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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 23, 2023

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 23, 2023 Regular Board Meeting Minutes

FOR REVIEW IN FOLDER:

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

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

PUBLIC TIME - Citizens Comments, etc.

CONTINUED -

NEW/OLD BUSINESS:

DRAFT MOTIONS

- | | | |
|--------------------------|---------------------|------------|
| ♦ Committee of the Whole | (February 09, 2023) | (Attached) |
| ♦ Personnel Committee | (February 09, 2023) | (Attached) |
| ♦ Properties Committee | (February 09, 2023) | (Attached) |

1. AUDIT MOTIONS MARCH 9, 2023 AND MARCH 10, 2023 - Enter into the Record

2. NOTICE OF APPOINTMENTS NEEDED

A. Senior Programs Advisory Board – two-year term

Notation that at the March 9, 2023 Committee of the Whole,
Commissioner Howell appointed Galland Burnham to Represent District #2
Commissioner Representative for District #7

B. Valley Area Agency on Aging (VAAA) -two-year term

One vacant Executive Board unexpired term
One vacant Advisory Board unexpired term

C. Region V Planning and Development Commission (GLS Region V) - one-year term

One vacant position

D. Thumb Regional Community Corrections Advisory Board – two-year term

Three positions expired March 1, 2023

E. Mental Health Services Board – three-year term

One position expiring March 31, 2023

F. Land Bank Authority Board – three-year term

Two positions expiring May 7, 2023

G. Jury Board – Nomination/Recommendation from Circuit Judges – six-year term

One position expiring April 30, 2023

(Additional items)

3.

4.

5.

AD HOC COMMITTEE UPDATES- If needed

FISCAL PLANNING/BUDGETING DISCUSSION – If needed

AUDIT MOTIONS

- ♦ **County Audit Motion**
For disbursements dated March 24, 2023
- ♦ **Road Commissioner's Audit Motion**
For disbursements dated March 23, 2023

PUBLIC TIME - Citizens Comments, etc.

COMMISSIONER REPORTS

CLOSED SESSION - If needed

RECESS/ADJOURN

LAPEER COUNTY BOARD OF COMMISSIONERS
Regular Board Meeting
February 23, 2023
9:00 A.M.

Chairman Kohlman called the meeting to order at 9:03 a.m. in the Commission Chambers on the lower level of the County Complex Building. John Stahl 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

Absent:	Bryan Zender	District #7
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AGENDA

The agenda and draft minutes from February 9, 2023 Regular Board Meeting were reviewed.

56-2023

Motion by Hamilton, supported by Mast, to accept the agenda with the addition of a proposed Resolution, and the deletion of a closed session. Motion carried.

57-2023

Motion by Haggadone, supported by Howell, to approve the February 9, 2023 Regular Board Meeting minutes, as presented. Motion carried.

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

Sheriff McKenna acknowledged Sgt. Dan Wilkinson's recent promotion, and also introduced Deputy Anthony Wilkinson, who has recently joined the Lapeer County Sheriff Department staff, and administered the Oath of Office to Sgt. Wilkinson and Deputy Wilkinson.

PUBLIC TIME – 2 people spoke during public time.

58-2023

Motion by Howell, supported by Haggadone, to renew the contract with Alcohol Monitoring Systems, Inc (AMS) for a term of 36 months, at no additional cost to the County General Fund; and further, to authorize the Chair/Vice-Chair to sign said contract once Corporate Counsel has reviewed said document. Motion carried.

59-2023

Motion by Knisely, supported by Mast, to authorize the Sheriff's Department to purchase a new conference room table and cabinet, at a cost of \$3,869.95 (with shipping) from line item 207-301-730.000, at no additional cost to the County General Fund. Motion carried.

60-2023

Motion by Haggadone, supported by Knisely, to authorize the transfer of \$89,661.33, representing the 1st of three installments toward the annual allocation of \$268,984.00, from Lapeer County Community Mental Health Appropriations (101-990-999.222) to Lapeer County Community Mental Health Expenditures (222-990-695.010). Motion carried.

61-2023

Motion by Mast, supported by Howell, to authorize payment to Shifman Fournier, in the amount of \$1,485.00, for labor related legal services rendered through January 31, 2023, to be paid from line item 101-239-801.020. Motion carried.

62-2023

Motion by Haggadone, supported by Hamilton, to adopt the following Resolution:

RESOLUTION #2023-R01
By the Lapeer County Board of Commissioners
HONORING the Michigan Association of Counties'
125th Anniversary

WHEREAS, Michigan's 83 county governments play a central role in the proper delivery of, and oversight for, critical public services for the state's approximately 10 million residents; and,

WHEREAS, Michigan county governments are led by Boards of Commissioners, who are elected from their local communities; and,

WHEREAS, the State Association of Supervisors of Michigan was formed by representatives of 16 counties on February 1, 1898, in the Senate chamber of the Michigan State Capitol in Lansing; and,

WHEREAS, the association's name was changed to the Michigan Association of Counties on July 17, 1969; and,

WHEREAS, the Michigan Association of Counties is the oldest association representing local governments in Michigan; and,

WHEREAS, 48 of Michigan's 83 counties have had at least one of their commissioners (or supervisors prior to 1968) serve as president of the association's Board of Directors; and,

WHEREAS, the association created the Michigan Counties Workers' Compensation Fund in 1979 to help county members provide workplace safety and injury insurance services to its employees; and,

WHEREAS, the association created the Michigan Association of Counties Service Corporation in 1986 to partner with service providers to help counties save money on everything from health insurance to telecommunications services; and,

(Resolution #2023-01 continued)

WHEREAS, the association hosts two major conferences every year to bring together county leaders for briefings on trending public policy issues and to hear from state newsmakers and others; and,

WHEREAS, the association's advocacy work in Lansing and beyond has advanced the interests of county governments and the residents they serve; and,

WHEREAS, no fewer than five association presidents have served or are serving in the Michigan Legislature in the 21st century, a testament to the culture of public service inculcated by the association.

