



**THERESA M. SPENCER  
LAPEER COUNTY CLERK**

County Complex Building  
255 Clay Street  
Lapeer, Michigan 48446

Phone 810 area code  
667-0356  
Circuit Court Division  
667-0358  
Fax 667-0362

## **A-G-E-N-D-A**

### **LAPEER COUNTY BOARD OF COMMISSIONERS REGULAR BOARD MEETING**

**January 25, 2024**

**9:00 A.M.**

Tom Kohlman	District #1
Gary Howell	District #2
Kevin Knisely	District #3
Brad Haggadone	District #4
Truman Mast	District #5
William Hamilton	District #6
Bryan Zender	District #7

#### **CALL TO ORDER BY CHAIRMAN/VICE-CHAIR**

- ◆ Roll Call
- ◆ Opening Prayer
- ◆ Pledge of Allegiance

#### **CONSIDERATION FOR APPROVAL:**

- ◆ Agenda
- ◆ January 4, 2024 Organizational Meeting
- ◆ January 4, 2024 Regular Board Meeting Minutes
- ◆ January 11, 2024 Special Board Meeting Minutes

#### **FOR REVIEW IN FOLDER:**

**COMMISSIONER MILEAGE/EXPENSE SHEETS (included in agenda, if any)  
TRAINING REGISTRATION/OVERNIGHT TRAVEL REQUEST  
GRANT APPLICATIONS & BUDGET AMENDMENTS**

**ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES**

CONTINUED -

**NEW/OLD BUSINESS:****DRAFT MOTIONS**

- ◆ **Committee of the Whole** (January 11, 2024) (Attached)
- ◆ **Properties Committee** (January 4, 2024) (Attached)
- ◆ **Personnel Committee** (January 11, 2024) (Attached)

**1. AUDIT MOTIONS-** Enter into the Record

- A. County's Audit Motions for January 12<sup>th</sup> and 26<sup>th</sup>, 2024 and the Road Commissions Audit Motion for disbursements dated January 11<sup>th</sup> and 25<sup>th</sup>, 2024  
(Copies of January 25<sup>th</sup> and 26<sup>th</sup> to be distributed at the meeting)

**2. NOTICE OF EXPIRED TERMS**

- A. Agricultural Preservation Board - 2 positions
- B. Brownfield Redevelopment Authority -7 positions
- C. Economic Development Corporation Board of Directors - 2 positions
- D. Senior Programs Advisory Board - Commissioner District #7
- E. Valley Area Agency on Aging (VAAA) - Executive Board - 2 positions
- F. Thumb Regional Community Corrections Advisory Board - one unexpired term
- G. Jury Board - Judicial Recommendation - one unexpired term
- H. Mental Health Services Board - 4 positions (expiring March 31, 2024)

**(Additional items)**

- 1.
- 2.

**AD HOC COMMITTEE UPDATES-** If needed

**PUBLIC TIME** - Citizens Comments, etc.

**COMMISSIONER REPORTS****ADMINISTRATOR/CHIEF FINANCIAL OFFICER UPDATES**

**CLOSED SESSION** - If needed

**RECESS/ADJOURN**

**\*\*Public Recording Notice:** Please be advised that the meetings of the Lapeer County Board of Commissioners are streamed live and recorded on social media for public viewing and transparency. We respectfully request that anyone addressing the Board of Commissioners during "Public Time" be proactive and make every effort in keeping their words and language appropriate for ALL users, including children for educational purposes.\*\*

**Agenda and attachments: 29 pages total.**

**LAPEER COUNTY BOARD OF COMMISSIONERS  
ORGANIZATIONAL MEETING  
JANUARY 4, 2024  
9:00 A.M.**

County Clerk Theresa M. Spencer called the meeting to order at 9:04 a.m. in the Commission Chambers on the lower level of the County Complex Building. Commissioner Mast opened the meeting with prayer. The Pledge of Allegiance was recited.

Present:	Tom Kohlman	District #1
	Gary Howell	District #2
	Kevin Knisely	District #3
	Brad Haggadone	District #4
	Truman Mast	District #5
	William Hamilton	District #6
	Bryan Zender	District #7

**ELECTION OF CHAIRPERSON**

The County Clerk opened the floor for nominations for the position of Chairperson of the Board of Commissioners for the year 2024.

Commissioner Haggadone nominated Commissioner Kohlman.

**01-2024**

Motion by Howell, supported by Haggadone, that nominations be closed, the rules set aside, and an unanimous ballot be cast for Commissioner Kohlman to be Chairman for 2024. Roll Call vote: Howell, aye; Zender, aye; Haggadone, aye; Hamilton, aye; Knisely, aye; Mast, aye; Kohlman, aye. 7 ayes. Motion carried unanimously.

The County Clerk declared Commissioner Kohlman as Chairman, and then relinquished the Chair to Commissioner.

**ELECTION OF VICE-CHAIRPERSON**

Commissioner Hamilton nominated Commissioner Mast for the position of Vice-Chairman of the Board of Commissioners for the year 2024.

**02-2024**

Motion by Howell, supported by Haggadone, that nominations be closed, the rules set aside, and an unanimous ballot be case for Commissioner Mast to be Vice-Chair for 2024. Roll Call vote: Howell, aye; Haggadone, aye; Hamilton, aye; Knisely, aye; Mast, aye; Zender, aye; Kohlman, aye. 7 ayes. Motion carried unanimously.

