

AGENDA
SAGINAW COUNTY
BOARD OF COMMISSIONERS

Tuesday, September 19, 2023 - 5:00 p.m.

Saginaw County Governmental Center
111 S. Michigan Ave., Rm. 200, Saginaw, MI 48602

Christopher S. Boyd – Chair, Jack B. Tany – Vice-Chair
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

- I. OPENING PROCEDURE**
 - a. Call to Order
 - b. Roll Call
 - c. Invocation by **Commissioner Michael Webster**
 - d. Pledge of Allegiance
 - e. Correcting / Approving the Minutes of the August 15, 2023 Board Session and August 29, 2023 Committee of the Whole (*Distributed prior to the Board Session*)

- II. PUBLIC PARTICIPATIONPage 1**
 - a. Public Hearings
 - b. Audiences
 - c. Laudatory Resolutions

- III. PETITIONS AND COMMUNICATIONSPage 4**

- IV. COMMISSIONERS' INITIATORY MOTIONS (*Placed on table at meeting, if any*)**

- V. REPORTS OF COMMITTEES Page 7**

Committee Reports

1) Human Services	6) Executive Committee
2) Courts & Public Safety	7) Rules Committee
3) County Services	8) Legislative Committee
4) Budget/Audit	9) Intergovernmental Cooperation
5) Labor Relations	10) Committee Compensation

- VI. RESOLUTIONS Page 34**

- VII. CLOSING PROCEDURE Page 35**
 - a. 1) Unfinished Business
 - 2) Proclamations
 - 3) Appointments and Elections
 - b. Announcements by the Chair
 - c. Commissioner Audiences
 - d. Adjournment

II. PUBLIC PARTICIPATION (9-19-2023)

- a. **Public Hearing** – None
- b. **Audiences** – *(See Addendum on Tuesday, September 19, 2023 for additions, if any)*
 - Clint Bryant Sr., re: Public Safety in Saginaw County
 - Tina Swanton, MIHIA, re: Update on ARPA funds awarded to the Food Club
 - Kam Christopher, re: TheDow Event Center new cash-less policy
- c. **Laudatories** –
 - ❖ Certificate of Recognition to the Iron Belle Trailhead in honor of Craig Oatten, former Carrollton Township Police Chief/Township Director
 - ❖ Certificate of Recognition to the NAACP

CERTIFICATE OF RECOGNITION

TO THE

Iron Belle Trailhead

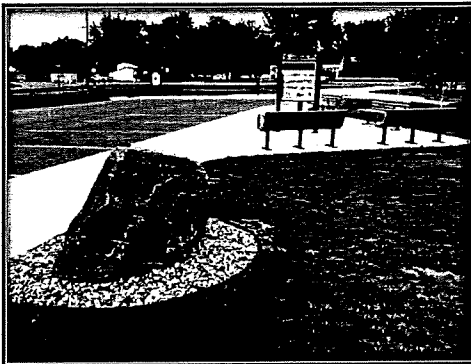
IN HONOR OF

Craig Oatten



Craig Oatten spearheaded the project of bringing Michigan's Iron Belle Trail through Carrollton Township before his passing. The Police Chief/Township Director assisted in securing grant monies from the MDNR and negotiated on behalf of the township to purchase the lot at the corner of Mapleridge and Schust roads to develop what is now the Carrollton Township Iron Belle Trailhead.

The Iron Belle Trailhead consists of vehicle parking, a bicycle repair station, benches, and shade trees.



There is also an informational kiosk showing the entire Iron Belle Trail map along with some history of Carrollton Township. The final addition to the trailhead is the engraved granite rock that will honor Craig Oatten and his dedication to not only this project, but to Carrollton Township for almost four decades. Craig's legacy will live on and the park will be enjoyed by many for decades to come. An official ribbon-cutting ceremony held on Monday, August 28, 2023 at 5:30 p.m. at the Iron Belle Trailhead, will be attended by many people who knew Craig, or even worked on this project with him.

I, Jack B. Tany, on behalf of the Saginaw County Board of Commissioners, recognize and honor Craig Oatten for his work and dedication to not only Carrollton Township, but the Michigan trail system as well. We know that everyone who visits will take pride in their community and state.

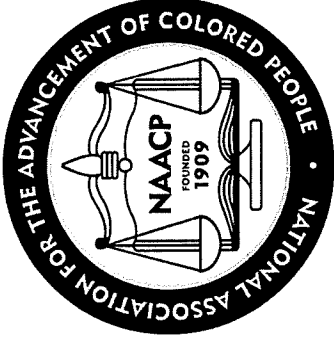
Sincerely,

Christopher S. Boyd
Saginaw County
Board of Commissioners
Chairman, District #10
Adopted: September 19, 2023

Jack B. Tany
Saginaw County
Board of Commissioners
Vice-Chair, District #2
Presented: August 28, 2023

Christopher S. Boyd, Lisa R. Coney, Dennis 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

Certificate of Recognition



"Together, we will remain vigilant in our mission until the promise of America is made real for all." - NAACP

The National Association for the Advancement of Colored People (NAACP) is a civil rights organization that is committed to ensuring the political, educational, social, and economic equality of rights of all persons and to eliminate race-based discrimination.

It is with well wishes and support that we acknowledge the significance of its 52nd Annual Freedom Fund Dinner and its impact on our community by bringing together a melting pot of diverse participants throughout our region. This gala event serves as a constant reminder that there is work yet to be done in the fight for freedom and equality for all of mankind. It will be held both in-person and will have a virtual option.

The NAACP is now 114 years old, the oldest civil rights organization in the history of the United States. In that time, the NAACP has impacted many things and the organization has changed the course of American history. Since the Springfield Race Riot of 1908, the NAACP has led the way in thought and action for civil rights. They are the nation's conscience to civil and human rights, and the world's example of advocacy.

The NAACP's vision is to ensure a society in which all individuals have equal rights without discrimination based on race. The organization continues to work to remove all barriers of racial discrimination through democratic processes.

On behalf of the Saginaw County Board of Commissioners we salute the NAACP for its continued efforts for equality for all.

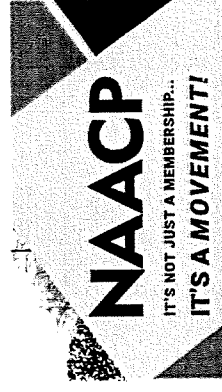
Respectfully Submitted,
Saginaw County
Board of Commissioners

Christopher S. Boyd
Chair, District #9

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



Adopted: September 19, 2023



Dennis 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

III. PETITIONS AND COMMUNICATIONS (9-19-2023)

9-19-1 MSU EXTENSION providing impact reports and data reports for January – June 2023.

-- Human Services (*Tabled*)

9-19-2 MOSQUITO ABATEMENT COMMISSION providing information related to prior and current mosquito facility planning progress, current school construction, timeframe, operational needs, funding, and continued functionality of Mosquito Abatement programs and services.

-- Human Services (*Tabled*)

9-19-3 COMMUNITY MENTAL HEALTH AUTHORITY submitting its Annual Report – *All Together Better* – for the year ending September 30, 2022 in accordance with Resolution E, as amended

-- Human Services (*Receive & File*)

9-19-4 10th CIRCUIT COURT – FAMILY DIVISION submitting information related to the incident at Family Court Juvenile Center involving the fencing and security, and asking for consideration of future funding for the replacement of the fencing.

