



**THERESA M. SPENCER  
LAPEER COUNTY CLERK**

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Lapeer, Michigan 48446

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

**LAPEER COUNTY BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
March 28, 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
- ◆ February 22, 2024 Regular Board Meeting

**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**

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

**CONTINUED -**

## NEW/OLD BUSINESS:

### DRAFT MOTIONS

- |                                      |                     |            |
|--------------------------------------|---------------------|------------|
| ♦ Committee of the Whole             | (March 14, 2024)    | (Attached) |
| ♦ Properties Committee               | (February 22, 2024) | (Attached) |
| ♦ Properties Committee               | (March 14, 2024)    | (Attached) |
| ♦ Personnel Committee                | (February 22, 2024) | (Attached) |
| ♦ Personnel Committee                | (March 14, 2024)    | (Attached) |
| ♦ Policies and Procedures Committee  | (February 22, 2024) | (Attached) |
| ♦ Policies and Procedures Committee  | (March 20, 2024)    | (Attached) |
| ♦ American Rescue Plan Act Committee | March 14, 2024)     | (Attached) |
1. **MSU EXTENSION** – Karly Creguer, District Coordinator, MSU Extension  
2023 Annual Report
  2. **RESOLUTION** – Telecommunicators Week
  3. **RESOLUTION** – Crime Victims’ rights Week
  4. **AUDIT MOTIONS**- Enter into the Record  
County’s Audit Motions for March 8<sup>th</sup> and 22<sup>nd</sup>, 2024 and the Road Commissions Audit Motion for  
disbursements dated March 7<sup>th</sup> and 21<sup>st</sup>, 2024
  5. **JURY BOARD** – Recommendation Letter for appointment of Emily Chouinard
  6. **NOTICE OF EXPIRED TERMS**
    - A. Agricultural Preservation Board  
2 positions, which expired December 31, 2023
    - B. Brownfield Redevelopment Authority  
7 positions, which expired December 31, 2023
    - C. Economic Development Corporation Board of Directors  
2 positions, which expired December 31, 2023
    - D. Senior Programs Advisory Board  
Commissioner District #7, which expired December 31, 2022
    - E. Valley Area Agency on Aging (VAAA)- Executive Board  
1 position, which expired December 31, 2023
    - F. Thumb Regional Community Corrections Advisory Board  
1 unexpired term, which expired March 1, 2023  
1 unexpired term, which ends April 30, 2025

**(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: 43 pages total.**

**LAPEER COUNTY BOARD OF COMMISSIONERS**  
**February 22, 2024**  
**9:00 A.M.**

Chairman Kohlman called the meeting to order at 9:00 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

**AGENDA**

The agenda and draft minutes from the January 25, 2024 Regular Board Meeting were reviewed.

**60-2024**

Motion by Haggadone, supported by Zender, to accept the agenda with the deletion of a closed session. Motion carried.

**61-2024**

Motion by Hamilton, supported by Haggadone, to approve the January 25, 2024 Regular Board Meeting, as presented. Motion carried.

**ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES**

Jeff Satkowski, Director of Central Dispatch gave a brief update regarding the recent outage and openings on Boards he is interested in.

**PUBLIC TIME** – five people spoke during public time.

**62-2024**

Motion by Howell, supported by Haggadone, pursuant to motion 47-2024 of the January 25, 2024 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 February 8, 2024 meeting of the Committee of the Whole:

*“Motion by Howell, supported by Haggadone, 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 Administrator/Controller as the Environmental Review Certifying Officer for said grant:*

**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

**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, nay; Knisely, aye; Mast, nay; Zender, aye; Haggadone, aye; Kohlman, nay. 4 ayes, 3 nays. Motion carried."

Roll Call vote: Howell, aye; Knisley, aye; Zender, aye; Mast, nay; Haggadone, aye; Hamilton, nay; Kohlman, nay. 4 ayes, 3 nays. Motion carried.

**63-2024**

Motion by Haggadone, supported by Knisely, to accept the 2024 Michigan Association for Local Public Health (MALPH) Lapeer Health Department Staff Wellbeing mini-grant, in the amount of \$4,000.00, at no additional cost to the County General Fund, and to authorize the Health Department Director to electronically sign the agreement and that a copy be forwarded to the County Clerk to be entered into the Official Record as an exhibit. Motion carried.

64-2024

Motion by Haggadone, supported by Knisely, to accept the 2024 Michigan Department of Health and Human Services (MDHHS) Oral Health Kindergarten Assessment Program Grant, in the amount of \$56,909.00, at no additional cost to the County General Fund, and to authorize the Health Department Director to electronically sign the agreement and that a copy be forwarded to the County Clerk to be entered into the official record as an exhibit. Motion carried.

65-2024

Motion by Haggadone, supported by Knisely, to approve and sign all township and village contracts for the Lapeer County Sheriff's Office. Motion carried.

66-2024

Motion by Haggadone, supported by Knisely, to approve the Lapeer County Sheriff's Office submission of the Corrections Officer's training grant for the 1<sup>st</sup> calendar, and no additional cost to the county. Motion carried.

67-2024

Motion by Haggadone, supported by Knisely, to approve the purchase of 4 tasers for the Corrections Division. To be paid from the contingency 207-100-700.100. Motion carried.

68-2024

Motion by Haggadone, supported by Knisely, to approve the purchase of ten (10) Zoll AED Plus, ten (10) Zoll PediPadz, ten (10) sets of lithium ion batteries, and twenty (20) CPR Stat-Padz Electrodes to be purchased and reimbursed by the Fiscal Year 2022 Homeland Security Grant Program Funds from ElectraMed, at a cost of \$17,545.50 from line item 258-424-977.000, and subsequently reimbursed by the identified Fiscal Year 2022 Homeland Security Grant Program (HSGP). Motion carried.

69-2024

Motion by Haggadone, supported by Knisely, to authorize the renewal of the Equature contract on a 5-year prepaid with a 5% savings, at a cost of \$98,517.23, to be paid using the 9-1-1 millage account #482-325-977.000 at no additional cost to the County General Fund. Motion carried.

70-2024

Motion by Hamilton, supported by Zender, to authorize the renewal of the Motorola support for dispatch consoles, at a cost of \$40,038.00. To be paid using the 9-1-1 account #261-325-813.000, at no cost to the County General Fund. Motion carried.

71-2024

Motion by Hamilton, supported by Zender, to authorize the 2-year renewal of the Motorola support for Emergency Callworks at a cost of \$49,660.38. To be paid using the 9-1-1 millage account #482-325-977.000 at no cost the county general fund. Motion carried.

72-2024

Motion by Hamilton, supported by Zender, to authorize the payment of the ProComm annual invoice for local radio support at a cost of \$55,080.00. To be paid using the 9-1-1 account #261-325-813.000 at no cost to the county general fund. Motion carried.

73-2024

Motion by Hamilton, supported by Zender, to enter into a three (3) year contract with MGT of America Consulting, LLC for the Friend of the Court and Prosecuting Attorney Title IV-D Cooperative Reimbursement Program, as submitted, and further, to authorize the Chair/Vice-Chair to sign said contract. Motion carried.

74-2024

Motion by Hamilton, supported by Zender, to authorize Probate Court to purchase Training from University of Cincinnati Corrections Institute in the amount of \$6,750.00 for Youth Level Assessment Tool. Motion carried.

75-2024

Motion by Hamilton, supported by Zender, to accept the State of Michigan 2024 County Veteran Service Fund Grant awarded up to \$93,689.85, and further, to authorize the Chair/Vice-Chair to sign said Grant. Motion carried.

76-2024

Motion by Hamilton, supported by Zender, to authorize payment to Shifman Fournier, PLC in the amount of \$1,035.00, for labor related legal services rendered through January 31, 2024, to be paid from line item 101-239-801.020. Motion carried.

77-2024

Motion by Knisely, supported by Mast, to authorize Administration to purchase a renewal subscription from SHI for the Budget Book Software, in the amount of \$20,556.00, to be paid from line item 101-228-813.030. Motion carried.

