

AGENDA
SAGINAW COUNTY
BOARD OF COMMISSIONERS

Tuesday, January 21, 2025 - 5:00 p.m.

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

Jack B. Tany – Chair, Gerald D. Little – Vice-Chair

*Christopher S. Boyd, Lisa R. Coney, Dennis M. Harris, John L. Kaczynski, 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 Mark Piotrowski**
- d. Pledge of Allegiance
- e. Correcting / Approving the Minutes of the December 10, 2024 Special Board Session and December 17, 2024 Regular Board Session (*Distributed prior to the Board Session*)

II. PUBLIC PARTICIPATION Page 1

- a. Public Hearings
- b. Audiences [FOIA Appeals, if any]
- c. Laudatory Resolutions

III. PETITIONS AND COMMUNICATIONS Page 16

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

V. REPORTS OF COMMITTEES..... Page 17

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..... None

VII. CLOSING PROCEDURE..... Page 28

- a. 1) Unfinished Business
- 2) Proclamations
- 3) Appointments and Elections
- b. Announcements by the Chair
- c. Commissioner Audiences
- d. Adjournment

II. PUBLIC PARTICIPATION (1-21-2025)

a. **Public Hearing** – None

b. **Audiences** – *(See Addendum on Tuesday, Jan. 21, 2025 for additions, if any)*

- Commissioner Slodowski to present a Certificate of Commendation to School Resource Officer Ray Maxwell (Thomas Township Police Department) in recognition of saving the life of a high school student who was choking by performing the Heimlich Maneuver
- Blair Stevenson, Chief Assistant Prosecuting Attorney, to provide an update on the Prosecutor's Office
- Don Buckley, re: County voting

c. **Laudatories** –

- Certificate of Commendation to School Resource Officer Ray Maxwell
- Certificate of Recognition to members of the Jonesfield-Lakefield Volunteer Fire Department who have served for 15+ years: Dan Beetley, Ron Honaman, Aaron Morford, Ron Slick, Don Kilgore, Jeff Smith, Dave Lednicky, Randy Clark, Dennis Fuller, Todd Wolverton, and Sean Dungey
- Certificate of Recognition to the National Sorority of Phi Delta Kappa, Inc. Gamma Kappa Chapter, for its annual Dr. Martin Luther King, Jr. Scholarship Prayer Breakfast
- Certificate of Recognition to Chief Charles "Mick" Levens, Tri-Township Fire Department, upon his retirement after 32 years of service

FOIA APPEAL

Freedom of Information Act [FOIA] Appeal

Consideration of the FOIA Appeal filed by Matthew Witkos, Fox17 West Michigan, in relation to his November 14, 2024 FOIA request to the Saginaw County Sheriff's Office

CERTIFICATE OF COMMENDATION

PRESENTED TO:

SCHOOL RESOURCE OFFICER RAY MAXWELL THOMAS TOWNSHIP POLICE DEPARTMENT

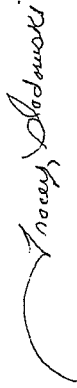
On Wednesday, December 4, 2024, School Resource Officer Ray Maxwell was alerted that a student was choking in the school lunchroom. He performed the Heimlich Maneuver on this high school student who was choking. Officer Maxwell's quick response saved a life. The Saginaw County Board of Commissioners is very proud of Officer Ray Maxwell and today we present Officer Ray Maxwell with a Commendation Award for his heroic action.

On behalf of the Saginaw County Board of Commissioners we want to commend Officer Ray Maxwell on a job well done with mere minutes being the key to survival, the coordinated sequence of steps that were performed in response to the victim who was choking brought this incident to a successful conclusion. The quick and appropriate action taken by Officer Ray Maxwell saved a life and for that we are all grateful.

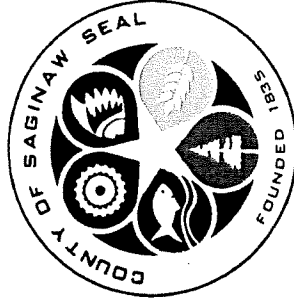
Respectfully submitted,



Jack B. Tany, Chair, District #2
SAGINAW COUNTY BOARD OF COMMISSIONERS
Presented: Tuesday, January 21, 2025
Adopted: Tuesday, January 21, 2025



Tracey L. Slodowski, Commissioner, District #5

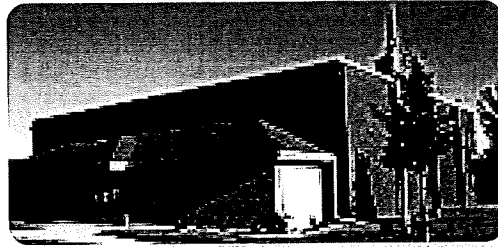
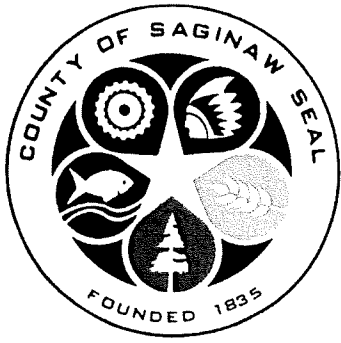


