



MICHIGAN'S OLDEST COURTHOUSE

Lapeer County Board of Commissioners

255 Clay Street
Lapeer, Michigan 48446

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PROPERTIES COMMITTEE

February 8, 2024

Room 302- County Complex

10:00 A.M.

*Estimated Time- Meeting will Commence immediately following
the Committee of the Whole/Full Board Meeting*

2024 Committee Members: Bryan Zender (Chair), Tom Kohlman, Kevin Knisely

A-G-E-N-D-A

- 1) **CALL TO ORDER** BY CHAIRMAN/ACTING CHAIRMAN
- 2) CONSIDERATION OF THE **AGENDA** (additions and/or deletions)
- 3) CONSIDERATION OF THE DRAFT **MINUTES** OF THE **JANUARY 4, 2023** AND **JANUARY 25, 2023** PROPERTIES COMMITTEE MEETING
- 4) **NEW/GENERAL ITEMS**
 - A) **SHERIFF**- Request to approve the installation of fiber line in Mayfield Twp. Office for Sheriff's deputies use.
 - B) **COMMUNITY MENTAL HEALTH**- Discussion on new building.
 - C) **COMMUNITY MENTAL HEALTH** - Discussion on selling a vehicle.
 - D) **BUILDING & GROUNDS** - Discussion on MSUE vehicle.
 - E) **ANIMAL CONTROL**- Discussion on Animal Control Building.
 - F) **PARKS** — Request to approve the Polly Ann Trail maintenance reimbursement grant.
- 5) **OLD/REFERRED/OR ADDITIONAL ITEMS** (if needed)
- 6) **ADJOURN...**

Meetings to be held as needed.

PROPERTIES COMMITTEE

January 4, 2024

***Room 302 COUNTY COMPLEX
255 CLAY STREET, LAPEER, MI 48446***

Chairman Zender called the meeting to order at approximately 10:18 a.m. in Room 302 of the County Complex.

Members Present: Commissioners Bryan Zender, Tom Kohlman, Kevin Knisely

Others: Moses Sanzo, County Administrator/Controller, John Bustle, Building Grounds/Parks Director, Jackie Arnold, CFO, Jillian Weiss, Special Events Coordinator, Lauren Emmons, CMH CEO, Brooke Sankiewicz, CMH Clinic Service Director

AGENDA

The agenda was reviewed.

Motion by Kohlman, support by Knisely, to approve the Properties Committee Agenda as presented. Motion carried.

MINUTES

The minutes from December 14, 2023 were briefly reviewed.

Motion by Knisely, supported by Kohlman, to approve the minutes from the December 14, 2023 meeting of the Properties Committee meeting as presented. Motion carried.

CMH

Lauren Emmons was present to discuss request for construction project to create office space for the OPC/ Triage programs at the CMH Building. Emmons explained that A wing has 2 large offices and a storage room that could be constructed to make more office space. Emmons explained that the storage space project would just be a matter of moving a wall, while one of large offices would require the creation of door space. Emmons explained total construction project would create four additional office spaces.

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.**

PARKS

John Bustle was present to give update on the Polly Ann Trail Grant. Bustle explained that the DNR extended the grant application deadline. Bustle share that Rowe Professional Services Co. has been involved with this grant process since the beginning. Bustle received final pricing for Rowe to draw and oversee the engineering of the project. It was discussed that the Friends of the Polly Ann Trail would contribute monies towards the engineering costs and the DNR would contribute the remaining costs through a grant to the County. Bustle explained that the monies in the grant may not be enough to do the full project, as requested in the grant. DNR is aware and would rather have the project completed correctly and not extend as far at this time. Discussion on liability for remaining trail once grant monies is used occurred.

2. **Motion by Kohlman, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize Building and Grounds/Parks Department to proceed with Rowe Professional Service Co. for engineering plans for the Polly Ann Trail Grant. Motion carried.**

CMH

Lauren Emmons requested to give an update on the CMH building design. Emmons shared that the next step for the building would be to go to the Code Authority and Mayfield Twp. for site planning. Concerns about parking lot, fire suppression, zoning was discussed. Moses Sanzo shared concerns about size of the building as the study for the building design was completed three years ago. Emmons and Brooke Sankiewicz explained the need for the space as CMH continues to grow. Further discussion on preliminary drawings and ability to bid occurred.

PARKS

Kevin Knisely requested an update on Torzewski Water Park Concept. John Bustle explained the need to order some items as soon as possible due to production delays. Further discussion on costs occurred. Knisely requested Bustle to bring more information to the next ARPA meeting on 1/11/2024.

ADJOURN

Motion by Kohlman, supported by Knisely, to adjourn the meeting. Motion carried. 11:30 a.m.

