

DRAFT

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



JUNE SESSION 2023




First day of the June Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, June 20, 2023. The Board met pursuant to call of the County Clerk at 5:02 p.m. at the Saginaw County Courthouse, 111 S. Michigan Ave., Saginaw, MI 48602 with the Honorable Christopher S. Boyd in the Chair.

PRESENT: Christopher S. Boyd, Lisa R. Coney, Denny M. Harris, Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer, Jack B. Tany, Michael A. Webster - **11**

ABSENT: - **0**

TOTAL: - **11**

OTHERS: Robert Belleman, Dave Gilbert, L. William Smith, Vanessa Guerra, Katie Kelly, Brian Wendling, Tim Novak, Jennifer Broadfoot, Undersheriff Gomez, Mary McLaughlin, John McColgan, Judge Frank, Brenda Moore, Carl Ruth, Liz Quarm, Annette Rummel, Norm Bamberger, Amy Belleman, Jon Block, Josh Brown, Carol Somers, Tomika Deleon, Jason VanBocxlaer, Kam Christopher, Tricia Barnes, Pam Pelkki, Ed Brown, BriAnn Summersett, Steve Black, Brian Keeler, Charles Campbell, Sam Tany, Tim Morales, Madison Bourdow-Hewitt, Helen Lutz, Madeleene Oneal, Dr. Russell Bush, Constance Reppuhn, Bonnie Kanicki, Albert Janetsky III, Linda James, Jennifer Leek-Booker, Brandy Brown, Michelle Goist, Mark Angliss, Victoria Bennett, Liz Gooch, Jerry Maxson, Brian Keenan-Lechel, Ed Wasmiller, Timothy Danielak, Shannon Pine, Bill Stanuszek, Jessica Sargent, Nancy Thick, Shawna Davidson, Serina Ortega, Heidi Schafer, Justin Pomerville, Jake Golden, Cheryl Hadsall, Cindy Louchart, Cynthia Winiecke, Josh Winiecke, Chuck Stack, Susie McColgan, Ginny Boyd, Angie Miller, Breanna DePottey, Patricia Johnson, Kathy Marr, Michelle Sawyer, Tom Knaub, Todd Borders, Kyle Bostwick, Mike Hanley, Kelly Suppes, Jaime Ceja, Steve Fenner, Tavey Campbell, Kristin Novak, Thomas Roy, Diane Booth, Patty Longoria, Margie Rodriguez, Jim Campau, Bob Spence, Terry Martin, Lori Fulsher, Jenifer Speckhard, Lori Grai, Dawn Spooner, Kimberly Trinklein, Sue Persinger, Warren Creamer, Catherine Hicks, Marissa Sawdon, Suzy Koeplinger, and others

 Commissioner Little gave the invocation and led the Pledge of Allegiance to the Flag



CLERK’S CALL OF SESSION

Public Notice of Regular Board Session

The Saginaw County Board of Commissioners will convene for its Regular Session on
Tuesday, June 20, 2023 at 5:00 p.m.

111 S. Michigan Ave.

Room 200

Saginaw, MI 48602

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

This meeting is being held consistent with P.A. 267 of 1976 (MCL 15.263) to consider the
June 20, 2023 Board Agenda.

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

Respectfully submitted,

Vanessa Guerra, County Clerk

June 9, 2023

Posted 6-16-23 by MCS

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

APPROVAL OF MINUTES

- ***Commissioner Slodowski moved, seconded by Commissioner Matthews, to approve the Minutes of the May 16, 2023 Board Session. Motion carried.***

PUBLIC HEARING

None

AUDIENCES

- Mayor Brenda Moore spoke in support of Controller Robert Belleman
- Carl Ruth, former County Commissioner and Chairman, spoke in support of Controller Robert Belleman
- Liz Quarm, Humane Society of Saginaw County President, spoke regarding animal overpopulation and requested funding for the spay and neuter of community cats and owned pets for those who cannot afford to do so themselves
- Annette Rummel thanked commissioners for support of the Henry Marsh Mural Project and the Memorial Cup at the Dow Event Center and spoke in support of Robert Belleman
- Norm Bamberger spoke in support of Controller Robert Belleman
- Amy Belleman spoke in support of Controller Robert Belleman
- Katie Kelly, Register of Deeds, spoke in favor of terminating Controller Robert Belleman
- Vanessa Guerra, County Clerk, spoke in favor of terminating Controller Robert Belleman



- John McColgan, County Prosecutor, spoke regarding labor issues and procedures put in place by Controller Robert Belleman that contributed to low morale and hiring of new employees
- Jon Block spoke in support of Controller Robert Belleman
- Josh Brown, I.T. Director, spoke in favor of removing Robert Belleman as County Controller
- Carol Somers spoke in support of Josh Brown, I.T. Director
- Tomika DeLeon spoke in support of funding for the Humane Society of Saginaw County
- Jason VanBocxlaer spoke regarding the unjustified discipline of Joshua Brown, I.T. Director
- Kam Christopher spoke on Animal Care & Control and the dismissal of Robert Belleman
- Tricia Barnes spoke on Animal Care & Control and the dismissal of Robert Belleman
- Pam Pelkki spoke on behalf of herself and I.T. staff regarding concerns of I.T. Department staff and interaction with Controller Robert Belleman
- Ed Brown spoke in support of his son, Josh Brown, I.T. Director, and removing Robert Belleman as County Controller
- BriAnn Summersett spoke on issues with the Medical Examiner’s Office and Robert Belleman
- Steve Black spoke in support of Controller Robert Belleman
- Brian Keeler spoke in support of Controller Robert Belleman
- Charles Campbell spoke against Controller Robert Belleman and the Medical Examiner’s Office
- Tim Morales spoke in support of Controller Robert Belleman
- Madison Bourdow-Hewitt addressed issues with Controller Robert Belleman and Animal Control

INITIATORY MOTIONS

[Requires 2/3 majority vote of the members present for adoption, pursuant to Board Rules]

- Tany moved, seconded by Harris, to enter into closed session, pursuant to MCL 15.268(a), to consider the dismissal/termination without cause of Robert Belleman pursuant to Section IV of his employment agreement, if Mr. Belleman requests a closed session, otherwise it will be held in an open session. Mr. Belleman may rescind the request at any time, in which case the matter at issue will be considered after the rescission only in an open session. (Mr. Belleman did not request a closed session)

After discussion, the motion failed by the following roll-call vote:

Yes: Piotrowski, Tany, Spitzer, Slodowski, Harris, Webster and Boyd - 7

No: Matthews, Krafft, Little and Coney - 4

Chairman Boyd then asked commissioners to consider Executive Committee Board Report 6.4 on the Addendum, taken out of the regular order of business, as follows:

- 6.4) **CHAIRMAN BOYD** requesting approval to hire special labor counsel to conduct an investigation into legal/labor issues involving complaints about the County Employee; to authorize the Chairman, in conjunction with County Civil Counsel, to retain outside labor counsel; and to place the County Employee on paid administrative leave until the investigation is completed and a referral is made to the full board



- Slodowski moved, seconded by Little, to approve the hiring of special labor counsel to conduct an investigation for legal/labor issues involving complaints about a County Employee. **Motion carried by unanimous vote.**
- Spitzer moved, seconded by Coney, to authorize the Chairman, in conjunction with County Civil Counsel, to retain outside labor counsel. **Motion carried by unanimous vote.**
- Coney moved, seconded by Slodowski, to approve placing the County Employee on paid administrative leave until the investigation is completed and a referral is made to the full board. **Motion carried, with nay votes recorded for Coney and Krafft.**

[The Board recessed at 6:38 p.m.]

[The Board reconvened at 7:01 p.m.]

- Coney moved, seconded by Harris, to move reconsideration of the question on the Initiatory Motion, pursuant to Board Rule 6.3 wherein “a member shall have the right to move reconsideration of any question on which the member voted with the prevailing side.” **After discussion, the motion carried with a nay vote recorded for Krafft.**
- Tany moved, seconded by Harris, to consider the dismissal/termination without cause of Robert Belleman pursuant to Section IV of his employment agreement.
After discussion, the motion carried by the following roll-call vote:
Yes: Tany, Spitzer, Slodowski, Harris, Coney, Webster, Piotrowski and Boyd - 8
No: Matthews, Krafft and Little - 3
- Slodowski moved, seconded by Coney, to rescind the action taken on Executive Committee Board Report 6.4 on the Addendum as to Item #3 (to place the County Employee on administrative leave, etc.) **After discussion, the motion carried unanimously.**

*Added After Special Executive Committee Prior to the Board Session and
Amended at the Board Session under Initiatory Motions*

FROM: EXECUTIVE COMMITTEE -- 6.4

***AMENDED**

JUNE 20, 2023

Your committee considered an item brought forth from Chairman Boyd to the Executive Committee to discuss the hiring of special labor counsel to investigate county employee issues and complaints made against a County Employee; to authorize the Chairman, in conjunction with County Civil Counsel, to retain outside labor counsel; and to place the County Employee on paid administrative leave until the investigation is completed and a referral is made to the full board.* Your committee met and discussed the issues noted above.

We recommend approval to hire special labor counsel to conduct an investigation for legal/labor issues involving complaints about a County Employee; to authorize the Chairman, in conjunction with County Civil Counsel, to retain outside labor counsel; ~~and to place the County Employee on paid administrative leave until the investigation is completed and a referral is made to the full board.~~ ***See Summary/Minutes under Initiatory Motions wherein the third recommendation was approved and then rescinded.**



Respectfully Submitted,
EXECUTIVE COMMITTEE

Christopher S. Boyd, Chairman
Gerald D. Little
Dennis H. Krafft

Jack B. Tany
Michael A. Webster

LAUDATORY RESOLUTIONS

Certificate of Recognition “Dripping in Elegance Adult Prom” Lauren “Lolo” Reed

Upon the occasion of the “Dripping in Elegance Adult Prom” on Friday, June 2, 2023 at the Dow Event Center this Certificate of Recognition is awarded as a testimonial of hosting an adult prom dedicated to the “Lost High School Class of 2020.”

Lauren “Lolo” Reed three years ago was a Heritage High School senior, basketball player and homecoming queen looking forward to prom.

Lauren Reed finished high school and began her adult life without any rights of passage or celebratory events to mark her accomplishments. It was honestly disappointing because, at the time, everything was closed, and no one could see one another which was devastating.

Lauren Reed, now 21 years of age, is a senior studying biology at Albion College with plans to become a Physician’s Assistant. Lauren was part of what she calls “the lost class of 2020.” She and her classmates graduated that spring, just weeks after health officials declared COVID-19 a pandemic, and life as they knew it suddenly stopped.

Lauren Reed decided in the summer three years later to make up for lost time and missed memories to put an event together in tribute to the Class of 2020 being that they were the only class that never had a prom or a proper graduation.

Lauren Reed will host an adult prom dedicated to the “lost high school Class of 2020” on June 2, 2023, in hopes of experiencing a proper senior send off. Having a prom would be imperative because seniors across the world never had the opportunity, unlike what many have experienced. Due to Covid-19 completely stripping them from celebrating properly, she thought, why not celebrate the graduating Class of 2020 with a prom that they would remember.

Lauren Reed expects to have much fun and reconnect all the high schools in Saginaw County and have a wonderful evening of elegance. She hopes that this event will make up for some of what she and her fellow classmates of 2020 lost.

In addition, two 2020 high school graduates will be awarded scholarships and will be honored at the prom. To be eligible, those applicants must have had a GPA of 2.5 or higher and already be enrolled in college.

The event will be held on Friday, June 2, 2023, from 7 o’clock pm until 11 o’clock pm at the Dow Event Center, 303 Johnson Street in Downtown Saginaw. This event is intended for high school graduates of 2020 and open to anyone eighteen and older.

The Saginaw County Board of Commissioners does hereby extend this Certificate of Recognition to Lauren “Lolo” Reed along with our best wishes for many more happy, productive years in the future.



Respectfully Submitted,
Saginaw County
Board of Commissioners
Christopher S. Boyd
Chairman, District #9

Presented: June 2, 2023
Adopted: June 20, 2023
Lisa R. Coney
Commissioner, District #10

**Certificate of Recognition
Susan Wagner
Hearing Technician
For the
Saginaw County Public Health Department**

Susan Wagner first started with Saginaw County on November 17, 1986 as a Typist Clerk I in the 70th District Court. She was then promoted to Assignment Clerk in 1990. After hard work and dedication, she was promoted again to Court Room Clerk in 1993.

Susan Wagner provided seven exceptional years of service with the 70th District Court before deciding to transfer to the Saginaw County Health Department. She became a Part-Time Hearing Technician on September 30, 1996. Susan's commitment to her work earned her a Full-Time position in 2022.

Susan Wagner has been married to Bryan for thirty-one years, has two daughters and one grandson. She enjoys anything that brings her family together: reading, playing board games, spending time at White Lake on the pontoon, kayaking, and paddle boarding. She also loves traveling, bike riding and spending time with her grandson.

The Saginaw County Board of Commissioners thanks Susan Wagner for 30+ years of service, along with her hard work and dedication to Saginaw County and its employees. Susan will be greatly missed by her co-workers and everyone she assisted in the community.

Respectfully Submitted,
Saginaw County
Board of Commissioners
Christopher S. Boyd
Chairman, District #9

Presented: June 8, 2023
Adopted: June 20, 2023
Sheldon Matthews
Commissioner, District #4

**Certificate of Recognition
Katheryn Houck
Court Referee/Facilitator for the Saginaw County Friend of Court**

Katheryn Houck first started with Saginaw County on July 6, 1998 as an Associate Friend of the Court. After hard work and dedication, she was promoted to Associate Friend of the Court/ Michigan Works Coordinator on December 27, 1999.

Katheryn Houck provided exceptional years of service within the Friend of the Court and took on another position as Friend of the Court Medical Support on June 3, 2001. She became a temporary Court Referee on November 16, 2016, until two months later, on January 25, 2017, she became a Full Time Referee/Facilitator.

Katheryn Houck served as a Board Member for the Saginaw County Bar Association from 2012 to 2018 and as Secretary from 2013 through 2015. As a member of the Saginaw County Bar



Association, she also held other positions: Vice President 2015-2016, President 2016-2017 and as Past President 2017-2018. She also served as Carrollton’s Attorney-Advisor for Mock Trials from 2018 to present, and she received the 2023 F H Martin Award.

Katheryn Houck is most proud of her daughter Natalia and loves spending quality time with her. She also spends time watching football, reading, crocheting, and quilting.

The Saginaw County Board of Commissioners thanks Katheryn Houck for 25+ years of service, along with her hard work and dedication to Saginaw County and the Saginaw Bar Association. Katheryn will be greatly missed by her co-workers and everyone she assisted in the community.

Respectfully Submitted,
Saginaw County
Board of Commissioners
Christopher S. Boyd
Chairman, District #9

Presented: June 22, 2023
Adopted: June 20, 2023

**Certificate of Recognition
Saginaw Juneteenth Celebration
Mayor Brenda F. Moore**

Upon the occasion of the “Saginaw Juneteenth Celebration” Saturday, June 17, 2023 this Certificate of Recognition is awarded as a testimonial of hosting the Annual Saginaw Juneteenth Celebration.

Mayor Brenda F. Moore is a life-long resident of the City of Saginaw. She was born in Saginaw and is a proud graduate of Saginaw High School. She also earned an Associates Degree from Delta College. Mayor Moore understands the value of the family unit and is passionate about helping individuals receive the support and assistance they need to improve their lives.

Mayor Brenda F. Moore was elected in 2013 to City Council and quickly became involved with the Michigan Municipal League by attending conferences and training to understand her role as a newly elected official. Mayor Moore completed all four levels of the Michigan Municipal League training: Education, Leadership, Governance and Ambassador.

Mayor Brenda F. Moore was elected to the Board of Trustees for the Michigan Municipal League where she served as Vice President from 2019-2020 and in September 2020 she became the first African American woman to serve as head of the Michigan Municipal League. She also served as Vice President for the Michigan Black Caucus of Local Elected Officials and the Municipal Finance Committee.

Mayor Brenda F. Moore served as Mayor Pro Tem from 2018 to the fall of 2020 when she was elected Mayor. As a member of City Council, she has served on several influential boards and commissions and has long been involved in serving the citizens of Saginaw. Mayor Moore serves on the 911 Authority Board, Saginaw Planning Commission and Saginaw Future Board of Directors. She hopes to positively impact our youth through her position on City Council.