NOW, THEREFORE, BE IT RESOLVED, that the Lapeer County Board of Commissioners of Lapeer, Michigan wishes to commend and honor the **Michigan Association of Counties on its 125th Anniversary** year.

Roll Call vote: Haggadone, aye; Hamilton, aye; Howell, aye; Knisely, aye; Mast, aye; Zender, absent; Kohlman, aye. 6 ayes, 1 absent. Motion carried.

63-2023

Motion by Mast, supported by Howell, to authorize the Probate/Family Court Office to fill one vacant full-time Probation Officer position (#59, PG 18) that has been vacant for longer than 6-months, at no additional cost to the County's General Fund. Motion carried.

64-2023

Motion by Mast, supported by Howell, to authorize the Sheriff's Department to fill his vacant appointed Undersheriff position (#122, PG S11) and to authorize the Sheriff to negotiate the step rate up to Step IV depending upon the candidate's extensive expertise, experience, and knowledge, and to be consistent with past practice that supervisory positions' hourly rate be higher than their subordinates, at no additional cost to the County's General Fund. Motion carried.

65-2023

Motion by Mast, supported by Hamilton, to authorize District Court to fill one full-time Court Clerk I position (#78, PG 14), due to the current employee transferring to another County Department, at no additional cost to the County's General Fund. Motion carried unanimously.

66-2023

Motion by Mast, supported by Hamilton, to reinstate the Emergency Management Coordinator position back under the County Controller/Administrator, and therefore, removing the corresponding stipend and Emergency Management responsibilities from the Executive Director of Central Dispatch; and further, to authorize the County Controller/Administrator to fill the full-time Emergency Management Coordinator position (#120, PG 18) and authorize negotiation of filling the position up to Step 2 depending upon the candidate's expertise and qualifications; and further, to approve the amended job description for said position. Motion carried.

67-2023

Motion by Mast, supported by Haggadone, to authorize Community Mental Health to fill one irregular part-time ABA Technician position (#744, PG 14) due to a recent resignation effective February 10, 2023, as well as any subsequent vacancy should an internal transfer or promotion occur, at no cost to the County's General Fund. Motion carried.

68-2023

Motion by Mast, supported by Hamilton, to authorize Community Mental Health to fill one regular part-time Case Manager position (#722, PG 18, BA Level, Children's Program), as well as any subsequent vacancy should an internal transfer or promotion occur, at no cost to the County's General Fund. Motion carried.

69-2023

Motion by Mast, supported by Haggadone, to authorize the County to offer LifeWorks, an Employee Assistance Program (EAP), through Madison for all eligible full-time County employees at no cost, effective March 1, 2023, where they can receive some (limited) no-cost, confidential help and resource referrals for a wide variety of needs and concerns such as: Alcohol or Drug Addictions; Anxiety; Childcare; Depression; Eating Disorders; Eldercare; Family Conflict; Financial or Legal Concerns; Marital Difficulties; Parenting Concerns; Problem Gambling; Relationship Problems; Stress Management; Virtual Fitness; and Identity Theft Protection Services; and further, that Administration place this information on the County's shared drive for the employees to access. Motion carried.

70-2023

Motion by Mast, supported by Haggadone, to amend the Table of Organization for Community Mental Health by eliminating the full-time Professional BA (formerly Employment Services Lead Staff position #619, PG 18) and add/create a new full-time BA Supervisor (Employment Services Supervisor position #TBD, PG 21, Bachelor Level), as well as any subsequent vacancy should an internal transfer or promotion occur, at no cost to the County's General Fund, and contingent upon union concurrence; and further, to approve the related job description for said position. Motion carried.

71-2023

Motion by Haggadone, supported by Hamilton, that effective February 23, 2023, to move Committee of the Whole Meetings to the second Thursday of the month and to move the Regular Board Meeting to the fourth Thursday of the month, and also move Personnel and Property [Committees] to the second Thursday of the month after the Committee of the Whole Meeting. Roll Call vote: Haggadone, aye; Hamilton, aye; Howell, aye; Knisely, aye; Mast, aye; Zender, absent; Kohlman, aye. 6 ayes, 1 absent. Motion carried.

72-2023

Motion by Howell, supported by Hamilton, to give the County Controller/Administrator the authority to act and approve payroll and accounts payable disbursements on a bi-weekly basis, with the understanding that the Audit Motions will be entered into the record at each Regular Board Meeting; and further, to authorize the County Controller/Administrator to authorize the filling of Personnel Requests for vacant budgeted positions, with the understanding that all requests for any changes to an existing position or newly created position must be placed on the Personnel Committee Agenda. Motion carried.

Senior Programs Advisory Board

Commissioner Howell noted that he has someone to represent District 2, but has not received the application yet.

