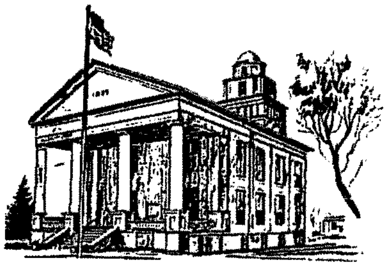

MICHIGANS OLDEST COURTHOUSE

THERESA M. SPENCER
LAPEER COUNTY CLERK

County Complex Building
255 Clay Street
Lapeer, Michigan 48446

Phone 810 area code
667-0356
Circuit Court Division
667-0358
Fax 667-0362

A-G-E-N-D-A

LAPEER COUNTY BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
September 25, 2025
9:00 A.M.

Scott McMahan	District #1
Gary Howell	District #2
Kevin Knisely	District #3
Brad Haggadone	District #4
C. Ian Kempf	District #5
Greg Wise	District #6
Bryan Zender	District #7

CALL TO ORDER BY CHAIRMAN/VICE-CHAIR

- Roll Call
- Opening Prayer
- Pledge of Allegiance

CONSIDERATION FOR APPROVAL:

- Agenda
- August 28, 2025 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 regarding current agenda items only.
(maximum of 3 minutes per person)

CONTINUED -

NEW/OLD BUSINESS:

DRAFT MOTIONS

♦ **Committee of the Whole**	**(September 11, 2025)**	**(Attached)**
♦ **Properties Committee**	**(September 11, 2025)**	**(Attached)**
♦ **Personnel Committee**	**(September 11, 2025)**	**(Attached)**
♦ **Policies and Procedures Committee**	**(September 9, 2025)**	**(Attached)**
♦ **Policies and Procedures Committee**	**(September 16, 2025)**	**(Attached)**

1. **AUDIT MOTIONS-** To enter into the Record the County's Audit Motions including Cash Requirements Statement to PayCom Payroll, LLC, for August 29th, and September 5th and 19th 2025, and the Road Commissions Audit Motion for disbursements dated September 4th and 18th, 2025. Motion carried.

2. **FINANCE-** Request to set Public Hearing regarding Community Development Block Grant (CDBG)

(Additional items)

1.

2.

AD HOC COMMITTEE UPDATES- If needed

PUBLIC TIME - Citizens Comments (maximum of 3 minutes per person)

ADMINISTRATOR/CHIEF FINANCIAL OFFICER UPDATES

COMMISSIONER REPORTS

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
August 28, 2025
9:00 A.M.

Chairman Howell called the meeting to order at 9:00 a.m. in the Commission Chambers on the lower level of the County Complex Building. Commissioner Haggadone opened the meeting with prayer. The Pledge of Allegiance was recited.

Present:	Gary Howell	District #2
	Kevin Knisely	District #3
	Brad Haggadone	District #4
	C. Ian Kempf	District #5
	Greg Wise	District #6
	Bryan Zender	District #7
Absent:	Scott McMahan	District #1

AGENDA

The agenda and draft minutes from the July 24, 2025 Regular Board Meeting and July 30, 2025 Special Board Meeting were reviewed.

247-2025
Motion by Zender, supported by Wise, to accept the agenda with the following revisions: Under Administration, Item 1A, refer the adoption to the September 11, 2025 Committee of the Whole Meeting, with authority to act, and Personnel Motion #5, refer to the September 11, 2025 Committee of the Whole Meeting, with authority to act, and the deletion of a closed session. Motion carried.

248-2025
Motion by Haggadone, supported by Wise, to approve the July 24, 2025 Regular Board Meeting Minutes, as presented. Motion carried.

249-2025
Motion by Haggadone, supported by Wise, to approve the July 30, 2025 Special Board Meeting Minutes, as presented. Motion carried.

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

Michael Odette, Undersheriff introduced Deputy Kennedy Mitchel, who has recently joined the Lapeer County Sheriff Department staff, and administered the Oath of Office to Deputy Mitchell.

PUBLIC TIME – No comments were made.

250-2025
Motion by Kempf, supported by Haggadone, to authorize the Friend of the Court to proceed with two (2) replacement copiers for Friend of the Court and to enter with Brady's Business Systems/Visual Edge IT for Kyocera copiers for a period of 60 months, to be paid within their budgeted line, and at no additional cost the County's General Fund, and to further authorize the Chairman/Vice-Chair to sign said agreement. Motion carried.

251-2025
Motion by Kempf, supported by Haggadone, to authorize the transfer of $126,876.67 to Community Mental Health, which represents the third and final installment toward the annual allocation of $380,630.00 to Community Mental Health from the County, to be transferred to the general ledger account number 222-649-695.299, as budgeted. Motion carried.

252-2025
Motion by Kempf, supported by Haggadone, to approve the total authorize budget increase by $52,297.00 for a new total authorized budget of $387,297.00 for GRANT NO. CPS-2025-1-29 previously approved on 10/10/2024; and further, to authorize the Chair/Vice-Chair to sign Change Notice 1 Grant No. CPS-2025-1-29, as submitted by Community Corrections. Motion carried.

253-2025
Motion by Kempf, supported by Haggadone, to authorize Community Mental Health to purchase two Windows Servers 2025 with two hard drives from PWF Technology Distribution at a cost of $5,786.00, and Windows Server software (2 licenses) with 215 Client Access Licenses (CALs) from CDW-G at a cost of $9,814.15, with a total combined cost of $15,600.15 from both vendors, to be paid from Community Mental Health's budget, and at no cost to the County General Fund. Motion carried.

254-2025
Motion by Zender, supported by Haggadone, pursuant to the recommendation of the Properties Committee, to authorize Central Dispatch to proceed with the payment to the Michigan Public Safety Communications System (MPSCS) for the annual infrastructure maintenance associated with the tower sites, at a cost of $63,351.10, to be paid for from 9-1-1 surcharge contracted services line number 261-325-813.000, at no additional cost to the County's General Fund. Motion carried.

255-2025
Motion by Kempf, supported by Zender, to approve and adopt the revised Lapeer County Animal Control Fee Schedule, as submitted, to reflect updated services, pricing, a two-year license option, as well as updated established revenue line items. Motion carried.

256-2025
Motion by Kempf, supported by Zender, to authorize the County Treasurer to request the issuance of a credit card to Natasha Kugler, Human Resources Director, for use as described in the Lapeer County Standard Operating Policies and Procedures. Motion carried.

257-2025
Motion by Kempf, supported by Zender, to authorize payment to Shifman Fournier, in the amount of $693.00, for labor related legal services rendered through July 31, 2025, to be paid from line item 101-239-801.020. Motion carried.

258-2025
Motion by Kempf, supported by Zender, to authorize payment to The Kelly Firm, of invoice #5878 for the month of April, 2025 in the amount of $4,105.30; and for invoice #6045 for the month of June, 2025 in the amount of $2,590.00, for corporation counsel legal services, to be paid from line item 101-239-801.020. Motion carried.

259-2025
Motion by Kempf, supported by Zender, to authorize payment of the annual dues to the Michigan Association of Counties (MAC), in the amount of $14,982.02 for the period of July 1, 2025 through June 30, 2026, to be paid from line 101-241-957.102. Motion carried.

260-2025
Motion by Zender, supported by Kempf, pursuant to the recommendation of the Properties Committee, to rescind Board Motion #226-2025 from the July 24, 2025 Regular Board Meeting pertaining to the Central Dispatch agreement with Command Communications for the upgrade of the radios to meet CJIS encryption standard. Motion Carried.

261-2025
Motion by Zender, supported by Knisely, pursuant to the recommendation of the Properties Committee, to authorize Central Dispatch to proceed Motorola Solutions and ProComm for the upgrade of radio to meet CJIS encryption standards, at a cost not to exceed $275,000.00, to be paid from 911 millage line #482-325-977.000, at no additional cost to the County's General Fund. Motion carried.

262-2025
Motion by Zender, supported by Haggadone, pursuant to the recommendation of the Properties Committee, to approve the Lapeer County Credit Card Policy, as submitted. Motion carried.

263-2025
Motion by Haggadone, supported by Zender, pursuant to the recommendation of the Personnel Committee, to authorize the Sheriff's Department to fill the upcoming vacant Corrections Officer position (#142, Pay Grade S4) at Step 2 due to the candidate's 5 years of Corrections experience, at no additional cost to the County, but pending acceptance of the related Lateral Transfer LOU between the County (based our labor attorney's recommendation) and the Union. Motion carried.

264-2025
Motion by Haggadone, supported by Wise, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the County Administration Office to move the Community Corrections staff and operations from the Court Administrator/Magistrate to the County Administrator/ Controller, which the management would consist of the approval of leave time, purchases, payroll, and other requirements, along with possible changes to operations, with the understanding that the purpose is to re-evaluate the Community Corrections office and their programs overall value to the County and the efficiency of its operations; and further, that this management change be effective immediately and will remain in place until a time determined by the County Administrator. Motion carried.

265-2025
Motion by Haggadone, supported by Knisely, pursuant to the recommendation of the Personnel Committee, to approve the revised Lapeer County Training Registration & Overnight Travel Policy, as submitted; and to also approve the related revised Travel and Training Registration Form, as submitted. Motion carried.

266-2025
Motion by Haggadone, supported by Kempf, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for Animal Control, to add and hire one additional temporary part-time Kennel Attendant position (Position #TBD, Pay Grade 13, Entry Step) for a period of 6-months, at no additional cost to the County's General Fund; and further, that Animal Control come back to Personnel for an update prior to the end of the 6-month period. Motion carried.

267-2025
Motion by Haggadone, supported by Kempf, to refer the selection of an agent to provide Insurance Broker Services to the September 11, 2025 Committee of the Whole Meeting with authority to act. Motion carried.

2026 and 2027 BIENNIAL BUDGET
PUBLIC HEARING

Chairman Howell announced that the purpose of the public hearing is to listen to comments from the public regarding the 2026-2027 Biennial Operating Budgets.

Chairman Howell declared the public hearing in session and opened the floor to the public for comments, 9:17 a.m. No comments were received. Chairman Howell declared the public hearing closed. 9:17 a.m.

Chairman Howell asked the Controller and Chief Financial Officer to give a background on the budget issues. Jacky Bennett, Interim Chief Financial Officer presented the budget message for 2026.

268-2025
Motion by Kempf, supported by Zender, to refer the General Appropriations Act Resolution to the September 11, 2025 Committee of the Whole Meeting with authority to act. Motion carried.

269-2025
Motion by Kempf, supported by Knisely, to enter into the Record the County's Audit Motions including Cash Requirements Statement to PayCom Payroll, LLC, for July 25th and July 29th, August 8th, August 22nd, 2025, and the Road Commissions Audit Motion for disbursements dated July 24th, 2025 and August 21st, 2025. Motion carried

Genesee-Lapeer-Shiawassee Region V Planning and Development Commission (GLS Region V) - 2 positions expiring December 31, 2027

270-2025
Motion by Zender, supported by Kempf, to appoint Richard VanHaaften, and Doug Macha to serve on the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission (GLS Region V), for a two-year term ending December 31, 2027. Motion carried.

AD HOC COMMITTEE UPDATES

No updates given.

PUBLIC TIME – Six people spoke during public time.

ADMINISTRATOR/CHIEF FINANICAL OFFICER UPDATES

No updates given.

COMMISSIONER REPORTS

At this time, the Commissioners had an opportunity to offer personal perspectives and individual comments on topics discussed at this Board meeting, share future plans, thank citizens for the participation today, as well as 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.

271-2025
Motion by Zender, supported by Haggadone, to adjourn the meeting at 10:00 a.m.

Gary Howell, Chairman
Board of Commissioners

Theresa M. Spencer, County Clerk
Clerk of the Board

DRAFT MOTIONS FROM THE
September 11, 2025
Committee of the Whole Meeting

1. Motion by Kempf, supported by Zender, to recommend to the Regular Board, to approve and adopt the Health Department's Fiscal Year 2026 (October 1, 2025 - September 30, 2026) Fee Schedule, as submitted. Motion carried.

2. Motion by Kempf, supported by Zender, to recommend to the Regular Board, to authorize the Health Department's Environmental Health Division to switch inspection and permitting software from HSCloud Suite ("Health Space") to FetchEH by Amalgam, LLC, with the set-up configuration and data migration one-time fee of $20,000.00, and the annual fee of $8,000.00, to be paid from line item #221-101-801.030 and 221-351-813.000, at no additional cost to the County's General Fund; and further, to authorize the Chairman/Vice-Chairman to sign the License Agreement, as submitted. Motion carried.

3. Motion by Kempf, supported by Wise, to recommend to the Regular Board, to approve the annual Memorandum of Agreement with Lapeer County MSU Extension in the amount of $141,944.00 for Fiscal Year 2026; and further, to authorize the Chairman/Vice-Chairman to sign the agreement, and that Administration and Extension are to provide a written 6-month review. Motion carried.

4. Motion by Kempf, supported by Haggadone, to recommend to the Regular Board, to approve the 2025 disbursement of the County Bridge funds in the amount of $353,461.41 from general ledger line 101-990-995.015. Motion carried.

5. Motion by Zender, supported by Kempf, to recommend to the Regular Board, to authorize the County Treasurer to pay the annual service/support fee to BS&A for the Assessing System per the contract coverage dates of August 1st, 2025 through September 30th, 2025, in the amount of $630.22 to be paid from line item #532-253-850.200, and the period of October 1st, 2025 through April 30th, 2026, in the amount of $5,041.78, to be paid from line item #532-000-123.000. Motion carried.