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Certificate of Recognition

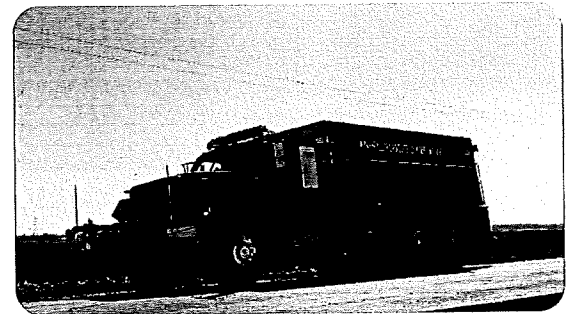
Dan Beetley

41 Years - 1987



Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

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Jonesfield-Lakefield Fire Department is a joint operation serving both Jonesfield and Lakefield Townships. This partnership ensures efficient and effective fire protection services from residents of both communities through two strategically located fire stations. The department operates from two stations and is on call 24 hours.

The Jonesfield-Lakefield Fire Department is volunteer and responds to all medical calls to assist Mobile Medical Response (MMR). The following people are currently on the fire department and have served for 15+ years: Dan Beetley, Ron Honaman, Aaron Morford, Ron Slick, Don Kilgore, Jeff Smith, Dave Lednicky, Randy Clark, Dennis Fuller, Sean Dungey and Todd Wolverton.

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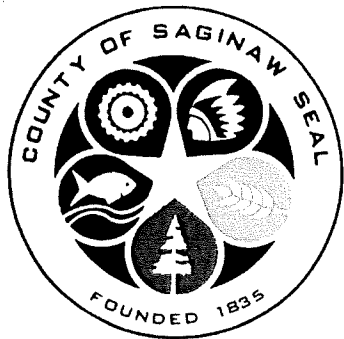
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Certificate of Recognition

Ron Honaman

42 Year - 1983



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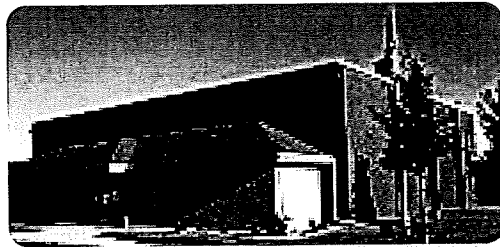
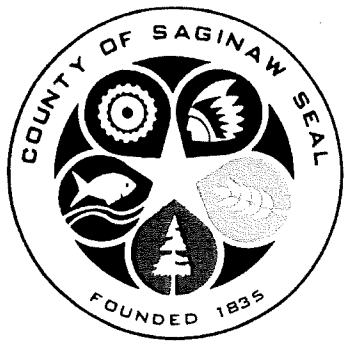
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Certificate of Recognition

Aaron Morford

20 Year - 2004



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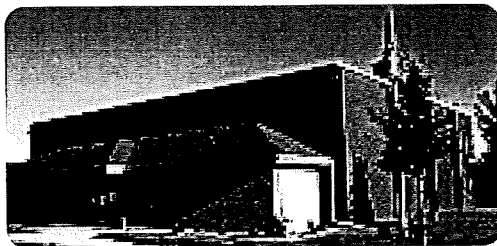
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Certificate of Recognition

Ron Slick

24 Years - 2000



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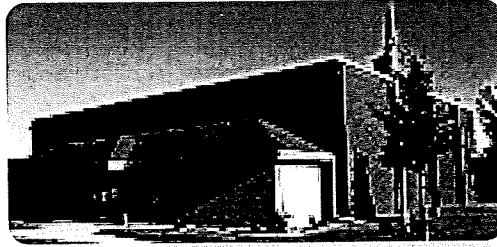
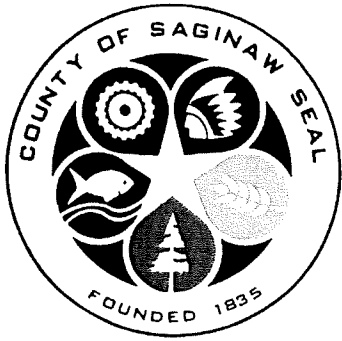
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Certificate of Recognition

Don Kilgore

36 Years - 1988



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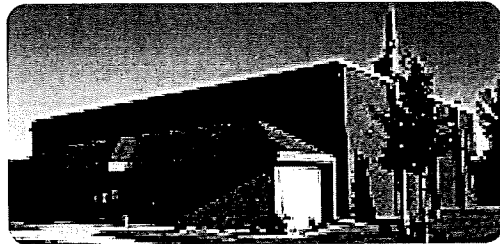
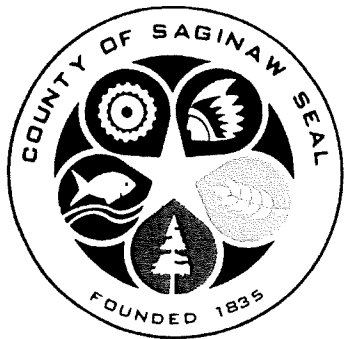
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Certificate of Recognition

