

AGENDA
SAGINAW COUNTY
BOARD OF COMMISSIONERS

Tuesday, November 19, 2024 - 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 Lisa Coney**
 - d. Pledge of Allegiance
 - e. Correcting / Approving the Minutes of the October 15, 2024 Board Session and the October 28, 2024 Special Board Session (*Distributed prior to the Board Session*)

- II. PUBLIC PARTICIPATIONPage 1**
 - a. Public Hearings
 - b. Audiences [FOIA Appeal]
 - c. Laudatory Resolutions

- III. PETITIONS AND COMMUNICATIONSPage 4**

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

- V. REPORTS OF COMMITTEESPage 5**

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. RESOLUTIONSNone**

- VII. CLOSING PROCEDUREPage 40**
 - a. 1) Unfinished Business
 - 2) Proclamations
 - 3) Appointments and Elections
 - b. Announcements by the Chair
 - c. Commissioner Audiences
 - d. Adjournment

II. PUBLIC PARTICIPATION (11-19-2024)

- a. **Public Hearing** – None
- b. **Audiences** – *(See Addendum on Tuesday, Nov. 19, 2024 for additions, if any)*
 - Commissioner Slodowski to present Abbe Balderstone, Animal Control Officer, with a Certificate of Recognition for winning the prestigious “Animal Control Officer of the Year” award from the Michigan Pet Alliance
- c. **Laudatories** –
 - Certificate of Recognition to the Saginaw County Sports Hall of Fame “Class of 2024” as it celebrates the induction of its 22nd class of outstanding athletes/teams:
 - Lou Dawkins
 - Heidi Hendrick
 - Freeland Girls Softball ('03, '05)
 - Tom Smallwood
 - Saginaw Gears (1980 – 1981)
 - Nick Pumford
 - John Musulin
 - Guy “Ike” Garber
 - Certificate of Recognition to Abbe Balderstone, Saginaw County Animal Control Officer, for winning the prestigious “Animal Control Officer of the Year” award from the Michigan Pet Alliance

FOIA APPEAL

Freedom of Information Act [FOIA] Appeal

Consideration of the FOIA Appeal filed by Michael Luong in relation to his November 7, 2024 FOIA request to Saginaw County Animal Care & Control



SAGINAW COUNTY SPORTS HALL OF FAME

"HONORING EXCELLENCE IN SPORTS"

WHEREAS, The Saginaw County Board of Commissioners is honored to recognize the Saginaw County Sports Hall of Fame as it celebrates the induction of its 22nd class of outstanding athletes/teams; and,

WHEREAS, On Sunday, November 3, 2024 at the Horizons Conference Center the "Class of 2024" will be inducted into the Sports Hall of Fame -

Lou Dawkins
Heidi Hendrick
Freeland Girls Softball (03,05)
Tom Smallwood
Saginaw Gears (1980-81)
Nick Pumford
John Musulin
Guy "Ike" Garber

WHEREAS, Each outstanding athlete/team has displayed a lifetime loyalty to the Saginaw community and a commitment to the integrity of the sport. We commend each and every inductee on their achievement.

NOW, THEREFORE, BE IT RESOLVED, That a unanimous accolade of tribute be hereby accorded to the Saginaw County Sports Hall of Fame as we recognize not only its presence in our community but its support of our family of athletes. We join the community in supporting and encouraging its work; and,

BE IT FURTHER RESOLVED, That this expression of recognition be placed in the minutes of the November 19, 2024 session and presented to the Saginaw County Sports Hall of Fame in celebration of its 22nd class of inductees.

Respectfully Submitted,
Saginaw County

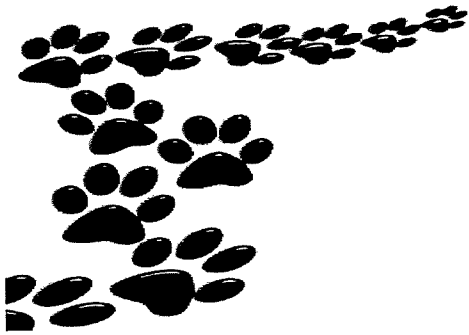
Board of Commissioners
Christopher S. Boyd
Chairman, District #9



Presented: November 3, 2024
Adopted: November 19, 2024

Christopher S. Boyd, Lisa A. Conway, Dennis W. Harris, Dennis H. Klafft, Gerald D. Little, Sheldon Matthews, Mark A. Pionowski, Tracey L. Pionowski, Ronald A. Spitzer, Jack B. Toney, Michael A. Webster

CERTIFICATE OF RECOGNITION



You Make
a Difference



Abbe Balderstone



Abbe Balderstone began her career as a Saginaw County Animal Control Kennel Aide in August of 2017. She was promoted to Kennel Technician in January of 2018, then earned her Animal Control Officer certification in July of 2019.

Animal Control Officer Abbe Balderstone serves as one of Saginaw County's Animal Control Officers. She attended a Statewide Conference that was hosted by Michigan Pet Alliance (MPA) which is a nonprofit professional trade association that represents Michigan's animal welfare organizations and pet advocates.



Most recently, Abbe was nominated by Saginaw County's Animal Control Director and won "Animal Control Officer of the Year" from the Michigan Pet Alliance (MPA) and was given this prestigious award because of her outstanding work to provide additional resources and education to pet owners within the community. Abbe has embraced adopting a community officer mentality to establish better relationships with the people she serves. The community often reaches out to Abbe for help and assistance before the health and safety of an animal is at risk. Abbe was the only Officer selected this year, above other Officers that were nominated across the State of Michigan.

The Saginaw County Board of Commissioners thanks Abbe Balderstone for her outstanding achievement, hard work and service to the community of Saginaw County and Saginaw County Animal Care Control.

Respectfully Submitted,
Saginaw County
Board of Commissioners

Christopher S. Boyd
Chairman, District #9

Presented: November 19, 2024
Adopted: November 19, 2024

Tracey L. Slodowski
Commissioner, District #5

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

III. PETITIONS AND COMMUNICATIONS (11-19-2024)

11-19-1 SAGINAW COUNTY CONVENTION & VISITORS BUREAU submitting its 2023 audited financial statements (*receive & file*) and its 2025 proposed Budget for approval.

-- County Services **(11-19-3.1)**

11-19-2 COUNTY ADMINISTRATOR submitting new County Policy #414 - "Use of County Grounds and Facilities Policy" for review and approval.

-- County Services **(11-19-3.2)**

11-19-3 TREASURER/ADMINISTRATOR sending the financial transactions transmittal form in the amount of \$31,755,055.57 for the month of October 2024.

-- Budget/Audit **(11-19-4.1)**

11-19-4 FINANCE DIRECTOR submitting the report of budget adjustments for July 1, 2024 – September 30, 2024 and budget adjustments carrying forward budget from fiscal 2023 to fiscal 2024 as outlined in Budget Resolution A.