Bryan Zender, Chairman
Lapeer County Properties Committee

PROPERTIES COMMITTEE

January 25, 2024

***Room 302 COUNTY COMPLEX
255 CLAY STREET, LAPEER, MI 48446***

Chairman Zender called the meeting to order at approximately 10:31 a.m. in Room 302 of the County Complex.

Members Present: Commissioners Bryan Zender, Tom Kohlman, Kevin Knisely

Others: Moses Sanzo, County Administrator/Controller; John Bustle, Building Grounds/Parks Director; Jackie Arnold, CFO; Jillian Weiss, Special Events Coordinator; Lori Curtis, Probate; Sheriff Scott Mckenna; Undersheriff Michael Odette

AGENDA

The agenda was reviewed.

Motion by Zender, support by Knisely, to approve the addition to the agenda to include discussion on BIS. Motion carried.

ADMIN

Lori Curtis was present to discuss the current recording system within the courtrooms. Curtis explained that the current technology in the courtrooms were last updated in 2012 and need updating. Curtis explained that currently the courtrooms are analog and would need to be upgraded to digital. Curtis shared that previously it was common to have a stenographer, however, having a recording is now the practice. Curtis explained the possible issue of recordings becoming unable to be transcribed without proper upgrades. Curtis reached out to several companies for quotes and one did not respond, one will only put in new technology, and BIS will upgrade the system which is less costly than a new system. Discussion on upgrades to Commissioner Chambers occurred and whether all upgrades are needed. Moses Sanzo shared the upgrade to Chambers included dictation software for the minutes. Discussion on the possible use of ARPA funds occurred, however, was decided that due to the pressing timeline it would come out of Capital funds. No motion necessary to move forward, however, the discussion occurred for transparency.

SHERIFF

Sheriff Mckenna was present to discuss current signage for the administration office. Sheriff explained that the sign is hard to read and is aged. Sheriff explained the importance of the location of the sign and lighting as most people miss the signage/office and end up down the road at the prison. Sheriff presented several quotes ranging in price, lighting options, and options for digital messages. Discussion on lighting options occurred ranging from solar panels to cabinet

Continued

style lighting. It was discussed that digital messaging was not necessary as the building was not off a main road. Brief discussion on funding for the sign occurred. It was recommended that more companies and research be done and to bring back to properties at that time.

ADJOURN

Motion by Kohlman, supported by Knisely, to adjourn the meeting. Motion carried. 11:26 a.m.

Bryan Zender, Chairman
Lapeer County Properties Committee

A

DATE: January 23, 2024

____REQUEST FOR ACTION

____FOR YOUR INFORMATION

 X REQUEST FOR INFORMATION

TO: LAPEER COUNTY BOARD OF COMMISSIONERS

FROM: Lapeer County Sheriff's Office

SUMMARY OF REQUEST / INFORMATION: The Sheriff's Office is working with Mayfield Township and the Lapeer ISD to add a fiber line for the Sheriff's deputies use at a cost of \$12,832.

BACKGROUND INFORMATION: The Mayfield Township Deputies are now using updated in-car cameras along with body worn cameras. All deputies now wear body cameras. Mayfield Township Hall is doing a large addition for our deputies to have a section of the building to call their own. The Sheriff's office would like the deputies to have the capability to download the information from the camera on a more efficient basis. By adding a fiber line to the township hall, the deputies can quickly download the data. Not only can the Mayfield Deputies, but all Lapeer County Sheriff's Deputies can use this access point.

CONTACT PERSON(S): Sheriff Scott McKenna

SUPPORTING DOCUMENTS: bid from ISD included.

DRAFT MOTION: Motion by _____, supported by _____, to approve the Lapeer County Sheriff's Office's installation of a fiber in the Mayfield Township office for the benefit of the deputies. Funds to come from the millage as part of technology improvement. Line 207-100-700.100.

ATTACHMENTS YES x NO

Estimate # Lapeer CNTY-Mayfield Twp PD-11/15/2023

ESTIMATE DATE	11/15/23
TECHNICIAN	Shawn Gartee

TICKET NUMBERS:

**PAY THIS
AMOUNT**

Thank you for your business!!

REQUEST FOR ACTION

DATE: February 2, 2024

 X REQUEST FOR ACTION

 FOR YOUR INFORMATION

 REQUEST FOR INFORMATION

TO: Properties Committee

FROM: John Bustle – Director of Building and Grounds/Parks

SUMMARY OF REQUEST / INFORMATION:

Request to approve the Polly Ann Trail reimbursement grant for annual maintenance purposes.

CONTACT PERSON(S): John Bustle, Director of Building & Grounds/Parks

ADDITIONAL INFORMATION:

SUPPORTING DOCUMENTS:

DRAFT MOTION:

Motion by, _____, supported by, _____, 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 \$15,000.00, for funding of regular maintenance along the Polly Ann Trail; and further, to authorize the Chairman to sign said grant agreement.