Jeff Smith

37 Years - 1988



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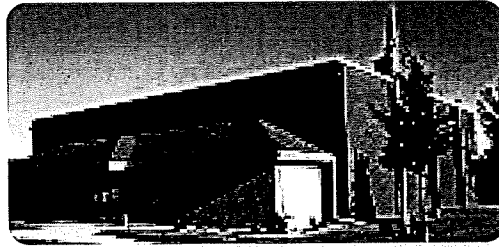
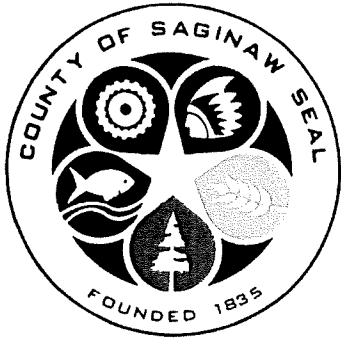
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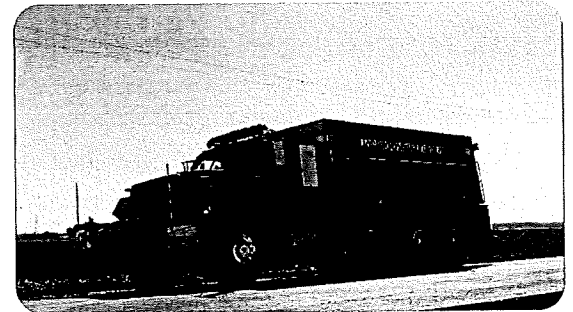
Certificate of Recognition

Dave Lednicky
60 Years - 1964



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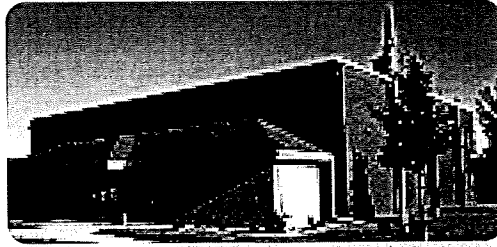
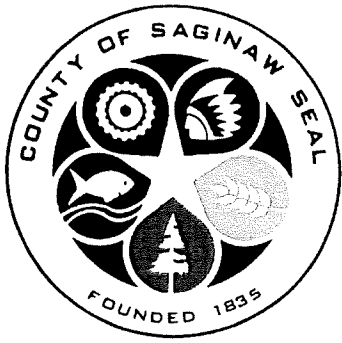
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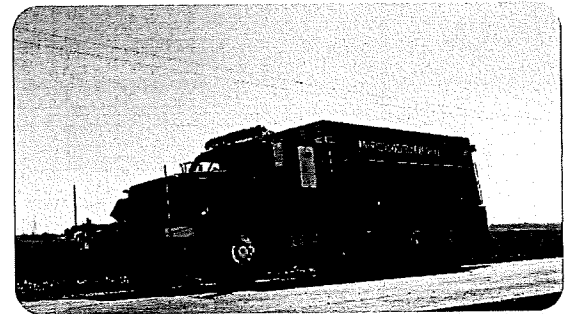
Randy Clark

50 Years - 1974



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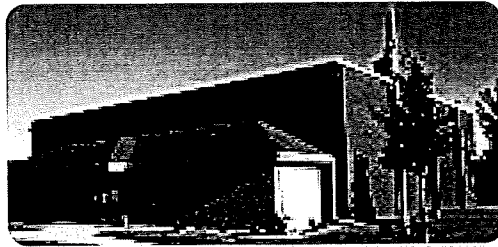
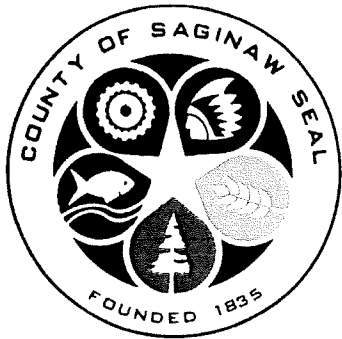
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Certificate of Recognition

Dennis Fuller

28 Years - 1997



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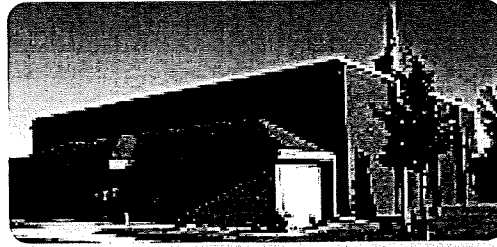
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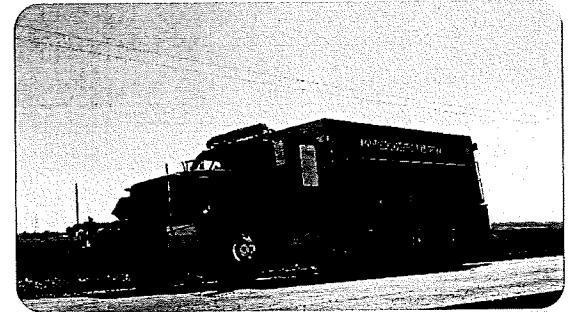
Sean Dungey

16+ Years



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Jack B. Tany
Chairman, District #2

