

AGENDA

COUNTY SERVICES COMMITTEE

111 S. Michigan Ave., Room 200, Saginaw MI 48602

Wednesday, September 3, 2025 - 4:00 p.m.

Members: Michael Webster – Chair, Dennis Harris – Vice-Chair, John Kaczynski, Gerald Little, Jack Tany
Others: County Clerk, Administrator, Finance Director, Civil Counsel, Board Staff, *Media*

- I. Call to order
- II. Welcome
- III. Correction/Approval of Minutes (**August 6, 2025 - Attached**)
- IV. Public Comment (*Speakers limited to 3 minutes*)
- V. Agenda

1. **Tom Miller, President & CEO, Saginaw Future**, re:

- **9-16-1** Requesting action to abolish the 2017 Brownfield Plan for 107, 111, and 121 S. Water Street, Saginaw MI, pursuant to P.A. 381 of 1996
- **9-16-2** Submitting its third quarter report for Apr. 1, 2025 – June 30, 2025 and requesting a disbursement of \$20,388.06 in performance-based funding pursuant to amended Saginaw County and Saginaw Future Inc. Services Agreement (*Board Report*)

2. **Chris Klawuhn, Environmental Health Services Director**, re:

- **9-16-3** Providing an update on the status of the Saginaw County Materials Management Plan and requesting permission to form a work group to work on proposed updates to County Ordinance #108 – Solid Waste Management

3. **Andrew Klackiewicz, Information Technology**, re:

- **9-16-4** Submitting a refreshed County of Saginaw Logo that will be copyrighted and used primarily as a brand indicator for message identification to enhance security and public trust in County email communication
- **9-16-5** Requesting approval of new County Policy 502 – “Account Management” to manage user accounts and credentials that access Saginaw County’s Digital Assets
- **9-16-6** Requesting approval of new County Policy 503 – “Access Control Management” to ensure that access is only provided when properly authorized and aligns the county with federal standards and best practices for information security

4. **Mary Catherine Hannah, County Administrator**, re:

- **9-16-7** Providing an update on the process towards compliance with the decision by the Great Lakes Bay Michigan Works! Board to switch their fiduciary agent from Saginaw County to Isabella County

5. **INFORMATIONAL COMMUNICATIONS** *(To be Received & Filed by the Committee)*

- **9-16-8** **CITY OF SAGINAW** providing notice of a public hearing on Monday, August 25, 2025 at 6:30 p.m. at the Andersen Enrichment Center on the application of Menard, Inc. on its application for an Industrial Facilities Tax Exemption (IFTE) Certificate for property at 1808 Veterans Memorial Parkway
- **9-16-12** **CITY OF SAGINAW** providing notice of a public hearing on Monday, September 8, 2025 at 6:30 p.m. at the Andersen Enrichment Center on its intent to create a Neighborhood Enterprise Zone Covenant 3, entire blocks 28, 29, 37, 38, 39, 40 & 41, Penoyer Farm

6. Any other matters to come before the committee

VI. Miscellaneous

VII. Adjournment

MINUTES

COUNTY SERVICES COMMITTEE

111 S. Michigan Ave., Room 200, Saginaw MI 48602

Wednesday, August 6, 2025 - 4:00 p.m.

Present: Michael Webster – Chair, Dennis Harris – Vice-Chair, Gerald Little, Jack Tany
Absent: John L. Kaczynski
Others: Vanessa Guerra, Mary Catherine Hannah, Koren Thurston, William Smith, Andrew Klaczekiewicz, Jaime Ceja, Katharine Tessin, Jonathan Webb, Jamie Furbush, Roxanne Steinhoff, Lydia Walker, Brian Keenan-Lechel, Darcy Totten, Linda James, Suzy Koepplinger and Catherine Hicks

- I. Call to order---***Chair Webster at 4:00 p.m.***
- II. Welcome
- III. Correction/Approval of Minutes (***June 4, 2025***) [*Note: No meeting in July*]
 - ***Moved by Tany, seconded by Little, to approve. Motion carried.***
- IV. Public Comment ---***None***
- V. Agenda

1. **Mary Catherine Hannah, County Administrator; Jamie Furbush, CEO of Frankenmuth CVB**, re:
 - **8-19-8** Requesting approval to revise the Frankenmuth Separate Management Agreement to update the original document, to include criteria created for Convention & Visitors Bureau (CVB) recognition, and amendments to the County Accommodations Tax Ordinance (*Board Report*)
 - ***Discussion was held regarding separate criteria that were established for CVBs in 2019 and terms of the recent amendments to the Management Agreement. Ms. Furbush spoke on Tourism Economic Development (TED) and showed a short video highlighting the Frankenmuth Sports Complex project.***
 - ***Tany moved, seconded by Little, to approve the revised Management Agreement between County of Saginaw and Frankenmuth CVB. Motion carried. (Board Report)***
2. **Brian Keenan-Lechel, Parks and Recreation Director**, re:
 - **8-19-9** Providing an informational update on the BayZil Trailhead project in Zilwaukee Township funded by a Michigan Natural Resources Trust Fund grant with matching funds committed from the Great Lakes Bay Regional Trail nonprofit and Saginaw Bay Watershed Initiative Network (*Receive & File*)
 - ***Tany moved, seconded by Little, to receive and file. Motion carried. (Receive & File)***
3. **INFORMATIONAL COMMUNICATIONS (To be Received & Filed in Committee)**
 - **8-19-10 BAY CITY PUBLIC SCHOOLS** submitting signed Form L-4029 detailing the property tax levies for Bay City Public Schools.
 - ***Little moved, seconded by Harris, to receive and file. Motion carried. (Receive & File)***
4. **Jonathan Webb, President & CEO of Castle Museum**, re:
 - **8-19-30** Presenting the 2024 Annual Report of the Historical Society of Saginaw County (***On file in the Board Office***)

- Jonathan Webb presented the 2024 Annual Report and discussion was held with commissioners. *(No action)*

5. Any other matters to come before the committee

VI. Miscellaneous

- Commissioner Harris asked the Administrator for an update on Animal Care & Control and the Director. The Administrator provided an update.

VII. Adjournment

- ***Moved by Harris, seconded by Tany, to adjourn. Motion carried; time being 5:22 p.m.***

Respectfully Submitted,
Michael Webster, Committee Chair
Vanessa Guerra, Committee Clerk

9-16-1

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Executive Committee
Ex Officio Member

August 14, 2025

Saginaw County Board of Commissioners
111 S. Michigan Avenue
Saginaw, MI 48602

RE: Request for Formal Action to Abolish the 2017 Brownfield Plan for 107, 111, and 121 S. Water Street

Dear Commissioners,

I am writing to formally request that the Saginaw County Board of Commissioners take action to abolish the Brownfield Plan adopted in 2017 for the properties located at 107, 111, and 121 S. Water Street in downtown Saginaw, Michigan. The parcel numbers for the properties are as follows:

- 107 S. Water Street – Parcel ID: 903007600000
- 111 S. Water Street – Parcel ID: 90300075000100
- 121 S. Water Street – Parcel ID: 90300075000200

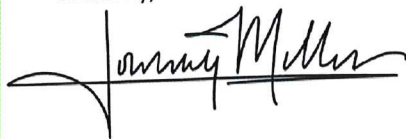
As you may recall, the original plan was approved by the Saginaw County Brownfield Redevelopment Authority on June 29, 2017, to support the Saginaw River Development Project proposed by developer Dave Mayer of Saginaw River Development LLC. The intent was to utilize Saginaw County's Brownfield Revolving Loan Fund to assist with hazardous material abatement and demolition activities. While demolition has since occurred, the developer ultimately did not utilize the loan funding.

On July 29, 2025, the Saginaw County Brownfield Redevelopment Authority approved the abolishment of the plan. However, in accordance with Public Act 381 of 1996, final action must be taken by the County Board of Commissioners to formally dissolve the plan. This step is critical to allow the developer to proceed with the next phase of the project and seek approval from the Saginaw City Council to continue with the riverside development.

The abolishment of the plan will clear the path for future redevelopment of this underutilized riverfront property and ensure alignment with current development goals. We respectfully ask the Saginaw County Commissioners to place this matter on the next available agenda and take formal action to rescind the 2017 Brownfield Plan.

Thank you for your attention to this matter and for your continued support.

Sincerely,



Tom Miller
President & CEO
Saginaw Future Inc.

SAGINAW COUNTY BOC
AUG 19 '25 AM 8:38



**COUNTY OF SAGINAW BROWNFIELD REDEVELOPMENT AUTHORITY
MEETING MINUTES**

**Saginaw County Government Center - Room 215
111 S. Michigan Avenue, Saginaw, MI 48602
Thursday, July 31, 2025**

1. Call to Order

Mr. Turnwald called the meeting to order at 1:00 p.m.

2. Roll Call

Members Present: Tim Morales, Leon Turnwald, Tom Miller Sr., Brian Rombalski, and Rob Grose

3. Approval of June 16, 2025 – Meeting Minutes

Motion was made by Miller Sr., supported by Grose, to approve the June 16, 2025, meeting minutes. Motion carried.

4. Board Introduction

Saginaw Charter Township Manager, Brian Rombalski was welcomed to his first official BRA meeting as a newly appointed member and shared his background with the board.

5. Update

- **Water Street Brownfield Project- County BRA Abolishment**

Miller Jr. provided an update on the Water Street project, noting that while the project is located within city limits and falls under the jurisdiction of the City's Brownfield Redevelopment Authority (BRA), there is no requirement for the project to also proceed through the County BRA. However, prior to receiving approval from City Council for the project to advance under the City BRA, the County BRA must formally abolish the existing Brownfield Plan. ***A motion was made by Grose, supported by Miller Sr., to abolish the Water Street Brownfield project. Motion carried.***

6. Next Meeting

To be determined

7. Adjournment

Motion made by Miller Sr., supported by Grose, to adjourn the meeting. Meeting adjourned at 1:15pm.

MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 5 of 2025

Senate adjourned until Tuesday, August 12, 2025 10:00 AM

House adjourned until Tuesday, August 12, 2025 1:30 PM

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MCL - Section 125.2664

[Download Section](#)[Chapter 125](#)[Act 381 of 1996](#)[◀ Previous Section](#) [Next Section ▶](#)**BROWNFIELD REDEVELOPMENT FINANCING ACT (EXCERPT)**
Act 381 of 1996

125.2664 Brownfield plan; approval; public hearing; record; notice; public purpose; determination; amendments to plan; validity of procedure, notice, and findings; presumption; abolishment or termination of plan.

Sec. 14.

(1) Before approving a brownfield plan for an eligible property, the governing body shall hold a public hearing on the brownfield plan. By resolution, the governing body may delegate the public hearing process to the authority or to a subcommittee of the governing body subject to final approval by the governing body.

(2) Notice of the time and place of the hearing on a brownfield plan must contain all of the following:

(a) A description of the property to which the plan applies in relation to existing or proposed highways, streets, streams, or otherwise.

(b) A statement that maps, plats, and a description of the brownfield plan are available for public inspection at a place designated in the notice and that all aspects of the brownfield plan are open for discussion at the public hearing required by this section.

(c) Any other information that the governing body considers appropriate.

(3) At the time set for the hearing on the brownfield plan required under subsection (1), the governing body shall ensure that interested persons have an opportunity to be heard and that written communications with reference to the brownfield plan are received and considered. The governing body shall ensure that a record of the public hearing is made and preserved, including all data presented at the hearing.

