

PROPERTIES COMMITTEE

September 14, 2023

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

Chairman Kohlman called the meeting to order at approximately 1:17 p.m. in Room 302 of the County Complex.

Members Present: Commissioners Tom Kohlman, Kevin Knisely, Truman Mast, Moses Sanzo, County Administrator/Controller, John Bustle, Program & Operations Manager, and Jackie Arnold, CFO

Others: Jillian Weiss, Building & Grounds/Parks Special Events Coordinator, Lauren Emmons, CMH Director, Emma McQuillan, CMH CFO, Brooke Sankiewicz, CMH Clinic Services Director, Amy Stearns, Chief Deputy County Clerk, Paul Walton, Chief Assistant Prosecutor, and Joe Suma, Drain Commissioner

Visitors/ Citizens: none.

MINUTES

The minutes from August 30, 2023 were briefly reviewed.

Motion by Mast, supported by Knisely, to approve the minutes from the August 30, 2023 meeting of the Properties Committee meeting as presented. Motion carried.

NEW/GENERAL ITEMS

CMH- Request to approve Family Building Company to complete additional concrete work.

CLERK- Request to accept contract with Permittium for Online Vital Records Request Applications.

PROSECUTOR- Request to approve the purchase of office furniture.

OLD/REFERRED/OR ADDITIONAL ITEMS

DRAIN- Request to purchase 5 parcels adjacent to Merritt Lake Dam on behalf of the Merritt Lake Special Assessment District.

CMH

Request to approve Family Building Company to complete additional concrete work. Emmons explained that the original bid was for 4" and it needed 8" of concrete for the 20x20 area that required repair. The cost included the additional concrete as well as the labor.

- 1. Motion by Bustle, supported by Knisely, to recommend to the Full Board to approve Family Building Company to complete additional concrete work at a cost not to exceed \$3,300.00, to be paid for by CMH, at no additional cost to the County's General Fund.**

CLERK

Request to accept contract with Permutium for Online Vital Records Request Applications. Stearns explained the current process for vital records which include in person, mail in, and email request. Stearns shared their current follow up process and current difficulties when requestors wait to pay after submitting the request. Stearns shared that with the programming it would streamline the requests and keep requests in one system. Stearns explained that the program is in real time and allows the requestor to follow their request process through the que. Stearns explained the program will also brand out to fit the County. The program is at no cost to the county as the cost will go to the requestor. The County will still continue charge their current charge for certified records.

- 2. Motion by Knisely, supported by Bustle, to recommend to the Full Board to accept the User License Agreement for an Online Vital Records Request Application, provided by Permutium, at no cost to the County, and authorize the Chairman/Vice-Chairman to sign the Agreement.**

PROSECUTOR

Request to approve the purchase of office furniture. Walton explained the remaining office space for the new prosecutor does not have any furniture. Walton explained that current furniture in some offices is not large enough for the workload that is being processed. Arnold verified that quote through GSA is a state contractor and does not require additional bids. Walton expressed adding computers in the future. Walton shared that some of the computers currently cannot keep up with all the systems that need to be accessed.

- 3. Motion by Knisely, supported by Bustle, to recommend to the Full Board to approve the purchase of the proposed office furniture for the Office of the Prosecuting Attorney at a cost not to exceed \$11,856.00, to be paid from line 205-100-700.100, at no additional cost to the County's General Fund.**

DRAIN

Request to purchase 5 parcels adjacent to Merritt Lake Dam on behalf of the Merritt Lake Special Assessment District. Suma explained that the price change was due to delinquent taxes. The original amount provided was the dollar value. The amount provided also does not include summer and winter 2023 taxes. Parcels would then be tax exempt in 2024 if purchased. Concerns were expressed regarding the cost and the property being wetlands. Suma explained the possibility of a re-district and extending the time period for levying of special assessment.

- 4. Motion by Knisely, supported by Mast, to recommend to the Full Board to authorize the purchase of parcels 015-200-043-00, 015-200-044-00, 015-200-045-00, 015-200-046-00, 015-200-047-00, located in Metamora Township, Lapeer County, to be paid initially by Lapeer County General Funds at a cost not to exceed \$45,074.00, and reimbursed by the Merritt Lake Special Assessment District with monies to be collected from the levying of special assessments.**

ADJOURN

Motion by Knisely, supported by Bustle, to adjourn the meeting. Motion carried unanimously. 1:42 p.m.

Tom Kohlman, Chairman
Lapeer County Properties Committee