the Emergency Paid Sick Leave Act (EPSLA), the county will provide all employees, including new hires, with paid sick leave, separate from any normal PTO leave accruals, for the following reasons:
  1. is subject to a Federal, State or local quarantine or isolation order related to COVID-19;
  2. has been advised by a health care provider to self-quarantine related to COVID-19;
  3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
  4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
  5. is pursuing a vaccination and needs time off to attend the appointment or is experiencing side effects from the vaccine; or
  6. is experiencing any other substantially-similar condition specified by the US Department of Health and Human Services.
- 7.1 If the employee meets any of the aforementioned criteria, which will be determined after submitting a form requesting Emergency Paid Sick Leave (EPSL) to the Controller’s Office, EPSL will be approved and PTO will not be deducted from the employee’s accrued leave banks, as long as the employee obtains a COVID test within five (5) days of exposure, *as directed by the Controller’s Office, under reasons #1, #2, and #3 stated above, and provide the County with proof of said test* . For full-time employees up to eighty (80) hours of paid leave will be granted. Part-time employees will receive paid leave for the number of hours that employee works on average during a two-week period. Said average will be determined based on the two most recent two-week pay periods.

If the employee does not meet the criteria for EPSL, the county will grant paid leave from the employee’s accrued paid leave banks in accordance with the employee’s corresponding collective bargaining agreement or personnel policy, if non-union.
- 7.2 Employees requesting EPSL shall complete the EPSLA Request Form, as soon as possible, following occurrence of the potentially qualifying reason for leave. All EPSL is subject to approval by the Controller’s Office.
- 7.3 Approved EPSL shall be reported on employee time sheets as “COVID-19 SL.”



## Board of Commissioners – December 14, 2021

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- 7.4 Per EPSLA, this policy shall take effect October 1, 2021 and expire September 30, 2022.
- 7.5 When working from home, employees may take emergency paid sick leave intermittently and in any increment agreed to with their manager. For those not teleworking and currently working onsite, an employee may only take intermittent leave for reason 5 above, is pursuing a vaccination and needs time off to attend the appointment or is experiencing side effects from the vaccine. Per the regulations, as all other reasons for emergency paid sick leave could potentially expose an employee or others in the workplace to the virus, employees must either use the full amount of paid sick leave or use it in full-day increments until the reason for leave is over and it is safe for the employee to return to work.
- 7.6 The employee may use EPSL under this policy before using any other accrued paid time off for the qualifying reasons stated above.

EPSL may also be used when an employee is on leave under traditional FMLA for his or her own COVID-19-related serious health condition or to care for a qualified family member with such a condition.

Once EPSL has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

- 7.7 EPSL under this policy will not be provided beyond September 30, 2022. Any unused paid sick leave will not carry over to the next year or be paid out to employees.
- 7.8 No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.
10. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content  
Saginaw County Civil Counsel

ADOPTED: April 21, 2020

AMENDED: December 15, 2020; January 19, 2021; September 21, 2021; **December 14, 2021**



### FROM: COMMITTEE ON LABOR RELATIONS -- 5.7

DECEMBER 14, 2021

Your Labor Relations Committee herewith submits the collective bargaining agreement between the County of Saginaw and all affected Co-Employers and UAW Local 455 – Unit 48 (Managers). The agreement covers the period commencing December 2021 and ending September 30, 2024. The agreement has been formally ratified by the Union upon acceptance by the County. The financial implications of this agreement will be borne with funds within the existing, respective budgets. A summary of the main provisions is set forth below:

1. Duration of CBA – 3 years + (December 2021 – September 30, 2024)
2. County proposes to change the language in the contract to provide regular full-time employees and regular part-time employees, who are otherwise eligible may hold probationary status and qualify for benefits per the MOU.
3. County proposes to change wage progression for regular part-time employees to have the same progression as full-time employees.
4. County proposes to add fingerprinting in addition to background checks for all employees.
5. County proposes to change the probationary status from six (6) months to twelve (12) months for all members of the bargaining unit and the Sheriff’s Department.
6. County proposes a reduction in the duration the County has to notify former employees of openings to two (2) years.
7. Furloughs:
  - County is proposing language to provide guidelines with respect to furloughing employees, if the financial condition of the County shall necessitate and allow discussion with the Union.
8. County proposes to add Juneteenth as a holiday.
9. Paid Time Off (PTO):
  - PTO shall accrue commencing on the date of hire and be credited on the first day of the month following thirty (30) days of service.
  - In compliance with Michigan’s Paid Medical Leave Act, less than regular full-time employees shall accrue PTO in accordance with the Act and pursuant to County policy #341.
  - County proposes to eliminate the 700-hour cap on the accumulation of PTO.
  - County proposes to provide that PTO shall not be used in not less than 15-minute increments.



### 10. County Policies:

- County proposes to update the policies with the most recent effective dates. This would cover four (4) policies.

### 11. Health Insurance:

- County proposes to change in general, the health insurance article to make the language uniform with other County Collective Bargaining Agreements. Additional revisions will be needed due to the new healthcare.
- County proposes, effective January 1, 2022, or as soon as practical after the contract is ratified, to have one high deductible health plan during the term of the Collective Bargaining Agreement. The County proposes to opt out of PA 152 to allow: (1) increased flexibility in calculating employee healthcare costs by the County contributing up to \$827,400 annually to reduce claims in excess of the hard cap calculation, (2) utilize the hard cap calculation methodology in determining employee monthly premiums, and (3) contribute \$500 to each eligible employee's Health Savings Account (HSA). The County will, for the 2022 plan year, contribute an additional \$442,800 in ARPA funding, which represents COVID related medical expenses.
- County proposes to put a three (3) year limitation on the duration the County will continue to pay a portion of their premium for health insurance and clarify payments are subject to PA 152 requirements and employee co-pays for on-the-job injuries.
- County proposes to change the language in the contracts to reflect that the employee may reenter employer coverage subject to the terms and conditions of the carrier and in accordance with IRS regulations or a qualifying event.
- County proposes to eliminate the refund language in the contract as the County is no longer with Blue Cross Blue Shield.
- County proposes to shorten the eligibility period on health insurance, dental insurance, life insurance, and optical insurance to the first of the month following completion of thirty (30) days of qualifying service per the MOU's.
- County has opted out of PA 152 for the 2022 medical plan year. The decision to opt out will need to be made for each medical plan year covered in the contract.
- County proposes to provide that the insurance will be in accordance with the plan in effect on the date of ratification of the contract. The employer reserves the right to change carriers by providing comparable coverage for reasons of cost or service.
- County proposes to increase the monthly stipend in lieu of health insurance to \$200.

### 12. Wages:

- County proposes a 2% base wage increase in 2021/2022, up to a 2% base wage increase in 2022/2023 and 2023/2024, contingent on the budget stabilization fund.
- County proposes a \$300 signing bonus if the contract is ratified by the December 14, 2021 Board meeting.



## Board of Commissioners – December 14, 2021

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We recommend approval of the agreement between the County of Saginaw and all affected Co-Employers and UAW Local 455 – Unit 48 (Managers) as outlined above; further, authorize the proper County officials to sign the appropriate documents and make the necessary budget adjustments.