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

11-19-5 COMMISSION ON AGING requesting authorization to adjust the budget and use Commission on Aging unrestricted fund balance in the amount of \$3,450 for tree trimming/removal at the Eleanor Frank/Schust location.

-- Budget/Audit **(11-19-4.2)**

11-19-6 HEALTH DEPARTMENT:

(1) Requesting acceptance of FY25 MDHHS grant funding and to amend the budget as follows:

- \$379,422 from MDHHS for Infection Prevention Grant additional grant allocation
- \$758,874 from MDHHS for Reopening Schools HRA additional grant allocation
- \$109,698 from MDHHS for School-based Hearing and Vision Screening Program additional grant allocation

(2) Requesting authorization to use \$39,242 in fund balance from Health Department Building & Grounds for emergency elevator repair and to amend the budget accordingly.

-- Budget/Audit **(11-19-4.3/4.4)**

11-19-7 COUNTY ADMINISTRATOR requesting review and approval of new Saginaw County Policy "Gifts, Donations and Memorials Policy."

-- Budget/Audit **(11-19-4.5)**

11-19-8 COUNTY ADMINISTRATOR requesting review and approval of revised County Policy #351 - "County Travel Policy."

-- Budget/Audit **(11-19-4.6)**

11-19-9 PERSONNEL DIRECTOR submitting the Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the months of September and October 2024.

-- Labor Relations (*Receive & File*)

11-19-10 CIVIL/LABOR COUNSEL requesting consideration and approval of Memorandums of Understanding between County of Saginaw, Saginaw County Sheriff, and (1) Command Officers Association of Michigan and (2) Police Officers Association of Michigan Unit 312, both regarding continuation of the current high deductible health plan for the 2025 plan year.

-- Labor Relations **(11-19-5.1)**

V. **REPORTS OF COMMITTEES (11-19-2024)**

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**

3.1) **SAGINAW COUNTY CONVENTION & VISITORS BUREAU**, re: Approval of its FY 2025 Budget

3.2) **COUNTY ADMINISTRATOR**, re: Approval of new County Policy #414 - "Use of County Grounds and Facilities Policy"

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

4.1) **FINANCE DIRECTOR/TREASURER**, re: Approval of vendor transactions for October 2024 in the amount of \$31,755,055.57

4.2) **COMMISSION ON AGING DIRECTOR**, re: Approval to adjust the budget and use Commission on Aging unrestricted fund balance in the amount of \$3,450 for tree trimming/removal at the Eleanor Frank/Schust location

4.3) **HEALTH DEPARTMENT**, re: Approval to accept FY25 MDHHS grant funding and to amend the budget accordingly

4.4) **HEALTH DEPARTMENT**, re: Approval to use \$39,242 in fund balance from the Health Department Building & Grounds for emergency elevator repair and to amend the budget accordingly

4.5) **COUNTY ADMINISTRATOR**, re: Approval of new Saginaw County Policy, "Gifts, Donations and Memorials"

4.6) **COUNTY ADMINISTRATOR**, re: Approval of revised County Policy #351, "County Travel Policy"

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

5.1) **CIVIL/LABOR COUNSEL**, re: Approval of two (2) Memorandums of Understanding between County of Saginaw, Saginaw County Sheriff, and (1) Command Officers Association of Michigan and (2) Police Officers Association of Michigan Unit 312, both regarding continuation of the current high deductible health plan for the 2025 plan year.

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

None

7. **Rules Committee – C. Boyd, Chair; S. Matthews, Vice-Chair**

7.1) **CHAIRMAN BOYD**, re: Submission of amended 2024 Board Rules, Sec. 1.1 & 2.6
(To be laid on the table for approval at December Board Session)

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

None

9. **Intergovernmental Cooperation Committee – J. Tany, Chair; R. Spitzer, Vice-Chair**

None

10. **Committee Compensation**

11-19-24.1) September 29 – October 12, 2024

11-19-24.2) October 13 – October 26, 2024

11-19-24.3) October 27 – November 9, 2024

Your committee considered communication No. 11-19-1 from Annette Rummel, President/CEO of Saginaw County Convention & Visitors Bureau, requesting approval of its 2025 Budget.

The committee met with Ms. Rummel who gave an overview of the 2023 Audit and presented the 2025 Budget for approval. The anticipated income is \$2,000,100 with expenses at \$475,100 leaving a marketing budget of \$1,525,000.

We recommend approval of Saginaw County Convention & Visitors Bureau's 2025 Budget.

Respectfully Submitted,

COMMITTEE ON COUNTY SERVICES

s/ _____
Michael A. Webster, Chairman

s/ _____
Dennis H. Krafft, Vice-Chair

s/ _____
Dennis M. Harris

s/ _____
Gerald D. Little

s/ _____
Christopher S. Boyd

Your committee considered communication No. 11-19-2 from Mary Catherine Hannah, County Administrator, submitting new County Policy #414 – “Use of County Grounds and Facilities Policy” for approval.

The committee met with Administrator Hannah, who discussed the need to have a county policy to establish guidelines for the use of County grounds and facilities, apart from Saginaw County Parks and Recreation for which there are existing rules and policies.

We recommend approval of the new County Policy #414 – “Use of County Grounds and Facilities.”

Respectfully Submitted,
COMMITTEE ON COUNTY SERVICES

s/ _____
Michael A. Webster, Chairman

s/ _____
Dennis H. Krafft, Vice-Chair

s/ _____
Dennis M. Harris

s/ _____
Gerald D. Little

s/ _____
Christopher S. Boyd

Category: 400
Number: 414

Subject: Use of County Grounds & Facilities

1. **PURPOSE:** To provide guidelines for use of county grounds and facilities in a fair and equitable manner while retaining the ability to maintain them in a good condition. When using county grounds and/or facilities, the below listed procedures must be followed. This policy specifically does not cover property under the care and control of the Saginaw County Parks & Recreation Commission. Please refer to Saginaw County Parks & Recreation for the policies and rules regarding the use of those grounds/facilities.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** Use of county grounds and/or facilities for non-county business purposes/special events requires approval of the Board of Commissioners; this authority is delegated to the County Administrator/CAO, and/or an agent designated by the same, to review and approve requests.
 - 3.1 An Application and/or Rules for Use of County Property form will be obtained from the Administrator's, or designated Agent's, Office and must be signed by responsible party to acknowledge responsibility for the payment of any damages that might occur to lawn/buildings/facilities during designated event(s).
 - 3.2 A pre-event meeting between the County Administrator, Maintenance Director, and Department Head primarily responsible for the space/facilities used and the party responsible for the event, to inspect the grounds and determine the placement of any equipment may be required.
 - 3.3 No events will be allowed after regular business hours at the following buildings unless provisions have been made for building security with the Saginaw County Sheriff's Office:

County Administration building, 111 S. Michigan Avenue
Juvenile Detention building, 3360 Hospital Road
 - 3.4 No animals or vehicles are allowed on the lawn or sidewalks.
 - 3.5 Nothing will be placed on the lawn that could be harmful to grass or trees.
 - 3.6 Nothing is to be staked or driven into the grounds.