Commissioner Hamilton requested that the Board consider holding a few evening meetings throughout the year.

03-2024

Motion by Howell, supported by Zender, to approve the 2024 Schedule of Meetings as presented. Motion carried.

Brief discussion was held regarding the 2024 Chairman Appointments needing to be made.

04-2024

Motion by Haggadone, supported by Hamilton, to adopt and accept the Chairman Committee Appointments. Motion carried.

05-2024

Motion by Mast, supported by Hamilton, to adopt the Rules of Procedure as presented. Motion carried.

06-2024

Motion by Haggadone, supported by Mast, to adjourn the meeting. 9:17 a.m.

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Tom Kohlman, Chairman  
Board of Commissioners

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Theresa M. Spencer, County Clerk  
Clerk of the Board

DRAFT

**LAPEER COUNTY BOARD OF COMMISSIONERS**  
**January 4, 2024**  
**9:30 A.M.**

Chairman Kohlman called the meeting to order at 9:30 a.m. in the Commission Chambers on the lower level of the County Complex Building. Commissioner Hamilton opened the meeting with prayer. The Pledge of Allegiance was recited.

Present:	Tom Kohlman	District #1
	Gary Howell	District #2
	Kevin Knisely	District #3
	Brad Haggadone	District #4
	Truman Mast	District #5
	William Hamilton	District #6
	Bryan Zender	District #7

**AGENDA**

The agenda and draft minutes from the November 30, 2023 Regular Board Meeting were reviewed.

**07-2024**

Motion by Haggadone, supported by Mast, to accept the agenda with the addition of an amendment to the Rules of Procedure, and the deletion of a closed session. Motion carried.

**08-2024**

Motion by Zender, supported by Hamilton, to approve the November 30, 2023 Regular Board, as presented. Motion carried.

**ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES**

No comments were received.

**PUBLIC TIME** – one person spoke during public time.

**09-2024**

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

*“Motion by Howell, supported by Haggadone, to approve the Attorney-Client Fee Agreement between the County of Lapeer and The Kelly Firm, PLC, for General/Legal Counsel Services for a period of three years, effective January 1, 2024 through December 31, 2026; and further, to authorize the Chair/Vice-Chair to sign said agreement. Motion carried.”*

Motion carried.

10-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

*"Motion by Zender, supported by Mast, to authorize the Chair/Vice-Chair to sign said the Grant Agreement for the Fiscal Year 21 Homeland Security Grant Program Agreement (CFDA# 97.067), that were approved and accepted to reimburse the County for the renewal of the NIXLE Alerting services through March of 2024 (258-2023). Motion carried."*

Motion carried.

11-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

*"Motion by Hamilton, supported by Zender, to accept the 2024 Animal Welfare Fund Grant administered by the Michigan Department of Agriculture and rural Development Michigan Department Agricultural Rural Development (MDARD); and further, to authorize the County Controller/Administrator to electronically accept the grant and a copy be forwarded to the County Clerk to be entered into the official record. Motion carried."*

Motion carried.

**Emergency Management Advisory Council - two-year term**12-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

*"Motion by Knisely, supported by Haggadone, to re-appoint Jeremy Howe, Mike Vogt, Kathy Haskins, Kimberly Goldorf, Phil Kaatz, Jeremy Compau, Ted Sadler, Mike Boskee, and Marilyn Szost (alternate for Kathy Haskins), to serve on the Emergency Management Advisory Council, for a two-year term ending December 31, 2025. Motion carried."*

Motion carried.

13-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

*“Motion by Knisely, supported by Hamilton, to authorize payment to Shifman Fournier, in the amount of \$1,740.00, for labor related legal services rendered through November 30, 2023, to be paid from line item 101-239-801.020. Motion carried.”*

Motion carried.

14-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

*“Motion by Zender, supported by Mast, to authorize the renewal of the Workers Compensation Service Agreement with Comprehensive Risk Services, LLC, for Fiscal Year 2024 and 2025, for the annual amount of \$29,850.00 each year (with the cost to be shared 38% as Lapeer County's portion and 62% as Lapeer County Medical Care Facility's portion) for the period of January 1, 2024 through December 31, 2025, to be paid from line item 101-242-713.000, with the understanding that this motion authorizes the Finance Department to process the payments as outlined; and further, to authorize the Chair/Vice-Chair to sign said agreement. Motion carried.”*

Motion carried.

15-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

*“Motion by Haggadone, supported by Mast, to approve the following documents from Municipal Employees' Retirement System related to placing the seven (7) County Commissioners from the other Elected Officials division 13 into their own separate Defined Contribution Division, which includes a Division Benefit freeze to Defined contribution with the conversion option, per the request of the Board of Commissioners, as submitted:*

- *Resolution Adopting the MERS Defined Contribution Plan (1 page)*
- *MERS Defined Contribution Plan Adoption Agreement (5 pages)*
- *Contribution Addendum for MERS Defined Contribution (2 pages)*
- *Defined Benefit Plan Adoption Agreement (7 pages)*
- *Addendum for Plan Closures, Freezes and Conversions (5 pages)*

*and further, to authorize the Chair/Vice-Chair to sign said documents, with each document being entered as an official exhibit.*

*Roll Call vote: Haggadone, aye; Zender, aye; Hamilton, aye; Howell, aye; Knisely, aye; Mast, aye; Kohlman, aye. 7 ayes. Motion carried unanimously.”*

Motion carried.