**Valley Area Agency on Aging (VAAA) Executive Board**78-2024

Motion by Howell, supported by Knisely, to re-appoint Willa Talley to serve on the Valley Area Agency on Aging (VAAA) Executive Board for a two-year term ending December 31, 2025. Motion carried.

79-2024

Motion by Zender, supported by Haggadone, pursuant to the recommendation of the Properties Committee, to authorize the County to sell passenger van to Central State Group Home at a price of \$14,243.00. Motion carried.

80-2024

Motion by Zender, supported by Haggadone, pursuant to the recommendation of the Properties Committee, to authorize the reassignment of the current vehicle from MSUE to Building and Grounds general fleet. Motion carried.

81-2024

Motion by Zender, supported by Haggadone, pursuant to the recommendation of the Properties Committee, 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. Motion carried.

82-2024

Motion by Howell, supported by Mast, to authorize Community Mental Health CEO to negotiate the rate of pay for the internal candidate for the Chief Clinical Officer position up to Step 3 of Pay Grade 25, at no additional cost to the County's General Fund. Motion carried.

83-2024

Motion by Haggadone, supported by Mast, to amend the Table of Organization in conjunction with Phase 1 which was previously authorized by motion #283-2023, and to authorize Community Mental Health to add the following Phase 2 remainder new positions to fulfill the requirements of the State Demonstration participation as a Certified Community Behavioral Health Center and to meet increased demand for services especially for the mild to moderate clients of Lapeer County, to be paid from Community Mental Health funding and at no additional cost to the County's General Fund:

Phase Two (January 2024 – March 2024)

- (3) CMH Professional BA (#TBD, Case Management, PG 18)
- (1) CMH Professional BA (#TBD, Non-Union, Quality Dept, PG18)
- (1) Certified Peer Support Specialist Position (#TBD, PG 15)
- (2) Master Level Clinicians (#TBD, PG 21)
- (1) Parent Support Partner (#TBD, PG 15)
- (1) General Clerk (#TBD, PG 13)

Motion carried.

84-2024

Motion by Haggadone, supported by Mast, to authorize the Prosecuting Attorney to negotiate the rate of pay for the Secretary II position (#105) up to a Step 1 of Pay Grade 15 based on the candidate's experience, qualifications and LEIN certification, as agreed upon through the Letter of Understanding with the Teamsters Local 214 union, effective February 5, 2023, at no additional cost to the County's General Fund. Motion carried.

85-2024

Motion by Mast, supported by Zender, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the Building & Grounds/Parks Department to create and add one new part-time seasonal General Clerk/Office Aide position (#TBD, PG 13 entry flat rate \$16.22) for the period of May through September, to be paid from within their budget (Fund 101-265); and further, to approve the related job description for said position, as attached. Motion carried.

86-2024

Motion by Hamilton, supported by Zender, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the Probate/Family Court office to create and add one full-time Juvenile Register/Court Clerk I position (#TDB, Pay Grade 14), as previously discussed and budgeted through the Budget Hearing process, to be paid within the Court budget; and further, to approve the related job description for said position. Motion carried.



87-2024

Motion by Howell, supported by Hamilton, 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.

88-2024

Motion by Howell, supported by Mast, that the \$300.00 per week stipend for on-call Prosecutor Pay to stay in place. Motion carried.

89-2024

Motion by Haggadone, supported by Hamilton, to enter into the record the County's Audit Motions for February 9<sup>th</sup> and 23<sup>rd</sup>, 2024 and also the Road Commissions Audit Motion for disbursements dated February 8<sup>th</sup> and 22<sup>nd</sup>, 2024. Roll Call vote: Haggadone, aye; Hamilton, aye; Howell, aye; Knisley, aye; Mast, aye; Zender, aye; Kohlman, aye. 7 ayes. Motion carried unanimously.

No action was taken regarding the following appointments: Agricultural Preservation Board; Brownfield Redevelopment Authority; Economic Development Corporation Board of Directors; Senior Programs Advisory Board; Valley Area Agency on Aging (VAAA) Executive Board; Thumb Regional Community Corrections Advisory Board; Jury Board

**AD HOC COMMITTEE UPDATES**

No updates given.

**PUBLIC TIME** – four people 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.

**ADMINISTRATOR/CHIEF FINANCIAL OFFICER UPDATES**

Moses Sanzo, County Controller/Administrator stated that he will check on the names for the Brownfield Redevelopment Authority and Economic Development Corporation Board of Directors. He also gave an update regarding the Department Head meeting. Jackie Arnold, Chief Financial Officer gave an update regarding the new firm for the audit.

90-2024

Motion by Zender, supported by Haggadone, to adjourn the meeting. 11:12 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 MOTIONS FROM THE  
March 14, 2024  
Committee of the Whole Meeting**

1. Motion by Howell, supported by Hamilton, to recommend to the Full Board, to approve the 2024 Police Service Contract with Imlay Township; and further, to authorize the Board Chairman to sign said contract. Motion carried.
2. Motion by Knisely, supported by Haggadone, to recommend to the Full Board, to authorize the Lapeer County Sheriff's office to purchase 13 bullet proof vests with outer carriers and 5 spike stab vests, cost of \$15,665.00 from lines 207-301-743.010, 207-351-743.010 and the remainder from line 207-301-743.000. Motion carried.
3. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to authorize the issuance of a credit card to the county 911 Director for use as described in the Lapeer County's adopted credit card policy. Motion carried.
4. Motion by Zender, supported by Haggadone, to recommend to the Full Board, to authorize Prosecuting Attorney, John Miller, to consummate the proposed interface contract with Karpel at the cost of \$18,000.00 and approve expenditure of \$4,400.00 to CLEMIS at a combined total cost not to exceed \$22,400.00 from budget line item 205-100-700-100 (contingencies) and further, to authorize the Chairman to sign said contract. Motion carried.
5. Motion by Haggadone, supported by Zender, to recommend to the Full Board, to authorize the Courts to approve the contract with Thompson Reuters West Proflex legal research for a 24-month period under the terms outlined in the agreement. Monthly cost of \$408.00 per moth for 12 months and \$428.40 per month for following 12 months; and further, to authorize the Chairman or Vice-Chairman to sign said agreement. Motion carried.
6. Motion by Hamilton, supported by Knisely, to recommend to the Full Board, to approve the renewal of the maintenance Agreement for the Live Scan Fingerprint machine located in the Lapeer County Court Complex, Room #83, for the period of March 1<sup>st</sup>, 2024 through February 28<sup>th</sup>, 2025 at a cost of \$3,530.00; and further, to authorize the Chair/Vice-Chair to sign said contract. Motion carried.

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

7. Motion by Zender, supported by Knisely, to recommend to the Full Board, to authorize the Chair/Vice-Chair to sign the Software License and Maintenance Agreement with DEKETO, LLC, which was approved on December 1, 2022 in motion #404-22. Motion carried.
8. Motion by Zender, supported by Haggadone, to recommend to the Full Board, to authorize the purchase of encryption software for county owned laptops through MiDEAL vendor CDWG in an amount not to exceed \$3,045.00, to be reimbursed by the Homeland Security Grant Program (HSGP)(CFDA #97.067), at no additional cost to the county and to authorize the Chairman to sign any associated documents with the purchase. Motion carried.
9. Motion by Haggadone, supported by Knisely, to recommend to the Full Board, to authorize payment to Shifman Fournier, in the amount of \$705.00, for labor related legal services rendered through February 29, 2024, to be paid from line item 101-239-801.020. Roll Call vote: Haggadone, aye; Hamilton, aye; Howell, aye; Knisely, aye; Zender, aye; Mast, aye; Kohlman, absent. 6 ayes, 1 absent. Motion carried.
10. Motion by Zender, supported by Knisely, to recommend to the Full Board, to authorize payment to The Kelly Firm, in the amount of \$8,890.00 for corporation counsel legal services rendered through January 31, 2024, to be paid from line item #101-239-801.020. Roll Call vote: Zender, aye; Knisely, aye; Howell, aye; Hamilton, aye; Haggadone, aye; Mast, aye; Kohlman, absent. 6 ayes, 1 absent. Motion carried.