Valley Area Agency on Aging (VAAA)**73-2023**

Motion by Knisely, supported by Haggadone, to appoint Willa Talley to serve on the Valley Area Agency on Aging (VAAA) Board of Directors, for an un-expired term ending December 31, 2023. Motion carried.

Community Health Services Board**74-2023**

Motion by Haggadone, supported by Mast, to re-appoint Donna Shelton, to serve on the Community Mental Health Services Board, for a three-year term ending March 31, 2026. Motion carried.

75-2023

Motion by Howell, supported by Haggadone, to re-appoint Tom Kohlman, to serve on the Community Mental Health Services Board, for a three-year term ending March 31, 2026. Motion carried.

76-2023

Motion by Mast, supported by Hamilton, to appoint Cheryl Howell to serve on the Community Mental Health Services Board, for a three-year term ending March 31, 2026. Motion carried.

77-2023

Motion by Hamilton, supported by Knisely, to adopt the following Resolution:

**Lapeer County Board of Commissioners
2023-R02**

**Resolution to Instruct our Representatives to Oppose All Firearms Control
Legislation**

23 February 2023

WHEREAS, the Constitution of the United States, ratified on the 21st day of June, 1788, declares in Article VI section 2, "This Constitution, and the Laws of the United States which shall be made in Pursuance thereof; and all Treaties made, or which shall be made, under the Authority of the United States, shall be the supreme Law of the Land; and the Judges in every State shall be bound thereby, any Thing in the Constitution or Laws of any State to the Contrary notwithstanding.";

WHEREAS, the people of the United States are guaranteed the right to keep and bear arms without any legislative infringement, under the Constitutional authority of Amendment II, "A well regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.";

(Resolution 2023-R02 continued)

WHEREAS, the people of the State of Michigan recognize that the blessings of freedom come from our Almighty God according to the Preamble of the Constitution of the State of Michigan, "We, the people of the State of Michigan, grateful to Almighty God for the blessings of freedom, and earnestly desiring to secure these blessings undiminished to ourselves and our posterity, do ordain and establish this constitution.";

WHEREAS, the people of the State of Michigan have the inherent, inalienable right to hold all political power in the State of Michigan according to the Constitution of the State of Michigan, Article I, Section 1. "All political power is inherent in the people. Government is instituted for their equal benefit, security, and protection.";

WHEREAS, the people of Michigan are guaranteed the right to keep and bear arms without any legislative infringement, under Michigan State Constitutional authority in Article I section 6, "Every person has a right to keep and bear arms for the defense of himself and the state.";

WHEREAS, the people of the State of Michigan recognize that we have the right to retain rights that are not specifically written in the Constitution of the United States or the Constitution of the State of Michigan according to: Amendment IX of the Constitution of the United States, "The enumeration in the Constitution of certain rights, shall not be construed to deny or disparage others retained by the people." and Amendment I, Section 23 of the Constitution of the State of Michigan, "The enumeration in this constitution of certain rights shall not be construed to deny or disparage others retained by the people."; and

WHEREAS, the people of the State of Michigan recognize that we have the right to instruct our representatives according to the Constitution of the State of Michigan, Article I, Section 3, "The people have the right peaceably to assemble, to consult for the common good, to instruct their representatives and to petition the government for redress of grievances."

NOW, THEREFORE, BE IT:

RESOLVED, that the Lapeer County Board of Commissioners, as people of the State of Michigan, instruct our representatives of the 102nd Michigan State Legislature to vote in opposition of all proposed legislation that would unconstitutionally infringe on the right of the people to keep and bear arms;

BE IT FURTHER RESOLVED, that the Lapeer County Board of Commissioners, as people of the State of Michigan, instruct our representatives of the 102nd Michigan State Legislature to vote in opposition of all proposed legislation that infringes on the right of the people to own, bear, purchase, and sell items that are directly relevant to operation, maintenance, and modification of any firearms, including but not limited to: ammunition, magazines, stocks, triggers, braces, barrels, etc.;

BE IT FURTHER RESOLVED, that the Lapeer County Board of Commissioners, as people of the State of Michigan, instruct our representatives of the 102nd Michigan State Legislature to vote in opposition of all proposed gun legislation, such as Red Flag Gun Laws, that would deny a person of their right to not be deprived of life, liberty or property without due process of the law, or their right to equal benefit, security and protection;

BE IT FURTHER RESOLVED, that the Lapeer County Board of Commissioners, as people of the State of Michigan, instruct our representatives to recognize that the power which they hold is because of the consent of the people, and that they have no power to make legislation that is contrary to the supreme Law of the Land, nor have they been given consent to draft, introduce, sponsor, or amend legislation that infringes on the right of the people to keep and bear arms in any way; and

(Resolution 2023-R02 continued)

BE IT FURTHER RESOLVED, that the Clerk of the Lapeer County Board of Commissioners, shall transmit copies of this resolution to all members of the 102nd Michigan State Legislature, and shall urge all counties in Michigan to adopt similar resolutions.

Roll Call vote: Hamilton, aye; Howell, aye; Knisely, aye; Mast, aye; Zender, absent; Haggadone, aye; Kohlman, aye. 6 ayes, 1 absent. Motion carried.