Respectfully Submitted,

### **COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

### **FROM: COMMITTEE ON LABOR RELATIONS -- 5.8**

**DECEMBER 14, 2021**

Your Labor Relations Committee herewith submits the collective bargaining agreement between the County of Saginaw and all affected Co-Employers and UAW Local 455 – Unit 50 (Professionals). The agreement covers the period commencing December 2021 and ending September 30, 2024. The agreement has been formally ratified by the Union upon acceptance by the County. The financial implications of this agreement will be borne with funds within the existing, respective budgets. A summary of the main provisions is set forth below:

1. Duration of CBA – 3 years + (December 2021 – September 30, 2024)
2. County proposes to change the language in the contract to provide regular full-time employees and regular part-time employees, who are otherwise eligible may hold probationary status and qualify for benefits per the MOU.
3. County proposes to change wage progression for regular part-time employees to have the same progression as full-time employees.
4. County proposes to add fingerprinting in addition to background checks for all employees.
5. County proposes an \$85 per year footwear allowance for safety shoes required under the Department of Labor Safety Standards for those individuals working in the field.
6. Furloughs:
  - County is proposing language to provide guidelines with respect to furloughing employees, if the financial condition of the County shall necessitate and allow discussion with the Union.
7. County proposes to add Juneteenth as a holiday.
8. Paid Time Off (PTO):
  - PTO shall accrue commencing on the date of hire and be credited on the first day of the month following thirty (30) days of service.



## Board of Commissioners – December 14, 2021

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- In compliance with Michigan’s Paid Medical Leave Act, less than regular full-time employees shall accrue PTO in accordance with the Act and pursuant to County policy #341.
- County proposes to eliminate the 700-hour cap on the accumulation of PTO.
- County proposes to provide that PTO shall not be used in not less than 15-minute increments.

### 9. County Policies:

- County proposes to update the policies with the most recent effective dates. This would cover four (4) policies.

### 10. Health Insurance:

- County proposes to change in general, the health insurance article to make the language uniform with other County Collective Bargaining Agreements. Additional revisions will be needed due to the new healthcare.
- County proposes, effective January 1, 2022, or as soon as practical after the contract is ratified, to have one high deductible health plan during the term of the Collective Bargaining Agreement. The County proposes to opt out of PA 152 to allow: (1) increased flexibility in calculating employee healthcare costs by the County contributing up to \$827,400 annually to reduce claims in excess of the hard cap calculation, (2) utilize the hard cap calculation methodology in determining employee monthly premiums, and (3) contribute \$500 to each eligible employee’s Health Savings Account (HSA). The County will, for the 2022 plan year, contribute an additional \$442,800 in ARPA funding, which represents COVID related medical expenses.
- County proposes to put a three (3) year limitation on the duration the County will continue to pay a portion of their premium for health insurance and clarify payments are subject to PA 152 requirements and employee co-pays for on-the-job injuries.
- County proposes to change the language in the contracts to reflect that the employee may reenter employer coverage subject to the terms and conditions of the carrier and in accordance with IRS regulations or a qualifying event.
- County proposes to eliminate the refund language in the contract as the County is no longer with Blue Cross Blue Shield.
- County proposes to shorten the eligibility period on health insurance, dental insurance, life insurance, and optical insurance to the first of the month following completion of thirty (30) days of qualifying service per the MOU’s.
- County has opted out of PA 152 for the 2022 medical plan year. The decision to opt out will need to be made for each medical plan year covered in the contract.
- County proposes to provide that the insurance will be in accordance with the plan in effect on the date of ratification of the contract. The employer reserves the right to change carriers by providing comparable coverage for reasons of cost or service.
- County proposes to increase the monthly stipend in lieu of health insurance to \$200.



## Board of Commissioners – December 14, 2021

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### 11. Wages:

- County proposes a 2% base wage increase in 2021/2022, up to a 2% base wage increase in 2022/2023 and 2023/2024, contingent on the budget stabilization fund.
- County proposes a \$300 signing bonus if the contract is ratified by the December 14, 2021 Board meeting.

We recommend approval of the agreement between the County of Saginaw and all affected Co-Employers and UAW Local 455 – Unit 50 (Professionals) as outlined above; further, authorize the proper County officials to sign the appropriate documents and make the necessary budget adjustments.

Respectfully Submitted,

#### **COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

#### **FROM: COMMITTEE ON LABOR RELATIONS -- 5.9**

**DECEMBER 14, 2021**

Your Labor Relations Committee herewith submits the collective bargaining agreement between the County of Saginaw and all affected Co-Employers and UAW Local 455 – Unit 49 (Paraprofessionals). The agreement covers the period commencing December 2021 and ending September 30, 2024. The agreement has been formally ratified by the Union upon acceptance by the County. The financial implications of this agreement will be borne with funds within the existing, respective budgets. A summary of the main provisions is set forth below:

1. Duration of CBA – 3 years + (December 2021 – September 30, 2024)
2. County proposes to change the language in the contract to provide regular full-time employees and regular part-time employees, who are otherwise eligible may hold probationary status and qualify for benefits per the MOU.
3. County proposes to change wage progression for regular part-time employees to have the same progression as full-time employees.
4. County proposes to add fingerprinting in addition to background checks for all employees.
5. Furloughs:
  - County is proposing language to provide guidelines with respect to furloughing employees, if the financial condition of the County shall necessitate and allow discussion with the Union.
6. County proposes to add Juneteenth as a holiday.



### 7. Paid Time Off (PTO):

- PTO shall accrue commencing on the date of hire and be credited on the first day of the month following thirty (30) days of service.
- In compliance with Michigan’s Paid Medical Leave Act, less than regular full-time employees shall accrue PTO in accordance with the Act and pursuant to County policy #341.
- County proposes to eliminate the 700-hour cap on the accumulation of PTO.
- County proposes to provide that PTO shall not be used in not less than 15-minute increments.

### 8. County Policies:

- County proposes to update the policies with the most recent effective dates. This would cover four (4) policies.

### 9. Health Insurance:

- County proposes to change in general, the health insurance article to make the language uniform with other County Collective Bargaining Agreements. Additional revisions will be needed due to the new healthcare.
- County proposes, effective January 1, 2022, or as soon as practical after the contract is ratified, to have one high deductible health plan during the term of the Collective Bargaining Agreement. The County proposes to opt out of PA 152 to allow: (1) increased flexibility in calculating employee healthcare costs by the County contributing up to \$827,400 annually to reduce claims in excess of the hard cap calculation, (2) utilize the hard cap calculation methodology in determining employee monthly premiums, and (3) contribute \$500 to each eligible employee’s Health Savings Account (HSA). The County will, for the 2022 plan year, contribute an additional \$442,800 in ARPA funding, which represents COVID related medical expenses.
- County proposes to put a three (3) year limitation on the duration the County will continue to pay a portion of their premium for health insurance and clarify payments are subject to PA 152 requirements and employee co-pays for on-the-job injuries.
- County proposes to change the language in the contracts to reflect that the employee may reenter employer coverage subject to the terms and conditions of the carrier and in accordance with IRS regulations or a qualifying event.
- County proposes to eliminate the refund language in the contract as the County is no longer with Blue Cross Blue Shield.
- County proposes to shorten the eligibility period on health insurance, dental insurance, life insurance, and optical insurance to the first of the month following completion of thirty (30) days of qualifying service per the MOU’s.
- County has opted out of PA 152 for the 2022 medical plan year. The decision to opt out will need to be made for each medical plan year covered in the contract.



## Board of Commissioners – December 14, 2021

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- County proposes to provide that the insurance will be in accordance with the plan in effect on the date of ratification of the contract. The employer reserves the right to change carriers by providing comparable coverage for reasons of cost or service.
- County proposes to increase the monthly stipend in lieu of health insurance to \$200.