6. Motion by Kempf, supported by Haggadone, to recommend to the Regular Board, to approve Addendum A to the current Inmate Telecommunications General Service agreement between the County of Lapeer, Lapeer County Sheriff's Office and Combined Public Communications (CPC) to move to single device system and an advanced chipper, at no additional cost to the County; and further, to authorize the Chairman/Vice-Chairman to sign said Addendum to the agreement. Motion carried.

7. Motion by Haggadone, supported by Wise, to recommend to the Regular Board, to authorize the County Treasurer to request the issuance of a credit card to Steve Kress, Juvenile Court Administrator, for uses such as travel/trainings, postage purchases, or program purchases as subscribed in the adopted Lapeer County Standard Operating Policies and Procedures/Credit Card Policy. Motion carried.

8. Motion by Haggadone, supported by Knisely, to recommend to the Full Board, to authorize payment to Shifman Fournier, in the amount of $709.50, for labor related legal services rendered through August 31, 2025, to be paid from line item 101-239-801.020. Motion carried.

9. Motion by Haggadone, supported by Knisely, to recommend to the Full Board, to authorize payment to The Kelly Firm of invoice #6164 for the month of July, 2025 in the amount of $5,145.00, for corporation counsel legal services rendered through March 31, 2025, to be paid from line item 101-239-801.020. Motion carried.

10. Motion by Knisely, supported by Kempf, to recommend to the Regular Board, to authorize payment to the Lapeer Development Corporation for professional economic services for Fiscal Year 2025/2026, at a cost not to exceed $10,000.00, to be paid from line item 101-237-959.000 and disburse in October. Motion carried.

11. Motion by Zender, supported by Wise, to recommend to the Regular Board, to give the County Administrator/Controller and/or Interim Chief Financial Officer the authority to act and approve all Budget Amendments and appropriation transfers for Fiscal Year 2025. Motion carried.

Draft Motions from the Committee of the Whole Continued

12. Motion by Haggadone, supported by Knisely, to recommend to the Regular Board, pursuant to the August 28, 2025 Regular Board Meeting giving the Committee of the Whole the authority to act on this matter, to accept the bid and officially appoint Marsh & McLennan Agency LLC as Lapeer County's insurance broker of record, and that the HR Director be appointed as the Plan Administrator and process the Agent of Record (AOR) letter authorizing the change; and further, that notification be sent to the current broker, Doug Stacks of Financial Technologies, of this transition. Motion carried.

13. Motion by Kempf, supported by Zender, to recommend to the Regular Board, pursuant to the August 28, 2025 Regular Board Meeting giving the Committee of the Whole the authority to act on this matter, to adopt the following General Appropriation Act:

FINAL

LAPEER COUNTY MICHIGAN

GENERAL APPROPRIATION ACT

RESOLUTION TO AMEND & ADOPT THE BIENNIAL BUDGET
FOR
OCTOBER 1, 2025 TO SEPTEMBER 30, 2026 (AMEND)
AND
OCTOBER 1, 2026 TO SEPTEMBER 30, 2027 (ADOPT)
ON
SEPTEMBER 11, 2025

WHEREAS, In 2003, the County Board of Commissioners directed that a biennial budget process be established in an effort to improve the efficiency of the complex budget process, reduce time in the respective departments necessary for budget preparation, and to enhance fiscal planning and stability; and,

WHEREAS, Section 16 of the "Uniform Budgeting and Accounting Act" requires that an appropriation act be adopted by this County Board of Commissioners in order to implement the operating budgets of the County of Lapeer for FY 2026 and FY 2027; and,

WHEREAS, The Lapeer County Board of Commissioners is the statutorily designated "legislative body" for the County Budget function under the Uniform Budgeting and Accounting Act (MCL 141.421); and,

WHEREAS, All County Elected Officials, Judges and appointed Department Heads were afforded the opportunity to appear before the County Board of Commissioners to discuss their budget request; and,

WHEREAS, The Board of Commissioners has taken into consideration the fact that certain mandatory functions of County government or operations must be budgeted at serviceable levels in order to provide statutory and constitutionally required services and programs, and that other essential and non-mandatory services are budgeted to meet operational and community needs; and,

WHEREAS, Fifty percent (50%) of the proceeds of the Convention Facilities/Liquor Tax revenue received from the State are used for the specific purpose of substance abuse prevention programs in the County; and,

WHEREAS, A public notice was published in a newspaper of general circulation on June 01, 2025, and a public hearing was held on June 12, 2025, consistent with the "Truth in Taxation Act," to consider increasing the operating tax millage rate by .38 mills for FY 2025; and,

WHEREAS, The Board of Commissioners at a meeting on June 12, 2025, adopted the following tax rates to be levied for the 2025 tax year 2025/2026 budget year for a County levy of 3.5733 and extra voted millage as summarized below based on the 2025 Taxable Value $4,285,322,397 for a total millage rate of :

Purpose	Millage	Revenue
General Government	3.5733	$ 15,312,743.00
Total Allocated Millage	3.5733	$ 15,312,743.00

Lapeer County General Appropriations Act Resolution, September 11, 2025

Senior Citizen *(voted through 2026)*	.3859	$ 1,653,705.00
Medical Care Facility Operating *(voted through 2027)*	.3149	$ 1,349,448.00
Law Enforcement *(voted through 2027)*	1.4290	$ 6,123,725.00
Veterans *(voted through 2029)*	.1837	$ 787,213.00
EMS *(voted through 2030)*	1.1736	$ 5,029,254.00
Total extra voted Millage	3.4871	$ 14,943,345.00
Total Millage	**7.0604**	**$ 30,256,088.00**

WHEREAS, The revenue projections in the 2026/2027 Budget are reduced to reflect the estimated amount of captured revenue by Tax Increment Finance Authorities and Downtown Development Authorities in local jurisdictions as summarized below:

FY 2026	Est. Millage Revenue	Est. Captured Revenue	Est. Net Revenue
General Government	$ 15,772,125.00	$ 843,771.00	$ 14,928,354.00
Law Enforcement	$ 6,376,368.00	$ 52,000.00	$ 6,324,368.00
Veterans	$ 702,885.00	$ - 0 -	$ 702,885.00
Medical Care Facility	$ 1,238,417.00	$ -0-	$ 1,238,417.00
Senior Services	$ 1,721,931.00	$ 4,132.00	$ 1,717,799.00
Total	**$ 25,811,726.00**	**$ 899,903.00**	**$ 24,911,823.00**

FY 2027	Est. Millage Revenue	Est. Captured Revenue	Est. Net Revenue
General Government	$ 16,245,288.00	$ 869,083.00	$ 15,376,205.00
Law Enforcement	$ 6,567,659.00	$ 52,000.00	$ 6,515,659.00
Veterans	$ 723,972.00	$ - 0 -	$ 723,972.00
Medical Care Facility	$ 1,275,570.00	$ - 0 -	$ 1,275,570.00
Senior Services	$ 1,773,589.00	$ 4,132.00	$ 1,769,457.00
Total	**$ 26,586,078.00**	**$ 925,215.00**	**$ 25,660,863.00**

WHEREAS, The voters have supported "special millages" (e.g. for Senior Services, Veterans, Law Enforcement/ Public Safety, EMS and Medical Care Facility) that various Public Acts allow local units of government to supersede by partially "capturing" revenue that may consequently not be available for the extra voted program as noted above; and,

WHEREAS, A Committed Delinquent Tax Fund Balance is established for self-funding of $5,000,000.00, and a transfer from the Delinquent Tax Revolving Fund of $2,000,000.00 for FY 2026 and $2,000,000.00 for FY 2027 to the General Fund is hereby authorized; and,

2

Lapeer County General Appropriations Act Resolution, September 11, 2025

WHEREAS, State Revenue Sharing in the amount of $2,252,000.00 is anticipated for FY 2026, and the amount for FY 2027 is estimated at $2,252,000.00; and,

WHEREAS, Adult-Use Marijuana payments in the amount of $350,000 is anticipated for FY 2026, and the amount for FY 2027 is estimated at $350,000; and,

WHEREAS, Pursuant to MCL 141.412, section 2, a notice regarding the proposed budget was published in a newspaper of general circulation on August 3, 2025, and was placed on display in the County Clerk's office and the county's website from August 11 through August 28, 2025, and a public hearing was conducted on August 28, 2025; and,

THEREFORE, BE IT RESOLVED, that the FY 2026 and FY 2027 Lapeer County Budgets as summarized below are hereby adopted on a fund and activity basis for the General Fund and the fund level for all other funds, subject to all statutory and County policies regarding the expenditure of funds and the conditions set forth in this Resolution:

	2026 Amended Budget	2027 Budget
General Fund	$ 26,206,752.00	$ 26,657,502.00
Special Revenue Funds	$ 93,414,440.00	$ 91,411,731.00
Debt Service Funds	$ 790,749.00	$ 771,250.00
TOTALS	$120,411,941.00	$118,840,483.00

BE IT FURTHER RESOLVED, that an Assigned fund balance (GF) is established in the amount of $500,000.00 for FY 2026 and $500,000.00 for FY 2027; and,

BE IT FURTHER RESOLVED, that the Board of Commissioners direct the Controller/Administrator to present necessary changes to the 2027 budget to the Board prior to the beginning of fiscal year 2027 for final adoption; and,

BE IT FURTHER RESOLVED, that Elected Officials, Judges and appointed Department Heads are advised that certain line item transfers with the respective budgets will not be authorized; and,

BE IT FURTHER RESOLVED, that all persons responsible for the Administration of this budget be duly advised of the contents of Public Act 621 of 1978, as amended, and their respective appropriations and responsibilities to not authorize or participate in the expenditures of funds except as authorized by this General Appropriations Act; and,

BE IT FURTHER RESOLVED, that to ensure compliance with the Uniform Budgeting Act, all Officials and employees of Lapeer County shall follow Claim Processing and Purchasing Procedures and the Personnel Policies as adopted and amended by the Board of Commissioners and that the budgeted funds are appropriated contingent upon compliance with the County's adopted "Financial Goals, Policies, and Practices"; and,

BE IT FURTHER RESOLVED, that the approved employee positions on the Position Control Maintenance File shall limit the number of employees who shall be employed, and no funds are appropriated for any position or employee not on the "Approved Position Control Maintenance File." Further, there may be a need to increase or decrease various positions within the Budget and/or impose a hiring freeze and/or reduction in staff due to unforeseen financial changes; therefore, the "Approved Position Control List" may be changed from time to time by the Board and/or the Board may impose a hiring freeze. The County Elected Officials, Judges and the County Department Heads shall comply with changes affected by the Board, if any, relative to the approved positions and the number of employees stated in the Position Control List; and,

Lapeer County General Appropriations Act Resolution, September 11, 2025

BE IT FURTHER RESOLVED, that this budget does not authorize any other compensation adjustment(s) without expressed authority of the Board of Commissioners; and,

BE IT FURTHER RESOLVED, that certain positions authorized in this budget, which are supported in part by grants or other sources of outside funding, are only approved contingent upon the County receiving the budgeted revenues. The Elected Official, Judge, and/or Department Head responsible for program administration shall immediately notify the Controller/Administrator in the event outside funding is not received or the County is notified that such funding has been discontinued or reduced; and,

BE IT FURTHER RESOLVED, that since the County revenues and expenditures may vary from those contemplated, the Board of Commissioners may adjust the budget during the fiscal year as deemed necessary; and

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to automatically reduce a department budget each time a reduction is made in federal, state, or local funds. The affected Elected Official, Judge or Department Head shall promptly take the necessary corrective action to reduce expenditures as a result; and,

BE IT FURTHER RESOLVED, that the County Controller/Administrator is hereby authorized to make budgetary transfers within the various funds and to authorize expenditures in accordance with the budgetary procedures established by the Board of Commissioners; and,

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize, that as long as the balance in the Budget Stabilization Fund is under the amount allowed by Michigan Public Act 30 of 1978, that the fund be allowed to accrue interest earning without a separate Board motion; and,

BE IT FURTHER RESOLVED, that all County Departments include indirect cost as determined by the most recent Cost Allocation Plan in all applications for federal and state grants and further; where indirect costs are not included in the approved grant budget, a memorandum explaining the reason for not including them in the grant must be submitted with the Request for Action to approve the grant; and,

BE IT FURTHER RESOLVED, that all grant submissions to the Board of Commissioners shall clearly indicate the minimum required match and if any requirements exist in the grant that require the County to continue the program when the grant concludes; and,

BE IT FURTHER RESOLVED, that in order to ensure compliance with all board policies and procedures, and pursuant to Motion #55-21, the Board has authorized the County Controller/Administrator to approve initial submissions of grant application requests, without prior Board approval, however, all grant acceptance requests must be processed and approved by the Board of Commissioners prior to accepting any and all grants; and,

BE IT FURTHER RESOLVED, that to ensure compliance with all Board policy and procedures, that all contracts will be brought before the Board of Commissioners at a regularly scheduled meeting for authorization, and only the Board of Commissioners as the governing body can enter into a contract for the County, or any of its Departments; and,

BE IT FURTHER RESOLVED, that pursuant to the Uniform Budgeting Act, the Board of Commissioners designates the County Controller/Administrator as the Chief Administrative Officer and Budget Officer pursuant to MCLA 141.421 et. Seq., with the authority to administer such duties in connection with said budget, and as may be from time to time, delegated to the Office of Controller by this Board; and,

BE IT FURTHER RESOLVED, that the County Treasurer and/or County Controller/Administrator are authorized to borrow between funds within the common (general) bank account of the County within the guidelines as established by the Board of Commissioners.