Chairman Kohlman appointed Commissioner Hamilton as the Chairman for a Broadband Ad Hoc Committee. He also appointed Commissioners Knisely and Mast to serve on the Committee. It was noted that John Daly, Managing Director of the Road Commission wishes to serve on this Committee as well.

78-2023

Motion by Hamilton, supported by Howell, to approve the County's Audit Motion for disbursements dated February 24, 2023, based upon the signature of the County Controller/Administrator; and further, to approve the Road Commission Audit Motion for disbursements dated February 23, 2023 based upon the signatures of the Road Commission Chairman and Finance Director. Roll Call Vote: Hamilton, aye; Knisely, aye; Mast, aye; Zender, absent; Haggadone, aye; Howell, aye; Kohlman, aye. 6 ayes, 1 absent. Motion carried.

Public Time - Eight people spoke during public time.

The Commissioners gave brief reports on meetings and conferences that they have recently attended, as well as upcoming meetings and events.

79-2023

Motion by Haggadone, supported by Hamilton, to recess the meeting. Motion carried. 10:23 a.m.

The meeting reconvened. 10:56 a.m.

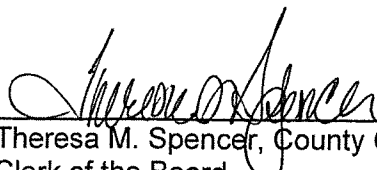
80-2023

Motion by Haggadone, supported by Howell, to authorize the Prosecuting Attorney to negotiate the rate of pay for the previously approved Secretary II position up to Step 2, based on the candidate's qualifications, pending an agreement between the union and our labor counsel. Motion carried.

81-2023

Motion by Howell, supported by Haggadone, to adjourn the meeting. 11:00 a.m.

Tom Kohlman, Chairman
Board of Commissioners



Theresa M. Spencer, County Clerk
Clerk of the Board

**DRAFT MOTIONS FROM THE
March 9, 2023
Committee of the Whole Meeting**

1. Motion by Hamilton, supported by Howell, to recommend to the Full Board, to approve the Lapeer County Health Department Plan of Organization, and authorize the Chair/Vice-Chair to sign the approval form. Motion carried.
2. Motion by Zender, supported by Knisely, to recommend to the Full Board, to authorize the Sheriff's Department to purchase 20 new ballistic helmets for an amount not to exceed \$4,962.00, to be paid through line item, 207-307-977.000, at no additional cost to the County General Fund. Motion carried.
3. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to authorize the Sheriff's Department to purchase the updated renewal software for the Traffic Reconstruction equipment, in the amount of \$1,500.00, to be paid from line item 262-301-821.010. Motion carried.
4. Motion by Hamilton, supported by Zender, to recommend to the Full Board, to authorize payment to Shifman Fournier, in the amount of \$2,295.00, for labor related legal services rendered through February 28, 2023, to be paid from line item 101-239-801.020. Motion carried.
5. Motion by Zender, supported by Haggadone, to recommend to the Full Board, to authorize Administration to purchase a renewal subscription from SHI for the Budget Book Software, in the amount of \$20,085.40, to be paid from line item 101-228-813.030. Motion carried.
6. Motion by Howell, supported by Haggadone, to recommend to the Full Board, to accept the bid of \$14,547.50, for the sale of animals seized by Lapeer County Animal Control pertaining to case #4731. Motion carried.
7. Motion by Mast, supported by Zender, to recommend to the Full Board, to authorize the Lapeer County Health Department Director/Health Officer to electronically accept the approved grant agreement between the State of Michigan LARA and Lapeer County, with the portion of Geo Fencing to be removed from the program, for the period of January 1, 2023 through September 15, 2023, at no cost to the County's General Fund; and further, that a copy of the electronically submitted grant agreement be forwarded to the County Clerk to be filed as an official exhibit. Motion carried.
8. Motion by Hamilton, supported by Knisely, to recommend to the Full Board to authorize Amy Cell Talent to expand the search timeline for the vacant County Controller/Administrator position until April 30, 2023 and to increase the top end of the salary range up to \$175,000, and to report back to the Board at the May 11, 2023 Committee of the Whole Meeting. Motion carried.

PROPOSED DRAFT PERSONNEL MOTIONS
FROM THE MARCH 9, 2023
PERSONNEL COMMITTEE MEETING

1. Motion by Zender, supported by Haggadone, to recommend to the Full Board to authorize the County Treasurer to amend the Table of Organization to add one part-time variable hourly Property Appraiser position (#TBA) to be funded by the Foreclosure Fund, at no cost to the County's General Fund; and further, to approve the related job description, as attached, and that the position be placed in a pay grade 17 flat rate of \$20.52/hour. Motion carried unanimously.
2. Motion by Zender, supported by Haggadone, to recommend to the Full Board to adopt the attached summer seasonal staff schedule and authorize the Parks Department to immediately post and fill said positions for both Torzewski County Park and General Squier Memorial Park. Motion carried unanimously.
3. Motion by Zender, supported by Haggadone, to recommend to the Full Board to amend the Table of Organization for the County Clerk's Office (Vital Records Division) to eliminate two part-time County Clerk I positions and add one full-time Court Clerk I position, and to authorize the County Clerk to post and fill said position, to be funded by Fund 263, at no additional cost to the County's General Fund. Motion carried unanimously.
4. Motion by Zender, supported by Haggadone, to recommend to the Full Board to adopt the revised job description for the full-time Emergency Management Coordinator position, which was recently reinstated in motion #66-2023 on February 23, 2023 with the duties and educational requirements updated, and properly place the position in a Pay Grade 21, which is consistent with a similar position at the Health Department; and further, to authorize the County Controller/Administrator to negotiate the filling of the position up to Step 1, depending upon the candidate's qualifications and experience. Motion carried unanimously.

