

**THERESA M. SPENCER  
LAPEER COUNTY CLERK**

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

**LAPEER COUNTY BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
April 25, 2024  
9:00 A.M.**

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

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

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

**CONSIDERATION FOR APPROVAL:**

- ◆ Agenda
- ◆ March 28, 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	(April 11, 2024)	(Attached)
♦ Properties Committee	(March 28, 2024)	(Attached)
♦ Properties Committee	(April 11, 2024)	(Attached)
♦ Personnel Committee	(April 25, 2024)	(Attached)

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

County's Audit Motions for March 27<sup>th</sup>, April 5<sup>th</sup> and 19<sup>th</sup>, 2024 and the Road Commissions Audit Motion for disbursements dated April 4<sup>th</sup> and 18<sup>th</sup>, 2024

#### 2. 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
- G. Emergency Management Advisory Council  
1 unexpired term, which ends December 31, 2024

#### (Additional items)

- 1.
- 2.

#### AD HOC COMMITTEE UPDATES- If needed

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

#### COMMISSIONER REPORTS

## **ADMINISTRATOR/CHIEF FINANCIAL OFFICER UPDATES**

**CLOSED SESSION** – If needed

## **RECESS/ADJOURN**

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

**LAPEER COUNTY BOARD OF COMMISSIONERS**  
**March 28, 2024**  
**9:00 A.M.**

Chairman Kohlman called the meeting to order at 9:02 a.m. in the Commission Chambers on the lower level of the County Complex Building. Ruth 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
	Bryan Zender	District #7

**AGENDA**

The agenda and draft minutes from the February 22, 2024 Regular Board Meeting were reviewed.

**91-2024**

Motion by Haggadone, supported by Howell, to accept the agenda with an addition to give the next Committee of the Whole Meeting Authority to act on the topics of the Pavilion and Recycling, and the deletion of a closed session. Motion carried.

**92-2024**

Motion by Knisely, supported by Mast, to approve the February 22, 2024 Regular Board Meeting, as presented. Motion carried.

**ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES**

No comments were received.

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

**93-2024**

Motion by Hamilton, supported by Zender, to approve the 2024 Police Service Contract with Imlay Township; and further, to authorize the Board Chairman to sign said contract. Motion carried.

**94-2024**

Motion by Hamilton, supported by Zender, 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.



95-2024

Motion by Hamilton, supported by Zender, 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.

96-2024

Motion by Hamilton, supported by Zender, 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.

97-2024

Motion by Hamilton, supported by Zender, 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 month 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.

98-2024

Motion by Hamilton, supported by Zender, 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.

99-2024

Motion by Knisely, supported by Haggadone, 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.

100-2024

Motion by Knisely, supported by Haggadone, 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.

101-2024

Motion by Knisely, supported by Haggadone, 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. Motion carried.

102-2024

Motion by Knisely, supported by Haggadone, 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. Motion carried.

103-2024

Motion by Zender, supported by Hamilton, 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.

104-2024

Motion by Zender, supported by Knisely, 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.

105-2024

Motion by Howell, supported by Haggadone, 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.

106-2024

Motion by Howell, supported by Haggadone, 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.

107-2024

Motion by Zender, supported by Mast, 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.

108-2024

Motion by Zender, supported by Hamilton, pursuant to the recommendation of the Properties Committee, to authorize the preparation of the RFP process for the new CMH building. Motion carried.

109-2024

Motion by Zender, supported by Hamilton, pursuant to the recommendation of the Properties Committee, to approve the sale of 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.

110-2024

Motion by Zender, supported by Haggadone, 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.

111-2024

Motion by Mast, supported by Haggadone, 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. Motion carried.

112-2024

Motion by Haggadone, supported by Hamilton, 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. Motion carried.

113-2024

Motion by Haggadone, supported by Hamilton, 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. Motion carried.

114-2024

Motion by Howell, supported by Hamilton, 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.

115-2024

Motion by Howell, supported by Knisely, 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,

(RESOLUTION NO. 2024-R06 CONTINUED)

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

116-2024

Motion by Knisely, supported by Hamilton, 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,

(Resolution No. 2024-R03 continued)

- 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,

(Resolution No. 2024-R03 continued)

**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: Knisely, aye; Hamilton, aye; Howell, aye; Mast, aye; Zender, aye; Haggadone, aye; Kohlman, aye. 7 ayes. Motion carried.

117-2024

Motion by Knisely, supported by Hamilton, 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.

Karly Creguer, District Coordinator, MSU Extension presented the 2023 Annual Report.

118-2024

Motion by Hamilton, supported by Howell, to refer Resolutions No 2024-R04 and 2024-R05 to the Policies Committee, and give the Committee of the Whole Meeting Authority to act regarding said Resolutions. Motion carried.

119-2024

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

**JURY BOARD – 1 unexpired term**120-2024

Motion by Haggadone, supported by Hamilton, to appoint Emily Chouinard to serve on the Jury Board, for an unexpired term ending April 30, 2025. Motion carried.

121-2024

Motion by Haggadone, supported by Hamilton, to give the Committee of the Whole Meeting authority to act on the Courthouse pavilion lease with the City of Lapeer and the 3 motions to partner with Tuscola, Sanilac and Huron counties on recycling program. Motion carried.

**AD HOC COMMITTEE UPDATES**

No updates given.

**PUBLIC TIME** – Two 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**

No update given.

122-2024

Motion by Zender, supported by Haggadone, to adjourn the meeting. 10:37 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  
April 11, 2024  
Committee of the Whole Meeting**

1. Motion by Haggadone, supported by Knisely, to recommend to the Full Board, allowing the Sheriff's Office to submit payment to OCV for the Sheriff's App. To be paid from line 207-351-850.200.00. Motion carried.
  
2. Motion by Knisely, supported by Hamilton, to recommend to the Full Board, to adopt the 2024 Lapeer County Equalization Report as presented; and further, to authorize the Chairman/Vice Chair and County Clerk to sign the L-4024 and L-4037C's to be submitted to the State of Michigan. Motion carried.
  