(4) Not less than 10 days before the hearing on the brownfield plan, the governing body shall provide notice of the hearing to the taxing jurisdictions that

levy taxes subject to capture under this act. The authority shall notify the taxing jurisdictions of the proposed brownfield plan. At that hearing, an official from a taxing jurisdiction with millage that would be subject to capture under this act has the right to be heard in regard to the adoption of the brownfield plan. Not less than 10 days before the hearing on the brownfield plan, the governing body shall provide notice of the hearing to the department if the brownfield plan involves the use of taxes levied for school operating purposes to pay for eligible activities that require the approval of a combined brownfield plan or a work plan by the department under section 13b(6)(c), the Michigan state housing development authority, or its designee, if the brownfield plan involves the use of taxes levied for school operating purposes to pay for eligible activities subject to 13b(4)(b), and the Michigan strategic fund, or its designee, if the brownfield plan involves the use of taxes levied for school operating purposes to pay for eligible activities subject to section 13b(4) other than eligible activities subject to 13b(4)(b).

(5) Not less than 10 days after notice of the proposed brownfield plan is provided to the taxing jurisdictions, the governing body shall determine whether the plan constitutes a public purpose. If the governing body determines that the plan does not constitute a public purpose, the governing body shall reject the plan. If the governing body determines that the plan constitutes a public purpose, the governing body may then approve or reject the plan, or approve it with modification, by resolution, based on the following considerations:

- (a) Whether the plan meets the requirements of sections 13 and 13b.
- (b) Whether the proposed method of financing the costs of eligible activities is feasible and the authority has the ability to arrange the financing.
- (c) Whether the costs of eligible activities proposed are reasonable and necessary to carry out the purposes of this act.
- (d) Whether the amount of captured taxable value estimated to result from adoption of the plan is reasonable.

(6) Except as provided in this subsection, amendments to an approved brownfield plan must be submitted by the authority to the governing body for approval or rejection following the same notice necessary for approval or rejection of the original plan. Notice is not required for revisions in the estimates of captured taxable value or tax increment revenues.

(7) The procedure, adequacy of notice, and findings with respect to purpose and captured taxable value are presumptively valid unless contested in a court of competent jurisdiction within 60 days after adoption of the resolution adopting the brownfield plan. An amendment, adopted by resolution, to a conclusive plan is likewise conclusive unless contested within 60 days after adoption of the resolution adopting the amendment. If a resolution adopting an amendment to the plan is contested, the original resolution adopting the plan is not therefore open to contest.

(8) A brownfield plan or plan amendment may be abolished or terminated according to this subsection subject to all of the following:

- (a) The governing body may abolish a brownfield plan if it finds that the purposes for which the plan was established are accomplished.
- (b) The governing body may terminate a brownfield plan or plan amendment for an eligible property if the project for which eligible activities were identified in the brownfield plan or plan amendment fails to occur with respect to the eligible property for not less than 2 years following the date of the resolution approving the

brownfield plan or plan amendment, if the governing body first does both of the following:

- (i) Gives 30 days' prior written notice to the developer at its last known address by certified mail or other method that documents proof of delivery attempted.
- (ii) Provides the developer an opportunity to be heard at a public meeting.
- (c) If a brownfield plan or plan amendment is terminated under subdivision (b), the governing body may approve a new brownfield plan or plan amendment for the eligible property under which tax increment revenues may be captured for up to the period of time provided under section 13(5).
- (d) Notwithstanding anything in this subsection to the contrary, a brownfield plan or plan amendment must not be abolished or terminated until the principal and interest on bonds issued under section 17 and all other obligations to which the tax increment revenues are pledged have been paid or funds sufficient to make the payment have been identified or segregated.

History: [1996, Act 381](#), Eff. Sept. 16, 1996 ;-- Am. [2016, Act 471](#), Eff. Apr. 5, 2017 ;-- Am. [2023, Act 90](#), Imd. Eff. July 19, 2023

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www.SaginawFuture.com

COUNTY
SERVICES

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Angie Miller

Kathy Moodie

Brenda Moore**

Mark Pinkerton

Justin Pomerville

Bridget Smith

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Greg Turner

Kristen Wenzel**

Chad Wurtzel

* Executive Committee

**Ex Officio Member

September 3, 2025

9-16-2

Chairman Jack Tany
Saginaw County Board of Commissioners
111 S. Michigan Avenue
Saginaw, MI 48602

SAGINAW COUNTY BOC
AUG 27 '25 PM3:42

Dear Chairman Tany,

We are writing to respectfully submit our third quarter report for the period of April 1 through June 30, 2025, in accordance with the amended Saginaw County and Saginaw Future Inc. Services Agreement.

The performance-based funding metrics outlined in the Services Agreement focus on job creation, project development, and value of government contracts awarded. These metrics correlate to a formula that determines quarterly funding eligibility from the \$150,000 agreement allocation.

Based on performance and results of the third quarter, Saginaw Future is requesting \$20,388.06 as per the attached report. We look forward to reviewing this submission with the Saginaw County Services Committee and welcome any questions from the committee.

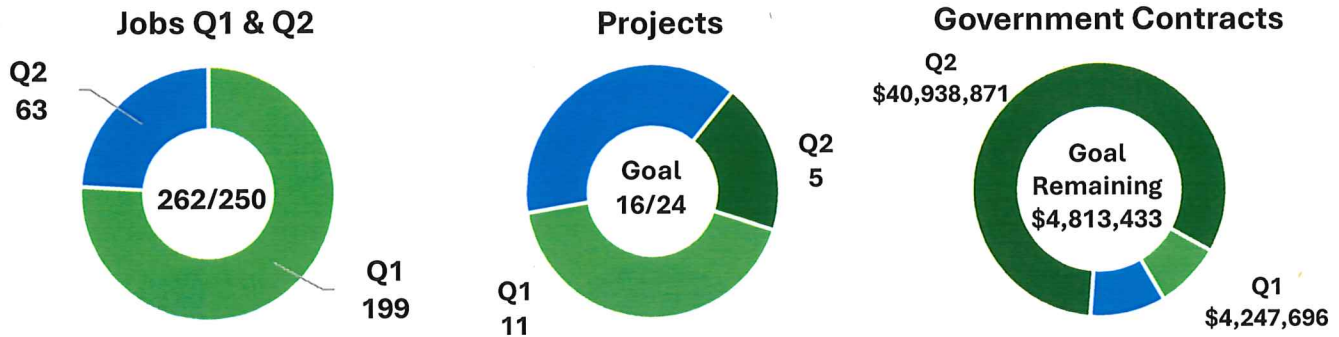
Thank you for your continued partnership and support.

Sincerely,

Tom Miller Jr.
President & CEO
Saginaw Future Inc.

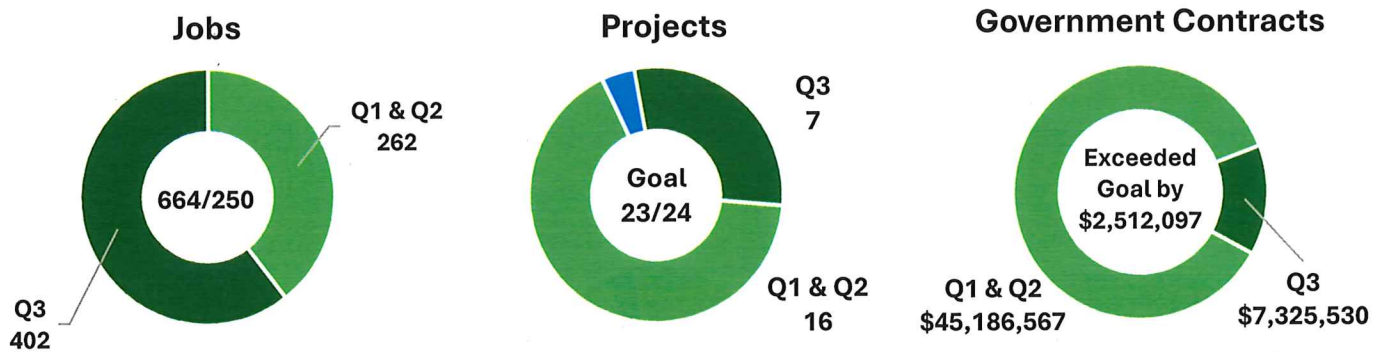
Quarter 1 & 2:

Total Previous Investment: \$262,273,996



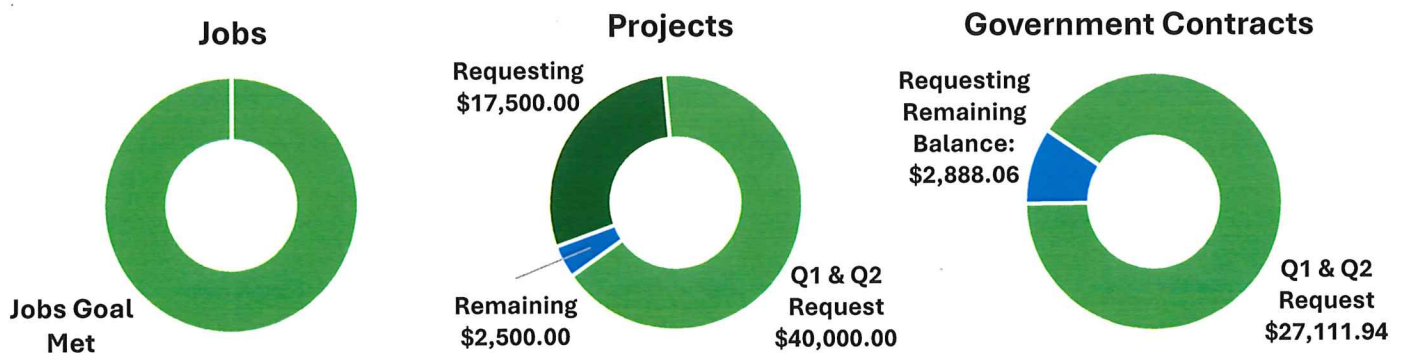
Quarter 3:

New Investment: \$866,053,235



Funding Request Q3:

Exceeded the job goal by 60%, with an additional 414 jobs above the 250-job goal.





April 1 through June 30, 2025 (Q3),

Corning Inc. recently announced an acceleration of its advanced manufacturing operations in Saginaw County to support increasing demand for U.S.-made solar components. Corning's original investment has expanded from \$900 million, earlier announced, to now total 1.5 billion. The company's acceleration increases its investment by \$600 million while Corning's new manufacturing facility is expected to create approximately 350 more, high-paying jobs for a total of 1,500.

The company's increased manufacturing capacity will enable Corning to supply high-quality solar wafers and help strengthen the domestic solar supply chain. Corning, Suniva, and Heliene have partnered to produce the only solar module made with polysilicon, wafers, and cells manufactured in the U.S.

MRR Fabricators is a full-service fabrication and machining company, providing services to the aerospace, defense, automotive, chemical, and agricultural processing industries. The company has faced constraints in both capacity and capability, but by introducing robotics and automation it has positioned the company to improve production and overall efficiency.

MKR anticipates this investment into automation will provide opportunities to produce new products, insource outside work, reduce cost, and advance integration of automation into the manufacturing system. SFI provided support as MKR was awarded a \$25,000 Industry 4.0 grant from the State of Michigan to support investment in advanced robotics and automation.

Clearbrooke Enterprises headquartered in Tittabawassee Township is a woman-owned, Michigan-based lab-to-label contract manufacturer serving personal care and household cleaning brands, operating from an FDA, EPA, and Halal-certified facility. Clearbrooke established a co-manufacturing partnership with a nearly 100-year-old household cleaning brand, relocating its manufacturing from Ohio to Saginaw County. Clearbrooke is expanding its manufacturing footprint by 10,000 sq. ft. SFI provided support as Clearbrooke received a \$19,935 hub grant to support the company's investment in raw materials and equipment. The expansion is expected to generate approximately \$1.6 million in annual revenue, while the company's production is on track to increase by 600% compared to last year. Further, the new investment has led to 2 new full-time employees and 1 part-time employee, with plans to add at least five additional positions.