**DRAFT PROPOSED MOTIONS**  
**FROM THE**  
**February 22, 2024**  
**PROPERTIES COMMITTEE MEETING**

1. **Motion by Knisely, supported by Kohlman, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize the discontinuance of the NIXLE subscription and authorize the transition to Onsolve CodeRed, pending the cost approval between Sheriff's Department, Central Dispatch, and Administration to cover 1/3 each of the annual costs; and further to authorize the County Administrator/Controller to sign said agreements. Motion carried.**

**DRAFT PROPOSED MOTIONS**  
**FROM THE**  
**March 14, 2024**  
**PROPERTIES COMMITTEE MEETING**

1. **Motion by Haggadone, supported by Howell, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to proceed with landscaping by Kirtland Landscape, Inc., \$14,164.00 and Better Buy Flag \$2,169.77, to be paid from 911 millage account 482-325-977.000, for a cost not to exceed \$25,000. Motion carried.**
2. **Motion by Howell, supported by Haggadone, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to recommend that the Committee of the Whole and Board of Commissioners consider resolutions regarding updates to the lake level orders and the Part 307 Process, as further investigation by the Drain Commission finds necessary. Motion carried.**
3. **Motion by Howell, supported by Bustle, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize the preparation of the RFP process for the new CMH building. Motion carried.**
4. **Motion by Howell, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to approve the sale or either the 2008 Dodge Charger for \$1,500.00 or the sale of the 2017 Dodge Charger for \$5,000.00, to the Lapeer County Intermediate School District to be used at the Education Technology Center for the Public Safety Careers Program. Motion carried.**
5. **Motion by Howell, supported by Knisely, to accept the installation of a pavilion at the Saginaw Street Kayak Launch, to be paid for and installed by the Lapeer Rotary Club, at no additional cost to the County's General Fund. Motion carried.**



**PROPOSED DRAFT PERSONNEL MOTIONS**  
**FROM THE FEBRUARY 22, 2024**  
**PERSONNEL COMMITTEE MEETING**  
**FOR THE**  
**MARCH 28, 2024 FULL BOARD**

1. Motion by Howell, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Personnel Committee, to authorize the Sheriff's Department to hire and fill the vacant full-time Corrections Officer position (#766, PG S4) at the Step 2 pay rate due to the candidate's 4.5 years of Corrections experience and pursuant to the Letter of Understanding with the union regarding external lateral transfers, to be paid from the Sheriff's Department's budget, at no additional cost to the County's General Fund. Motion carried unanimously.
  
2. Motion by Knisely, supported by Howell, to recommend to the Full Board, pursuant to the recommendation of the Personnel Committee, to authorize 911 Central Dispatch to bypass the entry rate and authorize hiring of Communication Specialists (Dispatchers) vacancies at the 6-month step of Pay Grade 16 due to ongoing hiring difficulties, to be paid from within the 911 Budget and at no additional cost to the County's General Fund. Motion carried unanimously.

**PROPOSED DRAFT PERSONNEL MOTIONS**  
**FROM THE MARCH 14, 2024**  
**PERSONNEL COMMITTEE MEETING**

1. Motion by Howell, supported by Knisely, pursuant to the recommendation of the Personnel Committee, to authorize the Prosecuting Attorney to hire a temporary summer Legal Intern from the Prosecuting Attorney Association of Michigan from May 1<sup>st</sup> through December 31<sup>st</sup> at a cost not to exceed \$9,600, to be paid from the Prosecutor's budget, at no additional cost to the County's General Fund.
  
2. Motion by Howell, supported by Haggadone, pursuant to the recommendation of the Personnel Committee, to authorize the Health Department to amend their Table of Organization to reduce the full-time Public Health Coordinator/Nurse II position (#327, PG 21) to a regular part-time Public Health Coordinator/Nurse II position, at no additional cost to the County General Fund; and further, to authorize said position to be filled upon the anticipated retirement of the current employee on April 5, 2024.
  
3. Motion by Haggadone, supported by Howell, pursuant to the recommendation of the Personnel Committee, to authorize the Health Department to amend their Table of Organization to eliminate the senior program's full-time Account Clerk position (#361, Pay Grade 15), and add/create and fill one full-time Senior Program Coordinator position (#TBD, Pay Grade 17) to better meet program needs, at no additional cost to the County's General Fund; and further, to approve the new job description for said position. *(INCLUDE ATTACHMENT)*

**LAPEER COUNTY**  
**HEALTH DEPARTMENT**  
**SENIOR PROGRAMS COORDINATOR**

**General Summary**

Under the supervision of the Senior Program Director, the Senior Programs Coordinator is assigned both program management and direct service activities for senior programs. Responsible for using guidelines, standards, rules, and regulations as a basis for developing and implementing program goals, policies and procedures, and quality assurance criteria. Performs functions of an account clerk as needed by senior programs, including such duties as reviewing documentation of services provided to clients to prepare and submit reports necessary for billing for services provided. May post payments to appropriate records for cash receipts and event entry.

**Essential Functions**

1. Assists Senior Program Director to plan, implement, and evaluate the effectiveness of staff in assigned area, and staff development needs.
2. Uses staff input, program requirements, rules and regulations to assist the Senior Program Director with the development of policies, procedures, and other program criteria. Oversees the implementation of each in assigned program areas.
3. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.
4. Processes personnel information from schedule/time sheets or other source documentation and ensures the accuracy of hours worked. Produces related financial reports, proofing them to ensure accuracy.
5. Collects cash, checks and receipts and balances them daily as appropriate. Ensures that all monies are kept in secure conditions.
6. Reviews documentation of events for accuracy and makes corrections to funding sources, revenue accounts, and/or computed fees in order to generate end-of-the-month bills.
7. Prepares summary reports for programs including data such as client log, date of service, amount billed, amount paid, and other information.

8. Prepares accounts payable for payment by checking the accuracy and propriety of all invoices against purchase orders and contracts and ensures that all billings are verified against a purchase order and have been received by the appropriate party. Codes invoices and charge them to the appropriate account.
9. Balances statements and files all pertinent information for vendor accounts. Provides information to vendors regarding statements as requested.
10. Generates reports, computer spreadsheets to support various budget proposals, financial reports, departmental internal controls, grant claims, and other county required reports.
11. Other duties as assigned by Senior Program Director.

**Other Functions:** None Listed

*This may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** High school graduation or equivalent. Prefer some course work in accounting, data processing, office management or related area.

**Experience:** Three years of office experience. One year of experience related to accounting in an automated system. Two years of experience working with program implementation is preferred.

### **Qualifications:**

Knowledge of organization or department operations, services, and policies.  
Knowledge of general office procedures and protocols.  
Knowledge and skill in Microsoft Office, including Excel, Word, and PowerPoint.  
Skill in word processing and in basic mathematical calculations.  
Ability to communicate effectively orally and in writing.

**Other Requirements:** Possession of a valid Michigan driver's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in the 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.*

**FLSA Status:** Non-Exempt

**Worker's Compensation Code:** 8810

**Occupational Employment Statistical Code:** 55338

**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 accommodation will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].

Ability to access departmental files.

Periods of prolonged sitting at a computer screen

Ability to enter and access information in a computer system.

May travel throughout the county related to the senior centers and home delivered meals programs.

**Working Conditions:**

Works in office conditions.

**DRAFT PROPOSED MOTION**  
**FROM THE FEBRUARY 22, 2024**  
**POLICIES AND PROCEDURES COMMITTEE MEETING**  
**TO THE MARCH 28<sup>TH</sup> FULL BOARD**

- 1. Motion by Hamilton, supported by Mast, to recommend to the Full Board and pursuant to the recommendation of our Corporation Counsel and the Policies and Procedures Committee, to approve and adopt the Lapeer County Document Retention Policy, as attached, and further, that all County Departments are to begin following the retention disposal schedules as outlined in said document. Motion carried unanimously.**

**DRAFT PROPOSED MOTIONS**  
**FROM THE MARCH 20, 2024**  
**POLICIES AND PROCEDURES COMMITTEE MEETING**  
**TO THE MARCH 28<sup>TH</sup> FULL BOARD**

- 1. Motion by Hamilton, supported by Mast, to recommend to the Full Board, pursuant to the recommendation of the Policies and Procedures Committee, to adopt the following Resolution Opposing Public Act 233 of 2023 and to authorize the Chairman or Vice-Chair to sign said resolution:**

**LAPEER COUNTY BOARD OF COMMISSIONERS**  
**Resolution Opposing Public Act 233 of 2023**  
**Resolution No. 2024-R06**

**WHEREAS,** citizens, through their local governments are best able to assess the needs of their communities and should be allowed to determine what plans and projects are appropriate; and,

**WHEREAS,** the Michigan legislature has passed, and the governor has signed Public Act 233 of 2023, which strips away local control of utility scale wind and solar projects and places control with the Michigan Public Service Commission; and,

**WHEREAS,** The Lapeer County Board of Commissioners, will do everything it legally can to prevent special interests from taking away local control from our citizens.

