

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

SEPTEMBER SESSION 2020

First Day of the September Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, September 22, 2020. The Board met at TheDow Event Center – Red Room, 303 Johnson St., Saginaw, MI 48607 at 5:00 p.m. with the Honorable Michael A. Webster in the Chair. Deputy Clerk Suzy Koeplinger took roll, quorum present as follows:

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: - 0

TOTAL: - 11

PUBLIC: Robert Belleman, Dave Gilbert, Koren Thurston, John McColgan, Blair Stevenson, Christi Lopez, Trent Boyd, Kyle Bostwick, Norm Bamberger, Lee Ann Peterson, Brian Keenan-Lechel, Isaac Blackmon, Clerk Mike Hanley, Sheriff Bill Federspiel, Undersheriff Mike Gomez, Bill Stanuszek, Jack Tany, Mark Rankin, Jean Schluckebier, Jessica Sargent, Christina Harrington, Kylie Kienitz, Christi Kienitz, Josh Brown, Cindy Louchart, *MLive*

Commissioner Ruth gave the invocation followed by the Pledge of Allegiance to the flag.

Public Notice of Regular Board Session

September 10, 2020

TO: SAGINAW COUNTY BOARD OF COMMISSIONERS

RE: Notice of September Board Session

Honorable Commissioners:

The Saginaw County Board of Commissioners will convene for its Regular Session on
Tuesday, September 22, 2020 at 5:00 p.m.
TheDow Event Center – Red Room
303 Johnson St., Saginaw, MI 48607



To mitigate the spread of the COVID-19 pandemic, protect the public health, and provide essential protections to Saginaw County residents, the Saginaw County Board of Commissioners will conduct entrance screening on all individuals prior to entry into the Red Room and masks are required. Entrance screening will consist of a temperature check and answering health questions. Masks, gloves and hand sanitizer will be provided. **6' Social Distancing and use of masks will be strictly enforced.**

This meeting is being held consistent with the Open Meetings Act in order to promote government accountability and fostering openness in government to enhance responsible decision-making.

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. Public comments or questions may be submitted to the Board Office by email at any time prior to the meeting at boc@saginawcounty.com. Comments and questions submitted will be read aloud during the public comment portion of the meeting.

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

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 Hadsall moved, seconded by Commissioner Stack, to approve the June 16, 2020 Regular Meeting Minutes, the August 10, 2020 Special Meeting Minutes, and the August 25, 2020 Regular Meeting Minutes. Motion carried.

FOIA APPEAL

The Chairman announced that County Civil Counsel recommended the Board issue written notice to Lisa Ann Perreault regarding her Freedom of Information Act (FOIA) Appeal, upholding the partial disclosure denial and asked for a motion. **Commissioner Ruth moved, seconded by Commissioner Hadsall, to approve upholding the partial disclosure denial regarding FOIA request made by Lisa Ann Perreault. Motion carried.**

AUDIENCES

- Undersheriff Mike Gomez informed commissioners and the audience that, due to COVID restrictions, the annual Trunk or Treat event hosted by the Sheriff's Office will be held this year as a drive-thru event in the parking lot of Arthur Hill High School on Sunday, October 25, 2020 from 2:00 p.m. – 4:00 p.m. Those who attend should enter from Mackinaw and exit onto Passolt.



- Brian Keenan-Lechel, Parks & Recreation Director, informed commissioners of the increases in health care rates that employees would have to pay in 2021. He urged commissioners to approve Phases II and III of the Compensation Study to ensure fairness in compensation between managers and staff and to implement as soon as possible.
- Prosecutor John McColgan provided commissioners with information on the increased revenue and cuts he and his staff are willing to make to reinstate funding to his office for three (3) administrative positions that are slated for elimination in the FY 2021 Budget.

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.

9-22-1 GREAT LAKES BAY HEALTH CENTERS requesting placement on the Human Services Committee agenda to give an update on its COVID response work and present information on future Virtual Together events.

-- Human Services (*Receive & File*)

9-22-2 MSU EXTENSION requesting placement on the Human Services Committee, Budget/Audit Committee, and Executive Committee agendas to discuss funding of MSU Extension during the preparation and anticipation of a millage request on the August 2022 ballot.

-- Human Services / Budget/Audit / Executive (*No action*)

9-22-3 HEALTH DEPARTMENT submitting for approval (1) a proposed Resolution to Declare Racism as a Public Health Crisis and (2) a request to amend Chapter IV, Sec. 6.2 (2) of the Saginaw County Environmental Health Code pertaining to septic size and elevation for multi-family and nonresidential septic systems.

-- Human Services (*Both requests tabled by Committee*)

9-22-4 SHERIFF requesting placement on the Courts & Public Safety Committee agenda as an informational item and waiver of the hiring freeze to fill two (2) Deputy positions and two (2) Corrections positions.

-- Courts & Public Safety (*Informational*) / Labor Relations (**9-22-5.2**)

9-22-5 SAGINAW CHARTER TOWNSHIP sending notice that the State Street Corridor Improvement Authority (CIA) held an informational meeting for the benefit of taxing jurisdictions subject to tax capture on Tuesday, August 11, 2020 and has scheduled a second meeting for October 6, 2020.

-- County Services (*Receive & File*)

9-22-6 GREENFELDER LAW OFFICE submitting a Petition for Change of Boundaries requesting approval of a Resolution to detach the property known as 15415 McKeighan Road, Chesaning, Michigan 48616 owned by Brenda Tithof from the Village of Chesaning.

-- County Services (*Tabled by Committee*)

9-22-7 COMMISSIONER KATHY DWAN submitting for approval amended County Policy #241 titled "Purchasing Policy" with all references to "prevailing wage" deleted.

-- County Services (*No action*)



9-22-8 CITY OF SAGINAW sending notice of a Public Hearing on the application of 218 Washington LLC for creation of a Commercial Rehabilitation Act (CRA) District for property at 218, 222, 224 and 226 S. Washington Ave., Saginaw, Michigan, to be held September 14, 2020.

-- County Services (*Receive & File*)

9-22-9 PARKS & RECREATION requesting approval of a Resolution accepting a grant from the Michigan Natural Resources Trust Fund in the amount of \$300,000 for development of a splash pad at William H. Haithco Recreation Area, with local match of \$125,000 provided by the Saginaw Community Foundation and \$75,000 from Saginaw County Parks fund balance, for a total project cost of \$500,000.

-- County Services (**9-22-3.1/Res. A**)

9-22-10 PROSECUTOR submitting additional information to support his request to retain three (3) required support staff positions that are slated for elimination in FY 2021 Budget submitted by the Controller.

-- Budget/Audit (*No action*)

9-22-11 PROSECUTOR submitting additional information related to staffing and the necessity to retain “all hands on deck” to maintain the new Karpel Prosecution System as well as the existing Mainframe while Saginaw County completes its Mainframe Modernization Project and integrates the Jail, Probation and Court systems over a projected 14 month time frame.

-- Budget/Audit (*No action*)

9-22-12 TREASURER submitting its report on Tax Foreclosure Auction Restricted Funds as required by State law.

-- Budget/Audit (*Receive & File*)

9-22-13 EMERGENCY MANAGEMENT requesting approval to adjust its FY 2020 Budget in the amount of \$19,526 from fund balance to account 278-42700 to cover wages and benefits of a former employee, Chad Flory, who assisted with Emergency Management duties during the beginning of the COVID-19 pandemic and the May flooding event.

-- Budget/Audit (**9-22-4.1**)

9-22-14 INFORMATION TECHNOLOGY requesting the appropriation of funds to build an IT Back-Up Datacenter attached to the new Saginaw County Animal Care & Control facility at 5641 Bay Road, Kochville Township.

-- Budget/Audit (**9-22-4.2**)

9-22-15 10th CIRCUIT COURT requesting carryover of unused fringe funds from the FY 2020 Budget to the FY 2021 Budget in the amount of \$9,500 to compensate a returning retiree to assist with workload in administration due to recent resignations.

-- Budget/Audit (*No action*)

9-22-16 PURCHASING/RISK MANAGER requesting to increase and adjust its FY 2020 Budget in the amount of \$400,000 due to property damage claims, increased liability claims, and COVID-19 expenditures for PPE and equipment.

-- Budget/Audit (**9-22-4.4**)

9-22-17 COMMISSION ON AGING requesting to increase and adjust its FY 2020 Budget to accommodate the needs of the Congregate/Home Delivered Meals account and due to an increased cost for Ground Care and Maintenance.

-- Budget/Audit (**9-22-4.5**)



- 9-22-18 PUBLIC HEALTH** requesting acceptance of \$777,316 additional funding from MDHHS for COVID-19 grants and \$256,210 for an MDHHS grant for Laboratory ELC Enhancing and Detection of COVID.
- Budget/Audit **(9-22-4.6)**
- 9-22-19 CONTROLLER/CAO** requesting amendment of the FY 2020 Public Improvement Fund Budget in the amount of \$350,000 to construct a parking lot and installation of a parking gate system on the site of the former Saginaw County Jail after demolition.
- Budget/Audit **(9-22-4.8)**
- 9-22-20 CONTROLLER/CAO** submitting amendment of County Policy #241 titled “Purchasing Policy” and adoption via Resolution of new County Policy #244 titled “Responsible Contractors Policy.”
- County Services *(Tabled at Committee)*
- 9-22-21 CONTROLLER/CAO** submitting for approval changes to Draft #2 of the proposed FY 2021 Budget from Purchasing/Risk Manager, Sheriff (Jail/Law Enforcement/Public Improvement/Local Corrections Officer Training/Special Projects), Health Department, and Maintenance.
- Budget/Audit **(Unfinished Business)**
- 9-22-22 CONTROLLER/CAO** submitting an update on the Saginaw County Adult Detention and Sheriff Administration Building Project
- Courts & Public Safety *(Receive & File)*
- 9-22-23 SHERIFF** requesting an increase to its Restricted Capital in the Public Improvement Fund using reserves in the amount of \$18,772 to account for the temporary transport enclosure.
- Budget/Audit **(9-22-4.7)**
- 9-22-24 MANAGEMENT ASSISTANT** forwarding a request from Kylie Kienitz, Life Scout Troop 366, who is working on her Eagle Scout Project and would like to place a First Responder Monument on Saginaw County property at 219 S. Michigan Ave.
- County Services **(9-22-3.2)**
- 9-22-25 9-1-1 COMMUNICATIONS CENTER AUTHORITY** requesting approval of its FY 2021 Budget.
- Courts & Public Safety **(9-22-2.1)**
- 9-22-26 PERSONNEL DIRECTOR** submitting the September 2020 Employment Status Report covering statistics for the month of August 2020.
- Labor Relations *(Receive & File)*
- 9-22-27 CONTROLLER/CAO** requesting approval to continue the hiring freeze for FY 2021 with exceptions for positions that are required by statute and the Courts.
- Labor Relations **(9-22-5.3)**
- 9-22-28 FINANCE DIRECTOR** submitting budget adjustments and grants accepted for the period April 1, 2020 to June 30, 2020 as well as budget adjustments approved by the Controller for the purpose of carrying forward budget from FY 2019 to FY 2020 as outlined in Budget Resolution A.
- Budget/Audit *(Receive & File)*
- 9-22-29 INFORMATION TECHNOLOGY** requesting movement of \$10,000 from Salaries & Wages Permanent (636-25800-70400) to Telephone-Central Switchboard (101-29200-85100) due to unanticipated costs to continue reliable fax service.
- Budget/Audit **(9-22-5.3)**
- 9-22-30 SHERIFF** requesting final FY 2020 Budget adjustments. *(Info to be distributed)*
- Executive **(9-22-6.1)**



- 9-22-31 PERSONNEL/CIVIL COUNSEL** submitting for approval new County Policy titled “Americans with Disabilities Act Accommodation” and revision to County Policies #345 titled “Workers’ Compensation” and #361 titled “Disability Leave.”
- Labor Relations **(9-22-5.1)**
- 9-22-32 PUBLIC HEALTH** requesting the extension of contract with Mary Patnode, retired PHN II through FY 2021 to perform COVID-19 response functions.
- Executive **(9-22-6.2)**
- 9-22-33 CONTROLLER/CAO**, re: Submitting a Memorandum to the Board submitting information to consider allocating partial funding to MSU Extension and the Prosecutor’s Office and submitting a spreadsheet on the projected use of General Fund fund balance for FY 2021
- Budget/Audit **(Unfinished Business)**
- 9-22-34 UNION/MGMT BENEFIT COMMITTEE**, re: Submitting its recommendation of the Committee related to Public Act 152 of 2011 and to engage HAP/ASR as the County’s Third Party Administrator in administering its self-insured healthcare plan for 2021
- Labor Relations **(9-22-5.4)**

INITIATORY MOTIONS

None

REPORTS OF COMMITTEES

1. **Human Services Committee – A. O’Neal, Chair; J. Theisen, Vice-Chair**
None
2. **Courts and Public Safety Committee – C. Hadsall, Chair; K. Kilpatrick, Vice-Chair**
 - 2.1) **9-1-1 COMMUNICATIONS AUTHORITY**, re: Approval of FY 2021 Budget
 - **Hadsall moved, seconded by Kilpatrick, to approve 2.1. Motion carried.**

FROM: COMMITTEE ON COURTS & PUBLIC SAFETY – 2.1

SEPTEMBER 22, 2020

Your committee considered Communication No. 9-22-25 from Randy Pfau, Executive Director, 9-1-1 Communications Center Authority, submitting the FY 2021 9-1-1 Communications Authority Center Budget via Zoom.