Lapeer County General Appropriations Act Resolution, September 11, 2025

Scott McMahan
District #1

Kevin Knisely
District #3

Ian Kempf
District #5

Bryan Zender
District #7

Gary Howell, Chairman
District #2

Brad Haggadone, Vice Chairman
District #4

Greg Wise
District #6

I hereby certify that the foregoing Resolution was unanimously adopted by a vote at the meeting of the Board of Commissioners of the County of Lapeer, State of Michigan, on this 11th day of September, 2025.

Theresa M. Spencer, County Clerk
Clerk of the Board

Roll call vote: Haggadone, aye; Kempf, aye; Knisely, aye; McMahan, absent; Wise, aye; Zender, aye; Howell, aye. 6 ayes, 1 absent. Motion carried.

14. Motion by Kempf, supported by Knisely, to recommend to the Regular Board, that Administration provide a written update every 4 months with a State of the Budget Report. Motion carried.

DRAFT PROPOSED MOTIONS
FROM THE
September 11, 2025
PROPERTIES COMMITTEE MEETING

1. **Motion by Kempf, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize the Register of Deeds to proceed with Kofile for the preservation of Historical Records (index books 2, 4, and 6 and 100 plats), at a cost not to exceed $30,000.00, to be paid for from the Automation Fund 256-711-977.010, at no additional cost to the County's General Fund; and further, to authorize Amy Stearns, Register of Deeds, to sign said agreement. Motion Carried.**

2. **Motion by Knisely, supported by Kempf, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize Building & Grounds/ Parks Department's request to sell items no longer needed or used by various County Departments at public auction. Motion Carried.**

PROPOSED PERSONNEL MOTIONS

**FROM THE
SEPTEMBER 11, 2025 PERSONNEL COMMITTEE MEETING TO THE
SEPTEMBER 25, 2025 FULL BOARD MEETING**

1. **Motion by Wise, supported by Howell, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for Community Mental Health to eliminate one full-time General Clerk position (#559, Pay Grade 13) an add one full-time Medical Assistant position (#TBD, Pay Grade 14) in order to better meet the needs of the prescribers and improve clinic efficiency as consistent with the agency's Strategic Plan, with the cost difference to be paid from within CMH's budget, and at no additional cost to the County's General Fund. Motion carried unanimously.**

2. **Motion by Howell, supported by Wise, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the Health Department to create/add one full-time Soil Erosion Inspector position (#TBD, Pay Grade 16), which will have shared duties in Environmental Health and the Drain Commissioners' Office, which will better serve the public needs of both departments, to be paid from within their departments (funds previously budgeted for third-party contractors), therefore, will result in a cost savings to the County and at no additional cost to the County's General Fund; and further, to approve the related job description for said new position, as attached. Motion carried unanimously.**

3. **Motion by Howell, supported by Wise, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the Human Resources Department to add/reclassify the full-time HR Assistant position (#475, Pay Grade 16) to an HR Professional position (#TBD, Pay Grade 18, Step 1) based on the level of responsibility for this position, recommended rates from the Bureau of Labor Statistics, and the employee's 10 years of HR related experience; and further, to approve the related job description for said position. Motion carried unanimously.**

4. **Motion by Howell, supported by Wise, pursuant to the recommendation of the Personnel Committee, to authorize the Human Resources Department to fill the HR Assistant/Payroll Specialist position (#475, Pay Grade 16), that will be vacant due to the internal promotion of the current employee, in order to better serve the County's 480+ employees, providing a full-service HR Department and to meet all compliance standards, to be paid from the General Fund, pursuant to a Budget Amendment to be prepared by the Finance Department. 2 Ayes, 1 Nay. Motion carried.**

LAPEER COUNTY
HEALTH DEPARTMENT
SOIL EROSION INSPECTOR

General Summary
Under the supervision of the Environmental Health Director, or direction of the Environmental Coordinator, conducts inspections of construction sites, developments, and other land disturbance activities to enforce federal, state, and county soil erosion and sedimentation control regulations. Prepares reports, issues corrective actions, and communicates with contractors, developers, and the public to safeguard natural resources and prevent environmental degradation.

Essential Functions
1. Inspects active and proposed construction, development, and excavation sites for compliance with the Michigan Soil Erosion and Sedimentation Control (Part 91, NREPA) requirements and county ordinances.

2. Prepares written inspection reports, correspondence, and records related to site conditions and compliance status.

3. Issues verbal and written correction notices, re-inspects sites for compliance, and recommends enforcement actions when necessary.

4. Investigates complaints regarding soil erosion, sedimentation, and stormwater impacts to water resources or adjacent properties.

5. Provides technical assistance and education to contractors, developers, landowners, and the public regarding soil erosion regulations and best management practices.

6. Reviews site plans, drawings, and permit applications for adequacy of proposed erosion and sedimentation controls.

7. Coordinates with state and local agencies to resolve violations and ensure compliance with soil erosion standards.

8. Testifies at hearings and in court as required.

9. Meets with community groups and agencies regarding prevention and resolution of soil erosion issues.

10. Performs a variety of office activities such as data entry, record keeping, and preparation of program activity reports.

11. Performs other duties as assigned.

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.

Employment Qualifications

Education: Possession of a bachelor's degree in Environmental Science, Natural Resources, Environmental Health, or a related field, or equivalent experience.

Experience: Entry-level position. No previous experience required; six-month break-in period. Previous experience in environmental inspection, construction oversight, or soil science preferred.

Qualifications:

- Knowledge of soil erosion, sedimentation, stormwater management, and related environmental issues.
- Knowledge of Michigan Soil Erosion and Sedimentation Control (Part 91) regulations.
- Skill in interpreting and reviewing site plans, drawings, and permits.
- Ability to prepare clear and accurate reports and records.
- Ability to communicate effectively with contractors, developers, property owners, and the public.
- Skill in Microsoft Office, GIS, and database systems.
- Ability to diffuse difficult situations when addressing violations or complaints.

Other Requirements: Possession of a valid Michigan driver's license. Certification as a Soil Erosion and Sedimentation Control Inspector (Part 91) within 12 months of hire.

Physical Requirements

(This job requires the ability to perform the essential functions contained in this description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

- Walking over uneven terrain to inspect construction sites and developments.
- Climbing up and down slopes, embankments, or ladders.
- Bending, stooping, and kneeling to inspect erosion control measures.
- Ability to travel throughout the county to conduct inspections.
- Ability to enter and access information using a computer.
- Ability to communicate effectively in person, over the phone, and in writing with contractors, developers, and the public.

Working Conditions

- Works outside in various weather conditions.
- Exposure to environmental hazards during inspections.
- Works with hostile or uncooperative individuals during enforcement activities.

LAPEER COUNTY
HUMAN RESOURCES
HUMAN RESOURCES (HR) PROFESSIONAL

General Summary

Dedicated and proactive Human Resources Professional responsible to support and enhance the organization's HR functions. This role will be responsible for a broad range of HR tasks including payroll processing, recruitment, onboarding, employee relations, benefits administration, and ensuring compliance with labor laws. The HR Professional will play a key role in fostering a positive workplace culture and ensuring the smooth operation of HR and payroll functions.

Essential Functions

1. Coordinate the full-cycle recruitment process, including job postings, resume screening, and interview scheduling.
2. Develop and maintain accurate and up-to-date job descriptions.
3. Facilitate onboarding and orientation programs for new hires.
4. Lead onboarding and orientation sessions independently, ensuring a smooth transition for new employees.
5. Provide day-to-day support to employees regarding HR policies, procedures, and benefits.
6. Assist in handling employee relations matters including conflict resolution and disciplinary actions.
7. Administer and interpret HR policies in alignment with company objectives and legal requirements.
8. Ensure compliance with local, state, and federal labor laws, as well as internal policies.
9. Support audits and ensure timely regulatory reporting.
10. Administer payroll processing and ensure accuracy of employee compensation.
11. Support benefit programs including enrollment, changes, and employee communications.
12. Track employee leave, time off, and ensure policy compliance.
13. Assist in classification and compensation reviews and related documentation.
14. Maintain accurate and up-to-date employee records in HRIS systems.
15. Utilize HRIS systems for data entry, tracking, analysis, and reporting.
16. Generate HR reports and workforce metrics for management as needed.
17. Maintain HR documentation and support file audits.
18. Support the performance appraisal process and employee development

initiatives.

19. Assist in designing and implementing training and development programs.
20. Support organizational change and development efforts aligned with company goals.
21. Contribute to employee engagement and wellness programs to foster a positive workplace culture.
22. Collaborate with leadership on workforce planning and talent strategies.
23. Align HR strategies and practices with overall county objectives.

The above list may not be inclusive of the total scope of job functions to be performed. Duties and responsibility may be added, deleted or modified at any time.

Other Functions

24. None listed.

Employment Qualifications

Education: Associate's Degree in Accounting, Business Administration, or related subject area is preferred. However, any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

Experience: Three years of experience in human resources, labor relations, and payroll and benefity processing, preferably in a government setting. Familiary with Paycom or other related electronic payroll and benefit system is preferred.

Qualifications:

- Preferred HR certification PHR, SHRM-CP
- Experience in Human Resources
- Excellent written and verbal communication skills.
- Proficiency in HR software systems, including Paycom.
- Accurate data entry, typing, scanning, and filing.
- Ability to problem solve, detect errors, and make corrections.
- Excellent attention to detail.
- Strong time management and organizational skills.
- Proficient using Microsoft Office and related applications.
- Possession of a valid Michigan driver's license

Other Requirements:

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 and promotional criteria.

FLSA Status: Non-exempt

Worker's Compensation Code:

Occupational 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 applicants unable to fulfill one or more of these requirements:*

- Ability to access departmental files.
- Ability to lift and/or move heavy files or boxes of paperwork.
- Ability to enter and retrieve information from a computer.

Working Conditions:

- Works in office conditions.

<u>DRAFT PROPOSED MOTION</u>
FROM THE SEPTEMBER 9, 2025
POLICIES AND PROCEDURES COMMITTEE MEETING
TO THE SEPTEMBER 25, 2025 FULL BOARD

1. **Motion by Howell, supported by Wise, based on the recommendation of the Policies and Procedures Committee, to approve and adopt the new Lapeer County Social Media Policy, as attached, which will supersede the previous adopted policy. Motion carried.**

<u>DRAFT PROPOSED MOTION</u>
FROM THE SEPTEMBER 16, 2025
POLICIES AND PROCEDURES COMMITTEE MEETING
TO THE SEPTEMBER 25, 2025 FULL BOARD

2. **Motion by Howell, supported by Wise, based on the recommendation of the Policies and Procedures Committee, to approve and adopt the revised Financial Goals, Policies, and Practices policy, as attached. Motion carried.**

Social Media Policy

Policy Subject: Social Media Policy
Authorized by: Board of Commissioners **Motion** **Date**
Amended:
This policy supersedes all previous policies regarding Social Media

Overview

Social media use, as it applies to the day-to-day operations of the County, is encouraged when it facilitates the efficient and effective sharing of accurate and reliable information that impacts the lives of Lapeer County residents.

This policy establishes procedures and guidelines for maintaining official County social media accounts and managing the information shared on those platforms to benefit the public.

Scope

This policy applies to all Lapeer County employees when posting content related to official County business. It governs both posts made on official Lapeer County social media platforms and those made by individuals or employees on their personal platforms when referencing official County business.

Social media sites include, but are not limited to: Facebook, X (formerly Twitter), Instagram, LinkedIn, Pinterest, Snapchat, and any other platform of similar character or function.

Approval Process

- **Post Approval:** All social media posts on Lapeer County sites concerning Lapeer County business must be approved by a Department Head.
- ***Site Management:** Each Department must maintain a **written log** of all social media sites, including usernames and passwords, and provide a copy to County Human Resources to ensure continuity during staff absences.
    - *Any employee as a moderator or administrator of a Lapeer County site will be required to sign a social media manager agreement.
- **New Accounts:** Appointed Department Heads must seek written approval from the Administrator/Controller before launching new County social media accounts.
- **Existing Accounts:** Departments currently using social media must notify Administration in writing, including a description of the platforms and their purpose. Any changes must be coordinated through the Administrator/Controller.

Elected Officials

Elected Department Heads are **encouraged** to notify Administration of any social media platforms used for official County business. A written log of account information, including usernames and passwords, should be maintained and shared with County Administration for record-keeping and continuity.

Legal and Political Considerations

Lapeer County employees and officials must use social media responsibly and in compliance with applicable laws and policies. Posts must **not**:

- Discriminate on the basis of race, religion, age, gender, sexual orientation, national origin, genetic information, or other protected classes;
- Contain obscene, profane, or sexual content;
- Harass, defame, demean, bully, or threaten others;
- Promote illegal activities or commercial products;
- Violate copyright, trademark, or other intellectual property rights.

Political Activity:

- Lapeer County social media may not be used to support or oppose political candidates, parties, or commercial businesses.
- Official accounts may share information relevant to local ballot initiatives or elections (e.g., millage renewals, ordinances), but may not advocate for or against them.

Privacy & Consent:
Do not share personal data, images, or intellectual property of others without **written consent**. All posts should comply with privacy laws and internal policies.

Record Retention and FOIA Compliance

All Lapeer County social media platforms are subject to:

- **Michigan's Record Retention Laws** for local governments
- **Freedom of Information Act (FOIA)**

Posts that are the sole record of a County operation or function must be retained in accordance with these laws. Routine or event-specific posts (e.g., holiday closings, community events) may be deleted after the event has passed.

Disclaimer and Comment Removal

All County-operated social media pages that allow public comments must include the following disclaimer:

"Lapeer County reserves the right to remove inappropriate comments including those that are discriminatory, obscene, or sexual in nature, threaten or defame an individual or entity, support or oppose political candidates or businesses, violate intellectual property rights of another party, promote illegal activity or commercial products or services, or are not related to the topic in the original posting."