**NOW THEREFORE BE IT RESOLVED,** that the Lapeer County Board of Commissioners expresses its strong disapproval of Public Act 233 which takes away local zoning control from our communities; and,

**BE IT FURTHER RESOLVED,** that the Lapeer County Board of Commissioners supports the statewide ballot initiative, Citizens for Local Choice, a grassroots coalition of local officials and community organizers across Michigan working to amend the Clean and Renewable Energy and Energy Waste Reduction Act to, among other things, repeal Part 8 as added by Public Act 233 of 2023 which would restore local control of land use to ensure reasonable regulation in our widely diverse communities.

**BE IT FURTHER RESOLVED,** that copies of this resolution shall be forwarded to all Michigan counties, the Michigan Association of Counties, the Governor, and all of our State Representatives and State Senators that represent Lapeer County.

**Roll Call Vote Required:**

2. **Motion by Hamilton, supported by Mast, to recommend to the Full Board, pursuant to the recommendation of the Policies and Procedures Committee, to adopt the following Resolution Opposing Public Act 233 of 2023 and to authorize the Chairman or Vice-Chair to sign said resolution:**

**RESOLUTION  
DESIGNATING LAPEER COUNTY AS A  
"FREEDOM TO HOMESCHOOL" COUNTY  
RESOLUTION NO. 2024-R03**

- WHEREAS,** it is the parent(s) fundamental right to direct the upbringing and education of *their children*, this right is protected by the U.S. Constitution and Michigan Constitution; and,
- WHEREAS,** Article VIII, Section 1 of the Michigan Constitution states: "Religion, morality and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged"; and,
- WHEREAS,** Section 380.10 of the Michigan Revised School Code states: "It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children"; and,
- WHEREAS,** parental rights include, however are not limited to, making decisions regarding children's education and health care in a manner consistent with their family values, and parents must do so to promote *their* children's general health and well-being as well as their right to direct the education of *their* child, be it public, homeschooling, private or parochial education; and,
- WHEREAS,** according to the U.S. Supreme Court, the Due Process Clause of the 14<sup>th</sup> Amendment protects parental rights. The U.S. Supreme Court has repeatedly affirmed that they are fundamental rights; and,
- WHEREAS,** parents have every right to seek accountability, choice, and transparency in *their children's* education, and that Government officials must be held accountable for what's promoted to children; and,
- WHEREAS,** no single form of education can meet the needs of all students or families; and,
- WHEREAS,** the lower a student-to-teacher ratio is, the greater the ability to individualize education for an individual student becomes, as well as a better outcome; and,
- WHEREAS,** Homeschooling offers profound flexibility in how education is delivered to students, as well as open ended opportunities to customize and individualize education around learning styles, interests, moral and religious beliefs and life goals of the student; and,
- WHEREAS** no teacher or institution can know or love a child more than a child's parent(s); and,



**WHEREAS** Statistics show that Homeschooled students have consistently shown above-average results on all standardized tests and are likely to be at least one grade ahead of public-school students; and,

**WHEREAS,** State Superintendent Michael Rice has asked the Michigan Legislature for a Homeschool Registry. This is a violation of Parental rights and privacy that would result in placing barriers that would have an intimidating adverse effect while placing obstacles and unnecessary restrictions on those wishing to Homeschool their children in Lapeer County; and,

**WHEREAS,** Michigan Attorney General Dana Nessel has stated she supports "monitoring" the private homes of Homeschoolers to inspect their private properties, a blatant violation of our 4<sup>th</sup> amendment rights.

**NOW THEREFORE IT IS HEREBY RESOLVED,** by the Lapeer County Board of Commissioners, that the County of Lapeer, Michigan, be, and hereby is, declared to be a "Freedom to Homeschool County," and,

**IT IS FURTHER RESOLVED** that this board affirms its full support for the right of parent(s) to educate ***their children***, and that freedom of educational choice will lead to the best possible outcome for each individual student.

**BE IT FURTHER RESOLVED** that the Lapeer County Board of Commissioners call upon our Lapeer County Sheriff and Lapeer County Prosecutor to defend our 4<sup>th</sup> amendment constitutional rights on this matter and specifically any efforts by the those outside our county that may result in any attempt to force warrantless searches of the homes and properties of Homeschool families.

**BE IT FURTHER RESOLVED** that the Lapeer County Board of Commissioners shall not authorize or appropriate new funding, resources, employees, agencies, contractors, buildings, detention centers or offices for the sole purpose of enforcing any statute, law, rule, order, or regulation that restricts the rights of parents to Homeschool ***their children***.

**BE IT FURTHER ESOLVED,** that a copy of this Resolution be sent to Governor Gretchen Whitmer, Michigan State Senators; Ruth Johnson and Kevin Daley, Michigan State Representatives; Greg Alexander, Phil Green, Jamie Greene and the other 82 County Board of Commissions in the State of Michigan, U.S. Congress Representative, Lisa McClain, U.S. Senators; Gary Peters and Debbie Stabenow, Lapeer County Sheriff Scott McKenna, Lapeer County Prosecuting Attorney John Miller, and all County Department Directors.

**ROLL CALL VOTE REQUIRED**

**PROPOSED DRAFT MOTION**  
**FROM THE**  
**MARCH 14, 2024**  
**ARPA COMMITTEE MEETING**

- 1. Motion by Howell, supported by Mast, based upon the recommendation of the ARPA Committee, to authorize the Buildings & Grounds/Parks Department to proceed with the purchase of a used Genie Boom Lift from Alta Equipment Company, at a cost not to exceed \$35,900.00, to be paid from ARPA Funds (category 2.11). Motion carried unanimously.**

# Lapeer County 2023 ANNUAL REPORT



## BY THE NUMBERS

100+

Over 100 years MSU Extension professionals have provided education to Lapeer County residents



\$38,395 spending with local businesses in Lapeer County



205 Lapeer County students enrolled at MSU



MSU disbursed \$3,628,285 in financial aid to Lapeer County students



1,346 MSU alumni living in and contributing to Lapeer County



1,818 youth involved in 4-H in Lapeer County youth development programs



\$11,513,131 total economic impact in Lapeer County

## MESSAGE FROM THE DISTRICT DIRECTOR

Mother Teresa once said, "I alone cannot change the world, but I can cast a stone across the waters and create many ripples". MSU Extension is a catalyst for creating lasting impact that ripples across the Thumb, state, and beyond. Our programs reach all audiences and age groups. From youth learning essential life skills and farmers exploring ways to increase efficiency and effectiveness, to older adults being able to access healthier foods and local communities discovering ways to increase economic impact. The possibilities of impact through MSU Extension are endless.

Through partnerships we can produce exponential ripples to change the lives of our neighbors, family, and friends. For over 100 years, MSU Extension's goal has been to "bring knowledge to life". By connecting with organizations and agencies across the Thumb, we bring the knowledge and research from Michigan State University to our communities and empower them to improve their lives. Alone we can cast a small stone to create ripples. Together our stone grows to produce larger impact than any one organization can create themselves.

I have been with MSU Extension for over nine years focusing on improving the health and nutrition of community members. As I continue to learn my new role as District Director, I am looking forward to exploring new ways to work with our partners as we create ripples of impact across Lapeer County and beyond.