COUNTY OF LAPEER

PROPERTY APPRAISER

General Summary

Under the supervision of the Chief Property Appraiser, conducts studies on all classifications of real property to determine its true cash value and to assist the Equalization Director in determining an equalization factor for each taxing unit in the County. Gathers and compiles data for sales studies. Appraises all properties in an assigned area of the County.

Essential Functions

1. Appraises commercial, agricultural, industrial and some residential properties using State Tax Commission approved techniques and standards of value to determine the estimated property value.
2. Analyzes property sales by township to establish market value for all classes of real property. Works with local assessors to identify representative sales data.
3. Conducts field inspections of property and interviews sellers and purchasers to verify date of sale, sale price, substantiate accuracy of property descriptions, determine value of personal property and to obtain details such as condition of structures, property improvements and land use.
4. Maintains BS&A Assessing database; including importing March Board of review values and performing yearly rollover of database.
5. Measures structures and parcels of land and draws up legal property descriptions, determines soil categories, and field content. Prepares sketches of floor plans and building layout using Apex software.
6. Gathers and organizes data from deeds, tax rolls, parcel maps and descriptions for sales studies and appraisals.
7. Interprets and enters sales data and information received from local assessors and prints necessary reports.
8. Makes drawings of property descriptions on appraisal cards for appraisal studies and calculates acreage and road rights of way.
9. Prepares field cards and supporting information and assists with department appraisal records.
10. Audits assessment work roles in compliance with State Tax Commission guidelines and contacts local assessors to resolve problems. Assists in balancing assessment rolls and complies and produces state required reports for the local units in the county which are used for the equalization report.

COUNTY OF LAPEER

11. Keeps abreast of appraisal practices, real estate market trends, recent court rulings, new and proposed legislation, economic conditions, and state tax commission rules and bulletins.

Other Functions:

1. None listed

This list 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.

Minimum Qualifications/Experience

Must be a high school graduate, or equivalent with advanced coursework in assessment administration and property appraisal or closely related area.

Two years of experience appraising all classes of real property.

Must possess a Level I (MCAT) certification from the State Assessors Board. Must have a valid Michigan Driver's License and a good driving record.

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

FLSA Status: Non-Exempt

Worker's Compensation Code: 9410

Occupational Employment Statistical Code: 43011

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. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Walking over uneven terrain to conduct appraisals of property and structures.
- Climbing stairs in order to conduct appraisals of structures.
- Bending, stooping and kneeling to make measurements and appraisals.
- Ability to enter and access information from a computer terminal.
- Ability to travel throughout the County
- Ability to lift and carry tax rolls, maps and other items weighing up to 50 lbs.
- Ability to file and retrieve documents from departmental files.

PROPERTY APPRAISER (2023)

COUNTY OF LAPEER

Working Conditions:

- Travels to various sites throughout the County to make appraisals and examinations.
- Works outside in varying weather conditions.
- Exposure to animals on properties being studied.
- Exposure to noise, fumes and heat of factories and other properties being studied.

2023 STAFFING CONSIDERATIONS PARKS

5 DAYS A WEEK STAFFING

1 Assistant Manager 26 weeks \$15.00 per hour	
26 X 40 = 1040 X \$15	\$ 15,600
2 Maintenance Employees 24 weeks \$12.00 per hour	
(1 at each park)	
24 x 80 = 1920 x \$12	\$ 23,040
2 Maintenance Employees 20 weeks \$12.00 per hour	
(1 at each park)	
20 weeks x 80 = 1600 x \$12	\$ 19,200
2 Maintenance Employees 15 weeks \$12.00 per hour	
32 hours per week	
15 x 64 = 960 x \$12.00	\$ 11,520
Lifeguards 5 per day 13 weeks	
5 x 7 hours = 35 x 5 days = 175 hours x 13	
= 2275 x \$14.25	\$ 32,418
Pool Attendants 8 per day (4 for concessions) 13 weeks	
8 x 7 = 56 x 5 days = 280 hours x 13 weeks = 3640 x \$11.50	\$ 41,860
TOTAL (LESS LIFEGUARDS & POOL ATTENDANTS)	\$ 70,270

2023 STAFFING CONSIDERATIONS PARKS

5 DAYS A WEEK STAFFING

1 Assistant Manager 26 weeks \$15.00 per hour

$$26 \times 40 = 1040 \times \$15 \quad \$ 15,600$$

2 Maintenance Employees 24 weeks \$12.00 per hour

(1 at each park)

$$24 \times 80 = 1920 \times \$12 \quad \$ 23,040$$

2 Maintenance Employees 20 weeks \$12.00 per hour

(1 at each park)

$$20 \text{ weeks} \times 80 = 1600 \times \$12 \quad \$ 19,200$$

2 Maintenance Employees 15 weeks \$12.00 per hour

32 hours per week

$$15 \times 64 = 960 \times \$12.00 \quad \$ 11,520$$

Lifeguards 5 per day 13 weeks

$$5 \times 7 \text{ hours} = 35 \times 5 \text{ days} = 175 \text{ hours} \times 13$$