Any removed comments must be saved by the Department Head for documentation.

Integration with County Website

Whenever appropriate, content shared on social media should also be available on the **official County of Lapeer website**. If detailed information, documents, or services are involved, social media posts should link directly to relevant County website pages.

Personal Social Media Use

Employees may list their position with Lapeer County on personal social media, but they **may not** speak or imply representation on behalf of the County.

Personal posts must not:

- Impair the integrity or reputation of Lapeer County;
- Target or defame coworkers or departments;
- Disclose sensitive County information.

Use caution and understand that even private accounts may become public, and content can be shared or archived beyond your control.

Violations

Suspected violations of this policy must be reported to the appropriate Department Head. If a Department Head or Elected Official is believed to be in violation, notify County Administration.

Violations may result in:

- Disciplinary action, up to and including termination;
- Legal action, if applicable under state or federal law.

Acknowledgment

By signing below, I agree to adhere to the Lapeer County Social Media Policy. I acknowledge I have read the policy, understand its contents, and have had the opportunity to ask questions or seek legal counsel.

Employee Name (Printed): ________________________________

Employee Signature: ____________________________________

Date: ______________

FINANCIAL GOALS, POLICIES AND PRACTICES

Lapeer County, Michigan

Implemented By:

The Lapeer County Board of Commissioners

Originally Adopted: August 1, 1996, Motion # 460-96

Revised:
May 1, 2014, Motion# 130-14
April 22, 2021, Motion #142-21
September 9, 2021, Motion #310-21
June 22, 2023, Motion #185-2023
September 28, 2023, Motion #278-2023
February 13, 2025, Motion # 54-2025
September 25, 2025, Motion #________

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LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

1

ACCOUNTING, AUDITING AND FINANCE REPORTING POLICIES

1A. Lapeer county will establish and maintain a high standard of accounting practices.

1B. The accounting standards will conform to generally accepted accounting practices.

1C. Regular monthly and annual financial reports will present a summary of financial activity by major type of fund.

1D. An annual audit will be conducted by a properly licensed independent public accounting firm.

1E. The County Controller/Administrator will review the independent auditors' report of internal control letter and present all findings and/or recommendations at a Full Board of Commissioners meeting.

1F. Lapeer County will continue its efforts to qualify for the Certificate for Excellence in Financial Reporting and Distinguished Budget Presentation Award, awarded by the Government Finance Officers Association (GFOA).

1G. The County Controller/Administrator will insure that the County Finance Policies comply with all statements and other authoritative pronouncements from GASB (Governmental Accounting Standards Board), FASB (Finance Accounting Standards Board), AICPA (American Institute of Certified Public Accountants), GFOA (Government Finance Officers Association), and other official organizations.

1H. It is Lapeer County's intent to adhere to Generally Accepted Accounting Principles (GAAP), and to provide good faith disclosure of the financial position and condition of the County.

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

2

BUDGET POLICIES AND PRACTICES

2A. Lapeer County will utilize a decentralized operating budget process. All departments will be given an opportunity to participate in the budget process.

2B. Annual fixed budgets are adopted for all funds except capital project funds and trust funds. Project budgets are adopted for major capital projects and no budgets are adopted for trust funds since budget authorization and control are achieved alternatively through stipulations in the trust agreements.

2C. The budget must be balanced for all funds. Total anticipated revenues plus unreserved beginning fund balance must equal total estimated expenditures ~~for the general fund. Total anticipated revenues must equal total estimated expenditures/expenses for all other funds.~~

~~2D. Lapeer County will attempt to establish an unreserved general fund balance in the general fund to pay expenditures caused by unforeseen emergencies, for cash short-falls caused by revenue declines and to eliminate any short-term borrowing. The goal for the unreserved fund balance shall be an amount which represents not less than 10% of the annual operating budget.~~ In Fund Balance Policy

2D. All appropriations lapse at year-end. Any encumbered appropriations at year-end may be re-appropriated by the Board of Commissioners in the subsequent year.

~~2F. The Board of Commissioners will include an amount in the general fund budget (budget stabilization) for unforeseen operating expenditures. The amount will represent approximately 2%-5% of the general fund operating budget.~~

2E. All budgets shall be adopted on a basis consistent with generally accepted accounting principles as promulgated by Governmental Accounting Standards Board. Revenues are budgeted when they become measurable and available and expenditures are charged against the budget when they become measurable, a fund liability has been incurred and that liability will be liquidated with current resources.

2F. ~~The budget shall be adopted at the legal level of control which is departmentally within each fund. However, fund and departmental budgets will only be approved by the Board of Commissioners on a line item basis. Failure to submit an acceptable~~

~~budget to the Board of Commissioners may cause a reduction or elimination of appropriations.~~

The budget shall be adopted at the legal level of control, which shall be departmentally for the General Fund and at the fund level for all other funds, consistent with applicable statutory requirements. Fund and departmental budgets shall be submitted to the Board of Commissioners on a line-item basis for review and approval. Failure to submit an acceptable budget to the Board of Commissioners may result in reduction or elimination of appropriations, subject to the limitations and notice-and-cure procedures set forth below.

The Board may not reduce or eliminate appropriations in a manner that reduces funding for constitutionally or statutorily mandated offices or functions below the minimally serviceable level necessary for the performance of a department's legal duties. Prior to reducing or eliminating any appropriation for a department or function because that department failed to submit an acceptable budget, the Board shall: (a) provide written notice to the affected department head specifying the deficiencies or information necessary to cure the submission; and (b) afford the department head a reasonable period to cure, which shall be not less than thirty (30) days. Failure to submit an acceptable budget after notice and opportunity to cure may result in reductions or eliminations of non-statutory discretionary appropriations. This provision does not apply to budget amendments throughout the year.

2G. The Board may make reductions in budgets throughout the year in a manner that does not reduce funding for constitutionally or statutorily mandated offices or functions below the minimal serviceable level necessary for the performance of a department's legal duties. Furthermore, notification of potential reductions will be given to Department Heads in advance of action by the Board of Commissioners.

2H. Lapeer County will maintain a budgetary control system to ensure adherence to the budget and will prepare timely, ~~monthly~~ periodic financial reports comparing actual revenues, expenditures and encumbrances with budgeted amounts. If requested by the Board of Commissioners, ad hoc monthly reports can be provided following the completion of month-end procedures.

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

3

CAPITAL BUDGET POLICIES

3A. Lapeer County will maintain its multi-year plan for capital improvements, and update it annually.

3B. The Board of Commissioners will budget for capital projects and capital maintenance in accordance with an adopted capital improvement program as resources are available.

3C. The Board of Commissioners will attempt to allocate a percentage of the annual general fund operating budget for additional and replacement capital assets.

3D. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.

3E. Lapeer County will accept Federal and State assistance for capital projects when such projects are consistent with the County's capital improvement program and County priorities.

3F. The County will maintain all assets at a level adequate to protect the County's capital investment and to minimize future maintenance and replacement costs.

3G. Lapeer County will project equipment replacement and maintenance needs for the current and succeeding years.

3H. Lapeer County will determine the least costly financing method and options for all new projects.

3I. Once a capital item is identified in the Capital Budget and the Budget is adopted by the Board of Commissioners, the County Controller/Administrator and/or the Building and Grounds Director shall have authority to approve the purchase.

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

4

PURCHASING POLICIES

4A. Lapeer County will maintain a centralized purchasing system where all government purchases over the board set base amount of $1,000.00 will be coordinated by the Administration department.

4B. The purchasing department will maintain purchasing rules and regulations for internal use and will maintain and distribute to all eligible vendors purchasing rules· and regulations written specifically for these vendors.

4C. The Board of Commissioners has established the following purchasing threshold:

- Purchases of $100,000.00 or more: All purchases with an estimated total cost of $100,000.00 or more require formal competitive sealed bids.
- Purchases $50,000.00 to $99,999.99: All purchases with an estimated total cost between $50,000.00 to $99,999.99 require informal advertised sealed bids.
- Purchases $15,000.00 to $49,999.99: All purchases with an estimated total cost between $15,000.00 to $49,999.99 require informal (non-advertised) sealed bids.
- Purchases $2,000.00 to $15,000.00: All purchases with an estimated total cost between $2,000.00 to $15,000.00 require written quotations from at least three prospective bidders.
- Purchases $1,001.00 to $2,000.00: All purchases with an estimated total cost between $1,001.00 to $2,000.00 require quotations (either in person, telephone, fax or written) from at least three prospective bidders.
- Purchases less than $1,000.00: All purchases with an estimated cost up to $1,000.00, buyers are asked to use their best judgment as to source of supply and the number of quotations to solicit.

4D. Under no circumstances shall purchases be split to avoid bid limits.

4E. The Lapeer County Board of Commissioners reserves the right to refuse any and all bids, and/or select a *vendor* that may not be the lowest bid.

4F. Lapeer County authorizes the use of other units of government or non-profit organization contracts in lieu of issuing bids to *vendors* when it is to the economic advantage of the County.

4G. The Board of Commissioners approval is still required for all purchases *over* $5,000, not specifically requested in the annual budget.

4H. The County Controller/ Administrators approval is required for all purchases over $1,000.00 but under $5,000.00, ~~not specifically requested in the annual budget.~~

4I. ~~Items costing $2,000.00 or more shall be coordinated through the Building and Grounds Department and the Capital Budget.~~ All vehicle, furniture, and building improvement purchases will be coordinated through the Building & Grounds Department. All IT purchases including but not limited to changes in software or equipment will be coordinated through the IT Department.

4J. Lapeer County may develop a purchase order and encumbrance system to approve, track and record all purchases.

4K. Under no circumstances shall property or equipment purchased, leased or rented with County funds be used for personal use.

4L. All subscriptions and renewals whether they be for services, software, software maintenance, ect. $1-$5,000 must be submitted and approved by the County Administrator. All purchases over $5,000 must be approved by the Board of Commissioners. This applies whether the subscription is for one year or multiple years.

4M. Under no circumstance shall government funds be used to purchase gifts for employees, staff, or officials. This includes food, gift cards, or any other item that could be implied as a gift.

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

5

FOOD PURCHASING POLICY

PURPOSE: To ensure that county funds are used only for lawful and public purpose, this policy outlines the limited circumstances under which food may be purchased for county staff or events using county funds.

It is the County's policy that governmental funds shall not use appropriated funds to purchase food for employees or officials unless one of the established exceptions below applies. All purchases must comply with applicable state laws, including the requirement that public funds be used only for public purposes.

Exceptions

1. **Training Events**:

- Authorization is given for food costs included in a non-separable registration fee for a conference or training.
- Authorization is given to purchase food while at a training or conference in compliance with the Travel Request Policy.
- Authorization is given if hosting a training event and participants are not given the ability to take their allotted lunch break to increase the effectiveness of the training. These purchases must be preapproved by the County Controller Administrator. Documentation must include:
  - Agenda
  - Justification for the meal
  - List of attendees

2. **Ceremonies/Meetings:**

Authorization is given to provide light refreshments and snacks during ceremonies or meetings only if the event is open to the public and it has been determined that the food would materially enhance the event and further the objective of the event. A written justification must be submitted and approved, including:

- Event description
- Public notice or invitation
- Expected public benefit

3. **Emergencies:**

- There is a limited exception for extreme emergencies involving imminent danger to human life or the destruction of County property. This exception, however, is available only in rare situations and is dependent on the facts presented in a particular situation.

4. **Grants or Gifted Funds:**

- Authorization is given to use grant or gifted funds to purchase food only if it is specifically noted in the agreement that it is the intended use of those funds to purchase food for employees or officials.

5. Prohibited Uses

- Food purchases for routine staff meetings, employee recognition, retirement parties, or holiday celebrations are not permitted unless explicitly authorized by statute or grant.
- Meals reimbursements at events where food is already included at no cost to the employee are not reimbursable.
- Food purchases for private purposes or where the county does not receive equal or greater value are strictly prohibited.

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

6

REVENUE POLICIES

6A. Lapeer County will attempt to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any single revenue source.

6B. The County will estimate its annual revenues by an objective, analytical process.

6C. The County will establish all user charges, fees, and inter-fund charges at a level which reflects the full cost of providing the service, including all direct and indirect costs.

6D. The County will review all fees and charges annually in order to keep pace with the cost of providing that service.

6E. The County will follow an aggressive policy of collecting revenues.

6F. Pursuant to the Revised Statutes of 1846, Chapter 48, Section 48.40, County Treasurers, states "It shall be the duty of the county treasurer to receive all moneys belonging to the county, from whatever source they may be derived;"

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

7

DEBT POLICIES

7A. Lapeer County will confine long-term borrowing to capital improvements, or other major projects that cannot be financed from current revenues.

7B. The County will not use long-term debt for current operations.

7C. The County will meet all debt obligations when due.

7D. The County will maintain good communications with bond rating agencies and will try to improve or maintain its current level bond rating annually.

7E. Lapeer County will maintain a Capital Projects Revolving Fund. This fund is an internal borrowing mechanism to allow short-term borrowing for various funds.

8

CASH AND INVESTMENT POLICIES

8A. It is the policy of Lapeer County to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the county and comply with all state statutes governing the investment of public funds.

8B. This investment policy applies to all financial assets of the county. These assets are accounted for in the various funds of the county and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new funds established by Lapeer County.

8C. Lapeer County will, where permitted by law, pool cash from several funds for investment purposes.

8D. Depositories shall be selected through a banking procurement process, which shall include a formal request proposal issued every two years.

8E. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

8F. The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. It is Lapeer County's policy to enforce diversification of its investment portfolios to reduce risk.