- 3.7 Ropes and/or barricades will not be placed where they could be hazardous.
 - 3.8 The buildings and lawns are not to be enclosed or roped off during the workday.
 - 3.9 The parking lots are to be opened during the work week and are not to be closed off.
 - 3.10 The grounds will be cleaned after each use or arrangements will be made to cover the cost of cleaning.
 - 3.11 Upon request of the County, an insurance liability policy will be required.
 - 3.12 Any group using County grounds and causing damages may be required to reimburse the County for the cost of said damages.
 - 3.13 The County Administrator or designated agent, in the exercise of their discretion, may grant variances from these rules and requirements for cause shown on a case-by-case basis.
 - 3.14 The Board may establish reasonable fees for the use of the grounds, facilities or space.
 - 3.15 All requests will be reviewed and approved by the County Administrator or Designated Agent.
- 4. APPEAL: In the event that any requesting person/organization is denied use of facilities or grounds, the applicant can appeal the decision to the Chair of the Board of Commissioners.
 - 5. ADMINISTRATOR/LEGAL COUNSEL REVIEW: The Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

APPROVED AS TO SUBSTANCE:
Saginaw County Administrator

APPROVED AS TO LEGAL CONTENT:
Saginaw County Civil Counsel

ADOPTED:

Your Budget Audit Committee received Communication No. 11-19-3. 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> |
|------------------|---------------------|----------------------|-----------------|
| 11-19-3 | Vendor Transactions | October 1 – 31, 2024 | \$31,755,055.57 |

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/ _____
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. 11-19-5 from Jessica Sargent, Commission on Aging Director, who requested approval to adjust the budget and utilize Commission on Aging unrestricted fund balance in the amount of \$3,450 for tree trimming/removal at the Eleanor Frank/Schust location.

Your committee met with Director Sargent who explained that the work is to be done in preparation for upcoming projects at that facility. Many companies were contacted and the company they selected bid much less than the competition. This project will not have an impact on the General Fund.

We recommend approval to adjust the budget and utilize Commission on Aging unrestricted fund balance in the amount of \$3,450 for tree trimming/removal at the Eleanor Frank/Schust location.

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. 11-19-6 (1) from Christina Harrington, MPH, Health Officer, requesting approval to accept the following FY25 MDHHS grant funds and to amend the budgets as follows:

- \$379,422 from MDHHS for Infection Prevention Grant additional grant allocation
- \$758,874 from MDHHS for Reopening Schools HRA additional grant allocation
- \$109,698 from MDHHS for School-based Hearing and Vision Screening Program additional grant allocation

We met with Health Officer Harrington who spoke about the increases to the existing grants, how the money will be used, the application process for grants, and the reporting that must be done afterward.

We recommend accepting the Health Department’s FY25 MDHHS grant funds and give authorization to the proper county officials to amend the budget accordingly.

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. 11-19-6 (2) from Christina Harrington, MPH, Health Officer, requesting authorization to use \$39,242 in fund balance from the Health Department's Building and Grounds for emergency elevator repair and to amend the budget accordingly.

We met with Health Officer Harrington who explained the Health Department's North elevator is no longer working. The repairs will be to fix the issues and bring the elevator up to code. These repairs are expected to last 5-7 years and a new elevator isn't recommended due to the cost. It will be 3+ years before they move into a new building.

It is the recommendation of your committee to approve the Health Department's use of \$39,242 in fund balance from the Health Department's Building and Grounds for emergency elevator repair and we authorize the proper county officials to amend the budget accordingly.

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 met and considered Communication number 11-19-7 from Mary Catherine Hannah, County Administrator, requesting review and approval of a new Saginaw County Policy, "Gifts, Donations and Memorials."

We met with Administrator Hannah who advised the committee that there is no existing policy that covers gifts, donations and memorials. The policy will set guidelines for what can be accepted, reviewing proposed gifts, donations and memorials and outline the limitations of the County as a whole.

We recommend approving the new Saginaw County Policy, "Gifts, Donations and Memorials."

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

Category: 000
Number: 000

Subject: Gifts, Donations, and Memorials

1. **PURPOSE:** The purpose of this policy is to provide guidelines and procedures for considering and receiving proposed donations to the County of Saginaw. Historically, the County of Saginaw has been enriched by the generous donations of individuals and entities in support of the Saginaw community. The County Board of Commissioners will review proposed gifts and memorials for the purpose of assisting the donors in reaching their intended goals while recognizing the mission, goals, plans, resources, and limitations of the County as a whole.
2. **AUTHORITY:** The Saginaw County Board of Commissioners
3. **APPLICATION:** To provide a thoughtful review process which considers the intentions of the donor, is sensitive to the needs and desires of the community and is sensitive to the costs associated with proposed gifts and donations, including long-term costs of maintenance and care.
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:** Donation(s)/Gift(s): Any item proposed to be deeded or otherwise given or donated to the County of Saginaw including, but not limited to, endowments; real property; public improvement projects or proposals; structures or portions of structures; money; negotiable securities; material; equipment; improvements to facilities or land; statues; monuments; tributes; sculptures; murals and other public works of art; plaques; and graphics or signs.
 - 5.1 **Donor:** A private individual, for-profit company, non-profit organization, public agency, or any other entity wishing to make a donation or gift to the County of Saginaw.
 - 5.2 **Donor Recognition Object:** A physical object such as a plaque or sign placed to acknowledge a donation or gift.
 - 5.3 **Monument/Memorial:** An item or object established to preserve the memory of a deceased person(s) or an event that occurred in the past. Any statue, sculpture, mural or other structure or landscape feature designed to perpetuate in a permanent manner the memory of any person, group, event or other significant element of history.
 - 5.4 **Park Amenity:** Typical park improvements that contribute to the traditional use of park land such as benches, play structures, picnic tables, shelters, sports facilities, trails, etc.
 - 5.5 **Public Art:** Works of art including, but not limited to, paintings, prints, sculptures, and murals.
 - 5.6 **Public Improvement Project/Proposal:** A capital project(s) request consisting of real property, structures, portions of structures, materials and/or equipment for construction or renovation of a structure or landscape feature. Maintenance activities such as weeding or replanting established gardens are not considered public improvement projects for purposes of this policy.

5.7 **Tribute:** An item, object or gift designed to acknowledge the contributions of a living person(s) to a society. Projects recognizing groups such as persons with cancer or other life-threatening illnesses are also considered tributes.

6. **POLICY:** This policy shall cover all donations and gifts to the County of Saginaw. The County of Saginaw retains sole discretion to determine whether to accept or decline any proposed gift or donation. This policy shall not be construed to create any right for any individual or organization to make any improvement or place any items on any public property within the County of Saginaw regardless of whether the proposal meets any or all the criteria contained herein.