## CONTACT



MSU Extension Lapeer County  
1800 Imlay City Rd., Ste. 1  
Lapeer, MI 48446



810-667-0341



[msue.anr.msu.edu](http://msue.anr.msu.edu)  
[lapeercounty@msu.edu](mailto:lapeercounty@msu.edu)



MSU Extension District 10



@MSUEExtension

**MICHIGAN STATE**  
UNIVERSITY

**Extension**

# Supporting Food and Agriculture



**Phil Kaatz**

**Forage Management  
and Field Crops  
Educator**

## Field Crops Virtual Breakfast Series

The MSU Extension Field Crops Team hosts the Virtual Breakfast Series every Thursday morning during the growing season for farmers, agribusiness professionals, agency personnel, and others interested in agriculture. The series is flexible, fluid, and able to adapt to constantly changing conditions for crops such as corn, soybeans, alfalfa, wheat, sugar beets, and dry beans. Valuable crop management information is shared to address potential and current issues related to weather, pest infestation, and crop diseases. Emerging issues are addressed in a timely manner to help farmers increase efficiency and profitability of the farming operations.

Year-end highlights include:

- 4,729 live participants (182 average)
- 6,923 YouTube recording views (267 average)
- 2,171 Podcast views (84 average)
- 60 Michigan counties (72%)
- 15 States (IL, IN, IA, KY, MN, NC, NM, NY, OH, PA, SC, TX, UT, VT, WI)
- 11 Foreign countries (Australia, South Africa, Israel, Burundi, Canada, Ethiopia, Ireland, Malaysia, Nigeria, Sri Lanka, Uganda)

Post-program evaluation completed in November 2023:

- 325 total respondents
  - ◊ 4,522,267 acres represented
  - ◊ 99.1% had an increase in knowledge
  - ◊ 79.1% indicated a crop management change has been made or will be made in the future



**Jerad Jaborek**

**Beef Feedlot  
Systems Educator**

The Thumb Area is one of the most populated in the state when it comes to cattle. Jerad Jaborek offered several programs to help producers with a variety of issues. These workshops were offered throughout the Thumb Area.

- **Implant Boot Camp** was designed to provide producers with hands-on-training on cattle ear implants. **25 Producers** attended this program.
- **Feedlot Health and Management Program** -This program focused on basic animal handling and recognizing feedlot cattle with health concerns.
- Jerad also became a certified beef carcass ultrasound technician in 2023. This certification will allow him to capture carcass ultrasound images, which provides a peak under the cattle hide without having to slaughter the animal to measure ribeye size, back fat thickness, and marbling deposition. This data gives producers a greater knowledge of the carcass potential for various breeding or genetic trait uses. It will also allow 4-H exhibitors the ability to learn about carcass grading and to see how well their market steer's carcass performs relative to other steers showing at their County Fairs

# Government & Community Vitality



Andy Northrop

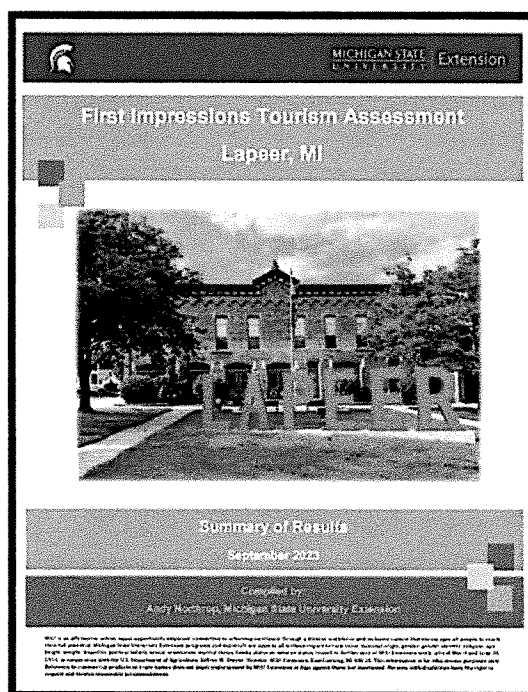
Community/  
Tourism Educator

Serving the State of  
Michigan and District  
10 including Huron,  
Lapeer, St. Clair,  
Sanilac, and Tuscola  
Counties

- Sustainable  
Tourism Development
- First Impressions:  
Tourism Assessments
- Planning for  
Tourism
- Community Vitality
- Leadership and  
Facilitation
- Connecting  
Entrepreneurial  
Community

## The City of Lapeer

The City of Lapeer and the City of Grand Blanc were selected in 2023 to participate in MSU Extension's FIT assessment offered in partnership with MEDC. Reports are available for both communities. Impacts and actions are aggregated one year later from participating in the program.



Please take the time to read the entire report :

### First Impressions Tourism (FIT)

#### ***Here are some highlights:***

#### Thoughts and Ideas for Downtown:

- Downtown Lapeer is on the upswing!
- I found value in the DDA and Good News newsletters...
- I appreciate the painted benches, control boxes, and murals.
- I wish I could have learned who painted the murals...
- The alleyway music performance space was surprising for how well it worked...



# Developing Youth and Communities



**Sarah Griffin**

**4-H Program  
Coordinator**

4-H has different types of clubs, depending on a volunteer's interest and time commitment.

- **Community clubs** focus on multiple projects and involve members of a variety of ages and interests. Meet every month.
- **Project clubs** focus on one primary 4-H project. Meetings may be monthly or weekly.
- **SPIN clubs** combine concepts of special interest groups with the 4-H club model. Focus on one topic for a set length of time, perhaps 6 to 8 weeks.



*4-H Club members and volunteers offered a petting zoo and activities to the public at a local Tractor Supply Company store.*

## Lapeer County 4-H Youth Development Program

4-H programs are grounded in the belief that kids learn best by doing. Youth, ages 5-19, complete hands-on projects in areas like science, health, agriculture, and civic engagement, in a positive environment where they receive guidance from adult mentors and are encouraged to take on proactive leadership roles. Young people who are members of 4-H clubs are more likely to engage in positive activities, go to college and be civically engaged in their communities. Locally, Lapeer County 4-H offers a variety of club options, educational opportunities, community service projects and scholarships for higher education and additional learning experiences.



*2023 Ambassadors: Diana Aboukarroum, Audrey Johnston, Cash Hanks, Weston Hanks, Catherine Wackler (not pictured), and Jaxson Niester (not pictured).*

**237 Enrolled 4-H  
Club Members  
and 93  
Gold Volunteers**

# Developing Youth and Communities

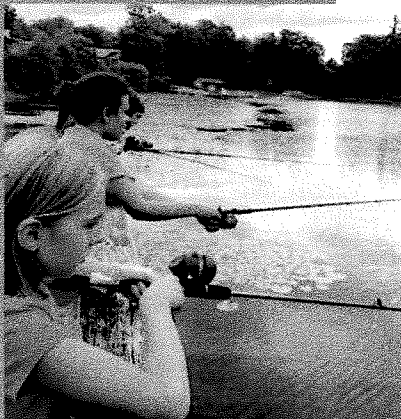


**83 Youth Campers  
and Teen Counselors**

**11 Adult Camp  
Guides**

**2 Summer Camps**

*Campers enjoyed swimming, kayaking, science, art, and fun during 4-H summer camp at Camp Lael. The Wildlife Adventure Camp held at Lions' Bear Lake Camp introduced campers to fishing, archery, and outdoor cooking.*



**42 County Activities and  
Workshops**

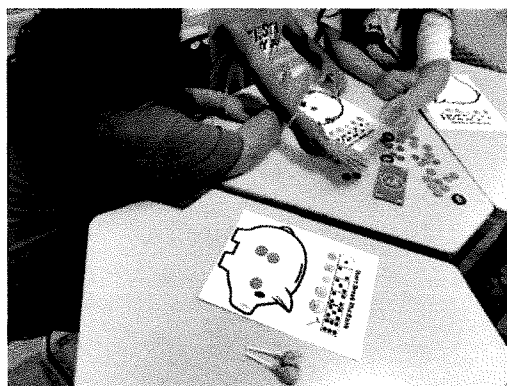
**1,733 Outreach Contacts**



*Participants of the "Explorers of the Deep" workshop, estimate how much weight they need to add to their ocean robot to reach neutral buoyancy.*



*Crafts were made by members attending the annual Kick-off and Information meeting held in September.*



*Students attended weekly financial literacy sessions during the summer in collaboration with the Summer Migrant Education Program.*

**452**

**School  
Enrichment  
Participants**



# Ensuring Safe and Secure Food



MSU Extension efforts in ensuring safe and secure food lead to a healthy population, which in turn helps keep health care costs in check and our communities viable.