Abele Greenhouse is expanding its operations to include wedding and event hosting, building on the success of its initial events held in 2024 and spring 2025. The project is expected to result in the hiring of 2–3 part-time staff and 1 full-time event coordinator. The project was awarded a \$20,000 hub grant to support the owner's investment of \$45,000 for the event planning equipment. SFI played a key role in connecting Abele Greenhouse to the grant opportunity during a Buena Vista Business Alliance meeting and provided feedback on the business's draft application.

Lazy Dog Pizza Inc., a woman-owned business, is currently relocating and renovating the space at the former Frankenmuth Farmers Market. As part of this strategic move, the company is committing an estimated \$2.2 to \$2.4 million toward the renovation and expansion of its restaurant. These improvements will enhance both customer experience and operational efficiency. The awarded hub grant of \$20,000 is being used to support key infrastructure upgrades, including the acquisition of new software systems and the purchase of modern equipment for the dining areas. SFI assisted in connecting Lazy Dog and the Frankenmuth DDA with the grant opportunity.



Kremin Inc., located in the Frankenmuth Business Park, is advancing with a significant expansion project valued at \$1.15 million. Since undergoing an ownership and leadership transition in 2010, the company has strategically diversified its operations to focus on prototype and production contract manufacturing. Kremin is positioned to see continued growth, enabling the expansion of its manufacturing footprint. As part of this latest development, the company will create 6 new jobs while retaining its existing workforce of 34 employees. SFI aided Kremin Inc., and the City of Frankenmuth with the application of a P.A. 198 tax abatement. These abatements encourage Michigan manufacturers to build new plants, expand existing plants, or renovate aging plants.

South Waterstreet Brownfield - The redevelopment of the Water Street Brownfield site includes the construction of a 2,400 sq. Ft. event center featuring both indoor and outdoor event spaces. Located within the Saginaw Downtown Development Authority (DDA), it is expected to further catalyze revitalization in the area and support surrounding initiatives, including the Saginaw Medical Diamond. The project will be supported through Brownfield tax increment financing, to redevelop contaminated or blighted properties allowing the developer to be reimbursed through captured increase in the property's future tax revenues. Saginaw Future worked with the City of Saginaw and the DDA

Christina A. Harrington, M.P.H.
Health Officer



Delicia J. Pruitt, M.D., M.P.H., F.A.A.F.P.
Medical Director

**COUNTY
SERVICES**

August 21, 2025

SAGINAW COUNTY BOC
AUG 25 '25 PM 4:50

Jack Tany, Chairman
Board of Commissioners
111 S. Michigan Avenue
Saginaw, MI 48602

9-16-3

RE: Update on the Status of the Saginaw County Materials Management Plan and Request for the Materials Management Planning Work Group to Work on Proposed Updates to County Ordinance #108 – Solid Waste Management

Dear Chairman Tany:

Please permit this letter to serve as the Saginaw County Health Department's request to present for the Board of Commissioners an update to the status of the Materials Management Plan (MMP) development. As part of the update, we would like to open a discussion about Saginaw County Ordinance #108 – Solid Waste Management and ask the board for permission for the Materials Management Planning work group (Materials Management Planning Committee, SCHD and Fishbeck) to work on proposed updates to the ordinance so that it will be aligned with the MMP.

I plan on attending the September 3, 2025, County Services Committee meeting to answer any questions about this request. Thank you for your consideration in this matter.

Sincerely,

For Christina A. Harrington, M.P.H.
Health Officer

Chris Klawuhn, M.S.A., R.S.
Environmental Health Services Director

CK:pmr

**SAGINAW COUNTY
ORDINANCE #108
SOLID WASTE MANAGEMENT**

Adopted 8/17/93
Amended 9/21/93
Amended 11/9/93
Amended 10/17/95

Revised as set fourth in Circuit Court Decision 7-3-96
Amended 11/19/13

SECTION 100

Preamble

An ordinance to protect the public health and land, air, water, and other natural resources of the county; to supplement provisions of the Michigan Solid Waste Management Act 641 as amended, and its administrative rules; to regulate specified solid waste management practices; to control the operations of solid waste facilities and prevent any adverse off-site effects of operations; to provide an enforceable mechanism for implementation of the Saginaw County Solid Waste Plan; to prescribe the powers and duties of agencies; to provide for variances; and to provide for penalties and remedies.

SECTION 110

General Provisions

111 Enabling Clause

111.1 The County of Saginaw hereby adopts the Saginaw County Solid Waste Ordinance pursuant to the provisions of the Michigan Solid Waste Management Act P.A. 641 of 1978, as amended the Public Health Code P.A. 368 of 1978, as amended, General County Law, Act 156 of 1851, as amended, and the Saginaw County Solid Waste Management Plan.

112 State Incorporated Requirements

112.1 Incorporated in this ordinance by reference are: Sections 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 13a, 14, 15, 15a, 16, 17, 18, 19, 20, 21, 22, 22a, 23, 24, 25, 32a, 32b, 33, and 35 of Act No. 641 Public Acts of 1978, as amended, and the State Administrative Rules promulgated thereunder, being rule 299.4101 through rule 299.4109 and being rule 299.4301 through rule 229.4602 of the Michigan Administrative Code, as filed with the Secretary of State on December 21, 1981. Copies of any material referenced in this section (Act 641 and the State Administrative Rules) are available at a nominal charge from the Saginaw County Controller's Office, 111 S. Michigan, Saginaw, Michigan 48602.

113 County Requirements

113.1 ~~Proposals for construction, modification, expansion, alteration, or reconstruction of a solid waste disposal area shall comply with this solid waste ordinance and applicable provisions of the approved Saginaw County Solid Waste Management Plan. Operations of a solid waste disposal area shall comply with this solid waste ordinance and applicable provisions of the Saginaw County Solid Waste Management Plan. Copies of the Solid Waste Management Plan are available for review or for purchase from the Saginaw County Controller's Office, 111 S. Michigan, Saginaw, Michigan 48602.~~
Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.

113.2 This solid waste ordinance shall be applicable in Saginaw County as provided by law.

113.3 ~~All solid waste disposal areas shall be designed, constructed, operated, maintained, monitored, and closed in accordance with the requirements of Act 641, the State Administrative Rules promulgated thereunder, and any amendments thereof, this ordinance, and the Saginaw County Solid Waste Management Plan. Incorporated by reference and made a part of this Ordinance, are the attached P.A. Act 641 Administrative Rules.~~
Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.

114 Technological Advances

114.1 The use of technological advances which meet the intent of applicable sections of this ordinance shall not be prohibited. An applicant or licensee who wishes to utilize a newly developed system, device or procedure, shall request approval from the Solid Waste Management Department prior to use of the new technology. If the Solid Waste Coordinator determines that the technological advance would provide performance equivalent to a requirement of this ordinance, the new technology shall be approved.

SECTION 120

Definitions

120.1 The words and phrases used in this Ordinance have the meanings ascribed to them by this section, or Sections 3 through 7 of Act 641 of the Public acts of 1978, as amended, being Section 299.403 through Section 299.407 of the Michigan Compiled Laws, or Rules R299.4101 through R299.4105 Michigan of the State Administrative Rules.

120.2 Words and phrases used in the present tense include the future; words and phrases in the masculine gender include the feminine; the singular number includes the plural and the plural includes the singular.

120.3 Where words and phrases are not defined under the provisions of this section, they shall have ascribed to them their ordinarily accepted meanings, or such as the context herein may imply.

"Act 245" means Act No. 245 of the Public Acts of 1929, as amended, being Section 323.1 et. seq. of the Michigan Compiled Laws, entitled and known as the water resource commission act.

"Act 368" means, Act No. 368 of the Public Acts of 1978 as amended, being Section 333.1101 et. seq. of Michigan Compiled Laws, entitled and known as the public health code.

"Act 641" means Public Act 641 of the Public Acts of 1978, as amended, being Section 299.401 et. seq. of the Michigan Compiled Laws and known as the solid waste management act.

"C.F.R." means the Code of Federal Regulations published by the Office of the Federal Register, National Archives and Records Service, General Services Administration, Washington, D.C.

"Compliance Boundary" means the solid waste boundary or an alternative boundary specified in accordance with 40 C.R.R. part 257.3-4(b).

"Composting" means a method of waste treatment in which organic solid wastes, such as yard waste, are biologically decomposed under controlled conditions.

"County" means the County of Saginaw, Michigan.

"County Commission" means the Saginaw County Board of Commissioners.

"Designated Solid Waste Agency" means the Saginaw County Solid Waste Coordinator for receipt and analysis of data and reports on waste amounts and facility capacities as required in Sections 260, 270, 280, and 290; the Saginaw County Recycling Coordinator for receipt and analysis of waste audits and recycling plans as required by Section 130; or the Enforcement Agency or Saginaw County Prosecutor for criminal complaints and warrants as authorized in Section 330.

"Enforcement Agency" means The Saginaw County Health Department, provided the Health Department remains certified by the Department of Natural Resources for the enforcement provisions of Section 330.

"Enforcement Agency Director" means the Health Officer of the Saginaw County Health Department or his/her authorized representative.

"Existing Solid Waste Disposal Area" means a solid waste disposal area that received an Act 641 construction permit or operating license exemption on or before the effective date of this Ordinance.

"Fugitive Dust" means particulate matter emitted into the outdoor atmosphere from outdoor or indoor activities, operations or premises due to forces of wind or people activity.

"Gas Migration Control" means a system to prevent lateral gas movement from the site, or gas accumulation in nearby structures on-site or off-site.

"Generator" means any person, county, municipality, state or federal facility whose activity results in the generation of a solid waste.

"Hazardous Waste" means those wastes that are regulated by Act No. 64 of the Public Acts of 1979 as amended or 40 CFR parts 260 through 265 of the Federal Regulation.

"Health Officer" means the Director of the Saginaw County Health Department.

"Household Hazardous Waste" means any material commonly found in the household, which because of its quantity, concentration or physical, chemical or infectious characteristic, may pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported or otherwise managed.

"Leachate" means liquid that has passed through or emerged from solid waste and contains soluble, suspended, or miscible materials removed from the wastes.

"Licensee" means the person to whom an Act 641 Solid Waste Disposal Area License has been issued.

"Liner" means any natural soil sidewall or base, compacted soil sidewall or base, or synthetic material sidewall or base which is utilized to contain solid waste or the leachate generated therefrom.

"Liquid" means a fluid with a solids content less than 20% as determined by ASTM Standard D2216 and shall not contain any free liquid as determined by Method 9095, the Paint Filter Test.

"Main Interior Haul Roads" means all on-site roads which are used by solid waste transporting units on a routine basis.

"Non-residential property or multi-family housing" is defined as a building or portion thereof containing three or more dwelling units or a commercial or industrial business.

"Off-site Roads" means all roads and their respective right-of-way, outside the solid waste disposal area boundary, which are used by solid waste transporting units entering or exiting the solid waste disposal area.

"On-site Roads" means all roads temporary or permanent which are within the licensed solid waste disposal area.

"Person" means an individual; sole proprietorship; partnership; association; corporation, public or private, organized or existing under the laws of this state or any other state, including a federal corporation; this state or an agency or department of this state; cities, villages and townships in this state; or a county in this state.

"Planning Committee" means the committee appointed to assist in the implementation of the approved Saginaw County Solid Waste Management Plan.

"Recyclable Materials" means site and source separated materials, corrugated cardboard, mixed papers, office papers, glass, plastic, metal, cloth fiber, rubber, leather, wood, yard clippings and other materials which can be recycled or composted.