Presented & Adopted: January 21, 2025

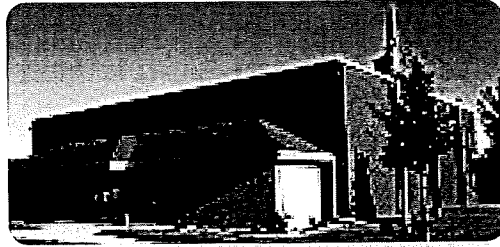
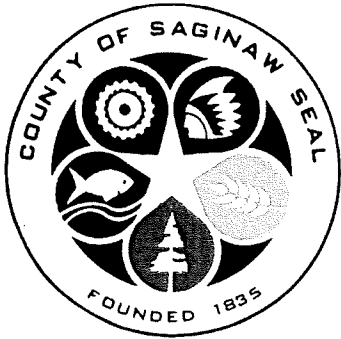
Tracey Slodowski
Commissioner, District #5

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

Certificate of Recognition

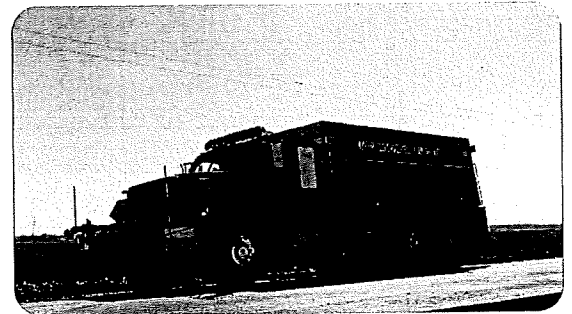
Todd Wolverton

18 Years - 2006



Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

Ethics comes from the Greek word ethos, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, shared responsibility to project an ethical character of professionalism, integrity, compassion, loyalty, and honesty in all that you do, all of the time, is important.



Jonesfield-Lakefield Fire Department is a joint operation serving both Jonesfield and Lakefield Townships. This partnership ensures efficient and effective fire protection services from residents of both communities through two strategically located fire stations. The department operates from two stations and is on call 24 hours.

The Jonesfield-Lakefield Fire Department is volunteer and responds to all medical calls to assist Mobile Medical Response (MMR). The following people are currently on the fire department and have served for 15+ years: Dan Beetley, Ron Honaman, Aaron Morford, Ron Slick, Don Kilgore, Jeff Smith, Dave Lednicki, Randy Clark, Dennis Fuller, Sean Dungey and Todd Wolverton.

The Saginaw County Board of Commissioners thanks you for your dedication, volunteer service, and unwavering sacrifice to your community.

Respectfully Submitted,
Saginaw County
Board of Commissioners

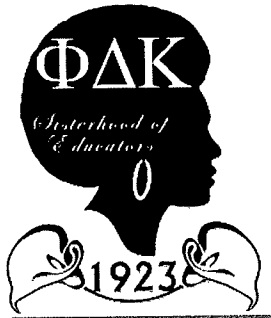
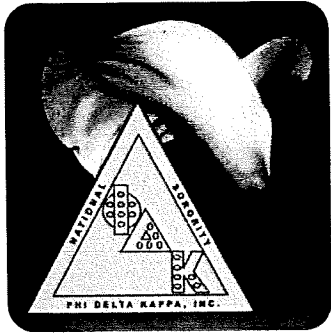
Jack B. Tany
Chairman, District #2

Presented & Adopted: January 21, 2025

Tracey Slodowski
Commissioner, District #5

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

Certificate of Recognition



"WE'VE COME TOO FAR TO STOP NOW"



On Saturday, January 25, 2025 at the Trillium Banquet Center, the National Sorority of Phi Delta Kappa, Inc., Gamma Kappa Chapter presents its Annual Dr. Martin Luther King, Jr. Scholarship Prayer Breakfast to raise scholarship funds for deserving students in the Saginaw/Bay Area. The Keynote Speaker is Dr. Michael Galvin, the President of Delta Community College, and the theme is "We've Come Too Far To Stop Now."

National Sorority of Phi Delta Kappa, Inc., was founded in Jersey City, NJ in 1923 by eight educators desiring to establish a sisterhood among teachers and promote the highest ideals of the teaching profession. These truly outstanding women each went on to live up to the ideals in their community having lasting impact where they served so diligently. Since the meeting of these eight amazing young women the sorority has grown to over 130 chapters internationally.

National Sorority of Phi Delta Kappa, Inc., Gamma Kappa Chapter's mission is to foster a spirit of sisterhood among teachers and to promote the highest ideals of the teaching profession. Its purpose is to stimulate professional growth among teachers and encourage the development of the potential of youth. Youth groups such as Kudos and Xinos are very active in the community which provides help to develop a sense of social, educational, and family responsibility within the youth.

The organization's former Leader, E. Zipporah Thompson felt the need to keep Dr. King's dream alive. In 1984, the National Sorority of Phi Delta Kappa, Inc. Gamma Kappa Chapter was the first organization to have programs at the Heritage Theater involving all schools, and local and state officials to be a part of this auspicious program. Speakers were Rev. Dr. Martin Luther King's Dad and Daughter, Yolanda King, Senator Gary Peters, Lieutenant Governor Garlin Gilchrist II, Congressman Dan Kildee and many more.

The Saginaw County Board of Commissioners congratulates the National Sorority of Phi Delta Kappa, Inc., Gamma Kappa Chapter on its hard work and dedication and wishes them continued success.