16-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

*“Motion by Zender, supported by Hamilton, pursuant to the written notification given to Prosecuting Attorney John Miller in Board Motion #189-2023 on June 22, 2023, of the Board's intent to seek alternate corporate counsel services, to terminate the Engagement of General/Civil Legal Counsel services agreement that was previously approved in motion #77-21, effective December 31, 2023, with the understanding that this will also eliminate the additional \$17,000.00 stipend allocated to John Miller for corporation counsel services; and further, that this Board wishes to extend sincere appreciation to Mr. Miller for his services over the last three years. Motion carried.”*

17-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

*“Motion by Mast, supported by Knisely, pursuant to the recommendation of the Properties Committee, to approve the installation of security cameras on the exterior of the Community Mental Health Building and Harmony Hall, to be paid for by Community Mental Health Funding, at a cost not to exceed \$15,500.00, at no additional cost to the County General Fund. Motion carried.”*

Motion carried.

18-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

*“Motion by Hamilton, supported by Knisely, to adopt the following Resolution, as amended, in support of Broadband expansion in Lapeer County:*

**RESOLUTION REGARDING  
BROADBAND INTERNET ACCESS  
2023-R12**

**WHEREAS**, in Lapeer County, 77% of Broadband Survey respondents with internet Access and Visitation Contract reported not having the minimum of 25mb download/3 mb upload speeds to be considered a broadband connection; and,

**WHEREAS**, in Lapeer County, 98% of Broadband Survey respondents with internet Access and Visitation Contract reported not having the modern standard of 100mb download/20mb upload speeds to be considered a broadband connection; and,

**WHEREAS**, the digital divide is exacerbating the homework gap and learning for students without broadband access at home; and,

**WHEREAS**, lack of broadband access negatively impacts economic development, property values, personal prosperity, education, health and safety and overall quality of life; and,

**WHEREAS**, having broadband access enables cost savings in many areas of personal commerce, yielding hundreds of thousands of dollars each year in overspending by those without broadband; and,

**WHEREAS**, communities without broadband have difficulty leveraging capabilities like TeleHealth, online banking, virtual meetings, working remotely and distance learning; and,

(Resolution 2023-R12 continued)

**WHEREAS**, broadband access can combat the isolation experienced by our seniors and those living alone by enabling them to stay connected to family and friends.

**NOW THEREFORE BE IT RESOLVED**, that the Lapeer County Board of Commissioners urges Internet Service Providers (ISPs) to leverage their resources, be future-focused and expand high-speed internet access to all residents of Lapeer County, Michigan.

Roll Call vote: Hamilton, aye; Haggadone, aye; Howell, aye; Knisely, aye; Mast, aye; Zender, aye; Kohlman, aye. 7 ayes. Motion carried unanimously.”

Motion carried.

19-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

“Motion by Haggadone, supported by Zender, to rescind motion 331-2023 of the October 26, 2023 Regular Board Meeting, and give Community Mental Health Authority to appoint Brooke Sankiewicz, as the new Chief Executive Officer. Motion carried.”

Motion carried.

20-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

“Motion by Haggadone, supported by Hamilton, to allow the County Controller/Administrator to contact all surrounding counties about the possibility of a recycling partnership. Motion carried.”

Motion carried.

21-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

*“Motion by Howell, supported by Haggadone, to accept the Chairman's recommendation to change the members of the Recycling Committee to be Commissioner Howell, as Chair, Commissioner Zender, and Commissioner Haggadone as members. Motion carried.”*

Motion carried.

22-2024

Motion by Haggadone, supported by Hamilton, pursuant to motion 368-2023 of the November 30, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2023 meeting of the Committee of the Whole:

*“Motion by Howell, supported by Mast, to corrected expiration date regarding the appointment of Gabriel Lossing, from motion 330-2023 of the October 26, 2023 Regular Board Meeting, to the Veterans Affairs Committee as December 31, 2026. Motion carried.”*

Motion carried.

23-2024

Motion by Knisely, supported by Mast, pursuant to the recommendation of the Properties Committee, to approve the purchase of the ProQA software to be paid for from the 911 millage line 482-325-977.000, at a cost not to exceed \$86,158.00, at no additional cost to the County's General Fund. Motion carried.”

24-2024

Motion by Mast, supported by Knisely, pursuant to the recommendation of the Properties Committee, to authorize the Executive Director of Central Dispatch to purchase up to 20 replacement radios in a fiscal year, that are unrepairable in the line of APX radios with model numbers ending in “AN,” to be paid for from millage line 482-325-977.000, at no additional cost to the County's General Fund, and to further require a bi-monthly report of any purchases under these conditions to the Central Dispatch Authority. Motion carried.

Motion carried.

25-2024

Motion by Howell, supported by Hamilton, based upon the recommendation of the American Rescue Plan Act Committee (ARPA), to authorize the Buildings & Grounds/Parks Department to proceed with acquiring quotes for engineering drawings and oversight services related to the proposed addition to the Animal Control Building as discussed at the December 14, 2023 American Rescue Plan Act Committee (ARPA) meeting and report back to the American Rescue Plan Act Committee (ARPA). Motion carried.