Christine Venema

Food Safety Educator



Christine Venema, MSU Extension Educator for food safety, provides programming in the areas of Food Safety for young people, Food Preservation, Michigan Cottage Food Law, Pantry Food Safety—It's Your Job! and ServSafe manager training for adults.

**Food Preservation:** Since January 2023 Christine has assisted in 28 online food preservation sessions. She developed and taught 12 of these sessions.

**Food Safety:** Christine is a member of the MSU Extension Food Safety Team and has been providing weekly food preservation programming to the people of Lapeer County via zoom. Since January 2023 Christine has assisted with 21 Food Safety question and answer programs. Of those she developed and taught 10 of them.

As a member of the Food Safety Team Christine has answered questions on the **Michigan State University Extension Food Safety Hotline**. She did this during the months of October and November. She received calls from Michigan and other states in the United States of America.

**Cooking for Crowds:** Christine taught one class via zoom on Cooking for Crowds for nonprofit organizations.

Christine has taught 9 **Pantry Food Safety—It's Your Job!** sessions via zoom. Through this program 120 people have received certification statewide.

**Emergency Preparedness:** Christine has taught one session on 'What to do After a Flood' as a part of the emergency preparedness food safety programming.

**Michigan Cottage Food Law** class: Since January, Christine has assisted with 9 Michigan Cottage Food Law zoom sessions and taught a segment of one.

**ServSafe for Food Service Managers:** Since January 2023, Christine has taught 10 ServSafe classes to 104 people in Lapeer County.

As a part of the Michigan State University Extension Food Safety Team, Christine has assisted in the **415 food safety programs** that have reached **7,205 people** across Michigan, the United States, and the world.



# Keeping People Healthy



**Jennifer Evenson**



**Nola Auernhamer**

## **Community Nutrition Instructors**

Community Nutrition Instructors help people find their way past these shopping and eating concerns. Friendly and timely access to information through MSU Extension's SNAP-Ed program helps Lapeer County residents to make affordable healthy food choices, keep their foods safe, and make food that's enjoyable to eat.

## **Lapeer County SNAP-Ed**

During the federal fiscal year (October 1, 2022 – September 30, 2023) the MSU Extension Supplemental Nutrition Assistance Program – Education (SNAP-Ed) program provided nutrition education, physical activity promotion, and public health coaching for program participants and community partners in Lapeer County.

MSU Extension Community Nutrition Instructors, also covering St. Clair and Tuscola Counties, reached 645 unduplicated individuals through 63 in-person classes offered throughout the county. Additionally, 800 individuals were reached indirectly through fact sheets, newsletters, or health fairs. The classes and events were held at congregate meal sites & senior nutrition centers; the Extension office; public housing sites, public schools, and at the county fairgrounds.

In 2023, the thumb area initiative called “The Last Food Mile” provided an opportunity to bring fresh produce and nutrition education to people in need. In Lapeer County, over 200 bags of produce were delivered to Silver Maple Village. Residents received healthy, nutrient dense foods in addition to nutrition fact sheets and education on how to use the fresh food.



## Extension Educators Serving Lapeer County

### MSU Extension Staff Serving Lapeer County

Name	Role	Phone	Email
Karly Creguer	District 10 Director	989-672-3870	<a href="mailto:oberski9@msu.edu">oberski9@msu.edu</a>
Sarah Griffin	4-H Program Coordinator	810-667-0341	<a href="mailto:graversa@msu.edu">graversa@msu.edu</a>
Becky Henne	Associate Program Leader, SNAP-Ed	810-667-0341	<a href="mailto:henner@msu.edu">henner@msu.edu</a>
Tina House	Office Manager	810-667-0341	<a href="mailto:houset@msu.edu">houset@msu.edu</a>
Phil Kaatz	Educator, Field Crops & Forages	810-667-0341	<a href="mailto:kaatz@msu.edu">kaatz@msu.edu</a>
Christine Venema	Educator, Food Safety & Nutrition	810-667-0341	<a href="mailto:venema@msu.edu">venema@msu.edu</a>

### Additional MSU Extension Staff Serving Lapeer County

Name	Role	Phone	Email
Nola Auernhamer	Community Nutrition Instructor	989-262-9832	<a href="mailto:auernha5@msu.edu">auernha5@msu.edu</a>
Martin Mangual	Educator, Dairy	989-269-9949	<a href="mailto:carrasq1@msu.edu">carrasq1@msu.edu</a>
Cheri Burk	Educator, Farm Management	989-895-4026	<a href="mailto:burkcher@msu.edu">burkcher@msu.edu</a>
Teresa Crook	Educator, Field Crops	989-652-3552	<a href="mailto:crookter@msu.edu">crookter@msu.edu</a>
Jerad Jaborek	Educator, Beef Feedlot	810-648-2525	<a href="mailto:jaborekj@msu.edu">jaborekj@msu.edu</a>
Jennifer Evenson	Community Nutrition Instructor	810-667-0341	<a href="mailto:mcnam123@msu.edu">mcnam123@msu.edu</a>
C. Andrew Northrop	Educator, Community/Tourism	810-989-6935	<a href="mailto:northro5@msu.edu">northro5@msu.edu</a>
Derek Plotkowski	Educator, SE Fruit	810-244-8500	<a href="mailto:plotkow5@msu.edu">plotkow5@msu.edu</a>
Brandon Schroeder	Educator, Michigan Sea Grant	989-354-9885	<a href="mailto:schroe45@msu.edu">schroe45@msu.edu</a>
Mike Staton	Senior Educator, Soybeans	269-673-0370	<a href="mailto:staton@msu.edu">staton@msu.edu</a>
Kris Swartzendruber	Educator, Disease Prevention	989-672-3870	<a href="mailto:swartze6@msu.edu">swartze6@msu.edu</a>

#### MISSION:

Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Quentin Tyler, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned. The 4-H Name and Emblem have special protections from Congress, protected by code 18 USC 707.

## **REQUEST FOR ACTION**

**DATE:** February 26, 2024

  X   REQUEST FOR ACTION

       FOR YOUR INFORMATION

       REQUEST FOR INFORMATION

**TO:** County Board of Commissioners

**FROM:** Jeffrey Satkowski, County 911

\*\*\*\*\*

### **SUMMARY OF REQUEST / INFORMATION:**

Request for resolution on National Telecommunicators Week 2024

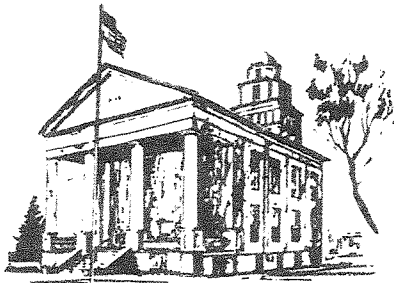
### **BACKGROUND INFORMATION:**

Telecommunicators Week is April 14<sup>th</sup> – 20<sup>th</sup>, 2024, where we take time to recognize the people who answer our 9-1-1 calls and dispatch our police, fire, and EMS responses.