7. **PROCEDURE:** As donations and gifts vary greatly, the review process may be tailored according to the type of gift or donation proposed and the complexity of the proposal. Those wishing to make a gift or donation are encouraged to contact the Administrator's Office at the earliest possible time to discuss the proposed gift and the process for review.

7.1 **Donation Agreement Form:** Donors may be asked to complete and submit a Donation Agreement Form. The Administrator's Office may assist the donor with completion of the form. This form shall be approved by the County Administrator and shall include, as appropriate and applicable, the intent of the proposal, cost estimates, size, proposed location, timeline, site drawing, future maintenance requirements and other information the County Administrator may deem necessary and/or useful. The completed form will be submitted to the County Administrator for review and recommendation to the County Commission, if required.

8. **MONETARY GIFTS AND DONATIONS/GIFTS AND DONATIONS OF NEGOTIABLE SECURITIES: PREVIOUSLY established funds or campaigns:** The County Administrator is hereby authorized to accept any monetary gifts or donations to be made for the Board of Commissioners approved/established/budgeted fund or capital campaign(s).

9. **UNDESIGNATED/UNCONDITIONAL MONETARY GIFTS/DONATIONS:** The County Administrator is hereby authorized to accept any undesignated monetary donations, and any unconditioned monetary donations made to the County and shall deposit such money with the Treasurer. The amounts shall be deposited in the account(s) most appropriate to the intentions of the donor(s) when identified.

10. **CONDITIONED DONATIONS:** If a monetary donation is conditioned or donated specifically for a new public improvement project, memorial, work of public art, tribute, or new program; the Administrator's Office shall assist the donor to complete a Donation Agreement Form. The Donation Agreement shall not take effect until the County Commission has specifically accepted the conditioned donation. The donation will not be accepted until the Board of Commissioners grants its approval.

11. **NEGOTIABLE SECURITIES:** The County Administrator is hereby authorized to accept donations of negotiable securities when in their professional judgement, in consultation with the Finance Director and/or Treasurer, acceptance of the proposed donation is in accordance with the statutes, rules, and regulations governing municipal finances and investment; and, the proposed donation is not subject to conditions, is for a previous approved/established/budgeted fund or campaign, or is for a conditional donation that has been approved pursuant to this policy. Negotiable securities may be held or sold at a marketable rate and the proceeds of such sale used as specified by the donor or as may be deemed appropriate and in the best interests of the County.

12. **GIFTS OF REAL PROPERTY:** The County Administrator shall review any proposed donation of real property and make recommendations to the Board of Commissioners. Proposed gifts or donations of real property shall be reviewed for suitability for the intended use or potential for resale; any conditions which may be placed upon the use of the property by the donor; potential environmental concerns; probable maintenance costs; and any other relevant information. Appraisals of the property may be requested from the donor. All gifts or donations of real property that are intended to be used for park purposes shall be reviewed by the Parks & Recreation Department, for recommendation to the Board of Commissioners for approval.

13. **NON-MONETARY GIFTS AND DONATIONS (EXCLUDING REAL ESTATE):** The County Administrator is hereby authorized to accept donations of materials or other items for previously approved/established/budgeted projects or materials or other items, provided such items have an estimated total value of \$5,000 or less, and the donation is made without condition or restriction, and such items are typical for use in a County department. If the estimated value exceeds \$5,000, or if the donation is made subject to conditions or restrictions, then the matter shall be referred to the Board of Commissioners for approval.

For gifts and donations including, but not limited to, substantial gifts such as public art, memorials, tributes, and public improvement projects, the Administrator's Office shall assist the donor in completing a Donation Agreement Form and forward the completed form to the County Administrator for review and recommendation to the Board of Commissioners. The County Administrator and Board of Commissioners shall consider the circumstances surrounding the proposed gift including the criteria as enumerated within this policy and as may be applicable to the proposed donation.

14. **CRITERIA FOR EVALUATING GIFTS AND DONATIONS:** In order to assist potential donors to fulfill their desires to make a gift or donation to the County of Saginaw and to ensure that all gifts and donations are consistently, fairly, and thoughtfully reviewed, the County will be guided in its review of proposed gifts and donations by the following guidelines:

14.1 Donations of memorials/tributes/public improvement projects and works of art: when reviewing proposed donations of memorials, tributes, public improvement projects and works of art, the following criteria shall be considered, as well as any other criteria which may be relevant on a case-by-case basis.

14.1.1 Consistency with the mission and policies governing the County of Saginaw.

14.1.2 Whether the proposed donation/gift provides improvements to an area of the County which may be deficient in public amenities.

14.1.3 Whether the proposed donation/gift promotes the preservation of historical and cultural aspects of the community.

14.1.4 Whether the proposed gift/donation has an educational component.

14.1.5 Whether the proposed gift/donation helps promote conservation, preservation and protection of the natural environment.

14.1.6 Whether the proposed gift/donation helps promote preservation of natural areas and green spaces where such preservation is suitable, is contemplated by

plans, or is otherwise desirable.

14.1.7 Whether the proposed gift/donation is suitable for the purpose proposed.

14.1.8 Whether the proposed gift/donation is compatible with the proposed location, if one has been identified, and other uses of the public space.

14.1.9 Whether the proposed gift/donation contributes to, or detracts from, the aesthetic qualities of the surrounding area and other improvements.

14.1.10 Whether the proposed gift/donation quality, scale, and character is harmonious with the surrounding public or park setting.

14.1.11 Whether the proposed gift/donation replaces aging, outdated or unsafe infrastructure or reuses, rehabilitates, or restores an existing park or municipal feature.

14.1.12 Financial implications to the County based upon the cost of the proposed gift/donations or project implementation including installation and ongoing maintenance if applicable and whether the gift/donation covers any anticipated costs.

14.1.13 Provision by the donor for ongoing maintenance and cost of relocation and removal, if necessary.

14.1.14 Susceptibility of the gift/donation to wear and vandalism.

14.1.15 Whether any public safety or security issues are identified and the potential danger to the public health, safety or welfare associated with the proposed gift/donation.

14.1.16 Whether the proposed gift/donation complies with all applicable codes including building codes and Americans with Disabilities Act, requirements, and related laws.

14.1.17 Whether the proposed gift/donation is restricted in any manner and the impact of those restrictions and contingencies.

14.1.18 Proposed gift/donation must not promote any political, religious, or business advertising activities or be of a nature that could reasonably cause offense or the appearance of impropriety.

14.2 **WORKS OF ART:** In addition to the above-listed criteria, if the proposed gift/donation is a work of art, the following criteria shall be considered as well as any other criteria which may be relevant on a case-by-case basis.

14.2.1 Quality of the work based upon a professional assessment of the work, detailed written proposal, drawing or photographs.