### 10. Wages:

- County proposes a 2% base wage increase in 2021/2022, up to a 2% base wage increase in 2022/2023 and 2023/2024, contingent on the budget stabilization fund.
- County proposes a \$300 signing bonus if the contract is ratified by the December 14, 2021 Board meeting.

We recommend approval of the agreement between the County of Saginaw and all affected Co-Employers and UAW Local 455 – Unit 49 (Paraprofessionals) as outlined above; further, authorize the proper County officials to sign the appropriate documents and make the necessary budget adjustments.

Respectfully Submitted,

#### **COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

#### **FROM: COMMITTEE ON LABOR RELATIONS -- 5.10**

**DECEMBER 14, 2021**

Your Labor Relations Committee herewith submits the collective bargaining agreement between the County of Saginaw and all affected Co-Employers and TPOAM – Circuit Court, Probate Court, District Court & Elected Officials. The agreement covers the period commencing December 2021 and ending September 30, 2024. The agreement has been formally ratified by the Union upon acceptance by the County. The financial implications of this agreement will be borne with funds within the existing, respective budgets. A summary of the main provisions is set forth below:

1. Duration of CBA – 3 years + (December 2021 – September 30, 2024)
2. County proposes to change the language in the contract to provide regular full-time employees and regular part-time employees, who are otherwise eligible may hold probationary status and qualify for benefits per the MOU.
3. County proposes to change wage progression for regular part-time employees to have the same progression as full-time employees.
4. County proposes to add a provision to pay District Court Legal Clerks I for working out of classification when performed Circuit Court Judicial Secretary duties at a level commensurate with his/her current step in accordance with the MOU.
5. County proposes to add fingerprinting in addition to background checks for all employees.



6. Furloughs:

- County is proposing language to provide guidelines with respect to furloughing employees, if the financial condition of the County shall necessitate and allow discussion with the Union.

7. County proposes to add Juneteenth as a holiday.

8. Paid Time Off (PTO):

- PTO shall accrue commencing on the date of hire and be credited on the first day of the month following thirty (30) days of service.
- In compliance with Michigan's Paid Medical Leave Act, less than regular full-time employees shall accrue PTO in accordance with the Act and pursuant to County policy #341.
- County proposes to eliminate the 700-hour cap on the accumulation of PTO.
- County proposes to provide that PTO shall not be used in not less than 15-minute increments.

9. County Policies:

- County proposes to update the policies with the most recent effective dates. This would cover four (4) policies.

10. County proposes to amend the light duty language to comply with the provisions of the ADA.

11. Health Insurance:

- County proposes to change in general, the health insurance article to make the language uniform with other County Collective Bargaining Agreements. Additional revisions will be needed due to the new healthcare.
- County proposes, effective January 1, 2022, or as soon as practical after the contract is ratified, to have one high deductible health plan during the term of the Collective Bargaining Agreement. The County proposes to opt out of PA 152 to allow: (1) increased flexibility in calculating employee healthcare costs by the County contributing up to \$827,400 annually to reduce claims in excess of the hard cap calculation, (2) utilize the hard cap calculation methodology in determining employee monthly premiums, and (3) contribute \$500 to each eligible employee's Health Savings Account (HSA). The County will, for the 2022 plan year, contribute an additional \$442,800 in ARPA funding, which represents COVID related medical expenses.
- County proposes to put a three (3) year limitation on the duration the County will continue to pay a portion of their premium for health insurance and clarify payments are subject to PA 152 requirements and employee co-pays for on-the-job injuries.



## Board of Commissioners – December 14, 2021

- County proposes to change the language in the contracts to reflect that the employee may reenter employer coverage subject to the terms and conditions of the carrier and in accordance with IRS regulations or a qualifying event.
- County proposes to eliminate the refund language in the contract as the County is no longer with Blue Cross Blue Shield.
- County proposes to shorten the eligibility period on health insurance, dental insurance, life insurance, and optical insurance to the first of the month following completion of thirty (30) days of qualifying service per the MOU's.
- County has opted out of PA 152 for the 2022 medical plan year. The decision to opt out will need to be made for each medical plan year covered in the contract.
- County proposes to provide that the insurance will be in accordance with the plan in effect on the date of ratification of the contract. The employer reserves the right to change carriers by providing comparable coverage for reasons of cost or service.
- County proposes to increase the monthly stipend in lieu of health insurance to \$200.

### 12. Wages:

- County proposes a 2% base wage increase in 2021/2022, up to a 2% base wage increase in 2022/2023 and 2023/2024, contingent on the budget stabilization fund.
- County proposes a \$300 signing bonus if the contract is ratified by the December 14, 2021 Board meeting.

We recommend approval of the agreement between the County of Saginaw and all affected Co-Employers and TPOAM – Circuit Court, Probate Court, District Court & Elected Officials as outlined above; further, authorize the proper County officials to sign the appropriate documents and make the necessary budget adjustments.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.11**

**DECEMBER 14, 2021**

Your Labor Relations Committee herewith submits the collective bargaining agreement between the County of Saginaw and all affected Co-Employers and GELC District Court Probation Officers. The agreement covers the period commencing December 2021 and ending September 30, 2024. The agreement has been formally ratified by the Union upon acceptance by the County. The financial implications of this agreement will be borne with funds within the existing, respective budgets. A summary of the main provisions is set forth below:

1. Duration of CBA – 3 years + (December 2021 – September 30, 2024)



## Board of Commissioners – December 14, 2021

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2. County proposes to change the language in the contract to provide regular full-time employees and regular part-time employees, who are otherwise eligible may hold probationary status and qualify for benefits per the MOU.
3. County proposes to add fingerprinting in addition to background checks for all employees.
4. Furloughs:
  - County is proposing language to provide guidelines with respect to furloughing employees, if the financial condition of the County shall necessitate and allow discussion with the Union.
5. County proposes to add Juneteenth as a holiday.
6. Paid Time Off (PTO):
  - PTO shall accrue commencing on the date of hire and be credited on the first day of the month following thirty (30) days of service.
  - In compliance with Michigan's Paid Medical Leave Act, less than regular full-time employees shall accrue PTO in accordance with the Act and pursuant to County policy #341.
  - County proposes to eliminate the 700-hour cap on the accumulation of PTO.
  - County proposes to provide that PTO shall not be used in not less than 15-minute increments.
7. County Policies:
  - County proposes to update the policies with the most recent effective dates. This would cover four (4) policies.
8. Health Insurance:
  - County proposes to change in general, the health insurance article to make the language uniform with other County Collective Bargaining Agreements. Additional revisions will be needed due to the new healthcare.
  - County proposes, effective January 1, 2022, or as soon as practical after the contract is ratified, to have one high deductible health plan during the term of the Collective Bargaining Agreement. The County proposes to opt out of PA 152 to allow: (1) increased flexibility in calculating employee healthcare costs by the County contributing up to \$827,400 annually to reduce claims in excess of the hard cap calculation, (2) utilize the hard cap calculation methodology in determining employee monthly premiums, and (3) contribute \$500 to each eligible employee's Health Savings Account (HSA). The County will, for the 2022 plan year, contribute an additional \$442,800 in ARPA funding, which represents COVID related medical expenses.