-- Courts & Public Safety/Budget-Audit (*Receive & File*)

9-19-5 10TH CIRCUIT COURT – CHIEF JUDGE requesting authorization to hire the qualified applicant for the position of Law Clerk/Bailiff to Judge Julie Gafkay at Step 3 of the designated B-19 pay scale.

-- Courts & Public Safety/Labor Relations (**9-19-5.1**)

9-19-6 PROSECUTOR submitting a request to add three (3) Assistant Prosecutors to combat increased workload, increase Assistant Prosecuting Attorney salaries and amendment of the FY 2024 Prosecutor's Office budget.

-- Courts & Public Safety/Budget-Audit (**9-19-4.1**)

9-19-7 FINANCE DIRECTOR submitting Amendments to Draft #2 of the proposed FY 2024 Budget for discussion and approval.

-- Budget/Audit (*Unfinished Business*)

9-19-8 COMMISSIONER RICHARD SPITZER submitting a worksheet that details the re-allocation of funds within the FY 2024 Budget to align with the priorities established at the April Strategic Planning Session and focus resources on areas with the most critical needs.

-- Budget/Audit (*Unfinished Business*)

9-19-9 SHERIFF requesting movement of funds from the Law Enforcement and Jail budgets to cover shortfalls in the Wages and Gas/Grease/Oil line items.

-- Budget/Audit (**9-18-4.2**)

9-19-10 PURCHASING/RISK MANAGER requesting amendment of the FY 2023 Risk Management Budget by \$220,000 to account for the purchase of tail coverage and an increase in property and liability claims.

-- Budget/Audit (**9-19-4.3**)

9-19-11 ASSISTANT FINANCE DIRECTOR requesting amendment of the Harry W. Browne Airport FY 2023 Budget by \$227,000 to account for fuel sales revenue and expenditures; further, to approve up to \$85,000 to cover capital improvements for resurfacing the parking lot (\$79,000), repair of a sweeper truck (\$3,000) and tree removal (\$3,000).

-- Budget/Audit (**9-19-4.4**)

9-19-12 ASSISTANT FINANCE DIRECTOR requesting approval of the HWB Airport Director's contract renewal, with an approved 2% increase to the base compensation for three (3) years to begin October 1, 2023 to September 30, 2026.

-- Budget/Audit (**9-19-4.4**)

Page 2 – Petitions & Communications (9-19-2023)

9-19-13 **EQUALIZATION** requesting amendment of the Equalization Department FY 2023 Budget by \$4,400 to account for an increased contract amount for its primary software (\$1,800) and increased postage costs (\$2,600).

-- Budget/Audit (9-19-4.5)

9-19-14 **INFORMATION TECHNOLOGY** requesting amendment of the Information Technology FY 2023 Budget by moving \$72,000 from Computer Replacement into Public Liabilities (\$13,000) and Hospitalization Insurance (\$59,000); further, approval to use \$26,000 in IT fund balance to Hospitalization Insurance to balance.

-- Budget/Audit (9-19-4.6)

9-19-15 **FRIEND OF THE COURT** requesting an increase to the Friend of the Court FY 2023 Budget by \$50,000 to Hospitalization Insurance, with CRP Revenue increasing by \$33,000 and Other Revenue/Fund Balance increasing by \$17,000 at no cost to the General Fund.

-- Budget/Audit (9-19-4.7)

9-19-16 **SHERIFF** requesting approval to re-employ Corrections Officer Zasha Weese at Step 3 of the non-312 collective bargaining agreement wage scale.

-- Labor Relations (Pulled at Committee)

9-19-17 **PROBATE COURT** requesting changes to the step/level and an increase in compensation for the Probate Register/Administrator from B20-3 to B22-1, Chief Deputy Register from T13-3 to T15-1, and Deputy Registers from T8-3 to T9-3, for a total addition to the Probate Budget of \$16,215.56.

-- Labor Relations (9-19-5.2)

9-19-18 **PERSONNEL DIRECTOR** submitting the September 2023 Employment Status Report covering labor statistics for the month of August 2023.

-- Labor Relations (*Receive & File*)

9-19-19 **INFORMATION TECHNOLOGY** requesting approval of a Memorandum of Understanding (MOU) to allow former employee Eric Gustafson to return to the IT Department at the same rate of pay, PTO accrual rate, and previous tenure.

-- Labor Relations (9-19-5.1)

9-19-20 **HEALTH DEPARTMENT** requesting an extension of the contract with retiree Bethany Jacques through FY 2024 to assist the department in current medical record updates/reporting, user needs, and assist in the transition to a new electronic health record system – EPIC.

-- Labor Relations (9-19-5.3)

9-19-21 **RETIREMENT/BENEFITS ADMINISTRATOR** submitting updated information, along with Marne Daggett and Leah Behnke from the Municipal Employees' Retirement System (MERS), on Saginaw County employees' ability to borrow from their 401(a) retirement accounts and the impact on investments and the plan in general.

-- Labor Relations (*Receive & File*)

9-19-22 **CIVIL/LABOR COUNSEL** submitting four (4) Memorandums of Understanding for consideration: (1) MOU between Saginaw County and UAW Local 455 – Unit 50 regarding the hiring of a law clerk for Judge Gafkay; (2) ~~MOU between Saginaw County and POAM Non-312 regarding the rehiring of a Corrections Officer~~ (pulled at committee); (3) MOU between Saginaw County and UAW Local 455 – Unit 50 regarding rehiring an IT Programmer Analyst; and (4) MOU between Saginaw County and POAM regarding the promotion of a Detention Youth Care Specialist to Detention Supervisor.

-- Labor Relations (9-19-5.1)

Page 3 – Petitions & Communications (9-19-2023)

9-19-23 EXECUTIVE ASSISTANT requesting approval to donate items from the former Animal Care & Control building that are not in a good condition for sale to rescue partners.

-- Executive (9-19-6.2)

9-19-24 10th CIRCUIT COURT – CHIEF JUDGE requesting approval to set aside a Memorandum of Understanding between Saginaw County and the TPOAM union from the date of approval until December 31, 2023 to allow for overtime for Circuit Court Judicial Assistants, due to vacancies in the two “swing” JA position. No additional funding/budget adjustment is requested.

-- Executive (9-19-6.1)

9-19-25 COUNTY CLERK sending the list of nominees selected by the Democratic and Republican party chairs to fill upcoming vacancies on the Board of Canvassers. *(Distributed)*

-- Receive & File/Election *(By Ballot)*

V. **REPORTS OF COMMITTEES (9-19-2023)**

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**

None

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

None

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

4.1) **PROSECUTOR**, re: Approval of Assistant Prosecutors, increase in in APA salaries, and amendment of the FY 2024 Budget, contingent upon receiving \$1 million in grant dollars and union approval

4.2) **SHERIFF**, re: Approval to move funds from the Law Enforcement and Jail budgets to cover shortfalls in Wages and Gas/Grease/Oil line items

4.3) **PROPERTY/RISK MANAGER**, re: Approval to amend the FY 2023 Risk Management Budget by \$220,000 to account for the purchase of tail coverage and an increase in property and liability claims

4.4) **ASSISTANT FINANCE DIRECTOR**, re: Approval to amend the FY 2023 HWB Airport Budget by \$227,000 to account for fuel sales revenue and expenditures; and to approve up to \$85,000 to cover capital improvements