Mayor Brenda F. Moore is a member of Greater Renaissance Baptist Church and often volunteers whenever and wherever she is needed to serve in her church. Mayor Moore appreciates the outdoors and enjoys attending the many summer events in the city, including Jazz on Jefferson, Light Up the City, Friday Night Live concerts as well as the Annual Saginaw



Juneteenth Celebration. Mayor Moore loves her home in the heart of downtown Saginaw and is proud to serve the citizens of this beautiful city.

The Saginaw County Board of Commissioners does hereby extend this Certificate of Recognition to Mayor Brenda F. Moore along with our best wishes for many more happy, productive years in the future.

Respectfully Submitted,
Saginaw County
Board of Commissioners
Christopher S. Boyd
Chairman, District #9

Presented: June 17, 2023
Adopted: June 20, 2023
Lisa R. Coney
Commissioner, District #10

PETITIONS AND COMMUNICATIONS

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

- 6-20-1** **COMMISSION ON AGING** submitting its Annual Report for review and discussion.
-- Human Services (*Receive & File*)
- 6-20-2** **MOBILE MEDICAL RESPONSE** submitting its Tri-Annual Report pursuant to an Ambulance Service Agreement showing response times and other related information for the period of January 1 – April 30, 2023.
-- Courts & Public Safety (*Receive & File*)
- 6-20-3** **10TH CIRCUIT COURT – FAMILY DIVISION** requesting the addition of one (1) Contract Attorney to the Family Division budget to begin July 1, 2023 due to the increase in the number of children arrested and/or lodged in juvenile detention and not being enrolled in school.
-- Courts & Public Safety (**6-20-2.1**)
- 6-20-4** **COMMISSIONER PIOTROWSKI** submitting a proposed Resolution to declare Saginaw County as a “Second Amendment Sanctuary County.”
-- Courts & Public Safety (*No Action*)
- 6-20-5** **SAGINAW COUNTY CONVENTION & VISITORS BUREAU** requesting an investment of up to \$300,000 in the Henry Marsh Plaza Project, to transform the area under I-675 into an educational, well-lighted, universally accessible, cultural, entertainment, and recreational space.
-- County Services (**6-20-3.1**)
- 6-20-6** **PUBLIC WORKS** requesting final distribution of allocated American Rescue Plan Act (ARPA) funds for drain projects.
-- County Services (**6-20-3.2**)
- 6-20-7** **PARKS & RECREATION** requesting an updated resolution authorizing the submission of a SPARK grant application for capital improvements at Imerman Memorial Park.
-- County Services (**6-20-Res. 2023 - 12**)
- 6-20-8** **PARKS & RECREATION** requesting approval to apply for a Special License (Beer/Wine) from the State of Michigan for its “Pints and Paddles” event on September 23, 2023.
-- County Services (**6-20-3.3**)



- 6-20-9 INFORMATION TECHNOLOGY** requesting approval of updated County Policy 133 – Employee Internet Use, Email & Required Training, as well as renumbering the policy to 151.
-- County Services **(6-20-3.4)**
- 6-20-10 INFORMATION TECHNOLOGY** requesting approval of updated County Policy 134 – Information Technology Policy, as well as renumbering the policy to 152.
-- County Services **(6-20-3.4)**
- 6-20-11 INFORMATION TECHNOLOGY** requesting approval of updated County Policy 138 – Remote Access Policy, as well as renumbering the policy to 153.
-- County Services **(6-20-3.4)**
- 6-20-12 INFORMATION TECHNOLOGY** requesting approval to renumber County Policy 414 – Information Security to fall into the new Information Technology category of 150.
-- County Services **(6-20-3.4)**
- 6-20-13 CONTROLLER/CAO** submitting a recommendation to reassign management of the Solid Waste Management Plan and Committee to the Environmental Health Division of the Saginaw County Health Department.
-- County Services **(6-20-3.5)**
- 6-20-14 TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form in the amount of \$8,665,345.72 for the month of April 2023.
-- Budget/Audit **(6-20-4.1)**
- 6-20-15 CONTROLLER/CAO** submitting for approval a Bond Resolution not to exceed Five Million Five Hundred Thousand Dollars (\$5,500,000) for capital improvement projects at the Dow Event Center.
-- Budget/Audit **(6-20-Res. 2023 - 13)**
- 6-20-16 SAGINAW FUTURE INC.** requesting an increase in funding under the agreement between Saginaw County and Saginaw Future Inc. (SFI) if SFI is able to exceed its goals using the pay for performance metrics established in 2021, not to exceed \$50,000.
-- Budget/Audit **(6-20-4.2)**
- 6-20-17 SHERIFF** requesting approval to increase its current budget by \$78,974.95 and allow the Sheriff’s Office to accept revenue from the sale of used patrol vehicles in the amount of \$39,177 and drug forfeiture in the amount of \$39,797.95.
-- Budget/Audit **(6-20-4.3)**
- 6-20-18 ANIMAL CARE & CONTROL** requesting the use of existing funds and fund balance to off-set operational deficiencies due to the intake of a voluminous amount of stray and owner-surrendered animals that are unvaccinated, unaltered, and in need of medical care.
-- Budget/Audit **(6-20-4.4)**
- 6-20-19 10th CIRCUIT COURT – PROBATE** requesting an additional employee at Level T-08 for the Probate Office, with pay and fringe benefits at an approximate cost of \$77,000; and requesting the existing contract with Terry Kluck (due to expire July 4, 2023) be extended to September 30, 2023 at no additional cost but to acknowledge that she will work as needed.
-- Budget/Audit **(6-20-4.5)**
- 6-20-20 TREASURER/CONTROLLER** sending the electronic transactions and voucher payments transmittal form in the amount of \$23,683,955.23 for the month of May 2023.
-- Budget/Audit **(6-20-4.1)**



- 6-20-21 PERSONNEL DIRECTOR** submitting the May 2023 Employment Status Report covering labor statistics for the month of April 2023.
-- Labor Relations (*Receive & File*)
- 6-20-22 RETIREMENT/BENEFITS** requesting extension of the Professional Services Agreement with Amy Deford from December 10, 2022 through January 31, 2023 to pay her for services already provided.
-- Labor Relations (**6-20-5.1**)
- 6-20-23 CONTROLLER/CAO** submitting Draft #1 of the 2024 Budget, including the FY 2024 Budget Transmittal Letter & Debt Service Schedules, Draft Budget Resolutions A, B, C & D, Budget Summaries, Draft Capital Improvement Plan, and Draft Fee Schedule.
-- Budget/Audit (*Received in Primary Standing Committees*)
- 6-20-24 COMMISSION ON AGING** requesting a temporary Position Control Number (PCN) for Senior Center Specialist due to retirement of the current employee on August 31, 2023 and the need to onboard/train a new individual prior to departure.
-- Labor Relations (**6-20-5.2**)
- 6-20-25 HEALTH DEPARTMENT** requesting a temporary contract with a former SCHD employee to provide office coverage in the Environmental Health Services Division of the Health Department during a staff maternity leave, from late July/early August until no later than November 30, 2023.
-- Labor Relations (**6-20-5.3**)
- 6-20-26 MICHIGAN DEPARTMENT OF NATURAL RESOURCES** sending notice of a proposed land acquisition in St. Charles Township, 107.5 acres of mature lowland floodplain forest along the Bad River, adjacent to and east of the Saginaw Valley Rail Trail and lying within the dedicated boundary of the Shiawassee River State Game Area.
-- County Services (*Receive & File*)
- 6-20-27 BIRCH RUN TOWNSHIP** submitting the Birch Run Township DDA FY 2023 Annual Tax Increment Financing Report.
-- County Services (*Receive & File*)
- 6-20-28 COUNTY CIVIL/LABOR COUNSEL** submitting a Memorandum of Understanding between Saginaw County and Teamsters Local 214 representing Public Health Nurses regarding a pilot hiring/retention payment program for Public Health Nurses.
-- Labor Relations (**6-20-5.4**) *Submitted on Addendum after special Labor Relations*

REPORTS OF COMMITTEES

1. **Human Services Committee – G. Little, Chair; T. Slodowski, Vice-Chair**
None
2. **Courts and Public Safety Committee – J. Tany, Chair; S. Matthews, Vice-Chair**
 - 2.1) **10TH CIRCUIT COURT – FAMILY DIVISION**, re: Approval to add a Contract Attorney to the Family Division budget from the General Fund to begin July 1, 2023 (\$13,759 for remainder of FY 2023 and \$55,000 for FY 2024)
 - **Commissioner Tany moved, seconded by Commissioner Matthews, to approve 2.1 leaving room for exceptions. There were no exceptions and the motion carried.**



FROM: COMMITTEE ON COURTS & PUBLIC SAFETY – 2.1

JUNE 20, 2023

Your committee considered Communication No. 6-20-3 from Todd Borders, 10th Circuit Court Administrator, Family Division, and met with him and Judge Barbara Meter, as follows:

REQUEST: Requesting the addition of one (1) Contract Attorney to the Family Division budget to begin July 1, 2023 due to the increase in the number of children arrested and/or lodged in juvenile detention and not being enrolled in school.

BACKGROUND INFORMATION: Schools not tracking truancy and/or enlisting the support of the Court has led to children not in school. This has been amplified by the pandemic, as school systems and the Court have no idea where these children are until they are arrested/charged with criminal activity. This has significantly increased petitions to the Court. The addition of a new age group, 17-year-old youth, has provided further barriers to community safety, Court operations and adequate resources. To date, delinquency petitions are up nearly 60% since 2021. Violent crime committed by juveniles is up nearly 160% during that same timeframe. The two delinquency attorneys on contract are above capacity and have been for the last year. The addition of a delinquency attorney to the contract is critical.

FINANCIAL INFORMATION: The estimated cost of an additional delinquency contract attorney is \$68,759, which would be funded by the General Fund. \$13,759 would be added for the remainder of the FY2023 Budget and \$55,000 would be added for the FY2024 Budget. This position would be earmarked to represent all 17-year-old youth coming into the system which would allow the Court to seek 100% reimbursement of the contract based on percentage of 17-year-old youth represented through the “Raise the Age” Grant.

COLLABORATION/PARTNERSHIP: The pursuit of this delinquency attorney contract involves 10th Circuit Court – Family Division, Saginaw County Board of Commissioners, State of Michigan – Increased Representation Grant, and State of Michigan – Raise the Age Grant.

STRATEGIC PLANNING: The addition of this contract attorney position meets the Board of Commissioners’ Strategic Priority of “Improved Public Safety Perception” by reducing court backlog, providing appropriate representation to those in the community that are underprivileged and over-represented, along with addressing the core issue of truancy through legal advocacy.

RECOMMENDATION: We recommend approval of the addition of one (1) Contract Attorney to the Family Division budget to begin July 1, 2023 and to the FY 2024 Budget, due to the increase in the number of children arrested and/or lodged in juvenile detention and not being enrolled in school.

Respectfully Submitted,

COMMITTEE ON COURTS & PUBLIC SAFETY

Jack B. Tany, Chair
Richard A. Spitzer
Christopher S. Boyd

Sheldon Matthews, Vice-Chair
Mark S. Piotrowski

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

- 3.1) **SAGINAW CONVENTION & VISITORS BUREAU**, re: Approval of using up to \$300,000 in CVB funds for the Henry Marsh Plaza Mural Project



- 3.2) **PUBLIC WORKS**, re: Approval of final distribution of allocated American Rescue Plan Act (ARPA) funds for drain projects at Little Eagle Creek (\$220,000) and New Tamarack (\$660,000)
- 3.3) **PARKS & RECREATION**, re: Approval to apply for a Special License (Beer/Wine) from the State of Michigan for its “Pints & Paddles” event on September 23, 2023
- 3.4) **INFORMATION TECHNOLOGY**, re: Approval of updated and renumbered County Policies 133/151 – Employee Internet Use, Email & Required Training; 134/152 – Information Technology Policy; 138/153 – Remote Access Policy; and 414/154 – Information Security
- 3.5) **HEALTH DEPARTMENT**, re: Approval to reassign management of the Solid Waste Management Plan and Committee to the Environmental Health Division of the Saginaw County Health Department

[Note: Resolution 2023 – 12 from County Services Committee is submitted under the regular order of business under Resolutions]

- ***Commissioner Webster moved, seconded by Commissioner Krafft, to approve 3.1 after Commissioner Tany announced his intent to abstain from voting on 3.1 due to a conflict of interest. After discussion, the motion carried with Commissioner Tany abstaining from the vote on 3.1.***
- ***Commissioner Webster moved, seconded by Commissioner Matthews, to approve 3.2 – 3.5 leaving room for exceptions. After discussion, the motion carried.***

FROM: COMMITTEE ON COUNTY SERVICES – 3.1

JUNE 20, 2023

Your committee considered Communication No. 6-20-5 from Annette Rummel, President/CEO, Saginaw County Convention & Visitors Bureau requesting an investment of up to \$300,000 in the Henry Marsh Plaza Project, to transform the area under I-675 into an educational, well-lighted, universally accessible, cultural, entertainment, and recreational space.

We met with Annette Rummel, who presented the Henry Marsh Plaza Project and the murals planned for the area. The project will transform the area that is currently foreboding, underutilized, unsafe, and blighted into a city center plaza to gather and enjoy. Safety will be improved and the likelihood of crime will be reduced by transforming this space into a well-lighted and maintained plaza. It will also improve the first impression of the City of Saginaw, re-unite Saginaw’s north and south sides divided by I-675, and create an inviting, safe, and enjoyable space for all people. Art and culture will be enriched by the addition of artwork and murals planned for this plaza.

Success will be defined by (1) increase in traffic counts at the I-675 exit areas, (2) increase in the number and breadth of events within the City Center and those leveraging this area, and (3) increase in people visiting this area and using it for artistic appreciation, social gatherings, and recreational purposes.

The Henry Marsh Plaza Project is a legacy project for the Canadian Hockey League Memorial Cup Championship that will be held at the end of May and beginning of June 2024. This site will provide fans with a location to purchase food items and a place to enjoy.



We recommend approval of an investment of up to \$300,000 in the Henry Marsh Plaza Project, to transform the area under I-675 into an educational, well-lighted, universally accessible, cultural, entertainment, and recreational space.

Respectfully Submitted,

COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chair

Dennis M. Harris

Christopher S. Boyd

Dennis H. Krafft, Vice-Chair

Sheldon Matthews

FROM: COMMITTEE ON COUNTY SERVICES – 3.2

JUNE 20, 2023

Your Executive Committee met and considered Communication No. 6-20-6 from Brian Wendling, Public Works Commissioner, requesting final distribution of allocated American Rescue Plan Act (ARPA) funds for drain projects.

We met with Brian Wendling and recalled the previously approved funding for the Bement and Sarle Drains at \$120,000 of the \$1 million in ARPA funding set aside for Little Eagle Creek. Mr. Wendling explained that the ARPA funds need to be pledged by 2024 and spent by 2026 and the drains (Little Eagle Creek and New Tamarack) involved in this request are at the top of the priority list and ready to be worked on. The funding allocations are as follows:

\$1,000,000 Allocation

	Project Cost	ARPA Allocation	ARPA Balance	% Funded
Bement Drain	\$ 230,000.00	\$ 60,000.00	\$ 940,000.00	26%
Sarle Drain	\$ 180,000.00	\$ 60,000.00	\$ 880,000.00	33%
Little Eagle Creek	\$ 485,000.00	\$ 220,000.00	\$ 660,000.00	45%
New Tamarack	\$ 1,500,000.00	\$ 660,000.00	\$ -	44%

Estimated
Approved

We recommend approval of the final distribution of allocated American Rescue Plan Act (ARPA) funds for drain projects.

Respectfully Submitted,

COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chair

Dennis M. Harris

Christopher S. Boyd

Dennis H. Krafft, Vice-Chair

Sheldon Matthews

FROM: COMMITTEE ON COUNTY SERVICES – 3.3

JUNE 20, 2023

Your committee considered Communication No. 6-20-8 from Brian Keenan-Lechel, Parks & Recreation Director, as follows:

REQUEST: Requesting approval to apply for a Special License (Beer/Wine) from the State of Michigan for its “Pints and Paddles” event on September 23, 2023.