3. Motion by Knisely, supported by Zender, to recommend to the Full Board, to accept the amendments to the Fiscal Year 24 Michigan Department of Health and Human Services (MDHHS) Comprehensive Agreement and authorize the Director/Health Officer to e-sign the documents, and that a copy be forwarded to the County Clerk to be entered into the official records as an exhibit. Motion carried.
  
4. Motion by Haggadone, supported by Zender, to recommend to the Full Board, to authorize the payment of \$6270.00 to Driverge for volunteer driver training and certification to be paid from line 293-682-956.040 (Education & Programs). Motion carried.



## Draft Motions from the Committee of the Whole Continued

5. Motion by Howell, supported by Haggadone, to recommend to the Full Board, to adopt the following Resolution:

### COUNTY OF LAPEER STATE OF MICHIGAN

#### RESOLUTION FOR VETERANS AFFAIRS MILLAGE 2024-R07

**Whereas** the County of Lapeer Board of Commissioners is in agreement to approve the millage language for the purposes of continuing to support funding for the administration of Lapeer County's Department of Veteran's Affairs; and,

**Whereas** the previously approved millages for the Lapeer County Veteran's Affairs expired in 2023;

**Whereas** the Lapeer County Board of Commissioners seeks to approve a millage increase to support the Lapeer County Department of Veteran's Affairs up to the originally levied .185 mills.

**Now Therefore Be It Resolved** that the County Clerk place upon the ballot for August 6, 2024, election a millage of .185 mills for a period of 6 years, 2024 through 2029, for consideration by the electorate.

**Be It Further Resolved** that the following is the language for the Veteran's Affairs millage to be submitted to the electorate.

#### VETERANS AFFAIRS MILLAGE PROPOSAL

Shall the expired previously voted increases in the tax limitations in Lapeer County of 0.185 mills (.185 per \$1,000 of taxable value), reduced to .1813 mills (0.1813 per \$1,000 of taxable value) by the required millage rollbacks, be renewed at and increased up to the original voted 0.185 mills for 6 years, 2024 through 2029, inclusive, for the continued funding of the Lapeer County Department of Veterans' Affairs?

If approved, this new additional millage would allow the County to levy up to 0.185 mills (replacing the two previously authorized Veterans' Affairs Millages which expired in 2023) for the purpose of continuing to support funding for the administration of Lapeer County's Department of Veterans' Affairs, raising an estimated \$754,416.50 in the first year if approved and levied. A property with a taxable value of \$100,000 would be annually taxed up to \$18.50 for the millage. By operation of Michigan law, this millage will disburse revenue to certain local units of government including the City of Lapeer Downtown Development Authority and the City of Imlay City Downtown Development Authority.

YES     [   ]

NO      [   ]

Motion carried.

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

6. Motion by Howell, supported by Zender, to approve the ballot language for the county-wide Emergency Medical Service millage renewal to be placed on the August 6, 2024 primary election ballot, as follows:

### **LAPEER COUNTY EMERGENCY MEDICAL SERVICE AUTHORITY MILLAGE RENEWAL AUTHORIZATION FOR SIX YEARS**

Shall Lapeer County be authorized to renew its millage supporting county-wide emergency medical services through an interlocal government agreement with the Lapeer County Emergency Medical Services Authority of 0.8814 mills with new additional millage of 0.3 mills for a total millage of 1.1814 mills (\$1.18 for each \$1,000.00 of taxable property value) for 6 years, from 2025 through 2030? It is estimated that this millage renewal for continuing county-wide emergency medical services will raise approximately \$4,803,958.09 in its first year. By operation of Michigan law, this millage will disburse captured revenue to the City of Lapeer Downtown Development Authority and the Village of Otter Lake Downtown Development Authority.

Roll Call vote: Howell, aye; Haggadone, aye; Hamilton, aye; Knisely, nay; Zender, aye; Mast, nay; Kohlman, absent. 4 ayes, 2 nays, 1 absent. Motion carried.

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

7. Motion by Haggadone, supported by Hamilton, to recommend to the Full Board, to adopt the proposed resolution authorizing updates to the lake level for Merritt Lake:

### **LAPEER COUNTY BOARD OF COMMISSIONERS**

#### **MERRITT LAKE – LAKE LEVEL**

#### **RESOLUTION NO. 2024-R08**

**WHEREAS**, Merritt Lake, located in Metamora Township, Lapeer County, Michigan has established normal lake levels by the Lapeer County Circuit Court under Part 307 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended ("Part 307"); and

**WHEREAS**, the Lapeer County Board of Commissioners and its delegated authority, the Lapeer County Drain Commissioner, have jurisdiction for the operation and maintenance of the normal levels of Merritt Lake. MCL 324.30702; and

**WHEREAS**, Part 307's primary mechanism to fund infrastructure and activities to maintain Merritt Lake's normal levels is by special assessments using a lake level special assessment district established by the Lapeer County Circuit Court. See e.g., MCL 324.30711; and

**WHEREAS**, a review of the historical court order relating to Merritt Lake's normal levels found that updates are necessary to be consistent with state law and the current operation of the lake level control structure. Moreover, the boundaries of the lake level special assessment district require updates to accurately reflect the parcels benefitting from the normal levels; and

**WHEREAS**, for the reasons stated herein, the Lapeer County Board of Commissioners finds it necessary to: (1) approve hiring legal counsel and engineers to assist with the Part 307 lake level process, including filing a petition in the Lapeer County Circuit Court; and (2) amend the lake level order for Merritt Lake to be consistent with state law and the current operation of the lake level control structure, update the special assessment district boundaries, and conduct any other needed updates.

**NOW, THEREFORE, BE IT RESOLVED:**

1. **Legal Counsel:** Lapeer County may retain legal counsel Fahey Schultz Burzych Rhodes PLC to assist with legal matters related to the Part 307 lake level process. Said legal counsel is explicitly authorized to file a petition in the Lapeer County Circuit Court on behalf of Lapeer County to amend the lake level order for Merritt Lake to be consistent with state law and the current operation of the lake level control structure, update the special assessment district boundaries, and conduct any other updates to the lake level order that are necessary to allow Lapeer County to maintain and operate the normal lake levels of Merritt Lake. See MCL 324.30707(5) (circuit court has continuing jurisdiction).
2. **Engineers:** Lapeer County may retain the engineering firm BMJ Engineers & Surveyors, Inc. to assist with activities related to maintenance and operation of the normal levels of Merritt Lake, including but not limited to preparation of studies and recommendations related to the lake levels and boundaries of the lake level special assessment district; providing expert testimony related to the lake level order; coordination regarding ownership of lake level control infrastructure as necessary; preparation of an operator agreement; and assistance with the compilation and approval of a special assessment roll.

