

AGENDA

COUNTY SERVICES COMMITTEE

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

Wednesday, March 4, 2026 - 4:00 p.m.

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

- I. Call to order
- II. Welcome
- III. Correction/Approval of Minutes (**February 4, 2026 - Attached**)
- IV. Public Comment (*Speakers limited to 3 minutes*)
- V. Agenda
 1. **Brian J. Wendling, Public Works Commissioner**, re:
 - **3-17-2** Submitting the 2025 Drain Annual Report (*Receive & File*)
(*Sent separately to County Commissioners and posted on the county website due to size*)
 2. **Brian Keenan-Lechel, Parks & Recreation Director**, re:
 - **3-17-3** Requesting approval of two resolutions authorizing grant applications, (1) Michigan Natural Resources Trust Fund Development application for Price Nature Center, and (2) Recreation Passport application for Ringwood Forrest
(*Resolution 2026-3*) (*Resolution 2026-4*)
 3. **Tom Miller Jr., President & CEO, Saginaw Future**, re:
 - **3-17-4** Submitting Saginaw Future’s 2025 Annual Report for the Economic Development Corporation of the County of Saginaw, and requesting appointments to the Economic Development Corporation Board (*Receive & File*)
 4. **Mary Catherine Hannah, County Administrator**, re:
 - **3-17-5** Submitting for review a proposed County Facility Security and Access policy, Hard Key Form, and the Access ID Badge Form (*Board Report*)
 5. **INFORMATIONAL COMMUNICATIONS** (*To be Received & Filed in Committee*)
 - **3-17-6 NORTH SHADE TWP. PLANNING COMMISSION** providing notification that it will hold a special public hearing during its regularly scheduled meeting on April 20, 2026, at 6:00 p.m. pursuant to Act 33 of the 2008, MCL 125.3801
 - **3-17-7 CITY OF SAGINAW** providing notification of a public hearing regarding approval of Obsolete Property Rehabilitation Exemption Certificates under Public Act 146 of 2000, as amended. The City Council meeting and public hearing were rescheduled to Monday, February 23, 2026, at 6:30 p.m.
 - **3-17-8 GREATER GRATIOT DEVELOPMENT, INC.** providing a draft of the Gratiot Countywide Master Plan in accordance with Section 41 of the Michigan Planning and Enabling Act, Public Act 33 of 2008, MCL 125.3841(2)(e)
 6. Any other matters to come before the committee
- VI. Miscellaneous
- VII. Adjournment

MINUTES

DRAFT

COUNTY SERVICES COMMITTEE

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

Wednesday, February 4, 2026 - 4:00 p.m.

Present: Michael Webster – Chair, Dennis Harris – Vice-Chair, Gerald Little, Jack Tany
Absent: John Kaczynski
Others: Mary Catherine Hannah, Dave Gilbert, Brian Wendling, Andrew Klaczkiwicz, Koren Thurston, Kelly Suppes, Jaime Ceja, Jonathan Webb, Steve Hensley, Grace Smith, Neel Yalamarthy, Gilbert Ramirez II, Sam Tany, Kyle Bostwick, Amanda Dudek, Kristen Squires, Kristen Wuerfel, Amy Pitts, Suzy Koeplinger and Catherine Hicks

- I. Call to order – ***Chair Webster at 4:00 p.m.***
- II. Welcome – Roll Call
- III. Correction/Approval of Minutes (***January 14, 2026***)
 - ***Moved by Tany, seconded by Harris, to approve. Motion carried.***
- IV. Public Comment – None
- V. Agenda
 1. **Brian Wendling, Public Works Director**, re:
 - **2-17-1** Submitting for approval a Resolution pledging full faith and credit of the county for the Young’s Intercounty Drain project
 - ***Moved by Tany, seconded by Harris, to approve. Motion carried. (Res. 2026 – 1)***
 2. **Andrew Klaczkiwicz, Director, Information Technology**, re:
 - **2-17-2** Requesting approval and adoption of proposed policies:
 - Policy 504 Mobile Device Management
 - Policy 506 Web Content Accessibility Guidelines
 - Policy 507 Data Classification
 - Policy 508 Artificial Intelligence
 - ***Moved by Tany, seconded by Harris, to approve Policy No. 504. Motion carried.***
 - ***Moved by Harris, seconded by Tany, to approve Policy No. 506. Motion carried.***
 - ***Moved by Tany, seconded by Harris, to approve Policy No. 507. Motion carried.***
 - ***Moved by Harris, seconded by Tany, to approve Policy No. 508. Motion carried. (Board Report)***
 3. **Jonathan T. Webb, President/CEO Castle Museum of Saginaw County History**, re:
 - **2-17-3** Submitting its FY 2025 4th quarter financial reports
 - Mr. Webb highlighted the reports and had nothing out of the ordinary to disclose. The feature exhibit right now is the history of courthouses of the county. Through April, Chesaning, Bridgeport, St. Charles, and Frankenmuth museums will all have current exhibits. Restaurants throughout the history of the City of Saginaw will follow. A lunch presentation on the race riots is on February 5th and will be recorded and uploaded to YouTube and Facebook. Chair Webster asked about future repairs and the amount noted in the financial report. Exterior repairs are over \$1.2 million. It has been a struggle to find someone to bid on the roof, but the project will happen in the spring by a company out of Detroit.
 - ***Moved by Tany, seconded by Harris, to receive and file. Motion carried. (Receive & File)***