BACKGROUND INFORMATION: Saginaw County Parks and Recreation hosted the first “Pints and Paddles” event September 24, 2022, paddling the Tittabawassee River from Festival Park in Tittabawassee Township to Imerman Memorial Park in Saginaw Township. This was a first time/pilot event where the expectation was 30 or so participants. Over 80 participants registered, maxing out registration due to rental boat capacity. Over 100 participants are



anticipated in the second annual event. The Special License application allows Parks and Recreation to provide the “pints” portion of the event with a service area at Imerman Memorial Park at the conclusion of the paddle. Soft drinks, water and snacks are also provided to participants.

FINANCIAL INFORMATION: A combination of participant fees and business sponsorship opportunities will offset all program costs for the event and potentially earning revenue depending on participation numbers.

STRATEGIC PLAN: This request is consistent with the Board of Commissioners 2019 Strategic Plan Quality of Living focus area: Arts, Entertainment and Recreation Goal. This is a unique event to our area and even our state. It is also a great opportunity to explore some of Saginaw County’s best natural resources, our waterways.

COLLABORATION/PARTNERSHIPS: Tittabawassee Township is a partner on the project allowing use of their canoe/kayak launch at Festival Park for the morning of the event. The Saginaw County Sheriff will provide support for the service area. Multiple organizations have expressed interest in sponsorship opportunities.

RECOMMENDATION: We recommend approval for Parks and Recreation to apply for a Special License (Beer/Wine) from the State of Michigan for its “Pints and Paddles” event on September 23, 2023, with a rain/backup date of October 7, 2023.

Respectfully Submitted,

COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chair
Dennis M. Harris
Christopher S. Boyd

Dennis H. Krafft, Vice-Chair
Sheldon Matthews

FROM: COMMITTEE ON COUNTY SERVICES – 3.4

JUNE 20, 2023

Your committee considered Communications from Josh Brown, Information Technology Director, as follows:

REQUEST: Requesting approval to update and renumber the policies as follows:

- 6-20-9** Requesting approval of updated County Policy 133 – Employee Internet Use, Email & Required Training, as well as renumbering the policy to 151
- 6-20-10** Requesting approval of updated County Policy 134 – Information Technology Policy, as well as renumbering the policy to 152
- 6-20-11** Requesting approval of updated County Policy 138 – Remote Access Policy, as well as renumbering the policy to 153
- 6-20-12** Requesting approval to renumber County Policy 414 – Information Security to fall into the new Information Technology category of 150 as County Policy 154

BACKGROUND INFORMATION:

The above-mentioned policies were initially drafted to meet Saginaw County’s Internet Use requirements, Information Technology needs, Remote Access (VPN) needs, and Information Security needs. The policies have been altered to address internet and email security changes, multiple changes over the years, and remote access changes and requirements. Changes include Cybersecurity training for all Saginaw County employees added as an annual requirement, clearly defining what hardware and software is and is not supported and the addition of Multi-Factor



Authentication (MFA). All policies will be renumbered to fall into the new Information Technology category of 150.

FINANCIAL INFORMATION: No financial implications.

STRATEGIC PLAN: No strategic plan.

COLLABORATION/PARTNERSHIPS: No collaborations.

RECOMMENDATION: We recommend approval to adopt the changes and additions to these policies as well as renumbering and categorizing, as Information Technology has had several policy additions and changes since initial adoptions began in 1999.

Respectfully Submitted,

COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chair

Dennis M. Harris

Christopher S. Boyd

Dennis H. Krafft, Vice-Chair

Sheldon Matthews

[Policies start on next page]



Category: 150
Number: 151

Subject: EMPLOYEE INTERNET USE, EMAIL & REQUIRED TRAINING POLICY

1. **PURPOSE:** To ensure the proper use of the County of Saginaw's computer and telecommunications resources and services by employees, independent contractors, elected officials and other computer users.
2. **AUTHORITY:** Saginaw County Board of Commissioners. Changes to this policy will be made and approved by the Board of Commissioners based on changes in technology and business practice.
3. **APPLICATION:** This policy applies to all Departments, Elected Offices and Agencies of Saginaw County.
4. **RESPONSIBILITY:** Information Technology of Saginaw County (ITSC) is responsible for the implementation of this policy.
5. **DEFINITION(S):** NONE
6. **POLICY:** This policy will establish best practices and provide guidance for Saginaw County employees to follow in an effort to better secure our network infrastructure and technology assets. Standards and related processes and procedures will be consistently developed and maintained to ensure compliance with these policies. The computers and computer accounts provided to employees are to assist them in the performance of their duties to serve the constituents of Saginaw County. Email and Internet services are available to employees and officials for conducting county business. Using these systems is a privilege, not a right. Inappropriate use will result in the loss of this privilege and/or progressive discipline up to, and including discharge.
 - 6.1 **Legal Issues**
 - 6.1.1 It is illegal to intentionally access a computer system or network for the purpose of:
 - 6.1.1.1 Devising or executing any scheme or artifice to defraud or extort.
 - 6.1.1.2 Obtaining money, property or services with false or fraudulent intent, representations or promises.
 - 6.1.2 It is also illegal to maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program or data, using an unauthorized account, changing other users passwords, damaging files, altering the system or using the system or network to make money illegally.
 - 6.1.3 It is additionally illegal to violate plagiarism and copyright laws.
 - 6.1.4 Any employee committing acts of this nature will face disciplinary action according to Saginaw County policies and be subject to local, state and federal laws.
 - 6.2 **Enforcement**
 - 6.2.1 Any violation of this policy constitutes just cause for taking disciplinary action, revoking network privileges and/or initiating legal action for any



- illegal, inappropriate or obscene use of the network or in support of such activities.
- 6.2.2 Saginaw County and ITSC will actively monitor network activity in any form to maintain network integrity and to ensure that no illegal, inappropriate or improper activity is occurring within the Saginaw County network environment or representation of Saginaw County.
- 6.3 Roles & Responsibilities
- 6.3.1 All users are responsible for:
- 6.3.1.1 Knowing, understanding, and following all County policies.
 - 6.3.1.2 Exercising good judgment and acting in a professional manner when using County technology resources.
 - 6.3.1.3 Upon transfer to a new assignment, requesting that the authorities assigned to their User ID be changed to reflect the access requirements of the new job.
 - 6.3.1.4 Immediately reporting security incidents such as their computer or device becoming possibly compromised or infected with any type of malicious entity.
- 6.4 Management is responsible for:
The actions of their staff, contractors, and volunteers and must ensure that all standards applicable to their environment are followed Alerting ITSC via the appropriate form or a service desk ticket when a user transfers to new responsibilities. The privileges assigned to the user's ID must be changed to reflect the access requirements of the new job.
- 6.5 Employment Internet Procedures – General
- 6.5.1 All use of the Internet must be for authorized purposes. Saginaw County, through ITSC, reserves the right to prioritize use and all access to the network including sensitive data.
 - 6.5.2 All use of the Internet must be in conformity with local, state and federal law and Saginaw County policies and procedures.
 - 6.5.3 No statement may be made that can be construed to be "Official Saginaw County Policy" if the individual is not authorized to represent Saginaw County.
 - 6.5.4 The system and network at Saginaw County constitute public facilities and as such may not be used to support or oppose political candidates or ballot measures.
 - 6.5.5 Hate mail, harassment, discriminatory remarks or other antisocial behavior is prohibited and subject to termination through Personnel protocol.
 - 6.5.6 Use of the system or network from Saginaw County facilities to access, view, store or distribute obscene or pornographic material is prohibited and subject to termination through Personnel protocol.
 - 6.5.7 Subscriptions to mailing lists, bulletin boards, chat groups, commercial on-line services or other information related services must be previously



- approved by an employee’s department head and ITSC and must be related to County business.
- 6.5.8 No employee will have access to the Internet without having received appropriate training and acknowledging they have read, understand and agree to this policy.
 - 6.5.9 Users must identify themselves clearly and accurately in electronic communications. Anonymous or pseudo-anonymous communications appear to dissociate users from responsibility for their actions and are prohibited.
 - 6.5.10 Concealing user identity or misrepresenting a user name or Saginaw County to mask or distance users from irresponsible or offensive behavior is a serious abuse of network privileges and violates Saginaw County policies and procedures.
 - 6.5.11 Using identifiers of others constitutes fraud and is a violation of Saginaw County policies and procedures.
 - 6.5.12 Users are cautioned that information on the Internet is from unknown sources and consequently must always be subject to verification.
- 6.6 Etiquette
- 6.6.1 Be polite and use appropriate language.
 - 6.6.2 Do not reveal personal address or telephone number(s) or those of colleagues.
 - 6.6.3 Do not use the network in such a way that would disrupt the use of the network by others.
 - 6.6.4 All communications and information accessible via the network should be assumed to be private property.
 - 6.6.5 Users are responsible for the appropriateness and content of material they transmit or publish on the network. Hate mail, harassment, discriminatory remarks or other antisocial behavior such as targeting another person or organization to cause distress, embarrassment, injury or unwanted attention is prohibited. Personal attacks or other sanctions to threaten or intimidate or embarrass an individual, group or organization or attacks based on a person's race, national origin, ethnicity, disability, religion, gender, veteran status or sexual orientation are prohibited.
- 6.7 Security
- 6.7.1 Sharing or otherwise divulging a user's password and/or account code with another person is prohibited.
 - 6.7.2 Users may not leave an open file or session unattended or unsupervised.
 - 6.7.3 Users will be held accountable for all activity that occurs under their password and/or account code.
 - 6.7.4 Seeking information on, obtaining copies of or modifying files, other data, passwords or account codes belonging to another person is prohibited.
 - 6.7.5 Misrepresenting self or other users could be considered fraud and is prohibited.



- 6.7.6 Attempting to gain unauthorized access to the system and/or network is against the law and is prohibited.
- 6.7.7 Communications may not be encrypted so as to avoid security review.
- 6.7.8 Passwords should be changed regularly by the individual using it. Avoid easily guessed passwords.
- 6.7.9 Distributing or otherwise making an employee's password and/or account codes or another person's available to others or otherwise attempting to evade, disable or crack passwords and/or account coded or other security provisions or assisting others in doing so is a serious violation of Saginaw County policies, grounds for immediate suspension of network privileges and other disciplinary action.
- 6.8 Personal Security
 - 6.8.1 Personal information such as addresses and telephone numbers should remain confidential when communicating on the network. This includes the user's own as well as those of colleagues and clients where appropriate.
 - 6.8.2 Divulging or in any other way making a fellow employee's personal information (including but not limited to, home telephone number(s) and/or address) is prohibited.
- 6.9 Legal
 - 6.9.1 The unauthorized installation, use storage or distribution of copyrighted software or material is against the law and is prohibited.
 - 6.9.2 Copying of files, passwords or access codes belonging to others will be considered a violation of law, as well as, Saginaw County policies and constitute fraud, plagiarism and/or theft.
 - 6.9.3 Software licensed by and to Saginaw County may only be used in accordance with the applicable license.
 - 6.9.4 Modifying or damaging information without authorization (including but not limited to altering data, introducing viruses or worms or simply damaging files) is unethical, a violation of Saginaw County policies and may be a felony in Michigan.
 - 6.9.5 Using identifiers of other employees, including using such identifiers as one's own, constitutes fraud and is a violation of Saginaw County policies.
- 6.10 Network
 - 6.10.1 No use of the network will serve to knowingly or unknowingly disrupt the operation of the network for use by others.
 - 6.10.2 System and network components including hardware and software will not be destroyed, modified, abused or tampered with in any way.
 - 6.10.3 Users are responsible for the appropriateness and content of material they transmit or publish on the network. Hate mail, harassment, discriminatory remarks or other antisocial behavior such as targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual, group or



organization or attacks based on a person's race, national origin, ethnicity, disability, religion, gender, veteran status, sexual orientation or another such characteristic or affiliation are prohibited.

6.10.4 Saginaw County, the various departments and ITSC reserve the right to prioritize use of and access to the network.

6.10.5 Saginaw County and ITSC reserve the right to monitor all traffic on the network to maintain network integrity and to ensure that illegal or improper activity is not occurring.

6.11 Electronic Mail

6.11.1 Email may not be used for commercial solicitation and/or personal activities.

6.11.2 All county business is to be conducted through county email. Use of personal email for business use is prohibited.

6.11.3 Users must include their email address in all mail sent.

6.11.4 Users must be aware the Internet is not secure and assume that others can read and possibly alter email.

6.11.5 No form of a chain letter or similar communication may be sent on the Internet.

6.11.6 Sending mail that appears to have come from someone else is prohibited.

6.11.7 Minimize large attached files when sending and/or receiving email.

6.11.8 Use extreme caution when receiving emails either internal or external. Verify the legitimacy by reaching out to the sender via phone call before viewing images or downloading attached files and/or programs from persons known or unknown since they may contain malware, ransomware or some other form of malicious entity.

6.11.9 Saginaw County and ITSC consider email to be private. No employee may read or otherwise disclose the contents of any other employee's email unless deemed necessary through the course of an investigation.

6.11.10 Email received at Saginaw County is retained on the system until deleted by the recipient. Email In addition, because of system backups, unless email is deleted by the recipient it will continue to exist in an offline backup archive file.

6.11.11 Saginaw County and ITSC will not intentionally inspect the contents of email or disclose such contents to other than the sender or intended recipient, without the consent of the sender or intended recipient, unless required by to do so by local, state or federal law or by policies of Saginaw County or to investigate complaints regarding email which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, hateful, sexually oriented, threatening, racially offensive or otherwise illegal material. Saginaw County and ITSC reserve the right to fully cooperate with local, state and/or federal officials in any investigation concerning or relating to any email transmitted from or received at any Saginaw County facility.



- 6.12 System Resources
 - 6.12.1 Diligent effort must be made to conserve system resources. Unused files should be deleted in a timely manner.
 - 6.12.2 Users will accept limitations or restrictions on system and network resources such as but not limited to storage space, time limits or amount of resources consumed when so instructed by ITSC.
 - 6.12.3 Saginaw County and ITSC reserve the right to monitor system and network resources in any form to maintain system and network resources and to ensure that illegal or improper activity is not occurring.
- 6.13 Use Agreement
 - 6.13.1 All employees who desire to have access to the Internet or email must acknowledge they have read, understand, agree and have signed the Acceptable Use Agreement.
 - 6.13.2 All new employees who desire to have access to the Internet or email must complete mandatory training upon assignment thereof by ITSC.
 - 6.13.3 All employees who desire to have access to the Internet or email must complete yearly mandatory cyber security training as assigned by ITSC.
 - 6.13.4 Access will be granted by ITSC on a space available basis, based on the needs of the County and the job description expected of the employee.
 - 6.13.5 ITSC reserves the right to terminate this privilege at any time for violation of these rules and procedures, for higher priority users who need access, for non-use or other justified causes.
- 7. ADMINISTRATIVE PROCEDURES: The Information Technology Department shall be responsible for developing and implementing administrative terms or procedures for this policy.
- 8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

APPROVED: November 23, 1999
AMENDED: June 20, 2023



Category: 150
Number: 152

Subject: INFORMATION TECHNOLOGY POLICY

1. **PURPOSE:** The Saginaw County Board of Commissioners has established this policy statement to ensure that the County receives the maximum benefit from its investment in information technology, while providing excellent service to the users and public. The mission of Information Technology (ITSC) is to provide a reliable and productive computing environment for Saginaw County staff, citizens and partners. The goal of this document is to set a standard regarding the confidentiality, integrity, availability, authentication, and nonrepudiation of Saginaw County’s network infrastructure, and information technology assets.
2. **AUTHORITY:** Saginaw County Board of Commissioners.
3. **APPLICATION:** This policy applies to Information Technology of Saginaw County (ITSC).
4. **RESPONSIBILITY:** Information Technology of Saginaw County (ITSC) is responsible for the implementation of this policy.
5. **DEFINITION(S):**
 - 5.1 **Capacity** - The amount of information the computer can store and the total amount of work that it can do in a given amount of time.
 - 5.2 **Saginaw County’s Network** – all of the computers, servers, firewalls and other equipment that are connected with one another for the purpose of communicating data electronically. A network system serves the important function of establishing a cohesive architecture that allows a variety of equipment types to transfer information in a near-seamless fashion.
 - 5.3 **Configure** - To set up and make ready for use.
 - 5.4 **Information Technology** – the study or use of systems (especially computers and telecommunications) for storing, retrieving, and sending information.
 - 5.5 **Disaster** - Any occurrence which would cause ITSC to be unable to provide the services previously available. Possible causes of a disaster are equipment malfunction, sabotage or act of God.
 - 5.6 **Hardware** - The physical computer equipment.
 - 5.7 **Installation** - Putting the hardware and software into place and making it operational.
 - 5.8 **Saginaw County** - The aggregate of the Agencies, Departments and Elected Officials, which are under the auspices of the Saginaw County Board of Commissioners.
 - 5.9 **Software** - Computer programs.
 - 5.10 **Support** - Assistance in hardware and/or software selection, acquisition, installation, implementation, training and problem resolution. Supported equipment and software are those items for which we accept the responsibility for providing support.