4.5) **EQUALIZATION**, re: Approval to amend the FY 2023 Budget by \$4,400 to account for an increased contract amount for its software and increased postage

4.6) **INFORMATION TECHNOLOGY**, re: Approval to amend its FY 2023 Budget by \$72,000 from Computer Replacement into Public Liabilities and Hospitalization, and to use \$26,000 in fund balance

4.7) **FRIEND OF THE COURT**, re: Approval of the FOC FY 2023 Budget by \$50,000 to Hospitalization Insurance, increasing CRP Revenue by \$33,000 and Other Revenue/Fund Balance by \$17,000

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

5.1) **CIVIL/LABOR COUNSEL**, re: Approval of three (3) Memorandums of Understanding

5.2) **PROBATE COURT**, re: Approval to change the step/level and increase in compensation for the Probate Register/Administrator, Chief Deputy Register, and Deputy Registers

5.3) **HEALTH DEPARTMENT**, re: Approval to extend the contract with retiree Bethany Jacques through FY 2024 to assist with medical record updates/reporting

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

6.1) **CHIEF JUDGE**, re: Setting aside Memorandum of Understanding to allow for overtime for Circuit Court Judicial Assistants

6.2) **ANIMAL CARE & CONTROL**, re: Approval to donate items to rescue partners

6.3) **CIVIL/LABOR COUNSEL**, re: Approval of County Administrator job description and salary range

6.4) **CHAIRMAN BOYD**, re: Approval of an agreement with the Saginaw Spirit to fund the addition of an LED Advertising Ribbon at TheDow Event Center

6.5) **CHAIRMAN BOYD**, re: Approval of the proposal from Shaheen Development to lease the Concentric Building for county administrative offices

Page 2 – Reports of Committees (9-19-2023)

7. **Rules Committee – C. Boyd, Chair** - None
8. **Legislative Committee – S. Matthews, Chair; M. Webster, Vice-Chair** - None
9. **Intergovernmental Cooperation Committee – J. Tany; S. Matthews, Vice-Chair** - None
10. **Committee Compensation**
 - 9-19-23.1) August 6, 2023 – August 19, 2023
 - 9-19-23.2) August 20, 2023 – September 2, 2023

Your Budget/Audit Committee considered Communication No. 9-19-6 from John A. McColgan, Jr., Prosecuting Attorney, requesting the addition of three (3) Assistant Prosecutors to combat increased workload, increase Assistant Prosecuting Attorney salaries and amendment of the FY 2024 Prosecutor’s Office budget.

We met with Blair Stevenson, Chief Assistant Prosecutor, and discussed the increase in work due to MIDC and an increase in the number of motions, preliminary exams, bond hearings, etc. There is also the issue of huge caseloads due to the backlog and the addition of picking up the City of Saginaw ordinance contract which will result in more cases for District Court. This has led to the need to hire more Assistant Prosecutors. The total cost of hiring three new Assistant Prosecuting Attorneys would be \$601,485.60.

The second issue is the salary of Assistant Prosecuting Attorneys in comparison to other counties and the MIDC. Four APAs have left within the last year and a half. Two returned by increasing their salary. One former APA left because he could work less and make more money elsewhere. Another left because she will get paid more by another county. Currently, an APA is waiting to see if the board approves salary increases before deciding to leave. The total cost to increase salaries would be \$388,997.74.

To help offset costs, the Prosecutor’s Office has taken on the City of Saginaw contract for local ordinances, which pays \$85,000 annually and will take effect September 5, 2023. There are also current negotiations with MDHHS to contract for abuse and neglect cases which should generate at least \$80,000 annually. Last of all, Michigan Legislature has awarded the Saginaw County Prosecutor’s Office with a \$1 million grant to help with the backlog and violent crime.

We recommend approval of the addition of three (3) Assistant Prosecutors to combat increased workload, increase Assistant Prosecuting Attorney salaries and amendment of the FY 2024 Prosecutor’s Office budget, contingent upon receiving the \$1 million in grant dollars and union approval.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Dennis H. Krafft, Chair

s/ _____
Jack B. Tany, Vice-Chair

s/ _____
Tracey L. Slodowski

s/ _____
Richard A. Spitzer

s/ _____
Christopher S. Boyd

Your Budget/Audit Committee considered Communication No. 9-19-9 from Sheriff Federspiel as follows:

REQUEST: Requesting movement of funds from the Law Enforcement and Jail budgets to cover shortfalls in the wages and gas/grease/oil line items. The Law Enforcement Budget would have the following amounts moved from 10135100-70300 (Full-Time Wages):

\$118,688 to 10135100-70500 (Temp Wages)

\$92,229 to 10134100-70700 (O/T Wages)

The Jail Budget would have \$18,000 from 207-31500-301-98100-300-00000 (Sheriff Op Vehicles) moved to 661-19401-73500 (Gas Grease Oil) which would be an increase to the two budgets.

BACKGROUND INFORMATION: Every end of the fiscal year, departments are asked to look at budgets to have them balance before September 30th. These movements would help reach that goal.

FINANCIAL INFORMATION: This request was brought to the board because the amount of funds requested to be moved are beyond the authority of the Finance Director.

PARTNERSHIP/COLLABORATION: N/A

STRATEGIC PLANNING: N/A

RECOMMENDATION: We recommend approval of the movement of funds from the Law Enforcement and Jail budgets to cover shortfalls in Wages and Gas/Grease/Oil line items.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Dennis H. Krafft, Chair

s/ _____
Jack B. Tany, Vice-Chair

s/ _____
Tracey L. Slodowski

s/ _____
Richard A. Spitzer

s/ _____
Christopher S. Boyd

Your Budget/Audit Committee considered Communication No. 9-19-10 from Kelly Suppes, Purchasing/Risk Manager, requesting amendment of the FY 2023 Risk Management Budget by \$220,000 to account for the purchase of tail coverage and an increase in property and liability claims.

Your committee met with Kelly Suppes, Purchasing/Risk Manager, and she explained the switch in insurance providers to MMRMA effective June 1, 2023 required the purchase of tail coverage. Other changes in the budget include an increased number of property and liability claims. The request will be an increase to Revenue by \$220,000 with \$20,000 coming from Fund Balance and increasing the Expenditures by \$220,000. This is a conservative approach because there is potential that not all the funds will be utilized within this year.

We recommend approval to amend the FY 2023 Risk Management Budget by \$220,000 to account for the purchase of tail coverage and an increase in property and liability claims.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Dennis H. Krafft, Chair

s/ _____
Jack B. Tany, Vice-Chair

s/ _____
Tracey L. Slodowski

s/ _____
Richard A. Spitzer

s/ _____
Christopher S. Boyd

Your committee considered Communication No. 9-19-11 from Darcie Graham, Assistant Finance Director, requesting amendment of the Harry W. Browne Airport FY 2023 Budget by \$227,000 to account for fuel sales revenue and expenditures; further, to approve up to \$85,000 to cover capital improvements for resurfacing the parking lot (\$79,000), repair of a sweeper truck (\$3,000) and tree removal (\$3,000).

Your committee also considered Communication No. 9-19-12 from Darcie Graham, Assistant Finance Director, requesting approval of the HWB Airport Director’s contract renewal, with an approved 2% increase to the base compensation for three (3) years to begin October 1, 2023 to September 30, 2026.