We met with Mr. Pfau, who explained that the budget figures between the Authority and the County do not match. The 9-1-1 Communications Center Authority Board passed a Resolution that the Authority be authorized to move \$400,000 from the State of Michigan Wireless Funds (Acct. #260-32601) to be used as revenue for 9-1-1.

We recommend approval of the FY 2021 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, 2020 in addition to utilizing \$400,000 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

Cheryl M. Hadsall, Chair Kirk W. Kilpatrick, Vice-Chair
Kathleen K. Dwan Amos O’Neal
Michael A. Webster

3. **County Services Committee – C. Stack, Chair; C. Hadsall, Vice-Chair**

- 3.1) **PARKS & RECREATION**, re: Approval of a Resolution accepting a grant from the Michigan Natural Resources Trust Fund for a splash pad at William H. Haithco Recreation Area
- 3.2) **KYLIE KIENITZ, LIFE SCOUT TROUP 366**, re: Approval of First Responder Monument on Saginaw County governmental center grounds for Eagle Scout Project

- ***Stack moved, seconded by Hadsall, to approve 3.1 and 3.2 leaving room for exceptions. There were no exceptions and the motion carried.***

FROM: COMMITTEE ON COUNTY SERVICES – 3.1

SEPTEMBER 22, 2020

Your committee considered Communication No. 9-22-9 from Brian Keenan-Lechel, Director, Parks and Recreation, requesting approval of a Resolution accepting a grant from the Michigan Natural Resources Trust Fund in the amount of \$300,000 for development of a splash pad at William H. Haithco Recreation Area, with local match of \$125,000 provided by the Saginaw Community Foundation, and \$75,000 from Saginaw County Parks fund balance, for a total project cost of \$500,000.

We met with Mr. Keenan-Lechel via Zoom and discussed the above information.

We recommend approval of a Resolution accepting a grant from the Michigan Natural Resource Trust Fund of \$300,000, with local match provided by Saginaw Community Foundation for \$125,000 and additional \$75,000 from Saginaw County Parks Fund. The Resolution is 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

FROM: COMMITTEE ON COUNTY SERVICES – 3.2

SEPTEMBER 22, 2020

Your committee considered Communication No. 9-22-24 from Tanika Williams, Management Assistant, forwarding a request from Kylie Kienitz, Life Scout Troup 366, who is working on her Eagle Scout Project and would like to place a First Responder Monument on Saginaw County property at 219 S. Michigan Ave.

We met with Ms. Kienitz via Zoom, who explained that she would like to honor all first responders, present and past of Saginaw County. This would include Police Officers, Fire Fighters, EMS, Corrections Officers, Military, and medical professionals, (Doctors & Nurses).

The project consists of a 5 x 8 metal frame (shadow box) that would represent a flag. She would sell bricks engraved with the first responder’s name and unit. The first 135 bricks would be engraved on white and red bricks that represent the stripes of the flag and then placed in the frame. If more than 135 bricks are sold, they will be placed as a walkway and/or ground covering to the monument. Kylie would also place a



flagpole on site with the First Responders flag. Discussion was held on a location and Robert Belleman, Controller/CAO, will work with Ms. Kienitz on alternate sites.

We recommend approval of a First Responder Monument on Saginaw County Property and direct the Controller to work with Ms. Kienitz to facilitate her Eagle Scout project.

Respectfully Submitted,

COMMITTEE ON COUNTY SERVICES

Charles M. Stack, Chair Cheryl M. Hadsall, Vice-Chair
Kyle R. Harris Dennis H. Krafft
Michael A. Webster

4. **Budget Audit Committee – D. Krafft, Chair; A. O’Neal, Vice-Chair**

- 4.1) **EMERGENCY MANAGEMENT**, re: Approval FY 2020 Budget adjustment to cover wages and benefits of employee who assisted with emergency management duties during the beginning of the COVID-19 pandemic and the flooding event
- 4.2) **INFORMATION TECHNOLOGY**, re: Approval to appropriate funds to build an IT Back-Up Datacenter attached to the new Saginaw County Animal Care & Control facility at 5641 Bay Road, Kochville Township
- 4.3) **INFORMATION TECHNOLOGY**, re: Approval to move funds from Salaries & Wages Permanent to Telephone - Central Switchboard due to unanticipated costs to continue reliable fax service
- 4.4) **PURCHASING/RISK MANAGER**, re: Approval to increase and adjust its FY 2020 Budget due to property damage claims, increased liability claims, and COVID-19 expenditures for PPE and equipment
- 4.5) **COMMISSION ON AGING**, re: Approval to amend its FY 2020 Budget to accommodate the needs of the Congregate/Home Delivered Meals program and for increases costs for Ground Care and Maintenance
- 4.6) **PUBLIC HEALTH**, re: Approval to amend its FY 2020 Budget to accept additional funding from MDHHS for COVID-19 grants and \$256,210 for an MDHHS grant for Laboratory ELC Enhancing and Detection of COVID (*Amended at Board Session*)
- 4.7) **SHERIFF**, re: Approval to increase its Restricted Capital in the Public Improvement Fund to account for the temporary transport enclosure
- 4.8) **CONTROLLER/CAO**, re: Amendment of FY 2020 Public Improvement Fund Budget to construct a parking lot and installation of a parking gate system on the former jail site after demolition

- ***Krafft moved, seconded by Theisen, to approve 4.1 thru 4.8 leaving room for exceptions. Hadsall excepted 4.6 for discussion and the motion carried as to 4.1 - 4.5 and 4.7 - 4.8. After discussion regarding an amendment to 4.6, the motion carried.***



FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1

SEPTEMBER 22, 2020

Your Budget/Audit Committee considered Communication No. 9-22-13 from Lt. Mark Przybylski, Emergency Management Coordinator, requesting approval to adjust its FY 2020 Budget in the amount of \$19,526 from fund balance to account 278-42700 to cover wages and benefits of a former employee, Chad Flory, who assisted with Emergency Management duties during the beginning of the COVID-19 pandemic and the May 2020 flooding event.

We met with Lt. Przybylski at the Dow Event Center and he explained that former employee, Chad Flory, worked in the office from April thru July 2020 when COVID-19 hit Saginaw County and when two dams broke and caused flooding throughout the area. Mr. Flory currently works in the Friend of the Court and would have been furloughed. He was asked to help with Emergency Management duties since it was his previous job.

We recommend approval to adjust Emergency Management’s FY 2020 Budget in the amount of \$19,526 from fund balance to account 278-42700 to cover wages and benefits of a former employee, Chad Flory.

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair Amos O’Neal, Vice-Chair
James G. Theisen Carl E. Ruth
Michael A. Webster

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2

SEPTEMBER 22, 2020

Your Budget/Audit Committee considered Communication No. 9-22-14 from Josh Brown, Director, Information Technology (IT), requesting the appropriation of funds to build an IT Back-Up Datacenter attached to the new Saginaw County Animal Care & Control (SCACC) facility at 5641 Bay Road, Kochville Township.

We met with Mr. Brown at the Dow Event Center and he explained that he has met with William S. Kibbe & Associates, SCACC Director Bonnie Kanicki, and Saginaw County Controller Robert Belleman several times to draft a plan that would utilize available space and not impact the natural desired workflow at SCACC.

The total amount requested is \$460,000. This amount includes \$240,000 for the site build-out; including power, lighting, and HVAC. The additional \$220,000 includes costs associated for site connectivity to the Fiber Ring (\$50,000), a fire suppression system (\$30,000), a 200kW generator (\$65,000), and the IT equipment to bring on a redundant site (\$75,000). The \$460,000 is being requested from the available funds in IT Retained Earnings.

We recommend approval of the appropriation of funds to build an IT Back-Up Datacenter attached to the new Saginaw County Animal Care & Control (SCACC) facility at 5641 Bay Road, Kochville Township in the amount of \$460,000.

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair Amos O’Neal, Vice-Chair
James G. Theisen Carl E. Ruth
Michael A. Webster



FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3

SEPTEMBER 22, 2020

Your Budget/Audit Committee considered Communication No. 9-22-29 from Josh Brown, Director, Information Technology (IT), requesting movement of \$10,000 from Salaries & Wages Permanent (636-25800-70400) to Telephone-Central Switchboard (101-29200-85100) due to unanticipated costs to continue reliable fax service.

We met with Mr. Brown at the Dow Event Center and he explained this is due to the unanticipated cost of continuing our fax service through AT&T telephone lines and not VoIP. It was discovered that fax service is very unreliable across VoIP technology.

We recommend approval for movement of \$10,000 from Salaries & Wages Permanent (636-25800-70400) to Telephone-Central Switchboard (101-29200-85100).

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair Amos O’Neal, Vice-Chair
James G. Theisen Carl E. Ruth
Michael A. Webster

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.4

SEPTEMBER 22, 2020

Your Budget/Audit Committee considered Communication No. 9-22-16 from Kelly Suppes, Purchasing/Risk Manager, requesting to increase and adjust its FY 2020 Budget in the amount of \$400,000 due to property damage claims, increased liability claims, and COVID-19 expenditures for PPE and equipment.

We met with Ms. Suppes at the Dow Event Center and she explained this is due to a variety of unforeseen conditions that have occurred during FY 2020.

We recommend approval to increase and adjust the FY 2020 budget for Risk Management in the amount of \$400,000.

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair Amos O’Neal, Vice-Chair
James G. Theisen Carl E. Ruth
Michael A. Webster

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.5

SEPTEMBER 22, 2020

Your Budget/Audit Committee considered Communication No. 9-22-17 from Jessica Sargent, Commission on Aging (COA) Director, requesting to increase and adjust its FY 2020 Budget to accommodate the needs of the Congregate/Home Delivered Meals account and due to an increased cost for Ground Care and Maintenance

We met with Ms. Sargent at the Dow Event Center and she explained that curbside meal pickup is a new program that started in April due to the closure of the senior centers as a result of the pandemic. The program has been well received and is currently operating at six senior centers for meal pick up service serving 1,200+ meals to 300+ older adults each week.

We recommend approval to amend the Commission on Aging FY 2020 Budget as presented.



Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair Amos O’Neal, Vice-Chair
James G. Theisen Carl E. Ruth
Michael A. Webster

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.6 *AMENDED SEPTEMBER 22, 2020

Your Budget/Audit Committee considered Communication No. 9-22-18 from Christina Harrington, Health Officer, requesting acceptance of \$777,316 additional funding from MDHHS for COVID-19 grants and \$256,210 for an MDHHS grant for Laboratory ELC Enhancing and Detection of COVID.

We met with Ms. Harrington at the Dow Event Center and she explained this is being requested for COVID related activities, i.e. to bolster local capacity for case investigation and contact tracing, and to invest in public communications, technology, and supplies to ensure a timely and effective contact tracing strategy. Also, acceptance of a Laboratory Capacity Grant for MDHHS to expand local public health laboratory capacity.

We recommend approval to accept \$777,316 additional funding from MDHHS for COVID-19 grants and \$256,210 for a MDHHS grant for Laboratory ELC Enhancing and Detection of COVID. ***To further amend the FY 2020 Budget of the Health Department and accept grant funds in the amount of \$291,667 to cover previous payroll expenditures from March 1 – September 30, 2020 for staff time spent on COVID-19 response.**

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair Amos O’Neal, Vice-Chair
James G. Theisen Carl E. Ruth
Michael A. Webster

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.7 SEPTEMBER 22, 2020

Your Budget/Audit Committee considered Communication No. 9-22-23 from Sheriff William Federspiel, requesting an increase to its Restricted Capital in the Public Improvement Fund using reserves in the amount of \$18,772 to account for the temporary transport enclosure.