## Board of Commissioners – December 14, 2021

- County proposes to put a three (3) year limitation on the duration the County will continue to pay a portion of their premium for health insurance and clarify payments are subject to PA 152 requirements and employee co-pays for on-the-job injuries.
- County proposes to change the language in the contracts to reflect that the employee may reenter employer coverage subject to the terms and conditions of the carrier and in accordance with IRS regulations or a qualifying event.
- County proposes to eliminate the refund language in the contract as the County is no longer with Blue Cross Blue Shield.
- County proposes to shorten the eligibility period on health insurance, dental insurance, life insurance, and optical insurance to the first of the month following completion of thirty (30) days of qualifying service per the MOU's.
- County has opted out of PA 152 for the 2022 medical plan year. The decision to opt out will need to be made for each medical plan year covered in the contract.
- County proposes to provide that the insurance will be in accordance with the plan in effect on the date of ratification of the contract. The employer reserves the right to change carriers by providing comparable coverage for reasons of cost or service.
- County proposes to increase the monthly stipend in lieu of health insurance to \$200.

### 9. Wages:

- County proposes a 2% base wage increase in 2021/2022, up to 2% base wage increase in 2022/2023 and 2023/2024, contingent on the budget stabilization fund.
- County proposes a \$300 signing bonus if the contract is ratified by the December 14, 2021 Board meeting.

We recommend approval of the agreement between the County of Saginaw and all affected Co-Employers and GELC District Court Probation Officers as outlined above; further, authorize the proper County officials to sign the appropriate documents and make the necessary budget adjustments.

Respectfully Submitted,

#### **COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.12**

**DECEMBER 14, 2021**

Your Labor Relations Committee herewith submits the collective bargaining agreement between the County of Saginaw and all affected Co-Employers and POAM – Detention Supervisors. The agreement covers the period commencing December 2021 and ending September 30, 2024. The agreement has been formally ratified by the Union upon acceptance by the County. The financial implications of this agreement will be borne with funds within the existing, respective budgets. A summary of the main provisions is set forth below:



## Board of Commissioners – December 14, 2021

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1. Duration of CBA – 3 years + (December 2021 – September 30, 2024)
2. County proposes to change the language in the contract to provide regular full-time employees and regular part-time employees, who are otherwise eligible may hold probationary status and qualify for benefits per the MOU.
3. County proposes to add fingerprinting in addition to background checks for all employees.
4. County proposes to expand the list of offenses for which discipline may be imposed without a notice warning.
5. Furloughs:
  - County is proposing language to provide guidelines with respect to furloughing employees, if the financial condition of the County shall necessitate and allow discussion with the Union.
6. County proposes to add Juneteenth as a holiday.
7. Paid Time Off (PTO):
  - PTO shall accrue commencing on the date of hire and be credited on the first day of the month following thirty (30) days of service.
  - In compliance with Michigan’s Paid Medical Leave Act, less than regular full-time employees shall accrue PTO in accordance with the Act and pursuant to County policy #341.
  - County proposes to eliminate the 600-hour cap on the accumulation of PTO.
  - County proposes to provide that PTO shall not be used in not less than 15-minute increments.
8. County Policies:
  - County proposes to update the policies with the most recent effective dates. This would cover four (4) policies.
9. County proposes to amend and adjust the overtime assignments based on their budget.
10. Health Insurance:
  - County proposes to change in general, the health insurance article to make the language uniform with other County Collective Bargaining Agreements. Additional revisions will be needed due to the new healthcare.
  - County proposes, effective January 1, 2022, or as soon as practical after the contract is ratified, to have one high deductible health plan during the term of the Collective Bargaining Agreement. The County proposes to opt out of PA 152 to allow: (1) increased



flexibility in calculating employee healthcare costs by the County contributing up to \$827,400 annually to reduce claims in excess of the hard cap calculation, (2) utilize the hard cap calculation methodology in determining employee monthly premiums, and (3) contribute \$500 to each eligible employee's Health Savings Account (HSA). The County will, for the 2022 plan year, contribute an additional \$442,800 in ARPA funding, which represents COVID related medical expenses.

- County proposes to put a three (3) year limitation on the duration the County will continue to pay a portion of their premium for health insurance and clarify payments are subject to PA 152 requirements and employee co-pays for on-the-job injuries.
- County proposes to change the language in the contracts to reflect that the employee may reenter employer coverage subject to the terms and conditions of the carrier and in accordance with IRS regulations or a qualifying event.
- County proposes to eliminate the refund language in the contract as the County is no longer with Blue Cross Blue Shield.
- County proposes to shorten the eligibility period on health insurance, dental insurance, life insurance, and optical insurance to the first of the month following completion of thirty (30) days of qualifying service per the MOU's.
- County has opted out of PA 152 for the 2022 medical plan year. The decision to opt out will need to be made for each medical plan year covered in the contract.
- County proposes to provide that the insurance will be in accordance with the plan in effect on the date of ratification of the contract. The employer reserves the right to change carriers by providing comparable coverage for reasons of cost or service.
- County proposes to increase the monthly stipend in lieu of health insurance to \$200.
- County proposes to list the types of fringe benefits which will continue for one year when an individual is off on workers' compensation benefits.

### 11. Wages:

- County proposes a 2% base wage increase in 2021/2022, up to a 2% base wage increase in 2022/2023 and 2023/2024, contingent on the budget stabilization fund.
- County proposes a \$300 signing bonus if the contract is ratified by the December 14, 2021 Board meeting.

We recommend approval of the agreement between the County of Saginaw and all affected Co-Employers and POAM – Detention Supervisors as outlined above; further, authorize the proper County officials to sign the appropriate documents and make the necessary budget adjustments.

Respectfully Submitted,

### **COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews



## Board of Commissioners – December 14, 2021

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### FROM: COMMITTEE ON LABOR RELATIONS -- 5.13

DECEMBER 14, 2021

Your Labor Relations Committee herewith submits the collective bargaining agreement between the County of Saginaw and all affected Co-Employers and POAM – Family Division Probation Officers. The agreement covers the period commencing December 2021 and ending September 30, 2024. The agreement has been formally ratified by the Union upon acceptance by the County. The financial implications of this agreement will be borne with funds within the existing, respective budgets. A summary of the main provisions is set forth below:

1. Duration of CBA – 3 years + (December 2021 – September 30, 2024)
2. County proposes to change the language in the contract to provide regular full-time employees and regular part-time employees, who are otherwise eligible may hold probationary status and qualify for benefits per the MOU.
3. County proposes to add fingerprinting in addition to background checks for all employees.
4. County proposes to provide that employees may receive comp time in the amount of one and one-half hours for every approved overtime hour worked.
5. Furloughs:
  - County is proposing language to provide guidelines with respect to furloughing employees, if the financial condition of the County shall necessitate and allow discussion with the Union.
6. County proposes to add Juneteenth as a holiday.
7. Paid Time Off (PTO):
  - PTO shall accrue commencing on the date of hire and be credited on the first day of the month following thirty (30) days of service.
  - In compliance with Michigan’s Paid Medical Leave Act, less than regular full-time employees shall accrue PTO in accordance with the Act and pursuant to County policy #341.
  - County proposes to eliminate the 700-hour cap on the accumulation of PTO.
  - County proposes to provide that PTO shall not be used in not less than 15-minute increments.
8. County Policies:
  - County proposes to update the policies with the most recent effective dates. This would cover four (4) policies.