"Readily Recyclable Items" means site and source separated materials, corrugated cardboard, mixed paper, glass, plastic and metal containers and packaging, office papers, cloth fiber, rubber, leather, wood, engineered plastics, yard clippings and other materials for which markets and recycling services exist, as identified in the approved recycling plan of generators using Saginaw County disposal facilities.

"Regulated Waste" means waste regulated under P.A. 641.

"Resource Recovery Facility" means machinery, equipment, structure or any parts or accessories of machinery, equipment or structures, installed or acquired for the primary purpose of recovering materials or energy from the waste stream.

"Sewage" means a liquid waste which includes human excreta, waste from sink, lavatory, bathtub, shower or laundry, and any other liquid waste of organic or chemical nature, either singularly or in any combination thereof.

"Site Separated Material" means glass, metal, wood, paper products, plastics, rubber, textiles, garbage, yard clippings, or any other material approved by the MDNR that is separated from solid waste for the purpose of conversion into raw materials or new products. Site separated material does not include the residue remaining after glass, metal, wood, paper products, plastics, rubber, textiles, or any other material approved by the MDNR is separated from solid waste.

"Siting Committee" means the committee appointed to make decisions regarding the placement of solid waste disposal facilities within Saginaw County, as set forth in the Saginaw County Solid Waste Management Plan.

"Sludge" means any semisolid that has more than 20% but less than 60% solids as determined by ASTM Standard D2216 and shall not contain any free liquid as determined by Method 9095, the Paint Filter Test.

"Solid Waste" means garbage, rubbish, ashes, incinerator ash, incinerator residue, street cleanings, municipal and industrial sludges, and solid commercial and solid industrial waste, domestic animal waste, but does not include human body waste, liquid or other waste regulated by statute, ferrous or nonferrous scrap directed to a scrap metal processor or to a reuser of ferrous or nonferrous products, and slag or slag products directed to a slag processor or to a reuser of slag or slag products. Solid waste does not include yard waste or compost from yard waste, site or source separated recyclable materials.

"Solid Waste Disposal Area" means a solid waste transfer facility, incinerator, sanitary landfill, processing plant, and resource recovery facility or other solid waste handling and disposal facility utilized in the disposal of solid waste.

"Solid Waste Management Plan" means the approved Saginaw County Solid Waste Management Plan, as required by Sections 25 and 29 of Act 641.

"Sorbent" means a material added to sludge to increase the solids content.

"Source Separated Material" means glass, metal, wood, paper products, plastics, rubber, textiles, garbage, yard clippings, or any other material approved by the MDNR that is separated at the source of generation for the purpose of conversion into raw materials or new products.

"Ton" means two thousand (2000) pounds.

"Transfer Station" means a facility where waste materials are taken from smaller collection vehicles and placed in larger vehicles for transport (by truck trailers, railroad cars or barges) to more distant disposal sites. Recycling and some processing may also take place at transfer stations.

"Water Wash System" means a water-based system to clean the wells, tires, undercarriage and any portion of a vehicle that has mud, dirt or debris on it that may be tracked onto a road.

"Yard Clippings" means leaves, grass clippings, vegetable or other garden debris, shrubbery or brush or tree trimmings, less than 4 feet in length and 2 inches in diameter, that can be converted to compost humus. Yard clippings do not include stumps, agriculture wastes, animal waste, roots, sewage sludge, or garbage.

SECTION 130
Recycling

130.1 Residential Uses

- A. Commencing with the 1995 annual report (due pursuant to Section 260.2 on January 30, 1996) each township, city and village in the County of Saginaw shall submit to the Solid Waste Management Department on a form provided by the Department a plan for the provision of solid waste and recycling services for its residents. The plan shall be updated and submitted to the Department by January 30, 1999 and every three years thereafter, unless the plan is radically altered. In that case, an updated plan shall be due within 60 days.

This plan shall include an estimate of the type and amounts of recyclable materials generated, availability of recycling markets or services, items targeted for recycling, and the estimated recovery rate. The plan must adequately describe a program which can recycle targeted materials.

- B. Each township, city or village shall file annually commencing with the 1996 annual report, a certification stating that the municipality has complied with its solid waste and recycling service plan.
- C. Effective October 30, 1996, residential generators of solid waste shall recycle the following targeted items, metal food containers, clear glass, mixed papers, corrugated cardboard and #2 plastic. Procedures to recycle these materials must be addressed in the municipality's solid waste and recycling service plan.

130.2 Commercial Uses (Submittal of recycling plans for business and industry are voluntary, however the annual certification should be filed as stated in Section 130.2B - *See attached County Services Report 10-17-1.4)

- A. Each commercial and industrial establishment in the County of Saginaw shall submit to the Solid Waste Management Department on a form provided by the Department, no later than May 1, 1996 or within 60 days of the commencement of the operation of a new business, a solid waste audit and recycling plan. The plan shall be updated and submitted to the Department by October 30, 1999 and every three years thereafter, unless the business operation and/or recycling plan is radically altered; in that case, an updated plan shall be due within 60 days.

This plan shall include an estimate of the type and amounts of recyclable materials generated, availability of recycling markets or services and items targeted for recycling, and the estimated recovery rate. The plan must adequately describe a program which can recycle targeted materials.

- B. Each commercial or industrial establishment shall file annually a certification, commencing October 30, 1996, stating that the establishment has complied with

its previously submitted solid waste audit and recycling plan, including an estimate of targeted materials recycled.

- C. Effective October 30, 1996, commercial or industrial generators of solid waste categorized below shall recycle targeted items. Procedures to recycle these materials must be addressed in the generator's solid waste audit and recycling plan:

GENERATOR TYPE:	TARGETED MATERIALS
Agriculture	Corrugated cardboard, mixed containers
Transportation / Utilities	Corrugated cardboard, office paper or packaging / pallets
Retail Trade	Corrugated cardboard, office paper or packaging / pallets
Finance / Professional	Office paper, corrugated cardboard
Services / Education	Corrugated cardboard, office paper or mixed containers
Government	Office paper, corrugated or cardboard mixed containers

- D. Effective October 30, 1996, the commercial or industrial generators of solid waste categorized below shall recycle targeted items, if those materials constitute the percentages of the generators waste-stream volume listed below. Procedures to recycle these materials must be addressed in the generator's solid waste disposal and recycling plan:

GENERATOR TYPE Wholesale Trade/Manufacturing			
TARGETED MATERIALS/PERCENTAGES			
Cardboard-25%	Engineered Plastic-50%	Fiber-20%	Glass-40%
Leather-30%	Packaging Plastic-30%	Mixed Paper-40%	Metal-25%
Food-40%	Rubber-20%		

GENERATOR TYPE Construction			
TARGETED MATERIALS/PERCENTAGES			
Cardboard-25%	Glass-40%	Fiber-20%	Leather-30%
Packaging Plastic-30%	Metal-25%	Mixed Paper-40%	Rubber-20%
			Wood-40%

130.3 Non-residential Property or Multi-family Housing

- A. Each person who owns non-residential property or multi-family housing property in the County of Saginaw shall submit, to the Solid Waste Management Department on a form provided from the Department, no later than May 1, 1996 or within 60 days of the commencement of the operation of a new business, a solid waste audit and recycling plan. The plan shall be updated and submitted to the Department by October 30, 1999 and every three years thereafter, unless the plan is radically altered. In that case, an updated plan shall be due within 60 days.

This plan shall include an estimate of the type and amounts of recyclable materials generated, availability of recycling markets or services and items targeted for recycling, and the estimated recovery rate. The plan must adequately describe a program which can recycle targeted materials.

- B. Each person who owns non-residential property or multi-family housing property in the County of Saginaw shall file annually a certification, commencing October 30, 1996, stating that the establishment has complied with its previously submitted solid waste audit and recycling plan, including an estimate of targeted materials recycled.
- C. Each person who owns non-residential property or multi-family housing property in the County of Saginaw shall provide for services which can recycle targeted materials, including:
 - (i) easily accessible locations for the collection of designated recyclable materials;
 - (ii) appropriate instructions to all persons occupying each multi-family unit and non-residential unit to ensure that all designated recyclable materials are collected;
 - (iii) collection and transportation to a resource recovery facility of designated recyclable materials at a frequency of not less than once per month, or as necessary to recycle designated materials.

ALSO SEE COUNTY SERVICES REPORT 10-17-1.4 1996 (parts moot)

SECTION 140

Prohibited Wastes

Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.

SECTION 150

On-Site Roads

Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.

SECTION 160

Off-Site Road Maintenance

Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.

SECTION 170 - THIS SECTION IS LEFT BLANK INTENTIONALLY

SECTION 180 - THIS SECTION IS LEFT BLANK INTENTIONALLY

SECTION 190 - THIS SECTION IS LEFT BLANK INTENTIONALLY

SECTION 200

Landscaping Requirements

Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.

SECTION 210

Fugitive Dust, Noxious Odors, Noise, and Blowing Debris

Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.

SECTION 220

Sludge Disposal, Monitoring and Reporting Requirements

Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.

SECTION 230

Ground and Surface Water Quality

Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.

SECTION 240

Processing, Recycling, Composting, Transfer Facilities

Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.

SECTION 250

Post-Closure Requirements

Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.

SECTION 260

Waste Stream Reporting

260.1 Each solid waste landfill, incinerator and resource recovery facility included in the Saginaw County Solid Waste Management Plan shall submit to the Solid Waste Management Department, each month, the amount of solid waste received each month, expressed in cubic yards, measured at the time it is received at the facility gate, and in tons, to be determined from gate receipt records and a manifest system. All waste received in Saginaw County must be generated in a county named in the Plan. No waste originating from an unnamed county and brought to a transfer station in a named county may be brought into Saginaw County. If a facility does not have a scale, an estimate of tons and the assumptions or conversion factors used to estimate weight shall be included. In addition, each facility must report the following:

- A. The amount, in tons or gate yards, of the incoming and/or processed waste stream that was sent for recycling and the source of these materials.
- B. The amount, in tons or gate yards, of the incoming and/or processed waste stream that was sent for land disposal, and the source of these materials.

260.2 Each community disposing of waste in landfills, incinerators, or resource recovery facilities that are identified within the Saginaw County Solid Waste Management Plan

must report annually on a calendar year basis to the Solid Waste Coordinator the following information:

- A. Volume or weight of residential solid waste collected by or on behalf of the community.
- B. Volume or weight of residential solid waste delivered to landfills, incinerators, resource recovery facilities, and composting operations.
- C. Percentage that the disposal volume has increased or decreased since the previous year for each type of disposal.
- D. Disposal location(s) utilized by the community.

260.3 All waste stream reports shall be submitted within ten (10) working days after the end of each month on forms provided by the Designated Solid Waste Agency.

SECTION 270
Facility Capacity Reporting

270.1 Each sanitary landfill licensee shall retain the services of a State licensed professional engineer, who will submit annually to the Designated Solid Waste Agency the following information:

- A. An updated topographic survey and accompanying calculations which will indicate the volume of space remaining with respect to the licensed approved finish elevation, to be filled as of the first of January of each year. The volume shall be expressed in cubic yards or acre-feet.
- B. A calculation of the ratio of the volume of refuse delivered to the facility to the volume of compacted in-place refuse. This ratio, when possible, should be determined based on the previous year(s) experience.
- C. A projection of the landfill life expectancy based on data supplied in Subsection 260. The projection is to be expressed in years or fractions of years.
- D. All changes in design or operating techniques which would cause change in remaining capacity; and the anticipated effect of these changes on life expectancy.

270.2 Each solid waste disposal area included within the Saginaw County Solid Waste Management Plan other than a sanitary landfill shall annually submit to the Designated Solid Waste Agency the following information:

- A. A statement describing the expected availability to provide volume reduction or disposal capacity of the facility after the first of January of each year.