We met with Sheriff Federspiel at the Dow Event Center and he explained this for a temporary transport enclosure that will be used until the tunnel is complete.

We recommend approval to increase the Sheriff Department’s Restricted Capital in the Public Improvement Fund using reserves of \$18,772.

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair Amos O’Neal, Vice-Chair
James G. Theisen Carl E. Ruth
Michael A. Webster



FROM: COMMITTEE ON BUDGET/AUDIT -- 4.8

SEPTEMBER 22, 2020

Your Budget/Audit Committee considered Communication No. 9-22-19 from Robert Belleman, Controller/CAO, requesting amendment of the FY 2020 Public Improvement Fund Budget in the amount of \$350,000 to construct a parking lot and installation of a parking gate system on the site of the former Saginaw County Jail after demolition.

We met with Mr. Belleman at the Dow Event Center and he explained that Spence Brothers obtained bids to construct a parking lot and estimate the cost to be \$330,000. Mr. Belleman included an additional \$20,000 for installation of a parking gate system similar to the ones previously approved by the Board of Commissioners for the Cass Avenue and Court Street parking lots.

We recommend approval to amend the FY 2020 Public Improvement Fund Budget in the amount of \$350,000 to construct a parking lot and installation of a parking gate system on the site of the former Saginaw County Jail after demolition.

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair Amos O’Neal, Vice-Chair
James G. Theisen Carl E. Ruth
Michael A. Webster

5. Labor Relations Committee – K. Kilpatrick, Chair; C. Stack, Vice-Chair

- 5.1) **PERSONNEL**, re: Approval of one (1) new County Policy titled “Americans with Disabilities Act Accommodation” and revision to County Policies #345 titled “Workers’ Compensation” and #361 titled “Disability Leave”
- 5.2) **SHERIFF**, re: Approval to waive the hiring freeze to fill two (2) vacant positions of Law Enforcement Deputy
- 5.3) **CONTROLLER/CAO**, re: Approval to continue the hiring freeze for FY 2021, with exceptions for positions that are required by statute and the Courts

Added after Special Labor Relations Committee held prior to the Board Session

- 5.4) **UNION/MGMT BENEFIT COMMITTEE**, re: Submitting recommendation of the Union/Management Committee related to Public Act 152 of 2011
(Amended at Board Session)

- ***Kilpatrick moved, seconded by Harris, to approve 5-1 thru 5.4 leaving room for exceptions. 5.3 was excepted for discussion by Dwan and the motion carried as to 5.1, 5.2 and 5.4. Theisen moved, seconded by Dwan, to amend 5.3 to add Commission on Aging drivers to list of exemptions of the hiring freeze. Motion carried.***

FROM: COMMITTEE ON LABOR RELATIONS -- 5.1

SEPTEMBER 22, 2020

Your Labor Relations Committee considered Communication No. 9-22-31 from Jennifer Broadfoot, Personnel Director, submitting for approval one (1) new County Policy titled “Americans with Disabilities Act Accommodation” and revisions to current County Policies #345 titled “Workers’ Compensation” and #361 titled “Disability Leave.”



We met with Ms. Broadfoot via Zoom who explained that the new policy details the process the County follows when an employee or applicant for employment requests a reasonable accommodation in accordance with the Americans with Disabilities Act (ADA). Revisions to the other two (2) policies were made in response to the new ADA Accommodation Policy, generally regarding the Light Duty section of the Workers' Compensation Policy and the Return to Work section of the Disability Leave Policy. It is the recommendation of your Labor Relations Subcommittee to approve one (1) new county policy and revisions to two (2) existing county policies as submitted.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Kirk W. Kilpatrick, Chair

Charles M. Stack, Vice-Chair

Kyle R. Harris

Sheldon Matthews

Michael A. Webster

Category 300

Number: 339

Subject: Americans' with Disabilities Act Accommodation (ADA) Policy

1. **PURPOSE:** It is the purpose of this policy to establish a written and readily accessible policy regarding reasonable accommodations in accordance with the Title I of the ADA, to provide guidance and resources about reasonable accommodations, to establish a respectful and consistent interactive process to explore reasonable accommodations and to provide a timely and thoughtful review process for requests for reasonable accommodations.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** This policy applies to all employees of Saginaw County and all applicants for employment with the County.
4. **RESPONSIBILITY:** Request for accommodation from employees or applicants for employment will be processed through the Controller's Office. A request that is connected to a disability application or workers' compensation will go through the Payroll Division of the Controller's Office. All other requests will be processed through the Personnel Division.
5. **DEFINITIONS:**
 - 5.1 **Applicant:** A person who expresses interest in employment and satisfies the minimum requirements for application established by the job description.
 - 5.2 **Americans with Disabilities Act Coordinators:** the individuals designated to coordinate compliance with Title I of the ADA.



- 5.3 Direct Threat: A significant risk of substantial harm to the health, safety, or well-being of the individual or others that cannot be eliminated or reduced by reasonable accommodation. Determination of whether or not an individual presents a direct threat shall be based on an individualized assessment of the individual’s present ability to safely perform the essential functions of the job.
- 5.4 Essential Functions of the job: Job activities that are determined by the employer to be core to performing the job; these functions cannot be modified, as they are duties so fundamental that the individual cannot do the job without being able to perform them. A function can be essential if:
- The job exists specifically to perform the function(s); or
 - There are a limited number of other employees who could perform the function(s); or
 - The function(s) is/are specialized and the individual is hired based on the employee’s expertise.
- 5.5 Interactive Process: A discussion between the employer and the individual with a disability to determine a reasonable accommodation for the individual with a disability. To be interactive both sides must communicate and exchange information.
- 5.6 Individual with a Disability: An individual who:
- Has a physical, sensory, or mental impairment that substantially limits one or more major life activities; or
 - Has a record or history of such impairment; or
 - Is regarded as having such impairment.
- 5.7 Qualified Individual with a Disability: An individual who:
- Satisfies the requisite skill, experience, education, and other job related requirements of the job the individual holds or desires; and
 - Can perform the essential functions of the position with or without reasonable accommodation.
- 5.8 Major Life Activities: Those functions that are important to most people’s daily lives.
- May include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, eating, concentrating, thinking, communicating, and working.
- Major life activities also include the operation of a major bodily function, including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.



- 5.9 Medical Documentation – Information from the requestor’s treating provider which is sufficient to enable the employer to determine whether an individual has a disability and whether and what type of reasonable accommodation is needed when the disability or need for accommodation is not obvious.
- 5.10 Reasonable Accommodation – An adjustment or alteration that enables a qualified individual with a disability to apply for a job, perform job duties, or enjoy the benefits and privileges of employment. Reasonable accommodations may include:
- Modifications or adjustments to a job application process to permit a qualified individual with a disability to be considered for a job; or
 - Modifications or adjustments to enable a qualified individual with a disability to perform the essential functions of the job; or
 - Modifications or adjustments that enable qualified individuals with disabilities to enjoy equal benefits and privileges of employment.
- 5.11 Reassignment: Reassignment to a vacant position for which an employee is qualified is “last resort” form of reasonable accommodation. This type of accommodation must be provided to an employee, who, because of a disability can no longer perform the essential functions of the position they currently hold, with or without reasonable accommodation, unless the employer can show that it is an undue hardship.
- 5.12 Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.
- 5.12 Undue Hardship: A specific reasonable accommodation that would require significant difficulty, disruption to the service or workforce or expense. It is determined on a case by cases basis considering factors that include the nature or cost of the accommodation requested and the impact of the accommodation on the operations of the department. A department is not required to provide accommodations that would impose an undue hardship on the operation of the department.

6. Policy:

- 6.1 Individuals who may request a reasonable accommodation include:
- Any qualified applicant with a disability who needs assistance with the job application procedure or the interview or selection process; or



- Any qualified County employee with a disability who needs a reasonable accommodation to perform the essential functions of the position; or
- A third party, such as a family member, healthcare professional or other representative, on behalf of the qualified applicant or employee with a disability, when the applicant or employee is unable to make the request for reasonable accommodation. When possible, the County must contact the applicant or employee to confirm that the accommodation is wanted. The applicant or employee has the discretion to accept or reject the proposed accommodation.
- Individuals who are currently using illegal drugs are excluded from coverage under the County ADA policy.

6.2 The applicant or employee may make a reasonable accommodation request to any or all of the following:

- Immediate supervisor or manager in the employee’s chain of command
- Controller’s Office staff (Personnel or Payroll staff, as appropriate)
- Any County official with whom the applicant has contact during the application process, interview and/or selection process
- A designated ADA Coordinator

The request can be made at any time. A request is any communication in which an individual asks or states that he or she needs the County to provide or change something because of a medical condition. An initial request for an accommodation can be made in any manner (e.g. writing, electronically, in person or orally.) Oral requests must be documented in writing to ensure efficient processing of requests. A request form may be obtained in the Controller’s Office.

In making the request, the requestor is responsible for requesting a reasonable accommodation or providing enough notice to the County that an accommodation is needed.

The individual requesting an accommodation does not have to use any special words and does not have to mention the ADA or use the phrase “reasonable accommodation” or “disability.”

6.3 When a supervisor or department head observes or receives information indicating that an employee is having trouble performing the job due to a medical condition or disability, further inquiry may be required. They should consult with Personnel for direction on how to proceed. If the matter is related to a condition for which the employee is currently seeking or has previously been approved for disability leave or is relating to workers’ compensation, they should contact Payroll.

6.4 Communication is key throughout the entire reasonable accommodation process. The interactive process is a collaborative process between the employee, applicant and/or member of the public and the County. This process is required when:



- The need for a reasonable accommodation is not obvious;
- The specific limitation, problem, or barrier is unclear;
- An effective reasonable accommodation is not obvious;
- The parties are considering different forms of reasonable accommodations;
- The medical condition changes or fluctuates; or
- There are questions about the reasonableness of the requested accommodation.

The interactive process should begin as soon as possible after a request for reasonable accommodation is made or the request for accommodation becomes known.

The process should include a fair exchange of relevant information and communication between the individual and the County. An individual may also request that a union representative or another support individual be present during the discussion.

6.5 Before approving or denying a request for accommodation, the County will:

- 1) Determine if the individual is a qualified individual with a disability;
- 2) Determine if the accommodation is needed to:
 - Enable a qualified applicant with a disability to be considered for the position the individual desires;
 - Enable a qualified employee with a disability to perform the essential functions of the position;
 - Enable a qualified employee with a disability to enjoy equal benefits or privileges of employment as similarly situated employees without disabilities;
- 3) Determine whether the requested accommodation is reasonable;
- 4) Determine whether there is a reasonable accommodation that will be effective for the requestor and the County;
- 5) Determine whether the reasonable accommodation will impose an undue hardship on the County's operations.

Accommodation will be determined on a case by case basis. A requestor's accommodation preference is always seriously considered, however, the County is not obligated to provide the requestor's accommodation of choice, so long as the County offers an effective accommodation or determines the accommodation would cause an undue hardship.



6.6 In some cases, the disability and need for accommodation will be reasonably evident or already known, for example, when the requestor is blind. In these cases, the County will not seek further medical documentation. If a requestor's disability and/or need for reasonable accommodation are not obvious or known, the County may require medical documentation showing the requestor has a covered disability that requires accommodation. The County may request medical documentation in certain other circumstances. For example, when:

- The information submitted by the requestor is insufficient to document the disability or the need for the accommodation.
- A question exists as to whether an individual can perform the essential functions of the position, with or without reasonable accommodation.
- A question exists as to whether the individual will pose a direct threat to himself/herself or others.

Where medical documentation is necessary, the Controller's Office will make the request. The party making the request for accommodation will be asked to complete an Authorization for Release of Medical Records before the Controller's Office communicates with their medical provider. The individual may choose to not complete the Authorization, however if they do so, it is the individual's responsibility to ensure the County receives the requested medical information. The Employee's medical provider will also be provided an accommodation request assessment and medical inquiry form to assist with the provision of needed information.

Only medical documentation relating to the individual's request for accommodation and ability to perform the essential functions of the position will be requested. When medical documentation or information is requested, it must provide it in a timely manner, or the County may deny the reasonable accommodation request.

Medical information obtained in connection with the reasonable accommodation process shall be kept confidential. All medical information obtained in connection with such requests must be collected and maintain on separate forms and in separate files from non-medical personnel files and records.