4. Steve Hensley, Community & Economic Development Director; Grace Smith, Economic Development Coordinator, Saginaw Future Inc.; and Neel Yalamarthy, Developer, re:

- **2-17-4** Submitting its first quarter report for the period Oct. 1, 2025 – Dec. 31, 2025 and requesting a disbursement totaling \$25,327.57 in performance-based funding pursuant to the Saginaw County and Saginaw Future Inc. Services Agreement
- Chairman Tany inquired about the Perry project.
- ***Moved by Tany, seconded by Harris, to approve. Motion carried. (Board Report)***

- **2-17-5** Requesting approval of the Brownfield Plan related to the development of 3253 – 3289 Cabaret Trail; and approval to hold a Public Hearing at the February 17, 2026 Board Session; and approval of a Resolution regarding same
- Steve, Grace and Neel provided information on the plan. Administrator Hannah explained that the county is foregoing all local millages for 25 years. This is the first time for the county to do a TIF (Tax Increment Financing). Steve explained the value that this project will bring to Saginaw Township and Saginaw County. Saginaw Future is willing to connect with local units that explains TIF. Construction is slated to begin in spring and be completed by October of this year. This incentive - housing for middle-class families and individuals is needed.
- ***Motion by Tany, seconded by Harris, to approve the Brownfield Plan Resolution related to the development of 3253 - 3289 Cabaret Trail, and hold a public hearing at the February 17, 2026 board session. Motion carried. (Board Report/Res. 2026 – 2)***

5. INFORMATIONAL COMMUNICATIONS

- **2-17-6 KOCHVILLE TOWNSHIP DDA** providing notification that it will conduct required public informational meetings during its regularly scheduled meetings on March 12, 2026 and September 10, 2026, pursuant to MCL 125.4211
- **2-17-10 CITY OF SAGINAW** sending notice of a public hearing on the application for an Obsolete Property Rehabilitation Act (OPRA) for Saginaw County Real Estate, LLC for property at 1413 Gratiot Ave. for a rehabilitation project with an estimated expenditure of \$3,997,553.45 ***New**
- ***Moved by Harris, seconded by Tany, to receive and file informational communications. Motion carried. (Receive & File)***

6. Any other matters to come before the committee – None

VI. Miscellaneous – None

VII. Adjournment

- ***Harris moved, seconded by Tany, to adjourn. Motion carried; time being 4:57 p.m.***

Respectfully Submitted,

Michael Webster, Committee Chair

Suzy Koeplinger, Committee Clerk

COUNTY OF SAGINAW

COUNTY SERVICES

BRIAN J. WENDLING
PUBLIC WORKS COMMISSIONER

Governmental Center
111 S. Michigan Avenue
Saginaw, Michigan 48602-2086
Phone 989-790-5258 • FAX 989-790-5259



February 26, 2026

3-17-2

Honorable Chairman Jack Tany
Saginaw County Board of Commissioners
111 South Michigan Avenue
Saginaw, MI 48602

SAGINAW COUNTY BOC
FEB 26 '26 AM 10:38

Dear Chairman Tany,

Please allow this letter to serve as my request to meet with the County Services Committee at its Wednesday, March 4th, 2025, meeting regarding the following matter:

- Submittal of the 2025 Drain Annual Report.

Attached for your review is a copy of the 2025 Annual Report. I will be in attendance on March 4th to answer any questions you or the committee may have.

Thank you for your consideration.

Respectfully,

Brian J. Wendling
Public Works Commissioner



111 S. Michigan Ave LL012, Saginaw, MI 48602
www.saginawcounty.com/parks

3-17-3

February 26th, 2026

Chair Webster and the County Services Committee,

SAGINAW COUNTY BOC
FEB 26 '26 PM 12:06

The Saginaw County Parks and Recreation Commission respectfully requests two resolutions from the Saginaw County Board of Commissioners authorizing grant applications; a Michigan Natural Resources Trust Fund Development application for Price Nature Center and a Recreation Passport application for Ringwood Forest.

Improvements at Price Nature Center will include a paved pathway for accessibility, renovations to the existing restrooms, and other amenities such as benches and interpretive signage. The Ringwood Forest application will include accessible pathways and replacing the existing privies with a vault restroom unit. Both projects will modernize existing facilities increasing access to Saginaw County Parks for all visitors. A public meeting will be held by the Saginaw County Parks and Recreation Commission at our Thursday March 12th Commission meeting, 11:30 AM.