8G. The investments portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Therefore, investments for all operating funds shall be made in maturities of twelve months or less, unless approved by the Board of Commissioners.

8H. The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, considering the investment risk constraints and the cash flow characteristics of the portfolio.

8I. Authority to manage the investment program is derived from MCL 48.40. Management responsibility for the investment program is hereby delegated to the County Treasurer per MCL 48.40, who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the County Treasurer. The County Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

8J. The County Treasurer is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:

8K. All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the County Treasurer shall be on a cash basis. Securities may be held by a third-party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the treasurer.

8L. Controls shall be designed to prevent losses of government funds arising from fraud, employee error, misrepresentations by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of Lapeer County.

8M. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

8N. Quarterly and annual investment reports shall be submitted by the County Treasurer to the Board of Commissioners summarizing recent market conditions, economic developments and anticipated investment conditions. The annual investment report shall contain sufficient information to permit an independent organization to evaluate the performance of the investment program.

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

9

FIXED ASSET POLICIES

9A. Lapeer County will establish and maintain a Capitalization (fixed assets) policy.

9B. A fixed asset shall include such items as land, land improvements, buildings, fixtures and equipment having a useful life of more than one year.

9C. The Board of Commissioners shall establish a minimum fixed asset level of $10,000.

9D. Major additions, including those which significantly prolong a fixed assets life, shall be capitalized.

9E. Normal repairs that merely maintain an asset in its present condition shall be recorded as expenditures.

9F. The County will maintain all assets at a level adequate to protect the County's investment and to minimize future maintenance and replacement costs.

9G. Lapeer County may contract with an asset valuation firm to perform a physical inventory every five years.

9H. Asset additions, retirements, and transfers shall be handled in accordance with the County of Lapeer Property Control Manual.

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

10

INVENTORY CONTROL POLICIES

10A. Lapeer County will establish and maintain an inventory control policy.

10B. Inventory is defined as an asset, which has an acquisition cost of more than ~~$5,000~~ $10,000 and a useful life of more than one year.

10C. The County shall tag and inventory all assets that meet this definition.

10D. The County will maintain all inventory at a level adequate to protect the County's investment and to minimize future maintenance and replacement costs.

10E. Inventory Additions, Retirements and Transfers shall be handled in accordance with the County of Lapeer ~~Property Control Manual.~~ Policy.

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

11

CASH RECEIPTING

11A. All cash receipts SHALL be deposited with the County Treasurer's Office before 4:00 p.m. of every Monday through Friday (except Holidays). Cash receipts are all moneys which shall come into the hands of any office of the County or an employee or elected official of that office (including Cash, Check, Debit/Credit, Electronic Transfer and ACH), through the operation of County business or authority of that office.

11B. A Daily Deposit transmittal shall be prepared, reviewed and signed by the depositing Department's Authorized Designee.

11C. The completed, signed Daily Deposit Transmittal, along with the funds, shall be taken to the Office of the County Treasurer at the end of each working day before 4:00 p.m.

11D. The staff member of the County Treasurer's Office shall verify the Deposit Transmittal to the supporting documentation (and initial).

11E. The staff member of the County Treasurer's Office shall review the totals and enter the Daily Deposit Transmittal into the register, entering the detailed deposit by account number.

11F. After receipts are counted, verified, and placed in the register, the staff member of the County Treasurer's Office shall give the depositing office a receipt.

11G. The depositing Department's staff member shall review and verify that the receipt matches the intended deposit (both account numbers and amounts).

11H. At the end of the day, the County Treasurer's Office will generate a POS listing by Receipt number and balance the cash, check(s), credit and electronic deposits.

11I. The staff member of the County Treasurer's Offices shall prepare a daily deposit with the armored carrier.

11J. The staff member of the County Treasurer's Office shall post receipts to the County's General Ledger.

11K. Each depositing Department shall prepare, sign and submit a Monthly Departmental Transmittal, reconciling departmental deposit records with County Monthly Financial reports.

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

12

FUND BALANCE POLICIES

This policy and the procedures established therein supersede all previous policy regarding the County's fund balance and reserve policies.

1. PURPOSE

Consistent with GASB No. 54, and in compliance with Michigan Committee on Governmental Accounting and Auditing Statement No. 15, the County of Lapeer establishes the following policy for its fund balances. The purpose of the Fund Balance Policy is threefold: to enable realistic long-term planning, to assist with effective development of annual budgets, and to promote clear communications with the general public, staff, and administration. The elements of the policy are created by Lapeer County for its own purpose and may, therefore, be revised by the Commissioners as needed in the future.

2. REFERENCES

a. **NONSPENDABLE:** Portion of net resources that cannot be spent because of their form and portion of net resources that cannot be spent because they must be maintained intact. (inherently nonspendable)

b. **RESTRICTED:** Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments, and limitations imposed by law through constitutional provisions or enabling legislation. (external enforceable limitations on use)

c. **COMMITTED:** Limitations imposed at highest level of decision making that requires formal action at the same level to remove. (self-imposed limitations set in place prior to the end of the period)

d. **ASSIGNED:** Intended use established by highest level of decision making, intended use established by body designated for that purpose, or intended use established by official designated for that purpose (limitation resulting from intended use)

e. **UNASSIGNED:** Total fund balance in the general fund in excess of nonspendable, restricted, committed, and assigned fund balance (i.e. surplus) or excess of nonspendable, restricted, and committed fund balance over the total fund balance (i.e. deficit)

Order of Use of Fund Balance: When different classifications of Fund Balance are present, it is the County's policy that disbursements are to be drawn from Restricted

Funds Balances first, followed in order by Committed Fund Balances, Assigned Fund Balances and lastly, Unassigned Fund Balances.

3. OBJECTIVES

The Fund Balance Policy is intended to:

a. Ensure that the County of Lapeer maintains adequate levels of fund balance to provide quality services to its residents in a fiscally responsible manner.

b. Protect the County against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures.

c. Provide a long-term perspective recognizing that stated thresholds are considered minimum balances and that credit markets carefully monitor levels of fund balance to maintain creditworthiness.

d. Therefore, consistent with best practice recommendations from the Government Finance Officers Association of the United States and Canada, the County will strive to maintain total General Fund discretionary reserves equal to ~~10%-20%~~ 20%-30% annual General Fund operating expenditures.

e. The Budget Stabilization Fund shall maintain a fund balance of 2-5% of the prior years' general fund operating budget for unforeseen operating expenditures. Per Act 30 of 1978 the fund balance shall not exceed 20% of the most recent general fund budget.

4. DELEGATION OF AUTHORITY

Upon the adoption of this policy, the Board of Commissioners authorize the County Administrator/Controller to establish any standards and procedures, which may be necessary for its implementation. The County Administrator/Controller shall be authorized to establish/designate any Assigned Fund Balance as deemed appropriate.

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

13

FEDERAL GRANT PROCUREMENT POLICY

1. PURPOSE OF PROCUREMENT STANDARDS.

The purpose of these standards is to establish procedures for the County for the procurement of goods and services. These policies and procedures establish levels of authorization within the budget approved by the County Board of Commissioners. County Administration, as directed by the County Board of Commissioners, must maintain oversight of all applicable transactions to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or agreements.

This policy applies to all the departments and agencies under the budgetary control of the Board of Commissioners, including all departments for which Elected Officials are responsible.

The purchase of items (including capital outlay) that comply with the procurement policy and purchased with funds that were awarded during the budget process or added as a budget amendment (that has been approved by the Board of Commissioners) will be authorized by Administration once it is approved in the budget and does not need to come back to the Board for subsequent approval.

2. DEFINITIONS.

Budget Administrator - The Elected Official, Department Head, or other appointed person who is responsible for the management of that department's budget.

Capital Outlay - These are items with an initial original individual unit cost of ~~$5,000~~ $10,000 or more ($25,000 for drain infrastructure) and an estimated useful life of more than one (1) year. Examples include but are not limited to vehicles, computer systems, buildings, land, building improvements and land improvements.

Consumable Goods - These are products that are used in the course of daily business. Examples include office supplies, janitorial supplies, food used at Animal Control, and food and supplies used to prepare meals at the Commission on Aging or Jail.

Cost Analysis - Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability and should be conducted by the Department Head or Elected Official doing the purchasing as noted previously in this policy.

Cost-Plus-Percentage of Cost or Percentage of Construction Cost Contracts - A type of contract that requires the buyer to reimburse all legitimate project costs to the seller plus the buyer is also required to pay a percentage of costs as stipulated and agreed upon in the contract. This type of contract is not allowed under Uniform Guidance and the expending of Federal funds.

Cost-Reimbursement Contract - A contract where the contractor is paid for all of its allowed expenses to a set limit, plus an additional amount to allow for a profit for the contractor.

Emergency Purchase - Purchases made during a declared state of emergency. For the purposes of this policy, emergencies may be declared by the Governor of the State of Michigan in response to a disaster or may be declared by the Chairperson of the Board of Commissioners, or in the event of a law enforcement action or response, may be declared by the Sheriff or Undersheriff.

Fixed Price Contract - A contract where the payment amount does not depend on resources used or time expended and the price is fixed.

Incentive Contract - A contract that provides for an initially negotiated fee to be adjusted later by a formula based on the relationship of total allowable costs to total target costs.

MiDEAL - An extended purchasing program which allows Michigan local units of government to use state contracts to buy goods and services. MiDeal extends purchasing leads to reduced costs, derived from leveraged purchasing power, improved specifications and increased competition.

Michigan Inter-Governmental Trade Network (MITN) - The Michigan Intergovernmental Trade Network allows participating local governments to connect with potential vendors and provides electronic access to upload procurement information for those entities in a central location. The network is a group of nearly 200 Michigan local governments where they can post Request for Proposals (RFP), bids, etc. to the system for all interested vendors to access.

Professional Service - These are services provided by a vendor who has expertise in a specific discipline by virtue of his or her education, experience, or both. Such expertise typically requires licensing or certification by a state or professional organization. Such services would include but are not limited to architects, attorneys, engineers, surveyors, accountants and financial advisors.

Purchase Order (PO) - While it is not standard operating procedure for the County to issue purchase orders, in very limited instances vendors require them. When necessary, this is a written or electronic document that delineates a purchase. The Administrator's office shall prepare a PO, assign a unique number and track the PO on a manual log to assure accuracy of sequence. It will include a description and quantity of the items being purchased, the person authorizing the purchase, the shipping address where the goods are to be delivered, how the items are to be shipped and at what cost, the terms of the sale, the unit price of each item, the total cost of all items purchased, the sellers name, address, phone number, contact person, and any other information that is necessary to complete the sale, shipment, and receipt of the items being purchased.

Request for Bid (RFB), Request for Proposal (RFP), Request for Quote (RFQ) - Request for Bid or Request for Quote is the offering of a price from a potential vendor when the County has a need for which the County knows what the solution to the need is and they want the vendor to provide a price to provide that solution. Request for Proposal is the offering of a solution from a potential vendor when the County has a need for which they want a potential vendor to offer what the vendor feels is the best solution for the County and the related cost.

Sealed Bid – A sealed bid is a type of bid submitted to ensure that no bidder knows the bid of any other bidder. This is a response from a potential vendor to a purchase request made by a Department Head that is then approved by Administration.

Service Agreement - Service Agreements are contractual obligations for the upkeep, maintenance, or other work to be performed by someone not employed by the County. Examples of this include but are not limited to updating of software, janitorial work, grounds maintenance, and security services.

Sole Source Arrangement - Agreement to purchase a particular good or service from an individual vendor when there are not multiple vendor options to choose from or that it is in the best interest of the County as determined by Administration to use this arrangement. The County may search for multiple vendors to determine only one vendor is capable of providing the goods or services. In this instance, a sole source arrangement may be needed.

3. CODE OF CONDUCT / CONFLICT OF INTEREST.

No Elected Official, employee, or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the Elected Official, employee, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization being considered for a contract within the County. The Elected Officials, employees, and agents of the County shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements except for where the financial interest is not substantial or the gift is an unsolicited item of nominal value. Members of the County Board of Commissioners shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest. Elected Officials, employees, and agents of the County shall be subject to disciplinary actions for violations of these standards.

4. COMPETITION.

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The County shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the County, considering price, quality and other factors. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the County. Any and all bids or offers may be rejected when it is in the County's interest to do so. In all procurement, the County shall avoid practices that are restrictive of competition. These include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;

- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive awards to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement; and,
- Any arbitrary action in the procurement process.

If the preferred vendor can meet/beat the most competitive pricing, then that vendor may be the preferred option for the County.

5. THRESHOLDS OF PROCUREMENT TO BE FOLLOWED.

Following are threshold guidelines to be utilized during the procurement process.

The separation of purchases to circumvent the thresholds established below is a violation of the policy and is not permitted. If there is the appearance of this type of inappropriate activity occurring, as determined by Administration, the Elected Official/Department Head will be advised of the applicable requirements and instructed as to what threshold their purchase must follow.

A. Procurement utilizing MiDeal

The advantages of MiDeal are not limited to actual dollar savings on goods. Indirect savings are also realized through elimination of administrative duplication including:

- Writing and updating specifications, and drafting solicitations;
- Maintaining a large, diverse pool of potential bidders;
- Accepting, reviewing, and evaluating bid responses and making award recommendations;
- Testing and researching items; and
- Negotiating contracts.

If MiDeal utilization is determined to be in the best interest of the County, then that would satisfy the procurement component of this policy.

The justification for utilization must be documented fully with all documentation obtained to support the usage of MiDeal (i.e. specifications, and pricing) being retained by the Elected Official/Department Head to support their decision. The Elected Official/Department Head would be able to negotiate with the Vendor from that point to get the last best offer that is in the best interest of the County, assuring the purchase is within the budgetary guidelines.