26-2024

Motion by Mast, supported by Zender, based upon the recommendation of the Personnel Committee, to authorize the Sheriff's Department to amend their Table of Organization and add one additional full-time Corrections Officer position (#TBD, Pay Grade S4) to meet the needs of Courthouse Security, to be paid from the Law Enforcement Millage funding, and at no additional cost to the County's General Fund. Motion carried.

27-2024

Motion by Mast, supported by Howell, based upon the recommendation of the Personnel Committee, to amend the Table of Organization for Community Mental Health to add and fill one full-time BA Professional position (#TBD, Pay Grade 18, Office of Recipient Rights) to meet program needs and caseloads, to be paid from Community Mental Health's budget, and at no additional cost to the County's General Fund, to the Personnel Committee. Motion carried.

28-2024

Motion by Knisely, supported by Haggadone, pursuant to the recommendation of the I.T. Committee to authorize the Administration Office to proceed with the issuance of the Request for Proposal (RFP) for Information Technology Managed Services, as submitted, and report back to the Committee. Motion carried.

29-2024

Motion by Hamilton, supported by Knisely, to refer the recommendation of the I.T. Committee and previous discussions at the Budget Hearings, to authorize the County Administration to amend their Table of Organization and add and fill one full-time I.T. Hardware/Software Network Support Technician position (#TBD, Pay Grade 18), to be paid from the General Fund; and further, to approve the job description for said position, to the Personnel Committee. Motion carried.

30-2024

Motion by Hamilton, supported by Mast, to enter into the record the County's Audit Motions for December 1<sup>st</sup>, 15<sup>th</sup>, and 29<sup>th</sup>, 2023 and the Road Commissions Audit Motion for disbursements dated November 30<sup>th</sup>, December 14<sup>th</sup>, and 28<sup>th</sup>, 2023. Roll Call vote: Hamilton, aye; Howell, aye; Knisely, aye; Mast, aye; Zender, aye; Haggadone, aye; Kohlman, aye. 7 ayes. Motion carried unanimously.

No action was taken regarding any of the needed appointments.

31-2024

Motion by Haggadone, supported by Mast, to amend Article 6 of the Rules of Procedure, to include the Solid Waste/Materials Management Planning Committee as a standing Committee. Motion carried.

**AD HOCK COMMITTEE UPDATE**

Commissioner Howell stated that the Ad Hock Committee regarding the search for Legal Counsel for the County is no longer needed as the work is completed.

PUBLIC TIME – No comments were received.

COMMISSIONER REPORTS

At this time, the Commissioners had an opportunity to give brief reports on meetings and conferences that they have recently attended, as well as upcoming meetings and events, along with statements regarding public time comments.

ADMINISTRATOR/CHIEF FINANCIAL OFFICER UPDATES

Moses Sanzo, County Controller/Administrator wished everyone a new year and stated that he is looking forward to the next full year.

32-2024

Motion by Zender, supported by Hamilton, to adjourn the meeting. 10:04 a.m.

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Tom Kohlman, Chairman  
Board of Commissioners

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Theresa M. Spencer, County Clerk  
Clerk of the Board

**LAPEER COUNTY BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING  
January 11, 2024**

Chairman Kohlman called the meeting to order at 9:57 a.m. in the Commission Chambers on the lower level of the County Complex Building. Commissioner Haggadone opened the meeting with prayer. The Pledge of Allegiance was recited.

Present:	Tom Kohlman	District #1
	Gary Howell	District #2
	Kevin Knisely	District #3
	Brad Haggadone	District #4
	Truman Mast	District #5
	William Hamilton	District #6
	Bryan Zender	District #7

**AGENDA**

**33-2024**

Motion by Howell, supported by Knisely, to accept the agenda with the addition of Committee appointment to the Mental Health Services Board and the Emergency Management Advisory Council, and the deletion of a closed session. Motion carried.

**PUBLIC TIME** – One person spoke during public time.

**34-2024**

Motion by Knisely, supported by Zender, pursuant to Motion #362-2023 from the November 30, 2023 Regular Board Meeting, to allocate and authorize up to \$6.8M of A.R.P.A. Funds towards the Torzewski County Wetlands Water Park Renovation Project, Option #1 (Fund 281, expenditure category 2.35); and further, to authorize the Building & Grounds/Parks Director to proceed with ordering the Waterslide and other project components that require a longer ordering timeframe in order to meet the construction deadlines, with the understanding that all purchases will be made with the assistance and oversight of the Project Engineers and all appropriate County financial, purchasing and bid policies will be followed. Motion carried.

**35-2024**

Motion by Zender, supported by Mast, pursuant to the recommendation of the Properties Committee, to authorize Buildings and Grounds/Parks Department to proceed with Rowe Professional Service Co. for engineering plans for the Polly Ann Trail Grant. Motion carried.

**36-2024**

Motion by Zender, supported by Mast, to accept the grant Memorandum of Understanding and Agreement between the County of Lapeer and the Michigan Department of Natural Resources, in the amount of \$45,000.00 plus the \$15,000.00 in matching funds from the Friends of the Polly Ann Trail and Dryden Township, for a total of \$60,000.00 for Engineering Services work related to the Polly Ann Trail Project, as submitted and presented, and to issue a notice to proceed to Rowe engineering; and further, to authorize the Chairman to sign said agreement. Motion carried.