The Controller's Office may disclose medical information shared in connection with the reasonable accommodation process to the following:

- Supervisors, Department Heads, or other Controller's Office staff, who have a need to know, may be told about the necessary work restrictions and about the accommodations necessary to perform the employee's duties. However, such information about the employee's medical condition should only be disclosed if strictly necessary, such as for safety reasons;
- First aid and safety personnel may be informed when appropriate, if the employee may require emergency medical treatment or assistance in an emergency evacuation;



- To consult with legal counsel about accommodation requests, denial of accommodation requests, or purchasing of specific assistance technology or other resources; or
- Government officials assigned to investigate compliance with the ADA.

When medical information is disclosed in accordance with the above, the recipients of the information must comply with all confidentiality requirements.

The fact that an individual is receiving an accommodation because of a disability is confidential and may only be shared with those individuals who have a need to know for purposes of implementing the accommodation such as the requestor's supervisor and the Controller's Office.

- 6.7 As soon as it is determined that a reasonable accommodation will be provided, the Controller's Office will process the request and provide the reasonable accommodation in as short a timeframe as possible. The timeframe necessary to process a request will depend on the nature of the accommodation requested, and whether it is necessary to obtain supporting documentation. If an approved accommodation cannot be provided within a reasonable time, the decision maker will inform the requestor of the status of the request before the end of 30 days. Where feasible, if there is a delay in providing the request, temporary measures will be taken to provide assistance.

Once approved, the reasonable accommodation should be documented for record keeping purposes and the records maintained by the Controller's Office.

- 6.8 The County may deny a request for reasonable accommodation where:
- The individual is not a qualified individual with a disability;
 - The reasonable accommodation results in undue hardship or the individual poses a direct threat to themselves or others. Undue hardship and direct threat are determined on a case-by-case basis with guidance from the Controller's Office.
 - Where no reasonable accommodation including reassignment to a vacant position, will enable the employee to perform all of the essential functions of the job.

The explanation for the denial must be provide to the requestor in writing. The explanation should clearly state the reason for the denial. When the specific request for an accommodation has been denied, but another reasonable accommodation offered in its place, the letter should explain both the reason for denying the request and the reasons that the accommodation being offered will be effective.



- 6.9 An interactive process must occur prior to the County making a determination on undue hardship. Determination of undue hardship is made on a case-by-case basis. In determining whether granting a reasonable accommodation will cause undue hardship, the County considers factors such as the nature and cost of the accommodation in relation to the size and resources of the County and impact the accommodation will have on the operations of the County.
- 6.10 The determination that an individual poses a “direct threat” (i.e., s significant risk of substantial harm to the health and safety of the individual or others) which cannot be reduced or eliminated by a reasonable accommodation, must be based on an individual assessment of the individual’s present ability to safely perform the essential functions of their job with or without reasonable accommodation. A determination that the individual poses a direct threat cannot be based on fears, misconceptions, or stereotypes about the individual’s disability. Instead, the County must make a reasonable medical judgement relying on the most current medical knowledge and the best available objective evidence.

In determining whether an individual poses a direct threat, the factors to be considered include:

- Duration of the risk;
- Nature and severity of the potential harm;
- Likelihood that the potential harm will occur; and
- Imminence of the potential harm.

- 6.11 If the request for reasonable accommodation is denied, the requestor must also be informed of their ability to appeal the decision through the County’s appeal process. Appeals should be filed with the County Controller/CAO.

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. The 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/CAO Saginaw County Civil Counsel

ADOPTED: September 22, 2020



Category: 300
Number: 345

Subject: **WORKERS' COMPENSATION**

1. PURPOSE: It is the purpose of this policy to establish a uniform procedure and compensation scale in order to provide for the health and well-being of Saginaw County employees in the event that they are ~~injured hurt~~ while on duty and performing a service for the County.
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 Policy. In the event of a work related injury or illness, employees and subsequently supervisors must report injuries on the day of occurrence to the Payroll and Benefits Supervisor ~~Claims Manager~~ in the Controller's Office using the supervisor's Report of Injury Form. Death or serious injury must be reported by telephone and followed up with the supervisor's Report of Injury Form.
 - 6.2 Monitoring of Absence. During the time an employee is recuperating from an injury, the Controller's Office monitors progress of absence or return to work status. If the employee is released to return to active employment, the Payroll and Benefits Supervisor ~~claims manager~~ coordinates return to work restrictions (if any) with Department Head.
 - 6.3 Pay Status. An employee who is injured during the course of his/her employment shall be paid for all hours scheduled to work on the date of the injury and shall be paid for the days scheduled to work during the first seven (7) calendar days following the date of the injury not chargeable to any other benefit. The employee shall not receive more than 100% of his/her regular weekly wage as compensation for time off due to work related illness or injury. In the event the employee is overpaid in accordance with this provision he/she shall reimburse the County for the amount of overpayment.
 - 6.4 Fringe Benefits. Fringe benefit continuation is limited to one year maximum from date of injury.



6.5 Paid Time Off. Accrual of PTO hours while on Workers' Compensation or Disability Leave is limited to the first 90 days on leave.

6.6 **Accommodations** ~~Light Duty~~. All employees who may become unable to perform their ~~essential function of the job, normal job description duties~~ due to medical restrictions associated with ~~either non-work-related or work-related~~ injuries or illnesses ~~may shall~~ be ~~assessed for light duty~~ accommodated, if the County has work available consistent with the medical restrictions. Individuals who are accommodated, and shall comply with the requirements ~~of the Light Duty Job Program outlined~~ within this section. The goal ~~of the program~~ is to get the employee back to productive employment and normal duties as soon as medically possible. ~~Light duty jobs have been developed to enable the County of Saginaw to assign employees to work, which will accommodate their medical restrictions.~~

6.6.1 The County of Saginaw will ~~assign other job duties~~ assign light duty jobs after review of and consistent with medical assessment evidence of restrictions associated with the employee's injury. These ~~other job duties~~ light duty jobs may or may not:

6.6.1.1 be located in the department where the employee is normally assigned,

6.6.1.2 be within the bargaining unit where the employee is normally assigned,

6.6.1.3 consist of duties which the employee normally performs,

6.6.1.4 take place during shifts, which the employee normally works.

6.6.2 All employees assigned to ~~other work duties~~ a light duty job will report to that work site as directed, take directions as given by the job site supervisor and perform duties as instructed.

6.6.3 Individuals who do not normally work within a specific County Department or who are not members of a bargaining unit found within a specific Department may be assigned to fill ~~other work duty~~ light duty assignments within that Department. These ~~other work duty~~ light duty assignments are not permanent assignments or positions.

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. The 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, 2008; **September 22, 2020**

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: 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). 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 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 (1st) 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 ~~or~~ 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 accommodated ~~approved~~ by the County or when the treating physician's statement of disability expires and an extension is not provided; ~~or~~ when the employee retires as a result of disability or normal service retirement; ~~or~~ 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 Policy. ~~Light Duty. All employees are subject to the Light Duty rules contained in Section 6.6 of the Worker's Compensation Policy, Policy # 345.~~

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. The 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, 2008; **September 22, 2020**

FROM: COMMITTEE ON LABOR RELATIONS -- 5.2

SEPTEMBER 22, 2020

Your Labor Relations Committee considered Communication No. 9-22-4 from Sheriff Federspiel requesting waiver of the hiring freeze and approval to fill two (2) positions of Law Enforcement Deputy. We spoke with Undersheriff Gomez via Zoom who explained the positions are vacant and that both positions are funded in the FY 2020 and FY 2021 budgets.

We recommend approval to waive the hiring freeze to fill two (2) Law Enforcement Deputy positions as stated above.



Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Kirk W. Kilpatrick, Chair Charles M. Stack, Vice-Chair
Kyle R. Harris Sheldon Matthews
Michael A. Webster

FROM: COMMITTEE ON LABOR RELATIONS -- 5.3 *AMENDED SEPTEMBER 22, 2020

Your Labor Relations Committee considered Communication No. 9-22-27 from Robert V. Belleman, Controller/CAO, requesting approval to continue the County-wide hiring freeze for FY 2021 with exceptions for positions that are required by statute and the Courts.

The committee spoke with Mr. Belleman, who explained that the County has had a hiring freeze in place for several years. The hiring freeze results in financial savings to all funds by delaying the hiring process and requiring Elected Officials and Department Heads to justify to the Board of Commissioners why they need to fill a vacant position. The Controller/CAO suggested the following language be approved for instituting the hiring freeze:

“The Board of Commissioners hereby finds justification to control its annual appropriations by instituting a hiring freeze effective October 1, 2020 through September 30, 2021 on all departments, except the Courts. The Courts are exempt from the hiring freeze through December 31, 2019 pursuant to an MOU dated September 4, 2019. Once an authorized position becomes available in any department, said department shall leave the position vacant if an external hire is desired or required to fill said vacancy. The department is encouraged to reorganize its personnel compliment resulting in fewer overall fulltime county employees. In the alternative, the department may submit a formal business case request to Labor Relations Committee for the Board of Commissioners’ consideration of a waiver of said hiring freeze. Said vacant position shall not be filled by an external candidate except by specific Board of Commissioners authorization. The hiring freeze shall not apply to the statutorily required positions identified in Exhibit “A.” ***nor shall it apply to all Driver positions at the Commission on Aging.**

Elected and appointed department heads are to submit in writing requests to waive the hiring freeze. The request should include enough information for members of the Labor Relations Committee and the Board of Commissioners to validate the need to fill said vacant position. The business case should indicate clear and concise rationale for the position, including whether options were considered to consolidate within the department, modify the current position status to part time/seasonal, or to eliminate the position altogether. The request should also include a brief overview of the services provided by the position.

We recommend approval to continue the hiring freeze for FY 2021 based on the language noted above.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Kirk W. Kilpatrick, Chair Charles M. Stack, Vice-Chair
Kyle R. Harris Sheldon Matthews
Michael A. Webster



FROM: COMMITTEE ON LABOR RELATIONS -- 5.4

SEPTEMBER 22, 2020

Your Labor Relations Committee considered Communication No. 9-22-34 from Isaac Blackmon, Operations Manager, Mosquito Abatement Commission, submitting the recommendation of the Union/Management Benefit Committee related to Public Act 152 of 2011, known as the Employee Health Insurance Act, as to default position (“hard caps”) and engaging HAP/ASR as Saginaw County’s Third Party Administrator in administering its self-insured healthcare plans for 2021.

We met with Mr. Blackmon and discussion was held regarding the process taken to come to this decision. The Union/Management Benefit Committee met on September 8, 14, and 21, 2020 to review health insurance proposals and rates for the 2021 plan year. The committee received rates and information from Aetna, HAP/ASR and Priority Health. BCBS and Humana either declined to submit a proposal or failed to meet the proposal deadline. This year, rates were presented to the committee using the Hard Cap provision, as this is what is currently in the Collective Bargaining Agreements. Most options came back over the hard cap, after which there were several discussions on how to lower costs. On September 21, 2020 the Committee met and the majority of those present selected HAP/ASR for health insurance for the upcoming year. The committee will meet with HAP/ASR representatives to review alternate plan designs to lower premium sharing even more.

We recommend approval to maintain the Hard Cap provision in accordance with P.A. 152 of 2011 and engage HAP/ASR as Saginaw County’s Third Party Administrator in administering its self-insured healthcare plan for 2021.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Kirk W. Kilpatrick, Chair Charles M. Stack, Vice-Chair
Kyle R. Harris Sheldon Matthews
Michael A. Webster

6. **Executive Committee – M. Webster, Chair**

- 6.1) **SHERIFF**, re: Approval of FY 2020 Budget adjustments
- 6.2) **PUBLIC HEALTH**, re: Approval to extend the contract with Mary Patnode, retired Public Health Nurse II, from October 1, 2020 – September 30, 2021

- ***Krafft moved, seconded by Matthews, to approve 6.1 and 6.2 leaving room for exceptions. There were no exceptions and the motion carried.***

FROM: EXECUTIVE COMMITTEE -- 6.1

SEPTEMBER 22, 2020

Your Executive Committee considered Communication No. 9-22-30 from Sheriff Federspiel requesting approval to amend its FY 2020 budget to account for \$220,000 in revenue generated from CPC phone commissions and to expend \$11,320 to buy fitness equipment.

We spoke with Undersheriff Gomez via Zoom who explained that the Sheriff’s Office needs Board approval to increase its budget for telephone expenditures to account for \$220,000 in revenue generated from CPC Phone commissions and to use \$11,320 in Federal forfeiture funds to purchase fitness equipment for staff. We recommend approval to amend the FY 2020 Sheriff’s budget as indicated above.