We met with Darcie Graham and reviewed the requests which originated in Airport Committee. The facility needs these repairs but the need is now more urgent with an upcoming reception scheduled in October to recognize HWB Airport on receiving the “Airport of the Year” award from MDOT and Winter fast approaching.

We recommend approval of an amendment of the Harry W. Browne Airport FY 2023 Budget by \$227,000 to account for fuel sales revenue and expenditures; further, to approve up to \$85,000 to cover capital improvements for resurfacing the parking lot (\$79,000), repair of a sweeper truck (\$3,000) and tree removal (\$3,000) using fund balance. We also recommend approval of the HWB Airport Director’s contract renewal, with an approved 2% increase to the base compensation for three (3) years to begin October 1, 2023 to September 30, 2026.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Dennis H. Krafft, Chair

s/ _____
Jack B. Tany, Vice-Chair

s/ _____
Tracey L. Slodowski

s/ _____
Richard A. Spitzer

s/ _____
Christopher S. Boyd

Your Budget/Audit Committee received Communication No. 9-19-13 from Denise Joseph, Equalization Director, requesting amendment of the Equalization Department FY 2023 Budget by \$4,400 to account for an increased contract amount for its primary software (\$1,800) and increased postage costs (\$2,600).

Your committee met with Denise Joseph and she stated that the funds are in the budget for this request. The increased funds will cover the cost of the increased charges. This will reach the goal of having a balanced budget at the end of this fiscal year and was brought to the board because the amount requested is beyond the authority of the Finance Director.

We recommend approval of an amendment of the Equalization Department FY 2023 Budget by \$4,400 to account for an increased contract amount for its primary software (\$1,800) and increased postage costs (\$2,600).

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Dennis H. Krafft, Chair

s/ _____
Jack B. Tany, Vice-Chair

s/ _____
Tracey L. Slodowski

s/ _____
Richard A. Spitzer

s/ _____
Christopher S. Boyd

Your Budget/Audit Committee received Communication No. 9-19-14 Josh Brown, IT Director, requesting amendment of the Information Technology FY 2023 Budget by moving \$72,000 from Computer Replacement into Public Liabilities (\$13,000) and Hospitalization Insurance (\$59,000); further, approval to use \$26,000 in IT fund balance to Hospitalization Insurance to balance.

Every end of the fiscal year, departments are asked to look at budgets to have them balance before September 30th. This request was brought to the board because the amount of funds requested to be moved are beyond the authority of the Finance Director. The budget adjustment will cover \$59,000 and IT Fund Balance will cover any difference at year end, approximately \$26,000.

We recommend approval of an amendment of the Information Technology FY 2023 Budget by moving \$72,000 from Computer Replacement into Public Liabilities (\$13,000) and Hospitalization Insurance (\$59,000); further, approval to use \$26,000 in IT fund balance to Hospitalization Insurance to balance.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Dennis H. Krafft, Chair

s/ _____
Jack B. Tany, Vice-Chair

s/ _____
Tracey L. Slodowski

s/ _____
Richard A. Spitzer

s/ _____
Christopher S. Boyd

Your Budget/Audit Committee received Communication No. 9-19-15 from Tara Hofmeister, Friend of the Court Director, requesting an increase to the Friend of the Court FY 2023 Budget by \$50,000 to Hospitalization Insurance, with CRP Revenue increasing by \$33,000 and Other Revenue/Fund Balance increasing by \$17,000 at no cost to the General Fund.

Your committee met with Tara Hofmeister and she explained that health insurance was higher than expected and budgeted and needs to be increased. This adjustment would ensure a balanced budget at the end of the fiscal year.

We recommend approval of an increase to the Friend of the Court FY 2023 Budget by \$50,000 to Hospitalization Insurance, with CRP Revenue increasing by \$33,000 and Other Revenue/Fund Balance increasing by \$17,000.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Dennis H. Krafft, Chair

s/ _____
Jack B. Tany, Vice-Chair

s/ _____
Tracey L. Slodowski

s/ _____
Richard A. Spitzer

s/ _____
Christopher S. Boyd

Your Budget/Audit Committee received Communication No. 9-19-22 from Dave Gilbert, Civil/Labor Counsel, submitting four (4) Memorandums of Understanding for consideration:

- (1) MOU between Saginaw County and UAW Local 455 – Unit 50 regarding the hiring of a Law Clerk for Judge Gafkay. In Communication No. 9-19-5 André R. Borrello, Chief Judge, requested authorization to hire the qualified applicant for the position of Law Clerk/Bailiff to Judge Julie Gafkay at Step 3 of the designated B-19 pay scale.
- (2) ~~Pulled prior to committee MOU between Saginaw County and POAM Non-312 regarding the rehiring of a Corrections Officer~~
- (3) MOU between Saginaw County and UAW Local 455 – Unit 50 regarding the rehiring of an IT Programmer Analyst. In Communication No. 9-19-19 Josh Brown, IT Director, requested approval to allow former employee Eric Gustafson to return to the IT Department at the same rate of pay, PTO accrual rate, and previous tenure.
- (4) MOU between Saginaw County and POAM regarding the promotion of a Detention Youth Care Specialist to Detention Supervisor.

We recommend approval of all three (3) Memorandums of Understanding listed above.

Respectfully Submitted,
COMMITTEE ON LABOR RELATIONS

s/ _____
Michael A. Webster, Chair

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Denny M. Harris

s/ _____
Gerald D. Little

s/ _____
Christopher S. Boyd

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 ("Funding Unit"), Saginaw County Trial Court ("EMPLOYER") and UAW LOCAL 455 – UNIT 50, representing Professional Employees ("UNION").

WHEREAS, Judge Gafkay is desirous of hiring Melissa R. Scott as a law clerk in her courtroom;

WHEREAS, Melissa R. Scott has ten (10) years of experience;

WHEREAS, given the experience of Melissa R. Scott, Judge Gafkay is desirous of hiring her as a law clerk at Step 3 of the wage scale, which is still below the other law clerks;

WHEREAS, EMPLOYER and the UNION are parties to a Collective Bargaining Agreement ("CBA"), that expires on September 30, 2024;

WHEREAS, Article 21 of the CBA provides that job classification seniority for progression on the salary schedule shall commence with the employee's first full day of work on a regular basis for the EMPLOYER;

THEREFORE, it is agreed to as follows:

1. Based on the experience of Melissa R. Scott for the law clerk position with Judge Gafkay, Melissa R. Scott will commence her employment at Step 3 of the wage scale.
2. With the exception of the wage scale, Melissa R. Scott will be treated as a new hire with respect to seniority and all other benefits provided by EMPLOYER.
3. 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 that which is specifically set forth herein.

For the Funding Unit:

Christopher S. Boyd, Chairman
Board of Commissioners

For the Union:

Jason VanBocxlaer

For the Court:

André R. Borrello, Chief Judge

Approved as to Form:

David M. Gilbert – Labor Counsel
Gilbert & Smith, P.C.

MEMORANDUM OF UNDERSTANDING
AND AGREEMENT

This MEMORANDUM OF UNDERSTANDING AND AGREEMENT made and entered into this ___ day of _____, 2023 by and between ERIC GUSTAFSON (“EMPLOYEE”), the COUNTY OF SAGINAW (“EMPLOYER”) and UAW LOCAL 455 – UNIT 50, representing Professional Employees (“UNION”).