- 5.11 Equipment - Any computer equipment located outside of the computer room. This includes, printers, personal computers, and other types of equipment. This does not include multi-function copiers.
- 5.12 Users - The personnel and departments which use the services of ITSC.
- 6. POLICY:
 - 6.1 Duties. ITSC shall do the following:
 - 6.1.1 Provide for the general administration and operation of ITSC, its personnel and all equipment under its control.
 - 6.1.2 Provide programming services to users as needed.
 - 6.1.3 Act as a consultant to Saginaw County departments and outside agencies, as authorized, on issues related to information technology.
 - 6.1.4 Perform research into new or promising areas related to information technology.
 - 6.1.5 Provide planning to ensure that adequate capacity is available for future needs.
 - 6.1.6 Assist users in the development and implementation of disaster recovery plans.
 - 6.1.7 Maintain a service desk to support the users of personal computers within Saginaw County.
 - 6.1.8 Provide for the marketing of any software developed under the auspices of Saginaw County.
 - 6.2 General Administration. ITSC shall strive to operate in an efficient and organized manner. It shall effectively control the resources available to it and allocate their use to provide the greatest benefit to Saginaw County. To this end, ITSC shall perform the following functions:
 - 6.2.1 Track Purchase Orders
 - 6.2.1.1 Record and track orders for goods and services placed by or for ITSC to ensure vendor compliance and to prevent duplication.
 - 6.2.2 Maintain Inventory Equipment
 - 6.2.2.1 Maintain physical inventories of computer hardware and software.
 - 6.2.3 Maintain Stock of Supplies and Spare Parts
 - 6.2.3.1 Maintain stocks of supplies and spare parts at levels, which will permit normal operation of the department and its users. Supplies and spare parts shall be made available to other County departments as needed. Billing for supplies and parts provided to other departments shall be in accordance with the general County policy.
 - 6.2.4 Notify Users of Policy Changes
 - 6.2.4.1 As guidelines and policies are established, distribute them to all affected parties.



- 6.2.5 Inform Users of Options Open to Them
 - 6.2.5.1 Keep its users informed of hardware and software options available to them.
- 6.2.6 Track Warranty and Maintenance Agreements
 - 6.2.6.1 Maintain accurate records of hardware and software warranty and maintenance agreements. The expense of such agreements shall be evaluated for cost effectiveness. Vendor compliance with these agreements shall be monitored and appropriate action taken to remedy non-compliance.
- 6.2.7 Bill Users for Services
 - 6.2.7.1 Information Technology is an enterprise fund in Saginaw County. This means that it is not supported by the general fund and must, therefore, cover its expenditures by billing its users. The exact method of billing is determined by the Financial Services Division of the Controller’s Office.
- 6.2.8 Maintain Statistics
 - 6.2.8.1 Maintain and make available upon request of the department head, information pertaining to the access of data stored on equipment under the control of the department.
- 6.2.9 Assess Needs and Satisfaction
 - 6.2.9.1 Periodically monitor the needs and satisfaction of the users and address any unmet needs or dissatisfaction.
- 6.2.10 Assist with Cost Justification
 - 6.2.10.1 Provide assistance with the justification process for equipment and software.
- 6.2.11 Provide Competent and Professional Personnel
 - 6.2.11.1 Provide an atmosphere, which will attract and retain competent personnel by supporting training, continuing education and environmental conditions to fulfill the stated goals and objectives of ITSC.
- 6.3 Managing Saginaw County’s Network. ITSC shall manage network equipment to provide maximum service to the users by performing the following functions:
 - 6.3.1 Select Equipment
 - 6.3.1.1 Select equipment and supplies in accordance with the needs of the users. Equipment may be new, used or refurbished, the option chosen being based on its net benefit to Saginaw County. All acquisitions shall be made in accordance with the general County policy.
 - 6.3.2 Install Equipment
 - 6.3.2.1 Install or oversee the installation of all network equipment by competent contractors.



- 6.3.3 Maintain Equipment
 - 6.3.3.1 Oversee the maintenance of network equipment; make every effort to repair equipment failures in a timely manner and establish preventative maintenance procedures to minimize equipment failures. Arrange for service agreements to be in place on all critical equipment. ITSC will replace the oldest 20% of PCs and direct connected peripherals each fiscal year.
- 6.3.4 Provide Security
 - 6.3.4.1 Recommend, initiate and maintain necessary security procedures. Such procedures shall be designed to prevent unauthorized access to, removal of, or damage to equipment or information.
- 6.3.5 Tune for Efficiency
 - 6.3.5.1 Always attempt to make the resources under their control operate as efficiently as possible. This will be accomplished by continually monitoring the systems performance and making such adjustments as seem necessary.
- 6.3.6 Create Backups
 - 6.3.6.1 Create, backup copies of information stored on the network equipment as a safeguard against the loss of the information. Once a week, take backup copies to an offsite location as an additional safeguard.
- 6.3.7 Keep Records
 - 6.3.7.1 Keep an accurate log of the tasks performed and the steps taken to perform these tasks.
- 6.3.8 Schedule Work
 - 6.3.8.1 Organize and schedule the workload on the network equipment to obtain the greatest benefit to Saginaw County with the resources available.
- 6.3.9 Resolve Problems
 - 6.3.9.1 Provide assistance to the user community as they interact with the network and work with the users to resolve any problems, which arise during this interaction.
- 6.4 Equipment. ITSC is responsible for managing the County's equipment to ensure compatibility and proper operation. To provide this service, ITSC shall perform the following functions:
 - 6.4.1 Specify Supported Configurations
 - 6.4.1.1 Recommendations shall be made to users as to what supported equipment to acquire. Such recommendations shall be made based on compatibility, price, performance and reliability. Equipment selected for use shall be ordered by ITSC.



- 6.4.1.2 Equipment not purchased through ITSC may not be supported by ITSC.
- 6.4.2 Install Equipment
 - 6.4.2.1 All supported equipment shall be shipped to ITSC where it will be unpacked, set up, configured and tested for proper operation. ITSC shall then arrange for installation at the user's site. The installation shall consist of setting up the equipment, connecting all signal and power cables, testing and basic instruction on the use of the hardware.
 - 6.4.2.2 It shall remain the responsibility of the user to ensure that sufficient space, power outlets, signal cables and furniture is available.
- 6.4.3 Assist in Equipment Relocation
 - 6.4.3.1 **No** equipment (including VoIP Phones due to e911 regulations) is to be moved without prior coordination with ITSC. ITSC shall assume no responsibility for damage to equipment moved without their assistance.
 - 6.4.3.2 Equipment moves must be prescheduled with ITSC.
- 6.4.4 Provide for Equipment Maintenance
 - 6.4.4.1 Maintenance procedures shall be carried out by ITSC personnel, contracted maintenance organizations or user personnel. ITSC shall provide instructions to the users on proper maintenance procedures where appropriate.
 - 6.4.4.2 If equipment cannot be repaired in a timely manner, loaner equipment shall be provided if available.
- 6.5 Application Services. ITSC shall be responsible for all software used on network equipment. To provide this service, the department shall:
 - 6.5.1 Create New Applications
 - 6.5.1.1 Undertake the development and acquisition of new software as the need and justification warrants. Such undertakings shall be initiated only after the project has been shown to be of positive benefit to Saginaw County. ITSC shall prioritize and allocate resources to such projects according to the benefits each accords to Saginaw County. Any software developed or acquired shall meet the needs of the user community and shall be compatible with the existing hardware and software.
 - 6.5.2 Maintain Existing Software
 - 6.5.2.1 Maintain, enhance and replace the software used on network equipment as needed, justified and possible. Such actions shall be undertaken in a manner, which will minimize the effect on



- the user community, provide the greatest benefit at the least cost and provide for future needs.
- 6.5.2.2 Software not purchased through ITSC will not be installed on County equipment.
 - 6.5.3 Document All Systems
 - 6.5.3.1 Maintain accurate documentation for all software used on network equipment. Such documentation shall be in a form specified by the ITSC standards manual.
 - 6.5.4 Train Users
 - 6.5.4.1 Users will be trained on the software that they use. All pertinent documentation shall be made available to the users as the need warrants.
 - 6.5.5 Support Users
 - 6.5.5.1 ITSC will answer questions about and resolve problems with the software used on network equipment. Every effort shall be made to handle problems in a timely manner and resolve them correctly on the first attempt.
 - 6.6 Consulting Services. ITSC shall act as a consultant to Saginaw County departments as requested or deemed necessary. The scope of such consultations shall be to provide information and recommendations on issues related to Information Technology.
 - 6.7 Research. ITSC shall conduct research, either on its own initiative or in response to requests from others into areas related to Information Technology which show promise of being of benefit to Saginaw County or its agencies.
 - 6.8 Capacity Planning. ITSC shall plan for the future. The department shall monitor its own operation as well as the operation of the County as a whole so that it may attempt to anticipate needs and changes, which will impact the Information Technology needs of the County. To this end, ITSC shall:
 - 6.8.1 Create Planning Documents
 - 6.8.1.1 Prepare and maintain both short range and long range planning documents which detail the foreseeable Information Technology needs of the County. These documents shall be reviewed and updated on an annual basis or as new information becomes available.
 - 6.8.1.2 These documents will set forth the known or anticipated needs in the areas of hardware, software, personnel, actions and detail areas that will require further research.
 - 6.8.2 Monitor System Use For the Purpose of Capacity Planning
 - 6.8.2.1 Put in place procedures for monitoring the capacity and usage of the resources under its control. The information gained from this monitoring shall be used to analyze the effect that any



anticipated growth will have on the performance of the network equipment.

6.9 Disaster Recovery. ITSC shall, in cooperation with the user, design and test plans which will permit the users to continue operation in the event of an Information Technology disaster.

6.9.1 ITSC Responsibilities

6.9.1.1 ITSC shall be responsible for initiating the disaster planning process. They shall ensure that adequate Information Technology resources are allocated to complete the plan and to perform any preparatory functions the plan details.

6.9.1.2 Should a disaster occur and ITSC be unable to provide service to its users, ITSC shall notify the affected parties of the situation and develop a plan of action

6.9.2 User Department Responsibilities

6.9.2.1 It is the responsibility of the user to provide personnel and time so that a workable disaster plan may be developed. The user must determine which Information Technology functions that are critical to their office to continue performing in the event of a disaster and what data will be required to perform these functions.

6.9.2.2 The user shall be responsible for providing the necessary resources to operate their department in the event of an emergency and shall bear any additional costs incurred.

6.10 Service Desk. ITSC shall operate a service desk, which is responsible for the support of all serviceable ITSC equipment used by Saginaw County.

6.10.1 The responsibility of ITSC includes the following:

6.10.1.1 Physical and data security

6.10.1.2 Provision of personnel for operation including a backup

6.10.1.3 Allocation of time for training

6.10.1.4 Backup of data

6.10.1.5 Definition of Supported PC Configurations

6.10.1.5.1 A limited number of personal computer configurations will be supported in order to assure a level of standardization and effective use of technical support personnel. The Service desk shall determine and maintain specifications regarding hardware configurations, suggested vendors, supported operating systems, approved communications, and supported application software.



6.10.1.5.2 ITSC will not install or support illegal or unlicensed copies of copyrighted software.

6.10.1.6 Support of Users

6.10.1.6.1 Support of personal computer users shall be centralized and managed by the Service desk.

6.10.1.7 Education of Users

6.10.1.7.1 Service desk personnel will be available to provide the best possible education to the users. They will tailor education curricula for supported software.

7. ADMINISTRATIVE PROCEDURES: NONE

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

APPROVED AS TO SUBSTANCE:
Saginaw County Controller/CAO

APPROVED AS TO LEGAL CONTENT:
Saginaw County Civil Counsel

APPROVED: November 23, 1999

AMENDED: June 20, 2023



Category: 150
Number: 153

Subject: **REMOTE ACCESS POLICY**

1. **PURPOSE:** It is the purpose of this policy to define standards, procedures, and restrictions for connecting to Saginaw County’s network(s) from external hosts via remote access technology.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** This policy applies to, but is not limited to, all Saginaw County employees, including full-time staff, part-time staff, contractors, freelancers, and other agents who utilize company- or personally-owned computers to remotely access the organization’s data and networks. Employment and/or affiliation with Saginaw County do not automatically guarantee the granting of remote access privileges.
 - 3.1 Any and all work performed for Saginaw County on said computers by any authorized remote users through a remote access connection of any kind, is covered by this policy. Work can include (but is not limited to) e-mail correspondence, Web browsing, utilizing intranet resources, and any other company application used over the Internet. Remote access is defined as any connection to Saginaw County’s network and/or other applications from off-site locations, such as the employee’s home, a hotel room, airports, cafés, satellite office, wireless devices, etc.
4. **RESPONSIBILITY:** Information Technology of Saginaw County (ITSC) is responsible for the implementation of this policy.
5. **DEFINITIONS:** NONE
6. **POLICY:**
 - 6.1 **Supported Technology**
 - 6.1.1 All remote access will be centrally managed by ITSC and will utilize encryption and strong authentication measures.
 - 6.1.2 Remote access will require the use of multi-factor authentication (MFA) for all devices accessing the county remotely.

For non-county equipment Saginaw County requires all client devices to conform to its security standards. While a variety of computer hardware and software platforms are available to use for connections, not all combinations will meet Saginaw County’s standards. Computer equipment that is not able to meet the standards set by ITSC will not be allowed to participate in remote access sessions. Saginaw County ITSC staff may work with users, providing minimal support for these devices however, non-county equipment is the responsibility of the user.

 - 6.2 **Eligible Users**
 - 6.2.1 All users requiring the use of remote access for business purposes must go through an application process that clearly outlines why the access is required and what level of service the user needs should his/her



application be accepted. Application forms must be approved and signed by the employee's unit manager, supervisor, or department head before submission to the ITSC department.

6.3 Appropriate Use

- 6.3.1 It is the responsibility of any user with remote access privileges to ensure that their remote access connection remains as secure as his or her network access within the office. It is imperative that any remote access connection used to conduct Saginaw County business be utilized appropriately, responsibly, and ethically. Therefore, the following rules must be observed:
- 6.3.2 Remote access users will use secure remote access procedures including MFA. This will be enforced through public/private key encrypted strong passwords in accordance with Saginaw County's password policy. Authorized remote users agree to never disclose their passwords to anyone, particularly to family members if business work is conducted from home. Disclosure of this information to others is a direct violation of this policy and will result in immediate loss of remote access privileges.
- 6.3.3 All remote computer equipment and devices used for business interests, whether personal- or company-owned, must display reasonable physical security measures. Computers will have installed whatever antivirus software deemed necessary by ITSC.
- 6.3.4 Remote users must employ for their devices a company-approved personal firewall along with the VPN, and any other security measure deemed necessary by the ITSC department. VPNs supplied by the wireless service provider should also be used, but only in conjunction with Saginaw County's additional security measures. VPN connections will be configured with no less than 128-bit encryption, configured as deemed necessary by ITSC. Users must maintain password security, changing passwords with a frequency and manner that is consistent with the currently established password security policy, as managed and maintained by ITSC.
- 6.3.5 Any remote connection (i.e. hotspot, WiFi, etc.) that is configured to access Saginaw County resources must adhere to the authentication requirements of Saginaw County's ITSC department; in addition, all hardware security configurations (personal or company-owned) must be approved by Saginaw County's ITSC department.
- 6.3.6 No authorized remote user will make any modifications of any kind to the remote access connection without the express approval of ITSC department. This includes, but is not limited to, split tunneling, dual homing, non-standard hardware or security configurations, etc.