Respectfully Submitted,
EXECUTIVE COMMITTEE

Michael A. Webster, Chairman Amos O’Neal
Cheryl M. Hadsall Charles M. Stack
Dennis H. Krafft

FROM: EXECUTIVE COMMITTEE -- 6.2 **SEPTEMBER 22, 2020**

Your Executive Committee considered Communication No. 9-22-32 from Christina Harrington, Health Officer, requesting approval to extend the contract with Mary Patnode (retired Public Health Nurse II) beginning October 1, 2020 – September 30, 2021.

We spoke with Ms. Harrington via Zoom who explained that Mary Patnode is currently under contract that is due to expire September 30, 2020. She was originally hired to help support the combination of the Personal Health Center and assist with training. She has since transitioned to COVID-19 response when case counts spiked in July and currently continues to assist in that role.

We recommend approval to extend the contract with Mary Patnode (retired Public Health Nurse II) from October 1, 2020 – September 30, 2021.

Respectfully Submitted,
EXECUTIVE COMMITTEE

Michael A. Webster, Chairman Amos O’Neal
Cheryl M. Hadsall Charles M. Stack
Dennis H. Krafft

7. **Airport Committee – D. Krafft, Chair**

7.1) **AIRPORT COMMITTEE**, re: Approval of contract renewal with Alan Kaufman, Airport Manager, for a 3-year term with an increase in compensation

- ***Krafft moved, seconded by Hadsall, to approve 7.1. Motion carried.***

FROM: AIRPORT COMMITTEE – 7.1 **SEPTEMBER 22, 2020**

Your Airport Committee considered a communication from Alan Kaufman, Airport Manager, Harry W. Browne Airport (HWB Airport), requesting a review of his contract renewal terms and an increase in compensation.

The committee met at TheDow Event Center on September 10, 2020 and discussed this matter with Robert Belleman, Controller/CAO. Mr. Kaufman has been the Airport Manager for the last eighteen (18) years and worked at HWB Airport for 25 years prior to that, thereby supporting and managing the airport for 40+ years. Mr. Kaufman indicated in this communication that his costs have increased with time, particularly business liability insurance costs and transportation costs. His current contract expires at the end of this month and Mr. Kaufman will be assisting the Controller/CAO with succession planning over the next three (3) years. A review of his record, along with review of industry averages for similar-sized airports, justifies an increase of 5% in compensation. The HWB Airport budget can support his request for the term of the contract.

It is the recommendation of your committee to approve the three (3) year contract renewal and increase in compensation of five (5%) percent for Alan Kaufman, Airport Manager, effective October 1, 2020 through September 30, 2023, and direct the proper county officials to facilitate the terms.



Respectfully Submitted,
AIRPORT COMMITTEE
Dennis H. Krafft, Chair
Sheldon Matthews
Amos O’Neal

- 8. **Legislative Committee – J. Theisen, Chair; A. O’Neal, Vice-Chair**
None
- 9. **Intergovernmental Cooperation Committee – J. Theisen, Chair; C. Stack, Vice-Chair**
None
- 10. **Committee Compensation**
9-22-20.1) August 9, 2020 – August 22, 2020
9-22-20.2) August 23, 2020 – September 19, 2020

---Hadsall moved, seconded by Kilpatrick, to approve 9.22.20.1 and 9.22.20.2 leaving room for exceptions. There were no exceptions and the motion carried.

COMMITTEE COMPENSATION - 9.22.20.1

September 22, 2020

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held August 9 - August 22, 2020.

COVID-19 - Governor Whitmer issued Stay Home. Stay Safe. Save Lives. Executive Order 2020-154 - Alternative means to conduct government business during the COVID-19 pandemic.

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	08/10/20	Saginaw Supporting Excellence in Education	Webster	\$25.00	1
2	08/10/20	Labor Relations Committee	Kilpatrick	\$25.00	1
			Stack	\$25.00	1
			Harris	\$25.00	1
			Matthews	\$25.00	1
			Webster	\$25.00	1
3	08/10/20	Special Board Session Dwan, Hadsall, Harris, Kilpatrick, Krafft, Matthews, O'Neal, Ruth, Stack, Theisen, Webster	All Present	\$550.00	11
4	08/11/20	Executive Committee	Webster	\$50.00	1
			O'Neal	\$50.00	1
			Hadsall	\$50.00	1
			Stack	\$50.00	1
			Krafft	\$50.00	1
5	08/18/20	9-1-1 Authority Board	Matthews	\$25.00	1



6	08/18/20	Labor Relations Committee-Special @ TheDow	Kilpatrick	\$25.00	1
			Stack	\$25.00	1
			Harris	\$25.00	1
			Matthews	\$25.00	1
			Webster	\$25.00	1
7	08/18/20	Committee of the Whole @ TheDow re: Phases II & III of Comp Study	10 Present	\$500.00	10
		Hadsall, Harris, Kilpatrick, Krafft, Matthews, O'Neal, Ruth, Stack, Theisen, Webster <i>Absent: Dwan</i>			
8	08/19/20	Saginaw Valley Zoological Society Board	Matthews	\$50.00	1
9	08/19/20	Animal Control Advisory Council	Hadsall	\$50.00	1
10	08/20/20	CAC	O'Neal	\$50.00	1
11	08/20/20	SMATS	Stack	\$50.00	1
12	08/20/20	Commission on Aging	Stack	\$25.00	1
TOTAL				\$1,825.00	43

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (8-21-20)

COMMITTEE COMPENSATION - 9.22.20.2

September 22, 2020

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held August 23 - September 5, 2020.

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
COVID-19 - Governor Whitmer issued Stay Home. Stay Safe. Save Lives. Executive Order 2020-154 - Alternative means to conduct government business during the COVID-19 pandemic.					
1	08/25/20	Committee of the Whole re: Legal Opinion (Prevailing Wage)	10 Present	\$250.00	10
		Dwan, Hadsall, Harris, Kilpatrick, Krafft, Matthews, O'Neal, Ruth, Stack, Webster <i>Absent: Theisen</i>			
2	08/25/20	Board Session	10 Present	\$500.00	10
		Dwan, Hadsall, Harris, Kilpatrick, Krafft, Matthews, O'Neal, Ruth, Stack, Webster <i>Absent: Theisen</i>			
3	08/27/20	MBS Airport Zoning Board	O'Neal	\$50.00	1
4	08/31/20	MI Works! Joint Board	Matthews	\$50.00	1
			O'Neal	\$50.00	1
			Ruth	\$50.00	1
			Stack	\$50.00	1
			Webster	\$50.00	1
5	09/01/20	SSEE7	Webster	\$50.00	1



6	09/02/20	Crime Prevention Council	Ruth	\$50.00	1
7	09/04/20	Saginaw Future Inc. Board	Webster	\$50.00	1
TOTAL				\$1,200.00	29

Respectfully Submitted, Suzy Koepplinger, Board Coordinator (9-4-20)

RESOLUTIONS

RESOLUTION “A”

Resolution Authorizing Acceptance of MNRTF19-0113 Agreement from Michigan Department of Natural Resources Trust Fund

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held at Saginaw, Michigan on the 22nd day of September 2020.

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, and Michael A. Webster - 11*

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

RESOLVED, that the County of Saginaw, Michigan does hereby accept the terms of the MNRTF19-0113 Agreement as received from the Michigan Department of Natural Resources, and that the County of Saginaw does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide \$200,000 dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.



NOW, THEREFORE, BE IT FURTHER RESOLVED, The Saginaw County Board of Commissioners hereby authorizes the Saginaw County Parks and Recreation Commission to accept the grant from the Michigan Department of Natural Resources Trust Fund for the development of a splash pad at William H. Haithco Recreation Area, 2121 Schust, Saginaw, MI, 48603.

Yeas: 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, and Michael A. Webster - **11**

Nays: - **0**

TOTAL: - **11**

STATE OF MICHIGAN)
)ss
COUNTY OF SAGINAW)

I, Michael Hanley, Clerk of the County of Saginaw, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources Trust Fund, which Resolution was adopted by the Saginaw County Board of Commissioners at a meeting held Tuesday, September 22, 2020.

Michael J. Hanley, County Clerk
County of Saginaw

UNFINISHED BUSINESS

Budget Audit Committee – D. Krafft, Chair; A. O’Neal, Vice-Chair

***Resolutions A – D laid on the table pursuant to Board Report 8-25-4.2, as amended, until the September 22, 2020 Board Session under Unfinished Business
(Distributed to all commissioners and available for review in the Board Office)***

2021 County Budget (Draft #3) and Resolutions A-B-C-D (To be distributed at meeting)

- "A" FY 2020/2021 Budget
- "B" FY 2020/2021 Salary Schedule
- "C" FY 2020/2021 Capital Improvement Plan
- "D" FY 2020/2021 Fee Schedule

***Commissioner Ruth moved, seconded by Commissioner Krafft, to amend Budget Resolution A to add funding for MSU Extension and Prosecutors Office as submitted by the Controller.
Motion carried after the following roll call vote:***

Yeas: Cheryl M. Hadsall, Dennis H. Krafft, Sheldon Matthews, Amos O’Neal, Carl E. Ruth, Charles M. Stack, James G. Theisen, Michael A. Webster – **8**

Nays: Kathleen K. Dwan, Kyle R. Harris, Kirk Kilpatrick – **3**

TOTAL: - **11**



FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2

*AMENDED

SEPTEMBER 22, 2020

AUGUST 25, 2020

Your Budget/Audit Committee received Communication No. 8-25-22 from Robert V. Belleman, Controller/CAO, submitting requests for action in order to prepare Draft #2 of the recommended Fiscal Year 2021 Budget. Draft #2 of the Budget contains proposed changes to Draft #1, which was submitted in June 2020 with all funds in balance, including those funds that anticipate use of fund balance. Each committee reviewed Draft #1 of the proposed Fiscal Year 2021 Budget and two Committee of the Whole sessions were held July 14, 2020 and July 28, 2020. 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 meetings, considered additional requests from departments, and have made amendments to Draft #1 of the 2021 Budget. The changes contained in Draft #2 of the FY 2021 Budget include:

- Approved a request from the Register of Deeds to reinstate PCN #101271 for the position of Office Assistant II (\$79,574), with funding available from an increase in fees for document recording, transfer tax, Monarch subscription fee, and a new “No Touch” fee.
- Approved the request from JoAnn Cray, President/CEO, Saginaw Future, Inc., to provide additional funding for Saginaw Future of \$150,000 upon achieving each of the three goals previously identified at the July 28, 2020 Committee of the Whole.
- Discussed the request of Christina Harrington for additional General Fund support in the amount of \$816,620; approved a 5% increase in Health Department fees; to relocate the Health Department to a smaller, more functional building with potential savings between \$100,000 and \$200,000; and recommended a Health Department millage be placed on the ballot for the November General Election.
- Discussed possible additional future funding sources for the Health Department to include 1) Increase partnerships with local healthcare systems, including, but not limited to, Covenant, St. Mary’s, and Great Lakes Bay Health Clinics, and 2) Seek additional financial support from the Michigan Department of Health & Human Services.
- Approved the request from Chief Judge Darnell Jackson & Circuit Court Administrator Paula McGlown to amend proposed personnel changes by reinstating PCN #101025 Circuit Court Reporter (swing) (\$109,525); eliminating #PCN 101032 Law Clerk Bailiff (\$109,076) and reduce PCN #101113 Legal Clerk II to part-time and delay filling position until January 1, 2021 (\$63,097).
- Approved the request from Kelly Suppes, Purchasing/Risk Manager, to amend SCCJCC Fund Budget due to a decrease in ticket revenue. The effect of this change is a decrease in the County of Saginaw and 9-1-1 Authority contributions to \$100,000 and an increase in the use of reserves in SCCJCC Fund by \$80,000 for FY 2021.
- Approved the adjustment of Saginaw County’s annual contribution to Saginaw County Community Mental Health Authority, which requires a Public Hearing to amend Resolution “E” as adopted on May 20, 1997 and amended on December 14, 1999.
(Refer to Board Report 8-25-20-4.6/Res. “B”)



The Budget/Audit Committee at its September 10, 2020 meeting considered additional requests from departments and made amendments to Draft #2 of the 2021 Budget. These amendments were incorporated as Draft #3 of the Fiscal Year 2021 Budget. The changes contained in Draft #3 of the FY 2021 Budget include:

- Adjustment to the SCCJCC Mobile Data Replacement fund with a decrease from \$100,000 to \$75,000 for both the County and 9-1-1
- Adjustments to various Sheriff budgets as follows:

Jail budget

- Eliminate revenue from housing of Genesee County inmates (\$204,400) and increase the revenue of housing inmates from US Marshall Service to \$380,000, with a net amount of \$300,000 contributed to support Law Enforcement activities;
- Eliminate 2 Transport Officer (Deputy) PCNs (101332 and 101427) and add 2 Security (S.O.) Officer PCNs;

Law Enforcement budget:

- Increase estimated property tax revenue collections to \$8,879,350;
- Add 4 Patrol Officer (Dep) PCN's and increase part-time temporary wages to \$100,000;
- Increase of \$422,000 for the purchase of 8 Tahoe's, 1 Charger and 1 unmarked unit;
- Increase of \$31,000 for the purchase of body cameras, \$68,000 for Lexipol, \$30,000 for the purchase of stop sticks, \$12,000 for the annual in-car camera maintenance agreement, and \$13,800 for ammunition, pepper spray and Tasers;

Public (Capital) Improvement Sheriff's Restricted budget:

- Increase of \$10,000 for the purchase of radios, Tasers and batteries and \$50,000 for the purchase of a jail inmate transport van;

Local Corrections Officer Training budget:

- Increase of \$5,400 for ammunition and Taser cartridges;

Sheriff Special Projects budget:

- Reduction of 1 PCN (to be absorbed into Law Enforcement fund) due to the decrease in Selective Enforcement Grant;
 - Increase of \$6,598 contribution from the Law Enforcement fund to cover expenses in excess of the Selective Grant award amount.
-
- Adjustment to the Health Department to amend its 2021 Fee Schedule and increase estimated revenues by \$17,000 to reflect a 5% increase; increase its budget by \$1,241,766 due to additional grant awards; and an additional \$650,000 contribution from the General Fund from CARES Act revenues
 - Adjustment to the Maintenance Public Improvement budget by \$29,882 to address issues in the large employee parking lot



Resolution A contains the amended total budget for the County including the General Fund. The amended total County Budget for Fiscal 2021 is \$169,018,296 which is a 5.47% percent decrease from the current amended Fiscal 2020 Budget. The amended General Fund Budget for Fiscal 2021 is \$49,482,395 which represents a decrease of \$1,650,934 or 3.22% percent over the current amended Fiscal 2020 Budget. The General Fund budget includes the use of \$1,783,232 in fund balance and will be subject to further expense control to ensure expenditures do not exceed revenues. Resolution A also contains the proposed County millage rates to be levied December 1, 2020 and July 1, 2021, as well as the authorization of the 9-1-1 surcharge to fund operations as set forth in the 2021 Budget. ***Res. A was amended at the September 22, 2020 Board Session to include six (6) months of funding to MSU Extension and the Prosecutor’s Office as follows:**

- MSU Extension at \$90,000 with the understanding Mr. Rankin and/or MSU Extension would use the \$90,000 to (1) leverage federal and state grant funding for Saginaw County programs at a 1:5 ratio; (2) cover direct program expenditures benefiting Saginaw County residents; and (3) prepare and submit a report to Human Services Committee documenting what programs were provided and who in Saginaw County benefited from the programs; and,
- The Saginaw County Prosecutor’s Office at \$112,398, which represents salary/wages and benefits for three clerical positions (PCN 101255 Legal Clerk II; PCN 101236 Legal Specialist I; and PCN 101256 Legal Specialist I). The Prosecutor will submit to Budget Audit Committee alternate ideas on how to meet the 4.21 percent budget reduction.

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 2021, which totals \$16,816,935, a \$646,742 decrease over the current amended FY 2020 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 25, 2020 session to allow comment on the proposed FY 2021 Budget, as amended, and on the proposed millages to be levied in December 2020 and July 2021. 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 2021 Budget containing Budget Resolutions A, B, C and D be approved as submitted. *AS AMENDED (SEE RES. A)

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair

Amos O’Neal, Vice-Chair

James G. Theisen

Carl E. Ruth

Michael A. Webster



**BUDGET
RESOLUTION A
(As Amended)
September 22, 2020**

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*

Commissioner Krafft offered the following amended resolution and moved for adoption. The motion was seconded by Commissioner Hadsall. The motion carried after the following roll call vote:

Yeas: *Cheryl M. Hadsall, Dennis H. Krafft, Sheldon Matthews, Amos O’Neal, Carl E. Ruth, Charles M. Stack, James G. Theisen, Michael A. Webster – 8*

Nays: *Kathleen K. Dwan, Kyle R. Harris, Kirk Kilpatrick – 3*

TOTAL: - 11

WHEREAS, The Saginaw County Board of Commissioners ("Board") has examined the 2019 annual financial report and budget requests for the 2021 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 2021 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 2021 Saginaw County Budget as summarized below and set forth in the Budget/Audit Committee’s recommended budget dated September 22, 2020, 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.



SAGINAW COUNTY FISCAL 2021 BUDGET SUMMARY

<u>FUND NAME</u>	<u>2021 BUDGET</u>	<u>GENERAL FUND APPRO.</u>
General Operating	\$ 42,641,965	\$ 42,651,965
Law Enforcement	10,221,670	440,375
Parks & Recreation	2,200,337	-
GIS System	237,888	-
Friend of Court	5,285,502	1,179,505
Health Services	12,580,218	2,411,636
Solid Waste Management	338,213	-
Lodging Excise Tax	1,820,807	-
Principal Resident Exemp Denial	6,727	-
Event Center	1,179,505	-
Castle Musm & Historical Society	1,053,974	-
Commission on Aging	5,179,173	-
Mosquito Abatement Commission	3,743,928	-
Dredged Materials Disposal Facility	15,690	-
Planning	385,409	-
Brownfield Redevelopment Authority	600	-
Economic Development Corp	22,737	-
Public Improvement	921,161	-
Courthouse Preservation Technology	75,500	-
Animal Care & Control	2,391,261	-
Land Reutilization Fund	889,152	-
Small Cities Reuse	29,950	-
Register of Deeds Automation Fund	282,260	-
Indigent Defense System Fund	3,903,836	-
E-911 Telephone Surcharge	6,959,496	-
Mobile Data Maint/Replace	532,825	-
Local Correction Officers Training	88,977	-
Concealed Pistol Licensing	94,533	-
Law Library	57,500	51,000
County Library (Board)	50,000	-
MI Works-Service Centers	988,500	-
Michigan Works Administration	17,755,841	-
Remonumentation Grant	90,216	-
Special Projects	1,286,975	101,713
Sheriff Special Projects	849,030	-
Prosecutor Special Projects	277,277	52,006
Corrections Special Projects	457,876	-
MSU Extension Special Projects	90,000	90,000
Social Welfare	17,100	17,100
Child Care Probate/Juvenile Home	5,361,806	2,361,433
Child Care Welfare	875,160	330,060
Veterans Relief	8,000	8,000
Parking System	80,000	-



Delinquent Property Tax Foreclosure	2,022,353	-
Land Bank Authority	1,131,064	-
Airport	799,397	-
Inmate Services	1,011,671	-
Retiree Health Savings Plan	401,000	-
MERS Retirement Fund	4,310,607	-
Information Technology	4,596,814	-
Equipment Revolving Fund	3,800	-
Soil Erosion	171,627	-
Local Site Remediation Revolving	284,300	-
Motor Pool	359,012	-
Risk Management	1,447,178	-
Investment Services	69,632	-
Employee Benefits	9,981,630	-
HealthSource Saginaw	303	-
Saginaw Children’s Zoo Millage	1,047,569	-
Library (Penal)	606,000	-
PostEmployment Health Benefits	5,620,835	-
DC Pension Trust Fund	<u>4,027,327</u>	-
TOTAL	<u>\$ 169,220,694</u>	<u>\$49,684,793</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 2020 tax year (Fiscal 2021 budget year) for a total County levy of 9.9091 mills including authorized debt service as summarized below:

2020 AUTHORIZED TAX RATES - FISCAL 2021 BUDGET MILLAGE SUMMARY

<u>Purpose</u>	<u>Millage</u>	<u>Fund</u>
General Govt Operations-July 2021	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	.2250 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	<u>.2800 Mill</u>	9-1-1 Authority
Total, Operating Millages	<u>9.4597 Mill</u>	
Debt-Hospital Bonds	<u>.4494 Mill</u>	Hospital Const. Debt
Total, Debt Millages	<u>.4494 Mill</u>	
GRAND TOTAL	<u>9.9091 Mill</u>	

** July 2021 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 \$169,220,694 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, 2020 and ending September 30, 2021; 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 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 (2021 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 \$471,346 of the estimated \$942,692 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,

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,

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 \$53* per day with net proceeds (\$53* per day minus actual Jail related expenses currently estimated at \$80,000 annually) to support the Law Enforcement Fund in the minimum amount of \$300,000; 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 – expired 2019; 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 – expires January 2021 (*at end of each contract year, the term shall be extended one additional year); and Health Officer Contract – expires October 2020 (*term automatically renews annually); and,

BE IT FURTHER RESOLVED #27, That it is the determination of the Board of Commissioners for the 2021 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.

Yeas: Cheryl M. Hadsall, Dennis H. Krafft, Sheldon Matthews, Amos O’Neal, Carl E. Ruth, Charles M. Stack, James G. Theisen, Michael A. Webster – 8

Nays: Kathleen K. Dwan, Kyle R. Harris, Kirk Kilpatrick – 3

TOTAL: - 11

Respectfully Submitted,
SAGINAW COUNTY BOARD OF COMMISSIONERS
Michael A. Webster, Chairman

Adopted: **September 22, 2020**

**BUDGET
RESOLUTION B
September 22, 2020**

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

Commissioner Krafft offered the following resolution and moved for adoption. The motion was seconded by Commissioner Ruth.

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, 2020 and ending September 30, 2021.



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, 2020 and ending September 30, 2021.

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 2021 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.

Yeas: *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*

TOTAL: - 11

Respectfully Submitted,
SAGINAW COUNTY BOARD OF COMMISSIONERS
Michael A. Webster, Chair

Adopted: **September 22, 2020**

[Res. B Elected/Appointed Officials Compensation Chart on Next Page]



**RESOLUTION B
COUNTY OF SAGINAW
ELECTED/APPOINTED OFFICIALS COMPENSATION**

NUMBER	TITLE	01/01/2020 AMOUNT	01/01/2021 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	152,201 **	155,621 **
1	Clerk	85,230 *	85,230 *
1	Register of Deeds	83,776 *	83,776 *
1	Treasurer	94,315 *	94,315 *
1	Public Works Commissioner	94,165 *	94,165 *
1	Sheriff	113,972 *	113,972 *
1	Prosecutor	142,704 *	142,704 *
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 nonunion employees.

** Judges’ annual salaries are paid pursuant to State law.



**BUDGET
RESOLUTION C
September 22, 2020**

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*

Commissioner Krafft offered the following resolution and moved for adoption. The motion was seconded by Commissioner Ruth.

WHEREAS, The Saginaw County Board of Commissioners (“Board”) has examined the 2021-2025 Capital Improvement Plan for the 2021 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 2021 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 2021 Fiscal Year.