If the grants are selected for award, matching funds for both projects are accessible from the current Saginaw County Parks fund allocated for capital improvements. The Parks staff team will be attending the MParks statewide conference on Tuesday March 4th, but I plan to attend the Tuesday March 17th BOC meeting and am available for any questions prior to the Tuesday March 4th meeting.

Thank you for your consideration of this request and your support of public recreation for Saginaw County residents and visitors.

Respectfully,

Brian Keenan-Lechel

Ruth Averill
Chair
Tim Courtney
Vice Chair
Brian Wendling
Secretary
Delena Spates-Allen
Darwin Baranski
Rob Brown
Deb Kestner
Sheldon Matthews
David Sommers
Demond Tibbs

Brian Keenan-Lechel
Director
Jordan Beal
Operations Supervisor
Jeanette Fiers
Outdoor Recreation and
Event Coordinator
Tom Kowalski
Parks Foreman
Fred Raymond
Parks Specialist
Mary Williams
Office Manager

Phone
(989) 790-5280

Saginaw County Parks

Imerman Memorial Park

Price Nature Center

Ringwood Forest

Saginaw River
Headwaters Rec Area

Saginaw Valley Rail Trail

Veterans Memorial Park

William H. Haithco
Recreation Area





**RESOLUTION 2026 – 3
SAGINAW COUNTY, MICHIGAN**

**RESOLUTION: APPROVING A MNRTF GRANT APPLICATION TITLED
'PRICE NATURE CENTER ADA IMPROVEMENTS'**

Jack B. Tany, 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, Michael A. Webster

At a regular meeting of the Saginaw County Board of Commissioners of the County of Saginaw, (111 S. Michigan Ave., Saginaw, Michigan 48602) held on the 17th day of March 2026, at 5:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by Commissioner _____ and seconded by Commissioner _____:

WHEREAS, Saginaw County supports the submission of an application titled 'Price Nature Center ADA Improvements' to the Michigan Natural Resources Trust Fund for development of a paved pathway and a family/accessible restroom; and,

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, Saginaw County Parks and Recreation Commission is hereby making a financial commitment to the project in the amount of \$100,793 matching funds, in cash and/or force account.

NOW, THEREFORE, BE IT RESOLVED that Saginaw County hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$235,183 and further resolves to make available its financial obligation amount of \$100,793 (30%) of a total \$335,976 project cost during the 2026-2027 fiscal year.

Yeas:

Absent:

Abstain:

Nays: - 0

RESOLUTION DECLARED _____.

STATE OF MICHIGAN)
)ss
COUNTY OF SAGINAW)

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 17th day of March 2026. Public notice of said meeting was given, and the meeting was conducted in accordance with the Open Meetings Act No. 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this 17th day of March 2026.

Vanessa Guerra, County Clerk
County of Saginaw



**RESOLUTION 2026 – 4
SAGINAW COUNTY, MICHIGAN**

**RESOLUTION: RECREATION PASSPORT GRANT PROGRAM
'RINGWOOD FOREST RESTROOM AND ADA IMPROVEMENTS'**

Jack B. Tany, 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, Michael A. Webster

At a regular meeting of the Saginaw County Board of Commissioners of the County of Saginaw, (111 S. Michigan Ave., Saginaw, Michigan 48602) held on the 17th day of March 2026, at 5:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by Commissioner _____ and seconded by Commissioner _____:

WHEREAS, Saginaw County supports the submission of an application titled 'Ringwood Forest Restroom and ADA Improvements' to the Michigan Natural Resources Trust Fund for development of a paved pathway and accessible pathways, and,

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, Saginaw County Parks and Recreation Commission is hereby making a financial commitment to the project in the amount of \$46,800 matching funds, in cash and/or force account.

NOW, THEREFORE, BE IT RESOLVED that Saginaw County hereby authorizes submission of a Recreation Passport Grant Program Application for \$140,400 and further resolves to make available its financial obligation amount of \$46,800 (25%) of a total \$187,200 project cost during the 2026-2027 fiscal year.

Yeas:

Absent:

Abstain:

Nays: - 0

RESOLUTION DECLARED _____.

STATE OF MICHIGAN)
)ss
COUNTY OF SAGINAW)

I, the undersigned, the duly qualified and acting County Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 17th day of March 2026. Public notice of said meeting was given, and the meeting was conducted in accordance with the Open Meetings Act No. 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this 17th day of March 2026.

Vanessa Guerra, County Clerk
County of Saginaw

3-17-4

SAGINAW COUNTY BOC
FEB 27 '26 AM 9:36

Board of Directors

Tim Hausbeck*
Chair

AB Ghosh*
Vice Chair

Kristin Karwat*
Secretary/Treasurer

Kevin Albosta*
Past Chair

Tom Miller Jr.*
President

Tim Morales*

Eugene Seals, Jr.*

Michael Webster*

Scott Baldauf

Kyle Bandlow

Laura Bierlein

Dan Dralle

Paul Furlo

Gavin Goetz

George Grant

Mary Catherine Hannah**

Shane Hunt

Torrie Lee

Ed Lesniak

Kyle McCree

Angie Miller

Brenda Moore**

Justin Pomerville

Bridget Smith

Eric Snidersich

Greg Turner

Kristen Wenzel**

Beth Wright

Chad Wurtzel

* Executive Committee

**Ex Officio Member

February 25th, 2026

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

Honorable Chairman Tany,

Enclosed please find the 2025 Annual Report for the Economic Development Corporation of the County of Saginaw, which is prepared under Section 23 of Public Act 388 of 1974 as amended.