- 6.3.7 No authorized remote user is to use Internet access through company networks via remote connection for the purpose of illegal transactions, harassment, competitor interests, or obscene behavior, in accordance with other existing Saginaw County policies.
- 6.3.8 Saginaw County will not reimburse remote access users for business-related remote access connections made on a pre-approved privately owned ISP service.
- 6.4 Non-Compliance
 - 6.4.1 Failure to comply with the Remote Access Policy and Agreement may result in the temporary or permanent loss of remote access privileges, legal or disciplinary action, and possibly termination of employment or Saginaw County business relationships.
- 7. ADMINISTRATIVE PROCEDURES: Information Technology of Saginaw County (ITSC) is responsible for the implementation of this policy; and to ensure the highest security levels are maintained to protect Saginaw County’s network infrastructure.
- 8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: December 9, 2003

AMENDED: June 20, 2023



Category: 150
Number: 154

Subject: Information Security Policy

1. **PURPOSE:** The purpose of this policy is to establish a standard set of guidelines for departments to follow in order to ensure the confidentiality, integrity, and availability of data, define, develop, and document the information policies and procedures that support County goals and objectives, and to allow the County to satisfy its legal and ethical responsibilities with regard to its IT resources.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** This policy applies to the entire County of Saginaw Governmental Entity, including Board Members, Judges, Elected Officials, Department Heads, Full and Part-Time employees, temporary employees, contractors, volunteers and guests, and all various partner entities who have access to County of Saginaw information technology resources. Such assets include data, images, text, or software, stored on hardware, paper or other storage media.
4. **RESPONSIBILITY:** All users of County of Saginaw’s information technology resources are required to follow the corresponding documentation as outlined in the County of Saginaw - Information Security Plan and are bound by this plan as well as other County policies and procedures as terms of their employment. All employees share responsibility for the security of the information and resources in their respective departments.
5. **DEFINITION(S):**
 - 5.1 **Information Technology Resources:** data, images, text, or software, stored on hardware, paper or other storage media. Data that is transmitted or received
6. **POLICY:**
 - 6.1 The information technology resources at the County of Saginaw support the educational, instructional, research, and administrative activities of the County and the use of these resources is a privilege that is extended to members of the County community. Any employee using County information technology resources for any reason must adhere to strict guidelines regarding its use. Employees are being entrusted with the safety and security of County information resources. A sound security policy for information technology resources includes the participation of every employee, at all times. Sound policy promotes information security.
Any person or organization within the County community who uses or provides information technology resources has a responsibility to maintain and safeguard these assets. Each individual in the County of Saginaw Governmental Entity is expected to use these shared resources with consideration for others.
Individuals are also expected to be informed and be responsible for protecting their own information resources in any environment, shared or stand alone. It is



unacceptable for anyone to use information resources to violate any law or County policy or perform unethical acts.

- 6.2 This policy is enforced following the guidelines and procedures laid out in the County of Saginaw – Information Security Plan.
- 6.3 The County of Saginaw – Information Security Plan will be reviewed and updated at least once a year or when the environment changes.
7. ADMINISTRATIVE PROCEDURES: NONE
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of this policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: April 18, 2023
Amended: May 16, 2023; June 20, 2023

[End of policies]



FROM: COMMITTEE ON COUNTY SERVICES – 3.5

JUNE 20, 2023

Your committee considered Communication No. 6-20-13 from Robert Belleman, Controller/CAO, as follows:

REQUEST: Recommending reassignment of the management of the Solid Waste Management Plan and Committee to the Environmental Health Division of the Saginaw County Health Department.

BACKGROUND INFORMATION: The Natural Resources and Environmental Protection Act 1994 PA451, as amended (NREPA), Part 115, Solid Waste Management, and its Administrative Rules requires each county to have a solid waste management plan update (Plan) approved by the State of Michigan. The County of Saginaw updated its Solid Waste Management Plan in 1998/1999 as prepared under the guidance of the Saginaw County Solid Waste Management Planning Committee.

The Michigan legislature amended Part 115 statute. The new law took effect March 29, 2023. Counties can maintain its existing Solid Waste Management Plans until Environmental, Great Lakes and Energy (EGLE) approves the Materials Management Plans (MMP). Once EGLE initiates the new MMP process under amended Part 115, county's board of commissioners will have 180 days to notify EGLE of its intent to prepare a MMP. If the County board opts not to file a notice of Intent, EGLE would be responsible for preparing a MMP for that county.

The amendment to Part 115 was to "shift focus of planning to more productive ways of discarding materials in Michigan." "The goal of the state to achieve a 45% municipal solid waste recycling rate, with an interim step of 30% by 2029 through benchmark recycling standards."

FINANCIAL INFORMATION: The Solid Waste Management fund generates approximately \$409,004 annually from tipping fees at landfills. The fund contributes \$103,491 to Mid-Michigan Waste Authority; \$130,830 to the Saginaw County Health Department for household hazardous waste collection programs; \$45,999 to the Sheriff's Department Motor Carrier program for weight enforcement on non-Class A roads.

The Solid Waste Management fund also has \$113,435 for consulting services, which I proposed be used by the Saginaw County Health Department and/or Mid-Michigan Waste Authority to cover staff time and/or engineering services associated with developing our Materials Management Plan.

Christina Harrington, Health Officer has provided the following personnel forecast to manage the initial phase of assuming the Solid Waste Management Plan and Committee:

- Increase Office Assistant II from a 0.5 FTE (currently funded in the EH budget) to full time (1.0 FTE) – Estimated additional cost \$62,545 (includes salary, fringe, and indirect costs)
- Chris Klawuhn would take on oversight, planning and committee structure .20 FTE of his time – Estimated cost \$50,752 (includes salary, fringe, and indirect costs)

Once the plan is implemented current EHS will likely increase from the currently budgeted 80% to 100% and may require an additional FTE. Christina Harrington will be at the County Services meeting on June 7, 2023 to answer any questions.

The Solid Waste Management Fund may need to be adjusted to cover these increased staffing costs. Currently budgeted expenses (i.e., contribution to MMWA, Health Department, and Sheriff's Department) would be adjusted to balance the budget, if necessary.

There may be additional funding available through EGLE to assist counties in preparing, implementing, and enforcing the Materials Management Plans. According to Part 115 Materials



Management Planning Questions & Answers: Will there be funding available to create an MMP and if so, how much? Yes, funding under MMP Grants will be available to those counties that file a notice of intent to prepare a new MMP once initiated by the Director.

STRATEGIC PLAN: This fits under the 2019 Board Priorities “Revenue & Cost Control Efficiency by leveraging our resources to create attractive and thriving community.

COLLABORATION/PARTNERSHIPS: The current Solid Waste Committee encourages collaboration/partnerships by including representation on the committee from waste generators (Nexteer), waste haulers (Waste Management), waste organizations (Mid-Michigan Waste Authority) and the City of Saginaw.

RECOMMENDATION: We recommend approval of reassignment of the management of the County’s Solid Waste Management Plan and Committee to the Environmental Health division of the Saginaw County Health Department and amend the FY2023 Solid Waste Fund accordingly.

Respectfully Submitted,

COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chair

Dennis M. Harris

Christopher S. Boyd

Dennis H. Krafft, Vice-Chair

Sheldon Matthews

4. **Budget/Audit Committee – D. Krafft, Chair; J. Tany, Vice-Chair**

- 4.1) **FINANCE DIRECTOR/TREASURER**, re: Approval of vendor transactions for April and May 2023
- 4.2) **SAGINAW FUTURE**, re: Approval to increase funding under the agreement using the pay for performance metrics established in 2021, not to exceed \$50,000
- 4.3) **SHERIFF**, re: Approval to increase its current budget by \$78,974.95 to accept revenue from the sale of used patrol vehicles and drug forfeitures
- 4.4) **ANIMAL CARE & CONTROL**, re: Approval to use existing funds and fund balance to off-set operational deficiencies due to the intake of a voluminous amount of stray and owner-surrendered animals
- 4.5) **PROBATE COURT**, re: Approval to extend the current contract with Terry Kluck (due to expire July 4, 2023) to September 30, 2023 at no additional cost but to acknowledge that she will work as needed

[Note: Resolution 2023 – 13 from Budget Audit Committee is submitted under the regular order of business under Resolutions]

- ***Commissioner Krafft moved, seconded by Commissioner Spitzer, to approve 4.1 - 4.5 leaving room for exceptions. After discussion, there were no exceptions and the motion carried.***



FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1

JUNE 20, 2023

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

<u>Comm. No.</u>	<u>Payment Type</u>	<u>Period</u>	<u>Amount</u>
6-20-14	Vendor Transactions	April 1 – 30, 2023	\$8,665,345.72
6-20-20	Vendor Transactions	May 1 – 31, 2023	\$23,683,955.23

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

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair
Tracey L. Slodowski
Christopher S. Boyd

Jack B. Tany, Vice-Chair
Richard A. Spitzer

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2

JUNE 20, 2023

Your Budget/Audit Committee considered Communication No. 6-20-16 from JoAnn Crary, President, and Tom Miller Jr., Vice-President, Saginaw Future Inc., requesting an increase in funding under the agreement between Saginaw County and Saginaw Future Inc. (SFI) if SFI is able to exceed its goals using the pay for performance metrics established in 2021, not to exceed \$50,000.

Your committee met with JoAnn Crary and discussed the metrics Saginaw Future is required to accomplish every quarter. During the new fiscal year, SFI is also requesting additional funding in the amount of \$50,000 for performance 25% above and beyond the stated metrics. This will give the team additional incentive to move projects forward and support additional jobs and investment projects.

We recommend approval of an increase in funding under the agreement between Saginaw County and Saginaw Future Inc., not to exceed \$50,000, if the performance metrics are exceeded by 25%.

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair
Tracey L. Slodowski
Christopher S. Boyd

Jack B. Tany, Vice-Chair
Richard A. Spitzer

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3

JUNE 20, 2023

Your committee considered Communication No. 6-20-17 from Mike Gomez, Undersheriff, as follows:

REQUEST: Requesting approval to increase its current budget by \$78,974.95 and allow the Sheriff's Office to accept revenue from the sale of used patrol vehicles in the amount of \$39,177 and drug forfeiture in the amount of \$39,797.95.

BACKGROUND INFORMATION: Every year as the Sheriff Department adds new vehicles into the fleet the old vehicles are sold, normally between \$4,000 - \$4,500 per vehicle. This year, three vehicles have sold for over \$11,000 each, totaling \$39,177. The Controller's Office will receive



\$1,958.85 for the service fee of selling the vehicles, leaving a net of \$37,218.15 to be transferred to the Sheriff’s Office.

In 2018 Detective John Butcher was part of the DEA task force and a large sum of money was forfeited due to an investigation he participated in. The Sheriff Department’s share of the proceeds that were finally granted is \$39,797.95.

FINANCIAL INFORMATION: An increase to the current budget is needed to accept the revenue from the two revenue sources. \$32,016.10 will be placed in account 31500 – 97700 Machinery and Equipment, to make up the difference in what was approved to purchase a boat for the Marine/Dive team and the increased cost since the estimate was given. The remainder, \$45,000 will be placed in fund 31500 – 98100 to purchase an unmarked Sheriff vehicle.

STRATEGIC PLAN: No Strategic Plan.

COLLABORATION/PARTNERSHIPS: The generation of these funds is evidence of the cooperative effort between the Sheriff’s Office and the Controller’s Office and the positive relationships the Sheriff’s Office has with federal agencies.

RECOMMENDATION: We recommend approval to increase the Sheriff Department’s current budget by \$78,974.95 and allow the Sheriff’s Office to accept revenue from the sale of used patrol vehicles in the amount of \$39,177 and drug forfeiture in the amount of \$39,797.95.

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair
Tracey L. Slodowski
Christopher S. Boyd

Jack B. Tany, Vice-Chair
Richard A. Spitzer

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.4

JUNE 20, 2023

Your committee considered Communication No. 6-20-18 from Bonnie Kanicki, Animal Care & Control Director, as follows:

REQUEST: Requesting the use of existing funds and fund balance to off-set operational deficiencies.

BACKGROUND INFORMATION: The operational deficiencies that need to be offset are due to the intake of a voluminous amount of stray and owner-surrendered animals that are unvaccinated, unaltered, and in need of medical care. This drives the cost of kennel supplies, drug and pharmaceuticals, and staff necessary to maintain the care of said animals. The amount of waste and rubbish has increased as well, due to cleaning out the current building in anticipation of the move.

FINANCIAL INFORMATION: The funds would be allocated as follows:

Move From	Move to	Total
\$41,000 from 70300 Salaries & Wages - FT	73200 Kennel Supplies	\$41,000
\$7,855 from 70300 Salaries & Wages – FT	70500 Salaries & Wages - Temp	\$7,855
\$5,200 from 70300 Salaries & Wages – FT	74210 Drugs & Pharmaceuticals	\$5,200
\$10,000 from 98100 Vehicles	92105 Waste & Rubbish Disposal	\$10,000



\$7,945 from 70300 Salaries & Wages - FT \$16,293 from 70400 Salaries & Wages - Permanent PT \$25,000 from 80110 Prof Services - Routine Animal Care \$10,000 from 80111 Prof Services - Medical & Emergency \$8,000 from 80132 Investigations - Animal Cruelty Need \$65,762 additional from Fund Balance	80100 Professional Services	\$133,000
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STRATEGIC PLAN: This is consistent with the Board of Commissioners 2019 approved strategic plan – Quality of Living Focus area Safety Goal: Maintain community safety and make court processes more efficient. Specifically, to maintain safety regarding the excessive number of stray dogs, unvaccinated and unaltered, we must take them in off our streets. These stray dogs pose a direct threat to public safety and to public health.

COLLABORATION/PARTNERSHIPS: Animal Care & Control has well-established partnerships with over 50 volunteers who donate their time, money, and resources to assist with the care and treatment of animals. They allow the dogs quality time to exercise in the dog yards, help at adoption events both on-site and off-site and have contributed to the Volunteer Safety and Training Guide.

RECOMMENDATION: We recommend approval for Animal Care & Control to use its existing funds and fund balance to off-set operational deficiencies due to the intake of a voluminous amount of stray and owner-surrendered animals that are unvaccinated, unaltered, and in need of medical care.

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair
 Tracey L. Slodowski
 Christopher S. Boyd

Jack B. Tany, Vice-Chair
 Richard A. Spitzer

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.5

JUNE 20, 2023

Your Budget/Audit Committee received Communication No. 6-20-19 from LaTecia Cirilo, Probate Register, requesting an additional employee at Level T-08 for the Probate Office; and requesting the existing contract with Terry Kluck be extended to Sept. 30, 2023 at no additional cost but to acknowledge that she will work as needed.

Your committee met with LaTecia Cirilo and discussed if a temporary position would be sufficient to reduce workload but Ms. Cirilo stated it would not. The committee declined the request for an additional permanent full-time position due to Probate not having any available funds in its budget. A Level T-08 position in the Probate Office, with pay and fringe benefits, would cost approximately \$77,000.

The second half of the request regarding extension of the existing contract with Terry Kluck was approved in committee. Ms. Kluck brings decades of experience to the office and will work only as needed to cover other staff vacations and sick days through the end of the current FY2023 Budget. The current contract is set to expire July 4, 2023. There is no additional cost as Ms. Kluck will work on an as needed basis until the remaining days in her contract are used.

We recommend approval of the extension of the existing contract with Terry Kluck through September 30, 2023.



Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT
Dennis H. Krafft, Chair
Tracey L. Slodowski
Christopher S. Boyd

Jack B. Tany, Vice-Chair
Richard A. Spitzer

5. **Labor Relations Committee – M. Webster, Chair; S. Matthews, Vice-Chair**

- 5.1) **RETIREMENT/BENEFITS ADMINISTRATOR**, re: Approval to extend the Professional Services Agreement with Amy Deford from December 10, 2022 – January 31, 2023 to pay for services provided
- 5.2) **COMMISSION ON AGING**, re: Approval of temporary PCN for Senior Center Specialist due to retirement of current employee and need to onboard/train prior to departure
- 5.3) **ENVIRONMENTAL HEALTH**, re: Approval of temporary contract with former SCHD employee to provide office coverage during a staff maternity leave, from late July/early August until no later than November 30, 2023
[Added on Addendum After Special Labor Relations Committee Prior to the Board Session]
- 5.4) **COUNTY CIVIL/LABOR COUNSEL** requesting approval of a Memorandum of Understanding between Saginaw County and Teamsters Local 214 regarding a pilot hiring/retention payment program for Public Health Nurses
- 5.5) **COUNTY CIVIL/LABOR COUNSEL** requesting approval of a Collective Bargaining Agreement between Saginaw County and COAM – Sergeants

- ***Commissioner Webster moved, seconded by Commissioner Little, to approve 5.1 - 5.5 leaving room for exceptions. There were no exceptions and the motion carried.***

FROM: COMMITTEE ON LABOR RELATIONS -- 5.1

JUNE 20, 2023

Your committee considered Communication No. 6-20-22 from Patricia Johnson, Retirement/Benefits Administrator, as follows:

REQUEST: Requesting extension of the Professional Services Agreement with Amy Deford from December 10, 2022 through January 31, 2023 to pay for services provided.