$$= 2275 \times \$14.25 \quad \$ 32,418$$

Pool Attendants 8 per day (4 for concessions) 13 weeks

$$8 \times 7 = 56 \times 5 \text{ days} = 280 \text{ hours} \times 13 \text{ weeks} = 3640 \times \$11.25 \quad \$ 40,950$$

$$\text{TOTAL (LESS LIFEGUARDS \& POOL ATTENDANTS)} \quad \$ 69,360$$

\$ 70,270

LAPEER COUNTY
ADMINISTRATION DEPARTMENT
EMERGENCY MANAGEMENT COORDINATOR

General Summary

Under the supervision of the County Controller/Administrator, manages the Emergency Management Program per PA 390 of 1976. Coordinates all matters pertaining to emergency management, disaster preparedness, emergency response and recovery operations within the County.

Essential Functions

1. Reviews and updates local emergency management policy. Participates in legislative and regulatory process related to emergency services and community safety. Serves as County representative on various local, regional, and state level emergency services boards and related organizations. Ensures local emergency plans are coordinated, compatible, and meet state and federal regulations. Reviews and authenticates disaster contingency plans and emergency procedures.
2. Develops and updates the County emergency operations plan and necessary support plans which involves specifying and working with agencies and departments included in the plan to detail functions they will perform in emergency situations, and to ensure effective integration of all emergency management functions. Ensures that emergency plans are responsible to all state and federal regulations. Maintains security of all plans.
3. Coordinates the overall efforts of incident management staff and other organizations during emergency operations including the provisions for incident command, emergency communication, resource management, hazard control, and the Emergency Operations Center, and other incident management facilities from which emergency operations are directed and controlled. Establishes maintains, tests and evaluates operational systems for emergency response and support.
4. Responsible for the coordination of drills and exercises carried out in preparation for emergency situations. Schedules, develops, and oversees operational exercises and drills to ensure that involved agencies and departments are able to carry out their responsibilities and functions in an emergency, and to help identify potential deficiencies in emergency plans, system elements, and resources. Coordinates post-exercise evaluations and prepares necessary reports.
5. Plans for and directs disaster response or crisis management activities, provides disaster preparedness training, and preparedness plans and procedures for natural or technological disasters, examples include floods, earthquakes, hurricanes, transportation emergencies or hazardous materials spills, infrastructure disruptions.

LAPEER COUNTY

ADMINISTRATION DEPARTMENT

6. Supervises, guides, and/or instructs the work assignments of subordinate staff or volunteers for emergency roles, supports the development of policies or protocols for emergency staffing and redeployments for public safety staff and volunteers.
7. Directs or delegates communication to appropriate agencies and media outlets. Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments. Completes and maintains preparedness and response documentation including complex plans, operations center start-up manuals, and playbooks.
8. Develops and maintains liaisons with municipalities, county departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment. Collaborates and works with community health, social service, and public safety emergency response partners to build and maintain relationships that enhance delivery of emergency response activities in the County. Strengthens partnerships with external partners and volunteer agencies to fulfill a variety of emergency staffing needs.
9. Makes presentations to local units of government, community leaders, service groups, civic organizations, governmental departments, area facilities, and the general public to ensure awareness of emergency services programs and community safety issues. Develops public information material and participates in related public awareness activities.
10. Conducts hazard studies, capability assessments and vulnerability analyses to identify and prioritize community risks. Works with local and state officials to develop hazard mitigation projects and programs. Develops contingency plans to include hazard monitoring, public warnings, emergency notifications, personal safety measures, and populations protection measures. Reviews various plans and proposals to identify community safety issues and hazard mitigation opportunities.
11. Responsible for response to a variety of emergency calls on a 24-hour basis to assess the incident and coordinate timely implementation of emergency plans or procedures, including any reporting systems. Manages emergency operations in accordance with accepted standards of operation.
12. Responsible to the Michigan State Police, Emergency Management Division to provide proper information in the event of a major emergency or disaster. In conjunction with the state emergency management officials, recommends state and federal assistance that may be required to cope with the emergency situation. Completes all federal and state forms and activity reports for emergency management and disaster recovery assistance. Serves as the official local contact and liaison with the state and federal emergency authorities.

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13. Manages the program budget. Applies for federal, regional and state funding for emergency management planning, responses, and recovery, and reports on the use of funds allocated. Submits all required post-emergency documentation and surveys as required by the funding agency.
14. Writes grants for potential state or federal grant funding, as needed, and completes and submits required documentation and surveys to the appropriate funding agency.

Other Functions

15. May assist the County Finance Department in preparation of grant writing for various potential state or federal grants available to the County throughout the year, as well as assisting with the completing and submitting required documentation and/or surveys to the appropriate funding agency.

This list 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: Possession of a Bachelor's Degree in Emergency Management or closely related field AND three to five years of experience in an emergency management equivalent position. Documented experience in emergency response and preparedness. ~~high school diploma or equivalent with college level coursework in business, government relations, or related area, or equivalent experience. Prefer specific coursework in emergency management.~~

Experience: Three to five ~~Two~~ years of administrative experience including some public relations related work and experience with financial management and data processing. Requires some experience in a capacity providing familiarity with emergency response and dealing with governmental entities. Prefer experience in an emergency management environment.