If MiDeal is used as the basis for the procurement, there is not a need to go further into this procurement policy.

B. Procurement when not utilizing MiDeal

1. Procurement by small purchase procedures. Small purchase procedures are

those relatively simple and informal procurement methods for securing services, supplies, or other property that cost less than $1,000 per individual item and where procurement by bid is not required. If the cost is within the department's budget the designated person in that department can incur the cost without prior authorization of the County Administrator/Controller.

2. Procurement for purchases between $ 1,001 and less than $2,000 per individual item. For purchases within this range, a minimum of three quotes is required. Each potential purchasing source will use uniform specifications from which a quote may be made. This should include a description of the items to be purchased, quantity, price per unit, special terms and/or specifications, and the desired delivery date. This information can be issued in either written or oral form. The response from each source shall be maintained by the Department Head in a readily retrievable format. The written documentation obtained should include a description of the item(s) being purchased, quantity, price per unit, proposed delivery date, and any other information used by the Department Head to make an informed decision that is in the best interest of the County. This documentation should support the justification of the purchase selection.

   The authority to make purchases in this range exists at the departmental level with either the Department Head or Elected Official in charge of the department making the purchase.

3. Procurement for purchases of $5,000 and greater. These purchases require formal advertising on the County website and MITN to be handled through the County Administrator's Office. These purchases are publicly solicited and a firm-fixed-price contract (lump sum or unit price) for goods is awarded to the responsible vendor whose response, conforming with all the material terms and conditions of the request for proposal, is in the best interest of the County, and has the most competitive price for the goods being offered.

   While price may be the predominant consideration in selecting a vendor, the purchaser may consider other factors which will contribute to the overall value and benefit to the County. Things such as availability, warranty, trade in, etc. may be considered and override the reliance on price as the only factor.

   Purchases of this type fall into 2 categories, relating to procurement of goods and procurement of services. There are various methods of procurement as detailed below depending on the particular type of purchase that is being contemplated.

6. METHODS OF PROCUREMENT.

Following are options to be utilized based on what is in the best interest of the County:

A. Procurement by Sealed Bids.

   1. Sealed Bids would be preferred if the following conditions are present:

(a) A complete, adequate, and realistic specification or purchase description is available;

(b) Two or more responsible bidders are willing and able to compete effectively for the business; and

(c) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

2. If Sealed Bids are used, the following requirements apply:

(a) The Request for Bids (RFB) will be publicly advertised on the customary and usual sources such as the County website and MITN, which are readily accessible to a significant number of potential vendors. The posting will provide the potential vendors sufficient time to prepare the bid prior to the date set for opening the bids;

(b) The RFB, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;

(c) All bids will be opened and reviewed by the appropriate County personnel with the skills, knowledge and experience to understand and evaluate the bids that were submitted. The bids will be reviewed against the specifications requested to determine which vendor bid is in the best interest of the County to pursue;

(d) A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder, which is in the best interest of the County. Where specified in bidding documents, factors such as discounts, trade-in value, transportation cost, and life cycle costs shall be considered in determining which bid is lowest and the most advantageous to the County. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. In discussions with a potential vendor if the opportunity exists to request the potential vendor to give their "last and best" offer, that inquiry should be made of the potential vendor; and

(e) The County reserves the right to accept and/or reject any/all bids if it is in the best interest of the County.

B. Procurement by Competitive Proposals. The technique of competitive proposals for acquiring experienced service providers is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. If this method is used, the following requirements apply:

1. Upon Administration approval, Requests for Proposals (RFP) will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be considered to the maximum extent practical;

2. Upon approval by Administration, all competitive proposals shall be publicized by posting the appropriate documents on the County's website and MITN by Administration's Office;

3. The County shall evaluate responses to its solicitations and select awardees in accordance with the procedures outlined in section 7 Procurement Procedures;

4. Awards will be made to the responsible firm whose proposal is most advantageous to the County with price and other factors considered; and,

5. The County may use the competitive proposal procedures for qualifications-based procurement of certain professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. A procurement process where price is not to be used as the only selection factor. It can only be used in procurement of certain professional services as determined in the best interest of the County.

C. Procurement by Noncompetitive Proposals or Sole Source Arrangement is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

1. Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:

    (a) The item is available only from a single source;

    (b) The public exigency or emergency for the good/service will not permit a delay resulting from competitive solicitation;

    (c) The funding source specifically authorizes the use of noncompetitive proposals; or

    (d) After public solicitation, competition is determined inadequate.

2. Cost analysis (i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits), is required.

3. When using a noncompetitive process, the County normally would be expected to submit the proposed procurement to the relevant funding source

for pre-award approval, if applicable.

D. Professional Services. It is the policy of the Board of Commissioners to solicit professional services based on qualifications. A competitive bid selection process may be used at the Board's discretion. This policy recognizes the importance of experience and the ability to work with County employees and the general public equally important as price.

7. PROCUREMENT PROCEDURES.

A. All procurement by the County shall comply, at a minimum, with the requirements of subsections (1), (2), and (3) below:

1. The County shall avoid purchasing unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase as long as it does not violate other sections of this procurement policy.

2. Where appropriate, and in the best procedural and economic interest of the County, an analysis should be made of lease versus purchase alternatives to determine which would be the most economical and practical procurement.

3. Solicitations for goods and services provide for all of the following:

   (a) A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition;

   (b) Requirements which must be fulfilled and all other factors to be used in evaluating proposals submitted in response to solicitations;

   (c) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards;

   (d) When relevant, the specific features of "brand name or equal" descriptions that are to be included in responses submitted to the solicitation; and

   (e) Preference, to the extent it is logical, practicable, and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.

B. As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

1. For purposes of this section:

   (a) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

   (b) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

C. Positive efforts shall be made by the County to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. The County may take all of the following steps to further this goal.

1. Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable;

2. Post/publicize opportunities that are available to conduct business with the County, when appropriate, on the County's website, MITN, etc. to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises;

3. To the extent possible and if it is practical and in the best interest of the County, consider in the contract process whether potential vendors competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises;

4. Encourage, to the extent possible and when practical and in the best interest of the County, contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually; and

5. Use the services and assistance to the extent possible, and as appropriate, practical, and in the best interest of the County, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises but with the primary focus on MITN and MiDeal arrangements.

D. The type of procuring instruments used (e.g., fixed price contracts, cost reimbursable contracts, sole source arrangements, and incentive contracts) shall be determined by the County but shall be appropriate for the particular procurement and for promoting the best interest of the program or project involved. The "cost-plus-a-percentage-of- cost" or "percentage of construction cost" methods of contracting shall not be used.

E. Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

F. Debarment and Suspension - No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with Executive Orders (E.O.s) 12549 and 12689, "Debarment and Suspension". Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

8. COST AND PRICE ANALYSIS.

Some form of cost or price analysis shall occur in connection with every procurement action above $2,500 in value. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indications, together with discounts.

9. ADDITIONAL ITEMS FOR ANALYSIS/CONSIDERATION.

The County Board of Commissioners or authorized agent, reserves the right to accept or reject any or all bids, quotes, or proposals, with or without cause. Bids, Quotes, and Proposals will be evaluated based on the following criteria:

- Comparison of unit price and total price;
- Delivery date promised and adherence to delivery schedule;
- Reputation regarding quality of product or service;
- Evaluation of whether minimum requirements have been met; and
- Location of prospective vendor with a local preference of 5% price variance between in-county and out-county vendors.

The County's interpretation of the continuation of the procurement process where the County has reoccurring invoices from the same vendor allows for not requiring continual approval of those invoices with a existing vendor if the invoices are $5,000 or less per invoice.

10. PROCUREMENT RECORDS.

Procurement records and files for purchases in excess of $1,000 shall include the following at a minimum:

- Basis for contractor selection or rejection;
- Justification for lack of competition when competitive bids or offers are not obtained;

and
- Basis for award cost or price.

11. CONTRACT ADMINISTRATION.

A system for contract administration shall be maintained to ensure contractor conformance with the terms, conditions and specifications of the contract and to ensure adequate and timely follow up of all purchases. The County shall evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions and specifications of the contract.

12. CONTRACT PROVISIONS.

The County shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all contracts and subcontracts.

A. Contracts in excess of $5,000 shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such remedial actions as may be appropriate;

B. All contracts in excess of $5,000 shall contain suitable provisions for termination by the County, with or without cause, including the manner by which termination shall be affected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor;

C. For contracts dealing with specific acquisitions of certain goods and services such as construction, facility improvements, or other situations, the County shall comply with all requirements imposed by its funding sources. This includes any governmental regulations applicable to those funding sources such as, but not limited to bond documents, bid guarantees, performance bonds, and payment bonds.

D. All negotiated contracts (except those for less than $5,000) awarded by the County shall include a provision to the effect that the County shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions;

E. All contracts, including small purchases, awarded by the County and their contractors where the source of the funds, directly or indirectly, is the federal government, shall contain the following procurement provisions as applicable:

1. Equal Employment Opportunity - All contracts, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and

as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2. Copeland "Anti-Kickback" Act (18 United States Code (U.S.C.) 874 and 40 U.S.C. 276c) - All contracts in excess of $2,000 for construction or repair, when funded in whole or part by monies derived from the Federal government (either directly or indirectly) shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

3. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7) - When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than $2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

4. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) - All contracts in excess of $2,000 for construction contracts and in excess of $2,500 for other contracts that involve the employment of mechanics or laborers, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5).

5. Rights to Inventions Made Under a Contract or Agreement - Contracts or agreements for the performance of experimental, developmental, or research work, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants,

Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

6. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended - Contracts and subgrants of amounts in excess of $100,000, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

7. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

8. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contacts for an amount above $100,000, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall include a certification by the contracting parties that they have not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352 and to further require disclosure of any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

F. Iran Linked Business. The respondent must certify to the County that neither it nor any of its successors, parent companies, subsidiaries, or companies under common ownership or control of the Contractor, are an "Iran Linked Business" engaged in investment activities of $20,000,000.00 or more with the energy sector of Iran, within the meaning of the Iran Economic Sanctions Act, Michigan Public Act 517 of 2012 (MCL 129.311 et seq.). The respondent shall not become an "Iran linked business" during the term of the contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN $250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS OF INVESTIGATION AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

14

FEDERAL GRANT MANAGEMENT POLICY

1. GENERAL

The purpose of this policy is to establish a standard set of guidelines pursuant to those established under Federal Uniform Guidance and 2 CFR 200 of the Federal Compliance Supplement, which set guidance for Federal Grantees. In order to maintain appropriate internal control over the Grants that the County has been awarded, all grant agreements must be approved by the County Board of Commissioners.

2. DEFINITIONS

Uniform Guidance means the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and audit requirements for Federal Awards.

Federal Grantees means a non-Federal agency that has received a Federal grant either directly from the Federal Government or as a pass-through grantee with grant funds coming through the State, other local government, or any other properly authorized entity.

3. POLICY/PROCEDURES

Activities Allowed/Unallowed and Allowable Costs/Cost Principles

The requirements for activities allowed or unallowed under any Federal grant award are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for allowable costs/cost principles are contained in 2 CFR 200, subpart E, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for the development and submission of indirect cost rate proposals and cost allocation plans (CAPs) are contained in 2 CFR part 200 Appendix X.

In order to ensure compliance with these requirements, the County has implemented the following policies and procedures:

A. All grant expenditures will follow the Uniform Guidance, State law, and County policy. The provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for expenditures that are considered reasonable and necessary as defined by 2 CFR 200.404 "Reasonable Costs" for the administration of the program.

B. The Department Head, Elected Official, or their designee responsible for program compliance related to the Federal grant must have a strong working knowledge of Subpart E - Cost Principles of the Code of Federal Regulations (CFR) prior to and for the duration the County is in receipt of the Federal grant funding.

C. Grant expenditures will be approved by the Department Head/Elected Official or designee initially through the budget and procurement processes as applicable. All bills or invoices must be received and approved by the Department and submitted to Administration for payment. This will be evidenced by approval noted on the invoice or maintained within the accounting software. Accounts payable disbursements will not be processed for payment until necessary approval has been obtained.

D. Payroll costs will be documented in accordance with the Uniform Guidance with timesheets, and any other payroll records being approved at the Department level prior to payroll disbursements being processed by Administration.

E. The County will be permitted to charge indirect costs to federal grants, if permitted, in various ways such as (1) the federally negotiated indirect cost rate (if one exists), (2) through the Central Services Cost Allocation Plan as prepared in accordance with 2 CFR Part 225, or (3) the de minimis rate of 10 percent. These costs will be charged on a systematic and rational basis.

F. For grants that are not expenditure reimbursement based, such as grants that reimburse on a "per unit basis" i.e., number of meals served, number of miles driven, etc., the Department participating in such a grant is still required to document costs related to the grant. In addition, program related data should be maintained at the Department level to support the number of units provided to support the amount of the grant reimbursement.

Cash Management

The requirements for cash management are contained in 2 CFR §200.305, program legislation, Federal awarding agency regulations, and the terms and conditions of the grant award.

In order to ensure compliance with these requirements, the County has implemented the following policies and procedures:

A. A majority of the County's Federal grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency. For grants that may disburse funds to the County prior to the County earning the grant funds, these funds will be reported as "unearned revenue" until earned by the County in accordance with the grant requirements.