BACKGROUND INFORMATION: The Retirement/Benefits Department called upon Amy to help with the preparation of the 2022 Actuarial Valuation on January 23, 2023.

FINANCIAL INFORMATION: Cost of \$250.00 to be paid from Professional Consulting fund.

COLLABORATION/PARTNERSHIP: No future partnerships or collaborations are anticipated.

STRATEGIC PLANNING: Amy's knowledge was necessary to complete the 2022 Actuarial Valuation.

RECOMMENDATION: We recommend approval of an extension of the Professional Services Agreement with Amy Deford from December 10, 2022 through January 31, 2023 to pay for services provided.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chair
Denny M. Harris
Christopher S. Boyd

Sheldon Matthews, Vice-Chair
Gerald D. Little



FROM: COMMITTEE ON LABOR RELATIONS -- 5.2

JUNE 20, 2023

Your committee considered Communication No. 6-20-24 from Jessica Sargent, Commission on Aging Director, as follows:

REQUEST: Requesting a temporary Position Control Number (PCN) for Senior Center Specialist due to retirement of the current employee on August 31, 2023 and the need to onboard/train a new individual prior to departure.

BACKGROUND INFORMATION: The primary purpose of the Senior Center Specialist position is to provide outreach services to elderly citizens and assist at senior centers as needed. It requires a high school diploma/GED, proficiency in the Spanish language, possession of a Chauffeur's license with the State of Michigan, CPR/First Aid certification and a valid license in the State of Michigan.

FINANCIAL INFORMATION: The cost to fund the PCN for up to four weeks is \$3,178. Funding reimbursement for this position is directly correlated with number of outreach units documented. Training an individual before the present employee's departure will be instrumental in the ability to generate units and acquire grant funding.

COLLABORATION/PARTNERSHIP: The Senior Center Specialist position is an Older American Act funded program and partially funded through a grant with Region VII Area Agency on Aging. It is also responsible for distributing Senior Project Fresh coupons, which is funded through the State of Michigan and accounts for a considerable amount of the position's time in May through October.

STRATEGIC PLANNING: This is aligned with State-of-the-Art County Services, Improved Employee Engagement, and Increased Collaboration Between Public and Private Sectors.

RECOMMENDATION: We recommend approval to establish a temporary Position Control Number (PCN) for Senior Center Specialist due to retirement of the current employee on August 31, 2023 and the need to onboard/train a new individual prior to departure.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chair

Denny M. Harris

Christopher S. Boyd

Sheldon Matthews, Vice-Chair

Gerald D. Little

FROM: COMMITTEE ON LABOR RELATIONS -- 5.3

JUNE 20, 2023

Your committee considered Communication No. 6-20-25 from Chris Klawuhn, Environmental Health Director, Health Department, requesting a temporary contract with a former SCHD employee to provide office coverage in the Environmental Health Services Division of the Health Department from late July/early August until no later than November 30, 2023.

We met with Chris Klawuhn and he explained that the coverage is needed in the Environmental Health Services division because a staff member will be taking maternity leave starting in late July/early August. The leave time will be for approximately 12 weeks so the contract will be terminated upon staff return from leave or no later than November 30, 2023. The timeframe is busy with temporary food permits and other Environmental Health licensing. The former employee has previously been utilized in this capacity and obtaining a contract with her will be streamlined and the onboarding minimal.



The recommendation of this committee is to approve a temporary contract with a former SCHD employee to provide office coverage in the Environmental Health Services Division of the Health Department from late July/early August until no later than November 30, 2023.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chair
Denny M. Harris
Christopher S. Boyd

Sheldon Matthews, Vice-Chair
Gerald D. Little

Added After Special Labor Relations Committee Prior to the Board Session

FROM: COMMITTEE ON LABOR RELATIONS -- 5.4

JUNE 20, 2023

Your committee considered Communication No. 6-20-28 from Jennifer Broadfoot, Personnel Director, as follows:

REQUEST: Requesting approval of a Memorandum of Understanding (MOU) between Saginaw County and Teamsters Local 214 regarding a pilot hiring/retention payment program for Public Health Nurses.

BACKGROUND INFORMATION: The Health Department was awarded funding through the Michigan Department of Health and Human Services as a COVID workforce supplemental grant that can be utilized to fund hiring (recruitment)/retention incentive programs. Approximately \$160,000-\$180,000 was allocated for the current fiscal year. Included in the program would be a \$5,000 hiring bonus, \$5,000 commitment incentive, and a repayment schedule if employment were to end with the county for any reason.

FINANCIAL INFORMATION: The grant is only available for this fiscal year so the Health Department would either have to request an extension of the grant or utilize local public health funding to cover beyond the grant period. The estimated cost, based on current staffing, is approximately \$110,000 through the 2028 Fiscal Year. If current vacant positions are filled, approximately \$50,000 additional would be needed. This is assuming all employees and new hires will participate in the program.

COLLABORATION/PARTNERSHIP: This is a collaborative effort with the State of Michigan as funding received from the Michigan Department of Health and Human Services through a COVID workforce supplemental grant would initially be used to fund the program.

STRATEGIC PLANNING: This is consistent with the Board of Commissioners 2019 Strategic Plan Healthcare Goal to “Provide affordable healthcare and services and ensure equal access to healthy choices and opportunities.” The first step is ensuring there is enough staff to carry out the departments’ programs.

RECOMMENDATION: We recommend approval of a Memorandum of Understanding (MOU) between Saginaw County and Teamsters Local 214 regarding a pilot hiring/retention payment program for Public Health Nurses.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chair
Denny M. Harris
Christopher S. Boyd

Sheldon Matthews, Vice-Chair
Gerald D. Little



MEMORANDUM OF UNDERSTANDING
AND AGREEMENT

This MEMORANDUM OF UNDERSTANDING AND AGREEMENT made and entered into this _____ day of _____, 2023 by and between the COUNTY OF SAGINAW (“EMPLOYER”) and TEAMSTERS STATE COUNTY AND MUNICIPAL WORKERS LOCAL 214 (“UNION”) representing Public Health Nurses.

WHEREAS the EMPLOYER and UNION are parties to a collective bargaining agreement (“CBA”) which covers the time period April 19, 2022 to September 30, 2024; and

WHEREAS the EMPLOYER and UNION recognize Saginaw County has historically had challenges recruiting and retaining Public Health Nurses (Registered Nurses); and

WHEREAS in response to these challenges, the EMPLOYER and UNION want to implement a Hiring/Retention Incentive Program for Public Health Nurses;

THEREFORE, it is agreed an employee Hiring/Retention Payment Program shall be implemented for Public Health Nurses as follows:

1. Hiring Payment: Public Health Nurses shall receive a \$5,000 hiring payment. Public Health Nurses will have the option to accept or decline this incentive upon hire. Public Health Nurses who accept the incentive will be required to complete an agreement to remain in the employment of the County Health Department as a Public Health Nurse for a period of three (3) years, or repay all or a portion of the payment as delineated in paragraph three.
2. Retention Payment: Public Health Nurses who remain employees of the Saginaw County Health Department shall also be eligible for a retention payment based on his/her continued employment with the Department. Eligibility for the retention payment program will commence on _____, 2023 for those employees who are employed as Public Health Nurse as of that date.
 - Public Health Nurses who are in the employment of the County at the beginning of the program will receive \$5,000 at the commencement of his/her retention payment program.
 - Public Health Nurses will have the option to accept or decline participation in the Retention payment program upon qualification for the program. Public Health Nurses who agree to participate in the program, will be required to complete an agreement to remain in the employment of the County Health Department for a period of three (3) years from execution of the agreement.



3. If the Nurse leaves the County after they receive the hiring or retention payment within thirty-six (36) months, the payback will be as follows:
 - Before eighteen (18) months – payback \$5,000;
 - Between eighteen (18) months and twenty-four (24) months – payback \$3,000;
 - Between twenty-four (24) months and thirty (30) months – payback \$2,000;
 - Between thirty (30) months and thirty-six (36) months – payback \$1,000;
 - After thirty-six (36) months – no payback.
4. The Nurse may exercise the right to receive the hiring payment or retention payment and/or opt to stay for a minimum of five (5) years from the date the agreement is signed and receive an additional \$5,000 in incentive pay with no payback, as the incentive payment will not be received until completion of the five (5) year term.
5. The hiring/retention payments are exempt from those portions of the CBA that requires contributions to the MERS defined contribution and defined benefit retirement programs and the health care savings program. The Employer will pay FICA on those payments.
6. This MOU will expire at 11:59 pm on September 30, 2024. No new hires will be eligible for the program after that date. Any Nurse currently in the program however, will complete their payment schedule per their agreement.
7. The Employer reserves the right to pull this MOU at any time, if needed, to close the program to any new participants. Employees who have a current agreement in place will continue with their payment schedule per their agreement.
8. This MOU shall be binding upon the EMPLOYER and UNION; shall not be considered precedent setting and shall not affect the CBA in any other manner than what is specifically set forth herein.

FOR THE EMPLOYER:

Controller/CAO

Christopher S. Boyd, Chairman
Board of Commissioners

Chris Harrington – Health Officer

David M. Gilbert - Labor Specialist

FOR THE UNION:

Amy Roddy



Added After Special Labor Relations Committee Prior to the Board Session

FROM: COMMITTEE ON LABOR RELATIONS -- 5.5

JUNE 20, 2023

Your Labor Relations Committee herewith submits the collective bargaining agreement between the County of Saginaw and all affected Co-Employers and **COAM Sergeants**. The agreement covers the period commencing October 1, 2022 and ending September 30, 2025. The agreement has been formally ratified by the Union upon acceptance by the County. The financial implications of this agreement will be borne with funds within the existing, respective budgets. A summary of the main provisions is set forth below:

1. Duration of CBA – 3 years + (October 1, 2022 – September 30, 2025)
2. Furloughs:
 - County is proposing language to provide guidelines with respect to furloughing employees, if the financial condition of the County shall necessitate and allow discussion with the Union.
3. County proposes that if individuals are suspended for disciplinary reasons, the employee will be responsible for insurance premium cost share during period of suspension.
4. County proposes to add Juneteenth as a holiday.
5. Paid Time Off (PTO):
 - PTO shall accrue commencing on the date of hire and be credited on the first day of the month following thirty (30) days of service.
 - County proposes to eliminate the 700-hour cap on the accumulation of PTO.
 - The County proposes a 60-hour increase for each step of the PTO schedule.
6. Disability Leave:

County proposes to add Policy #361 as amended on November 22, 2022, to include mental health as a covered condition.
7. Health Insurance:
 - County proposes to change in general, the health insurance article to make the language uniform with other County Collective Bargaining Agreements. Additional revisions will be needed due to the new healthcare.
 - County proposes to have one high deductible health plan during the term of the Collective Bargaining Agreement. The County proposes to opt out of PA 152 to allow: (1) increased flexibility in calculating employee healthcare costs by the County contributing, effective January 1, 2023, Two Million Dollars (\$2,000,000) into the healthcare fund to reduce employee premium shares. The County will, for the 2022 plan year, contribute Six Hundred Twelve Thousand Dollars (\$612,000) in ARPA funding, which represents actual COVID related medical expenses incurred in the calendar year 2022. The County will also establish



employee premium shares for 2023 as follows: (a) Single - \$30, (b) Double - \$150, and (c) Family - \$110.

- County proposes to eliminate the refund language in the contract as the County has gone to a high deductible health plan.
 - County proposes to shorten the eligibility period on health insurance, dental insurance, life insurance, and optical insurance to the first of the month following completion of thirty (30) days of qualifying service per the MOU's.
 - County has opted out of PA 152 for the 2023 medical plan year. The decision to opt out will need to be made for each medical plan year covered in the contract.
 - County proposes to provide that the insurance will be in accordance with the plan in effect on the date of ratification of the contract. The employer reserves the right to change carriers by providing comparable coverage for reasons of cost or service.
 - County proposes to increase the monthly stipend in lieu of health insurance to \$200.
 - County proposes to list the types of fringe benefits which will continue for one year when individuals are off on workers' compensation benefits.
8. County proposes to prorate the clothing allowance based on the amount of time worked or the amount of time the employee is required to wear civilian clothes during such reimbursement period.
9. County proposes to amend Article 11, Section 1, to provide for an 84-hour pay period at straight time for Administrative Sergeants.
10. Wages:
- Sergeants will receive a 2% base wage increase for all three years of the contract.
 - For 312 Sergeants only, there will be a 2% market adjustment in year one of the contract and at step 3 in the pay scale.
 - Sergeants will receive a \$0.35 shift differential for actual hours worked by members of the bargaining unit whose shift begins on or after 1745 and ends on or before 0545. This does not include overtime shifts or overtime details.

We recommend approval of the agreement between the County of Saginaw and all affected Co-Employers and **COAM Sergeants** as outlined above; further, authorize the proper County officials to sign the appropriate documents and make the necessary budget adjustments.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chair

Denny M. Harris

Christopher S. Boyd

Sheldon Matthews, Vice-Chair

Gerald D. Little



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

- 6.1) **CHAIRMAN BOYD**, re: Approval to close the Courthouse & Governmental Center and related county facilities on Monday, July 3, 2023 due to Independence Day on Tuesday, July 4, 2023
 - 6.2) **CIVIL COUNSEL**, re: Sale of 211 Congress Ave./Purchase of 705 Towerline, with three recommendations: (1) To rescind Board action from June 21, 2022; (2) To rescind Board action from November 22, 2022; and (3) Approval of Purchase Agreement (211 Congress), Net Lease Agreement (211 Congress), Option to Purchase (705 Towerline) and Purchase Agreement (705 Towerline)
 - 6.3) **AIRPORT COMMITTEE**, re: Approval to use \$5,000 in fund balance for a reception honoring Harry W. Browne Airport for its “Airport of the Year” award from MDOT
 - 6.4) Board Report 6.4 was addressed under Initiatory Motions.
- **Commissioner Matthews moved, seconded by Commissioner Tany, to approve 6.1. Motion carried.**
 - **Commissioner Matthews moved, seconded by Commissioner Harris, to approve 6.2. Motion carried.**
 - **Commissioner Krafft moved, seconded by Commissioner Little, to approve 6.3. Motion carried.**

FROM: EXECUTIVE COMMITTEE -- 6.1

JUNE 20, 2023

Your committee considered a recommendation from Chairman Boyd to authorize closure of the Saginaw County Courthouse and Governmental Center and related county facilities on Monday, July 3, 2023 since the Fourth of July falls on Tuesday.

The committee met and discussed the belief that there will be very little business conducted or public served on that day. The County approved the same gesture in 2017 when July 3rd last fell on a Monday, and other like closures over the years.

The recommendation of this committee is to approve closure of the Saginaw County Courthouse and Governmental Center and related county facilities on Monday, July 3, 2023; further, it is recommended that the impact of this closure on 24-7 operations be left to the affected department heads.

Respectfully Submitted,

EXECUTIVE COMMITTEE

Christopher S. Boyd, Chairman

Jack B. Tany

Gerald D. Little

Michael A. Webster

Dennis H. Krafft

FROM: EXECUTIVE COMMITTEE -- 6.2

JUNE 20, 2023

Your committee considered documents prepared by County Civil Counsel and attorneys of the Saginaw Public School District, regarding the sale of 211 Congress Ave., Saginaw, to Saginaw Public School District, as well as the purchase of 705 Towerline, Buena Vista.

The committee met with Civil Counsel in a closed session pursuant to MCL 15.268(d) “to consider the purchase or lease of property up to the time an option to purchase or lease that real property is obtained.” After the closed session, the committee discussed Board action from June 2022 and



November 2022 related to these two (2) properties and the need to rescind these actions in order to move forward with the proposed sale and purchase documents.