**Mental Health Services Board – 1 unexpired term**

37-2024

Motion by Haggadone, supported by Zender, to appoint William Hamilton to serve on the Mental Health Services Board for an unexpired term ending March 31, 2026. Motion carried.

**Emergency Management Advisory Council**

38-2024

Motion by Knisely, supported by Zender, to appoint Brent Connell to serve on the Emergency Management Advisory Council, for a two-year term ending December 31, 2025. Motion carried.

**PUBLIC TIME** – One person spoke during public time.

**COMMISSIONER REPORTS**

At this time, the Commissioners had an opportunity to give brief reports on meetings and conferences that they have recently attended, as well as upcoming meetings and events, along with statements regarding public time comments.

39-2024

Motion by Zender, supported by Knisely, to adjourn the meeting. Motion carried. 10:21 a.m.

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Tom Kohlman, Chairman  
Board of Commissioners

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Theresa M. Spencer, County Clerk  
Clerk of the Board

## COUNTY EXPENSES REIMBURSEMENT REQUEST FORM

Board of Commissioners  
COUNTY DEPARTMENT

1-11-2024  
DATE SUBMITTED

Kevin Knisely  
NAME OF EMPLOYEE

FROM: 11-15-23 TO:  
PERIOD COVERED

County Commissioner for District #3  
TITLE OR POSITION

DAY OF MONTH	DESCRIPTION	Location	PRIVATE AUTOMOBILE		COUNTY AUTOMOBILE		LODGING	MEALS	OTHER	DAILY TOTALS	
			MILES	AMOUNT	GAS	OTHER					
11-15-23	Parking LDC Conf	Ann Arbor		\$ -					49.20	\$	49 20
11-15	Exon Conf-LDC	Ann Arbor	148.0	\$916.94						\$	
11-21	EQ11 Board Meeting	EMAC	14.0	\$9.17						\$	-
12-12	NMDC/LDFA Meeting	Flint	42.0	\$27.51						\$	-
12-12	Oregon/Hadley TWP	Oregon	30.5	\$19.98						\$	-
1-9-24	LDC Board Meeting	Metamora	12.0	\$7.80						\$	-
1-9-24	Oregon/Hadley TWP	Oregon	30.5	\$19.98						\$	-
1-10	EMAC Board Mtg	L-Disp	14.0	\$9.17						\$	-
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SUMMARY TOTAL			291.0	\$190.61	\$ -	\$ -	\$ -	\$ -	\$49.20	\$	-
TOTAL AMOUNT OF VOUCHER										\$	239 81

I hereby certify that all items of expenses included in the statement were incurred in the discharge of authorized official Lapeer County business: that amounts are correct, and that they represent proper charges against the county.

NATURE OF OFFICAL BUSINESS: Travel to Other Agency and/or Municipal Meetings in the course of business as County Commissioner, District #3

SIGNED BY: *Kevin Knisely*

APPROVED BY: \_\_\_\_\_  
Department Head or authorized representative

	YES	NO
All receipts are attached:		
Extensions checked:		
Additions checked:	DD	
Mileage checked:		
Expenses verified:		

PCI Municipal Services  
220 N Ashley St Ann Arbor, MI  
Ann & Ashley Public Parking  
Ann Arbor, MI  
83 Ann Exit  
DATE: 11/17/23  
TIME: 01:18 PM

Receipt No. 55/962/83/10

\* Copy \*

Ticket: **100272237**

Entry : 11/15/23 09:02 PM

LPR :

Amount **49.20**

Credit: 49.20

Trans ID : 753542321

Card No. : xxxxxxxxxxxx6007

Card Type: AMEX

Please visit us at  
[pcia2.com](http://pcia2.com)

**DRAFT MOTIONS FROM THE  
January 11, 2024  
Committee of the Whole Meeting**

1. Motion by Haggadone, supported by Hamilton, to recommend to the Full Board, to authorize the Sheriff's Department to purchase 2 AED's from the Lapeer County Emergency Medical Services Authority Board (EMS), at \$1,857.50 each, to be paid from line item 207-301-977.000. Motion carried.
  
2. Motion by Hamilton, supported by Zender, to recommend to the Full Board, to authorize the transfer of \$89,661.33, representing the 1<sup>st</sup> of three installments toward the annual allocation of \$268,984.00, from Lapeer County Community Mental Health Appropriations (101-990-999.222) to Lapeer County Community Mental Health Expenditures (222-990-695.010). Motion carried.
  
3. Motion by Howell, supported by Haggadone, to recommend to the Full Board, to adopt the following "Resolution to Adopt the Michigan State Housing Development Authority (MSHDA) Citizens Participation Plan" for Lapeer County, to be further referenced as the MSHDA CPP, as required to be a participant in Community Development Block Grant (CDBG) funding:

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**RESOLUTION – 2024-R01**

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**To adopt the  
Michigan State Housing Development Authority (MSHDA)  
Citizens Participation Plan (CPP)  
Lapeer County, Michigan**

**WHEREAS**, the County of Lapeer has applied for Community Development Block Grant (CDBG) funds; and,

**WHEREAS**, the County of Lapeer is required to have an adopted Citizens Participation Plan (CPP) or adopt the Michigan State Housing and Community Development Authority CPP as a requirement for eligibility under CDBG; and,

**WHEREAS**, the County of Lapeer has chosen to adopt the Michigan State Housing and Community Development Authority Citizen's Participation Plan; and,

**NOW, THEREFORE BE IT RESOLVED** the Lapeer County Board of Commissioners of Lapeer County, Michigan hereby adopts the Michigan State Housing and Community Development Authority Citizen's Participation Plan, as presented and on file with the Clerk of the Board.