Qualifications:

Ability to use independent judgement and discretion to make decisions. Must be able to solve problems under emergency conditions.

Ability to manage behaviors associated with emotional responses in self and others, and demonstrate respect for all persons and cultures.

Ability to report information potentially relevant to the identification and control of an emergency through the chain of command, collect data according to protocol.

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Knowledge and participation in improving of department plans, operations, services, workforce training, and policies.

Knowledge and ability to work well with an array of personalities in numerous specialty areas.

Ability to adapt on-the-fly and multitask and to function in a very stressful environment (EOC).

Ability to attain and maintain PEM certification.

Ability to communicate effectively both orally and written.

Other Requirements: Completion of the Professional Development Series (P.D.S.) with the Michigan State Police and Professional Emergency Management (P.E.M.) certification within four years of employment.

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

FLSA Status: Exempt

Workers' Compensation Code: 9410

Occupational Employment Statistical Code: 21911

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

Ability to access departmental files.

Ability to enter and retrieve information from a computer.

Ability to travel to various local units and other sites.

Ability to function in an E.O.C. environment.

Working Conditions:

Works mostly in office conditions.

May be required to work in an indoor or outdoor emergency disaster areas, as needed, or as required for training exercises.

Attends various meetings countywide with EMS, Fire and Law enforcement officials.

Attends required District meetings with MSP.

DRAFT PROPOSED MOTIONS
FROM THE
March 9, 2023
PROPERTIES COMMITTEE MEETING

- 1. Motion by Kohlman, supported by Knisely, to recommend to the Full Board to increase the water park prices at both Torzewski and General Squier Parks as submitted at no additional cost to the County's General Fund. Motion carried.**
- 2. Motion by Knisely, supported by Kohlman, to recommend to the Full Board to approve the language of the lease for the cottage at General Squier at 4710 S. Mill Rd. for \$800.00 monthly and to include the first and last month rent for the term of one year to begin April 1, 2023 at no additional cost to the County's General Fund. Motion carried.**
- 3. Motion by Bustle, supported by Kohlman, to recommend to the Full Board for the Sheriff's Department to purchase four new vehicles from Jim Riehl's and related equipment at a cost not to exceed \$76,068.25 per vehicle for a total of \$304,723.00 to be paid for out of the Sheriff's Department millage fund 207-301-980.000 and at no additional cost to the County's General Fund. Subject to budget amendment crediting 207-100-700.100 for \$304,723.00. Motion carried.**
- 4. Motion by Bustle, supported by Kohlman, to recommend to the Full Board to amend previous Board Motion #34-22 from January 27, 2022 to increase the total price for two CMH vehicles by \$4,000.00 at a price not to exceed \$75,867.00. (Previously \$71,867.00.) due to price increase and at no additional cost to the County's General Fund. Motion carried.**

Schedule of Fees- Lapeer County Parks 2022

Lapeercountyparks.org

Water Park Rates

11:00 AM – 6:00 PM

46" and Over	\$7.00 Each
Under 46"	\$6.00 Each
Spectator	\$2.00 Each
Group Rate 10+ People	\$5.00 Each
10 Visit Pass	\$50.00

Rentals, General Squier Park – 4725 S. Mill Rd., Dryden

9:00 AM – 6:00 PM

Forest Hall	\$200.00 + \$100.00 Cleaning Dep.	Seats 125
Pavilions A,B,C	\$60.00	Seats 50
Forest Hall Pavilion	\$80.00	Seats 90

Rentals, Torzewski County Park – 2051 Pero Lake Rd., Lapeer

9:00 AM – 6:00 PM

Amphitheatre	\$80.00	Seats 90
Pavilion A	\$80.00	Seats 90
Pavilions B,C,D	\$60.00	Seats 50

ALCOHOL PERMIT FOR EITHER THE PARK PAVILLIONS AND /OR FOREST HALL CONTACT 810-245-4794

Large Pavilion 15 Picnic Tables

Small Pavilion 9 Picnic Tables

Forest Hall 20 Tables – 5410 Casey Rd., Dryden

Forest Hall – 4 burner stove/oven, medium refrigerator, microwave oven, no AC or heat

Men's room – 1 toilet, 1 urinal, Women's room – 2 toilets

PROPOSED Schedule of Fees- Lapeer County Parks 2023

Lapeercountyweb.org/departments/Parks

Water Park Rates

WEDNESDAY THRU SUNDAY 11:00 AM – 6:00 PM

46" and Over	\$10.00 Each
Under 46"	\$ 8.00 Each
Spectator	\$ 8.00 Each
Group Rate 10+ People	\$ 7.00 Each
10 Visit Pass	\$70.00

Rentals, General Squier Park – 4725 S. Mill Rd., Dryden

9:00 AM – 6:00 PM

Forest Hall	\$200.00 + \$100.00 Cleaning Dep.	Seats 125
Pavilions A,B,C	\$60.00	Seats 50
Forest Hall Pavilion	\$80.00	Seats 90

Rentals, Torzewski County Park – 2051 Pero Lake Rd., Lapeer

9:00 AM – 6:00 PM

Amphitheatre	\$80.00	Seats 90
Pavilion A	\$80.00	Seats 90
Pavilions B,C,D	\$60.00	Seats 50

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Forest Hall 20 Tables – 5410 Casey Rd., Dryden

Forest Hall – 4 burner stove/oven, medium refrigerator, microwave oven, no AC or heat

Men’s room – 1 toilet, 1 urinal, Women’s room – 2 toilets

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 10, 2023, and also the Road Commissions Audit Motion for disbursements dated March 9, 2023. Motion carried.