The recommendation of this committee is to:

- (1) Rescind Board Report 6-21-22-3.1 as to the terms and conditions of the sale of 211 Congress and transfer of 705 Towerline; and rescind Board Report 6-21-22-3.2 as to the engagement with William A. Kibbe & Associates and AKT Peerless with the exception of funds already expended and/or contractually committed and/or legally obligated; and
- (2) Rescind Board Report 11-22-22-6.9 regarding approval of Option #1 for the new construction of a Mosquito Abatement facility at an estimated cost of \$11,031,973; and
- (3) Approval of the following documents: Purchase Agreement (211 Congress), Net Lease Agreement (211 Congress), Option to Purchase (705 Towerline) and Purchase Agreement [to be executed upon exercise of Option to Purchase] (705 Towerline).

Respectfully Submitted,

EXECUTIVE COMMITTEE

Christopher S. Boyd, Chairman
Gerald D. Little
Dennis H. Krafft

Jack B. Tany
Michael A. Webster

FROM: EXECUTIVE COMMITTEE -- 6.3

JUNE 20, 2023

Your committee considered a recommendation from Dennis Krafft, Commissioner and Chairman of the Airport Committee, to host a reception at HWB Airport in August 2023.

In January 2023, Saginaw County H.W. Browne Airport was honored to receive the General Aviation “Airport of the Year” award by the Michigan Department of Transportation. This award is given for attentive care and commitment to airport management and operations, as well as customer care the airport provides to our community. The committee would like to celebrate this award and has sufficient funds in its fund balance to showcase our airport’s successes and gain community awareness.

We recommend approval to use up to \$5,000 of Harry Browne Airport Fund Balance to host a reception in the fall of 2023.

Respectfully Submitted,

EXECUTIVE COMMITTEE

Christopher S. Boyd, Chairman
Gerald D. Little
Dennis H. Krafft

Jack B. Tany
Michael A. Webster

7. **Rules Committee – C. Boyd, Chair**

None

8. **Legislative Committee – S. Matthews, Chair; M. Webster, Vice-Chair**

None

9. **Intergovernmental Cooperation Committee – J. Tany, Chair; S. Matthews, Vice-Chair**

None



10. **Committee Compensation**

6-20-23.1) April 30, 2023 – May 13, 2023

6-20-23.2) May 14, 2023 – May 27, 2023

6-20-23.3) May 28, 2023 – June 10, 2023

- ***Commissioner Spitzer moved, seconded by Commissioner Piotrowski, to approve Committee Compensation Reports. The motion carried unanimously.***

[Compensation Reports on Next Page]



COMMITTEE COMPENSATION - 6.20.23.1

June 20, 2023

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held April 30 - May 13, 2023.

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	5/2/2023	Courts & Public Safety Committee	Tany	\$50.00	1
			Matthews	\$50.00	1
			Piotrowski	\$50.00	1
			Boyd	\$50.00	1
2	5/3/2023	Crime Prevention Council	Boyd	\$25.00	1
3	5/3/2023	County Services Committee	Webster	\$50.00	1
			Krafft	\$50.00	1
			Harris	\$50.00	1
			Matthews	\$50.00	1
			Boyd	\$50.00	1
4	5/4/2023	Parks & Recreation	Matthews	~	~
5	5/4/2023	Budget/Audit Committee	Krafft	\$50.00	1
			Tany	\$50.00	1
			Slodowski	\$50.00	1
			Spitzer	\$50.00	1
6	5/5/2023	MAC Finance via Zoom	Krafft	\$50.00	1
7	5/8/2023	Labor Relations Committee	Webster	\$50.00	1
			Matthews	\$50.00	1
			Harris	\$50.00	1
			Little	\$50.00	1
			Boyd	\$50.00	1
8	5/9/2023	Executive Committee	Boyd	\$50.00	1
			Tany	\$50.00	1
			Little	\$50.00	1
			Webster	\$50.00	1
			Krafft	\$50.00	1
9	5/10/2023	Brownfield Redevelopment Authority	Webster	\$50.00	1
10	5/12/2012	MAC Environmental	Webster	\$50.00	1
			TOTAL	\$1,325.00	27

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (5-12-23)



COMMITTEE COMPENSATION - 6.20.23.2

June 20, 2023

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held May 14 - May 27, 2023.

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	5/15/2023	Northern Michigan Counties via Zoom	Slodowski	\$50.00	1
2	5/15/2023	Solid Waste Management Planning*	Piotrowski	\$50.00	1
3	5/16/2023	Board Session <i>Boyd, Coney, Harris, Krafft, Matthews, Piotrowski, Slodowski, Spitzer, Webster</i> <i>Abs: Little, Tany</i>	9 Present	\$450.00	9
4	5/17/2023	GLBR CVB	Spitzer	\$50.00	1
5	5/17/2023	Saginaw Zoo Board via Zoom	Little	\$50.00	1
			Slodowski	\$50.00	1
6	5/17/2023	Animal Control Advisory	Slodowski	\$25.00	1
7	5/18/2023	9-1-1 Authority Board	Matthews	\$25.00	1
8	5/18/2023	Frankenmuth CVB	Krafft	\$50.00	1
9	5/18/2023	Commission on Aging	Little	\$50.00	1
10	5/18/2023	City/County/School Liaison Committee	Coney	\$50.00	1
			Matthews	\$50.00	1
11	5/18/2023	Community Action Committee	Little	\$25.00	1
12	5/22/2023	MAC Judiciary & Public Safety viz Zoom	Boyd	\$50.00	1
13	5/23/2023	Board of Health*	Matthews	-	-
14	5/25/2023	Mosquito Abatement Commission*	Boyd	\$50.00	1
15	5/26/2023	MAC Transportation via Zoom	Matthews	\$50.00	1
TOTAL				\$1,125.00	24

*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (5-26-23)



COMMITTEE COMPENSATION - 6.20.23.3

June 20, 2023

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held May 28 - June 10, 2023.

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	5/30/2023	GLBMW! Joint Board of Directors	Matthews	\$50.00	1
			Little	\$50.00	1
			Spitzer	\$50.00	1
			Tany	\$50.00	1
			Webster	\$50.00	1
2	6/1/2023	Parks & Recreation Commission	Matthews	\$150.00	1
3	6/5/2023	MAC Agriculture & Tourism via Zoom	Slodowski	\$25.00	1
4	6/5/2023	Human Services Committee	Little	\$50.00	1
			Slodowski	\$50.00	1
			Coney	\$50.00	1
			Boyd	\$50.00	1
5	6/6/2023	Courts & Public Safety Committee	Tany	\$50.00	1
			Matthews	\$50.00	1
			Spitzer	\$50.00	1
			Piotrowski	\$50.00	1
6	6/7/2023	Crime Prevention Council	Boyd	\$25.00	1
			Boyd	\$25.00	1
7	6/7/2023	County Services Committee	Webster	\$50.00	1
			Krafft	\$50.00	1
			Harris	\$50.00	1
			Matthews	\$50.00	1
			Boyd	\$50.00	1
8	6/8/2023	SC - CHAP	Coney	\$50.00	1
9	6/8/2023	Budget/Audit Committee	Krafft	\$50.00	1
			Tany	\$50.00	1
			Slodowski	\$50.00	1
			Spitzer	\$50.00	1
			Boyd	\$50.00	1
TOTAL				\$1,450.00	28

Respectfully Submitted, Suzy Koepplinger, Board Coordinator (6-9-23)



**SAGINAW COUNTY
RESOLUTION 2023 - 13
BOND RESOLUTION
LIMITED TAX GENERAL OBLIGATION BONDS, SERIES 2023**

Christopher S. Boyd, Jack B. Tany, Lisa R. Coney, Dennis M. Harris, Dennis H. Krafft, Gerald D. Little, Sheldon Matthews, Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer, Michael A. Webster

At a regular meeting of the Board of Commissioners of the County of Saginaw, Michigan (the "County"), held on the 20th day of June, 2023.

The following resolution was offered by Commissioner Krafft and seconded by Commissioner Matthews.

WHEREAS, the Board of Commissioners of the County (the "Board") does hereby determine that it is necessary to finance the cost of designing, purchasing, acquiring, constructing, and installing capital improvement items, including, but not limited to, the design, acquisition, and construction of improvements to the Dow Event Center, including without limitation, locker room improvements, suite improvements, restroom improvements, infrastructure for mobile locker room, fire alarm system improvements, exterior storage building, storage room improvements, painting, new ceilings, handrails, lighting improvements, diffusers, rooftop exhaust improvements, plaster improvements, boiler replacement, suites sound system upgrades, stageright platforms, temporary walls, signage, new security system, as well as all appurtenances, site work, improvements, furnishings, fixtures, and equipment necessary or incidental to these improvements, as well as other capital improvement items as determined by the County (the "Project"); and

WHEREAS, the total cost of the Project is estimated to be approximately Eight Million Five Hundred Eighteen Thousand Dollars (\$8,518,000); and

WHEREAS, the Board has determined to issue bonds and to use the proceeds of the sale of such bonds to finance a portion of the cost of the Project.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Saginaw, Michigan, as follows:

1. **AUTHORIZATION OF BONDS – PURPOSE.** Bonds of the County aggregating the principal sum as determined by order of the Controller/Chief Administrative Officer, but not to exceed Five Million Five Hundred Thousand Dollars (\$5,500,000), shall be issued and sold for the purpose of defraying all or part of the cost of the Project.

2. **BOND DETAILS.** The bonds shall be designated "Limited Tax General Obligation Bonds, Series 2023," shall be dated the date of their delivery; shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity, or such other denominations approved by the Authorized Officer (defined below); shall bear interest at a rate or rates not exceeding 6% per annum to be determined upon the sale thereof and payable



semiannually on such dates as shall be determined by order of the Controller/Chief Administrative Officer; and shall be serial and/or term bonds and mature on such dates and in such amounts as shall be determined by order of the Controller/Chief Administrative Officer; provided, however, that the final principal maturity of the bonds shall be not later than twenty years from the date of issuance. If the original purchaser of the bonds shall designate certain of the bonds as term bonds, the principal maturities of the bonds shall become mandatory redemption requirements in accordance with the provisions of Section 6 and the form of bond set forth in Section 10. In the absence of the Controller/Chief Administrative Officer, the County Treasurer shall exercise any authority granted to the Controller/Chief Administrative Officer as contemplated by and in furtherance of the provisions of this Bond Resolution.

3. **PAYMENT OF PRINCIPAL AND INTEREST.** The principal of and interest on the bonds shall be payable in lawful money of the United States. Principal shall be payable upon the bonds as they severally mature or are subject to mandatory redemption. Interest shall be paid to the registered owner of each bond as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address.

4. **BOOK-ENTRY SYSTEM.** At the option of the initial purchaser of the Bonds, one fully-registered bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company ("DTC") for the benefit of other parties (the "Participants") in the book-entry-only transfer system of DTC. In the event the County determines that it is in the best interest of the County not to continue the book-entry system of transfer or that the interests of the holders of the bonds might be adversely affected if the book-entry system of transfer is continued, the County may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of bond certificates. In such event, the bond registrar and paying agent shall deliver, transfer and exchange bond certificates as requested by DTC and any Participant or "beneficial owner" in appropriate amounts in accordance with this Bond Resolution. DTC may determine to discontinue providing its services with respect to the bonds at any time by giving notice to the County and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the County may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the County shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the County and the bond registrar and paying agent shall be obligated to deliver bond certificates in accordance with the procedures established by this Bond Resolution. In the event bond certificates are issued, the provisions of this Bond Resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the County and the bond registrar and paying agent to do so, the County and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the bonds to any Participant having bonds credited to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the bonds.



Notwithstanding any other provision of this Bond Resolution to the contrary, so long as any bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on the bonds and all notices with respect to the bonds shall be made and given, respectively, to DTC. The Controller/Chief Administrative Officer is authorized to sign the Blanket Issuer Letter of Representations on behalf of the County in such form as such official deems necessary or appropriate in order to accomplish the issuance of the bonds in accordance with law and this Bond Resolution.

5. OPTIONAL REDEMPTION. The Bonds may be subject to optional redemption prior to maturity upon such terms and conditions as shall be determined by the Controller/Chief Administrative Officer at the time of sale.

6. MANDATORY PRIOR REDEMPTION. If any of the bonds are designated by the original purchaser as term bonds such bonds shall be subject to mandatory prior redemption at par and accrued interest in accordance with the maturity schedule determined by the Controller/Chief Administrative Officer and upon the terms and conditions set forth in the form of bond contained in Section 10 hereof. The bonds to be redeemed shall be selected by lot.

7. BOND REGISTRAR AND PAYING AGENT. The County Controller/Chief Administrative Officer or the County Treasurer shall designate, and may enter into an agreement with, a bond registrar and paying agent for the bonds that shall be a bank or trust company located in the State of Michigan that is qualified to act in such capacity under the laws of the United States of America or the State of Michigan or which may be an officer of the County. The County Controller/Chief Administrative Officer or County Treasurer may from time to time as required remove the bond registrar and paying agent and may designate a similarly qualified successor bond registrar and paying agent.

8. EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS. The bonds shall be executed in the name of the County by the manual or facsimile signatures of the Chairperson of the Board or the Vice Chair and the County Clerk or Deputy Clerk and authenticated by the manual signature of an authorized representative of the bond registrar and paying agent, and the seal of the County (or a facsimile thereof) shall be impressed or imprinted on the bonds. After the bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the County Treasurer or the Controller/Chief Administrative Officer to the purchaser upon receipt of the purchase price. Additional bonds bearing the facsimile signatures of the Chairperson or Vice Chair of the Board and the County Clerk or Deputy Clerk and upon which the seal of the County (or a facsimile thereof) is impressed or imprinted may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of bonds. The bond registrar and paying agent shall indicate on each bond the date of its authentication.

9. EXCHANGE AND TRANSFER OF BONDS. Any bond, at the option of the registered owner thereof and upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney, may be exchanged for bonds



of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered bond.

Each bond shall be transferable only upon the books of the County, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney.

Upon the exchange or transfer of any bond, the bond registrar and paying agent on behalf of the County shall cancel the surrendered bond and shall authenticate and deliver to the transferee a new bond or bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered bond. If, at the time the bond registrar and paying agent authenticates and delivers a new bond pursuant to this section, payment of interest on the bonds is in default, the bond registrar and paying agent shall endorse upon the new bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is [insert applicable date]."

The County and the bond registrar and paying agent may deem and treat the person in whose name any bond shall be registered upon the books of the County as the absolute owner of such bond, whether such bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such bond and for all other purposes, and all payments made to any such registered owner, or upon his order, in accordance with the provisions of Section 3 of this Bond Resolution shall be valid and effectual to satisfy and discharge the liability upon such bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

For every exchange or transfer of bonds, the County or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

10. FORM OF BONDS. The bonds shall be in substantially the following form, with such changes as approved by the Controller/Chief Administrative Officer and consistent with the terms of this Bond Resolution:

**UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF SAGINAW**

LIMITED TAX GENERAL OBLIGATION BOND, SERIES 2023

Interest Rate Maturity Date Date of Original Issue CUSIP



Registered Owner:

Principal Amount:

The County of Saginaw, State of Michigan (the "County"), acknowledges itself indebted to and for value received hereby promises to pay to the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at the corporate trust office of _____, _____, Michigan, the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolution (as hereinafter defined), and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount until the County's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first day of _____ and _____ in each year, commencing on _____ 1, 202___. Principal and interest are payable in lawful money of the United States of America. Interest shall be computed on the basis of a 360-day year of twelve 30-day months.

This bond is one of a series of bonds aggregating the principal sum of _____ Dollars (\$_____) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act 34, Public Acts of Michigan, 2001, as amended) and a bond authorizing resolution adopted by the Board of Commissioners of the County (the "Resolution") for the purpose of defraying the cost of designing, purchasing, acquiring, constructing, and installing capital improvement items, including, but not limited to, the design, acquisition, and construction of improvements to the Dow Event Center, including without limitation, locker room improvements, suite improvements, restroom improvements, infrastructure for mobile locker room, fire alarm system improvements, exterior storage building, storage room improvements, painting, new ceilings, handrails, lighting improvements, diffusers, rooftop exhaust improvements, plaster improvements, boiler replacement, suites sound system upgrades, stageright platforms, temporary walls, signage, new security system, as well as all appurtenances, site work, improvements, furnishings, fixtures, and equipment necessary or incidental to these improvements, as well as other capital improvement items as determined by the County.

The County has irrevocably pledged its full faith and credit for the prompt payment of the principal of and interest on this bond as the same become due. The principal of and interest on the bonds are payable as a first budget obligation of the County from its general funds. The ability of the County to raise such funds is subject to applicable statutory and constitutional limitations on the taxing power of the County. The amount of taxes necessary to pay the principal



of and interest on the bonds, together with the taxes levied for the same year, shall not exceed the limit authorized by law.