Roll Call vote: Howell, aye; Haggadone, aye; Hamilton, aye; Knisely, aye; Mast, nay; Zender, aye; Kohlman, nay. 5 ayes, 2 nays. Motion carried.

**Draft Motions from the Committee of the Whole Continued**

- 4. Motion by Howell, supported by Haggadone, to recommend to the Full Board, to adopt the following "Authorizing Resolution" related to the application of the Michigan State Housing Development Authority (MSHDA)'s Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program to benefit low and moderate-income residents; and further, to designate the County Controller/Administrator as the Environmental Review Certifying Officer for said grant:

*\* Refer this Motion to 2-8-2024 Cow with Authority to act*

**COUNTY OF LAPEER**

**AUTHORIZING RESOLUTION – 2024-R02**

**WHEREAS**, the Michigan State Housing Development Authority (MSDHA) has invited Units of General Local Government to apply for its Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program; and

**WHEREAS**, the Lapeer County desires to request \$590,000 in CDBG funds to implement administrative activities and a Homeowner Improvement Project in partnership with the Human Development Commission (HDC) of Lapeer County; and  
(Resolution 2024-R02 continued)

**WHEREAS**, the proposed project is consistent with the needs of the local community as described in the Application; and

**WHEREAS**, the proposed project will benefit residents of the county with at least 51 percent of those assisted being low- and moderate-income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and

**WHEREAS**, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan State Housing Development Authority.

**NOW, THEREFORE, BE IT RESOLVED** that Lapeer County hereby designates the County Administrator/Controller as the Environmental Review Certifying Officer, the person authorized to certify the CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Roll Call vote: Howell, aye; Hamilton, aye; Knisely, aye; Mast, nay; Zender, aye; Haggadone, aye; Kohlman, nay. 5 ayes, 2 nays. Motion carried.

- 5. Motion by Zender, supported by Howell, to recommend to the Full Board, to establish a Public Hearing at the January 25, 2024 Regular Board Meeting, to hear public comments related to the County's Community Development Block Grant (CDBG) Housing Improving Local Livability CHILL Grant Program application through the Michigan State Housing Development Authority (MSHDA); and further, to authorize the County Clerk to publish said notice in a local newspaper of general circulation. Motion carried.

*\* Please refer to Amended Motion - as distributed*

## **Draft Motions from the Committee of the Whole Continued**

6. Motion by Hamilton, supported by Knisely, to recommend to the Full Board, to authorize the immediate payment of the Fiscal Year 2023 dues to the Michigan Association of Counties (MAC), in the amount of \$14,268.59 for the period of July 1, 2023 through June 30, 2024, to be paid from line item 101-241-957.102 (2023 Budget). Motion carried.
  
7. Motion by Knisley, supported by Haggadone, to recommend to the Full Board, to authorize payment to Shifman Fournier, PLC, in the amount of \$540.00, for labor related legal services rendered through December 31, 2023, to be paid from line item 101-239-801.020. Motion carried.
  
8. Motion by Knisely, supported by Mast, to recommend to the Full Board, to authorize payment to the Lapeer Development Corporation for Professional Economic Services for Fiscal Year 2023/2024, at a cost not to exceed \$10,000.00, to be paid from line item 101-237-959.000. Motion carried.

**DRAFT PROPOSED MOTIONS**  
**FROM THE**  
**January 4, 2024**  
**PROPERTIES COMMITTEE MEETING**

1. **Motion by Bustle, supported by Kohlman, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to approve the construction project creating 4 offices out of 2 large offices and small storage room to provide needed office space at the CMH Building for the OPC/Triage programs, at a cost not to exceed \$7,500.00, to be paid for by CMH funding, at no additional cost to the County's General Fund. Motion carried.**

**PROPOSED DRAFT PERSONNEL MOTIONS**  
**FROM THE JANUARY 11, 2024**  
**PERSONNEL COMMITTEE MEETING**

1. **Motion by Howell, supported by Haggadone, pursuant to the recommendation of the Personnel Committee, to authorize the hourly rate increase for the Community Collaborative Coordinator position (#389) from \$20.80 to \$22.53, effective December 23, 2023, as budgeted, and at no additional cost to the County's General Fund. Motion carried unanimously.**
  
2. **Motion by Haggadone, supported by Howell, pursuant to the recommendation of both the I.T. and Personnel Committees as well as previous discussions at the Budget Hearings, to authorize the County Administration to amend their Table of Organization and add and fill one full-time I.T. Hardware/Software Network Support Technician position (#TBD, Pay Grade 18), to be paid from the General Fund; and further, to approve the job description for said position, as attached. Motion carried unanimously**

# **LAPEER COUNTY**

## **ADMINISTRATION OFFICE**

### **IT Hardware/Software Network Support Technician**

#### **General Summary**

Under the general supervision of the County Administrator/Controller, and coordinated with the County's I.T. Director, the role of a Network Support Technician is to help ensure the seamless success of technology use within Lapeer County Local Area Network and Wide area network. The position will gather user problem information, troubleshoot and resolve when possible, or escalate quickly and accurately when appropriate.