- B. All changes in facility design or operating techniques which would cause changes in the availability of the facility; and anticipated effect of these changes on the availability.

270.3 All information required by Subsection 270 shall be submitted by January 31 of the following year on forms to be provided by the Solid Waste Management Department.

SECTION 280
Surcharge

280.1 A surcharge will be imposed on each cubic yard, as measured at the gate of the facility, disposed of at a landfill to fund the implementation of the Solid Waste Plan according to Attachment A. Gate yards will be reported as required in Section 260, Waste Stream Reporting.

280.2 The surcharge shall be collected by the owner or operator of a landfill and surcharge payments shall be submitted within ten (10) working days after the end of each calendar quarter using the forms provided for Waste Stream Reporting. Surcharge payments are due to the Saginaw County Treasurer.

280.3 Interest, at the state statutory judgment rate, will be charged for all fees received after ten (10) working days.

280.4 This surcharge may be amended by resolution of the Saginaw County Board of Commissioners and shall take effect when notice of the adoption of the amendment is published in a newspaper of general circulation in the County. The fee schedule is shown in Attachment A.

SECTION 290
Licensing Solid Waste Haulers

290.1 All persons or business entities regularly engaged in the business of transporting solid waste anywhere in Saginaw County, and all persons or business entities making single deliveries of solid waste in motor vehicles and/or motor vehicle-trailer combinations capable of hauling one ton or more of solid waste, (e.g., dual rear axle trucks or single axle trucks having four rear wheels, or larger vehicles, or any combination of a motor vehicle and trailer capable of hauling one ton or more of solid waste) shall be licensed, or shall have a permit, and have an authorized identification sticker affixed to the vehicle, in accordance with the terms of this Ordinance. A transporter shall be responsible for the suitability of a material for transport and proper hauling procedures.

290.2 Persons and business entities regularly engaged in hauling solid wastes into, out of or within Saginaw County shall obtain an annual license to engage in that activity. The fee for a license and identification sticker shall be set and may be changed by resolution of the Saginaw County Board of Commissioners. License applications and annual stickers may be purchased from the Saginaw Solid Waste Management Department for each vehicle owned by the person or business entity hauling solid waste, according to the fees listed in Attachment A.

290.3 Occasional or one-time haulers of solid waste in motor vehicles and/or motor vehicle-trailer combinations capable of hauling one ton or more of solid waste shall obtain a permit for each such delivery to a licensed landfill. The fact of such delivery and information regarding the content of the solid waste delivered shall be recorded by the disposal facility and reported on forms as provided in Section 260, Waste Stream Reporting.

290.4 A person operating or otherwise in control of a solid waste disposal area within the County shall not accept solid waste for disposal from any person not authorized under this Ordinance to transport solid waste within the County.

290.5 A solid waste hauler shall not transport solid waste within the County with a motor vehicle unless the vehicle has been properly described in the solid waste hauler permit/license application and the Solid Waste Management Department has been provided such information in writing prior to placing the vehicle in service.

291 Exemptions

291.1 A private citizen transporting solid waste to a licensed solid waste disposal area is exempt from the requirements of Section 290 providing the solid waste material was generated by that person and not collected from other sources, that person does not receive compensation or other remuneration from another person for the transportation or disposal of said solid waste, and the amount of solid waste being transported or disposed of does not exceed 10 cubic yards per load or 1000 cubic yards per year.

291.2 Municipally owned and operated waste hauling vehicles used exclusively for residential or municipal collection are exempt from the licensing fee. All other provisions of this Ordinance apply to municipal vehicles. Municipalities must participate in all waste stream reporting requirements upon deposit of collected waste.

291.3 Wastes being hauled through Saginaw County, originating outside of Saginaw County, not being disposed of in Saginaw County and making no additional loading or unloading stops in Saginaw County, are not required to be licensed.

292 Licensed Hauler Reporting Requirements

All persons and business entities holding an annual license to transport solid wastes in Saginaw County licensed landfills shall file a quarterly report of the tons and types of materials delivered during the preceding quarter. The reports shall be filed within the first ten (10) working days of the month following the quarter for which the report is required, and shall be in the form and contain the information stated on the forms provided by the Solid Waste Management Office.

293 Suspension of License

Any licensed hauler of solid waste who fails to make the required monthly report within the time periods set forth in this Ordinance shall have its license suspended. The Environmental Agency shall notify the licensed hauler of solid waste and the licensed landfill operators within Saginaw County of each license suspension. The license shall be immediately restored following compliance with the terms of the Ordinance. Two (2) or more consecutive failures to make timely reports, or a continuing pattern of failures to make timely reports, or a failure to make accurate reports, in accordance with the terms of this Ordinance, may result in the revocation of the solid waste haulers license.

293.1 If material is collected, transported, or disposed of without a permit or license, pursuant to this Ordinance, the owner or operator of the vehicle from which such disposal occurs shall inform the Solid Waste Management Department and shall within ten (10) working days of the event file a written report with the Solid Waste Management Department containing a complete description of the circumstances under which the disposal occurred.

294 Inspection

294.1 The Enforcement Agency may make periodic inspections of solid waste transport vehicles for the purpose of verifying load information and to determine compliance with requirements of this Ordinance and Public Act 641 of 1978, as amended.

294.2 The solid waste transport unit owner, operator, or other representative shall be entitled to be present during an inspection conducted pursuant to this section, however, the presence of the licensee or an authorized representative of the licensee is not a condition precedent to such inspection.

294.3 An inspection conducted pursuant to this section may be initiated at any time that the Enforcement Agency requesting the inspection has a reasonable belief that a solid waste transporting unit contains solid waste material destined for a disposal area within the County. The fact that an owner, operator, or other representative leaves the solid waste transporting unit unattended after an inspection has been initiated shall not require termination of the inspection.

294.4 Any vehicle inspection conducted pursuant to this section and performed at a disposal area shall not exceed two hours unless a warrant to search has been issued for same. Any such inspection performed at a location other than a disposal area may not exceed (thirty) 30 minutes unless warrant to search has been issued for same.

294.5 Whenever refuse in a truck cannot be properly inspected without discharge from the truck, the inspection shall be conducted at a disposal site.

294.6 There shall be no more than six (6) inspections under this section of any one solid waste transporting unit conducted within any consecutive six (6) month period except pursuant to a search warrant.

SECTION 300
Compliance Schedule

- 300.1 The Enforcement Agency may issue a compliance schedule, including a sequence of actions, measures, or operations to provide for the upgrading of an existing solid waste disposal area within a reasonable time period.
- 300.2 For any existing solid waste disposal area, licensed or unlicensed, at which site preparation has been completed, Section 150 and 200 shall be excluded from the compliance schedule of Subsection 300.1 unless operation of the disposal area is found to cause a violation of this Ordinance. Based on a violation, the Enforcement Agency Director may issue a new compliance schedule to abate the violation; and the new compliance schedule may include any of the requirements of Sections 150 and 200 to abate the violation.
- 300.3 Solid waste disposal areas shall be upgraded in accordance with the compliance schedule.

SECTION 310
Right of Entry and Inspection

- 310.1 To determine compliance with this Ordinance, all solid waste disposal areas are subject to inspection at any time by the Enforcement Agency. This includes all site inspections made during the preparation, construction, operation, closure, and thirty (30) year post-closure periods. Should entry to a premise for an inspection be refused, the Enforcement Agency may obtain a warrant authorizing premise entry and inspection pursuant to Section 2446 of Act 368 of Public Acts of 1978, being Section 333.2446 of the Michigan Compiled Laws. All changes of ownership or operating company or agency must be reported to the Solid Waste Management Department within ten (10) working days.
- 310.2 As stated in P. A. 368 of 1978, "The Enforcement Agency is empowered to collect and examine samples as deemed necessary to perform the duties prescribed herein, and to take photographic, video tape or other representation of conditions existent at the solid waste disposal area. No person shall hinder, obstruct, delay, resist or prevent any inspection made, or any sample collected and examined by the Enforcement Agency. Nor shall any person molest, intimidate, harass, or impede a representative of the Enforcement Agency in the lawful discharge of his or her powers and duties. To assure compliance with laws enforced by a local health department, the local health department may inspect, investigate, or authorize an inspection or investigation to be made of, any matter, thing, premise, place, person, record, vehicle, incident, or event. Sections 2241 to 2247 apply to an inspection or investigation made under this section."
- 310.3 As stated in P. A. 368 of 1978, "Upon a determination that an imminent danger to the health or lives of individuals exists in the area served by the local health department, the local health officer immediately shall inform the individuals affected by the imminent danger and issue an order which shall be delivered to a person authorized to avoid, correct, or remove the imminent danger or be posted at or near the imminent danger."

SECTION 320
Variations

Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.

SECTION 330
Enforcement

330 Violation Notices

- 330.1 A person or a municipality who violates this Ordinance, the Saginaw County Solid Waste Management Plan, any license or permit conditions issued by MDNR or EPA or of any contract entered into by such persons or municipality with the County pursuant to the Plan, may be issued a violation notice by the Enforcement Agency. The violator will be given up to fifteen (15) days to correct the violation. The County may grant an extension. A monetary civil penalty shall not result from the issuance of a violation notice.

331 Citations for Minor Violations

- 331.1 A violation of the Solid Waste Ordinance is a violation of the Solid Waste Management Plan and Public Act 641. A minor violation is any violation, unless classified as a major violation.
- 331.2 A person or a municipality who violates this Ordinance, the Saginaw County Solid Waste Management Plan, or of any contract entered into by such persons or municipality with the County pursuant to the Plan, may be issued a citation by the Enforcement Agency Director not later than ninety (90) days after discovery of alleged violation.
- 331.3 The citation shall be written and shall state with particularity the nature of the violation, including reference to the section, subsection, rule, or order alleged to have been violated, the civil penalty established for the violation, and the right to appeal the citation pursuant to Section 332. The citation shall be delivered or sent by certified mail to the alleged violator.
- 331.4 A violation for which a citation is issued shall be assessed a monetary civil penalty as specified in Part 333 of this Section.
- 331.5 A continuing violation, greater than twenty-four (24) hours in duration, constitutes a new violation for each day upon which it occurs or continues, for which a citation may be issued.

332 Administrative Hearing

- A. Not later than 20 days after receipt of the citation, the alleged violator may petition the Enforcement Agency for an administrative hearing which shall be held within 30 days after the receipt of the petition. After the administrative

hearing, the Enforcement Agency Director may affirm, dismiss, or modify the citation. The decision of the Enforcement Agency Director shall be final.

- B. A person aggrieved by a decision of an Enforcement Agency Director under this section may petition the circuit court located for review. The petition shall be filed not later than 60 days following receipt of the final decision.
- C. A civil penalty becomes final if a petition for an administrative hearing or review is not received within the time specified in this section. A civil penalty may be recovered in a civil action brought in the county in which the violation occurred or the defendant resides.

333 Monetary Civil Penalties

333.1 Citations which are issued for minor violations involving the same section of this ordinance shall be cumulative within any twelve (12) month period and have the following monetary civil penalty together with any cost of prosecution, including staff costs and attorney fees:

- A. First citation up to \$ 1,000
- B. Second citation up to \$ 2,000
- C. Third citation up to \$ 3,000

334 Major violations

- A. A single violation of any of the following subsections of this Ordinance for which a citation has been issued: 140.1, 220.3, 220.8, 230.2, 230.3, 251.2, 251.6, 300.3, 338.3.
- B. A fourth citation or more, for an otherwise minor violation involving the same section of this Ordinance within any twelve (12) month period.
- C. A material breach of any contract entered into by any person or municipality with the County pursuant to the plan providing that nothing herein shall pre-empt or preclude the operator of any other remedy available under such contract, and all such remedies shall be accumulative.
- D. The furnishing of false, forged, fictitious, or intentionally misleading information, in written or verbal form.