This bond is transferable, as provided in the Resolution, only upon the books of the County kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or his attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolution, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds which have been selected for redemption.

MANDATORY PRIOR REDEMPTION

Bonds maturing in the year ____ are subject to mandatory prior redemption at par and accrued interest as follows:

Redemption Date	Principal Amount of Bonds to be Redeemed
-----------------	---

Bonds or portions of bonds to be redeemed by mandatory redemption shall be selected by lot.

(REPEAT IF MORE THAN ONE TERM BOND)

OPTIONAL PRIOR REDEMPTION

Bonds maturing prior to _____ 1, 20__, are not subject to redemption prior to maturity. Bonds maturing on and after _____ 1, 20__, are subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any date on or after _____ 1, 20__. Bonds may be partially redeemed in any amount. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds



to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption.

Not less than thirty nor more than sixty days' notice of redemption shall be given by first-class mail to the registered owners of bonds called to be redeemed at their registered addresses. Failure to receive notice of redemption shall not affect the proceedings for redemption. Bonds or portions of bonds called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of the County, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the County of Saginaw, Michigan, by its Board of Commissioners, has caused this bond to be executed in its name by facsimile signatures of the Chairperson of the Board of Commissioners and County Clerk and its corporate seal (or a facsimile thereof) to be impressed or imprinted hereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by an authorized representative of the bond registrar and paying agent.

COUNTY OF SAGINAW

By: _____
Its: Chairperson, Board of Commissioners

And: _____
Its: Clerk

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned Resolution.

Bond Registrar and Paying Agent

By: _____
Authorized Representative

Authentication Date: _____, 2023



ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____

(please print or type social security number or taxpayer identification number and name and address of transferee)

the within bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____, 20__

Notice: The signature to this assignment must correspond with the name as it appears upon the face of the within bond in every particular, without alteration or enlargement or any change whatever. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of his/her capacity to act must accompany the bond.

In the presence of:

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guaranty program.

Signature Guaranteed: _____

[END OF BOND FORM]



11. SECURITY. The full faith and credit of the County are pledged hereby to the payment of the principal and interest on the bonds authorized by this Bond Resolution. Each year the County shall include in its budget as a first budget obligation an amount sufficient to pay such principal and interest as the same shall become due. The ability of the County to raise funds for the payment of the principal of and interest on the bonds is subject to applicable constitutional and statutory limitations on the taxing power of the County. The amount of taxes necessary to pay the principal of and interest on the bonds, together with the taxes levied for the same year, shall not exceed the limit authorized by law. The proceeds of such taxes (both current and delinquent) shall be deposited as collected into a Principal and Interest Fund that shall be established for the bonds, and until the principal of and the interest on the bonds are paid in full, such proceeds shall be used only for payment of such principal and interest.

12. ESTIMATES OF PERIOD OF USEFULNESS AND COST. The estimated period of usefulness of the Project for which the bonds are to be issued is hereby determined to be twenty (20) years and upwards, and the estimated cost of the Project as submitted to the Board is hereby approved and adopted.

13. USE OF BOND PROCEEDS – CONSTRUCTION FUND. From the proceeds of the sale of the bonds there shall be set aside in the Principal and Interest Fund (i) any accrued interest received from the purchaser of the bonds at the time of delivery of the bonds, (ii) such premium, if any, received from the purchaser of the bonds at the time of delivery of the bonds in such amount as determined by the Controller/Chief Administrative Officer, and (iii) such amount, if any, determined by the Controller/Chief Administrative Officer to pay interest on the Bonds on such date or dates determined by the Controller/Chief Administrative Officer, which interest is hereby capitalized. The remainder of the proceeds of the sale of the bonds shall be set aside in a construction fund and used to pay the costs of issuing the bonds and to acquire and construct the Project.

14. TAX COVENANT. The County covenants to comply with all requirements of the Internal Revenue Code of 1986, as amended (the "Code") necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes. The County Controller/Chief Administrative Officer and other appropriate officials of the County are authorized to do all things necessary (including the making of such covenants of the County as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes. Notwithstanding the above, the Controller/Chief Administrative Officer is authorized to determine that the Bonds or a series of Bonds be issued at a rate that is not excluded from gross income for federal income tax purposes.

15. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, redemption premium, if any, and interest on the bonds, or any portion thereof, shall have been deposited in trust, this Bond Resolution shall be defeased with respect to such bonds, and the owners of the bonds shall have no further rights under this Bond Resolution except to receive payment of the principal of, redemption premium, if any, and



interest on the bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange bonds as provided herein.

16. REPLACEMENT OF BONDS. Upon receipt by the County Treasurer of proof of ownership of an unmatured bond, of satisfactory evidence that the bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity that complies with applicable law and is satisfactory to the County Treasurer, the County Treasurer may authorize the bond registrar and paying agent to deliver a new executed bond to replace the bond lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured bond is lost, apparently destroyed or wrongfully taken, the County Treasurer may authorize the bond registrar and paying agent to pay the bond without presentation upon the receipt of the same documentation required for the delivery of a replacement bond. The bond registrar and paying agent, for each new bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any bond delivered pursuant to the provisions of this Section 16 in lieu of any bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the bond in substitution for which such bond was delivered.

17. APPROVAL OF DEPARTMENT OF TREASURY. The issuance and sale of the bonds shall be subject to permission being granted therefor by the Michigan Department of Treasury pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), unless the County has qualified status pursuant to Act 34, and, if necessary, the Controller/Chief Administrative Officer is authorized and directed to make applications to the Michigan Department of Treasury for permission to issue and sell the bonds as provided by the terms of this Bond Resolution and Act 34.

18. SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS. The Controller/Chief Administrative Officer is authorized to sell the Bonds pursuant to a negotiated sale in accordance with Act 34. It is hereby determined that such negotiated sale is in the best interests of the County and is calculated to provide the County with the maximum flexibility in pricing the Bonds. The Controller/Chief Administrative Officer is authorized to negotiate a bond purchase agreement, a placement agreement or other purchase agreement or term sheet (the "Purchase Agreement") with an underwriter or other purchaser (a "Purchaser") to be selected by the Controller/Chief Administrative Officer at or prior to the time of the sale of the Bonds. The Controller/Chief Administrative Officer may determine that an underwriter may act on behalf of itself and any other underwriters as determined by the Controller/Chief Administrative Officer. The Purchase Agreement shall set forth the principal amount of the Bonds, principal maturities and dates, interest rates and interest payment dates, redemption provisions, if any, purchase price to be paid by the Purchaser and compensation or expenses to be paid to the Purchaser, as well as such other terms and provisions as the Controller/Chief Administrative Officer determines to be necessary or appropriate in connection with the sale of the Bonds.

Notwithstanding the foregoing, if the Controller/Chief Administrative Officer determines that a competitive sale would be in the best interests of the County, the Bonds shall be sold pursuant to a competitive sale. The Controller/Chief Administrative Officer is hereby authorized to approve an Official Notice of Sale for the Bonds and publish the same in accordance with law in *The Bond Buyer* at least seven days before the date set for the sale of



the Bonds. An Official Notice of Sale for the Bonds shall be in such form approved by the Authorized Officer and contain such terms and provisions as the Controller/Chief Administrative Officer determines to be necessary or appropriate in connection with the sale of the Bonds. Bids for the purchase of the Bonds shall be received up to such time as shall hereafter be determined by the Controller/Chief Administrative Officer. Following the receipt of bids for the Bonds, the Controller/Chief Administrative Officer is authorized to award the Bonds to the successful bidder therefor or reject all bids and negotiate the sale of the Bonds with a selected Purchaser.

Notwithstanding any other provision of this Resolution, the Chairperson of the Board of Commissioners, the County Clerk, the County Treasurer, the Financial Services Manager and the Controller/Chief Administrative Officer (each an “Authorized Officer”) are each individually authorized within the limitations set forth below to determine the title of the Bonds, the interest rate or rates, maximum interest rate, amount of discount or premium, amount of maturities, principal amount, amount of good faith deposit, if any, denominations, dates of issuance, dates of maturities, interest payment dates, optional and mandatory redemption rights, and term bond options. The authority granted to the Authorized Officer by this Section, is subject to the following limitations:

- (a) The par amount of the Bonds shall not exceed \$5,500,000.
- (b) The interest rate on any Bond shall not exceed 6% per annum.
- (c) The final maturity date of the Bonds shall not be later than twenty years from the date of issuance of the Bonds.
- (d) The Bonds shall be sold at a price not less than 98% of the par value of the Bonds.

The Authorized Officer is hereby authorized for and on behalf of the County, without further Board approval, to: a) approve the circulation of a preliminary and a final Official Statement describing the Bonds; (b) award the bid for the sale of the Bonds; (c) purchase municipal bond insurance, if considered necessary, as additional security for the bondholders; (d) apply to rating agencies for a rating on the Bonds; (e) to make any elections or designations under the Code, including any designation under Section 265 of the Code; and (f) do all other acts and take all other necessary procedures required to effectuate the sale, issuance and delivery of the Bonds.

Approval by the County of the matters delegated in this section or any other sections may be evidenced by execution or approval of a sale order or such other documents by the Authorized Officer. The Authorized Officer is authorized to execute any documents or certificates necessary to complete the transaction, including, but not limited to, any applications including applications to the Michigan Department of Treasury (including an Application for State Treasurer’s Approval to Issue Long-Term Securities, applications for waivers, and the submission of any supporting or related documents), any certificates, receipts, orders, agreements, instruments, security reports, a blanket letter of representations, and any certificates relating to federal or state securities laws, rules or regulations, and to pay any fees required by the State of Michigan.

19. OFFICIAL STATEMENT; CONTINUING DISCLOSURE: The Controller/Chief Administrative Officer is hereby authorized to cause the preparation of a preliminary official statement and a final official statement for the bonds for the purpose of enabling compliance



with SEC Rule 15c2-12 (the "Rule") by the successful bidder or bidders and to do all other things necessary to enable compliance with the Rule by the successful bidder or bidders. After the award of the bonds, the County shall provide, on a timely basis and in reasonable quantity as requested by the successful bidder or bidders to enable the successful bidder or bidders to comply with paragraphs (b)(3) and (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board.

The Controller/Chief Administrative Officer is hereby authorized to execute and deliver in the name of and on behalf of the County (i) a certificate of the County to comply with the requirement for a continuing disclosure undertaking of the County pursuant to subsection (b)(5) or (d)(2) of the Rule, as applicable, and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with or carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

20. **BOND INSURANCE**. The Controller/Chief Administrative Officer is authorized and directed to take any actions that may be necessary or appropriate to purchase a policy or policies of municipal bond insurance with respect to the bonds to the extent that such officer determines that the purchase of such municipal bond insurance is in the best interests of the County. If the Controller/Chief Administrative Officer makes such a determination, the purchase of a policy or policies and the payment of premiums therefor and the execution by such officer of any necessary commitments with respect thereto are hereby authorized.

21. **BOND COUNSEL**. The firm of Dickinson Wright PLLC is hereby employed as bond counsel to the County for the issuance of the Bonds and the Authorized Officer is authorized to sign an engagement letter with bond counsel with such fee as is provided in the financial report prepared for the Bonds. The County acknowledges that Dickinson Wright PLLC represents a number of financial institutions in public finance matters, including financial institutions that may potentially purchase the Bonds, and consents to Dickinson Wright PLLC's representation of the County as bond counsel and, and waives any conflict of interest arising from such representation of a financial institution or underwriter that may purchase the Bonds in other matters not involving the County.

22. **MUNICIPAL ADVISOR**. MFCI, LLC is appointed as registered municipal advisor for the issuance of the Bonds.

23. **CONFLICTING RESOLUTIONS**. All resolutions and parts of resolutions, insofar as they are in conflict herewith, are rescinded to the extent of the conflict.

After discussion, the vote was:

YEAS: Boyd, Coney, Krafft, Little, Matthews, Piotrowski, Slodowski, Spitzer, Tany,
Webster – **10**
NAYS: Harris – **1**
TOTAL: – **11**

RESOLUTION DECLARED ADOPTED.



CERTIFICATION

I, the undersigned, the Clerk of the County of Saginaw, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Board of Commissioners of said County held on the 20th day of June, 2023, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with Act 267, Public Acts of Michigan, 1976, as amended.

Dated: June 20, 2023

Vanessa Guerra, Saginaw County Clerk

UNFINISHED BUSINESS

None

PROCLAMATIONS

None

APPOINTMENTS

(By the Chair)

- Appointed Sara Marquez and Lisa Coney (Service Area Category) to the **Community Corrections Advisory Board** to fill vacancies for terms to expire September 30, 2023
- Appointed Raquel Ledesma-Perez (Private Sector) and Dr. Marcia Mastracci Ditmyer (Higher Learning) to the **GLB Workforce Development Board** with terms to expire June 30, 2025
- Appointed Lisa Kleekamp to the **Library Board** with a term to expire May 31, 2028

ELECTIONS

(By the Board)

- Commissioner Slodowski moved, seconded by Commissioner Coney, to elect Cherie Long to the **Community Mental Health Authority Board** to fill a vacancy for a term to expire March 31, 2025. Motion carried.
- Chairman Boyd announced the election to fill a vacancy on the Saginaw County Road Commission. Notice of the vacancy was issued as a press release and posted on the Saginaw County website requesting the submission of applications/qualifications by qualified candidates by June 2, 2023 for review by the Executive Committee. Chairman Boyd asked for nominations from the floor.

Commissioner Tany nominated Edward Wasmiller; Commissioner Spitzer nominated Seymour Geiersbach; Commissioner Coney nominated Carl Ruth; Commissioner Krafft nominated Cheryl Hadsall; Commissioner Slodowski nominated Cynthia Winiecke; and Commissioner Piotrowski nominated Carol Ewing.



The Board Clerk was instructed to conduct a roll call vote of the members present on those nominated, with the results as follows:

***Ewing: - 1; Geiersbach: – 1; Hadsall: – 2; Ruth: – 3; Wasmiller: – 2; Winiecke: – 2
Total: - 11***

The Board Clerk was instructed to remove the candidates with the lowest votes from consideration (Ewing and Geiersbach) and a second roll call vote for the four (4) remaining nominees was taken with the results as follows:

***Hadsall: – 2; Ruth: – 3; Wasmiller: – 3; Winiecke: – 3
Total: - 11***

The Board Clerk was instructed to remove the candidate with the lowest votes from consideration (Hadsall) and a third roll call vote for the three (3) remaining nominees was taken with the results as follows:

***Ruth: – 3; Wasmiller: – 6; Winiecke: – 2
Total: - 11***

- Edward Wasmiller was duly elected to the **Saginaw County Road Commission** to fill a vacancy for a term to expire December 31, 2024

CHAIR ANNOUNCEMENTS

- ❖ Chairman Boyd announced the Special Board Session scheduled for Monday, June 26, 2023 is cancelled, but there is a Committee of the Whole on the FY 2024 Budget scheduled that same day at 4:00 p.m.

COMMISSIONER AUDIENCES

- Commissioner Tany congratulated Jessica Sargent on the successful Commission on Aging Senior Picnic held Friday, June 9th at Haithco Park. He, along with Chairman Boyd and Commissioners Piotrowski, Little, and Coney, helped serve meals and praised all the volunteers who helped make this event a success.
- Commissioner Krafft introduced former Commissioner Chuck Stack who was in the audience. He stated that it was an emotional meeting, the longest meeting he can remember as a commissioner, but we live in an outstanding country and has respect for everyone, including Robert Belleman. He announced the annual Patriotic Praise event at the Harvey Kern Pavilion at Heritage Park in Frankenmuth on Sunday, July 2, 2023 at 9:30 a.m.
- Commissioner Piotrowski announced the annual American Flag raising on July 4, 2023 at 10:00 a.m. on the Court St. Bridge – volunteers should arrive at 9:00 a.m. To donate or volunteer with the Saginaw Fireworks, go to saginawareafireworks.com for more information.



By Commissioner Harris, seconded by Commissioner Coney: That the Board adjourn. Motion Carried. Thereupon, the Board adjourned at 8:17 p.m.

Respectfully Submitted,

SAGINAW COUNTY BOARD OF COMMISSIONERS

**CHRISTOPHER S. BOYD
CHAIRMAN**

**VANESSA GUERRA
COUNTY CLERK**

Prepared by: Suzy Koeplinger, Deputy County Clerk