B. Grant reimbursements will be initiated by the either the applicable Department or Administration where the determination will be made as to the appropriate reimbursement amount to request. If the Department initiates the reimbursement request, that Department must maintain supporting documentation on all reimbursements. Documentation of how this amount was determined will be agreed to by the Department Head/Elected Official where the grant funds are being expended. The Department Head/Elected Official shall provide copies of said documentation to Administration for retention for audit purposes.

C. Each reimbursement request will be reviewed/approved by the Department Head/Elected Official or their designee for the Department where the grant funds are being expended. This request will be signed, as required and the request will be transmitted as required to the applicable funding source for reimbursement.

Allowable Costs/Cost Principles

For Federal grants where compensation and fringe benefits are allowable costs to be charged to a specific grant, the County will assure these types of charges are following OMB Guidance, 2 CFR 200; §200.430 and §200.431. In general, compensation charged to Federal grants will be for personal services including all remuneration paid for services an employee rendered during the period of performance under the Federal Award. All compensation and fringe benefits that are charged must be reasonable for the services rendered and will conform to the established written policies of the County. These charges will be consistently applied for both Federal and non-Federal activities and will meet the requirements of Federal statute, where applicable.

Charges to Federal awards for compensation and fringes benefits must be based on records that accurately reflect the work performed. These records will be supported by the County's system of internal control which provides reasonable assurance that the charges are accurate, allowable, properly allocated, and incorporated into the official records of the County. The records will reasonably reflect the total activity for which the employee is compensated by the County not to exceed 100% of compensated activities. These records will also comply with the established accounting policies and practices of the County and support the allocation of the employee's compensation and fringe benefits among specific activities or cost objectives if the employee works on multiple Federal Awards.

For further clarification of the requirements the County will comply with see 2 CFR 200; §200.430 and §200.431.

Federal Grant Timekeeping

Lapeer County shall perform the following procedures to meet federal grant timekeeping requirements:

A. A payroll time sheet is completed by hourly employees whose wages are paid directly with federal grant money. This time sheet is reviewed and approved by their Supervisor and Administrator of the grant program. The Payroll application can segregate applicable wages and benefits to the grant.

B. Any employee whose time is split between a federal grant and another grant funding source is required to complete a federal timekeeping log sheet. The log sheet may be an excel spreadsheet that details activities and tallies hours assigned to each specific grant in order to determine the exact percent of time allocation, or as in the Title IV-D program, daily bubble sheets are completed in 15-minute increments for services related to the program. The Administrator responsible for the program reviews the timekeeping log/bubble sheets, determines if the time allocation concurs with the budget, and approves if it is deemed acceptable. If there are discrepancies, necessary adjustments are made through a budget amendment. The log sheets are turned into the Grant Fiscal Manager quarterly for testing.

C. Employees who are 100% funded by a federal source complete a Federal Certification form contemporaneously and semi-annually. The certification is approved by their Supervisor and the Administrator responsible the program.

D. Any employee who spends 100% of their time in a program, but is only partially charged to a federal grant due to limited funding available, and the remainder of pay is covered by local money, completes a Federal Certification form semi-annually. It is noted on the certification the limited percentage of federal funding. The certification is approved by the Administrator responsible the program.

All timekeeping forms are reviewed by the Department Head and maintained in the grant files. Payroll time sheets are maintained in the Payroll Office. Salary costs are reviewed quarterly and compared to the timekeeping devises for accuracy. Variance are investigated, explained, and adjusted if necessary.

4. OVERSIGHT AUTHORITY

Oversight authority for grants management is the responsibility of the Department Head/Elected Official where the Federal grant is being conducted. Ultimate oversight authority is the responsibility of County Administration as required by the County Board of Commissioners. County Administration will constantly review Departmental management of grants to assure conformity with this policy.

5. DISCIPLINARY MEASURES

Disciplinary measures consistent with existing law, County policy, collective bargaining agreements, etc., when applicable, may be taken if County grant funding is used in violation of this policy. There are also potential negative implications with the Federal funding source including, but not limited to, the Federal funding source questioning costs charged to the grant which may require repayment or eliminating the County from eligibility for future Federal grants.

LAPEER COUNTY FINANCIAL GOALS, POLICIES AND PRACTICES

15

FEDERAL GRANT COMPENSATION POLICY

1. GENERAL

The purpose of this policy is to establish a standard set of guidelines pursuant to those established under Federal Uniform Guidance and 2 CFR 200 of the Federal Compliance Supplement, which set guidance for Federal Grantees as it relates to compensation and fringe benefits charged to Federal grants. In order to assist in maintaining appropriate internal control over the Grants and the related costs charged to those applicable grants that the County has been awarded, all grant agreements must be approved by the County Board of Commissioners and compensation and fringe benefits charged to those grants must be in accordance with all applicable laws, contracts, applicable collective bargaining agreements, etc. Federal Uniform Guidance should be considered also if the compensation and fringe benefits will be charged to Federal grants.

2. DEFINITIONS

Uniform Guidance means the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and audit requirements for Federal Awards.

Federal Grantees means a non-Federal agency that has received a Federal grant either directly from the Federal Government or as a pass-through grantee with grant funds coming through the State, other local government, or any other properly authorized entity.

3. POLICY/PROCEDURES

For Federal grants where compensation and fringe benefits are allowable costs to be charged to the specific grant, the County will assure these types of charges are following OMB Guidance, 2 CFR 200; §200.430 and §200.431. In general, compensation charged to Federal grants will be for personal services including all remuneration paid for services an employee rendered during the period of performance under the Federal Award. All compensation and fringe benefits that are charged must be reasonable for the services rendered and will conform to the established written policies of the County. These charges will be consistently applied for both Federal and non-Federal activities and will meet the requirements of Federal statute, where applicable.

Charges to Federal awards for compensation and fringes benefits must be based on records that accurately reflect the work performed. These records will be supported by the County's system of internal control which provides reasonable assurance that the charges are accurate, allowable, properly allocated, and incorporated into the official records of the County. The records will reasonably reflect the total activity for which the employee is compensated by the County not to exceed 100% of compensated activities. These records will also comply with the established accounting policies and practices of the County and support the allocation of the employee's compensation and fringe benefits among specific activities or cost objectives if the employee works on multiple Federal Awards.

For further clarification of the requirements the County will comply with see 2 CFR 200; §200.430 and §200.431.

4. OVERSIGHT AUTHORITY

Oversight authority for grants management is the responsibility of the Department Head/Elected Official where the Federal grant is being conducted. Ultimate oversight authority is the responsibility of County Administration as required by the County Board of Commissioners. County Administration will constantly review Departmental management of compensation and fringe benefits charged to grants to assure conformity with this policy.

5. DISCIPLINARY MEASURES

Disciplinary measures consistent with existing law, County policy, collective bargaining agreements, etc., when applicable, may be taken if County grant funding is used in violation of this policy. There are also potential negative implications with the Federal funding source including, but not limited to, the Federal funding source questioning costs charged to the grant for compensation and fringe benefits which may require repayment or eliminating the County from eligibility for future Federal grants.

1

PROPOSED MOTION REGARDING AUDIT MOTIONS

-2025

1. Motion by , supported by , to enter into the Record the County's Audit Motions including Cash Requirements Statement to PayCom Payroll, LLC, for August 29th, and September 5th and 19th 2025, and the Road Commissions Audit Motion for disbursements dated September 4th and 18th, 2025. Motion carried.

8/28/2025 10.02.52 AUDIT MOTION

LAPEER COUNTY FOR CHECKS DATED 08/29/2025 PAGE 1

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS DATED 08/29/2025 BE APPROVED BASED ON THE SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101		360.60	360.60
*** TOTAL OF ***			$360.60	$360.60

AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR THEIR AUDIT COMMITTEE IF APPLICABLE

*** TOTAL OF ***

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

*** TOTAL OF ***

*** GRAND TOTAL OF DISBURSEMENTS ***	$360.60	$360.60

THE COUNTY CONTROLLER/ADMINISTRATORS OFFICE HAS COMPILED THIS AUDIT MOTION FROM INFORMATION CONTAINED IN THE CHECK SELECTION LIST SUMMARY BY FUND AND THE PAYROLL REGISTER. TO THE BEST OF OUR KNOWLEDGE THE INFORMATION IS CORRE ACCURATE, AND COMPLIES WITH BOARD RESOLUTIONS AND APPLICABLE POLICES.

Signed: Moses Sanzo

Moses Sanzo, County Controller/Administrator

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS DATED 9/05/2025 BE APPROVED BASED ON THE SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101		52,965.38	52,965.38
RENTAL PROPERTY	149		61.15	61.15
PROSECUTING ATTORNEY	205		1,845.62	1,845.62
SHERIFF'S DEPARTMENT	207		40,834.79	40,834.79
PARKS/RECREATION FUND	208		1,831.67	1,831.67
FRIEND OF THE COURT FUND	215		4,551.54	4,551.54
HEALTH DEPARTMENT/DISTRIC	221		9,355.72	9,355.72
SENIOR ACTIVITIES	223		20,154.27	20,154.27
ANIMAL CONTROL	225		1,938.93	1,938.93
SPECIALTY COURTS	232		8,794.35	8,794.35
REMONUMENTATION GRANT	245			
REGISTER OF DEEDS AUTOMAT	256		3,539.26	3,539.26
DISASTER CONTINGENCY FUND	258		29.99	29.99
INDIGENT DEFENSE FUND	260		35,460.13	35,460.13
911 SERVICE FUND	261		3,612.38	3,612.38
CONCEALED PISTOL LICENSIN	263		61.00	61.00
T.N.U.	265		8,921.56	8,921.56
COMMUNITY CORRECTIONS	272		20,303.00	20,303.00
POLICE SERVICE CONTRACTS	277			
AMERICAN RESCUE PLAN	281		224,058.77	224,058.77
OPIOID SETTLEMENT FUND	284		271.37	271.37
LAPEER FAMILY CONTINUATIO	298			
BUILDING AND GROUNDS	631		20,583.30	20,583.30
*** TOTAL OF ***			$459,174.18	$459,174.18

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			
CHILD CARE FUND	292		388.53	388.53
VETERANS RELIEF FUND	293		6,140.94	6,140.94
DELINQUENT TAX REVOLVING	516		12,435.98	12,435.98
FORECLOSURE	532		9,120.37	9,120.37
DRAIN MAINTENANCE FUND	639		27,589.60	27,589.60
DRAIN FUND	801		39,728.54	39,728.54
*** TOTAL OF ***			$95,403.96	$95,403.96

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		342,797.75	342,797.75
COMMON BANKING - TRUST AN	702	31,512.37		31,512.37
*** TOTAL OF ***		$31,512.37	$342,797.75	$374,310.12
*** GRAND TOTAL OF DISBURSEMENTS ***		$31,512.37	$897,375.89	$928,888.26

THE COUNTY CONTROLLER/ADMINISTRATORS OFFICE HAS COMPILED THIS AUDIT MOTION FROM INFORMATION CONTAINED IN THE CHECK SELECTION LIST SUMMARY BY FUND AND THE PAYROLL REGISTER. TO THE BEST OF OUR KNOWLEDGE THE INFORMATION IS CORRE ACCURATE, AND COMPLIES WITH BOARD RESOLUTIONS AND APPLICABLE POLICES.

Signed:

Moses Sanzo, Adminstrator/Controller

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS DATED 09/05/2025 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

COMMUNITY MENTAL HEALTH F 222		623,116.10	623,116.10
*** TOTAL OF ***		$623,116.10	$623,116.10

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

*** TOTAL OF ***			
*** GRAND TOTAL OF DISBURSEMENTS ***		$623,116.10	$623,116.10

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

Moses Sanzo, Adminstrator/Controller

Cash Requirements Statement

COUNTY OF LAPEER

Client: 15J12   EIN: 38-6005780

Transaction #: A7981F43E
Period Ending: 08/29/2025
Check Date: 09/05/2025
PAYCOM Impound Date: 09/04/2025
$1,262,809.12 should be wired to Paycom on or before 09/03/2025

Items			
Checks / Vouchers	515		
Additional Direct Deposit Accounts	102		
Deductions - Direct Deposited	73		
Billing			
Check Processing/Tax Service	3,934.05		
Direct Deposit	63.13		
Delivery/Handling	13.00		
Garnishment Fee this Payroll	80.00		
Total Billing	4,090.18		
Tax Deposits	Employee Deductions	Employer Liability	Total Deposit
FICA/Social Security	74,437.40	74,437.40	148,874.80
Medicare	17,408.68	17,408.68	34,817.36
Federal W/H Tax	109,742.58		109,742.58
Lapeer, MI Res M	1,180.99		1,180.99
Lapeer, MI Non-Res M	3,065.05		3,065.05
Michigan State W/H Qtrly	49,217.54		49,217.54
Total Tax Deposits	255,052.24	91,846.08	346,898.32
Paycom Cash Requirements			
Net Direct Deposits - Paycom Pay		863,095.39	
Direct Deposit Distribution - Paycom Pay		36,931.53	
Garnishment Direct Deposits - Paycom Pay		1,972.64	
Deductions - Direct Deposited - Paycom Pay		8,538.93	
Taxes - PAYCOM Resp.		346,898.32	
Payroll Fee		4,090.18	
Garnishment Checks - Paycom Pay		1,282.13	
Total Paycom Cash Requirements		1,262,809.12	
Total Cash Requirements		1,262,809.12	