WHEREAS, EMPLOYEE was previously employed by EMPLOYER as an IT Programmer Analyst;

WHEREAS, EMPLOYEE left his employment with EMPLOYER and went to work for Morley Company;

WHEREAS, EMPLOYEE is desirous of returning to work with EMPLOYER as an IT Programmer Analyst at the same rate of pay as when he previous left his employment;

WHEREAS, EMPLOYER and the UNION are parties to a Collective Bargaining Agreement (“CBA”), that expires on September 30, 2024;

WHEREAS, Article 21 of the CBA provides that job classification seniority for progression on the salary schedule shall commence with the employee’s first full day of work on a regular basis for the EMPLOYER;

THEREFORE, it is agreed to as follows:

1. Based on EMPLOYEE’S previous employment as an IT Programmer Analyst with EMPLOYER, EMPLOYEE will commence his employment at B18, Step 4 of the wage scale and at a salary of \$71,533.00, which was the salary at the time he left employment with EMPLOYER. PTO accrual will also be adjusted to the accrual rate EMPLOYEE had at the time of departure.

2. The Step 4 wage scale salary and PTO accrual rate will be retroactive to August 31, 2023.

3. EMPLOYEE will move to Step 5 on the wage scale on December 15, 2023, and will continue to progress on the wage scale until he reaches the top of the wage scale.

4. Any posting requirements contained in Article 7 of the CBA and associated with this return to work, are hereby waived by the UNION.

5. 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 that which is specifically set forth herein.

FOR THE EMPLOYER:

FOR THE UNION:

Christopher S. Boyd, Chair
Board of Commissioners

Jason VanBocxlaer

Koren Thurston – Finance Director

9/19/23 mcs

EMPLOYEE

Eric Gustafson

Approved as to Form:

David M. Gilbert – Labor Counsel
Gilbert & Smith, P.C.

MEMORANDUM OF UNDERSTANDING
AND AGREEMENT

This MEMORANDUM OF UNDERSTANDING AND AGREEMENT made and entered into this ____ day of _____, 2023 by and between JAMES HULLETT ("EMPLOYEE") the 10TH CIRCUIT COURT, FAMILY DIVISION, SAGINAW COUNTY JUVENILE DETENTION CENTER ("EMPLOYER"), and COUNTY OF SAGINAW ("FUNDING UNIT") and POLICE OFFICERS ASSOCIATION OF MICHIGAN, DETENTION YOUTH CARE SPECIALIST ("UNION").

WHEREAS, the EMPLOYER and the UNION are parties to a Collective Bargaining Agreement ("CBA") which covers the time period December 14, 2021 through September 30, 2024;

WHEREAS, EMPLOYEE took a promotion from a Detention Youth Care Specialist to a Detention Supervisor effective August 6, 2023;

WHEREAS, Article 5 of the Collective Bargaining Agreement entered into among the FUNDING UNIT, EMPLOYER AND UNION, provides that those employees who leave classifications of work covered by the Agreement, but remain an employee of the County, may return to the bargaining unit with the same seniority rights they had when they left the bargaining unit, provided such return occurs within thirty (30) days of initial departure;

WHEREAS, EMPLOYEE is desirous of extending the probationary period to December 31, 2023;

WHEREAS, UNION and EMPLOYER are also desirous of extending EMPLOYEE'S probationary period to December 31, 2023;

THEREFORE, it is agreed as follows:

1. Article 5 of the Collective Bargaining Agreement shall be modified to provide EMPLOYEE will have until December 31, 2023 to return to the bargaining unit with the same seniority rights he had when he left the bargaining unit.
2. This MOU shall be binding upon the FUNDING UNIT, EMPLOYER and UNION; shall not be considered precedent setting; and shall not affect the CBA in any other manner than that which is specifically set forth herein.

FOR THE FUNDING UNIT:

FOR THE UNION:

Christopher S. Boyd, Chair
Board of Commissioners

Jim Cross
Business Agent

Koren Thurston
Finance Director

FOR THE EMPLOYER:

EMPLOYEE:

Todd Borders
Deputy Court Administrator – Family Division

James Hullett

André R. Borrello – Chief Judge

David M. Gilbert – Labor Specialist

Your committee considered Communication No. 9-19-17 from Hon. Patrick J. McGraw, requesting changes to the step/level and an increase in compensation for the Probate Register/Administrator from B20-3 to B22-1, Chief Deputy Register from T13-3 to T15-1, and Deputy Registers from T8-3 to T9-3, for a total addition to the Probate Budget of \$16,215.56.

We met with Judge McGraw and he corrected the total addition to the Probate Budget is \$25,896.10 and stated that the department does not have adequate funds for this request. Chairman Webster asked if this could be postponed until the next Baker Tilly Compensation Study is conducted and Commissioner Boyd informed commissioners that the Budget/Audit Committee voted to remove the study from next year's budget. The money to fund this request could come from the \$84,000 savings from eliminating the study.

We recommend approval of changes to the step/level and an increase in compensation for the Probate Register/Administrator from B20-3 to B22-1, Chief Deputy Register from T13-3 to T15-1, and Deputy Registers from T8-3 to T9-3, for a total addition to the Probate Budget of \$25,896.10.

Respectfully Submitted,
COMMITTEE ON LABOR RELATIONS

s/ _____
Michael A. Webster, Chair

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Denny M. Harris

s/ _____
Gerald D. Little

s/ _____
Christopher S. Boyd

Your committee considered Communication No. 9-19-20 from Christina Harrington, Health Officer, requesting an extension of the contract with retiree Bethany Jacques through FY 2024 to assist the department in current medical record updates/reporting, user needs, and assist in the transition to a new electronic health record system – EPIC.

We met with Tawnya Simon, PPHS Director, and she stated that the budget is capable of funding the request. Ms. Jacques is a retired Computer and Data Analyst within the department. She provides oversight, record transition and needed customization of EPIC to meet health department needs for implementation. Ms. Jacques currently works 25 hours per week.

We recommend approval to extend the contract with retiree Bethany Jacques through FY 2024 to assist the department in current medical record updates/reporting, user needs, and assist in the transition to a new electronic health record system.

Respectfully Submitted,
COMMITTEE ON LABOR RELATIONS

s/ _____
Michael A. Webster, Chair

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Denny M. Harris

s/ _____
Gerald D. Little

s/ _____
Christopher S. Boyd

Your committee considered Communication No. 9-19-24 from Chief Judge André Borrello, requesting a temporary allowance of overtime for Circuit Court Judicial Assistants with no impact on the budget.

We met with Judge Borrello and he expressed his concern with the recent loss of two "swing" Judicial Assistants (JA) in Circuit Court to other employment opportunities. The positions constitute half of the administrative staff, excluding two managers, and provide necessary relief for judges' staff in the event of work overflow or absence. The funds currently allocated for the two "swing" positions could be utilized to offer overtime work to the judges' Judicial Assistants. To ensure the department remains within budget, no overtime will be offered unless the monies are available in the budget line-item for the two "swing" positions. This request requires Board approval due to the recent Memorandum of Understanding (MOU) that was approved in May 2023. The MOU recognizes that the JA positions are exempt from overtime requirements under the Fair Labor Standards Act while the collective bargaining agreement maintained that any work beyond 40 hours would be subject to overtime. Approving this request would place the MOU aside and allow overtime.

We recommend approval to set aside a Memorandum of Understanding between Saginaw County and the TPOAM union from the date of approval until December 31, 2023 to allow for overtime for Circuit Court Judicial Assistants, due to vacancies in the two "swing" JA positions, contingent upon union approval.