14.2.2 Suitability of the theme of artwork to a public venue.

14.2.3 Appropriateness of the artwork to the site, in the case where a particular site has been requested or identified.

14.2.4 Appropriateness of the process for selecting the artist or artwork.

14.2.5 Qualifications of the artist based upon documentation of past work and the artist's professional qualifications.

15. **MEMORIALS/TRIBUTES/NAMING:** The County respects the desire of individuals to commemorate special events or the lives of loved ones, living and deceased. However, the County also recognizes that community spaces are established for the enjoyment of the public. The County also recognizes the important contributions of many individuals to community life and that it is simply impossible to recognize all of those contributions. To that end, if the proposed gift/donation is a memorial or tribute or a non-commercial request to name a public space or other item, the County shall consider the following criteria, as may be appropriate to the particular donation, in addition to those criteria identified above:

15.1 The proposed donation must represent a person or event deemed significant to the County of Saginaw's history; names of individuals who have made a significant contribution directly and locally to the County shall be preferred over the names of national figures.

15.2 Whether any increased use of park or public areas resulting from the placement of the memorial tribute is appropriate to the surrounding context and uses.

15.3 When possible, the family should be contacted and allowed an opportunity to comment upon the naming of a building, park, or facility after an individual.

15.4 In and of themselves, contributions of land or money for public facilities shall not be considered sufficient justification for naming or renaming facilities after individuals, in tribute or memoriam.

16. **DONOR RECOGNITION OBJECTS:** The County of Saginaw appreciates the desire of some donors to be recognized either personally or on behalf of another for their generous donation. If a donor recognition object is to be included as part of a proposed gift/donation, such object should be specially identified and submitted with the donation application for approval. In general, it is the policy of the County to limit donor recognition objects to plaques or other recognition objects which are diminutive in scale relative to the donated object and do not detract from green space areas and/or which are part of an approved project involving the use of personalized decorative tiles or pavers. The County Administrator is authorized to approve donor recognition objects which are proposed in accordance with this policy.

17. **PRIVATE CONSTRUCTION:** If construction of a public improvement project is coordinated or contracted for by the donor, the donor will be responsible for complying with all federal, state, and local laws which may include competitive bidding and state and federal wage rate laws. The donor will also bear the cost of all necessary permits, approvals, project management, design, installation, and manufacture of the gift/donation unless these costs are specifically accepted or waived by the County.

- 17.1 Proof of compliance with the County's insurance requirements for contractors will be required before work may commence on any public improvement project.
- 17.2 Improvements made in a public place become the property of the County of Saginaw and are subject to the laws, policies, and procedures of the County.
18. **REMOVAL OF DONATIONS AND RECOGNITIONS:** The County is not obligated to replace any gift/donation or improvement if it is lost, stolen, damaged, or worn. The County also reserves the right to remove any donation, donation recognition object, monument, memorial, park amenity, public art, public improvement project, tribute, or other item of recognition for any reason, which may include but not limited to: safety reasons, deterioration caused by age, neglect, or vandalism, and/or the County's inability to finance ongoing maintenance or repairs.
19. **CONDITIONS OF ACCEPTANCE:** The following are conditions applicable to the County's acceptance of any donation:
- 19.1 Donated items shall immediately become the sole property of the County of Saginaw.
- 19.2 Installation of donated items will be done by a licensed contractor or County staff and must be scheduled at a time and date as determined by the Maintenance Director so as not to unnecessarily interfere with routine maintenance activities.
- 19.3 The County may remove and/or relocate donated elements and their associated donation acknowledgments including memorial plaques. The County will make reasonable efforts to contact the source of the donation prior to restoring, removing, or relocating donated elements.
- 19.4 When a donated item has ended its useful life, the donor may choose to replace the element or it may be removed by the County. Donated elements that have deteriorated and cause a danger to the public will be immediately removed.
20. **CONFLICTS OF INTEREST:** The County shall consider potential conflicts of interest and the appropriateness of all potential donations. All donors will be required to disclose if they or a company or organization they work for is involved in any business with the County of Saginaw or is seeking the County as a client or intends to respond to an RFP from the County.
21. **ACKNOWLEDGEMENTS AND ANONYMITY:** All donations for which the donor does not request anonymity may be acknowledged by the Board of Commissioners. For a monetary gift given in memorial, tribute, bequest, or in recognition of someone, a letter may be sent to the person or family of the person being honored. The County of Saginaw is a municipal entity and subject to the provisions of Michigan public record laws and statutes, therefore, the County cannot guarantee anonymity of individual donors but will work with individuals who wish to remain anonymous in their donations to provide appropriate means for those individuals to make their gifts/donations while maintaining their privacy.
22. **APPRAISALS:** The County may, at its discretion, request or require an appraisal of real personal property prior to acceptance of any gift or donation.
23. **WAIVER OF TERMS OF THIS POLICY:** The County Commission may waive any of the criteria specified within

this policy upon a finding that it is in the best interests of the County to do so.

24. **TAX LIABILITY:** It is the responsibility of the donor to assign a monetary value to the gift for tax purposes. Information provided by the County, its officials, employees, or agents in connection with gifts/donations is intended to be informational only and is not intended to substitute for professional financial or legal advice or opinions. The County of Saginaw makes no representations or guarantees as to the tax implications of any gift or donation made to the County. Donors are responsible, and are advised, to obtain their own tax and financial advice from appropriate professionals.
25. **REPORTS TO THE COUNTY COMMISSION:** Annually, after the close of the fiscal year, the Administrator may provide a report to the Board of Commissioners including details of all gifts/donations with a value greater than \$5,000.
26. **ADMINISTRATIVE PROCEDURES:**
27. **ADMINISTRATOR/LEGAL COUNSEL REVIEW:** The County Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Administrator

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED:



County of Saginaw Monetary Donation Form

Donor Information:

Name: _____ Date: _____

Address: _____ Phone number: _____

E-Mail address: _____

Hereby gives the County of Saginaw \$ _____, which is:

- () for unrestricted use;
or () for the purpose of:

Any funds in excess of the amount required for the above purpose (if specified):

- () may be used for _____
() shall be returned to the donor
() may be applied to any other project or fund deemed appropriate by the County Administrator

The County of Saginaw will make reasonable efforts to accommodate the intended purpose of the donation but reserves the right to utilize, relocate, and/or dispose of any item funded through donated funds as the County may deem fit.

Do you have or are you currently seeking to establish a contractual relationship with the County of Saginaw? ___Yes ___No

If so, please disclose the nature of the contractual relationship.

This donation is subject to the County of Saginaw Gifts and Memorials policy.

By signing this form, I confirm that I have read and understand the County Policy regarding donations and that the information contained in this form is true and correct to the best of my knowledge.

Donor

Date

Donor

Date

County Administrator

Date



County of Saginaw Personal Property Donation Form

Name of Donor: _____

Address: _____

Phone: _____ Email: _____

Description of donation: _____

Legal description of location (if applicable): _____

Market value of donation: \$ _____

What is the intended purpose of the donation? Where do you intend the donated item to be placed or displayed (if applicable)? _____

Do you have or are you currently seeking to establish a contractual relationship with the County of Saginaw? ____ Yes ____ No

If so, please disclose the nature of the contractual relationship.