LAPEER COUNTY

FOR CHECKS DATED 3/10/2023

PAGE 1

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 3/10/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101	128,657.58	140,207.67	268,865.25
RENTAL PROPERTY	149		334.52	334.52
PROSECUTING ATTORNEY	205	26,256.20	1,782.73	28,038.93
SHERIFF'S DEPARTMENT	207	122,854.74	42,954.38	165,809.12
PARKS/RECREATION FUND	208		923.69	923.69
POLLY ANN TRAIL	214		4,902.35	4,902.35
FRIEND OF THE COURT FUND	215	26,110.99	564.60	26,675.59
HEALTH DEPARTMENT/DISTRIC	221	75,552.05	21,244.61	96,796.66
SENIOR ACTIVITIES	223	19,138.53	10,131.77	29,270.30
ANIMAL CONTROL	225	5,552.37	3,225.15	8,777.52
SPECIALTY COURTS	232		3,330.00	3,330.00
REMONUMENTATION GRANT	245	275.66		275.66
REGISTER OF DEEDS AUTOMAT	256		1,790.50	1,790.50
DISASTER CONTINGENCY FUND	258		8,982.16	8,982.16
INDIGENT DEFENSE FUND	260		15,544.69	15,544.69
911 SERVICE FUND	261	35,490.63	5,699.02	41,189.65
FORFEITURES FUND	262		449.99	449.99
CONCEALED PISTOL LICENSIN	263	736.17	140.69	876.86
LAW LIBRARY FUND	269		739.68	739.68
COMMUNITY CORRECTIONS	272	3,640.91	8,618.98	12,259.89
POLICE SERVICE CONTRACTS	277	44,647.73		44,647.73
LAW ENFORCEMENT GRANTS FU	278	6,149.12		6,149.12
AMERICAN RESCUE PLAN	281		225,181.25	225,181.25
SOIL & SED SPECIAL PROJEC	296		13.87	13.87
LAPEER FAMILY CONTINUATIO	298	700.80	5,000.00	5,700.80
HISTORIC COURTHOUSE	470		100.00	100.00
BUILDING AND GROUNDS	631		60,861.70	60,861.70
*** TOTAL OF ***		\$495,763.48	\$562,724.00	\$1,058,487.48

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

COMMUNITY MENTAL HEALTH F	222	232,521.71	346,025.30	578,547.01
CHILD CARE FUND	292	11,082.59	20,467.72	31,550.31
VETERANS RELIEF FUND	293	6,082.45	3,224.00	9,306.45
DELINQUENT TAX REVOLVING	516		25,665.94	25,665.94
FORECLOSURE	532	2,943.92	2,213.43	5,157.35
REVOLVING DRAIN	601		5,413.62	5,413.62
DRAIN EQUIPMENT REVOLVING	639		2,966.50	2,966.50
WORKERS COMP FUND	677		4,872.97	4,872.97
HEALTH INS. FUND	678		1,459.44	1,459.44
DRAIN FUND	801		4,625.78	4,625.78
*** TOTAL OF ***		\$252,630.67	\$416,934.70	\$669,565.37

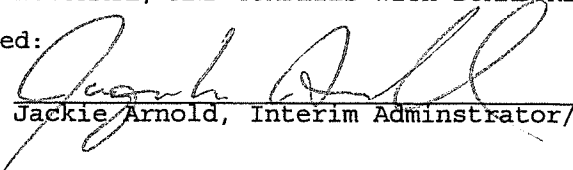
AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE
SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR
STATE STATUTE IF APPLICABLE:

GENERAL CUSTODIAL FUND	701		228,346.64	228,346.64
COMMON BANKING - TRUST AN	702	258,122.07		258,122.07
CURRENT TAX COLLECTION FU	703		1,089,089.24	1,089,089.24
DISTRICT MUNICIPAL COURT	710		32,398.08	32,398.08
*** TOTAL OF ***		\$258,122.07	\$1,349,833.96	\$1,607,956.03

*** GRAND TOTAL OF DISBURSEMENTS *** \$1,006,516.22 \$2,329,492.66 \$3,336,008.88

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:


Jackie Arnold, Interim Administrator/Controller

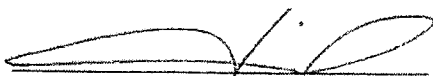
ROAD COMMISSION AUDIT MOTION

For checks dated: 03/09/2023

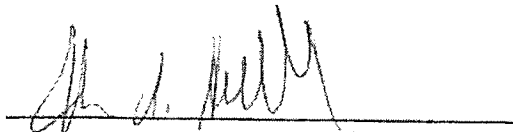
I move that the following expenditure disbursements be approved based on the signature of the below listed representatives of the Road Commission.

<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	\$ 19.85
201-449-715.000	FICA	\$ 84.93
201-449-716.000	Medical, Dental, Vision Insurance	\$ 400.00
201-449-717.000	Life Insurance	\$ 10.62
201-449-718.000	Retirement	\$ 94.00
201-449-860.050	Mileage	\$ -
201-449-957.00	Memberships	\$ -
Total:		<hr/> \$ 1,671.64

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