**SUPPORTING DOCUMENTS:** Resolution.

### **DRAFT MOTION:**

ATTACHMENTS    YES   X   NO



*Lapeer County, Michigan*

**RESOLUTION 2024-R04**

- WHEREAS,** Lapeer County Central Dispatch has been designated as the Public Safety Answering Point for all public safety response in Lapeer County for those emergencies that require police, fire or emergency medical services; and,
- WHEREAS,** the telecommunications of Lapeer County Central Dispatch answer those calls for assistance and serve as the first and most critical contact our citizens have with emergency services; and,
- WHEREAS,** the safety of police officers, firefighters and emergency medical service providers that serve our citizens are dependent on the quality and accuracy of information obtained from citizens who contact Lapeer County Central Dispatch; and,
- WHEREAS,** Lapeer County Central Dispatch Public Safety Telecommunicators provide the single most vital link for our police officers, firefighters, and emergency medical service providers, by monitoring their activities by radio, providing them with information, and ensuring their safety; and
- WHEREAS,** the Public Safety Telecommunicators of Lapeer County Central Dispatch have assisted in the saving of many lives, the apprehension of criminals, and prevention of considerable property loss each year; and,
- WHEREAS,** each member of Lapeer County Central Dispatch has exhibited compassion, understanding and professionalism during the performance as a Public Safety Telecommunicator; and,
- WHEREAS,** on October 9, 1991, the Congress of the United States proclaimed the second week in April as "National Public Safety Telecommunications Week."
- NOW, THEREFORE, BE IT RESOLVED,** that the Board of Commissioners hereby proclaims the week of April 14 – 20, 2024 as **PUBLIC SAFETY TELECOMMUNICATORS WEEK** in Lapeer County, in recognition of the men and women whose dedication and professionalism help keep our county and citizens safe.
- BE IT FURTHER RESOLVED,** that the Board of Commissioners urges county residents and public safety responders, to join in honoring the staff of Lapeer County Central Dispatch in recognition for their continued professionalism and dedication to the public safety of Lapeer County.

\_\_\_\_\_  
Tom Kohlman, Chairman of the Board

*I hereby certify that the foregoing Resolution was unanimously adopted by a vote at the meeting of the Board of Commissioners of the County of Lapeer, State of Michigan, on this 28th day of March, 2024*

\_\_\_\_\_  
Theresa M. Spencer, County Clerk  
Clerk of the Board

**REQUEST FOR ACTION  
LAPEER COUNTY BOARD OF COMMISSIONERS**

**DATE:**       **March 8, 2024**

      X\_\_\_\_\_ REQUEST FOR ACTION

      \_\_\_\_\_ FOR YOUR INFORMATION

      \_\_\_\_\_ REQUEST FOR INFORMATION

**TO:**           **Lapeer County Board of Commissioners**

**FROM:**       **John Miller, Prosecuting Attorney/Christy Podhorsky,  
Victim Services**

**SUMMARY OF REQUEST / INFORMATION:**

Request the Board adopt the attached proclamation (resolution) in recognition of National Crime Victim Rights Week for 2024 which is April 21<sup>st</sup> through 27<sup>th</sup>.

**ADDITIONAL INFORMATION:**

**CONTACT PERSON(S):** John Miller, Prosecuting Attorney/Christy Podhorsky, Victim Services.

**BACKGROUND INFORMATION:**

National Crime Victim Rights week is April 21<sup>st</sup> -27<sup>th</sup>, 2024. National Crime Victim Rights Week was declared in 1981 by President Ronald Reagan. This recognition was established to increase awareness around the challenges faced by crime victims, and how the support of victim rights advocates, victim service providers, law enforcement, and allied professionals can assist them.

**SUPPORTING DOCUMENTS:** See attached proclamation.

**DRAFT MOTION:**

**Motion by \_\_\_\_\_, supporting by \_\_\_\_\_, to adopt the following proclamation in recognition of National Crime Victim Rights Week, April 21 – 27, 2024, as follows [see attached]:**

**Roll Call Vote Required.**

**ATTACHMENTS:**                   YES X NO \_\_\_\_\_

**PROCLAMATION 2024-R05**  
**HONORING NATIONAL CRIME VICTIMS' RIGHTS WEEK**

- WHEREAS,** the term "victim" is more than just a label and has legal standing and protections that go along with it; and,
- WHEREAS,** crime victims' rights acts passed here in Michigan and at the federal level guarantee victims the right to meaningfully participate and use their voice in the criminal justice process;
- WHEREAS,** victim service providers, advocates, law enforcement officers, attorneys, and other allied professionals can help survivors find their justice by enforcing these rights;
- WHEREAS,** the right to provide an impact statement ensures that victims' voices are considered in court during the sentencing and, when applicable, restitution processes,
- WHEREAS,** including and elevating the voices of survivors makes certain they are heard and seen and creates a path to forging and sustaining community trust.
- WHEREAS,** engaging survivors creates responses and services that are credible, meaningful, and centered on individual needs;
- WHEREAS,** survivors' lived experience can serve as a catalyst for implementing innovative programs, shifting existing programs in new directions, and changing policies or practices that prevent survivors from accessing services or pursuing justice;
- WHEREAS,** National Crime Victims' Rights Week provides an opportunity to recommit to listening to crime survivors in every space where decisions are made that could impact them, and
- WHEREAS,** the Lapeer County Prosecuting Attorney, is hereby dedicated to amplifying the voices of survivors and creating an environment where survivors have the confidence that they will be heard, believed, and supported.

**NOW, THEREFORE, BE IT RESOLVED,** that the Lapeer County Board of Commissioners of Lapeer, Michigan, do hereby proclaim the week of **April 21-27<sup>th</sup>, 2024** as **NATIONAL CRIME VICTIM RIGHTS WEEK** reaffirming Lapeer County's commitment to creating a victim service and criminal justice response that assists all victims of crime during Crime Victim Rights' Week and throughout the year; and expressing our sincere gratitude and appreciation for those community members, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

---

Tom Kohlman, Chairman of the Board

*I hereby certify that the foregoing Resolution was unanimously adopted by a vote at the meeting of the Board of Commissioners of the County of Lapeer, State of Michigan, on this 28th day of March, 2024.*

---

Theresa M. Spencer, County Clerk  
Clerk of the Board

**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 March 8<sup>th</sup> and 22<sup>nd</sup>, 2024 and also the Road Commissions Audit Motion for disbursements dated March 7<sup>th</sup> and 21<sup>st</sup>, 2024. Motion carried.

LAPEER COUNTY

FOR CHECKS DATED 3/08/2024

PAGE 1

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS  
DATED 3/08/2024 BE APPROVED BASED ON THE SIGNATURE OF THE  
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND	PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND 101	132,704.30	185,665.31	318,369.61
RENTAL PROPERTY 149		359.18	359.18
PROSECUTING ATTORNEY 205	33,825.30	167.98	33,993.28
SHERIFF'S DEPARTMENT 207	145,951.61	147,500.35	293,451.96
PARKS/RECREATION FUND 208		588.94	588.94
FRIEND OF THE COURT FUND 215	29,497.19	4,672.49	34,169.68
HEALTH DEPARTMENT/DISTRIC 221	64,391.16	8,808.95	73,200.11
SENIOR ACTIVITIES 223	22,927.18	24,186.33	47,113.51
ANIMAL CONTROL 225	5,538.37	4,809.82	10,348.19
SPECIALTY COURTS 232		9,611.79	9,611.79
REMONUMENTATION GRANT 245	181.06		181.06
REGISTER OF DEEDS AUTOMAT 256		1,840.00	1,840.00
DISASTER CONTINGENCY FUND 258	1,988.88		1,988.88
INDIGENT DEFENSE FUND 260		38,412.22	38,412.22
911 SERVICE FUND 261	42,246.40	78,943.86	121,190.26
FORFEITURES FUND 262		1,980.00	1,980.00
CONCEALED PISTOL LICENSIN 263	1,272.43	425.50	1,697.93
T.N.U. 265		4,199.94	4,199.94
COMMUNITY CORRECTIONS 272	3,864.34	21,417.34	25,281.68
POLICE SERVICE CONTRACTS 277	42,403.07		42,403.07
AMERICAN RESCUE PLAN 281		48,284.74	48,284.74
SOIL & SED SPECIAL PROJEC 296		113.45	113.45
LAPEER FAMILY CONTINUATIO 298	728.84		728.84
BURKE DRAIN 461		100.00	100.00
HISTORIC COURTHOUSE 470		400.00	400.00
9-1-1 CONSTRUCTION FUND 482		26,829.19	26,829.19
BUILDING AND GROUNDS 631		74,821.99	74,821.99
*** TOTAL OF ***	\$527,520.13	\$684,139.37	\$1,211,659.50