All right, title, and interest in the above stated item(s) is hereby given, donated, and transferred to the County of Saginaw, its successors and assigns forever and without limiting conditions, except as may be specifically stated herein. It is understood and agreed that I/we as donor(s) retain no right, title, or interest in the donated property.

To the best of our knowledge this gift/donation is free and clear of all encumbrances and restrictions.

The County will make reasonable efforts to accommodate the intended purpose of the donation but reserves the right to utilize, relocate, and/or dispose of any item as the County may deem fit.

If this donation is conditioned or requires the establishment of a new program or fund, this agreement shall not take effect until the County Commission has specifically accepted the donation.

This donation is subject to the County of Saginaw Gifts and Memorials policy. By signing this form, I confirm that I have read and understand the County Policy regarding donations and that the information contained in this form is true and correct to the best of my knowledge.

Donor

Date

Donor

Date

County Administrator

Date

Your Budget/Audit Committee met and considered Communication number 11-19-8 from Mary Catherine Hannah, County Administrator, requesting review and approval of revised Saginaw County Policy #351, "Travel."

We met with Administrator Hannah who advised the committee that the travel policy was outdated and requires updates. Changes to the policy include:

- Mileage rates are set by the IRS
- Per Diem Meal Allowance, restrictive times for specific meals removed
- Reference to the County Purchasing Card policy has been added
- Accommodations section has been updated
- Baggage section has been updated
- Parking section has been updated
- Transportation section has been added to reflect ride share services
- Reimbursement section has been updated to reflect the new Tyler Munis process
- A list of non-reimbursables has been added
- Acceptable documentation for reimbursement requests
- Violation of policy consequences have been updated

We recommend approving the revisions to Saginaw County Policy #351.

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

Category: 300
Number: 351

Subject: TRAVEL

1. PURPOSE: The purpose of this policy is to establish guidelines for travel expenses incurred by County Officials and Employees as a result of their official duties ~~to reimburse Saginaw County officials and employees for travel expenses incurred as a result of their official duties at rates~~ 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.
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 ~~Controller/CAO~~ Administrator shall be responsible for the administration of this policy.
5. DEFINITIONS: NONE
6. POLICY:
 - 6.1 Mileage. Mileage will be paid at the rate established by the Internal Revenue Service ~~Board of Commissioners~~ to those officials and employees required to use their privately owned vehicle in conducting County business.
 - 6.1.1 When traveling to out-of-county activities transportation ~~must~~ should be shared whenever possible. ~~Economical use of County funds has priority over personal convenience or preference.~~
 - 6.1.2 All mileage shall be computed from the normal work location to the destination point and return except in the following situations:
 - 6.1.2.1 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.
 - 6.1.2.2 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.

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

6.1.3 Reimbursement for authorized auto travel out-of-state shall be at the prevailing mileage rate. Reimbursement for such auto travel shall never be for more than the commercial air carrier coach rate to the same destination.

6.2 Meals. A per diem meal allowance will be made using ~~the Internal Revenue Service approved rate or the rate approved by the State of Michigan, whichever is less under the conditions enumerated below.~~

6.2.1 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.

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

~~6.2.3 Mealtime is defined as follows:~~

Per Diem

Breakfast: ~~6:00 am to 8:30 am~~

Lunch: ~~11:00 am to 1:30 pm~~

Dinner: ~~4:30 pm to 7:00 pm~~

6.3 Accommodations. ~~Reimbursement may be made for a~~ Actual expenditures for overnight accommodations subject to the following restrictions and limitations:

6.3.1 If the temporary work location duration is more than one day, the nights between such workdays may be spent in the immediate vicinity ~~and reimbursement claimed for cost of lodging~~ at established rates.

6.3.2 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 ~~reimbursed~~ covered for overnight accommodations.

6.3.3 ~~Reimbursement~~ Coverage for out-of-state travel is limited to the ~~cost of a~~

~~single room lowest cost available at prevailing rates for accommodations normally used in business; however:~~

~~6.3.3.1 Double accommodation may be utilized when appropriate.~~

~~6.3.3.2 If a "double" is shared with a County Employee, each may claim reimbursement for one half (1/2) the rate.~~

~~6.3.3.3 the cost of a "double" is shared with a non county employee, reimbursement may be claimed for the actual expenditure or an amount equal to the rate for a single occupancy accommodation, whichever is less.~~

6.3.4 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 Baggage claims/charges. Air travel baggage claims or baggage charges while traveling on County business shall be limited to a maximum of two~~

~~6.3.4.1 (2) items per round trip (one going to and one returning from destination—standard airline size and weight limits). Expenses for baggage claims or baggage charges while at a destination are not reimbursable.~~

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

6.3.6 Valet. Valet parking is not a covered/reimbursable expense.

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.

~~6.3.5 Internet access/service charges are never reimbursable.~~

~~6.4.6.5~~ 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.

~~6.4.16.5.1~~ 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~~ Controller. 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 ~~Controller~~ Administrator as applicable on an approved form.

~~6.4.26.5.2~~ 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 ~~Controller~~ Administrator

~~6.4.36.5.3~~ 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.

~~6.5~~ ~~Violation of Policy. If there is any infraction of Section 6.4 of this policy requiring prior authorization for travel, no reimbursement of expenses will be allowed. Should the departmental credit card be used in violation of this policy, it will be terminated.~~

~~6.6~~ ~~Pr. Separate columns are provided for breakfast, lunch, and dinner instead of combining all meals for the entire day. In order for the voucher to be processed corresponding claim vouchers must be entered into the Financial Management System. Unless there are exceptional circumstances, vouchers shall cover no more than one month's expenses. 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.~~

~~6.7~~ ~~Use of County Vehicles. Employees using County vehicles to commute to and from work shall not use the vehicle for personal purposes. Any deviation from this policy must be approved by the County Services Committee of the Board of~~

Commissioners.

~~6.8~~ 6.7 The County credit card may be used for ~~no~~ 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 ~~Tips are never reimbursable.~~ Gratuity. Tips are acceptable up to 15% on meals only.

6.9 Non-reimbursable'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 shall be accompanied by supporting documentation necessary to justify that the expense is eligible and within reasonable expenditure guidelines.

~~6.9~~ 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. CONTROLLER/CAO Administrator/ LEGAL COUNSEL REVIEW: The ~~Controller/CAO~~ County Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:

Saginaw County Administrator ~~Controller/CAO~~

Approved as to Legal Content:

_____ 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

The Labor Relations Committee considered Communication No. 11-19-10 from Dave Gilbert, Civil/Labor Counsel, requesting consideration and approval of Memorandums of Understanding between the County of Saginaw, Saginaw County Sheriff, and (1) Command Officers Association of Michigan and (2) Police Officers Association of Michigan Unit 312, both regarding continuation of the current high deductible health plan for the 2025 plan year.

The committee met with Dave Gilbert. Discussion was held. Attorney Gilbert advised to approve the MOUs contingent upon union approval. The MOUs are necessary to modify the existing Collective Bargaining Agreement to continue the health plan for the 2025 plan year, effective January 1, 2025.