#### **Essential Functions/Responsibilities**

1. Provide operational support to equipment related to user desktops, laptops, tablets, process PC's (court monitors), Net PC's, servers, associated OS (Windows, Linux, ios), user software, printers, tethered network switches, firewalls, phone systems and untethered wireless access points.
2. Gather/Capture user and problem information.
3. Make use of technical skills, knowledge data bases and other IT resources to resolve problems and escalate problems appropriately.
4. Assist in the creation/maintenance of documentation.
5. Assist end users with hardware and software issues by fielding telephone calls, email communication, help desk tickets, diagnosing and performing troubleshooting activities. Documents, tracks and monitors the problem to facilitate a timely resolution. Relies on established guidelines and County policies to perform daily functions.
6. Applicant must have experience supporting Outlook, Windows, Word, Excel and other desktop applications.
7. Uphold and abide by all HPIAA security and County confidentiality policy.
8. Add/Remove maintain Microsoft Active Directory entries.
9. Installation, configuration, and troubleshooting of OS images and software.
10. Provide onboarding setup and training to individual users and new hires.

## **Employment Qualifications**

**Education:** Associates Degree or equivalent of two years of college level coursework in computer science or related field.

**Experience:** Two years of technical experience with mid-range computers, personal computers, and peripheral equipment which included work with wide area and local area networks.

**Other Requirements:** None.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

## **Qualifications**

Excellent verbal and written communications skills.

Exhibit a process-oriented mindset.

Excellent time management, prioritization skills, and organizational skills.

Daily end user support and issue root cause identification.

Strong help ticketing documentation skills.

Experience with PC and Mac hardware.

Knowledge of multiple OSs and applications (LOS, Windows, Linux, Office365, Chrome, Edge).

Experience with remote management tools (VNC, RDP, Kaseya RMM)

Experience with troubleshooting printers.

Experience with Antivirus, Spamware, Cryptolocker, SOPHOS software.

Active Directory user account administration

Working knowledge of VMs vs Physical PCs and servers.

Working knowledge of networking concepts and VLANS.

Experience in Help Desk support or Computer support.

Configuration and troubleshooting web cams and video conferencing.

Configuration and troubleshooting VPN connections.

**FLSA Status:** Non-exempt

**Workers' Compensation Code:** 8810

**Occupational Employment Statistical Code:** 25103

**Physical Requirements:** *{This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:*

Ability to access various county departments offices and equipment.

Ability to enter and retrieve information from computers.

Ability to access meeting rooms of Board committees.

Must be able to lift and move around 50 lbs. including equipment, files, or supplies.

**Working Conditions:**

Works in office conditions.

**Proposed Motion to enter Audit Motions for County and Road Commission into the record:**

Motion by , supported by , to enter into the record the County's Audit Motions for January 12<sup>th</sup> and 26<sup>th</sup>, 2024 and also the Road Commissions Audit Motion for disbursements dated January 11<sup>th</sup> and 25<sup>th</sup>, 2024. Motion carried.

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS DATED 1/12/2024 BE APPROVED BASED ON THE SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND	PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND 101	131,789.10	139,227.00	271,016.10
RENTAL PROPERTY 149		289.42	289.42
PROSECUTING ATTORNEY 205	33,169.10	10,300.26	43,469.36
SHERIFF'S DEPARTMENT 207	162,893.40	655,614.55	818,507.95
PARKS/RECREATION FUND 208		399.63	399.63
FRIEND OF THE COURT FUND 215	27,371.96	507.78	27,879.74
HEALTH DEPARTMENT/DISTRIC 221	63,370.40	30,979.61	94,350.01
SENIOR ACTIVITIES 223	22,230.09	26,344.16	48,574.25
ANIMAL CONTROL 225	5,017.33	3,789.40	8,806.73
SPECIALTY COURTS 232		4,468.10	4,468.10
REMONUMENTATION GRANT 245	181.06		181.06
REGISTER OF DEEDS AUTOMAT 256		2,196.00	2,196.00
DISASTER CONTINGENCY FUND 258	1,988.88	19,878.67	21,867.55
INDIGENT DEFENSE FUND 260		35,196.57	35,196.57
911 SERVICE FUND 261	43,739.92	4,870.22	48,610.14
CONCEALED PISTOL LICENSIN 263	1,158.79	380.00	1,538.79
LAW LIBRARY FUND 269		1,631.20	1,631.20
COMMUNITY CORRECTIONS 272	3,748.83	12,582.90	16,331.73
POLICE SERVICE CONTRACTS 277	50,297.89		50,297.89
AMERICAN RESCUE PLAN 281		145,291.55	145,291.55
SOIL & SED SPECIAL PROJEC 296		113.45	113.45
LAPEER FAMILY CONTINUATIO 298	728.84		728.84
HISTORIC COURTHOUSE 470		246.67	246.67
9-1-1 CONSTRUCTION FUND 482		2,226.70	2,226.70
BUILDING AND GROUNDS 631		237,635.71	237,635.71
*** TOTAL OF ***	\$547,685.59	\$1,334,169.55	\$1,881,855.14

AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR THEIR AUDIT COMMITTEE IF APPLICABLE