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	269,247.83	418,129.02	687,376.85
CHILD CARE FUND 292	14,014.79	2,199.30	16,214.09
VETERANS RELIEF FUND 293	6,153.52	5,685.63	11,839.15
VETERANS TRUST FUND 294		5,276.93	5,276.93
DELINQUENT TAX REVOLVING 516	1,364.76	10,561.17	11,925.93
FORECLOSURE 532	3,361.98	3,163.96	6,525.94
DRAIN MAINTENANCE FUND 639		19,829.42	19,829.42
WORKERS COMP FUND 677		10,414.04	10,414.04
HEALTH INS. FUND 678		45,655.34	45,655.34
DRAIN FUND 801		3,038.00	3,038.00
*** TOTAL OF ***	\$294,142.88	\$523,952.81	\$818,095.69

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		234,964.69	234,964.69
COMMON BANKING - TRUST AN 702	319,253.55	87,689.90	406,943.45
CURRENT TAX COLLECTION FU 703		1,251,864.02	1,251,864.02
DISTRICT MUNICIPAL COURT 710		48,721.25	48,721.25
*** TOTAL OF ***	\$319,253.55	\$1,623,239.86	\$1,942,493.41

\*\*\* GRAND TOTAL OF DISBURSEMENTS \*\*\* \$1,140,916.56 \$2,831,332.04 \$3,972,248.60

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, Administrator/Controller

3/7/24



3/21/2024 15.27.54

AUDIT MOTION

LAPEER COUNTY

FOR CHECKS DATED 03/22/2024

PAGE 1

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS  
DATED 03/22/2024 BE APPROVED BASED ON THE SIGNATURE OF THE  
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

GENERAL FUND	FUND	PAYROLL	ACCOUNTS PAY	TOTAL DISB.
	101		197.48	197.48
*** TOTAL OF ***			\$197.48	\$197.48

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

\*\*\* TOTAL OF \*\*\*

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


\*\*\* TOTAL OF \*\*\*

\*\*\* GRAND TOTAL OF DISBURSEMENTS \*\*\*

\$197.48 \$197.48

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

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS DATED 3/22/2024 BE APPROVED BASED ON THE SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101	130,090.81	155,648.84	285,739.65
RENTAL PROPERTY	149		76.20	76.20
PROSECUTING ATTORNEY	205	33,872.93	7,371.96	41,244.89
SHERIFF'S DEPARTMENT	207	137,962.20	12,331.96	150,294.16
PARKS/RECREATION FUND	208		1,480.37	1,480.37
POLLY ANN TRAIL	214		4,332.50	4,332.50
FRIEND OF THE COURT FUND	215	28,993.35	7,543.96	36,537.31
HEALTH DEPARTMENT/DISTRIC	221	64,585.90	3,325.64	67,911.54
SENIOR ACTIVITIES	223	23,901.67	19,145.00	43,046.67
ANIMAL CONTROL	225	5,258.65	1,711.80	6,970.45
SPECIALTY COURTS	232		3,599.34	3,599.34
REMONUMENTATION GRANT	245	181.06		181.06
REGISTER OF DEEDS AUTOMAT	256		542.09	542.09
DISASTER CONTINGENCY FUND	258	1,988.88	2,796.06	4,784.94
INDIGENT DEFENSE FUND	260		32,436.32	32,436.32
911 SERVICE FUND	261	33,602.70	6,267.26	39,869.96
CONCEALED PISTOL LICENSIN	263	1,148.46		1,148.46
T.N.U.	265		3,410.18	3,410.18
LAW LIBRARY FUND	269		304.00	304.00
COMMUNITY CORRECTIONS	272	3,864.34	4,097.82	7,962.16
POLICE SERVICE CONTRACTS	277	39,517.89		39,517.89
AMERICAN RESCUE PLAN	281		86,814.00	86,814.00
LAPEER FAMILY CONTINUATIO	298	1,092.54		1,092.54
HISTORIC COURTHOUSE	470		171.04	171.04
9-1-1 CONSTRUCTION FUND	482		1,586.40	1,586.40
BUILDING AND GROUNDS	631		26,384.07	26,384.07
*** TOTAL OF ***		\$506,061.38	\$381,376.81	\$887,438.19

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	275,592.48	1,051,527.20	1,327,119.68
CHILD CARE FUND	292	14,474.29	28,901.74	43,376.03
VETERANS RELIEF FUND	293	6,039.00	1,164.94	7,203.94
VETERANS TRUST FUND	294		137.61	137.61
BOTTOM CREEK DRAIN	475		567.05	567.05
DELINQUENT TAX REVOLVING	516	1,364.76	62,501.05	63,865.81
FORECLOSURE	532	3,305.68		3,305.68
DRAIN MAINTENANCE FUND	639		25,683.77	25,683.77
HEALTH INS. FUND	678		439,273.45	439,273.45
DRAIN FUND	801		16,223.35	16,223.35
*** TOTAL OF ***		\$300,776.21	\$1,625,980.16	\$1,926,756.37

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		41,770.80	41,770.80
COMMON BANKING - TRUST AN	702	319,415.93		319,415.93
LIBRARY PENAL FINE FUND	721		13,839.00	13,839.00
*** TOTAL OF ***		\$319,415.93	\$55,609.80	\$375,025.73

\*\*\* GRAND TOTAL OF DISBURSEMENTS \*\*\* \$1,126,253.52 \$2,062,966.77 \$3,189,220.29

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, Administrator/Controller

3/21/24

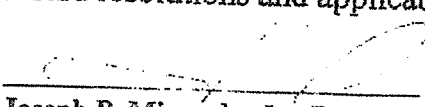
## ROAD COMMISSION AUDIT MOTION

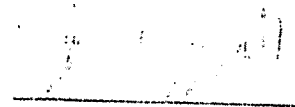
For checks dated: 03/07/2024

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	\$ 19.96
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:		<u>\$ 1,661.13</u>

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

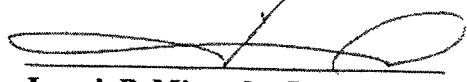
## ROAD COMMISSION AUDIT MOTION

For checks dated: 03/21/2024

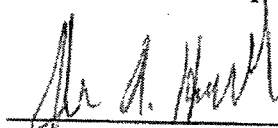
I move that the following expenditure disbursements be approved based on the signature of the below listed representatives of the Road Commission.

<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

February 27, 2024

Theresa Spencer  
Lapeer County Clerk  
255 Clay Street  
Lapeer, MI 48446

**Re: Jury Commission Vacancy**


Dear Ms. Spencer,

It is the understanding of the Judges of the Lapeer County Courts that there remains a vacancy on the Lapeer County Jury Commission following the loss of Mr. Eldon Card. We publicly express our thanks and appreciation for all that Mr. Card has done for the County over all of his years of public service, including his time spent as a jury Commissioner. Although a servant such as Mr. Card can never be replaced, we as judges are pleased to make a recommendation to you to fill the vacancy created by Mr. Card's passing.

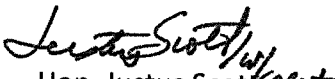
On behalf of the Lapeer County Courts it is our collective recommendation and nomination to you and the Lapeer County Commissioners that Ms. Emily Chouinard be appointed to serve as Jury Commissioner for Lapeer County. Ms. Chouinard is a Lapeer County native, resident, and proud graduate of Lapeer High School. She is in her final semester of her undergraduate studies at Michigan State University in the James Madison College of political Science and Government Studies. In the fall Ms. Chouinard will be enrolled in the Michigan State University School of Law. Upon completion of her legal studies she intends to build a career for herself here in Lapeer County.

Emily's energy, enthusiasm and passion for this community are evident in everything that she does and we believe that she would be an excellent Jury Commissioner for the County. Again, it is respectfully recommended that Ms. Chouinard be appointed to the Lapeer County Jury Commission.

Respectfully,



Hon. Laura Barnard  
Chief Judge of All Courts  
71-A District Court Judge



Hon. Justus Scott  
Probate Court Judge



Hon. Michael Hodges  
40<sup>th</sup> Circuit Court Judge



Hon. Michael Nolan  
40<sup>th</sup> Circuit Court Judge