### 9. Health Insurance:

- County proposes to change in general, the health insurance article to make the language uniform with other County Collective Bargaining Agreements. Additional revisions will be needed due to the new healthcare.
- County proposes, effective January 1, 2022, or as soon as practical after the contract is ratified, to have one high deductible health plan during the term of the Collective Bargaining Agreement. The County proposes to opt out of PA 152 to allow: (1) increased flexibility in calculating employee healthcare costs by the County contributing up to \$827,400 annually to reduce claims in excess of the hard cap calculation, (2) utilize the hard cap calculation methodology in determining employee monthly premiums, and (3) contribute \$500 to each eligible employee's Health Savings Account (HSA). The County will, for the 2022 plan year, contribute an additional \$442,800 in ARPA funding, which represents COVID related medical expenses.
- County proposes to put a three (3) year limitation on the duration the County will continue to pay a portion of their premium for health insurance and clarify payments are subject to PA 152 requirements and employee co-pays for on-the-job injuries.
- County proposes to change the language in the contracts to reflect that the employee may reenter employer coverage subject to the terms and conditions of the carrier and in accordance with IRS regulations or a qualifying event.
- County proposes to eliminate the refund language in the contract as the County is no longer with Blue Cross Blue Shield.
- County proposes to shorten the eligibility period on health insurance, dental insurance, life insurance, and optical insurance to the first of the month following completion of thirty (30) days of qualifying service per the MOU's.
- County has opted out of PA 152 for the 2022 medical plan year. The decision to opt out will need to be made for each medical plan year covered in the contract.
- County proposes to provide that the insurance will be in accordance with the plan in effect on the date of ratification of the contract. The employer reserves the right to change carriers by providing comparable coverage for reasons of cost or service.
- County proposes to increase the monthly stipend in lieu of health insurance to \$200.

### 10. Wages:

- County proposes a 2% base wage increase in 2021/2022, up to a 2% base wage increase in 2022/2023 and 2023/2024, contingent on the budget stabilization fund.
- County proposes a \$300 signing bonus if the contract is ratified by the December 14, 2021 Board meeting.

We recommend approval of the agreement between the County of Saginaw and all affected Co-Employers and POAM – Family Division Probation Officers as outlined above; further, authorize the proper County officials to sign the appropriate documents and make the necessary budget adjustments.



Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman

Gerald D. Little

Carl E. Ruth

Kyle R. Harris, Vice-Chair

Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.14**

**DECEMBER 14, 2021**

Your Labor Relations Committee herewith submits the collective bargaining agreement between the County of Saginaw and all affected Co-Employers and POAM – Detention Youth Care Specialists (DYCS). The agreement covers the period commencing December 2021 and ending September 30, 2024. The agreement has been formally ratified by the Union upon acceptance by the County. The financial implications of this agreement will be borne with funds within the existing, respective budgets. A summary of the main provisions is set forth below:

1. Duration of CBA – 3 years + (December 2021 – September 30, 2024)
2. County proposes to change the language in the contract to provide regular full-time employees and regular part-time employees, who are otherwise eligible may hold probationary status and qualify for benefits per the MOU.
3. County proposes to add fingerprinting in addition to background checks for all employees.
4. Furloughs:
  - County is proposing language to provide guidelines with respect to furloughing employees, if the financial condition of the County shall necessitate and allow discussion with the Union.
5. County proposes to expand list of offenses for which discipline may be imposed without a notice or warning.
6. County proposes to add Juneteenth as a holiday.
7. Paid Time Off (PTO):
  - PTO shall accrue commencing on the date of hire and be credited on the first day of the month following thirty (30) days of service.
  - In compliance with Michigan’s Paid Medical Leave Act, less than regular full-time employees shall accrue PTO in accordance with the Act and pursuant to County policy #341.
  - County proposes to eliminate the 700-hour cap on the accumulation of PTO.
  - County proposes to provide that PTO shall not be used in not less than 15-minute increments.



### 8. County Policies:

- County proposes to update the policies with the most recent effective dates. This would cover four (4) policies.

### 9. Health Insurance:

- County proposes to change in general, the health insurance article to make the language uniform with other County Collective Bargaining Agreements. Additional revisions will be needed due to the new healthcare.
- County proposes, effective January 1, 2022, or as soon as practical after the contract is ratified, to have one high deductible health plan during the term of the Collective Bargaining Agreement. The County proposes to opt out of PA 152 to allow: (1) increased flexibility in calculating employee healthcare costs by the County contributing up to \$827,400 annually to reduce claims in excess of the hard cap calculation, (2) utilize the hard cap calculation methodology in determining employee monthly premiums, and (3) contribute \$500 to each eligible employee's Health Savings Account (HSA). The County will, for the 2022 plan year, contribute an additional \$442,800 in ARPA funding, which represents COVID related medical expenses.
- County proposes to put a three (3) year limitation on the duration the County will continue to pay a portion of their premium for health insurance and clarify payments are subject to PA 152 requirements and employee co-pays for on-the-job injuries.
- County proposes to change the language in the contracts to reflect that the employee may reenter employer coverage subject to the terms and conditions of the carrier and in accordance with IRS regulations or a qualifying event.
- County proposes to eliminate the refund language in the contract as the County is no longer with Blue Cross Blue Shield.
- County proposes to shorten the eligibility period on health insurance, dental insurance, life insurance, and optical insurance to the first of the month following completion of thirty (30) days of qualifying service per the MOU's.
- County has opted out of PA 152 for the 2022 medical plan year. The decision to opt out will need to be made for each medical plan year covered in the contract.
- County proposes to provide that the insurance will be in accordance with the plan in effect on the date of ratification of the contract. The employer reserves the right to change carriers by providing comparable coverage for reasons of cost or service.
- County proposes to increase the monthly stipend in lieu of health insurance to \$200.
- County proposes to list the types of fringe benefits which will continue for one year when an individual is off on workers' compensation benefits.

### 10. Wages:

- County proposes a 2% base wage increase in 2021/2022, up to a 2% base wage increase in 2022/2023 and 2023/2024, contingent on the budget stabilization fund.
- County proposes a \$300 signing bonus if the contract is ratified by the December 14, 2021 Board meeting.



We recommend approval of the agreement between the County of Saginaw and all affected Co-Employers and POAM – Detention Youth Care Specialists (DYCS) as outlined above; further, authorize the proper County officials to sign the appropriate documents and make the necessary budget adjustments.

Respectfully Submitted,

**COMMITTEE ON LABOR RELATIONS**

Michael A. Webster, Chairman  
Gerald D. Little  
Carl E. Ruth

Kyle R. Harris, Vice-Chair  
Sheldon Matthews

*(Added after Special Executive Committee held prior to the Board Session)*

6. **Executive Committee – C. Ruth, Chair**

**6.1) Approval to apply American Rescue Plan Act (ARPA) of 2021 funding toward engineering for an air purification system, masks, and COVID-related personnel**

- ***Ruth moved, seconded by Matthews, to approve 6.1. The motion carried by the following roll-call vote:***

***Yes: Tany, Boyd, Matthews, Theisen, Krafft, Little, Webster, Winiecke, and Ruth – 9***

***No: Harris, Ewing – 2***

**FROM: EXECUTIVE COMMITTEE -- 6.1**

**DECEMBER 14, 2021**

Your Executive Committee met and considered Communication No. 12-14-23 from Robert Belleman, Controller/CAO, based on a referral from the Committee of the Whole held December 13, 2021, requesting approval to apply a portion of the County's American Rescue Plan Act (ARPA) funding to (1) Air Purification System; (2) Masks; (3) Personnel for COVID screening; and (4) Personnel to manage employee COVID cases.