334.1 Citations which are issued for major violations involving the same Section of this Ordinance shall be cumulative within any twelve (12) month period and subject to a fine of up to \$10,000 per day together with any cost of prosecution.

334.2 The Enforcement Agency shall issue citations for each major violation after considering the following factors as may be relevant, and shall give such weight to each factor, as in the Enforcement Agency's judgment, the particular situation merits.

- A. Whether the violator has committed any prior violation, regardless of whether any administrative, civil or criminal proceedings has commenced therefore.
- B. History of the violator in taking all feasible procedures and steps, necessary or appropriate, to correct any violation.
- C. Gravity and magnitude of the violation.
- D. Whether the violation was repeated or continuous.
- E. Whether the cause of the violation was an unavoidable accident, negligence, or any intentional act of the violator.
- F. The opportunity and degree of difficulty to correct the violation.

334.3 Payment of the monetary civil penalty shall be made within fifteen (15) working days of the date the imposed penalty becomes final.

335 Appearance Tickets

335.1 A person believed to be in violation of this ordinance, the Saginaw County Solid Waste Management Plan, or any contract entered into by such persons or municipality with the County pursuant to the Plan, may be issued an appearance ticket under Section 2463 of Act 368 of Public Acts of 1978, being Section 333.2463 or the Michigan Compiled Laws, commanding such a person to appear in court.

335.2 Failure to appear in court on the date for appearance will subject the person to arrest upon issuance of a complaint and warrant on recommendation of the County Prosecutor's Office.

335.3 Persons convicted of a violation of this Ordinance based upon an appearance ticket shall be guilty of a criminal misdemeanor and subject to a fine, or imprisonment, or both, as provided in Section 2441 (2) of Act 368 of the Public Acts of 1978, being Section 333.2441 (2) of the Michigan Compiled Laws.

335.4 The Enforcement Agency may issue appearance tickets without prior or subsequent issuance of a citation, violation notice, or order, based on visual inspection or observation of the event.

336 Additional Civil Fines and Penalties

- 336.1 In addition to any civil fine or penalty imposed by enforcement of Sections 332 through 333 of this Ordinance, the County pursuant to the authority of Section 33 of P.A. 641 of 1978, as amended, may bring an action for further appropriate relief and in addition to any other relief provided by law or this ordinance, request the court to impose a civil fine of not more than \$10,000.00 for each day of any violation of this ordinance.

337 Criminal Complaints and Warrants

- 337.1 The Solid Waste Coordinator or the Enforcement Agency may request from the County Prosecutor's Office recommendation for the issuance of criminal misdemeanor complaint and warrant for the arrest and prosecution of any person or officer or employee of a municipality believed to have violated this Ordinance, the Saginaw County Solid Waste Management Plan, or of any contract entered into by such persons or municipality with the County pursuant to the Plan.
- 337.2 Persons convicted of violation of this ordinance or the Saginaw County Solid Waste Management Plan based upon a criminal complaint will be subject to a fine or imprisonment or both as provided in Section 36 of Act 641 of the Michigan Compiled Laws of 1978.
- 337.3 The Enforcement Agency may make requests for the issuance of a criminal complaint and warrant for violation of this Ordinance or the Saginaw County Solid Waste Management Plan without prior or subsequent issuance of a citation, violation notice, appearance ticket or order.

338 Orders

- 338.1 Upon a determination by the Enforcement Agency Director that an imminent danger to health or lives of individuals exists, caused by a condition of improper solid waste management, the Enforcement Agency Director shall issue an order to the responsible party requiring immediate action to avoid, correct, or remove the imminent danger or take other action as provided by Section 2451 of Act 368 of the Public Acts of 1978, Section 333.2451 of the Michigan Compiled Laws.
- 338.2 Pursuant to Section 2455 of Act 368 of Public Acts of 1978, being Section 333.2455 of the Michigan Compiled Laws, the Enforcement Agency may issue an order to avoid, correct or remove, at the owner's expense, a building or condition which violates this ordinance or which the Enforcement Agency Director reasonably believes to be a nuisance, unsanitary condition or cause of illness caused by a condition of improper solid waste management.
- 338.3 The person or municipality shall comply with an order issued under Part 337 of this section within the time specified.

339 Agreements, Contracts, or Arrangements

- 339.1 Pursuant to Section 2435 of Act 368 of Public Acts of 1978, being Section 333.2435 of the Michigan Compiled Laws, the Enforcement Agency may enter into agreements, contracts or arrangements with a governmental entity or persons necessary or appropriate to assist the Enforcement Agency in carrying out its duties and functions unless otherwise prohibited by law.

340 Civil Actions

- 340.1 Pursuant to Sections 2462(3) and 2465(1) of Act 368 of Public Acts 1978, being Section 333.2462(3) and Section 333.2465(1) of the Michigan Compiled Laws and Act 641, the Enforcement Agency and/or Solid Waste Coordinator on behalf of the county, may institute appropriate civil court actions to:
- A. Enforce and enjoin violation of this ordinance including citations, violation notices, and orders issued under this Ordinance and agreements, contracts, or arrangements entered into under this Ordinance.
 - B. Restrain, abate or destroy conditions causing pollution, destruction, or impairment of the environment.
 - C. Recover unpaid monetary civil penalties.

341 Suspension of Enforcement

- 341.1 The Enforcement Agency Director may grant suspension of enforcement in writing, of specific sections, parts, or subsections of this Ordinance to the owner or operator of a solid waste disposal area for good cause shown.
- 341.2 The owner or operator of a solid waste disposal area operating in violation of this Ordinance may request suspension of enforcement. Such a request shall be in writing and include a control program which is designated to abate the violation. Such a proposed control program shall include as a minimum the following items:
- A. Methodology and/or type of control equipment to be used.
 - B. Demonstration by the owner or operator that compliance with this Ordinance shall be achieved upon completion of the control program.
 - C. Temporary interim control measures designed to minimize the conditions which indicated that the operation is in violation of this Ordinance.
 - D. Successive dates by which each of the aforementioned measures will be in place.

341.3 The Enforcement Agency Director in approving or disapproving the request for suspension of enforcement may consider but not necessarily be limited to the following:

- A. History of action taken to minimize violations of this Ordinance.
- B. The effect the violation has on the environment and the public health, safety, and welfare.
- C. Timeliness of the completion of the control program.

341.4 The Enforcement Agency Director may approve a suspension of enforcement with stipulated conditions.

341.5 If the owner or operator fails to comply with the approved control program, the Enforcement Agency Director shall revoke a granted suspension of enforcement upon written notice. No further suspension of enforcement shall be granted for the specified violation.

341.6 During the time a suspension of enforcement is in effect, the Enforcement Agency will not initiate any enforcement action under those sections, parts, or subsections of this Ordinance specifically suspended.

SECTION 410
Amendments

410 Any amendments to this ordinance will be made after Public notice and public hearing as provided by law.

SECTION 420
Interpretation Clauses

420 Other Laws and Regulations

~~420.1 This Ordinance provides minimum standards, supplemental to the statutes of the State of Michigan and the administrative rules duly promulgated thereunder. Where any provision of this Ordinance and a provision of any Federal or State statute or rule both apply, the more restrictive of any or all codes, statutes, ordinances, or rules shall prevail. Pre-empted by Act 451 of 1994 and MCLA 324.11501 et seq.~~

421 Interpretation

421.1 Provisions of this Ordinance shall be construed liberally so as to best preserve the public health and safety. The word "shall" is mandatory, not merely directory.

422 Severability

422.1 If any part of this Ordinance is declared illegal or unconstitutional by a court of competent jurisdiction, the decision shall not effect any portion of the Ordinance which remains and the remainder shall be in full force and effect.

423 Savings Clause

423.1 Regulations or ordinances adopted by the County Commission which are in effect on the date this ordinance becomes effective continue to the extent they do not conflict with this ordinance. If a conflict exists with existing ordinance, this ordinance prevails.

SECTION 430
Effective Date

430.1 This Ordinance will become effective 90 days after the date the Director of the Michigan Department of Natural Resources approves the Saginaw County Solid Waste Management Plan.

ATTACHMENT A

Surcharge at Landfills:

.674 cents per cubic yard as measured at the gate of the landfill.

LICENSING FEES FOR SOLID WASTE HAULERS AND CONTAINERS

License fees:

Sticker Fee - \$5.00 per vehicle
 \$5.00 per container

Annual Amount of Waste (Yards)	Fee
0 - 100	\$ 0.00
101 - 1,000	\$ 250.00
1,001 - 5,000	\$ 500.00
5,001 - 10,000	\$ 750.00
>10,000	\$1,000.00



COUNTY OF SAGINAW

111 S. Michigan Ave | Saginaw, MI 48602

COUNTY SERVICES

August 26, 2025



Jack Tany, Chairman
Saginaw County Board of Commissioners
111 S. Michigan Ave.
Saginaw, MI 48602

9-16-4

Re: Revised County Logo

Dear Chairman Tany,

SAGINAW COUNTY EDC
AUG 26 '25 PM4:47

Attached for consideration by the County Services Committee is a refreshed County of Saginaw logo. This refreshed design maintains the recognizable look of our current logo while incorporating a new font that closely resembles the original style and updated colors drawn directly from the County flag. These subtle but meaningful changes provide a modernized appearance while honoring the logo's historic identity.

The updated logo will be copyrighted and used primary for:

- **Brand Indicators for Message Identification (BIMI)** to enhance security and public trust in County email communications,
- Integration into the upcoming County website refresh, which is scheduled to launch later this year.

Adopting this updated logo will strengthen the County's digital presence, and support initiatives that improve both the security and visibility of County communications.

I will be available at the September 3, 2025, County Services Committee meeting to address any questions Commissioners have regarding this new policy.

Warmest Regards,



Andrew Klaczekiewicz
Director
Information Technology

cc: Mary Catherine Hannah, County Administrator

Proposed Motion: Committee moves approval and adoption of the revised County logo.



Seal Font

Microgramma

Color Hex Codes

Brown - 663300

Red - be143c

Yellow - e1be37

Green - 006e3c

Blue - 3c7db9



COUNTY OF SAGINAW

111 S. Michigan Ave | Saginaw, MI 48602

COUNTY SERVICES

August 26, 2025



Jack Tany, Chairman
Saginaw County Board of Commissioners
111 S. Michigan Ave.
Saginaw, MI 48602

SAGINAW COUNTY BOC
AUG 26 '25 PM 8:41

Re: Policy 502: Account Management

9-16-5

Dear Chairman Tany,

Attached for consideration by the County Services Committee is a new proposed County Policy entitled Account Management. Policy 502 establishes county-wide standards for managing user accounts and credentials that access Saginaw County's Digital Assets. The policy clearly outlines responsibilities, scope, and procedures to protect sensitive information, ensure accountability, and aligns the County with federal standards and best practices for information security.

Key provisions include:

- Maintaining an accurate inventory of all users, administrator, and service accounts.
- Enforcing strict password requirements and prohibiting generic/shared accounts.
- Disabling dormant, orphaned, or unused accounts within defined timelines.
- Enforcing immediate revocation of access upon employee separation.

Legal Counsel has reviewed and approved the new policy. I will be available at the September 3, 2025 County Services Committee meeting to address any questions Commissioners have regarding this new policy.

Warmest Regards,

Andrew Klaczekiewicz
Director
Information Technology

cc: Mary Catherine Hannah, County Administrator

Proposed Motion: Committee moves approval and adoption of Policy 502: Account Management.



Title: Account Management
Effective Date:
Amended:
Issuing Authority: Board of Commissioners
Responsible Officer: Director, Information Technology

Category: 500
Number: 502

Purpose

This policy establishes standards for the management of credentials and user accounts to ensure compliance with rules for interaction with, and usage of county owned Digital Assets, thus facilitating the protection of sensitive information.