ATTACHMENTS YES X NO



Michigan Department of Natural Resources
Parks and Recreation Division

GRANT AGREEMENT NUMBER
RIF 24-16

**MEMORANDUM OF UNDERSTANDING AND AGREEMENT
FOR THE
RECREATION IMPROVEMENT FUND**

*This information is required by authority of Part 711 of Act 451 of 1994,
as amended, to qualify for reimbursement.*

Grantee Lapeer County, Polly Ann Trail	
Attention John Bustle	
Address 255 Clay St.	
City, State, ZIP Lapeer, MI 48446	
Telephone & Email (810) 245-4793 jbustle@lapeercounty.org	Federal Employer Identification Number (FEIN) CV0048174

It is expressly understood by and between the parties hereto that the proposal bears the above Grant Agreement Number and associated documents including all attachments, are by this reference made part of this understanding. All materials bearing this number constitute the entire understanding between the parties.

An agreement is made between the MICHIGAN DEPARTMENT OF NATURAL RESOURCES (hereinafter called the Department; State Trails Coordinator, contracting officer) and the above-named Grantee for funding of regular maintenance along the Polly Ann Trail.

The project period shall be from 10/01/23 to 09/30/24. This understanding shall convey a sum of money for eligible costs, but which shall not in any event exceed fifteen thousand (\$15,000.00) dollars.

All projects will comply with the Americans with Disabilities Act of 1990.

All work must comply with State and Federal guidelines rules, regulations, and laws.

Additional guidelines and specifications for this agreement:

- **Project Coordination:** The Department contact for this project is Tim Novak, hereinafter referred to as the Coordinator. The Grantee will confer regularly with the Coordinator on the progress of this project.
- **Suspended and Debarred Parties:** *Sec. 3016.35 Sub awards to debarred and suspended parties. Grantees and sub grantees must not make any award or permit any award (sub grant or contract) as any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." List of debarred parties: <http://www.epls.gov>.
- **Payment:** Where applicable, the Department agrees to reimburse the Grantee for authorized expenditures upon verification of actual expenditures up to 90 percent of the grant amount. The Department will pay the final 10 percent upon project completion and final audit. Total payment under this grant is not to exceed the actual costs or \$15,000.00, whichever is less. Initial request for payment shall be made by completing *Request for Grant Reimbursement, PR4121*, (additional forms are available from the address at the end of this agreement). All requests for payment must be submitted quarterly and received by the Department no later than the 30th of the month of the final quarter. A final request must be made by **September 30, 2024**. Requests for payment must include copies of invoices and canceled checks for all expenditures.
- **Fiscal Control and Accounting Procedures:** In addition to the summary documentation submitted to the Department, the Grantee will maintain complete financial records. Documents required to be maintained for audit include purchase orders, vouchers, authorized payments, and time records for individual employee(s) charged to this program. All financial records for this Grant will be retained by the Grantee until audit, or for a minimum of three (3) years, whichever is less. Records under audit will be retained until the audit is closed.
- **Procurement:** The Grantee will use their own procurement procedures provided they reflect applicable state and local laws and regulations, to include low bidder competition bid process, as applicable.

- **Changes:** From time to time, changes may be needed in the scope or an extension of the project and the grant. All changes must be submitted in writing to the Coordinator and approved by the Department 45 days prior to September 30, 2024. Changes implemented prior to approval by the Department will not be eligible for reimbursement.
- **Audits:** The project and related reports are subject to audit by the Department. This may include both financial audits and site visits.
- **Hold Harmless:** Each party to this agreement will be responsible for its own negligent acts, including the acts of its officers, agents, and employees.
- **Right of Cancellation:** This grant agreement may be canceled by either party upon giving thirty (30) days' written notice to that effect to the other party.

The individuals or officers signing on behalf of the parties to this Agreement certify by their signatures that they have read, understand and agree to comply with this Agreement, and have the authority to enter into this Agreement on behalf of the Grantee.

DEPARTMENT COORDINATOR

Printed Name: Tim Novak Title: DNR, State Trails Coordinator
 Signature: _____ Date: _____

GRANTEE'S REPRESENTATIVE(S)

Printed Name:	_____	Title:	_____
Signature:	_____	Date:	_____
Printed Name:	<u>Tom Kohlman</u>	Title:	<u>Lapeer County, Chair</u>
Signature:	_____	Date:	_____
Printed Name:	_____	Title:	_____
Signature:	_____	Date:	_____

Please sign and return via email to Maynard1@michigan.gov.

**NON-MOTORIZED GRANT COORDINATOR
 PARKS AND RECREATION DIVISION
 MICHIGAN DEPARTMENT OF NATURAL RESOURCES
 517-275-0299**

A fully executed copy will be returned for Grantee's files