## Draft Motions from the Committee of the Whole Continued

(Resolution 2024-R08 continued)

- 3. Costs of Activities:** All costs associated with the expenditures authorized in this resolution, including retaining all necessary consultants (e.g. legal counsel and engineers), shall be reimbursed by a lake level special assessment district to the extent permitted by Part 307.

Motion carried.

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

8. Motion by Haggadone, supported by Hamilton, to recommend to the Full Board, to adopt the proposed resolution authorizing updates to the lake level for Lake Nepessing:

### **LAPEER COUNTY BOARD OF COMMISSIONERS**

#### **LAKE NEPESSING – LAKE LEVEL**

#### **RESOLUTION NO. 2024-R09**

**WHEREAS**, Lake Nepessing, located in Elba Township, Lapeer County, Michigan has an established normal lake level by the Lapeer County Circuit Court under Part 307 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended ("Part 307"); and (Resolution 2024-R09 continued)

**WHEREAS**, the Lapeer County Board of Commissioners and its delegated authority, the Lapeer County Drain Commissioner, have jurisdiction for the operation and maintenance of the normal level of Lake Nepessing. MCL 324.30702; and

**WHEREAS**, Part 307's primary mechanism to fund infrastructure and activities to maintain Lake Nepessing's normal level is by special assessments using a lake level special assessment district established by the Lapeer County Circuit Court. See e.g., MCL 324.30711; and

**WHEREAS**, a review of the historical court order relating to Lake Nepessing's normal level found that updates are necessary to be consistent with state law and the current operation of the lake level control structure. Moreover, the boundaries of the lake level special assessment district require updates to accurately reflect the parcels benefitting from the normal level; and

**WHEREAS**, for the reasons stated herein, the Lapeer County Board of Commissioners finds it necessary to: (1) approve hiring legal counsel and engineers to assist with the Part 307 lake level process, including filing a petition in the Lapeer County Circuit Court; and (2) amend the lake level order for Lake Nepessing to be consistent with state law and the current operation of the lake level control structure, update the special assessment district boundaries, and conduct any other needed updates.

#### **NOW, THEREFORE, BE IT RESOLVED:**

1. **Legal Counsel:** Lapeer County may retain legal counsel Fahey Schultz Burzych Rhodes PLC to assist with legal matters related to the Part 307 lake level process. Said legal counsel is explicitly authorized to file a petition in the Lapeer County Circuit Court on behalf of Lapeer County to amend the lake level order for Lake Nepessing to be consistent with state law and the current operation of the lake level control structure, update the special assessment district boundaries, and conduct any other updates to the lake level order that are necessary to allow Lapeer County to maintain and operate the normal lake level of Lake Nepessing. See MCL 324.30707(5) (circuit court has continuing jurisdiction).
2. **Engineers:** Lapeer County may retain the engineering firm BMJ Engineers & Surveyors, Inc. to assist with activities related to maintenance and operation of the normal level of Lake Nepessing, including but not limited to preparation of studies and recommendations related to the lake level and boundaries of the lake level special assessment district; providing expert testimony related to the lake level order; coordination regarding ownership of lake level control infrastructure as necessary; and assistance with the compilation and approval of a special assessment roll.

## Draft Motions from the Committee of the Whole Continued

(Resolution 2024-R09 continued)

- 3. Costs of Activities:** All costs associated with the expenditures authorized in this resolution, including retaining all necessary consultants (e.g. legal counsel and engineers), shall be reimbursed by a lake level special assessment district to the extent permitted by Part 307.

Motion carried.

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

9. Motion by Haggadone, supported by Hamilton, to recommend to the Full Board, to adopt the proposed resolution authorizing updates to the lake level for Lake Metamora:

### **LAPEER COUNTY BOARD OF COMMISSIONERS**

#### **LAKE METAMORA – LAKE LEVEL**

#### **RESOLUTION NO. 2024-R10**

**WHEREAS**, Lake Metamora, located in Metamora Township, Lapeer County, Michigan has an established normal lake level by the Lapeer County Circuit Court under Part 307 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended ("Part 307"); and

**WHEREAS**, the Lapeer County Board of Commissioners and its delegated authority, the Lapeer County Drain Commissioner, have jurisdiction for the operation and maintenance of the normal level of Lake Metamora. MCL 324.30702; and

**WHEREAS**, Part 307's primary mechanism to fund infrastructure and activities to maintain Lake Metamora's normal level is by special assessments using a lake level special assessment district established by the Lapeer County Circuit Court. See e.g., MCL 324.30711; and

**WHEREAS**, a review of the historical court order relating to Lake Metamora's normal level found that updates are necessary to be consistent with state law and the current operation of the lake level control structure. Moreover, the boundaries of the lake level special assessment district require updates to accurately reflect the parcels benefitting from the normal level; and

**WHEREAS**, for the reasons stated herein, the Lapeer County Board of Commissioners finds it necessary to: (1) approve hiring legal counsel and engineers to assist with the Part 307 lake level process, including filing a petition in the Lapeer County Circuit Court; and (2) amend the lake level order for Lake Metamora to be consistent with state law and the current operation of the lake level control structure, update the special assessment district boundaries, and conduct any other needed updates.