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS DATED 9/19/2025 BE APPROVED BASED ON THE SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101		109,455.89	109,455.89
RENTAL PROPERTY	149		29.70	29.70
PROSECUTING ATTORNEY	205		1,512.15	1,512.15
SHERIFF'S DEPARTMENT	207		48,026.95	48,026.95
PARKS/RECREATION FUND	208		937.84	937.84
FRIEND OF THE COURT FUND	215		4,014.30	4,014.30
HEALTH DEPARTMENT/DISTRIC	221		94,102.33	94,102.33
SENIOR ACTIVITIES	223		18,099.33	18,099.33
ANIMAL CONTROL	225		2,337.76	2,337.76
SPECIALTY COURTS	232			
REMONUMENTATION GRANT	245			
DISASTER CONTINGENCY FUND	258		42.95	42.95
INDIGENT DEFENSE FUND	260		59,310.28	59,310.28
911 SERVICE FUND	261		70,772.01	70,772.01
FORFEITURES FUND	262		2,190.00	2,190.00
CONCEALED PISTOL LICENSIN	263		402.06	402.06
LAW LIBRARY FUND	269		956.72	956.72
COMMUNITY CORRECTIONS	272		12,285.78	12,285.78
POLICE SERVICE CONTRACTS	277			
AMERICAN RESCUE PLAN	281		473,491.27	473,491.27
LAPEER FAMILY CONTINUATIO	298		55.00	55.00
HISTORIC COURTHOUSE	470		119.89	119.89
9-1-1 CONSTRUCTION FUND	482		5,860.28	5,860.28
BUILDING AND GROUNDS	631		115,094.02	115,094.02
*** TOTAL OF ***			$1,019,096.51	$1,019,096.51

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			
CHILD CARE FUND	292		68,081.74	68,081.74
VETERANS RELIEF FUND	293		10,876.11	10,876.11
DELINQUENT TAX REVOLVING	516		39,305.78	39,305.78
FORECLOSURE	532		2,214.17	2,214.17
DRAIN MAINTENANCE FUND	639		60,304.85	60,304.85
CMH EQUIP ACQUIS & REPLAC	649		25,240.00	25,240.00
WORKERS COMP FUND	677		7,543.61	7,543.61
HEALTH INS. FUND	678		470,077.23	470,077.23
DRAIN FUND	801		7,140.23	7,140.23
*** TOTAL OF ***			$690,783.72	$690,783.72

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		34,634.36	34,634.36
COMMON BANKING - TRUST AN	702	37,002.51		37,002.51
CURRENT TAX COLLECTION FU	703		4,483,539.30	4,483,539.30
DISTRICT MUNICIPAL COURT	710		47,092.00	47,092.00
LIBRARY PENAL FINE FUND	721		17,355.00	17,355.00
*** TOTAL OF ***		$37,002.51	$4,582,620.66	$4,619,623.17
*** GRAND TOTAL OF DISBURSEMENTS ***		$37,002.51	$6,292,500.89	$6,329,503.40

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

Moses Sanzo, Adminstrator/Controller

Cash Requirements Statement

COUNTY OF LAPEER

Client: 15J12 EIN: 38-6005780

Transaction #: 1C95ED5FB
Period Ending: 09/12/2025
Check Date: 09/19/2025
PAYCOM Impound Date: 09/18/2025

$1,268,912.78 should be wired to Paycom on or before 09/17/2025

Items			
Checks / Vouchers	497		
Additional Direct Deposit Accounts	106		
Deductions - Direct Deposited	73		
Billing			
Check Processing/Tax Service	3,802.11		
Direct Deposit	64.37		
Delivery/Handling	13.00		
Garnishment Fee this Payroll	90.00		
Additional Services	13.00		
Total Billing	3,982.48		
Tax Deposits	Employee Deductions	Employer Liability	Total Deposit
FICA/Social Security	75,188.86	75,188.86	150,377.72
Medicare	17,584.54	17,584.54	35,169.08
Federal W/H Tax	112,900.83		112,900.83
Lapeer, MI Res M	1,174.61		1,174.61
Lapeer, MI Non-Res M	3,150.21		3,150.21
Michigan State W/H Qtrly	49,698.47		49,698.47
Total Tax Deposits	259,697.52	92,773.40	352,470.92
Paycom Cash Requirements			
Net Direct Deposits - Paycom Pay		863,429.07	
Direct Deposit Distribution - Paycom Pay		38,168.61	
Garnishment Direct Deposits - Paycom Pay		1,972.64	
Deductions - Direct Deposited - Paycom Pay		7,592.79	
Taxes - PAYCOM Resp.		352,470.92	
Payroll Fee		3,982.48	
Garnishment Checks - Paycom Pay		1,296.27	
Total Paycom Cash Requirements		1,268,912.78	
Total Cash Requirements		1,268,912.78	

Cash Requirements Statement

COUNTY OF LAPEER

Transaction #: 1C95ED5FB
Period Ending: 09/12/2025
Check Date: 09/19/2025

Client: 15J12 EIN: 38-6005780

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$1,268,912.78 should be wired to Paycom on or before 09/17/2025

Paycom Payroll, LLC a subsidiary of Paycom Software, Inc.
7501 W. Memorial Road Oklahoma City, OK 73142
(405)722-6900

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS DATED 09/19/2025 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

FUND	PAYROLL	ACCOUNTS PAY	TOTAL DISB.
COMMUNITY MENTAL HEALTH F 222		1,597,819.15	1,597,819.15
*** TOTAL OF ***		$1,597,819.15	$1,597,819.15

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

FUND	PAYROLL	ACCOUNTS PAY	TOTAL DISB.
*** TOTAL OF ***			
*** GRAND TOTAL OF DISBURSEMENTS ***		$1,597,819.15	$1,597,819.15

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: 09/04/2025

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

Account Number	Description	Amount
201-449-703.000	Salary	$ 1,245.75
201-449-703.001	Taxable Per Diems	$ 210.00
201-449-7114.000	Medicare	$ 21.86
201-449-715.000	FICA	$ 93.44
201-449-716.000	Medical, Dental, Vision Insurance	$ 200.00
201-449-717.000	Life Insurance	$ -
201-449-718.000	Retirement	$ 94.00
201-449-860.050	Mileage	$ 67.76
201-449-957.00	Memberships	$ -
Total:		$ 1,932.81

The County Road Commission Office has compiled this audit motion from unformation 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.

Kathleen Cunningham

Kathleen Cunningham, Board Secretary

John Howell, Chairman

ROAD COMMISSION AUDIT MOTION

For checks dated: 09/18/2025

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

Account Number	Description	Amount
201-449-703.000	Salary	$ 1,245.75
201-449-703.001	Taxable Per Diems	
201-449-7114.000	Medicare	$ 18.81
201-449-715.000	FICA	$ 80.42
201-449-716.000	Medical, Dental, Vision Insurance	$ 200.00
201-449-717.000	Life Insurance	$ -
201-449-718.000	Retirement	$ 94.00
201-449-860.050	Mileage	
201-449-957.00	Memberships	$ -
Total:		$ 1,638.98

The County Road Commission Office has compiled this audit motion from unformation 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.

Kathleen Cunningham

Kathleen Cunningham, Board Secretary

John Howell, Chairman

2

REQUEST FOR ACTION

DATE: 09-12-2025

_____ REQUEST FOR ACTION

__xx_ FOR YOUR INFORMATION

_____ REQUEST FOR INFORMATION

TO: Lapeer County Board of Commissioners

FROM: Christy Sutherland, CDBG Grant Administrator and
Michelle Bonesteel, Assistant CFO

****

SUMMARY OF REQUEST / INFORMATION: A public hearing is needed for the purpose of affording citizens an opportunity to examine and submit comments on the proposed applications for a CDBG grant. Requesting that the Board, at their September 28th Regular Board Meeting, set the Public Hearing to be conducted at their October 9th COW and give themselves the "Authority to Act" to approve and authorize the Chairman to sign the related grant documents following the Public Hearing.

ADDITIONAL INFORMATION: Lapeer County proposes to use CDBG grant funds in the amount of $41,126.00 for the purpose of repairing certain elements of a housing unit in emergency situations, such as a leaking roof, lack of running water, deteriorated drain field, structural damage creating safety situations and handicap accessibility. All grant income over $35,000 requires the County Board to conduct a public hearing.

CONTACT PERSON(S): Christy Sutherland, HDC/Michelle Bonesteel, Finance

BACKGROUND INFORMATION: Lapeer County receives these monies and pays them out through Human Development Commission. The HDC is contracted to oversee this grant.

SUPPORTING DOCUMENTS: (see attached)

DRAFT MOTION:
Motion by ____________, supported by ______________, to set a Public Hearing for the purpose of affording citizens an opportunity to examine and submit comments regarding the proposed CDBG Grant application in the amount of $41,126.00 to be held during the October 9, 2026 Committee of the Whole meeting; and further, to give the Committee of the Whole the authority to act on this matter and authorize the Chairman and Administrator to sign any documents related to the grant application.

ATTACHMENTS YES___x_ NO______

PROGRAM INCOME CERTIFICATION

Please review the Program Income Policy complete the questions below. For the purposes of this certification all potential CDBG program income generated in the program year should be counted and reported, regardless of the $35,000 threshold.

Program Income Contact

Unit of General Local Government Name:	**Lapeer County**
Primary Program Income Contact for UGLG:	**Moses Sanzo**
Contact email:	**administration@lapeercounty.org**
Contact phone:	**810-667-0366**

Program Income Information for Program Year: (fill in years)	July 1, **2024** – June 30, **2025**
Program Income (PI) was received for the program year above:	☒ YES ☐ NO
Total UGLG for the program year above, was less than $35,000:	☐ YES ☒ NO
Amount of PI received for the program year above, was:	**$41,126.00**

☒ UGLG has received receipts for **more than $35,000 for the above program year and will contact the MSHDA in order setup the use of PI.** The budget for these funds is as follows:

Budget for Program Income received in excess of $35,000 in PY	
Emergency Repair Project Costs	$ 34,856
Administration Costs	$ 6,274
TOTAL	**$ 41,130.00**

☐ UGLG intends to **use PI under $35,000 for non-CDBG eligible activities** or without full CDBG compliance and requests confirmation from the MSHDA to proceed. Please move the funds to your general fund account but put the funds in a subaccount named CDBG housing defederalized program income account.

☐ UGLG intends to **return all program income receipts** for the program year above. The MSHDA – CDBG Program accepts return of funds via check. For questions relating to returning CDBG funds please contact either Trenton Mitchell at MitchellT13@michigan.gov or Cheryl Thelen at ThelenC9@michigan.gov

Pay by Check
Payable to: "State of Michigan"
Memo: Program Income "Year"
Mail to:
Cheryl Thelen
MSHDA- CDBG Program Income
735 E. Michigan Avenue, Lansing, MI 48912

Certification: I certify that to the best of my knowledge and belief that the report is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Date: 8/12/25

X ______________________
Moses Sanzo, County Administrator/Controller

Lapeer County
NOTICE OF PUBLIC HEARING
FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR Lapeer County Emergency Homeowner Rehabilitation

Lapeer County will conduct a public hearing on **October 9, 2025** at 9:00a.m. in **the Commissioner Chambers on the lower level of the County Complex, 255 Clay St. Lapeer, MI** for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for a CDBG grant.

Lapeer County proposes to use CDBG grant funds in the amount of **$ 41,126** for **the purpose of repairing certain elements of a housing unit in emergency situations, such as leaking roof, lack of running hot water, lack of running water, deteriorated drain field, structural damage creating an emergency safety situation, handicap accessibility** . All activities, upon completion, will benefit low- to moderate- income households. **No** persons will be displaced as a result of the proposed activities.

Further information, including a copy of **Lapeer County** 's community development plan and CDBG application is available for review. To inspect the documents, please contact **Human Development Commission at 1-800-843-6394** or review at **429 Montague Avenue Caro, MI 48723** . Comments may be submitted in writing through **October 8, 2025** or made in person at the public hearing.

Citizen views and comments on the proposed application are welcome.

Lapeer County
C/O Human Development Commissio
Brian Rickwalt, Project Specialist
1-800-843-6394

CERTIFYING OFFICER DESIGNATION
(for Local Units of Government)

The Certifying Officer, responsible for compliance with all environmental review requirements, is usually the chief elected official for the responsible entity/jurisdiction in which the project is located, or his/her designee. The designee should be an official with the legal authority to unilaterally sign a contract which obligates the grantee. The original of this executed form must be included in the Environmental Review Record.

DESIGNATION

Moses Sanzo, **Controller/Administrator**, of **Lapeer County** is the Certifying Officer as defined in 24 CFR Sec. 58.13 for the Environmental Review requirements of CDBG funds, Program Year: 2024

Date: Designated by: ______________________________
Gary Howell, Chairman

ACKNOWLEDGEMENT

I, **Moses Sanzo**, **Controller/Administrator**, accept the responsibilities of the Certifying Officer for **Lapeer County**, as defined in 24 CFR 58.13. I consent to assume the status of "responsible Federal official" as that term is used in section 102 of the National Environmental Policy Act of 1969 and understand that I am responsible for all the requirements of section 102 of NEPA and the related provisions in 40 CFR parts 1500 through 1508, and 24 CFR part 58, including the related Federal authorities listed in Sec. 58.5 insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.

On behalf of the recipient, I personally accept the jurisdiction of the Federal courts for enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Date: Certifying Officer Signature: ______________________________
Moses Sanzo
Controller/Administrator

AUTHORIZED SIGNATURE DESIGNATION FORM

As the highest elected official of **Lapeer County** designate the following individual(s) as Authorized Signer(s) for Grant # **Program Income** to sign the associated Grant Agreement, submit FSR payment requests and Grant Amendments, if applicable, for the aforementioned grant.

AUTHORIZED SIGNER(S)

Date: ____________________

____
Moses Sanzo, Controller/Administrator

Date: ____________________

____

APPROVED BY HIGHEST ELECTED OFFICIAL

Date: ____________________

____
Gary Howell, Chairman