Respectfully Submitted,
Saginaw County
Board of Commissioners

Jack B. Tany

Jack B. Tany
Chairman, District #2

Presented: January 25, 2025
Adopted: January 21, 2025

Lisa R. Coney

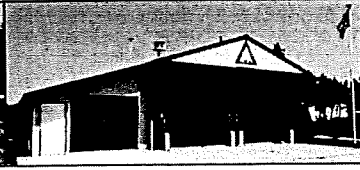
Lisa R. Coney
Commissioner, District #10

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

Chief Charles "Mick" Levens Tri-Township Fire Department "House of Three"



Station No.1 St. Charles



Station No.2 Brant



Station No.3 Swan Creek

"NO EXCUSES, JUST RESULTS"

RETIRED

"Mick" Levens has voluntarily served with the Tri-Township Fire Department since November 5, 1992, with professionalism and dedication. The last 3+ years, from April 15, 2021, until his retirement December 31, 2024, he has served as its chief. Some of his other notable achievements are, December 2022, he was awarded Fire Service Instructor of the Year issued by the Michigan Fire Service Instructor Association. In October 2024, the Saginaw Exchange Club awarded him Firefighter of the year. He has served on the Saginaw County Training Committee deciding what types of training to engage in making use of State funding. Mick has been a member of the Saginaw County Coordination Team helping to decide who to activate and the resources needed during large fires that require multiple departments. Mick also served as the Vice President of the Saginaw County Fire Chiefs Association.

Volunteer Firefighting service is a heroic and noble vocation. No two days are alike, and the work is as varied as it is unpredictable. The life of a firefighter may seem exciting and glamorous, but it has many challenges. Camaraderie and strong bonds between fellow firefighters, along with respect from grateful members of the community is extremely rewarding. However, firefighting is a physically demanding and dangerous occupation. The work requires firefighters to think on their feet, rapidly assess the problem at hand, plan a course of action and then quickly react when conditions change. Throughout an emergency, a firefighter must maintain a constant and heightened awareness, never losing sight of the broader picture while attending to a specific task. Adventure, challenge, variety, teamwork, service, skill and satisfaction are all aspects of a firefighter's life.

The Saginaw County Board of Commissioners thanks Chief Mick Levens for his 32 years of dedicated service to the citizens of St. Charles, Brant, Swan Creek area and Saginaw County. May his leadership and dedication be an example for all.

Respectfully Submitted,
Saginaw County
Board of Commissioners

Presented: January 25, 2025
Adopted: January 21, 2025

Jack B. Tany

Jack B. Tany
Chairman, District #2

Denny Harris

Denny Harris
Commissioner, District #6

Tracey Slodowski

Tracey Slodowski
Commissioner, District #5

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

III. PETITIONS AND COMMUNICATIONS (1-21-2025)

- 1-21-1 SAGINAW COUNTY MOSQUITO ABATEMENT COMMISSION** presenting the Saginaw County Mosquito Abatement Commission 2024 Annual Report
-- Human Services (*Receive & File*)
- 1-21-2 FLETCHER & SIPPEL, LLC** submitting correspondence regarding the Lake State Railway Company – Abandonment requesting identification of any potential effects, review of proposed action, and provision of any comments.
-- County Services (*Referred to Civil Counsel*)
- 1-21-3 TREASURER/ADMINISTRATOR** sending the financial transactions transmittal form in the amount of \$10,499,541.77 for the month of December 2024.
-- Budget/Audit (**1-21-4.1**)
- 1-21-4 FINANCE DIRECTOR** submitting the Monthly Financial Statement for September 2024, including unaudited information for the 2025 fiscal year through September and summarizing revenues and expenditures for the County’s General Fund to provide management with an overview of the preliminary year-end financial status.
-- Budget/Audit (*Receive & File*)
- 1-21-5 FINANCE DIRECTOR** submitting the Monthly Financial Statement for December 2024, including unaudited information for the 2025 fiscal year through December and summarizing revenues and expenditures for the County’s General Fund to provide management with an overview of the preliminary year-end financial status.
-- Budget/Audit (*Receive & File*)
- 1-21-6 FINANCE DIRECTOR** submitting a report of budget adjustments approved by the County Administrator (or their designee) including grants accepted on behalf of the County for October 1, 2024 through December 31, 2024 and approved budget adjustments carried forward from fiscal 2024 as outlined in Budget Resolution “A.”
-- Budget/Audit (*Receive & File*)
- 1-21-7 FINANCE DIRECTOR** submitting proposed changes to County Policy #351 - Travel
- Policy title to include other employee expense reimbursements
 - Clarified expense reimbursement submissions and deadlines
 - Meal reimbursement to be based on **actual** cost incurred up to a \$50 daily maximum
 - Detailed receipts for meals and all expenses incurred are required
- Budget/Audit (**1-21-4.2**)
- 1-21-8 COUNTY ADMINISTRATOR** requesting an amendment to the approved FY 2024-2025 budget (no impact on the General Fund) by allocating \$80,000 from the Public Improvement Fund balance of \$1,250,744 to the parking and wayfinding study approved by the Board of Commissioners.
-- Budget/Audit (**1-21-4.3**)
- 1-21-9 PERSONNEL DIRECTOR** submitting Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the months of December 2024
-- Labor Relations (*Receive & File*)
- 1-21-10 HON. DARNELL JACKSON** requesting the Judicial Assistant position be reinstated in the FY25 budget to assist with the Virtual Backlog Reduction Docket program, due to the State of Michigan awarding an additional amount of \$80,000 to continue the program through the end of 2025.
-- Labor Relations (*On Addendum*)