We met with Robert Belleman, Controller/CAO, at the Committee of the Whole and prior to the Board Session, and discussion was held regarding the use of ARPA funds based upon his requests.

We recommend approval of the requests to utilize ARPA funds as follows: (1a) Up to \$300,000 for engineering services related to installing and deploying permanent upgrade or replacement of Governmental Center air handling units/HVAC system; (1b) \$42,000 to purchase and deploy portable air purifiers; (2) \$2,465 for Saginaw County masks already purchased and \$2,500 for 10,000 disposable masks to be purchased by Emergency Management; (3) Personnel to provide COVID screening for \$30,202; and (4) Personnel to manage employee COVID cases for \$36,346. Further, that the proper county officials are authorized to perform the necessary budget adjustments.

Respectfully Submitted,

**EXECUTIVE COMMITTEE**

Carl E. Ruth, Chairman  
Sheldon Matthews  
Dennis H. Krafft

James G. Theisen  
Michael A. Webster



## Board of Commissioners – December 14, 2021

7. **Legislative Committee – J. Theisen, Chair; G. Little, Vice-Chair**  
None
  
8. **Intergovernmental Cooperation Committee – J. Theisen, Chair; J. Tany, Vice-Chair**  
None
  
9. **Committee Compensation**
  - 12-14-21.1) October 31, 2021 – November 13, 2021
  - 12-14-21.2) November 14, 2021 – November 27, 2021
  
  - ***Little moved, seconded by Tany, to approve Compensation Reports 12-14-21.1 and 12-14-21.2. The motion carried unanimously.***

### COMMITTEE COMPENSATION - 12.14.21.1

December 14, 2021

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held October 31 - November 13, 2021.*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	11/02/21	Courts & Public Safety Committee	Matthews	\$50.00	1
			Boyd	\$50.00	1
			Winiecke	\$50.00	1
			Ruth	\$50.00	1
2	11/03/21	Crime Prevention Council	Ruth	\$50.00	1
			3	11/03/21	Saginaw CVB
4	11/03/21	County Services Committee	Webster	\$50.00	1
			Krafft	\$25.00	1
			Ewing	\$50.00	1
			Tany	\$50.00	1
			Ruth	\$25.00	1
5	11/04/21	Budget/Audit Committee	Krafft	\$50.00	1
			Boyd	\$50.00	1
			Tany	\$50.00	1
			Theisen	\$50.00	1
			Ruth	\$50.00	1
6	11/05/21	MAC Finance & General Government via Zoom	Krafft	\$50.00	1
7	11/05/21	Saginaw Future Board	Webster	\$50.00	1
8	11/08/21	Labor Relations Committee	Webster	\$50.00	1
			Harris	\$50.00	1
			Little	\$50.00	1
			Matthews	\$50.00	1
			Ruth	\$50.00	1
9	11/09/21	Committee of the Whole re: ARPA Held at One Main North, Frankenmuth	9 Present	\$450.00	9



## Board of Commissioners – December 14, 2021

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Boyd, Ewing, Krafft, Little, Matthews, Ruth, Tany,  
Webster, Winiecke *Absent: Harris, Theisen*

**TOTAL**

**\$1,525.00**

**32**

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (11-12-21)



## Board of Commissioners – December 14, 2021

COMMITTEE COMPENSATION - 12.14.21.2

December 14, 2021

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held November 14 - November 27, 2021

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	11/16/21	Executive Committee	Ruth	\$25.00	1
			Matthews	\$25.00	1
			Webster	\$25.00	1
			Krafft	\$25.00	1
2	11/16/21	Board Session	10 Present	\$500.00	10
		Boyd, Ewing, Harris, Krafft, Little, Matthews, Ruth, Tany, Webster, Winiecke			
		<i>Absent: Theisen</i>			
3	11/17/21	Castle Museum Board	Tany	\$50.00	1
4	11/17/21	Saginaw Valley Zoological Society	Matthews	\$50.00	1
5	11/18/21	Frankenmuth CVB	Krafft	\$50.00	1
6	11/18/21	Commission on Aging	Ewing	\$50.00	1
7	11/18/21	City/County/School Liaison Committee	Ruth	\$50.00	1
			Tany	\$50.00	1
8	11/18/21	Community Action Center	Little	\$50.00	1
9	11/19/21	MAC Environmental via Zoom	Webster	\$50.00	1
10	11/22/21	Land Bank Authority	Ruth	\$50.00	1
11	11/22/21	MAC Health & Human Services via Zoom	Webster	\$50.00	1
12	11/22/21	MAC Judiciary & Public Safety via Zoom	Boyd	\$50.00	1
13	11/23/21	Special Executive Committee - MIFSM	Ruth	\$50.00	1
			Theisen	\$50.00	1
			Matthews	\$50.00	1
			Webster	\$50.00	1
			Krafft	\$50.00	1
<b>TOTAL</b>				<b>\$1,400.00</b>	<b>30</b>

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (11-24-21)

### RESOLUTIONS

#### RESOLUTION "A"

#### RESOLUTION TO OPPOSE SENATE BILLS 597 & 598

At a regular meeting of the Saginaw County Board of Commissioners held in the Commissioner's Chambers of Saginaw County (111 S. Michigan Ave., Saginaw, Michigan 48602) of said County on the 14th day of December 2021 at 5:00 p.m.



## Board of Commissioners – December 14, 2021

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*Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little,  
Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen,  
Michael A. Webster, Cynthia M. Winiecke*

**Commissioner Theisen offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Krafft.**

**WHEREAS**, the Saginaw County Board of Commissioners on May 20, 1997, adopted Resolution “E” creating the **Saginaw County Community Mental Health Authority** pursuant to Section 205 of the Michigan Mental Health Code for services to the citizens of Saginaw County; and,

**WHEREAS**, Section 116(b) of the Code (MCL 330.1116 [b]) requires that the Department of Community Health (now known as the Department of Health and Human Services) shift primary responsibility for the direct delivery of public mental health services from the state to a community mental health services program whenever the community mental health services program has demonstrated a willingness and capacity to provide an adequate and appropriate system of mental health services for the citizens of that service area; and,

**WHEREAS**, the **Saginaw County Community Mental Health Authority** has demonstrated such willingness and capacity to provide community mental health services since 1997 and is properly certified as a Community Mental Health Services Program under the terms of Section 232(a) of the Code (MCL 330.1232[a]); and,

**WHEREAS**, Section 202(1) of the Code (MCL 330.1202[1]) requires that the state shall financially support, in accordance with Chapter 3, Community Mental Health Services Programs that have been established and that are administered according to the provisions of this chapter; and,

**WHEREAS**, there are also established by the state entities known as regional Prepaid Inpatient Health Plans (PIHPs), created by the member CMHSPs, and governed by representative Board members of the CMHSPs which receive Medicaid funds and distribute them to Community Mental Health Services Programs; and,

**WHEREAS**, the public CMHSP system in Michigan is a state and county partnership ensuring that related policy objectives and service delivery are accountable to local communities and their elected representatives which is important as unmet public health, mental health, and substance use disorder issues ultimately land with the responsibility of county government and our local communities; and,

**WHEREAS**, Senate Bills 597 & 598 will transfer all county CMHSP funding responsibilities to private health insurance companies under the guise of “healthcare integration”; and,