We recommend approval of Memorandums of Understanding between the County of Saginaw, Saginaw County Sheriff, and (1) Command Officers Association of Michigan and (2) Police Officers Association of Michigan Unit 312, both regarding continuation of the current high deductible health plan for the 2025 plan year and both contingent upon union approval.

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 _____, 2024 by and among the SAGINAW COUNTY BOARD OF COMMISSIONERS and SAGINAW COUNTY SHERIFF (“EMPLOYER”) and COMMAND OFFICERS ASSOCIATION OF MICHIGAN, representing the Sergeants (“UNION”).

WHEREAS, EMPLOYER and UNION are parties to a Collective Bargaining Agreement (“CBA”), which covers the time period June 20, 2023 through September 30, 2025;

WHEREAS, effective January 1, 2025, the EMPLOYER desires to continue the current high deductible health plan for the 2025 plan year. The EMPLOYER will opt out of PA 152 as noted in Article 16, Section 16 to allow: (1) increased flexibility in calculating employee healthcare costs, (2) to allow for the establishment of monthly employee plan contributions for the high deductible plan at \$50 single coverage, \$120 two (2) person coverage and \$150 family coverage, and (3) for the employer to contribute \$825 for each single employee, and \$1,650 for two person and family employees’ Health Savings Account (HSA);

WHEREAS, effective January 1, 2025, UNION also desires to continue the current high deductible health plan for the 2025 plan year. The EMPLOYER will opt out of PA 152 as noted in Article 16, Section 16 to allow: (1) increased flexibility in calculating employee healthcare costs (2) to allow for the establishment of monthly employee plan contributions for the high deductible plan at \$50 single coverage, \$120 two (2) person coverage and \$150 family coverage, and (3) for the employer to contribute \$825 for each single employee, and \$1,650 for two person and family employees’ Health Savings Account (HSA);

THEREFORE, it is hereby agreed as follows:

1. Article 16, Sections 1, 2 & 16 of the CBA shall be modified to reflect that effective January 1, 2025, Employer will continue the current high deductible health plan during the 2025 plan year. Employer will opt out of PA 152 as noted in Article 16, Section 16 to allow: (1) increased flexibility in calculating employee healthcare costs, (2) to allow for the establishment of monthly employee plan contributions for the high deductible plan at \$50 single coverage, \$120 two (2) person coverage and \$150 family coverage, and (3) for the employer to contribute \$825 for each single employee, and \$1,650 for two person and family employee’s Health Savings Account (HSA);
2. 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:

Mary Catherine Hannah
Saginaw County Administrator

Steve Sellers – Business Agent

Christopher S. Boyd, Chairman
Board of Commissioners

SAGINAW COUNTY SHERIFF'S DEPARTEMENT

William L. Federspiel - Sheriff

David M. Gilbert – Labor Specialist

MEMORANDUM OF UNDERSTANDING
AND AGREEMENT

This MEMORANDUM OF UNDERSTANDING AND AGREEMENT made and entered into this _____ day of _____, 2024 by and among the COUNTY OF SAGINAW and the SAGINAW COUNTY SHERIFF'S DEPARTMENT ("EMPLOYER") and POLICE OFFICERS ASSOCIATION OF MICHIGAN UNIT 312 representing full-time Deputies ("UNION").

WHEREAS, EMPLOYER and UNION are parties to a Collective Bargaining Agreement ("CBA"), which covers the time period January 17, 2023 through September 30, 2025;

WHEREAS, effective January 1, 2025, the EMPLOYER desires to continue the current high deductible health plan for the 2025 plan year. The EMPLOYER will opt out of PA 152 as noted in Article 17, Section 16 to allow: (1) increased flexibility in calculating employee healthcare costs, (2) to allow for the establishment of monthly employee plan contributions for the high deductible plan at \$50 single coverage, \$120 two (2) person coverage and \$150 family coverage, and (3) for the employer to contribute \$825 for each single employee, and \$1,650 for two person and family employees' Health Savings Account (HSA);

WHEREAS, effective January 1, 2025, UNION also desires to continue the current high deductible health plan for the 2025 plan year. The EMPLOYER will opt out of PA 152 as noted in Article 17, Section 16 to allow: (1) increased flexibility in calculating employee healthcare costs (2) to allow for the establishment of monthly employee plan contributions for the high deductible plan at \$50 single coverage, \$120 two (2) person coverage and \$150 family coverage, and (3) for the employer to contribute \$825 for each single employee, and \$1,650 for two person and family employees' Health Savings Account (HSA);

THEREFORE, it is hereby agreed as follows:

1. Article 17, Sections 1, 2 & 16 of the CBA shall be modified to reflect that effective January 1, 2025, Employer will continue the current high deductible health plan during the 2025 plan year. Employer will opt out of PA 152 as noted in Article 17, Section 16 to allow: (1) increased flexibility in calculating employee healthcare costs, (2) to allow for the establishment of monthly employee plan contributions for the high deductible plan at \$50 single coverage, \$120 two (2) person coverage and \$150 family coverage, and (3) for the employer to contribute \$825 for each single employee, and \$1,650 for two person and family employee's Health Savings Account (HSA);
2. 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:

Mary Catherine Hannah
Saginaw County Administrator

Christopher S. Boyd, Chairman
Board of Commissioners

SAGINAW COUNTY SHERIFF'S DEPARTEMENT

William L. Federspiel - Sheriff

David M. Gilbert – Labor Specialist

FOR THE UNION:

Steve Sellers – Business Agent

Your Rules Committee met November 12, 2024 on the recommendation of Chairman Boyd to review the current 2024 Board Rules and consider changes made to align with State Statute and provide clarity to two sections. Although the 2024 Board Rules were changed as recently as the August Board Session, Chairman Boyd proposes amendments of the 2024 Board Rules as follows:

Section 1.1 The organizational meeting of the Board of Commissioners shall be held within the first seven (7) days of January each year. At that meeting, the first order of business shall be the election of the Permanent Chair for a **two-year term** and Vice-Chair for a ~~two~~-one-year term.

Section 2.6 Petitioners requesting an audience before the Board of Commissioners shall be required to submit a request to the Board Coordinator no later than noon of the meeting day so audiences can be listed on the Addendum. The presenter shall be limited up to three minutes in length for oral remarks, with the summation details to be filed in writing with the Board. **The summation and any** ~~along with the request~~ for referral to the appropriate committee **and/or County Administrator, if required shall be filed with the request to speak.** This section shall not apply to any ~~other~~ committee of the Board.

According to Article X, Section 10.1, the Board Rules may be revised or amended by a two-thirds (2/3rds) vote provided that the proposed amendments have been submitted to the Board in writing at a previous meeting. Therefore, we recommend the proposed amendments be laid on the table at this meeting for final approval under Unfinished Business at the December 17, 2024 Board Session.