Respectfully Submitted,
EXECUTIVE COMMITTEE

s/ _____
Christopher S. Boyd, Chairman

s/ _____
Jack B. Tany

s/ _____
Gerald D. Little

s/ _____
Michael A. Webster

s/ _____
Dennis H. Krafft

Your committee considered Communication 9-19-23 from Jaime Ceja, Executive Assistant, on behalf of Animal Care & Control, as follows:

REQUEST: Requesting approval to donate items from Animal Care & Control to rescue partners. Now that the new facility is open and the department has moved, the items left behind are no longer needed. While a lot of items will be marked for trash removal, there are some in working condition. These include banks of metal kennels, cat condos, and shelving units.

BACKGROUND INFORMATION: At a time when rescues are struggling financially with a lack of supplies, we are in the unique position to help them out a bit. Our rescue partners are instrumental to our operations, pulling animals for their adoption programs, and donating their time to clean when we are short-staffed. They work closely with Animal Control Officers, sharing information and working with the communities. Rescue partners even lined up to help with the physical move to the new shelter.

FINANCIAL INFORMATION: Items that can be sold have already been identified, such as the refrigerator, a desk, multiple safes, furniture, etc.

PARTNERSHIP/COLLABORATION: N/A

STRATEGIC PLANNING: N/A

RECOMMENDATION: We recommend approval to donate items such as banks of kennels, cat condos, and shelving units from Animal Care & Control to rescue partners.

Respectfully Submitted,
EXECUTIVE COMMITTEE

s/ _____
Christopher S. Boyd, Chairman

s/ _____
Jack B. Tany

s/ _____
Gerald D. Little

s/ _____
Michael A. Webster

s/ _____
Dennis H. Krafft

Your committee considered a proposed job description from Dave Gilbert, Civil/Labor Counsel, for a Controller/County Administrator position.

We met with Dave Gilbert and Jennifer Broadfoot, Personnel Director, and discussed the language within the job description provided and the statute requirements under each job title, Controller or County Administrator. The committee considered changes in the duties and education requirements for applicants. To allow for a more diverse applicant pool, the committee decided to change the education requirement to a Bachelor’s degree rather than a Master’s degree, allowing valuable experience to substitute.

Your committee also discussed the procedure of filling the vacancy. Ms. Broadfoot spoke on the recruitment company chosen to assist in hiring a County Controller/County Administrator, Walsh Municipal Services, and the strategies to be used. The company has strong community connections and experience with the local municipalities. When discussing competitive salaries, a range of \$165,000 to \$185,000 would be best to capture a wide range of applicants and allow for negotiations.

We recommend approval of the attached job description, as amended by Civil Counsel and the Personnel Director, and posting the salary range at \$165,000 to \$185,000.

Respectfully Submitted,
EXECUTIVE COMMITTEE

s/ _____
Christopher S. Boyd, Chairman

s/ _____
Jack B. Tany

s/ _____
Gerald D. Little

s/ _____
Michael A. Webster

s/ _____
Dennis H. Krafft

SAGINAW COUNTY
JOB DESCRIPTION

TITLE: County Administrator

FLSA: Exempt

POSITION SUMMARY: Under general direction of the Board of Commissioners (Board), serves as Chief Administrative Officer of the County and performs a wide range of administrative activities that serve to support effective and efficient county government operations. Advises and assists the Board in planning policy and operational matters and directs and coordinates the administration of county government in accordance with policy and directives issued by the Board as a whole, pursuant to all applicable state and federal laws and regulations. Oversees a number of County Department and fosters cooperative working relationships with governmental and regulatory agencies and various public and private organizations. The person in this position is appointed in accordance with MCL Section 46.11 (o) and reports directly to the Board and serves at their pleasure.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works with the Board to understand their vision and strategic policy direction. Assists the Board in developing and managing public policy matters. Oversees staff implementation of Board goals and policies and ensures they are followed. Directs and oversees near-term and long-range work planning including goals setting, prioritization, funding, monitoring and reporting.
2. Meets with the Board and its Committees serving as their primary resource person, advising, counseling, and presenting pertinent data and information to aid the Board in making decisions and establishing policy. Provides assistance to the Board and its Committees to facilitate action of matters requiring their attention, such as policy revision, contract review, and contract negotiations and is a liaison between the Board and other agencies.
3. Investigates and researches various issues and projects assigned by the Board and reports the results with possible alternatives and recommended courses of action. Develops and recommends to the Board policies, procedures and priorities which may affect departments or outside agencies. Conducts other special assignments as directed by the Board.
4. Oversees the general management of County Departments including Finance, Personnel, Payroll, Purchasing and Risk Management, Maintenance, Information Technology, Animal Care and Control, Community Corrections/Jail Reimbursement, and other facets of general County administration and operations. Supervises department heads unless provided otherwise by State Statute and/or Board resolution. Coaches, mentors and provides guidance to them.
5. Maintains the fiscal oversight of the County with and through the Finance Director. Administers, reviews, and analyzes budgets including general operation, applicable county funds and capital outlay. Approves major purchases and contracts for services in accordance with policy. Forecasts financial status and creates and implements related policy. Consistent with the Uniform Budgeting and Accounting Act, develops an annual budget to be presented to the Board of Commissioners for final approval. Reviews, approves and/or makes recommendations to the Board regarding all budget adjustments in accordance with Policy. Oversees annual audit.

6. Negotiates, develops, reviews and /or approves (base on County Policy) a variety of legal documents including but not limited to contracts, purchase agreements, grants and interagency agreements ensuring the County's interest is represented. Is responsible for the financial reporting for Federal and State grants including signing pre-applications and grant submissions.
7. Coordinates legal matters in conjunction with Corporation counsel. Seeks legal advice and opinions on behalf of the County. Exercises settlement authority within established limits and recommends action on other matters to the Board in accordance with policy.
8. Directs personnel recruitment and labor relations activities in accordance with guidelines established by the Board. Provides leadership and direction for personnel related matters. Directs the appointment of investigators in harassment, discrimination, workplace violence and other employee complaints for which the Controller's Office has investigative authority.
9. Advises Board on insurance coverage and supervises the operation on the County's Self-insurance Fund including Workers' Compensation, health, dental, vision, life and such other benefit plans as the Board may approve. Oversees and administers the County pension and deferred compensation plans.
10. Confers with all County Department and seeks to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the Board. Advises Department Heads of relevant Board and committee actions.
11. Authorizes emergency purchases of supplies, services and equipment up to policy limits to ensure that the County offices remain functional and to protect County citizens, employees and property.
12. Periodically reviews pending legislation and evaluates its effect on County operations. Proposes policy and/or position statements regarding Federal, State, and local legislation and regulations for consideration by the appropriate Board committees.
13. Represents the County at various functions such as making speeches at civic and business functions. Meets with community members, developers and officials to establish goodwill and resolve/respond to issues. Services as the County's representative numerous boards, committees and other groups on behalf of County Commissioners on as directed by the Board of Commissioners.
14. Advises the Board on fiscal problems, policy and planning including long-term capital projects. Participates in the planning of county infrastructure needs including maintenance and renovation of existing facilities and construction of new facilities built under the auspices of the Board. Authorizes payments to contractors in accordance with the contract terms and advises the Board of Commissioners of potential facility problems.
15. Represents the County Board of Commissioners, as a body, acting as a liaison with the Board, county Departments other elected officials, local units of government, various agencies, and other committees on federal, state county and community issues.
16. Assumes any other responsibilities and duties as may be deemed necessary and appropriate by the Board within the scope of MCL 46.11 and MCL 46.13b.