Responsibility

County of Saginaw Information Technology (COSIT) is responsible for all user account and credential management functions. Account information is relayed to other county-wide elected and department units within the County of Saginaw, as required or needed.

Scope

This policy applies to the following covered individuals: all County of Saginaw Elected Officials, Judges, employees, contracted individuals or entities, third-party vendors, and anyone else who has a County of Saginaw user account and/or an account to County of Saginaw applications. Anyone covered individual who fails to comply with this, or any County of Saginaw policy, is subject to disciplinary action outlined in the County of Saginaw Standards of Conduct.

Policy

This policy establishes rules and controls for managing credentials and user accounts that access the County of Saginaw's Digital Assets.

A. Establishment and Maintenance of an Inventory of Accounts

1. The user account inventory includes the following types of accounts:
 - a. User
 - b. Administrative
 - c. Service
2. The user account inventory at a minimum contains the following details:
 - a. Account type
 - b. Person's name
 - c. Assigned username
 - d. Start/Stop dates

- e. Business Unit
- f. Account Status (i.e., enabled, disabled)
- g. Validate all active accounts are authorized

3. As a foundational security principle to ensure individual accountability, protect sensitive information, and mitigate risks associated with unauthorized access, the use of generic user accounts is prohibited. Exceptions to this policy may be authorized only under extraordinary circumstances where operational necessity or technical constraints necessitate such access. Granting such a request is solely at the discretion of the Director of Information Technology.

- a. An authorized exception granting use of a generic user account must be documented, accompanied by a formal risk assessment, and subjected to periodic review to ensure compliance with organizational security standards.

B. Use Unique Passwords Required

1. COSIT is responsible for updating, enforcing, and communicating any password requirement modifications as necessary.
2. Password Requirements:
 - a. All default passwords must be changed at initial login.
 - b. Be unique.
 - c. Passwords that are created by users must not also be used for personal accounts.
 - d. Passwords must not be shared by users.
 - e. Passwords must never be written down.

C. Dormant Accounts

1. Any accounts that are inactive for a period of 45 days, shall be deleted or disabled.
2. Accounts of individuals on extended leave, as defined by Human Resources, must be disabled.
3. All user accounts that have not been accessed within 14 business days of creation, must be disabled.
4. Department heads must routinely validate user accounts and provide COSIT written confirmation of active accounts. The process of validating user accounts will occur at a minimum quarterly, or as determined appropriate by COSIT.
5. COSIT will utilize scripts to detect accounts that are inactive for 30, 60, or 90 days, orphaned accounts or accounts with no login activity or ownership.

D. Restrict Administrator Privileges

1. Administrator and privileged accounts shall be utilized for authorized installation and maintenance activities and must be secured with multi-factor authentication (MFA).
2. Administrator accounts must be unique and assigned to a specific individual, unless technically constrained by a system or application.

E. Inventory of Service Accounts

1. The service account inventory must contain the following:
 - a. Department Owner
 - b. Review Date

c. Service Account Purpose

2. Regular reviews of service accounts should be performed at a minimum of quarterly but can occur more frequently if needed or requested by COSIT.

F. Centralized Account Management

1. User accounts should be managed through a central directory or identity service whenever it is possible.

G. Account Termination

1. In the event of user separation of any kind, when appropriately notified by the responsible department, COSIT will provide procedures for revoking user account access.
2. Each County Departments shall notify COSIT immediately upon an employee's separation.
3. All user credentials must be revoked immediately upon employee separation.
4. Password self-service mechanisms (if deployed) must not allow separated employees to re-enable their own account(s).

H. Just-in-Time Access Expiration

1. Just-in-time expiration will be implemented by COSIT to ensure elevated privileges are granted only when needed and automatically expire after a predefined time or a specific purpose has been fulfilled.

County Administrator Legal Counsel Review

The County Administrator has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Administrator

Approved as to Legal Content:
Saginaw County Civil Counsel

REFERENCE SOURCES:

Category: **HIPAA Administrative Safeguards**

Type: Standard

Reference: 45 CFR §164.308(a)(4)(i)

Category: HIPAA Physical Safeguards

Type: Standard

Reference: 45 CFR §164.312(a)(2)(i)

Category: **CJISSECPOL**

Version: 6.0

Reference: AC-2, AC-2(1), AC-2(3), IA-5(1), IA-6(2), IA-6(5)

RECOMMENDED PRACTICES:

Category: CIS

Version: 8.1

Control: 5

Reference: IG1, IG2, IG3

NIST: SP 800-53 Rev. 5 AC1, AC-2, AC-5, AC-6, SP 800-207

Definitions

Administrator or privilege accounts are user accounts that have elevated access privileges beyond those of standard user accounts. These accounts are typically used by system administrators, IT personnel, and other high-level users to perform critical tasks such as installing software, modifying system configurations, accessing sensitive data, and managing user accounts.

Asset is anything that has value to an organization, including, but not limited to, another organization, person, computing device, information technology (IT) system, IT network, IT circuit, software (both an installed instance and a physical instance), virtual computing platform (common in cloud and virtualized computing), and related hardware (e.g., locks, cabinets, keyboards).

Asset Inventory is a register, repository or comprehensive list of an enterprise's assets and specific information about those assets.

Credentials are the authentication factors—such as usernames, passwords, PINs, cryptographic keys, digital certificates, or biometric data—used to verify and grant an individual, system, or application authorized access to digital resources. Credentials serve as proof of identity and are a core component of access control, security, and compliance.

Digital Assets are the electronic resources including, but not limited to, County of Saginaw systems, networks, applications, and data (to be clear, Digital Assets includes both physical devices and digital information) that Saginaw County owns, controls, or relies upon to conduct business, including hardware, such as computers, servers, tablets, and mobile devices, as well as software, data, communications, intellectual property, and online accounts.

Multifactor Authentication or MFA is a security process that requires users to provide two or more verification factors to access a resource, such as an application, online account, or network. These factors typically fall into three categories:

1. *Something You Know*: Includes passwords, PINs, or security questions.
2. *Something You Have*: Physical security tokens, mobile phones, or hardware keys.

3. *Something You Are*: Biometric verification methods like fingerprints, facial recognition, or voice recognition.

Network is a collection of interconnected devices, such as computers, servers, and printers, that communicate with each other to exchange data and share resources. These networks can be established using physical connections like cables or wireless technologies. Communication protocols, such as TCP/IP, are used to manage the flow of data between devices.

Orphaned user accounts are accounts that remain active within a system, application, or directory after the associated individual—such as an employee, contractor, or vendor—no longer requires access or is no longer affiliated with the organization. These accounts no longer have a valid owner or business purpose but may still retain access rights, privileges, or data.

Password is a sequence of characters used in computing to authenticate a user's identity and authorize access to various digital systems, such as computers, websites, and mobile devices. It is designed to be a secret known only to the authorized user and is often paired with a username for verification purposes.

Rules are formally prescribed principles or directives issued by an authority—such as a legislature, regulatory body, court, or governing organization—that establish standards of conduct, procedures, or operations. They are legally binding within their applicable scope, and noncompliance may result in penalties, enforcement actions, or other legal consequences.

Service Accounts are specialized accounts used by applications, services, or systems to authenticate and perform automated tasks.

User Login Names are comprised of a unique sequence of characters used to identify a user and allow them to access a computer system, network, or online account.

Users are County of Saginaw Elected Officials, Judges, employees, contracted individuals or entities, third-party vendors, and anyone else who has a County of Saginaw user account and/or an account to County of Saginaw applications.



COUNTY OF SAGINAW

111 S. Michigan Ave | Saginaw, MI 48602

COUNTY SERVICES

August 26, 2025



Jack Tany, Chairman
Saginaw County Board of Commissioners
111 S. Michigan Ave.
Saginaw, MI 48602

SAGINAW COUNTY BOC
AUG 26 '25 PM3:41

Re: Policy 503: Access Control Management

9-16-6

Dear Chairman Tany,

Attached for consideration by the County Services Committee is a new proposed County Policy entitled Access Control Management. Policy 503 establishes uniform standards for granting, managing, and revoking access to Saginaw County systems, networks, and data. It ensures that access is only provided when properly authorized and aligns the County with federal standards and best practices for information security.

The policy mandates centralized identity management, role-based access controls, multi-factor authentication (MFA) for all remote, administrative, and externally accessible applications, and prohibits the use of generic accounts except under rare, documented exceptions.

Legal Counsel has reviewed and approved the new policy. I will be available at the September 3, 2025 County Services Committee meeting to address any questions Commissioners have regarding this new policy.

Warmest Regards,



Andrew Klaczekiewicz
Director
Information Technology

cc: Mary Catherine Hannah, County Administrator

Proposed Motion: Committee moves approval and adoption of Policy 503: Access Control Management.



Title: Access Control Management
Effective Date:
Amended:
Issuing Authority: Board of Commissioners
Responsible Officer: Director, Information Technology

Category: 500
Number: 503

Purpose

This policy establishes standards for granting, managing, and revoking user access to County of Saginaw Digital Assets, including but not limited to: systems, networks, applications, and data.

Responsibility

The County of Saginaw Information Technology (COSIT) is responsible for confirming that the requested access is appropriate for the job role and employs Least Privilege methodology.

Scope

This policy applies to the following covered individuals: all County of Saginaw Elected Officials, Judges, employees, contracted individuals or entities, third-party vendors, and anyone else who has a County of Saginaw user account and/or an account to County of Saginaw applications. Anyone covered individual who fails to comply with this, or any County of Saginaw policy, is subject to disciplinary action outlined in the County of Saginaw Standards of Conduct.

Policy

This policy establishes rules and controls to create, modify, or remove access to County of Saginaw Digital Assets.

A. Grant Access

1. Access to systems or data must be requested through the IT Help Desk ticket system and must include the following information:
 - Identity of the requester.
 - Business justification.
 - Requested system(s) or data access.
 - Start and end dates if temporary.
1. All access must be approved by the system owner, data steward, or information owner.
2. Access must be provisioned based on the principle of Least Privilege.
3. Role-Based Access Control (RBAC) should be implemented where technically feasible.
4. Custom or non-standard access must be explicitly justified and documented.

5. The use of generic user accounts is strictly prohibited as a foundational security principle to ensure individual accountability, protect sensitive information, and mitigate risks associated with unauthorized access. Exceptions to this policy may be authorized only under extraordinary circumstances where operational necessity or technical constraints necessitate such access, and solely at the discretion of the Director of Information Technology. Any authorized exceptions must be documented, accompanied by a formal risk assessment, and subjected to periodic review to ensure compliance with organizational security standards.

B. Revocation of Access

1. When appropriately notified by a County department, COSIT will institute procedures for revoking user account access. Revocation of access applies to employee or contractor separation of any kind.
2. All access will be revoked *immediately* upon:
 - Termination of employment or contract.
 - Role changes that no longer require access.
 - Conclusion of temporary or project-based assignments.
 - Detection of unauthorized or malicious activity.
3. Target timeframe for revocation is:
 - *Within 2 business hours* of separation notice to COSIT.
 - *Immediately* after notice, if termination is *involuntary*.
4. Department heads, managers, and supervisors will support COSIT by routinely validating user accounts and providing confirmation of active accounts and NOTICE of any change in the user relationship to the County that would or may require revocation of an account or access. The process of validating user accounts will occur at a minimum quarterly, or as determined appropriate by COSIT. Failure to provide validation of user accounts *may* result in revocation of same.
5. COSIT may utilize scripts to detect accounts that are inactive for 30, 60, or 90 days, orphaned accounts or accounts with no login activity or ownership.
6. Password self-service mechanisms (if deployed) must not allow separated employees to re-enable their own account(s).

