



Lapeer County Board of Commissioners

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POLICIES & PROCEDURES COMMITTEE

****CONFERENCE ROOM 302****

FRIDAY, FEBRUARY 22, 2024

10:30 A.M.

Committee Members: Gary Howell (Chair), Truman Mast, and William Hamilton



A-G-E-N-D-A

- 1) **CALL TO ORDER** BY CHAIRMAN GARY HOWELL
- 2) CONSIDERATION OF THE **AGENDA**
- 3) CONSIDERATION OF THE **MINUTES** FROM THE **FEBRUARY 9, 2024** POLICIES AND PROCEDURES COMMITTEE
- 4) **ADMINISTRATION** –
 - A. Request to review and adopt the Lapeer County Document Retention Policy
 - B. Discussion Regarding Back Door Security Policy
- 5) **OLD/REFERRED/OR ADDITIONAL ITEMS** (if needed):
 - A)
 - B)

~Meets at the call of the Chair, As Needed~

POLICIES AND PROCEDURES COMMITTEE
FRIDAY, FEBRUARY 9, 2023

CAFÉ RAY'S CONFERENCE ROOM – LOWER LEVEL, COUNTY COMPLEX
255 CLAY STREET, LAPEER, MI 48446

Chairman Gary Howell called the meeting to order at 10:00 a.m. in the Café Ray's Conference Room in the Lower Level of the County Complex.

Members Present: Commissioners Gary Howell, Truman Mast, and William Hamilton.

Others: Moses Sanzo, County Administrator/Controller; Jackie Arnold, CFO; Doreen Clark, Administration Office Manager Stephanie King, Chief Animal Control Officer; Dave Eady, former CACO; and Brittney Kimball Ellis and Deja Vasquez from The Kelly Firm (Corporate Counsel)

AGENDA

Motion by Mast, supported by Hamilton, to approve the Agenda as presented. Motion carried unanimously.

MINUTES

The minutes from the November 22, 2023 Policies & Procedures Committee meeting were reviewed.

Motion by Hamilton, supported by Mast, to approve the minutes from the November 22, 2023 Policies and Procedures Committee meeting as presented. Motion carried unanimously.

ANIMAL CONTROL ORDINANCE

Ms. Brittney Kimball Ellis stated what they viewed as the goals when reviewing and addressing the draft Animal Control Ordinance as the County's Corporate Counsel. She thoroughly reviewed their recommended language changes regarding the various definitions, including "dangerous animals" instead of "vicious dogs" and combining "exotic animals" and "wild animals." They also recommended removing farm operations and added the Michigan Right to Farm Act as that is the appropriate applicable statute. Discussion followed regarding "nuisance animals" which will address the ongoing issue of dogs running at large throughout the County. Ms. Deja Vasquez also reviewed the appropriate recommended fees in order to meet state laws. Questions and discussion followed regarding feral cat issues in the County and addressing this with regards to ground feeling. The committee asked for more definition be specified with regards to the denser population areas.

The legal team will make the recommended changes from today's review and send a new draft out and then the Policies and Procedures committee will do a final review.

E.M.S. MILLAGE DISCUSSION

Russ Adams and Carla McCormack from Lapeer EMS were present to give the Committee some background information on the EMS Millage and ask the Committee for direction on their request to get their language approved on the Board's timeline. Lengthy questions and discussion followed and Mr. Adams stated that their legal team is currently working on the proposed language and it will be presented to the EMS Board in March so that it can also be reviewed by the County's Corporate Counsel and considered by the Board of Commissioners for approval by late March or early April.

The Committee discussed how local DDA and TIFA districts within the County has the option to capture a portion of the extra vote millages and use in their districts.

BOC RULES OF PROCEDURES UPDATES

Chairman Howell stated that he and Ms. Clark in the Administration Office met and made some recommended language changes to the BOC Rules of Procedures for language clarifications and especially with regards to the appointment process for the public who are interested in serving on the various boards and committees. The 60-day notice will give the Board more notice and will be placed on the agendas by the County Clerk as well as the County website so citizens can be better informed. All language changes were reviewed and discussed, including adding the appropriate language for the newer committees that were established in 2023 that needs to be updated as current standing committees.

Motion by Hamilton, supported by Mast, pursuant to the recommendation of the Policies and Procedures Committee, to adopt the revised FY 2024 Rules of Procedures for the Lapeer County Board of Commissioners, as attached, with language clarifications related to the appointment process when filling vacancies on the various boards and committees appointed by the Board of Commissioners, and other minor language clarifications. Motion carried unanimously.

ADJOURN

Motion by Hamilton, supported by Mast, to adjourn the meeting. Motion carried unanimously. 11:49 a.m.

Gary Howell, Chairman
Lapeer County Policies and Procedures Committee

Minutes prepared by: Doreen Clark, Office Manager

DATE: February 20, 2024

XX **REQUEST FOR ACTION**

_____ **FOR YOUR INFORMATION**

_____ **REQUEST FOR INFORMATION**

TO: Policies & Procedures Committee

FROM: Moses Sanzo, County Administrator/Controller

SUMMARY OF REQUEST / INFORMATION:

As a key component of the Lapeer County's Document Storage Reduction Plan is Lapeer County's first Document Retention Policy. The purpose of this RFA is to have the policy reviewed and approved by the committee to go to full board. According to State statutes confirmed by our corporate counsel a BOC motion putting into effect a Document Retention Policy will cause all County Departments to comply and shred all documents past the retention period.

ADDITIONAL INFORMATION: This was also reviewed and recommended by our corporate counsel (see attached).

CONTACT PERSON(S): Moses Sanzo, County Administrator

BACKGROUND INFORMATION:

SUPPORTING DOCUMENTS:

DRAFT MOTION:

Motion by _____, supported by _____, to recommend to the Full Board and pursuant to the recommendation of the Policies and Procedures Committee, to approve the Lapeer County Document Retention Policy, as attached; and further, that all County Departments are encouraged to follow the retention disposal schedules as outlined in said document.

ATTACHMENTS: YES X or NO _____