Yeas: *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*

TOTAL: - 11

Respectfully Submitted,
SAGINAW COUNTY BOARD OF COMMISSIONERS
Michael A. Webster, Chair

Adopted: **September 22, 2020**



**County of Saginaw
Five Year Capital Budget
Covering Years 2021-2025**

Capital Needs/Requests

Department	Total of Requests	Year Requested & Estimated Amount					
		2021		2022	2023	2024	2025
		Approved	Not Approved				
Animal Control	\$9,000,000	\$9,000,000	\$0	\$0	\$0	\$0	\$0
Board of Commissioners	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Circuit Court	\$341,335	\$0	\$61,267	\$122,534	\$122,534	\$25,000	\$10,000
Commission on Aging	\$716,000	\$80,000	\$0	\$264,000	\$124,000	\$124,000	\$124,000
Community Corrections / Jail Reimbursement Offices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Controller's Office	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0
County Clerk	\$5,250	\$5,250	\$0	\$0	\$0	\$0	\$0
70th District Court	\$145,000	\$0	\$0	\$30,000	\$25,000	\$30,000	\$60,000
Equalization	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Family Division	\$76,000	\$0	\$31,000	\$35,000	\$10,000	\$0	\$0
Friend of the Court	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Health Department	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HW Browne Airport	\$2,431,667	\$166,667	\$0	\$1,420,000	\$65,000	\$780,000	\$0
Information Systems & Services	\$9,812,758	\$5,167,258	\$0	\$2,722,000	\$1,054,500	\$707,000	\$162,000
Juvenile Detention Center	\$525,000	\$0	\$167,000	\$199,000	\$159,000	\$0	\$0
Maintenance – Asbestos	\$255,000	\$51,000	\$0	\$51,000	\$51,000	\$51,000	\$51,000
Maintenance – Bagley St.	\$150,000	\$15,000	\$0	\$90,000	\$15,000	\$15,000	\$15,000
Maintenance – County Office Building	\$150,000	\$120,000	\$15,000	\$15,000	\$0	\$0	\$0
Maintenance – Courthouse	\$997,982	\$486,982	\$184,000	\$146,000	\$134,000	\$41,000	\$6,000
Maintenance – Other County Properties	\$361,600	\$121,100	\$117,500	\$73,000	\$50,000	\$0	\$0
Maintenance – Jail	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0
Maintenance – Sheriff Admin. / 911	\$50,050	\$0	\$50,050	\$0	\$0	\$0	\$0
Medical Examiner	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Board of Commissioners – Septembers 22, 2020

Michigan Works **	\$0		N/A	N/A		N/A	N/A	N/A	N/A
Mosquito Abatement	\$1,218,974		\$431,750	\$0		\$277,000	\$214,620	\$176,865	\$118,739
Parks & Recreation	\$1,224,400		\$968,900	\$0		\$99,000	\$82,500	\$74,000	\$0
Planning	\$0		\$0	\$0		\$0	\$0	\$0	\$0
Probate Court	\$0		\$0	\$0		\$0	\$0	\$0	\$0
Prosecutor's Office	\$102,500		\$0	\$63,000		\$39,000	\$500	\$0	\$0
Public Works	\$304,000		\$37,000	\$37,000		\$37,500	\$76,000	\$38,500	\$78,000
Register of Deeds	\$0		\$0	\$0		\$0	\$0	\$0	\$0
Sheriff Less than \$5,000 (Bulletproof Vests, Ammo, Taser Cartridges, Pepper Spray)	\$177,685		\$0	\$36,316		\$41,246	\$27,201	\$36,731	\$36,191
Sheriff – Inmate Services	\$32,200		\$6,200	\$0		\$6,300	\$6,300	\$7,100	\$6,300
Sheriff – Jail	\$162,333		\$62,829	\$500		\$13,329	\$11,443	\$61,443	\$12,789
Sheriff – Law Enforcement (Road Patrol)	\$1,358,599		\$29,999	\$254,740		\$268,465	\$268,465	\$268,465	\$268,465
Sheriff – Emergency Services	\$5,000		\$0	\$1,000		\$1,000	\$0	\$1,500	\$1,500
Treasurer's Office	\$17,000		\$17,000	\$0		\$0	\$0	\$0	\$0
Totals for All Departments	\$29,670,333		\$16,816,935	\$1,018,373		\$5,950,374	\$2,497,063	\$2,437,604	\$949,984
** See detail page for further departmental information.									

Means of Financing	Total of Requests	Year Requested & Estimated Amount					
		2021		2022	2023	2024	2025
		Approved	Not Approved				
Animal Control	\$9,000,000	\$9,000,000	\$0	\$0	\$0	\$0	\$0
Building Authority	\$25,050	\$0	\$25,050	\$0	\$0	\$0	\$0
Child Care	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commission on Aging	\$197,060	\$22,340	\$0	\$148,680	\$8,680	\$8,680	\$8,680
Courthouse Preservation Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Delinquent Tax Revolving	\$8,000	\$8,000	\$0	\$0	\$0	\$0	\$0
District Court-Special Parking Fund	\$90,000	\$0	\$0	\$0	\$0	\$30,000	\$60,000
Donations	\$214,700	\$214,700	\$0	\$0	\$0	\$0	\$0
Drain Revolving Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Board of Commissioners – Septembers 22, 2020

Emergency Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$2,707,440	\$207,660	\$0	\$1,393,320	\$173,820	\$817,320	\$115,320
Friend of the Court	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Fund	\$116,829	\$0	\$39,829	\$0	\$38,000	\$0	\$39,000
Health Department	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HW Browne Airport	\$121,583	\$8,333	\$0	\$71,000	\$3,250	\$39,000	\$0
Information Systems & Services	\$9,812,758	\$5,167,258	\$0	\$2,722,000	\$1,054,500	\$707,000	\$162,000
Inmate Services	\$32,200	\$6,200	\$0	\$6,300	\$6,300	\$7,100	\$6,300
Law Enforcement	\$1,482,151	\$29,999	\$279,627	\$298,082	\$285,823	\$295,253	\$293,367
Local Corrections Officer Training	\$15,900	\$0	\$3,000	\$3,100	\$3,200	\$3,300	\$3,300
Mosquito Abatement	\$1,218,974	\$431,750	\$0	\$277,000	\$214,620	\$176,865	\$118,739
Motor Pool	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks & Recreation	\$500,500	\$245,000	\$0	\$99,000	\$82,500	\$74,000	\$0
Public Improvement-General	\$2,813,667	\$767,332	\$664,767	\$750,534	\$516,034	\$82,500	\$32,500
Public Improvement-Restricted	\$479,737	\$153,829	\$3,500	\$70,258	\$66,486	\$116,486	\$69,178
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	\$13,000	\$0	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
Soil Erosion	\$190,000	\$37,000	\$0	\$37,500	\$38,000	\$38,500	\$39,000
State Grant	\$630,783	\$517,533	\$0	\$71,000	\$3,250	\$39,000	\$0
Unidentified	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$29,670,333	\$16,816,935	\$1,018,373	\$5,950,374	\$2,497,063	\$2,437,604	\$949,984



**BUDGET
RESOLUTION D
September 22, 2020**

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*

Commissioner Krafft offered the following resolution and moved for adoption. The motion was seconded by Commissioner Ruth.

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 2021 Budget a County Fee Schedule which shall set the various fees of the County for the fiscal year beginning October 1, 2020 and ending September 30, 2021; and,

WHEREAS, The fees listed in the County Fee Schedule shall not be changed without full Board of Commissioners 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 2021 Budget.

Yeas: *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*

TOTAL: - 11

Respectfully Submitted,
SAGINAW COUNTY BOARD OF COMMISSIONERS
Michael A. Webster, Chair

Adopted: **September 22, 2020**



COUNTY OF SAGINAW

**Fee Schedule
2020 ~ 2021 Budget**

The following Fees shall be incorporated into the Fee schedules for the following departments and shall become effective on October 1, 2020.

<u>Fee Description</u>	<u>Authority</u>	<u>FY 2020 Approved Fee</u>	<u>FY 2021 Recommended Fee</u>
<u>All Departments (Unless Otherwise Noted)</u>			
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
Re-Printing of W-2's	County	10.00	10.00
<u>Animal Control</u>			
<u>Dog Licenses</u>			
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
<u>Miscellaneous Fees</u>			
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
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 & Committee Rooms	County	\$100.00 Half-Day (1-4 Hours)	\$100.00 Half-Day (1-4 Hours)
Use of Board Chambers & Committee Rooms	County	200.00 Full-Day (4-8 Hours)	200.00 Full-Day (4-8 Hours)
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
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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
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

Qualified Voter File Copies

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

Notarization

Notary Bond Filing	State	10.00	10.00
Notary Acknowledgement (per Document)	County	5.00	5.00
Per Document No Typing	County	3.00	5.00
Per Document We Do Typing	County	5.00	8.00

Passports

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
<u>Court Fees</u>			
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	45.00	45.00
	(MCL 257.321c)		
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
<u>District Court</u>			
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	150.00 + 25.00 Electronic Filing Fee	150.00 + 25.00 Electronic Filing Fee
	(MCL 600.8371)		
Filing Fee (Claim \$3,000 - \$9,999)	State	65.00	65.00
	(MCL 600.8371)		
Filing Fee (Claim \$600 - \$3,000)	State	45.00	45.00
	(MCL 600.8371)		



Filing Fee (Claim Less than \$600)	State (MCL 600.8371)	25.00 + 10.00 Electronic Filing Fee	25.00 + 10.00 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
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
Claim (Other than Money Judgment)	State (MCL 600.8371)	65.00	65.00
Small Claims Up to \$600	State (MCL 600.8420)	25.00	25.00
Small Claims \$600 - \$1,750	State (MCL 600.8420)	45.00	45.00
Small Claims \$1,750 - \$3,000	State (MCL 600.8420)	65.00	65.00
Summ Proceeding Possession Only	State (MCL 600.5756)	45.00	45.00
Summ Proceeding Claim Up to \$600	State (MCL 600.8371)	25.00	25.00
Summ Proceeding \$600 - \$1,750	State (MCL 600.8371)	45.00	45.00
Summ Proceeding \$1,750 - \$10,000	State (MCL 600.8371)	65.00	65.00
Summ Proceeding \$10,000 - \$25,000	State (MCL 600.8371)	150.00	150.00



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)	53.00	53.00
MOR Assessment Fee	Court	25.00	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	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	\$500.00	\$1,500.00
Services for Summer Tax Bills & Rolls (+ Maint)	County	2.00 per Parcel	2.05 per Parcel
Services for Winter Tax Bills & Rolls	County	1.00 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
Appraisal Folders	County	0.60	0.60
Reports/Printouts	County	10.00 + 0.10 Page	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

Adoption Fees

Adoption Fees - Petition for Adoption	State (MCL 600.880(1))	\$150.00	\$150.00
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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
<u>Juvenile Hearings</u>			
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
<u>Friend of the Court</u>			
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	150.00
Payment Processing Fee Payers with Active Cases	State (MCL 600.2538)	per Petitioner 0.25 per Month	per Petitioner 0.25 per Month
Marriage Licenses	State (MCL 551.103)	----	----
Reimbursement - Marriage Counseling	County	Varies	Varies
Show Cause Court Fees	State (MCL 552.633)	----	100.00
Driver's License Clearance Fee	State (MCL 257.321c)	45.00	45.00
<u>Health Department</u>			
<u>Laboratory Fees</u>			
Routine Well Water Analysis – Coliform & Anions	County	\$27.00	\$28.00
Routine Well Water Analysis – Coliform, Anions & Cations	County	33.00	34.00
Pool/Spa Testing	County	29.00	30.00
Routine Coliform Up to 72 Hours	County	16.00	----



24 Qualitative Coliform	County	17.00	-----
Coliform Qualitative	County	-----	17.00
24 Quantitative Coliform	County	20.00	-----
Coliform Quantitative	County	-----	21.00
Limited Chemistry (Anion Testing)	County	14.00	14.00
Expanded Chemistry (Anion & Cation)	County	18.00	19.00
Standard Plate Count Test	County	14.00	15.00
Blood Draw	County	10.00	10.00
Paternity Collection	County	27.00	28.00
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	36.00 - 80.00
Chlorine Wheel Calibration (EHS)	County	15.00	15.00
Reagent Preparation (KOH or Saline)	County	10.00	10.00
Dairy Coliform	County	18.00	19.00
Spore Strip Verification of Sterilization (Yearly Fee)	County	95.00	98.00
pH Analysis	County	13.00	13.00
Enrollment Fee	County	25.00	26.00
Drug Testing Confirmation	County	40.00	41.00
Single Analyte Drug Screen Quantitative	County	18.00	19.00
5 Panel Quantitative Urine Drug Screen	County	21.00	22.00
9 Panel Quantitative Urine Drug Screen	County	24.00	25.00
Rapid Drug Screen 10 Panel, Includes Secondary Testing on Positives	County	28.00	29.00
EtG (ethyl glucuronide)	County	21.00	22.00
Rice Water Testing	County	16.00	16.00
Legionella Testing in Water (Quantitative)	County	-----	75.00
Late Fees	County	-----	5% for every 30 Days after 70 Days