#### **NOW, THEREFORE, BE IT RESOLVED:**

1. **Legal Counsel:** Lapeer County may retain legal counsel Fahey Schultz Burzych Rhodes PLC to assist with legal matters related to the Part 307 lake level process. Said legal counsel is explicitly authorized to file a petition in the Lapeer County Circuit Court on behalf of Lapeer County to amend the lake level order for Lake Metamora to be consistent with state law and the current operation of the lake level control structure, update the special assessment district boundaries, and conduct any other updates to the lake level order that are necessary to allow Lapeer County to maintain and operate the normal lake level of Lake Metamora. See MCL 324.30707(5) (circuit court has continuing jurisdiction).
2. **Engineers:** Lapeer County may retain the engineering firm BMJ Engineers & Surveyors, Inc. to assist with activities related to maintenance and operation of the normal level of Lake Metamora, including but not limited to preparation of studies and recommendations related to the lake level and boundaries of the lake level special assessment district; providing expert testimony related to the lake level order; coordination regarding ownership of lake level control infrastructure as necessary; and assistance with the compilation and approval of a special assessment roll.

## Draft Motions from the Committee of the Whole Continued

(Resolution 2024-R10 continued)

- 3. Costs of Activities:** All costs associated with the expenditures authorized in this resolution, including retaining all necessary consultants (e.g. legal counsel and engineers), shall be reimbursed by a lake level special assessment district to the extent permitted by Part 307.

Motion carried.



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

10. Motion by Haggadone, supported by Hamilton, to recommend to the Full Board, to adopt the proposed resolution authorizing updates to the lake level for Winn Lake:

### **LAPEER COUNTY BOARD OF COMMISSIONERS**

#### **WINN LAKE – LAKE LEVEL**

#### **RESOLUTION NO. 2024-R11**

**WHEREAS**, Winn Lake, located in Lapeer Township, Lapeer County, Michigan has established normal lake levels by the Lapeer County Circuit Court under Part 307 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended ("Part 307"); and

**WHEREAS**, the Lapeer County Board of Commissioners and its delegated authority, the Lapeer County Drain Commissioner, have jurisdiction for the operation and maintenance of the normal levels of Winn Lake. MCL 324.30702; and

**WHEREAS**, Part 307's primary mechanism to fund infrastructure and activities to maintain Winn Lake's normal levels is by special assessments using a lake level special assessment district established by the Lapeer County Circuit Court. See e.g., MCL 324.30711; and

**WHEREAS**, a review of the historical court order relating to Winn Lake's normal levels found that updates are necessary to be consistent with state law and the current operation of the lake level control structure. Moreover, the boundaries of the lake level special assessment district require updates to accurately reflect the parcels benefitting from the normal levels; and

**WHEREAS**, for the reasons stated herein, the Lapeer County Board of Commissioners finds it necessary to: (1) approve hiring legal counsel and engineers to assist with the Part 307 lake level process, including filing a petition in the Lapeer County Circuit Court; and (2) amend the lake level order for Winn Lake to be consistent with state law and the current operation of the lake level control structure, update the special assessment district boundaries, and conduct any other needed updates.

#### **NOW, THEREFORE, BE IT RESOLVED:**

4. **Legal Counsel:** Lapeer County may retain legal counsel Fahey Schultz Burzych Rhodes PLC to assist with legal matters related to the Part 307 lake level process. Said legal counsel is explicitly authorized to file a petition in the Lapeer County Circuit Court on behalf of Lapeer County to amend the lake level order for Winn Lake to be consistent with state law and the current operation of the lake level control structure, update the special assessment district boundaries, and conduct any other updates to the lake level order that are necessary to allow Lapeer County to maintain and operate the normal lake levels of Winn Lake. See MCL 324.30707(5) (circuit court has continuing jurisdiction).
5. **Engineers:** Lapeer County may retain the engineering firm BMJ Engineers & Surveyors, Inc. to assist with activities related to maintenance and operation of the normal levels of Winn Lake, including but not limited to preparation of studies and recommendations related to the lake level and boundaries of the lake level special assessment district; providing expert testimony related to the lake level order; coordination regarding ownership of lake level control infrastructure as necessary; and assistance with the compilation and approval of a special assessment roll.

## Draft Motions from the Committee of the Whole Continued

(Resolution 2024-R11 continued)

6. **Costs of Activities:** All costs associated with the expenditures authorized in this resolution, including retaining all necessary consultants (e.g. legal counsel and engineers), shall be reimbursed by a lake level special assessment district to the extent permitted by Part 307.

Motion carried.

11. Motion by Knisely, supported by Hamilton, to recommend to the Full Board, to authorize payment to Shifman Fournier, in the amount of \$360.00, for labor related legal services rendered through March 31, 2024, to be paid from line item 101-239-801.020. Roll Call vote: Knisely, aye; Zender, aye; Hamilton, aye; Haggadone, aye; Howell, aye; Mast, aye; Kohlman, absent. 6 ayes, 1 absent. Motion carried.
12. Motion by Howell, supported by Haggadone, pursuant to motion 121-2024 of the March 28, 2024, Regular Board Meeting, giving the Committee of the Whole the authority to act, which shall include forwarding the motion to the next regular meeting to be entered into the record, Lapeer County formally agrees to collaborate with **Tuscola County** on meeting Materials Management Planning goals set forth by Environment, Great Lakes, and Energy (EGLE) agency. Our shared resources and close geographical proximity is mutually beneficial in meeting waste management challenges, with a primary focus on recycling. Roll Call vote: Howell, aye; Knisely, aye; Mast, aye; Zender, aye; Haggadone, aye; Hamilton, aye; Kohlman, absent. 6 ayes, 1 absent. Motion carried.
13. Motion by Haggadone, supported by Hamilton, pursuant to motion 121-2024 of the March 28, 2024, Regular Board Meeting, giving the Committee of the Whole the authority to act, which shall include forwarding the motion to the next regular meeting to be entered into the record, Lapeer County formally agrees to collaborate in a tentative arrangement with **Sanilac County** on meeting Materials Management Planning goals set forth by Environment, Great Lakes, and Energy (EGLE) agency. Our shared resources and close geographical proximity is mutually beneficial in meeting waste management goals, with a primary focus on recycling. Motion carried.
14. Motion by Knisely, supported by Haggadone, pursuant to motion 121-2024 of the March 28, 2024, Regular Board Meeting, giving the Committee of the Whole the authority to act, which shall include forwarding the motion to the next regular meeting to be entered into the record, Lapeer County formally agrees to collaborate in a tentative arrangement with **Huron County** on meeting Materials Management Planning goals set forth by Environment, Great Lakes, and Energy (EGLE) agency. Our shared resources and close geographical proximity is mutually beneficial in meeting waste management goals, with a primary focus on recycling. Motion carried.