C. Requirement of Multi-Factor Authentication (MFA) for Externally Exposed Applications

1. MFA is required for all externally accessible applications and services, regardless of the user's role or the system's sensitivity level.
2. Acceptable forms of second-factor authentication include:
 - Time-based One-Time Passwords.
 - Hardware or software tokens.
 - Push notification-based approvals.

D. Require MFA for Remote Network Access

1. Must use a centralized authentication system.
2. All enterprise user accounts, including remote, on-prem, & hybrid, must authenticate through this system.
3. Password policies, session timeouts, and lockout rules must be centrally managed and enforced through the enterprise managed authentication.
4. Disable or heavily restrict local authentication mechanisms.

E. Require MFA for Administrative Access

1. MFA for privileged accounts is required and will be enforced regardless of internal or external access paths.
2. Privileged or administrative accounts, including but not limited to the following, must always use MFA:
 - Domain administrators.
 - Cloud root or super-admin roles.
 - Database administrators.
 - Network or firewall administrators.
3. MFA technologies used must be pre-approved by the IT Security team.
4. Due to susceptibility to interception or SIM swapping, SMS-based MFA will generally not be approved unless no other method is feasible.

F. Create and Maintain Inventory of Authentication Systems

1. Access to systems and data will generally be granted based on defined roles and not on a per user basis, to minimize the excess privilege and enforce consistent access management.
2. Access will generally be managed through the enterprise-managed authentication system to minimize role overlaps or unintended privilege escalation.

G. Centralized Access Control

1. All systems, applications, and platforms must integrate with a centralized identity provider or another approved IAM platform.
2. All user authentication and access provisioning must be performed through the centralized access control system.
3. Stand alone or siloed authentication systems are prohibited unless an exception is documented, justified, and approved by IT Security.
4. Whenever technically feasible, systems should use Single Sign-On backed by centralized directory services to simplify user experience and enhance security.
5. All centralized access systems must include the following:
 - Password complexity and expiration policies
 - Multi-Factor Authentication (MFA) for externally accessible systems
 - Session timeouts and idle lockouts
6. Failed login attempts must be logged, and account lockout thresholds must be defined.
7. Any legacy systems that cannot integrate with the centralized access control system must:

- Be documented and assessed for risk
- Have compensating controls in place (e.g., MFA, VPN restriction)
- Be prioritized for upgrade or retirement

H. Role-Based Access Control

1. Access must be granted based on *defined roles or security groups*, rather than individual user assignments whenever possible.
2. Role definitions and group membership must be documented and reviewed annually for accuracy and relevance.

County Administrator Legal Counsel Review

The County Administrator has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Administrator

Approved as to Legal Content:
Saginaw County Civil Counsel

REFERENCE SOURCES:

Category: **HIPAA Administrative Safeguards**

Type: Standard

Reference: 45 CFR §164.308(a)(1)(ii)(A), 164.308(a)(1)(ii)(B), 164.308(a)(3)(ii)(B), 164.308(a)(3)(ii)(C), 164.308(a)(4)(i), 164.308(a)(4)(ii)(C)

Category: HIPAA Technical Safeguards

Type: Standard

Reference: 164.312(a)(2)(i)

Category: **CJISSECPOL**

Version: 6.0

Reference: AC-1, AC-2, AC-2(1), AC-3, AC-5, AC-6, AC-6(1), AC6-(7), AC-17, AC-19, AU-9(4) IA-2(1), IA-2(2), IA-4, IA-5, IA-8(2), CM-8

RECOMMENDED PRACTICES:

Category: **CIS**

Version: 8.1

Control: 5

Reference: IG 1, IG 2, IG 3

NIST: SP 800-171 Rev 2, SP 800-63B

Definitions

Administrator or privilege accounts are user accounts that have elevated access privileges beyond those of standard user accounts. These accounts are typically used by system administrators, IT personnel, and other high-level users to perform critical tasks such as installing software, modifying system configurations, accessing sensitive data, and managing user accounts.

Asset is anything that has value to an organization, including, but not limited to, another organization, person, computing device, information technology (IT) system, IT network, IT circuit, software (both an installed instance and a physical instance), virtual computing platform (common in cloud and virtualized computing), and related hardware (e.g., locks, cabinets, keyboards).

Asset Inventory is a register, repository or comprehensive list of an enterprise's assets and specific information about those assets.

Centralized Authentication System is a security architecture where a single, central service manages and validates user authentication across multiple systems, applications, or services within an organization.

Credentials are the authentication factors—such as usernames, passwords, PINs, cryptographic keys, digital certificates, or biometric data—used to verify and grant an individual, system, or application authorized access to digital resources. Credentials serve as proof of identity and are a core component of access control, security, and compliance.

Digital Assets are the electronic resources including, but not limited to, County of Saginaw systems, networks, applications, and data (to be clear, Digital Assets includes both physical devices and digital information) that Saginaw County owns, controls, or relies upon to conduct business, including hardware, such as computers, servers, tablets, and mobile devices, as well as software, data, communications, intellectual property, and online accounts.

Hybrid System refers to an environment that combines on-premises infrastructure with cloud-based services, enabling organizations to leverage the benefits of both deployment models.

Least Privilege is a cybersecurity principle that dictates users, systems, applications, or processes should be granted only the minimum level of access rights and permissions necessary to perform their specific tasks or functions—nothing more.

Multifactor Authentication or 2FA / MFA is a security process that requires users to provide two or more verification factors to access a resource, such as an application, online account, or network. These factors typically fall into three categories:

1. *Something You Know*: Includes passwords, PINs, or security questions.
2. *Something You Have*: Physical security tokens, mobile phones, or hardware keys.

3. *Something You Are*: Biometric verification methods like fingerprints, facial recognition, or voice recognition.

Network is a collection of interconnected devices, such as computers, servers, and printers, that communicate with each other to exchange data and share resources.

On-Premises Systems refer to hardware and software that are physically hosted and operated within an organization's own facilities, rather than in the cloud or at a third-party data center.

Password is a sequence of characters used in computing to authenticate a user's identity and authorize access to various digital systems, such as computers, websites, and mobile devices. It is designed to be a secret known only to the authorized user and is often paired with a username for verification purposes.

Role Based Access Control (RBAC) is a security model used to restrict system access based on a user's role within an organization. Instead of assigning permissions to individual users, permissions are assigned to roles, and users are assigned to those roles.

Rules are formally prescribed principles or directives issued by an authority—such as a legislature, regulatory body, court, or governing organization—that establish standards of conduct, procedures, or operations. They are legally binding within their applicable scope, and noncompliance may result in penalties, enforcement actions, or other legal consequences.

Service Accounts are specialized accounts used by applications, services, or systems to authenticate and perform automated tasks.

Single Sign-On (SSO) is an authentication method that enables a user to securely access multiple independent applications, systems, or services with a single set of login credentials. Instead of maintaining separate usernames and passwords for each resource, the user authenticates once through a trusted identity provider, which then issues tokens or assertions to grant access across authorized systems.

Time-Based One-Time Password (TOTP) is a type of two-factor authentication (2FA) method that generates a unique, temporary passcode based on the current time and a shared secret key.

Token is a digital object used to represent and verify a user's identity, session, or access rights. Tokens are typically issued after successful authentication and are used in place of repeatedly entering credentials like a username and password.

User Login Names are comprised of a unique sequence of characters used to identify a user and allow them to access a computer system, network, or online account.

Users are County of Saginaw Elected Officials, Judges, employees, contractors, third-party vendors, or anyone else who has a County of Saginaw user account and/or an account to County of Saginaw applications that interact with a product, service, system, or technology to achieve specific goals or fulfill needs.



County of Saginaw

**COUNTY
SERVICES**

111 South Michigan Avenue
Saginaw, MI 48602

Mary Catherine Hannah
County Administrator

August 27, 2025

9-16-7

Michael Webster, Chairman
County Services Committee
111 S. Michigan Avenue
Saginaw, MI 48602

SAGINAW COUNTY BOC
AUG 27 '25 PM4:18

RE: GREAT LAKES BAY MICHIGAN WORKS! TRANSFER AGREEMENT

Dear Chair Webster,

I would like to request time on the County Services agenda to update the Committee on the progress towards compliance with the decision by the Great Lakes Bay Michigan Works! Board to switch their fiduciary agent from Saginaw County to Isabella County.

We have been working with our own internal team, as well as with the Administrator and Finance Director of Isabella County, the Michigan Works management team, as well as various third-party vendors to try and make sure that this process is a smooth transition for the employees and retirees.

I will be at the September 3rd County Services Committee meeting should you or other Commissioners have any questions.

Sincerely,

Mary Catherine Hannah
County Administrator

Cc: Koren Thurston, Finance Director



(989) 790-5210



administratorsoffice@saginawcounty.com

RECEIVE & FILE

August 14, 2025

SAGINAW COUNTY BOC
AUG 25 '25 PM3:26

Saginaw County Board of Commissioners
111 S. Michigan Avenue
Saginaw, MI 48602

9-16-8

RE: Industrial Facilities Exemption Certificate For Menard, Inc., 1808 Veterans Memorial Parkway

Dear Commissioners:

The City Council of the City of Saginaw is a Qualified Local Government Unit eligible to approve Industrial Facilities Tax Exemption (IFTE) Certificates under Public Act 198 of 1974, as amended.

On June 26, 2025, Menard, Inc. submitted an application for an IFTE certificate for 1808 Veterans Memorial Parkway. The application proposes a new project with an estimated expenditure of \$21,385,000.00. Under the terms of this IFTE certificate and the certificate and the City Council policy, Fifth Avenue Limited Partnership could have a "tax freeze" for up to twelve (12) years. This abatement excludes existing taxes, the value of the land, and personal property resulting in potential abatement on property improvements. Taxes will be levied at the full rate following the expiration of the abatement.

State law requires notification to taxing units of the receipt of this application. The City Council will hold a public hearing on this application at the Monday, August 25, 2025, City Council meeting beginning at 6:30 p.m. at the Andersen Enrichment Center, 120 Ezra Rust Avenue. Feel free to contact me at 989.759.1480 with any questions.

Sincerely,

Kristine Bolzman, MiPMC/CMC
City Clerk



OFFICE OF THE CITY CLERK

1315 S. Washington Avenue

Saginaw, MI 48601

989.759.1480 office

989.759.1447 fax



9-16-12

August 20, 2025

SAGINAW COUNTY BOC
AUG 29 '25 PM3:28

Saginaw County Board of Commissioners

111 S. Michigan Avenue

Saginaw, MI 48602

RE: NEIGHBORHOOD ENTERPRISE ZONE – COVENANT 3

Dear Taxing Unit Representative,

Pursuant to Paragraph 3 of Section 3 of the Michigan Public Act 147 of 1992, this is written notification of the City of Saginaw's intent to create a Neighborhood Enterprise Zone. Furthermore, as provided by the Act, the City Council will create this zone by adoption of a resolution anticipated for the regular meeting of October 20, 2025.

The new zone contains 13.675 acres of land, its proposed limit is to "new and rehabilitated facilities" only and is comprised of a compact and contiguous land area. The name proposed is "Neighborhood Enterprise Zone Covenant 3." The suggested legal description is as follows:

Neighborhood Enterprise Zone Covenant 3

Entire Blocks 28, 29, 37 38, 39, 40 & 41, Penoyer Farm

A public hearing to solicit comments on the proposed zone will be held Monday, September 8, 2025 at 6:30 p.m. at the Andersen Enrichment Center, 120 Ezra Rust. All interested persons are invited to attend.

Sincerely,

A handwritten signature in blue ink that reads "Kristine Bolzman".

Kristine Bolzman

City Clerk