In accordance with this Act, we are filing a copy of this report with the Michigan Economic Development Corporation and publishing the report in the Saginaw News.

Also enclosed is the 2026 meeting calendar and a list of the Economic Development Corporation members and officers. Ms. Beth Reindel's term expires on April 1, 2026, and the members of Economic Development Corporation board voted to strongly recommend the reappointment of Ms. Reindel for another six-year term.

The Board strongly recommends the appointment of Mr. Ed Lesniak to his first six-year term, filling the vacant seat previously held by Mr. Seth Perigo following his resignation from the EDC Board.

Additionally, the Board strongly recommends the appointment of Mr. Michael Webster to serve as EDC Chair, recognizing the resignation of Mr. Michael Hanley.

The Board also strongly recommends the appointments of Mr. Brian Keeler as EDC Vice Chair and to retain Ms. Beth Bernthal as EDC Secretary and Mr. Tim Novak as EDC Treasurer.

Thank you and I look forward to attending the County meeting on Wednesday, March 4th at 4pm. Please don't hesitate to reach out if you have any questions.

Sincerely,



Tom Miller Jr., President
Saginaw Future Inc.

ECONOMIC

DEVELOPMENT

CORPORATION

ANNUAL REPORT

FISCAL YEAR END JANUARY 31, 2026
PRESENTED TO THE BOARD OF COMMISSIONERS - COUNTY OF SAGINAW

**ECONOMIC DEVELOPMENT CORPORATION
FINANCIAL REPORT
FEB. 1, 2025 - JAN. 31, 2026**

Balance as of February 1, 2025 \$ 91,920.53

REVENUES:

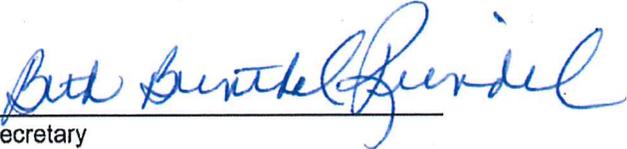
Rents & leases	\$ 21,644.00	
Interest earned	-	
Total Revenues	<u>21,644.00</u>	21,644.00

EXPENDITURES:

Per diems (Board members)	700.00	
Per diem taxes	11.74	
Legal services	-	
Marketing	281.00	
Grounds Care	3,200.00	
Bank service charges	-	
Taxes - Special assessments	-	
Total Expenditures	<u>4,192.74</u>	4,192.74

Balance as of January 31, 2026 \$ 109,371.79

I, Beth Bernthal-Reindel, the duly qualified and acting Secretary of the Economic Development Corporation of the County of Saginaw, Saginaw County, Michigan, do hereby certify that the foregoing is a true and complete copy of the State of Revenues and Expenditures as of January 31, 2026 approved by the Board of Directors at their meeting on February 18, 2026, the original of which is on file in my office.


Secretary

FINANCIAL REPORT AS OF JANUARY 31, 2026

***Items in bold added in the current year

Income to Date:

<u>Revenues (detailed to date):</u>	<u>Date</u>
A. Frank B & T (New Century Bank); Merrill Project (Appl. & Fin. Fees)	\$ 1,350.00
B. Birch Run Welding & Fabrication, Inc. (Appl. & Fin. Fees)	\$ 1,000.00
C. Long John Silver's (Appl. & Fin. Fees)	\$ 500.00
D. Second National Bank (Blumfield Project cancelled Appl. & Fin. Fees)	\$ 500.00
E. Roosevelt Lee, Inc. (Refund due to jurisdiction Appl. & Fin. Fees)	\$ 500.00
F. Golden Triangle Corp.	\$ 500.00
G. Agri-Sales Inc. (Appl. & Fin. Fees)	\$ 500.00
H. Clark-Lift (Appl. & Fin. Fees)	\$ 500.00
I. Muehlenbeck (Appl. & Fin. Fees)	\$ 1,521.50
J. Sarath, Luntz (Appl. & Fin. Fees)	\$ 7,800.00
K. Best Products (Appl. & Fin. Fees)	\$ 11,900.00
L. Stevens Van Lines (Appl. & Fin. Fees)	\$ 500.00
M. Ann Arbor Moving & Storage, Inc. (Appl. & Fin. Fees)	\$ 2,000.00
N. Manley Invest. Hotel Project (Appl. & Fin. Fees)	\$ - \$ 500.00
O. S & S Custom Plastics, Inc. (Appl. & Fin. Fees)	\$ 977.90
P. Hemlock Elevator Co. Inc. (Appl. & Fin. Fees)	\$ 500.00
Q. Hehr International (Appl. & Fin. Fees)	\$ 8,449.49
R. Alfe Heat Treating, Inc. (Appl. & Fin. Fees)	\$ - \$ 19,239.28
S. Hehr International (Fin. Fees)	\$ 3,646.65
T. Misc. Revenue & Refunds Renewable Energy Refund	\$ 2,396.76
U. Auburn Bean & Grain (Appl. Fee)	\$ 500.00
V. Peace Lutheran (Appl. & Fin. Fees)	\$ 8,750.00
W. BGI	\$ 9,700.00
X. Interest Earned to Date	\$ 33,873.95
Y. Ferro-Met/Rifkin project fund close out	\$ 14,852.59
Faucher Farm Rent income from Trinklein	\$ 268,075.34
Z. Fullerton Tool Purchase Tech Park	\$ 1.00
TOTAL REVENUES	\$ 400,534.46