V. **REPORTS OF COMMITTEES (1-21-2025)**

1. **Human Services Committee – T. Slodowski, Chair; G. Little, Vice-Chair**

None

2. **Courts and Public Safety Committee – C. Boyd, Chair; S. Matthews, Vice-Chair**

None

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

None

4. **Budget Audit Committee – C. Boyd, Chair; T. Slodowski, Vice-Chair**

4.1) **FINANCE DIRECTOR/TREASURER**, re: Approval of vendor transactions for December 2024 in the amount of \$10,499,541.77

4.2) **FINANCE DIRECTOR**, re: Approval of revised County Policy #351 - Travel

4.3) **COUNTY ADMINISTRATOR**, re: Approval to allocate \$80,000 of Public Improvement Fund balance to the wayfinding study

5. **Labor Relations Committee – G. Little, Chair; S. Matthews, Vice-Chair**

[Labor Relations Committee meets prior to the Board Session; See Addendum on 1-21-25]

6. **Executive Committee – J. Tany, Chair**

None

7. **Rules Committee – J. Tany, Chair; S. Matthews, Vice-Chair**

None

8. **Legislative Committee – G. Little, Chair; M. Webster, Vice-Chair**

None

9. **Intergovernmental Cooperation Committee – L. Coney, Chair; S. Matthews, Vice-Chair**

None

10. **Committee Compensation**

1-21-25.1) December 8, 2024 – December 21, 2024

1-21-25.2) December 22, 2024 – January 4, 2025

VI. **RESOLUTIONS (1-21-2025)**

None

Your Budget Audit Committee received Communication No. 1-21-3. 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>
1-21-3	Vendor Transactions	December 1 – 31, 2024	\$10,499,541.77

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

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

Your committee met and considered Communication No. 1-21-7 from Koren Thurston, Finance Director, submitting a request to approve the revised Saginaw County Travel Policy #351.

Your committee met with Director Thurston who reviewed the requested changes which consist of:

- Including other employee expense reimbursements in the policy title
- Clarification of expense reimbursement submissions and deadlines
- Meal reimbursement based on **actual** cost incurred up to a \$50 daily maximum
- Requiring detailed receipts for meals and all expenses incurred

It is the recommendation of your committee to approve revised Saginaw County Travel Policy #351 as attached.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

Category: 300
Number: 351

Subject: TRAVEL AND EMPLOYEE EXPENSE REIMBURSEMENT

1. PURPOSE: The purpose of this policy is to establish guidelines for travel and employee reimbursement of expenses incurred by County Officials and Employees as a result of their official duties established by the Board of Commissioners and in accordance with the specific provisions enumerated herein. Economical use of County funds has priority over personal convenience or preference. This policy is intended to reimburse for employee expenses. If you are traveling with non-employees, those individuals are expected to cover their own expenses.
2. AUTHORITY: The Saginaw County Board of Commissioners.
3. APPLICATION: The rules and regulations herein set forth apply to all personnel paid by Saginaw County, pursuant to Policy # 301.
4. RESPONSIBILITY: The Board of Commissioners shall be responsible for the implementation of this policy. The Administrator shall be responsible for the administration of this policy.
5. DEFINITIONS: NONE
6. POLICY:
 - 6.1 Employee requests for reimbursement of travel and expenses. Employees shall submit an employee expense claim through the Employee Self Service (ESS) portal. The employee expense claim shall not cover a time period of more than 30 calendar days.
 - 6.1.1 Employee travel and expense reimbursements must be submitted and received by Financial Services within 30 calendar days of expense being incurred in order to be eligible for reimbursement. Employee travel and expense reimbursements submitted and received by Financial Services after 30 calendar days of expense being incurred will under no circumstances be reimbursed.
 - 6.1.1.1 Each conference should be submitted under a separate employee expense claim and should not be combined with other travel or conferences.
 - 6.1.2 Economical use of County funds has priority over personal convenience or preference.

6.1.3 Employee travel and expense reimbursements must include all supporting documentation such as: itemized and detailed receipts for all expenses, detailed conference agendas, approval for out of state travel and any other necessary documentation. Failure to include itemized and detailed receipts for expenses will render those expenses ineligible for reimbursement. Altered documents (i.e. itemized and detail receipts with items crossed out) will not be accepted.

6.1.4 Each employee must submit their own travel and expense reimbursement request. An employee cannot be reimbursed for another employee's travel and expenses.

6.1.6.2 Mileage. Mileage will be paid at the rate established by the Internal Revenue Service to those officials and employees required to use their privately owned vehicle in conducting County business.

6.1.16.2.1 When traveling to out-of-county activities transportation should be shared whenever possible.

6.1.26.2.2 All mileage shall be computed from the normal work location to the destination point and return except in the following situations:

6.1.2.16.2.2.1 Mileage will be computed from residence to destination if actual departure is from the residence and if the distance is less than the distance from work location to destination.

6.1.2.26.2.2.2 If the distance is greater from the residence, the employee may still leave from there, but mileage will be calculated from the work location to destination.