## Draft Motions from the Committee of the Whole Continued

15. Motion by Hamilton, supported by Zender, pursuant to motion 118-2024 of the March 28, 2024, Regular Board Meeting, giving the Committee of the Whole the authority to act, which shall include forwarding the motion to the next regular meeting to be entered into the record, to adopt the following Resolution:

### 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.

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

## Draft Motions from the Committee of the Whole Continued

16. Motion by Hamilton, supported by Zender, pursuant to motion 118-2024 of the March 28, 2024, Regular Board Meeting, giving the Committee of the Whole the authority to act, which shall include forwarding the motion to the next regular meeting to be entered into the record, to adopt the following Proclamation:

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

- 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.

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

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

17. Motion by Haggadone, supported by Zender, pursuant to Motion #121-2024 from the March 28, 2024 Regular Board Meeting giving the Committee of the Whole the authority to act on this matter, and pursuant to the recommendation of the Properties Committee and based upon the review of legal counsel, to approve the attached lease agreement between the County of Lapeer and the City of Lapeer for the county owned Pavilion at the corner of W. Nepessing and Cedar Streets, for a period of 5 years with a one-year renewal extension option, at the rate of \$1/per year, with the understanding that the City will undertake several refurbishment and restoration efforts (with capped reimbursement), and pay for any utilities; and further, to authorize the Chair or Vice-Chair to sign said lease agreement. Motion carried.

**DRAFT PROPOSED MOTIONS**  
**FROM THE**  
**March 28, 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 approve the request of the County to purchase the 4 vehicles listed, 3 Dodge Hornet GT AWD (\$30,214.00/each) and 1 Ford Edge SE AWD (\$35,865.00), using the CMH Building/Equipment Acquisition and Replacement funds. LCCMH will develop a four-year lease agreement with the County and lease payments will be deposited into the CMH Building/ Acquisition fund, at no additional cost to the County's General Fund. Motion carried.**
2. **Motion by Kohlman, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize Central Dispatch to proceed with Skaff to replace flooring in the building, at a cost not to exceed \$20,000.00, to be paid using the 9-1-1 millage account 482-325-977.000, at no additional cost to the County's General Fund. Motion carried.**
3. **Motion by Knisely, supported by Kohlman, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize Central Dispatch to proceed with Main Street Painting Company to paint the main floor in the building, at a cost not to exceed \$10,000.00, to be paid using the 9-1-1 millage account 482-325-977.000, at no additional cost to the County's General Fund. Motion carried.**
4. **Motion by Kohlman, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize Central Dispatch to proceed with O.S.C to replace/upgrade the lighting in the 911 classroom/EOC, at a cost not to exceed \$6,000.00, to be paid using the 9-1-1 millage account 482-325-977.000, at no additional cost to the County's General Fund. Motion carried.**

**DRAFT PROPOSED MOTIONS**  
**FROM THE**  
**March 28, 2024**  
**PROPERTIES COMMITTEE MEETING**

5. **Motion by Knisely, supported by Kohlman, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize Central Dispatch to proceed with Keith Brace Plumbing to replace the drinking fountains in the building, at a cost not to exceed \$5,000.00, to be paid using the 9-1-1 millage account 482-325-977.000, at no additional cost to the County's General Fund. Motion carried.**
  
6. **Motion by Knisely, supported by Kohlman, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize the purchase of a new server, 11 desktop computers, 7 monitors, to include the cost of installation for a total cost not to exceed \$50,000.00, to be paid from 256-711-977.010, with a budget amendment to follow.**



**DRAFT PROPOSED MOTIONS**  
**FROM THE**  
**April 11, 2024**  
**PROPERTIES COMMITTEE MEETING**

1. Motion by Knisely, supported by Howell, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to approve Building & Grounds/Parks Department's request to sell items no longer needed or used by various County Departments at public auction. Motion carried.
2. Motion by Knisely, supported by Howell, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize Building and Grounds/Parks to purchase a new Tahoe as a County fleet vehicle, at a cost not to exceed \$60,000.00. Motion carried.
3. Motion by Howell, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, that the former Register of Deeds building located at 279 N. Court Street be fully cleared out of all stored documents and items by October 31, 2024. Motion carried.



**PROPOSED DRAFT PERSONNEL MOTIONS**  
**FROM THE APRIL 11, 2024**  
**PERSONNEL COMMITTEE MEETING**  
**FOR THE APRIL 25, 2024 FULL BOARD**

1. Motion by Haggadone, supported by Howell, pursuant to the recommendation of the Personnel Committee, to authorize the Sheriff's Department to hire and fill one full-time Road Deputy position (#236, Pay Grade S6) due to an upcoming retirement, as an external lateral hire at Step 2 due to the candidate's 5 years of law enforcement experience and pursuant to the Letter of Understanding with the union, to be paid from within the Sheriff Department's budget, at no additional cost to the County's General Fund. Motion carried unanimously.
2. Motion by Howell, supported by Haggadone, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the Health Department to eliminate one part-time non-regular Public Health Nurse I (#314, Pay Grade 20) and add one full-time Public Health Nurse I position to meet departmental and public needs, at no additional cost to the County General Fund; and further, to authorize said position to be filled. Motion carried unanimously.
3. Motion by Howell, supported by Haggadone, pursuant to the recommendation of the Personnel Committee, to authorize the Health Department to move the newly appointed Senior Program Coordinator to Step 3 of Pay Grade 17, due the internal employee's 8 years of previous experience and knowledge within the department and additional responsibilities, contingent upon a Letter of Understanding with the AFSCME union, to be paid by the Health Department's budget and at no additional cost to the County General Fund. Motion carried unanimously.
4. Motion by Howell, supported by Haggadone, pursuant to the reorganization and restructuring plan for the Building & Grounds/Parks Department, to amend the Table of Organization to eliminate one full-time Special Events Coordinator position (#22, Pay Grade 15) and add/create one full-time Support Services Office Manager position (#22, Pay Grade 18) as consistent with a similar position, and authorize the Director to negotiate the rate of pay up to Step 1; and further, to approve the new job description for said position, as attached. Motion carried unanimously.