Environmental Health Fees

License Surcharge	State of Michigan	TBD by MDA	TBD by MDA
Food Service 0-50 Seats	County	400.00	420.00
Food Service 51-75 Seats	County	480.00	504.00
Food Service 76-100 Seats	County	590.00	620.00
Food Service 101+ Seats	County	770.00	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	30.00	32.00
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	300.00	315.00
Food Service Seasonal 51-75 Seats	County	360.00	378.00
Food Service Seasonal 76-100 Seats	County	445.00	467.00
Food Service Seasonal 101+ Seats	County	575.00	604.00
<u>Temporary Food License</u>			
License Surcharge	State of Michigan	TBD by MDARD	TBD by MDARD
Temporary Food 1-9 Days	County	95.00	100.00
Temporary Food 10-14 Days	County	120.00	126.00
Temporary Food 1-9 Days (Non-Profit)	County	No Surcharge 50.00 w/Educational Training Fee	No Surcharge 53.00 w/Educational Training Fee
Temporary Food 10-14 Days (Non-Profit)	County	No Surcharge 63.00 w/Educational Training Fee	No Surcharge 66.00 w/Educational Training Fee
Late Fee - 2-5 Days Before Event	County	50.00	53.00
Late Fee - Friday Before Weekend Event / Day Before Weekday Event	County	95.00	100.00
Late Fee - Day of Event	County	Double Normal Fee	Double Normal Fee
<u>Special Transitory Food Units (STFU)</u>			
License Fee	State of Michigan	TBD by MDARD	TBD by MDARD
Inspection Fee	State of Michigan	TBD by MDARD	TBD by MDARD
<u>Mobile Units</u>			
License Fee	County	400.00	420.00
<u>Plan Review</u>			
Plan Review 0-50 Seats	County	855.00	898.00
Plan Review 51-75 Seats	County	1,025.00	1,076.00
Plan Review 76-100 Seats	County	1,230.00	1,292.00
Plan Review 101+ Seats	County	1,560.00	1,638.00
Plan Review STFU & Mobile	County	975.00	1024.00
Plan Review Limited	County	680.00	714.00
Construction Without Plans Submitted	County	Double Normal Fee	Double Normal Fee
Pre-Opening Follow-Up Inspection	County	265.00	278.00
<u>Septic Permits - Residential</u>			
Residential Septic Permit	County	440.00	462.00
Residential Septic Tank Only Permit	County	200.00	210.00



Failed Septic Inspection Follow Up Fee for Installer/Contractor	County	135.00	142.00
<u>Septic Permits - Commercial</u>			
Commercial Septic 1-1,000 gal/Day	County	440.00	462.00
Commercial Septic 1,001-2,000 gal/Day	County	655.00	688.00
Commercial Septic 2,001-5,000 gal/Day	County	785.00	824.00
Commercial Septic 5,001-10,000 gal/Day	County	945.00	992.00
Installation/Construction of System w/o Permit	County	Double Normal Fee	Double Normal Fee
Commercial Septic Tank Only Permit	County	200.00	210.00
<u>Well Permits</u>			
Residential Type III Well	County	205.00	215.00
Commercial Type III Well	County	235.00	247.00
Commercial Type II Well	County	345.00	362.00
Irrigation/Test Well - No Sample	County	225.00	236.00
Installation w/o Permit	County	Double Normal Fee	Double Normal Fee
Capacity/Quantity Test	County	190.00	200.00
Non-Community Level II Assessment	County	190.00	200.00
Type II Water Sample Collection Fee	County	85.00 + Cost of Samples	85.00 + Cost of Samples
Failed Well Inspection Follow Up Fee for Installer/Contractor	County	135.00	142.00
<u>Septic Well Evaluations</u>			
Mortgage Evaluation Well	County	205.00 + 26.00 per Lead Sample	215.00 + 26.00 per Lead Sample
Mortgage Evaluation Septic	County	330.00 + 26.00 per Lead Sample	347.00 + 26.00 per Lead Sample
Mortgage Evaluation Well & Septic	County	465.00	488.00 + 26.00 per Lead Sample
Performance Inspection Septic	County	330.00	347.00
Performance Inspection Septic & Well	County	465.00	488.00
<u>MDHHS Inspections</u>			
MDHHS Full Inspection	County	400.00	420.00
<u>Other Programs</u>			
Body Art Facility Inspection	County	190.00	200.00
Body Art Facility Plan Review	County	360.00	378.00
Land Evaluation (Void @ 3 Years)	County	205.00	315.00
Plat Review	County	570.00 + 16.00 per Lot	599.00 + 17.00 per Lot
Formal Hearing	County	660.00	693.00
Board of Appeals	County	400.00	420.00
Office Conference	County	200.00	210.00
Informal Hearing 2nd Within Two Years	County	440.00	462.00
Food Workers Class	County	100.00	105.00



Food Class - ServSafe	County	205.00	215.00
ServSafe Retest	County	115.00	121.00
ServSafe Recertification	County	115.00	121.00
ServSafe Recertification (If cancelled in Less than 2 days)	County	40.00	42.00
Swimming Pools/Spas - Inspections	County	190.00 per Location + 54.00 per Additional Pool	200.00 per Location + 57.00 per Additional Pool
Swimming Pools/Spas - Follow-Up Inspection	County	80.00	84.00
Mobile Home Parks 25 Sites or Less	State of Michigan	25.00	MDLARA Inspects
Mobile Home Parks 26 Sites or More	State of Michigan	25.00 + 0.50 per site	MDLARA Inspects
Solid Waste Fee	State of Michigan	As required by Act 451	As required by Act 451
Permanent Campground License	County	190.00	200.00
Temporary Campground License	County	95.00	100.00
Temporary Campground License 1-25 Sites	State of Michigan	TBD by DEQ	TBD by EGLE
Temporary Campground License 26-50 Sites	State of Michigan	TBD by DEQ	TBD by EGLE
Temporary Campground License 51-75 Sites	State of Michigan	TBD by DEQ	TBD by EGLE
Temporary Campground License 76-100 Sites	State of Michigan	TBD by DEQ	TBD by EGLE
Temporary Campground License 101-500 Sites	State of Michigan	TBD by DEQ	TBD by EGLE
Temporary Campground License 500+ Sites	State of Michigan	TBD by DEQ	TBD by EGLE
Radon Test Kits	County	10.00	10.00
Soil Re-Evaluation	County	105.00	110.00
Septic Installer Initial Registration	County	115.00	121.00
Septic Installer Registration	County	210.00 every Three Years	221.00 every Three Years
Engineered/Alternative System Review	County	265.00	278.00
Enforcement Re-Inspections	County	140.00	147.00
Established Hourly Rate Reimbursement (Billed in 1/4 hrs.)	County	200.00 per Hour	210.00 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	205.00 per Hour + Lab Fee	215.00 per Hour + Lab Fee
Lead Risk Assessment	County	420.00	441.00
Lead Inspection	County	365.00	383.00
Combination Inspection/Risk Assessment	County	480.00	504.00
Clearance Sampling	County	310.00	326.00
Cemetery Development Review	County	565.00	593.00
Disinterment Permits	County	105.00	110.00
NSF Check Fee (Subject to Increase by the Bank)	County	20.00	20.00
<u>Immunization Fee Schedule</u>			
Hepatitis A - Adult	County	70.00	70.00
Hepatitis A - Adolescent	County	40.00	40.00



Hepatitis B - Adult	County	65.00	75.00
Hepatitis B - Adolescent	County	40.00	40.00
Dtap-Hep B-IPV Pediarix	County	80.00	90.00
Dtap	County	35.00	35.00
Dtap-IPV-HIB Pentacel	County	100.00	110.00
Dtap-IPV Kinrix	County	55.00	60.00
Dt	County	55.00	65.00
Flu	County	20.00	25.00
HPV-9 Gardasil	County	220.00	235.00
IPV	County	35.00	45.00
Meningitis	County	130.00	135.00
Meningococcal B Bexsero	County	180.00	190.00
Meningococcal B Trumenba	County	140.00	160.00
MMR	County	80.00	85.00
HIB	County	30.00	35.00
Pneumonia	County	110.00	135.00
Prevnar	County	205.00	235.00
Rotavirus	County	90.00	90.00
TB Test	County	15.00	15.00
TD-PF	County	35.00	40.00
Tdap	County	45.00	50.00
MMR-V (ProQuad)	County	220.00	235.00
Zostavax (Zoster Vaccine)	County	220.00	220.00
Varicella	County	140.00	150.00
Shingrix	County	155.00	165.00
Charge to Administer Vaccine	County	20.00	20.00
		per Injection	per Injection

Family Planning Clinic Services

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

Contraceptive Supplies

Oral Contraceptive (One Cycle)	County	5.00 - 20.00	5.00 - 20.00
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

Pharmaceuticals

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

Sexually Transmitted Disease Clinic

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

Communicable Disease

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



Information Systems & Services

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 & New Installation Services	County	As quoted	As quoted
Email 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

Jail Reimbursement Program

Reimbursement - Inmates

Day Parole/Work Release	County	\$10.00 - \$60.00 per Day	Varies
Room & Board	State (PA 118)	5.00 - 60.00 per Day	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

Reimbursement - Collection Agencies

CBM Collections	Contract	0.30	0.30
Midwestern	Contract	----	----
PICI	Contract	----	----

Reimbursement - Department of Corrections

Room & Board - MDOC Parole Holds	State	\$35.00 per Day	\$35.00 per Day
Room & Board - Diverted Felons	State	35.00 - 60.00 per Day	45.00 - 65.00 per Day

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

Haithco Recreation Area

Entry Fee - Per Person per Bus	County	----	----
Entry Fee - Walk In	County	----	----
Entry Fee - Car or Passenger Van	County	----	----
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

Imerman Memorial Park

Entry Fee - Per Person Per Bus	County	----	----
Entry Fee - Car or Passenger Van	County	----	----
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
Pavilion Reservation Fees	County	60.00	60.00

Price Nature Center

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
Season Pass	County	-	-



Planning Commission

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

Probate Court

Multiple Types of Cases

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



Decedents' Estate Cases

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
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

Value of Estate as Reflected in Inventory

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
<u>Applicable to Trusts</u>			
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
<u>Applicable To Guardianship Cases</u>			
<u>Under EPIC</u>			
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



Applicable to Conservatorship Cases

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 than ward	State (MCL 600.880b(1))	20.00	20.00

Applicable to Mental Health Code Cases

Motions & Subsequent Petition Involving an Estate Derived from Non-Public Sources	State (MCL 600.880(3))	20.00	20.00
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Applicable to Civil Actions

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 00.874(1)(a); 600.877)	10.00	10.00
Secret Marriage License	State (MCL 551.202)	3.00	3.00
Motion & 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

Copy & Service Fees

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, & 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

Public Works/Drain Commission

Site Plan Review for Developments Impacting County Drains	Department	\$400.00	\$1,000.00
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Soil Erosion & Sedimentation Control

Residential Permit (12 Month)			
Minor Permit (Less than 1 Acre)	County	250.00	300.00
Major Permit (1 or More Acres)	County	250.00 + 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
Major Permit (1 or More Acres)	County	----	400.00 + 150.00 per Acre Over One
Industrial/Commercial Permit			
Minor Permit (Less than 1 Acre)	County	400.00	500.00
Major Permit (1 or More Acres)	County	400.00 + 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	300.00	400.00
Major Permit (1 or more mile)	County	300.00 + 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
Renewal for All Other Permits	County	Same as Additional Fee	Same as Additional Fee

* Mining operation includes all evacuations for the purposes of removing and selling materials including the construction of ponds and/or lakes.

Register of Deeds

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 600.25671)(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
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

Sheriff's Department

Accident & Police Reports, Incarceration Record	County	\$8.00 First Five Pages	\$8.00 First Five Pages
Accident & Police Reports, Incarceration Record	County	1.00 per Page after Five Pages	1.00 per Page after Five 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
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 Arrestment	37.50 per Arrestment
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
<u>Solid Waste</u>			
Solid Waste Surcharge	County Ordinance #108 (Am. 2013)	\$0.674 per Cubic Yard	\$0.674 per Cubic Yard
<u>Annual Licensing Fees to Haul Solid Waste</u>			
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

Treasurer

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
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



PROCLAMATIONS

None

ELECTIONS

None

APPOINTMENTS

- ❖ Appointed *Sandra Lindsey, Human Services; Jonathon Huffman, Criminal Defense Attorney; Richard Riebschleger, Circuit or District Probation; and Bob Johnson, News Media* to the **Community Corrections Advisory Board**

COMMISSIONER AUDIENCES

- Commissioner Dwan stated she voted against the FY 2021 Budget because of use of fund balance. Commissioners drew a line in the sand and asked all departments to come forward with a certain percentage of cuts to their budgets and most everyone did. However, this year we crossed the line.
- Commissioner Kilpatrick thanked the Controller, staff and all departments who cut their budget and stated he does not agree with using fund balance.

CHAIR ANNOUNCEMENTS

None

By Commissioner Kilpatrick, seconded by Commissioner Hadsall: That the Board adjourn. Motion carried. Thereupon, the Board adjourned at 5:52 p.m.

Respectfully Submitted,

SAGINAW COUNTY BOARD OF COMMISSIONERS

MICHAEL A. WEBSTER, CHAIRMAN

MICHAEL J. HANLEY, CLERK

Prepared by: Suzy Koeplinger, Deputy County Clerk