FINANCIAL REPORT AS OF JANUARY 31, 2026

*****Items in bold added in the current year**

Expenses to Date:

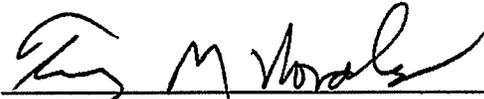
Expenditures (detailed to date):

A. Checks	\$	590.76
B. Per Diem to Board	\$	59,525.00
C. Refund	\$	500.00
D. Seminars & Training	\$	6,226.80
E. Publications	\$	5,605.80
F. Travel	\$	170.44
G. Service Charges	\$	2,798.26
H. Past Member Cert.	\$	529.30
I. Legal Fees	\$	16,646.19
J. Meetings	\$	134.86
K. Per Diem Taxes	\$	1,581.63
L. Renewable Energy Park Property Expenses	\$	37,546.13
M. Publication Expense	\$	432.50
N. Fullerton Tool Purchase due to SOM	\$	1.00
O. Great Lakes Tech Park marketing/legal	\$	67,616.88
P. Taxes (Special assessments)	\$	<u>52,969.35</u>

TOTAL EXPENDITURES TO DATE \$ 252,874.90

Balance as of JANUARY 31, 2026 \$ 147,659.56

Respectfully,



Timothy M Novak
Saginaw County Treasurer

Fiscal Year 2025 Summary

2025	Expenses							Income			
	Per diems (Board members)	Per diem taxes	Legal services	Grounds Care	Marketing	Bank service charges	Taxes- Special assessments	Total	Rents & leases	Interest	Total
Feb	350.00	3.91	-	-	-	-	-	-	21,644.00	-	21,644.00
Mar	300.00	3.92	-	-	-	-	-	-	-	-	-
Apr	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-
Jun	-	-	-	-	281.00	-	-	-	-	-	-
Jul	-	-	-	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-	-	-	-
Sep	50.00	3.91	-	3,200.00	-	-	-	3,200.00	-	-	-
Oct	-	-	-	-	-	-	-	-	-	-	-
Nov	-	-	-	-	-	-	-	53.91	-	-	-
Dec	-	-	-	-	-	-	-	-	-	-	-
Jan	-	-	-	-	-	-	-	-	-	-	-
Totals	700.00	11.74	-	3,200.00	281.00	-	-	4,192.74	21,644.00	-	21,644.00



County of Saginaw

COUNTY
SERVICES

111 South Michigan Avenue
Saginaw, MI 48602

Mary Catherine Hannah
County Administrator

February 25, 2026

3-17-5

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

SAGINAW COUNTY BDC
FEB 25 '26 AM 10:38

RE: PROPOSED COUNTY FACILITY SECURITY AND ACCESS POLICY

Dear Chair Webster,

With the upgrades to our ID badge system and the audit of our hard keys currently assigned to employees it was determined that we needed to update our policy and audit system to better track keys and badges and how we manage them.

Included with this letter you will find a copy of the proposed County Facility Security and Access policy, Hard Key form, and the Access ID Badge Form.

This policy has been developed and approved by the County of Saginaw and Saginaw County Courts Joint Security subcommittee and reviewed by Mr. Dave Gilbert, Civil Counsel.

I will attend the March 4, 2026 County Services Committee meeting if you or other commissioners have any questions.

Sincerely,

Mary Catherine Hannah
County Administrator

Cc: County of Saginaw & Saginaw County Courts Joint Security Subcommittee



(989) 790-5210



administratorsoffice@saginawcounty.com



Title: County Facility Security and Access

Category: 000

Effective Date:

Number: 000

Amended:

Issuing Authority: Board of Commissioners

Responsible Officer: County Administrator/CAO

Purpose

This policy ensures that all County of Saginaw (County) facilities are safe by establishing standards for authorized access.

Responsibility

The County Administrator and/or designee shall be responsible for implementation and communication of this policy. The County Administrator will communicate with elected officials, department heads, employees, and the public, the policy for accessing all County facilities.

Scope

This policy applies to all court elected officials, appointed elected officials, department heads, employees, the public, contracted individuals or entities, and third-party vendors.