INCIDENTAL DUTIES AND RESPONSIBILITIES:

None.

(The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities required of personnel so classified.)

REPORTING RELATIONSHIPS:

Reports to: Board of Commissioners

Supervises: Directly supervises directors/managers in Controller's Office, and all department heads unless provided otherwise by State statute or Board resolution. Indirect supervision of over 200 employees.

WORKING CONDITIONS/ENVIRONMENT: Works in office environment with unusual pressures of dealing with a multitude of problems, time constraints, multiple projects and priorities. Because of time constraints and meetings with boards and committees, it is not unusual to work varied and long hours with commitment to meet deadlines. May deal with upset people.

QUALIFICATIONS:

Education: Master's Degree in Business or Public Administration preferred, or a closely related field. (Experience may be considered).

Experience: At least seven to ten years executive-level work experience in governmental administration to include high level management of governmental operations and supervisory experience.

Knowledge, Skills and Abilities: Knowledge of principles and practices of business administration, including general accounting, and fiscal management practices, governmental budgeting, personnel practices and employment laws, office procedures, county government, payroll and fringe benefit administration, facilities management, and Federal and State laws and statutes affecting local government. Ability to analyze administrative problems and adopt effective courses of action. Excellent written and oral language skills with and in a diverse range of audiences and settings. Ability to negotiate conflicts and problems, to assess operational program, staff and fiscal needs, to interpret legal documents, law and governmental regulations, and evaluate fiscal and financial reports. Ability to establish and maintain effective working relationships with the County Board members, staff department heads elected officials and the public. Ability to use tact and diplomacy and maintain order in an environment of changing priorities.

Physical/Mental Requirements: Visual acuity to read, proofread, fill out forms and use computer. Hearing acuity to listen and communicate in person and on phone. Manual dexterity to use alphanumeric keyboard. Ability to handle stress. Mental capacity to analyze complex data, use logic, exercise sound judgment, manage and schedule time and resources, and make sound decisions. Ability to drive automobile with valid Michigan Drivers' license and good driving record.

(Listed qualifications are for guidance in filling this position. Any combination of education and experience that provides the necessary knowledge, skills and abilities will be considered; however, mandatory licensing or certification requirements cannot be waived. Physical/mental requirements cannot be waived unless specifically indicated.)

Your committee considered a recommendation from Chairman Boyd to enter into an agreement with the Saginaw Spirit to fund an electronic advertisement ribbon located at TheDow Event Center.

We met and discussed the proposal from Craig Goslin, Chair of the OHL Board of Governors and President/Managing Partner of the Saginaw Spirit. The LED ribbon would be an enhancement in the Memorial Cup renovations and would cost more if the decision is made to delay and add this in the future. The renovation would be set up as past partnership has, with a 60/40 split between Saginaw County and the Saginaw Spirit, wherein the Spirit would purchase and install, with repayment by the county. Total cost would be \$1,000,000 – 60/40 split, with Saginaw County paying \$600,000 (\$60,000 per year for ten (10) years).

We recommend approval to enter an agreement with the Saginaw Spirit to assist in funding the addition of an electronic advertisement ribbon prior to hosting the Memorial Cup.

Respectfully Submitted,
EXECUTIVE COMMITTEE

s/ _____
Christopher S. Boyd, Chairman

s/ _____
Jack B. Tany

s/ _____
Gerald D. Little

s/ _____
Michael A. Webster

s/ _____
Dennis H. Krafft

Your committee considered a recommendation from Chairman Boyd to approve the proposal submitted by Shaheen Development to lease property at 4800 Concentric Avenue, Saginaw, Michigan ("Concentric Building") for administrative offices to use while the courthouse undergoes renovations of its HVAC system.

We met and discussed various issues regarding the relocation of county administrative offices to the Concentric Building. Representatives from Shaheen Development met with the following departments and provided two (2) different schematic designs for use of the office space: Board of Commissioners, Controller & Finance, Treasurer, Register of Deeds, Equalization, Parks & Recreation, Information Technology, Public Works, and County Clerk.

The property is 40,000 square feet, has a flexible floor plan, with large breakroom and training rooms, a dedicated service/receiving area, new roof, new HVAC, 342 parking spaces, among other amenities. This would include a 15-year lease, with rent and occupancy commencing when the renovation is completed and the building is occupied. Base/Expense Rent is as follows:

<u>Years</u>	<u>Rate</u>	<u>Monthly</u>	<u>Annual</u>
1-5	\$11.00	\$36,666.67	\$440,000
6-10	\$12.00	\$40,000.00	\$480,000
11-15	\$13.00	\$43,333.33	\$520,000

Saginaw County is responsible for paying all utilities, property taxes, insurance and exterior maintenance including snow plowing and lawn care, and janitorial, in addition to base rent.

We recommend approval of the proposal from Shaheen Development to lease the Concentric Building as set forth above.

Respectfully Submitted,
EXECUTIVE COMMITTEE

s/ _____
Christopher S. Boyd, Chairman

s/ _____
Jack B. Tany

s/ _____
Gerald D. Little

s/ _____
Michael A. Webster

s/ _____
Dennis H. Krafft

COMMITTEE COMPENSATION - 9.19.23.1

September 19, 2023

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held August 6 - August 19, 2023.

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	8/7/2023	Labor Relations Committee	Webster	\$50.00	1
			Matthews	\$50.00	1
			Harris	\$50.00	1
			Little	\$50.00	1
			Boyd	\$50.00	1
2	8/8/2023	Executive Committee	Tany	\$50.00	1
			Little	\$50.00	1
			Webster	\$50.00	1
			Krafft	\$50.00	1
			Boyd	\$50.00	1
3	8/8/2023	Community Action Committee	Little	\$25.00	1
4	8/14/2023	Solid Waste Mgmt. Planning Committee	Piotrowski	\$50.00	1
5	8/15/2023	Executive Committee - Special	Tany	\$25.00	1
			Little	\$25.00	1
			Webster	\$25.00	1
			Krafft	\$25.00	1
			Boyd	\$25.00	1
6	8/15/2023	Board Session <i>Boyd, Coney, Krafft, Little, Piotrowski, Slodowski, Spitzer, Tany, Webster Abs: Harris, Matthews</i>	9 Present	\$450.00	9
7	8/16/2023	Saginaw Valley Zoological Society Board	Little	\$50.00	1
			Slodowski	\$50.00	1
8	8/16/2023	Frankenmuth CVB	Krafft	\$50.00	1
9	8/17/2023	Commission on Aging Liaison	Little	\$50.00	1
10	8/17/2023	Community Action Committee	Little	\$25.00	1
TOTAL				\$1,375.00	31

*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (8-18-23)

COMMITTEE COMPENSATION - 9.19.23.2

September 19, 2023

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held August 20 - September 2, 2023.