**LAPEER COUNTY**  
**BUILDING & GROUNDS/PARKS DEPARTMENT**  
**~~SPECIAL EVENTS COORDINATOR~~**  
**SUPPORT SERVICES/OFFICE MANAGER**

General Summary

Under the general supervision of the Building & Grounds/Parks Director, this position is responsible for developing, organizing, and coordinating all activities related to various County facilities and County Parks, including creating and advertising special events, fundraisers, **assisting with project management oversight, handling bid/RFP processes, all facets of rentals, preparing budgets for both divisions, processing state licensing permits, as well as** ~~and~~ organizing volunteer activities for the department, and providing accounting and clerical support for the department.

Essential Functions

1. Provides high level support to the Director, acting as back-up in their absence on many matters requiring leadership decisions and direction, meeting with contractors for ongoing projects, assisting with project management oversight, bid/RFP processes, all county rentals, handling access/swipe cards to county facilities, and necessary changes to the county telephone system.
2. Supervises the seasonal General Clerk/Office Aide and oversees their duty assignments; Posts, screens and interviews for seasonal staff at the Parks; prepares all onboarding documentation for full-time and seasonal new hires; handles staffing issues and complaints, and takes calls on weekends/holidays from seasonal staff.
3. Provides office support services including answering and screening phone calls, typing correspondence, filing, preparing accounts payable vouchers **for both Parks and Buildings & Grounds**, budgeting and accounting functions, financial reports, scheduling reservations and handling various building requests.
4. Receives all departmental revenues, verifies financial summaries prepared by park staff against deposit slips, and prepares deposits for submission to the County Treasurer's Office in a timely manner. Reconciles monthly financial reports. Maintains redemption certificates, free passes, refunds, and bracelet inventory with check-in forms. Also assists the Director in preparation of reports including park usage, maintenance activities, vehicle counts, visitor counts, revenue forecasting, as well as other reports necessary for preparing the department's budget. Works with the B&G/Parks Director to develop systems to supervise appropriate cash handling methods and accounting that follows Parks Department standards **and County policies and procedures.**



# LAPEER COUNTY

## BUILDING & GROUNDS/PARKS DEPARTMENT

5. Types correspondence, requests for bids, reports, grant applications, and other documents for the B&G/Parks Director as needed. **Assists in coordinating bids/quotes/RFP's or bid openings, including selecting contractors.** Prepares promotional literature including graphics, brochures, flyers, publicity materials related to the events, aggressively advertises in various media outlets, social media, and potential media interviews and annual reports.
6. Attends various public meetings and public hearings with the Director and takes minutes of the meeting as needed.
7. Assists the Director in the preparation of budgets for both **County Parks and Buildings and Grounds**, compiling cost and revenue data **projections** and **preparing** related documents. Monitors expenditures throughout the fiscal year to maintain approved budgets, prepare monthly and annual reports of expenditures, and does budget adjustments for the Director as needed. **Also prepares grant documentation and grant expenditure details to meet reporting requirements.**
8. Prepares and maintains the County Capital Improvement Budget. Keeps appropriate officials advised on its status, including potential problems or adjustments which may be required.
9. Calculates phone chargebacks and janitorial chargebacks for all County departments. Prepares supporting records and responds to questions or concerns.
10. Maintains and processes **departmental** payroll records **and matters, scheduling** and preparing onboarding **documentation for the County's Human Resources** for the department's full-time, part-time, and seasonal employees. **Handles and resolves seasonal staff complaints, scheduling conflicts, and ensure appropriate staffing levels at the waterparks to meet state requirements. Coordinates hiring events through the local schools, and assists them in scheduling or maintaining their required trainings or certifications.**
11. **Maintains inventory of the county's vehicle fleet, assists with pre-planning of replacements, reporting damages to MMRMA/insurance carrier, submitting claims documentation, depositing insurance reimbursement payments, and coordinating and paying vendors for repairs.**
12. Maintains inventory of office supplies, forms and other materials and orders stock as necessary.
13. Executes required local, state and federal operational permits and licenses for amusement rides and/or special events as needed, and ensures all renewal contractor permits are processed timely, **and other required permits for county facilities including elevators, posting OSHA posters, etc.**

# LAPEER COUNTY

## BUILDING & GROUNDS/PARKS DEPARTMENT

14. Coordinates volunteer efforts, including soliciting help for various events, *some very large in nature at the two County Parks. Coordinates and schedules with volunteers, both individually and groups, and resolves any issues that may arise in the course of the event.*
15. Oversees event timelines and resolves issues that are behind schedule.
16. Solicits sponsors and vendors for *various events, meets with local businesses, and coordinating disc golf tournaments; May require working with graphic designers, sign makers, or other local business related to sponsorships.*
17. Provides oversight of all activities the day/night of the events, *and remains on-call via cell phone or in person for emergencies or problems that arise for those scheduled events at the Historic Courthouse, County Parks or other County facilities.*
18. *Handles and coordinates all county rentals, including scheduling, tours, advertising, including pavilions, Amphitheatre, Forrest Hall, the Old Mill, General Squier Park cottage house, Cedar Street Rental House, Historic Courthouse and Courthouse Square and any other county facility, as assigned. Accounts for all rental income and keeps staff informed of any necessary repairs, reported problems, or updates needed.*
19. Orders and purchases needed supplies using approved procedures and within developed budget.
20. Interfaces with potential and current volunteer groups.
21. Coordinates with Facility Managers on volunteer work available.
22. Develops volunteer supervision and retention systems.
23. Reports to B&G/Parks Director on a monthly basis volunteer hours and special event attendance.
24. Prepares for Properties meetings by preparing the agenda, typing minutes and making sure that the motions include all pertinent information. Draft motions are then sent onto the County Clerk to be included in the Board's agenda packet. May attend various public meetings and public hearings with *or for* the Director and takes minutes of the meeting as needed. *May represent the County as a liaison at various county events and meetings, as needed.*

### Other Functions

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.*



# LAPEER COUNTY

## BUILDING & GROUNDS/PARKS DEPARTMENT

### Employment Qualifications

**Education:** Bachelor's Degree preferred in a related field ~~High school graduation, (or Associates degree with equivalent experience)~~. Prefer some advanced coursework in accounting, data processing, or human resources.