Policy

Access to Facilities

- Employee access shall be limited to the facilities and areas necessary to effectively complete the duties of their job.
- When a new position is created, the Human Resources Director, with input from the respective elected official or department head, shall determine the scope of access required for the position. Employees shall be informed regarding the scope of access.
- Areas containing sensitive IT infrastructure such as server rooms and IT closets shall have access restricted to only those employees with job requirements necessitating access.

General Access Control System Management

- Only Maintenance or County of Saginaw Information Technology (COSIT) staff may install, alter, or remove access control system hardware in or on County facilities and grounds, excluding the Sheriff Office facilities, which shall be managed by the Sheriff.
- The maintenance department shall be responsible for the distribution, maintenance and repair of the County lock system, including the issuing of keys and building access fobs, excluding the Sheriff Office facilities, which shall be managed by the Sheriff.
- The administration office shall be responsible for keycard control, record keeping and lock change authorization.
- All keys, fobs and access ID badge cards shall remain the property of the County and the holding privilege may be terminated, altered, or withdrawn at any time.

Issuance of Keys, and Access ID Badge Cards

- All County employee access ID badge cards will be issued by authorized administration office personnel.
- If keys are issued a Key Form shall be signed by the employee and the key issued by authorized maintenance personnel.
- Keys shall be issued upon approved request. The issuance, control and recovery shall be the responsibility of the authorized elected official or department head.
 - Authorized elected official, judge or department head shall fill out and submit the appropriate form to administration personnel for approval.

- Individual door keys will be issued whenever possible in lieu of sub-master, master or grand master keys.
- The issuance of keys and access ID badge cards will be prioritized based on security and issued only after a real need has been demonstrated and not for the sake of convenience or status.
- Contracted vendors needing access to County facilities may be issued keys and/or access ID badge cards when necessary. Background checks, as needed, will be performed prior to the issuance of keys and access ID badge cards. The maintenance department shall be solely responsible for the issuance and retrieval of keys and access ID badge cards for contracted vendors and will notify the County Administrator when access is granted and terminated.

Requests for Access Control System Changes

- Requests for changes to a specific employee's access must be requested by an elected official or department head by submitting the appropriate form to the administration office.
- Requests for hardware modifications or access additions shall be made by an elected official or department head to the administration office.

Employee Responsibilities

- All employees are responsible for taking reasonable actions to maintain the security of all County facilities. All employees shall notify Sheriff Deputies of any security related concerns.
- For emergency services contact 911.
- Employees who lose access ID badge cards, or keys shall promptly notify the administration office so card access can be deactivated, and other actions can be taken as needed.
- Replacements cards for lost, stolen or damaged access ID badge cards shall be replaced at a cost to the employee of \$20.00 for the first instance and \$50.00 for each subsequent instance.
- Replacement cards for a legal name change or position/title change will incur no charge.
- Replacement keys shall be replaced at a cost to the employee of up to \$2,000.00.
- Employees shall not loan keys or access ID badge cards to anyone, including other employees. Any unauthorized use of keys and access ID badge cards or violation of this policy may result in employee disciplinary action, up to and including termination.
- All employees shall visibly display their County Access ID badge when working on-site at any County facility.
 - Sheriff's Office employees shall be easily identifiable by wearing a Sheriff Deputy uniform, displaying a Sheriff badge, or displaying a County access ID Badge.
- Contractors or vendors working in County facilities shall always have a Contractor/vendor ID badge visible when working in all County of Saginaw facilities.

Sensitive Area Access

- Access control systems and procedures shall be used to limit access to all areas containing sensitive and/or confidential information.
- Departments with access to sensitive and/or confidential information shall be responsible for implementing necessary policies and procedures needed to comply with all applicable local, state, and federal requirements.

Access Deletion

- Damaged keys or access ID badge cards must be presented at the time of requesting a replacement and immediately surrendered.
- It shall be the responsibility of each elected official or department head to immediately notify the administration office of an employee's suspension or termination. The terminated employee's access ID badge card shall be promptly deactivated. Keys shall be secured by the elected official or department head and returned to the administration office.

Courthouse After Hours Meetings

County facility doors will automatically lock at close of business. Employees, or members of the public who have been authorized to use any facility for after-hours meetings in accordance with the Building Use Policy, must be supervised by department personnel.

Inventory/Audit

- An annual inventory of issued keys will be conducted by the maintenance department. Once a year, all elected officials and department heads will be provided with a list of employees and their assigned keys and access ID badge cards to certify the accuracy and continued relevancy of the list. Maintenance and the administration office shall be informed of any changes or discrepancies for inventory adjustment.