**WHEREAS**, the key policy and regulatory changes represented in Senate Bills 597 & 598 which amend the Michigan Mental Health Code and Social Welfare Act, have already been implemented in several states including Iowa, Kansas, Texas Connecticut, and Illinois with devastating results for consumers, families, providers and local communities; and,



## Board of Commissioners – December 14, 2021

**WHEREAS**, Senate Bills 597 & 598 are intended to eliminate PIHPs and transfer Medicaid funding for specialty populations served by the PIHP/CMHSP system to private for- profit Medicaid Health Plans and creates a legislative path to end CMHSPs. These bills will drive the transfer of all CMHSP funding (Medicaid, State General Fund and County Match appropriations) and related statutory responsibilities from a constituent-based, state-county partnership responsible to local citizens and local representatives, to a commodity-based, monetized arrangement with private insurance corporations with no accountability to the local community; and,

**WHEREAS**, the PIHPS and CMHSPs across Michigan are joined in opposition to these bills by advocacy organizations and stakeholders including; the Community Mental Health Association of Michigan, the National Alliance for the Mentally Ill – MI, ARC, MI Developmental Disabilities Institute, Michigan United Cerebral Palsy, Mi Disability Rights Coalition, Association for Children’s Mental Health, Michigan Association of Counties, Upper Peninsula Association of Counties, Michigan Sheriff’s Association, Michigan Judges Association, Michigan Probate Judges Association, the Association of Family Court Administrators, Michigan Association of Intermediate School Administrators, Michigan Association of Superintendents & Administrators, National Association of Social Workers - MI Chapter, MI Association of School Psychologists, NAACP MI State Conference, AFL-CIO, AFSCME, Local 517M (SEIU), and others joining in opposition.

**NOW, THEREFORE, BE IT RESOLVED** that the Saginaw County Board of Commissioners strongly opposes Senate Bills 597 and 598 to eliminate PIHPs and transfer Medicaid funding for specialty populations served by the PIHP/CMHSP system to private for- profit Medicaid Health Plans and urges its State Senate and House of Representatives to oppose Senate Bills 597 and 598; and,

**BE IT FURTHER RESOLVED** that the Saginaw County Board of Commissioners supports the Saginaw County Community Mental Health Authority as a public behavioral health system network that provides necessary behavioral health community safety net services and supports; and,

**BE IT FURTHER RESOLVED** that copies of this resolution be provided to Governor Gretchen Whitmer, Senate Majority Leader Mike Shirkey, Speaker of the House, Jason Wentworth, Senator Ken Horn, Representative Rodney Wakeman, and Representative Amos O’Neal, Michigan Department of Health and Human Services Director Elizabeth Hertel, Behavioral Health and Developmental Disabilities Administration Senior Deputy Director Jeff Wieferrich, the Michigan Association of Counties, and Sandra M. Lindsey, CEO of the Saginaw County Community Mental Health Authority.

After the discussion, the vote was:

**Yeas: Matthews, Ewing, Krafft, Little, Theisen, Webster, Winiecke, Tany, Boyd, Ruth – 10**

**Nays: Harris - 1**

**Total: - 11**

STATE OF MICHIGAN            )  
  )ss  
COUNTY OF SAGINAW        )



## Board of Commissioners – December 14, 2021

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 14th day of December, 2021. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.

I further certify that notice of the meeting was given and the meeting was conducted in accordance with the Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 14th day of December, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

### **RESOLUTION “B” APPROVING APPORTIONMENT OF OPERATIONAL COSTS and ACCEPTING FOR FILE THE FISCAL 2022 BUDGET OF THE SAGINAW AREA STORM WATER AUTHORITY**

At a regular meeting of the Saginaw County Board of Commissioners held in the Commissioner’s Chambers of Saginaw County (111 S. Michigan Ave., Saginaw, Michigan 48602) of said County on the 14th day of December, 2021 at 5:00 p.m.

*Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little,  
Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen,  
Michael A. Webster, Cynthia M. Winiecke*

**Commissioner Webster offered the following resolution and moved for adoption.**

**The motion was seconded by Commissioner Matthews.**

**WHEREAS**, Saginaw County has previously joined the Saginaw Area Storm Water Authority, hereafter “Authority”, and is a constituent municipality pursuant to the Articles of Incorporation adopted by the Authority; and’

**WHEREAS**, two-thirds (2/3) of the legislative bodies of the Member Municipalities are required to approve the apportionment of the annual operating costs of the Authority; and,

**WHEREAS**, the authority is required to file with the legislative bodies of the Member Municipalities an annual budget for the next fiscal year covering the proposed expenditures to be made for the organization and operation of the Authority.

**NOW, THEREFORE, BE IT RESOLVED** by the Saginaw County Board of Commissioners as follows:

1. The apportionment of the 2022 annual operational costs for the Authority is approved as presented.



**Board of Commissioners – December 14, 2021**

2. The 2022 annual budget of the Authority is received and accepted as presented.

**Yeas:** *Matthews, Harris, Ewing, Krafft, Little, Theisen, Webster, Winiecke, Tany, Boyd, Ruth – 11*  
**Nays:** - 0  
**Total:** - 11

STATE OF MICHIGAN )  
 )ss  
COUNTY OF SAGINAW )

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IN WITNESS WHEREOF, I have hereunto affixed my official signature this 14th day of December, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

*(Resolutions “C” and “D” added after Special Executive Committee held prior to the Board Session)*

**RESOLUTION “C”  
AUTHORIZING ENTRY OF PARTICIPATION AGREEMENTS IN  
PARTIAL SETTLEMENT OF THE NATIONAL PRESCRIPTION OPIATE LITIGATION**

At a regular meeting of the Saginaw County Board of Commissioners held in the Commissioner’s Chambers of Saginaw County (111 S. Michigan Ave., Saginaw, Michigan 48602) of said County on the 14th day of December, 2021 at 5:00 p.m.

*Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little,  
Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen,  
Michael A. Webster, Cynthia M. Winiecke*

**Commissioner Ruth offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Krafft.**

**WHEREAS**, the County of Saginaw filed a lawsuit in the United States District Court to address the public nuisance that is the Opioid Epidemic, which named, among other companies, the following four Defendants (“Settling Defendants”):

Janssen Pharmaceuticals, Inc. (A Prescription Opioids Manufacturer)



## Board of Commissioners – December 14, 2021

Amerisource Bergen Corp. (A Prescription Opioids Wholesaler Distributor)  
Cardinal Health, Inc. (A Prescription Opioids Wholesaler Distributor)  
McKesson Corporation (A Prescription Opioids Wholesaler Distributor)

**WHEREAS**, the lawsuit was subsequently transferred to the United States District Court in the Northern District of Ohio and centralized as part of *In re National Prescription Opiate Litigation*, MDL 2804; Case No. 1:17-md-2804, which is presided over by the Honorable Dan Aaron Polster, United States Federal District Court Judge; and,

**WHEREAS**, the Settling Defendants have negotiated proposed national settlement agreements (“Proposed Settlements”) with the State Attorneys General, and a Plaintiff Executive Committee-designated negotiating committee that represents approximately 4,000 local governments that have brought lawsuits similar to Saginaw County’s lawsuit; and,

**WHEREAS**, the Proposed Settlements contain significant equitable and monetary relief, including:

1. An agreement by Janssen that it will discontinue the manufacture and distribution of prescription opioids products for at least the next ten years
2. An agreement by Janssen that it will suspend any lobbying efforts that concern prescription opioids products
3. The creation of a National Clearinghouse for wholesale distributors that will assist in the detection, suspension and reporting of suspicious orders of prescription opioids products
4. The payment of up to \$26 billion (depending upon the level of participation of state and local governments in the Proposed Settlements) in funding installments over the next 18 years, the bulk of which will be dedicated to funding abatement and prevention strategies associated with the opioid’s public nuisance

**NOW THEREFORE**, Saginaw County authorizes the execution of Participation Agreements for:

1. The Master Settlement Agreement with Janssen Pharmaceuticals, Inc.
2. The Master Settlement Agreement with the three wholesale distributor defendants (Cardinal, Amerisource Bergen and McKesson), both of which are listed and available to the public at <https://nationalopioidsettlement.com/>

Specimen copies of the material terms of the participation agreements are attached as an exhibit to this resolution.