**Experience:** Prior Office Manager or Special Event, volunteer coordination and accounting experience preferred, including bookkeeping/accounting, data entry, and high level administrative clerical support.

### **Qualifications:**

Knowledge of organization operations, services and policies.

Must have strong interpersonal, decision-making and problem-solving skills.

Must have strong written and verbal communication skills for working with the public, vendors, community and business leaders, and other governmental agencies.

Knowledge of project management oversight.

Knowledge of advertising on various social media platforms.

Knowledge of general office procedures and protocols.

Skill in word processing including excel and word.

**Other requirements:** Valid Michigan driver's license. CPR and first aid certification preferred.

*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

**Workers Compensation Code:**

**Occupations Employment Statistical Code:**

**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 applicant unable to fulfill one or more of these requirements}

Walks over uneven terrain to provide event supervision

Lifting ability to load and move event supplies and equipment.

Ability to regularly travel to meeting locations.

Ability to stand on feet for extended periods of time (during events).

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Ability to communicate effectively orally and in writing.

# **LAPEER COUNTY**

## **BUILDING & GROUNDS/PARKS DEPARTMENT**

### **Working Conditions:**

Works in office conditions and various indoor and outdoor conditions to attend meetings and solicit vendors and sponsors, **attending park events, and in the public meeting with school, business or community leaders.**

Works outside in varying weather conditions on occasion.

Exposure to environmental allergens such as grass, weeds and pollens.

Exposure to equipment where risk exists of getting burned, bruised or scraped.

**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 27<sup>th</sup>, April 5<sup>th</sup> and 19<sup>th</sup>, 2024 and also the Road Commissions Audit Motion for disbursements dated April 4<sup>th</sup> and 18<sup>th</sup>, 2024. Motion carried.

LAPEER COUNTY

FOR CHECKS DATED 03/27/2024

PAGE 1

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS  
DATED 03/27/2024 BE APPROVED BASED ON THE SIGNATURE OF THE  
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND	PAYROLL	ACCOUNTS PAY	TOTAL DISB.
*** TOTAL OF ***			

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

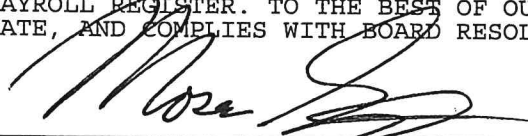
\*\*\* TOTAL OF \*\*\*

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

CURRENT TAX COLLECTION FU 703	1,085,301.48	1,085,301.48
*** TOTAL OF ***	\$1,085,301.48	\$1,085,301.48
*** GRAND TOTAL OF DISBURSEMENTS ***	\$1,085,301.48	\$1,085,301.48

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:



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Moses Sanzo, Administrator/Controller



LAPEER COUNTY

FOR CHECKS DATED 4/05/2024

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I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS  
DATED 4/05/2024 BE APPROVED BASED ON THE SIGNATURE OF THE  
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND	PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND 101	131,090.40	319,717.39	450,807.79
RENTAL PROPERTY 149		258.72	258.72
PROSECUTING ATTORNEY 205	34,236.83	933.32	35,170.15
SHERIFF'S DEPARTMENT 207	138,682.64	45,991.91	184,674.55
PARKS/RECREATION FUND 208		81.08	81.08
FRIEND OF THE COURT FUND 215	29,637.19	1,315.76	30,952.95
HEALTH DEPARTMENT/DISTRIC 221	65,039.58	21,051.32	86,090.90
SENIOR ACTIVITIES 223	23,769.90	11,812.64	35,582.54
ANIMAL CONTROL 225	5,599.63	3,708.60	9,308.23
SPECIALTY COURTS 232		2,585.00	2,585.00
REMONUMENTATION GRANT 245	181.06		181.06
REGISTER OF DEEDS AUTOMAT 256		3,867.34	3,867.34
DISASTER CONTINGENCY FUND 258	1,988.88		1,988.88
INDIGENT DEFENSE FUND 260		41,165.72	41,165.72
911 SERVICE FUND 261	34,330.26	11,288.33	45,618.59
CONCEALED PISTOL LICENSIN 263	1,148.46		1,148.46
T.N.U. 265		661.86	661.86
LAW LIBRARY FUND 269		304.00	304.00
COMMUNITY CORRECTIONS 272	3,864.34	12,818.72	16,683.06
POLICE SERVICE CONTRACTS 277	39,469.54		39,469.54
SOIL & SED SPECIAL PROJEC 296		18.45	18.45
LAPEER FAMILY CONTINUATIO 298	789.45	445.00	1,234.45
HISTORIC COURTHOUSE 470		24.85	24.85
BUILDING AND GROUNDS 631		16,389.23	16,389.23
*** TOTAL OF ***	\$509,828.16	\$494,439.24	\$1,004,267.40

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	272,819.98	496,830.72	769,650.70
CHILD CARE FUND 292	14,474.28	450.39	14,924.67
VETERANS RELIEF FUND 293	6,153.52	3,519.51	9,673.03
VETERANS TRUST FUND 294		1,856.70	1,856.70
DELINQUENT TAX REVOLVING 516	1,364.76	804,490.14	805,854.90
FORECLOSURE 532	3,380.44	3,323.83	6,704.27
DRAIN MAINTENANCE FUND 639		8,567.54	8,567.54
WORKERS COMP FUND 677		6,024.62	6,024.62
HEALTH INS. FUND 678		8,988.69	8,988.69
DRAIN FUND 801		153,701.55	153,701.55
*** TOTAL OF ***	\$298,192.98	\$1,487,753.69	\$1,785,946.67

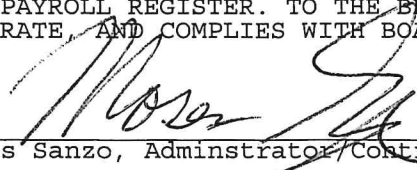
AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE  
SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR  
STATE STATUTE IF APPLICABLE:

GENERAL CUSTODIAL FUND 701		260,895.12	260,895.12
COMMON BANKING - TRUST AN 702	314,772.75	89,510.85	404,283.60
CURRENT TAX COLLECTION FU 703		479,973.95	479,973.95
DISTRICT MUNICIPAL COURT 710		36,604.95	36,604.95
*** TOTAL OF ***	\$314,772.75	\$866,984.87	\$1,181,757.62

\*\*\* GRAND TOTAL OF DISBURSEMENTS \*\*\* \$1,122,793.89 \$2,849,177.80 \$3,971,971.69

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

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS  
DATED 4/19/2024 BE APPROVED BASED ON THE SIGNATURE OF THE  
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101	132,348.88	93,719.58	226,068.46
RENTAL PROPERTY	149		88.05	88.05
PROSECUTING ATTORNEY	205	39,048.71	2,556.40	41,605.11
SHERIFF'S DEPARTMENT	207	147,184.45	17,707.84	164,892.29
PARKS/RECREATION FUND	208	1,356.03	2,243.79	3,599.82
POLLY ANN TRAIL	214		2,443.94	2,443.94
FRIEND OF THE COURT FUND	215	29,045.50	1,070.87	30,116.37
HEALTH DEPARTMENT/DISTRIC	221	66,516.41	11,278.97	77,795.38
SENIOR ACTIVITIES	223	23,992.51	23,633.34	47,625.85
ANIMAL CONTROL	225	5,452.63	2,978.30	8,430.93
SPECIALTY COURTS	232		768.16	768.16
REMONUMENTATION GRANT	245	181.06		181.06
REGISTER OF DEEDS AUTOMAT	256		185.52	185.52
DISASTER CONTINGENCY FUND	258	1,988.88	17,586.12	19,575.00
INDIGENT DEFENSE FUND	260		23,748.45	23,748.45
911 SERVICE FUND	261	34,623.65	29,310.75	63,934.40
CONCEALED PISTOL LICENSIN	263	1,209.92		1,209.92
T.N.U.	265		780.43	780.43
COMMUNITY CORRECTIONS	272	3,864.34	4,471.96	8,336.30
POLICE SERVICE CONTRACTS	277	39,980.06		39,980.06
AMERICAN RESCUE PLAN	281		126,825.28	126,825.28
LAPEER FAMILY CONTINUATIO	298	789.45	900.00	1,689.45
BURKE DRAIN	461		14.02	14.02
HISTORIC COURTHOUSE	470		416.58	416.58
PEASLEY DRAIN CONSTRUCTIO	481		1,051.50	1,051.50
9-1-1 CONSTRUCTION FUND	482		2,253.96	2,253.96
TELECOMMUNICATIONS FUND	571		1,118.13	1,118.13
BUILDING AND GROUNDS	631		31,140.90	31,140.90
*** TOTAL OF ***		\$527,582.48	\$398,292.84	\$925,875.32

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	274,409.08	879,010.86	1,153,419.94
CHILD CARE FUND	292	14,474.28	8,051.08	22,525.36
VETERANS RELIEF FUND	293	6,031.62	2,142.07	8,173.69
STROUP DRAIN	474		105.15	105.15
DELINQUENT TAX REVOLVING	516	1,364.76	3,230,796.93	3,232,161.69
FORECLOSURE	532	3,324.37		3,324.37
DRAIN MAINTENANCE FUND	639		62,756.83	62,756.83
HEALTH INS. FUND	678		793,353.41	793,353.41
DRAIN FUND	801		4,282.55	4,282.55
*** TOTAL OF ***		\$299,604.11	\$4,980,498.88	\$5,280,102.99

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		48,703.46	48,703.46
COMMON BANKING - TRUST AN	702	332,624.85	24,064.91	356,689.76
DISTRICT MUNICIPAL COURT	710		6,066.07	6,066.07
LIBRARY PENAL FINE FUND	721		21,093.00	21,093.00
*** TOTAL OF ***		\$332,624.85	\$99,927.44	\$432,552.29

*** GRAND TOTAL OF DISBURSEMENTS ***		\$1,159,811.44	\$5,478,719.16	\$6,638,530.60
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THE COUNTY CONTROLLER/ADMINISTRATORS OFFICE HAS COMPILED THIS AUDIT MOTION  
FROM INFORMATION CONTAINED IN THE CHECK SELECTION LIST SUMMARY BY FUND AND  
THE PAYROLL REGISTER. TO THE BEST OF OUR KNOWLEDGE THE INFORMATION IS CORRE  
ACCURATE AND COMPLIES WITH BOARD RESOLUTIONS AND APPLICABLE POLICES.

Signed:

Moses Sanzo, Adminstrator/Controller

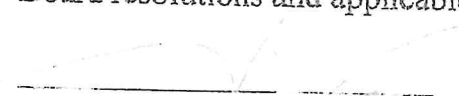
## ROAD COMMISSION AUDIT MOTION

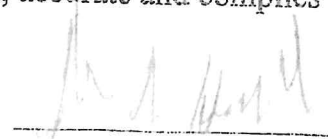
For checks dated: 04/04/2024

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	\$ 350.00
201-449-7114.000	Medicare	\$ 24.94
201-449-715.000	FICA	\$ 106.63
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	\$ 138.88
201-449-957.00	Memberships	\$ -
Total:		<u>\$ 2,187.31</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

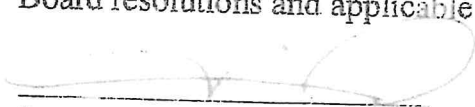
## ROAD COMMISSION AUDIT MOTION

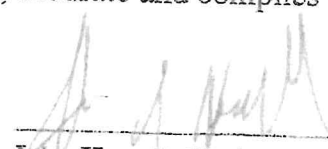
For checks dated: 04/18/2024

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	\$ 10.62
201-449-718.000	Retirement	\$ 94.00
201-449-860.050	Mileage	\$ -
201-449-957.00	Memberships	\$ -
Total:		<u>\$ 1,671.65</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