Prohibition of Weapons

- No County employee shall possess a weapon while accessing a County facility except for employees who are required to carry weapons to perform their job duties and those with prior written approval of the Chief Judge.
- Except as otherwise provided in this policy, weapons are prohibited in the County of Saginaw Administrative Services Building, Courthouse and County of Saginaw Juvenile Court facility. In accordance with the Michigan Supreme Court Administrative Order 2001-1 and County of Saginaw Trial Court's Local Administrative Order's 2023-06J and 2023-08J, Weapons are not permitted in any County of Saginaw courtroom, office, or other space used for official court business or by judicial employees. No weapons are allowed in the courthouse. This prohibition does not apply to the following:
 - Court security personnel in the performance of their official duties.
 - Uniformed or otherwise properly identified local, state, and federal law enforcement officers having statutory powers of arrest.
 - Judges.
 - Parole/probation officers.
 - Prosecutor and Assistant Prosecutors who are authorized by the Prosecutor or who have authority to carry under their statutory employment.
 - Uniformed corrections officers in the performance of their duties.
 - Sworn special deputies or other law enforcement reserves in uniform who need to be armed to perform official duties.
- Off duty law enforcement officials attending personal court-related business may not possess weapons in courtrooms or court offices.
- The Sheriff shall develop the necessary screening procedures to ensure that the requirements of this policy and the Court's Local Administrative Orders are effectively enforced. The Courthouse Sheriff Deputies shall implement these screening procedures.

Administrator/CAO Legal Counsel Review

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

Approved as to Substance:

Approved as to Legal Content:

Saginaw County Administrator/CAO

Saginaw County Civil Counsel



County of Saginaw

111 S. Michigan Avenue

KeyForm

Saginaw, MI 48604

New/Replacement/Return

Name of Employee:	Department:
Title:	Position:
Elected Official/Department Head Name:	Elected Official/Department Head Signature:

Key Number	Building Facility Name	Description	Issue Date	Issuer Initials	Quantity Issued	Quantity Returned	Receivers Name	Return Date	Key Not Returned - Payment Needed

I, the undersigned, acknowledge receipt of the keys designated above. I also agree not to loan, transfer, give possession of, misuse, modify or alter the above keys. I further agree not to cause, allow, or contribute to the making of any unauthorized copies of the above keys. **I understand and agree that violation of this agreement may render me responsible for the expenses to rekey locks in the affected area in an amount up to \$2,000.00.**

Employee Signature:	Date:
---------------------	-------

Payment Amount:	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Payroll	Date:
Payment Amount:	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Payroll	Date:



County of Saginaw
Badge Request
New/Replace/Deactivate

111 S. Michigan Avenue
Saginaw, MI 48602

Name of Employee:		Department:	
Title/Position:		Type of Badge Needed:	<input type="checkbox"/> Sheriff <input type="checkbox"/> 9-1-1 <input type="checkbox"/> County <input type="checkbox"/> MCOLES # <input style="width: 100px;" type="text"/>
Elected Official/Department Head Name:		Elected Official/Department Head Signature:	
Requested Action	New Badge	<input type="checkbox"/>	Start Date: <input style="width: 100px;" type="text"/> Access: Filled out by Administration
	Replacement Badge \$20.00 First Badge \$50.00 Each Additional	<input type="checkbox"/>	Destroyed (badge returned) Lost/Stolen <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
	Deactivate Badge Seperation	<input type="checkbox"/>	Seperation (badge returned) Deactivation Date: <input type="checkbox"/> YES <input type="checkbox"/> NO <input style="width: 100px;" type="text"/>
Employees shall immediately notify their Elected Official or Department Head of a lost, stolen or damaged Access ID badge			
Department Head	Step 1	Notify and make appointment with the Administration Office at badges@saginawcountymi.gov	
Employee	Step 1	Replacement Badge - If you are paying by cash/check/CC take this form and make payment at the Treasurer's Office. If you wish to pay via payroll, check the Payroll box below and make your appointment with the Admin office.	
	Step 2	Replacement Badge - If applicapble take your receipt from the Treasurer's Office, this form and photo ID to the Administration Office at your scheduled appointment time.	
Treasurer's Office - Please attach receipt			
Paid by <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Payroll Deposit to: 10117200-67706			
To be completed by the Administration Office			
1. Copy of this form goes to the Treasurer's Office. 2. Attach payment receipt to form and give to HR.		Name:	Date:
1. Received by HR to be filed in personnel file.		Name:	Date:

3-17-6
RECEIVE & FILE

**North Shade Township Planning Commission
North Shade Township, Gratiot County, Michigan
NOTICE OF PUBLIC HEARING**

Date: April 20, 2026, Time: 6:00 PM, Location: 8982 W. Roosevelt Rd., Carson City, MI 48811

Please take notice that the North Shade Planning Commission will hold a special public hearing during a meeting of the Planning Commission to be held at the North Shade Township Hall, located at 8982 W. Roosevelt Road, Carson City, MI 48856, on April 20, 2026, at 6:00 PM, in accordance with Act 33 of 2008, MCL125.3801 et. seq.

The purpose of this public hearing is to provide an opportunity for residents and interested citizens to express their opinions, ask questions, and discuss all aspects of the proposed Gratiot Countywide Master Plan to be adopted as North Shade Township's master plan. Written comments may be submitted on or before the date of the public hearing by directing any comments to Amy Holland, North Shade Township Clerk, 11400 S. East County Line Rd., Carson City, MI 48811, (616) 581-1739.