COMMUNITY MENTAL HEALTH F 222	281,050.36	476,987.19	758,037.55
CHILD CARE FUND 292	9,084.42	11,210.27	20,294.69
VETERANS RELIEF FUND 293	6,203.53	2,284.48	8,488.01
VETERANS TRUST FUND 294		40,439.00	40,439.00
DELINQUENT TAX REVOLVING 516	1,364.76	6,246.34	7,611.10
FORECLOSURE 532	3,165.12	4,094.01	7,259.13
REVOLVING DRAIN 601		30.00	30.00
DRAIN MAINTENANCE FUND 639		129,147.34	129,147.34
DRAIN FUND 801		414.50	414.50
*** TOTAL OF ***	\$300,868.19	\$670,853.13	\$971,721.32

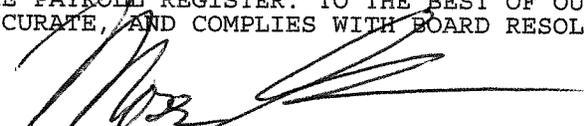
AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR STATE STATUTE IF APPLICABLE:

GENERAL CUSTODIAL FUND 701		255,823.69	255,823.69
COMMON BANKING - TRUST AN 702	335,400.67	159,921.79	495,322.46
CURRENT TAX COLLECTION FU 703		342,960.52	342,960.52
DISTRICT MUNICIPAL COURT 710		43,219.00	43,219.00
LIBRARY PENAL FINE FUND 721		20,084.78	20,084.78
*** TOTAL OF ***	\$335,400.67	\$822,009.78	\$1,157,410.45

\*\*\* GRAND TOTAL OF DISBURSEMENTS \*\*\* \$1,183,954.45 \$2,827,032.46 \$4,010,986.91

THE COUNTY CONTROLLER/ADMINISTRATORS OFFICE HAS COMPILED THIS AUDIT MOTION FROM INFORMATION CONTAINED IN THE CHECK SELECTION LIST SUMMARY BY FUND AND THE PAYROLL REGISTER. TO THE BEST OF OUR KNOWLEDGE THE INFORMATION IS CORRE ACCURATE, AND COMPLIES WITH BOARD RESOLUTIONS AND APPLICABLE POLICES.

Signed:

  
 \_\_\_\_\_  
 Moses Sanzo, Adminstrator/Controller

## ROAD COMMISSION AUDIT MOTION

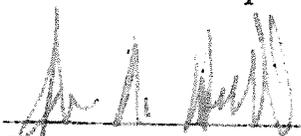
For checks dated: 01/11/2024

I move that the following expenditure disbursements be approved based on the signature of the below listed representatives of the Road Commission.

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
201-449-703.000	Salary	\$ 1,062.24
201-449-703.001	Taxable Per Diems	\$ -
201-449-7114.000	Medicare	\$ 19.86
201-449-715.000	FICA	\$ 84.93
201-449-716.000	Medical, Dental, Vision Insurance	\$ 400.00
201-449-717.000	Life Insurance	\$ -
201-449-718.000	Retirement	\$ 94.00
201-449-860.050	Mileage	\$ -
201-449-957.00	Memberships	\$ -
Total:		<hr/> \$ 1,661.03

The County Road Commission Office has compiled this audit motion from information contained in the records of the Road Commission. To the best of our knowledge the information is correct, accurate and complies with Board resolutions and applicable policies.

  
Joseph P. Minaudo, Jr., Board Secretary

  
John Howell, Chairman

**LIST OF BOARD APPOINTMENTS BY EXPIRATION DATE**  
**Revised 1/22/2024**

Name	Board	Length of Term	Expiration Date
<b>Vacant needing to be filled</b>			
Vacant	Senior Programs Advisory Board – District#7	2-year term	December 31, 2022
Vacant	Thumb Regional Community Corrections Advisory Board	2-year term	March 1, 2023
Vacant	Jury Board – Chief Judge Recommendation	Unexpired 6-year term	April 30, 2025
<b>2023</b>			
Jerry Cooper	Agricultural Preservation Board	3-year term	December 31, 2023
William Ankley	Agricultural Preservation Board	3-year term	December 31, 2023
Chris Candela	Brownfield Redevelopment Authority	3-year term	December 31, 2023
Leanne Panduren	Brownfield Redevelopment Authority	3-year term	December 31, 2023
Craig Horton	Brownfield Redevelopment Authority	3-year term	December 31, 2023
Don Dube	Brownfield Redevelopment Authority	3-year term	December 31, 2023
Andrew Harrington	Brownfield Redevelopment Authority	3-year term	December 31, 2023
Steve Zott	Brownfield Redevelopment Authority	3-year term	December 31, 2023
Rick Burrough	Brownfield Redevelopment Authority	3-year term	December 31, 2023
Andrew Harrington	Economic Development Corp.	6-year term	December 31, 2023
Jessica Marco	Economic Development Corp.	6-year term	December 31, 2023
Willa Talley	Valley Area Agency on Aging (VAAA) Executive Board	2-year term	December 31, 2023
Vacant	Valley Area Agency on Aging (VAAA) Executive Board	2-year term	December 31, 2023
<b>2024</b>			
Ronald Barnard	Mental Health Services Board	3-year term	March 31, 2024
Laird Kellie	Mental Health Services Board	3-year term	March 31, 2024
Lori Curtiss	Mental Health Services Board	3-year term	March 31, 2024
Truman Mast	Mental Health Services Board	3-year term	March 31, 2024