6.2.2.3 Under no circumstances is mileage allowed between residence and normal work location.

6.1.2.3• Normal work location may be altered from time to time by the employee's supervisor or department head as deemed necessary. For example, a change in work location, or mandatory trainings and meetings.

6.2.3 Charges for gasoline, oil, repairs, antifreeze, towage and other expenditures will not be allowed as reimbursable items when privately owned vehicles are used.

6.1.36.2.4 If choosing to drive to an approved and authorized out-of-state

~~conference or training, Reimbursement for authorized auto travel out of state for mileage shall be at the prevailing mileage rate, provided that the total reimbursement for mileage does not exceed the . Reimbursement for such auto travel shall never be for more than the commercial air carrier coach rate to the same destination.~~

6.3 Transportation. Expenses associated with transportation while travelling shall include the following:

6.3.1 Rideshare, taxi and shuttle service may be used to transport to and from conference locations as necessary. Detailed receipts must accompany the reimbursement request and no tips are allowed.

6.3.2 Rental cars must be pre-approved by the County Administrator. Personnel will be allowed to rent a vehicle while out of town, provided that advance approval from the County Administrator has been obtained and proof is provided that the cost is less than alternative methods of transportation. Must include County Administrator's approval in reimbursement request.

~~6.26.4 Meals. Meals will be reimbursed based on actual costs incurred by the employee up to a maximum amount of \$50 per day. A per diem meal allowance will be made using the rate approved by the State of Michigan.~~

6.4.1 Official travel, which takes the individual outside the boundaries of Saginaw County during the entire mealtime hours, will render eligibility for a per diem meal allowance, based on when the employee was required to leave and return.

6.4.2 Employee is required to submit itemized and detailed receipts.

6.4.2.1 Alcohol is not an allowable expense and if included on your itemized and detailed receipt, will render the entire meal ineligible for reimbursement.

6.4.2.2 Gratuity is acceptable for reimbursement up to 15% of meal total.

~~6.2.16.4.2.3~~ In no circumstances will the daily meal reimbursement plus gratuity, if added, be reimbursed at a rate higher than \$50 per day.

~~6.2.26.4.3~~ Per policy 243 Section 6.5.2 the credit card shall not be used to pay for any employee eligible reimbursable food, beverages or meals. Food purchased for departmental training sessions and departmental board or commission meetings or lunches, conferences or related travel must have

Policy 351
Page 3 of 6

prior written approval by the Administrator. This exemption does not apply to food/beverage purchases for resale and/or departmental program use.

6.36.5 Accommodations. Actual expenditures for overnight accommodations subject to the following restrictions and limitations:

6.3.16.5.1 If the temporary work location duration is more than one day, the nights between such workdays may be spent in the immediate vicinity of lodging at established rates.

6.3.26.5.2 If the destination is more than 50 miles from normal work location and if the employee must be at the destination at or before 9:00 a.m., an employee may leave the afternoon of the day prior to the start of the conference and be covered for overnight accommodations.

6.3.36.5.3 Coverage for out-of-state travel is limited to the lowest cost available at prevailing rates for accommodations normally used in business.

6.3.46.5.4 Baggage claims/charges. Air travel baggage claims or baggage charges while traveling on County business are limited to one checked bag each way within the airlines standard weight limit.

6.3.4.1

6.3.56.5.5 Parking. Expenses are covered at the standard rate. This includes Hotel parking, airline parking, conference center parking, and other parking facilities.

6.5.6 Valet. ~~V~~ Valet parking is not a covered/reimbursable expense.

6.3.66.5.7 Employees must include detailed hotel folio in reimbursement request.

~~6.4~~ Transportation. Expenses associated with transportation while travelling shall include the following:

~~6.4.1~~ Rideshare, taxi and shuttle service may be used to transport to and from conference locations as necessary.

~~6.4.2~~ Rental cars must be pre-approved by the County Administrator. Personnel will be allowed to rent a vehicle while out of town, provided that advance approval from the County Administrator has been obtained and the cost is less than alternative methods of transportation.

6.56.6 Budget for Travel Related Expenses. Expenses associated with attendance at meetings, conferences, and seminars shall be requested by the Department Head during the preparation of the annual budget. Routine mileage allowance

associated with day-to-day business within the County will be a separate line item.

~~6.5.16.6.1~~ 6.6.1 Department Heads are allowed to attend their national and state professional conferences or conventions, provided it is within the travel budget and has been approved by the Administrator. Employee expenses to be reimbursed for out-of-state travel shall be in proportion to the cost/benefit of the conference to be attended and shall require Department Head recommendation and submission of a request to the Administrator as applicable on an approved form.

~~6.5.26.6.2~~ 6.6.2 Travel within the State requiring overnight stay will be allowed subject to approval of the Department Head and to availability of funds within the department budget. No additional funds will be transferred to the travel account after adoption of the budget, unless approved by the Administrator.

~~6.5.36.6.3~~ 6.6.3 Travel within the State of Michigan for the purpose of transacting County business, i.e., meeting with State Officials or to discuss common concerns with other governmental officials will be allowed subject to approval of the responsible Department Head and if no overnight stay is required.