You may review a copy of the proposed Gratiot Countywide Master Plan at North Shade Township, 8982 W. Roosevelt Rd., Carson City, MI 48811. You may also review and download a copy of the proposed Master Plan at: bit.ly/DraftGCMP25. You may also obtain a copy of the proposed Master Plan by contacting Amy Holland, North Shade Township Clerk, 11400 S. East County Line Rd., Carson City, MI 48811, (616)-581-1739. Please do not hesitate to contact the phone number above or utilize the Michigan Relay Service at 7-1-1 (TDD) to request accommodations to attend the public hearing at least 72 hours prior to the public hearing.

Respectfully submitted,
Beth Wold, Secretary, North Shade Township Planning Commission
Dated: 01/27/2026

SAGINAW COUNTY BOC
FEB 26 '26 AM 11:02

RECEIVED
FEB 23 2026

BY:

CITY OF
SAGINAW
OFFICE OF THE CITY CLERK
1315 S. Washington Avenue
Saginaw, MI 48601
989.759.1480 office
989.759.1447 fax



3-17-7
RECEIVE & FILE

February 11, 2026

SAGINAW COUNTY BOC
FEB 26 '26 AM 11:02

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

RE: OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE

Dear Commissioners:

The City Council of the City of Saginaw is a Qualified Local Government Unit eligible to approve Obsolete Property Rehabilitation Act (OPRA) Certificates under Public Act 1246 of 2000, as amended.

On December 30, 2025, Saginaw County Real Estate, LLC submitted an application for an OPRA certificate for 1413 Gratiot Avenue. The application proposes a rehabilitation project with an estimated expenditure of \$3,997,553.45. Under the terms of this OPRA certificate and the City Council policy, Saginaw County Real Estate, LLC could have a "tax freeze" for up to twelve (12) years. This abatement excludes existing taxes, the value of the land, and personal property resulting in potential abatement on property improvements. Taxes will be levied at the full rate following the expiration of the abatement.

State law requires notification to taxing units of the receipt of this application. The public hearing regarding this request was originally scheduled for February 9, 2026, and has been rescheduled. The City Council will hold a public hearing on this application at the Monday, February 23, 2026, City Council meeting beginning at 6:30 p.m. at the Andersen Enrichment Center, 120 Ezra Rust Avenue. Feel free to contact me at 989.759.1480 with any questions.

Sincerely,

Kristine Bolzman, MiPMC/CMC
City Clerk

**Notice of Distribution of Gratiot Countywide Master Plan
(remaining units)**

**COUNTY
SERVICES**

FEB 12 2026

3-17-26

Date: February 4, 2026

To: Neighboring jurisdictions' planning commissions; Gratiot County Planning Commission; East Michigan Council of Governments; public utility companies; railroad companies; public transportation agencies; school boards; downtown development authorities; Gratiot County Road Commission; Michigan Department of Transportation; or other entities with an interest in Gratiot County.

From: Greater Gratiot Development, Inc. (administrator of the Gratiot Countywide Master Plan, on behalf of the Planning Commissions and Legislative Bodies of the following: the Villages of Ashley and Perrinton, the Townships of Bethany, Elba, Emerson, Fulton, Hamilton, Lafayette, Newark, New Haven, North Star, Seville, Sumner, Washington, and Wheeler)

This notice is to inform you a draft of the Gratiot Countywide Master Plan is officially being distributed and the 63-day public review period will begin on February 9, 2026.

In accordance with Section 41 of the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3841(2)(e), a copy of the proposed Gratiot Countywide Master Plan is being distributed to your organization as required in MCL 125.3841(2)(e). The Draft Gratiot Countywide Master Plan is available free of charge on: <https://gogrowgratiot.org/>

Note: This is the same plan you received previous notification for on behalf of Gratiot County, City of Alma, City of St. Louis, Village of Breckenridge, Arcada Township, North Shade Township, and Pine River Township. This notice is for the balance of municipal units within Gratiot County.

If you would like a physical copy of the document, please contact Greater Gratiot Development, Inc. at info@gratiot.org or (989) 875-2083.

Comments can be submitted in digital format to info@gratiot.org or in writing to 136 S. Main St., Ithaca, MI 48847.

Sincerely,

Kasey Zehner, Greater Gratiot Development, Inc. (administrator of the Gratiot Countywide Master Plan)

On behalf of the Planning Commissions of the Villages of Ashley and Perrinton, the Townships of Bethany, Elba, Emerson, Fulton, Hamilton, Lafayette, Newark, New Haven, North Star, Seville, Sumner, Washington, and Wheeler.

Under MCL 125.3841(2)(f), each public utility company and railroad company owning or operating a public utility or railroad within the local unit of government, and any government entity that registers its name and address for this purpose with the secretary of the planning commission, shall reimburse the Gratiot Countywide Steering Committee for any copying and postage costs incurred in receiving a hard copy of the Countywide Master Plan or final Countywide Master Plan to be adopted.