Respectfully submitted,
SPECIAL COMMITTEE ON RULES

s/ _____
Christopher S. Boyd, Chairman

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Dennis M. Harris

s/ _____
Michael A. Webster

s/ _____
Tracey L. Slodowski

COMMITTEE COMPENSATION 11-19-24.1

November 19, 2024

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held September 29, 2024 - October 12, 2024.

| <u>Meeting</u> | <u>Date</u> | <u>Committee</u> | <u>Commissioner</u> | <u>Amount</u> | <u>Total Present</u> |
|----------------|-------------|------------------------------------|---------------------|-------------------|----------------------|
| 1 | 10/1/2024 | Courts & Public Safety Committee | Tany | \$50.00 | 1 |
| | | | Matthews | \$50.00 | 1 |
| | | | Spitzer | \$50.00 | 1 |
| | | | Piotrowski | \$50.00 | 1 |
| | | | Boyd | \$50.00 | 1 |
| 2 | 10/2/2024 | County Services Committee | Webster | \$50.00 | 1 |
| | | | Krafft | \$50.00 | 1 |
| | | | Harris | \$50.00 | 1 |
| | | | Little | \$50.00 | 1 |
| | | | Boyd | \$50.00 | 1 |
| 3 | 10/3/2024 | Union/Management Committee | Matthews | \$50.00 | 1 |
| 4 | 10/3/2024 | Parks & Recreation Commission* | Matthews | * | 1 |
| 5 | 10/3/2024 | Budget/Audit Committee | Krafft | \$50.00 | 1 |
| | | | Tany | \$50.00 | 1 |
| | | | Slodowski | \$50.00 | 1 |
| | | | Spitzer | \$50.00 | 1 |
| | | | Boyd | \$50.00 | 1 |
| 8 | 10/7/2024 | MAC Agriculture & Tourism via Zoom | Harris | \$50.00 | 1 |
| 9 | 10/8/2024 | Union/Management Committee | Harris | \$50.00 | 1 |
| | | | Matthews | \$50.00 | 1 |
| 10 | 10/11/2024 | MAC Environmental via Zoom | Slodowski | \$50.00 | 1 |
| TOTAL | | | | \$1,000.00 | 21 |

*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (10-11-24)

COMMITTEE COMPENSATION 11-19-24.2

November 19, 2024

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held October 13, 2024 - October 26, 2024.

| <u>Meeting</u> | <u>Date</u> | <u>Committee</u> | <u>Commissioner</u> | <u>Amount</u> | <u>Total Present</u> |
|----------------|-------------|---|---------------------|-------------------|----------------------|
| 1 | 10/15/2024 | Executive Committee | Boyd | \$25.00 | 1 |
| | | | Tany | \$25.00 | 1 |
| | | | Webster | \$25.00 | 1 |
| | | | Harris | \$25.00 | 1 |
| 2 | 10/15/2024 | Board Session <i>Boyd, Coney, Harris, Krafft, Matthews, Piotrowski, Slodowski, Spitzer, Tany and Webster</i> Absent: Little | 10 Present | \$500.00 | 10 |
| 3 | 10/16/2024 | GLB Regional CVB | Spitzer | \$50.00 | 1 |
| 4 | 10/16/2024 | Saginaw Zoological Society | Slodowski | \$50.00 | 1 |
| 5 | 10/16/2024 | Animal Control Advisory Council | Slodowski | \$25.00 | 1 |
| 6 | 10/17/2024 | Frankenmuth CVB | Krafft | \$50.00 | 1 |
| 7 | 10/17/2024 | City/County/School Liaison Committee | Matthews | \$50.00 | 1 |
| | | | Coney | \$50.00 | 1 |
| | | | Piotrowski | \$50.00 | 1 |
| 8 | 10/21/2024 | Union Management Benefit Committee | Harris | \$50.00 | 1 |
| | | | Matthews | \$50.00 | 1 |
| 9 | 10/24/2024 | Mosquito Abatement Commission* | Spitzer | \$50.00 | 1 |
| 1 | 10/25/2024 | MAC Transportation via Zoom | Piotrowski | \$50.00 | 1 |
| TOTAL | | | | \$1,125.00 | 25 |

*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (10-25-24)

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held October 27, 2024 - November 9, 2024.

| <u>Meeting</u> | <u>Date</u> | <u>Committee</u> | <u>Commissioner</u> | <u>Amount</u> | <u>Total Present</u> |
|----------------|-------------|--|---------------------|-------------------|----------------------|
| 1 | 10/28/2024 | MAC Health & Human Services via Zoom | Webster | \$25.00 | 1 |
| 2 | 10/28/2024 | MAC Judiciary & Public Safety | Boyd | \$50.00 | 1 |
| 3 | 10/28/2024 | Executive Committee | Tany | \$25.00 | 1 |
| | | | Little | \$25.00 | 1 |
| | | | Webster | \$25.00 | 1 |
| | | | Harris | \$25.00 | 1 |
| | | | 9 Present | \$450.00 | 9 |
| 4 | 10/28/2024 | Special Board Session <i>Coney, Harris, Krafft, Little, Piotrowski, Slodowski, Spitzer, Tany and Webster</i> Absent: Boyd and Matthews | 2 Absent | | |
| 5 | 11/1/2024 | MAC Finance via Zoom | Krafft | \$50.00 | 1 |
| 6 | 11/6/2024 | Saginaw County CVB | Spitzer | \$50.00 | 1 |
| 7 | 11/6/2024 | County Services Committee | Webster | \$50.00 | 1 |
| | | | Harris | \$50.00 | 1 |
| | | | Little | \$50.00 | 1 |
| | | | Boyd | \$50.00 | 1 |
| | | | Matthews | * | 1 |
| 8 | 11/7/2024 | Parks & Recreation Commission* | | | |
| 9 | 11/7/2024 | Budget/Audit Committee | Krafft | \$50.00 | 1 |
| | | | Tany | \$50.00 | 1 |
| | | | Slodowski | \$50.00 | 1 |
| | | | Spitzer | \$50.00 | 1 |
| | | | Boyd | \$50.00 | 1 |
| | | | Webster | \$50.00 | 1 |
| 10 | 11/8/2024 | Saginaw Future | Webster | \$50.00 | 1 |
| TOTAL | | | | \$1,225.00 | 28 |

*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (11-8-24)

VII. CLOSING PROCEDURE (11-19-2024)

- 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, if any, will be listed on the Addendum distributed at the November 19, 2024 Board Session.

ELECTIONS

HealthSource Saginaw

Ceylon Williams-Bettis (*New*)
Karen Courneya (*New*)

Terms to expire:
December 31, 2027

Land Bank Authority

Lisa Coney (*Reappointment*)
Dennis Browning (*Reappointment*)
David Adams (*Reappointment*)

Terms to expire:
December 31, 2028

Road Commission

Ed Wasmiller (*Reappointment*)

Term to expire:
December 31, 2030

- b. Announcements by the Chair
- c. Commissioner Audiences
- d. Adjournment