~~6.66.7~~ 6.6.7 ~~Employee requests for reimbursement of Travel Expenses. Employees should submit an employee expense claim through Employee Self Service (ESS) and include all supporting documentation such as detailed receipts, conference agendas, approval for out of state travel and any other necessary documentation. Employee expense claims shall cover no more than one months expenses.~~

~~6.76.8~~ 6.6.8 The County credit card may be used for advance payment of anticipated expenses in compliance with the established credit card policy, number 243. Payment to employees, elected officials, department or agency personnel employed by (or conducting business with) Saginaw County for travel, meals, lodging or attendance at events, will not be advanced prior to the event in question.

~~6.8~~ 6.6.9 ~~Gratuity. Tips are acceptable up to 15% on meals only.~~

6.6.9 Non-reimbursable expenses ~~s~~. Saginaw County maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed or charged to the county purchasing card as such expenses are considered inappropriate by county government. Expenses that are not allowable include, but are not limited to, travel insurance, first class tickets or upgrades, airline seat upgrades, tips for maid or valet services, hired car travel, participation in sporting events, unapproved entertainment, movies, mini-bar items, damage to personal vehicles, theft and loss of goods, expenses for spouses, friends or relatives, laundry, cleaning or pressing of clothing, alcohol, valet.

6.10 Documentation. All requests to purchasing card changes and/or reimbursement requests shall be accompanied by supporting documentation necessary to justify that the expense is eligible and within reasonable expenditure guidelines. This documentation includes, but not limited to, itemized and detailed receipts.

6.11 Violation of Policy. If there is any violation of this policy no reimbursement of expenses will be allowed. Should the departmental credit card be used in violation of this policy, the employee will be required to reimburse the County for those expenses, or the credit card will be terminated.

7. ADMINISTRATIVE PROCEDURES: NONE

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

Approved as to Substance:

Approved as to Legal Content:

Saginaw County Administrator

Saginaw County Civil Counsel

ADOPTED: April 23, 2002

AMENDED: November 17, 2009; October 19, 2010; November 16, 2010; January 18, 2011;
March 22, 2022; November 19, 2024

Your committee considered Communication No. 1-21-8 from Mary Catherine Hannah, Saginaw County Administrator, requesting an amendment to the approved Fiscal Year 2024-2025 budget to fund the parking and wayfinding study previously approved by the Board of Commissioners.

We met with Administrator Hannah, who advised that the amendment will not have an impact on the General Fund. The Public Improvement Fund FY24/25 fund balance is \$1,250,744 of which she is requesting \$80,000 be allocated to the parking and wayfinding study.

We recommend the amendment to the approved FY24/25 budget and give authorization to the proper county officials to allocate \$80,000 of the Public Improvement Fund balance to the wayfinding study.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

COMMITTEE COMPENSATION 1-21-24.1

January 21, 2025

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held December 8, 2024 - December 21, 2024.

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	12/9/2024	Labor Relations Committee	Webster	\$50.00	1
			Matthews	\$50.00	1
			Harris	\$50.00	1
			Little	\$50.00	1
			Boyd	\$50.00	1
2	12/10/2024	Special Board Session <i>Boyd, Coney, Harris, Krafft, Little, Matthews, Piotrowski, Slodowski, Spitzer, Tany and Webster</i>	11 Present	\$550.00	11
3	12/12/2024	SC-CHAP	Coney	\$50.00	1
4	12/13/2024	MAC Environmental	Slodowski	\$50.00	1
	12/17/2024	Board Session <i>Boyd, Coney, Harris, Krafft, Little, Matthews, Piotrowski, Slodowski, Tany and Webster</i> Absent: Spitzer	10 Present	\$500.00	10
5	12/18/2024	Saginaw Zoo Board	Little	\$50.00	1
			Slodowski	\$50.00	1
6	12/18/2024	Economic Development Corp.*	Webster	\$50.00	1
7	12/18/2024	Animal Control Advisory Board	Slodowski	\$25.00	1
8	12/19/2024	Frankenmuth CVB Local Emergency Planning	Krafft	\$50.00	1
9	12/19/2024	Committee	Tany	\$50.00	1
10	12/19/2024	Commission on Aging	Little	\$50.00	1
TOTAL				\$1,725.00	35

*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (12-20-24)

COMMITTEE COMPENSATION 1-21-24.2

January 21, 2025

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held December 22, 2024 - January 4, 2025.

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
NO MEETINGS THIS PAY PERIOD					
TOTAL				\$0.00	0

*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (1-3-25)

VII. CLOSING PROCEDURE (1-21-2025)

- 1) Unfinished Business – None
- 2) Proclamations – None
- 3) Appointments and Elections

APPOINTMENTS

Pursuant to Article VII, 7.1.2 of the Board Rules, Chair appointments will be listed on the Addendum distributed at the January 21, 2025 Board Session.

ELECTIONS

- **BOARD OF HEALTH** *Reappointment with term to expire December 31, 2028*
Sheldon Matthews

 - **HEALTHSOURCE SAGINAW** *Appointments with terms to expire December 31, 2025*
Jack Tany (Chair)
Gerald Little (Commissioner)
Tracey Slodowski (Commissioner)

 - **PARKS & RECREATION COMMISSION** *Reappointments with terms to expire January 1, 2028*
Sheldon Matthews
Demond Tibbs
David Sommers
- b. Announcements by the Chair
 - c. Commissioner Audiences
 - d. Adjournment