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	8/21/2023	Northern MI Counties Association via Zoom	Slodowski	\$50.00	1
2	8/23/2023	HWB Airport Board	Krafft	\$50.00	1
			Little	\$50.00	1
			Matthews	\$50.00	1
3	8/24/2023	LEPC via Microsoft Teams	Tany	\$50.00	1
4	8/24/2023	Mosquito Abatement Commission	Boyd	\$50.00	1*
5	8/28/2023	GLBMI Joint Board of Directors	Matthews	\$50.00	1
			Little	\$50.00	1
			Spitzer	\$50.00	1
			Tany	\$50.00	1
			Webster	\$50.00	1
6	8/29/2023	Committee of the Whole	All Present	\$550.00	11
		<i>Boyd, Coney, Harris, Krafft, Little, Matthews Piotrowski, Slodowski, Spitzer, Tany, Webster</i>			
7	8/30/2023	Animal Control Advisory	Slodowski	\$50.00	1
TOTAL				\$1,150.00	22

*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (9-1-23)

VI. RESOLUTIONS (9-19-2023)

NOTE: Budget Resolutions "A" – "D" appear under Unfinished Business

VII. CLOSING PROCEDURE (9-19-2023)

a.

1) Unfinished Business –

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

- ***Draft #2 of the FY 2024 Budget, along with Resolutions A – D, were laid on the table pursuant to Board Report 8-15-23-4.2, until the September 19, 2023 Board Session under Unfinished Business
(Distributed to all commissioners and available for review in the Board Office)***

2024 County Budget (Draft #2 as amended) and Resolutions A-B-C-D
(To be distributed at or prior to the meeting)

- "A" FY 2023/2024 Budget
- "B" FY 2023/2024 Salary Schedule
- "C" FY 2023/2024 Capital Improvement Plan
- "D" FY 2023/2024 Fee Schedule

2) Proclamations – None

3) Appointments and Elections –

APPOINTMENTS

Pursuant to Article VII, 7.1.2 of the Board Rules, Chair appointments, if any, will be listed on the Addendum distributed at the September 19, 2023 Board Session.

ELECTIONS

Board of Canvassers - Information previously distributed. Ballots will be provided to each Commissioner during the meeting, collected and tallied by the Clerk, and the results will be announced prior to adjournment.

Department of Health & Human Services – Due to the resignation of Don Hare, applications to fill the vacancy for a term to expire October 31, 2026 have been received from:

- Thomas Brubaker
- Carl Ruth

- b. Announcements by the Chair
 - Mosquito Control building options
- c. Commissioner Audiences
- d. Adjournment

9-15-23/sek

UNFINISHED BUSINESS

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2

*AMENDED

SEPTEMBER 19, 2023

~~AUGUST 15, 2023~~

Your Budget/Audit Committee received Communication No. 6-20-23 dated May 31, 2023 from the Controller's Office, 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. This Draft #1 of the Budget was submitted with all funds in balance. Each committee reviewed the proposed budgets and a Committee of the Whole meeting was held. The Budget was previously distributed to each commissioner and is available for review in the Office of the Board of Commissioners. The Budget Audit Committee reviewed the budget as submitted, and considered information presented at the Committee of the Whole meeting. The Board of Commissioners, at its June 20, 2023 session, approved amendments to the FY24 Budget thereby creating Draft #2. Additional amendments may be made at the September 19, 2023 Board Session.

At the September 7, 2023 Budget/Audit Committee meeting, the Finance Director submitted eleven (11) requests for amendment to Draft #2 of the proposed FY 2024 Budget within the General Fund, either previously approved or to be approved, and Commissioner Spitzer also proposed amendments as follows:

June 20, 2023 Board Session

- Approved an additional Contract Attorney at 10th Circuit Court - Family Division at a cost of \$55,000
- Approved an additional \$50,000 to Saginaw Future, Inc. based on performance measurements

August 15, 2023 Board Session

- Approved a consultant contract for the 10th Circuit Court at a cost of \$100,000 by using funds available from a Court Recorder vacancy (\$101,503)
- Approved a temporary employee at Probate Court at a cost of \$10,000
- Approved adding a Legal Clerk II at Family Division for \$75,157; a Probation Officer position in the Child Care Fund for \$121,000 (with a 50% General Fund match); and a Detention Youth Care Specialist position in the Child Care Fund at a cost of \$76,000 (with a 50% General Fund match). Total increase to the General Fund is \$173,657
- Approved elimination of a vacant Referee position offset with the addition of a Family Evaluator at Friend of the Court, causing a reduction in the General Fund required grant match by \$20,585

September 7, 2023 Budget/Audit Committee – Requesting approval at September 19, 2023 Board Session

- Approved an increase to the County's membership dues for the GIS Authority to the General Fund of \$18,850
- Approved reinstatement of funding to the County's Soldiers & Sailors Relief Commission of \$8,000
- Approved reduction in the County's required match to the Child Care Fund due to the State of Michigan increasing the reimbursement rate for in-home care/community-based programming to 75% (out-of-home care remains at 50%) in the amount of \$272,547
- Approved reduction of \$509,996 in State Revenue Sharing FY 2024 funding (From \$5,981,387 to \$5,471,391)
- Approved an increase to the General Fund – ARPA Revenue Replacement of \$68,500, thereby budgetarily exhausting those funds; and an increase use of General Fund fund balance from Zero to \$462,368
- Approved postponement of the Baker Tilly Compensation Study and removal from the FY 2024 Budget of \$84,800, which reduces the General Fund fund balance to \$377,568
- Approved use of ARPA funding up to \$100,000 for replacement fencing at Juvenile Detention
- Approved reduction in the Information Technology budget of \$51,600 due to changing the replacement cycle of county computers from five (5) years to six (6) years

9/19/23 sek

Resolution A contains the amended total budget for the County including the General Fund. The total County Budget for Fiscal 2024 is **\$276,278,097** which is an increase of **\$16,046,245** from the current amended Fiscal 2023 Budget. The General Fund Budget for Fiscal 2024 is **\$58,218,510** which represents an increase of **\$2,082,553** from the current amended Fiscal 2023 Budget. The General Fund will be subject to further expense control to ensure expenditures do not exceed revenues. Resolution A also contains the proposed County millage rates to be levied December 1, 2023 and July 1, 2024, as well as the authorization of the 9-1-1 surcharge to fund operations as set forth in the 2024 Budget. The County Operating Millage Levy for FY 2024 is 4.8485 mills, which is the same as FY 2023.

Resolution B lists salaries for elected/appointed officials including judges and non-union employees. The salaries of elected/appointed officials have been set by the Saginaw County Board of Commissioners and the salaries of judges have been set by the State Officers Compensation Commission.

Resolution C sets forth the prioritized Capital Improvement Budget for Fiscal Year 2024, which totals \$7,900,271, an increase of \$968,059 over the current FY 2023 budget.

Resolution D sets fees for all departments controlled by the Saginaw County Board of Commissioners, as amended from year to year.

A public hearing was held at the August 15, 2023 Board Session to allow comment on the proposed FY 2024 Budget and on the proposed millages to be levied in December 2023 and July 2024. Notice was previously published in *The Saginaw News* and copies of the budget material were made available to the public at the meeting.

It is the recommendation of your committee that Draft #2 of the Fiscal Year 2024 Budget, as amended, containing Budget Resolutions A, B, C and D ~~be laid on the table and scheduled for formal adoption at the September 19, 2023 Board Session~~ be approved.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Dennis H. Krafft, Chair

s/ _____
Jack B. Tany, Vice-Chair

s/ _____
Tracey L. Slodowski

s/ _____
Richard A. Spitzer

s/ _____
Christopher S. Boyd