**Yeas: Matthews, Harris, Ewing, Krafft, Little, Theisen, Webster, Winiecke, Tany, Boyd, Ruth – 11**  
**Nays: - 0**  
**Total: - 11**

STATE OF MICHIGAN            )  
  )ss  
COUNTY OF SAGINAW        )



## Board of Commissioners – December 14, 2021

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I further certify that notice of the meeting was given and the meeting was conducted in accordance with the Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 14th day of December, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

### **RESOLUTION “D” AUTHORIZING ENTRY OF STATE LOCAL GOVERNMENT INTRASTATE AGREEMENT CONCERNING ALLOCATION OF SETTLEMENT PROCEEDS IN THE NATIONAL OPIOIDS LITIGATION**

At a regular meeting of the Saginaw County Board of Commissioners held in the Commissioner’s Chambers of Saginaw County (111 S. Michigan Ave., Saginaw, Michigan 48602) of said County on the 14th day of December, 2021 at 5:00 p.m.

*Christopher S. Boyd, Carol E. Ewing, Kyle R. Harris, Dennis H. Krafft, Gerald D. Little,  
Sheldon Matthews, Carl E. Ruth, Jack B. Tany, James G. Theisen,  
Michael A. Webster, Cynthia M. Winiecke*

**Commissioner Ruth offered the following resolution and moved for adoption.  
The motion was seconded by Commissioner Winiecke.**

**WHEREAS**, the County of Saginaw filed a lawsuit in the United States District Court to address the public nuisance that is the Opioid Epidemic, which named, among other companies, the following four Defendants (“Settling Defendants”):

1. Janssen Pharmaceuticals, Inc. (A Prescription Opioids Manufacturer)
2. Amerisource Bergen Corp. (A Prescription Opioids Wholesaler Distributor)
3. Cardinal Health, Inc. (A Prescription Opioids Wholesaler Distributor)
4. McKesson Corporation (A Prescription Opioids Wholesaler Distributor)

**WHEREAS**, the lawsuit was subsequently transferred to the United States District Court in the Northern District of Ohio and centralized as part of *In re National Prescription Opiate Litigation*, MDL 2804; Case No. 1:17-md-2804, which is presided over by the Honorable Dan Aaron Polster, United States Federal District Court Judge; and,



## Board of Commissioners – December 14, 2021

**WHEREAS**, the Settling Defendants have negotiated proposed national settlement agreements (“Proposed Settlements”) with the State Attorneys General, and a Plaintiff Executive Committee-designated negotiating committee that represents approximately 4,000 local governments that have brought lawsuits similar to Saginaw County’s lawsuit; and,

**WHEREAS**, the Proposed Settlements contain a “default” allocation method where settlement funds that are allocated to a particular state to resolve the claims asserted by state and local governments within that state are allocated as follows:

- 15% of settlement proceeds paid under the Proposed Settlements are allocable to the State
- 15% of the settlement proceeds are allocable to local governments
- 70% of the settlement proceeds are allocable to an opioid abatement fund

**WHEREAS**, the Proposed Settlements enable the state and local governments within a State to negotiate alternative allocation methods to the “default” allocation method referenced above;

**WHEREAS**, Saginaw County desires to enter into an alternative allocation method which allocates settlement funds solely to:

1. Participating Local Governments who have elected to participate in the Proposed Settlements
2. The State of Michigan

**NOW THEREFORE**, Saginaw County authorizes the execution of a Michigan State-Subdivision Agreement for Allocation of Distributor Settlement Agreement and Janssen Settlement Agreement substantially similar to the proposed agreement attached to this resolution. Saginaw County also authorizes execution of a similar state-subdivision agreement to the extent that it provides a substantially similar allocation of settlement or bankruptcy proceeds obtained from opioids litigation with any other entity.

**Yeas:** *Matthews, Harris, Ewing, Krafft, Little, Theisen, Webster, Winiecke, Tany, Boyd, Ruth – 11*  
**Nays:** - 0  
**Total:** - 11

STATE OF MICHIGAN                    )  
   )ss  
 COUNTY OF SAGINAW                 )

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 14th day of December, 2021. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.

I further certify that notice of the meeting was given and the meeting was conducted in accordance with the Open Meetings Act.



## Board of Commissioners – December 14, 2021

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IN WITNESS WHEREOF, I have hereunto affixed my official signature this 14th day of December, 2021.

Vanessa Guerra, County Clerk  
County of Saginaw

### UNFINISHED BUSINESS

None

### PROCLAMATIONS

None

### APPOINTMENTS

None

### ELECTIONS

***Matthews moved, seconded by Little, to elect the following members to the Board of Health. Motion carried unanimously.***

- ✓ Elected Gene Nuckolls, Dr. Charles E. Mueller, Calvin Williams, and Stephanie Duggan, M.D. to 3-year terms that expire December 31, 2024

***Matthews moved, seconded by Krafft, to elect the following members to the Parks & Recreation Commission. Motion carried unanimously.***

- ✓ Elected Gerald Little, Azola Williams, and Demond Tibbs to 3-year terms that expire January 1, 2025

### CHAIR ANNOUNCEMENTS

- Chairman Ruth thanked everyone for their commitment to the Board of Commissioners and presented Board Staff with a Christmas gift.

### COMMISSIONER AUDIENCES

- Commissioner Ewing announced a Food Drive in Birch Run at Don's Foodland on Friday, December 17, 2021 from 9:00 a.m. to 3:00 p.m. where they will accept food, clothes and gifts for charity and at the Bridgeport Kroger on Saturday, December 18, 2021 from 11:00 a.m. to 3:00 p.m.
- Commissioner Winiecke announced a Freeland Chamber of Commerce event at the Sports Zone on Thursday, December 16, 2021.
- Commissioner Matthews announced he had a Kid's Coat Drive and there are 50 – 60 coats still to give away if anyone knows someone in need. Coats are located at Santa's Workshop at the corner of Court and Bay.
- Commissioner Krafft suggested that anyone lacking in Christmas spirit should head to Frankenmuth, MI and drive up and down Main Street, as the decorations this year are the best ever.



## Board of Commissioners – December 14, 2021

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By Commissioner Theisen, seconded by Commissioner Ewing: That the Board adjourn. Carried. Thereupon, the Board adjourned at 6:06 p.m.

Respectfully Submitted,

**SAGINAW COUNTY BOARD OF COMMISSIONERS**

**CARL E. RUTH, CHAIRMAN**

**VANESSA GUERRA, COUNTY CLERK**

Prepared by: Suzy Koeplinger, Deputy County Clerk