

**COMMITTEE OF THE WHOLE**  
**November 9, 2023**  
**9:00 a.m.**

Chairman Kohlman called the meeting to order at 9:02 a.m. in the Commission Chambers on the lower level of the County Complex Building. Commissioner Mast opened the meeting with a prayer. The Pledge of Allegiance was recited.

Present: Commissioners Truman Mast, Bryan Zender, Brad Haggadone, William Hamilton, Gary Howell, Kevin Knisely, Tom Kohlman

Others: Moses Sanzo, County Controller/Administrator, Jackie Arnold, Chief Financial Officer, Lynette Stanford, Secretary/Deputy County Clerk

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

Motion by Haggadone, supported by Howell, to approve the minutes from the October 12, 2023 Committee of the Whole Meeting, as presented. Motion carried.

**Elected Official/Department Head Updates**

Kathy Haskins, R.N., B.S.N., MPH, Director/Health Officer gave an update regarding the Senior Programs statistics.

Theresa M. Spencer, County Clerk gave an update regarding the November 7, 2023 Election.

Lauren Emmons, C.E.O., Community Mental Health Gave an update on the integration of Alcohol Information and Counseling Center (AICC) into Community Mental Health.

Russell Adams, Emergency Medical Services Authority Board (EMS) informed the Committee that they have been awarded a Grant for training and education.

**Public Time** – six people spoke during public time.

**Public Hearing regarding the**  
**2024-2025 Biennial Operating Budgets**

Chairman Kohlman announced that the purpose of the public hearing is to listen to comments from the public regarding the 2024-2025 Biennial Operating Budgets.

Chairman Kohlman declared the public hearing in session and opened the floor to the public for comments. No comments were received. Chairman Kohlman declared the public hearing closed.

Motion by Knisely, supported by Haggadone, pursuant to motion 325-2023 of the October 26, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, which shall include forwarding the motion to the next regular meeting to be entered into the record, to adopt the following General Appropriations Act Resolution and adopt the 2024-2025 Biennial Budgets:

# ***LAPEER COUNTY MICHIGAN***

## **GENERAL APPROPRIATION ACT**

**2023-R11**

### **RESOLUTION TO AMEND & ADOPT THE BIENNIAL BUDGET FOR**

**JANUARY 1, 2024 TO DECEMBER 31, 2024 (AMEND)**

**AND**

**JANUARY 1, 2025 TO SEPTEMBER 30, 2025 (ADOPT)**

**ON**

**November 09, 2023**

- 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 2024 and FY 2025; 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 14, 2023, and a public hearing was held on June 22, 2023, consistent with the "Truth in Taxation Act," to consider increasing the operating tax millage rate by .5117 mills for FY 2023; and,
- WHEREAS,** The Board of Commissioners at a meeting on June 22, 2023, adopted the following tax rates to be levied for the 2023 tax year/2023/2024 budget year for a County levy of 3.6258 and extra voted millage as summarized below based on the 2023 Taxable Value \$3,778,235,974 for a total millage rate of :

(Resolution 2023-R11 continued)

<u>Purpose</u>	<u>Millage</u>	<u>Revenue</u>
General Government	3.6258	\$ 13,699,128.00
Total Allocated Millage	3.6258	\$ 13,699,128.00
Law Enforcement ( <i>voted through 2027</i> )	1.4500	\$ 5,478,442.00
Veterans ( <i>voted through 2023</i> )	.1813	\$ 684,994.00
Medical Care Facility Operating ( <i>voted through 2027</i> )	.3196	\$ 1,207,524.00
Senior Citizen ( <i>voted through 2026</i> )	.3916	\$ 1,479,557.00
Total extra voted Millage	2.3425	\$ 8,850,517.00
<b>Total Millage</b>	<b>5.9683</b>	<b>\$ 22,549,645.00</b>

**WHEREAS,** The revenue projections in the 2024/2025 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:

<b>FY 2024</b>	<u>Est. Millage Revenue</u>	<u>Est. Captured Revenue</u>	<u>Est. Net Revenue</u>
General Government	\$ 13,699,128.00	\$ 673,782.00	\$ 13,025,346.00
Law Enforcement	\$ 5,478,442.00	\$ 4,571.00	\$ 5,473,871.00
EMS	\$ - 0 -	\$ - 0 -	\$ - 0 -
Veterans	\$ 684,994.00	\$ - 0 -	\$ 684,994.00
Medical Care Facility	\$ 1,207,524.00	\$ - 0 -	\$ 1,207,524.00
Senior Services	\$ 1,479,557.00	\$ - 0 -	\$ 1,479,557.00
<b>Total</b>	<b>\$ 22,549,645.00</b>	<b>\$ 678,353.00</b>	<b>\$ 21,871,292.00</b>

<b>FY 2025</b>	<u>Est. Millage Revenue</u>	<u>Est. Captured Revenue</u>	<u>Est. Net Revenue</u>
General Government	\$ 14,110,102.00	\$ 693,995.00	\$ 13,416,107.00
Law Enforcement	\$ 5,642,795.00	\$ 4,708.00	\$ 5,638,087.00
EMS	\$ -0 -	\$ - 0 -	\$ - 0 -
Veterans	\$ 705,544.00	\$ - 0 -	\$ 705,544.00
Medical Care Facility	\$ 1,243,750.00	\$ - 0 -	\$ 1,243,750.00
Senior Services	\$ 1,523,944.00	\$ - 0 -	\$ 1,523,944.00
<b>Total</b>	<b>\$ 23,226,135.00</b>	<b>\$ 698,703.00</b>	<b>\$ 22,527,432.00</b>

(Resolution 2023-R11 continued)

**WHEREAS,** The voters have supported “special millages” (e.g. for Senior Services, Veterans, Law Enforcement/ Public Safety, 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 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 2024 and \$1,500,000.00 for FY 2025 to the General Fund is hereby authorized; and,

**WHEREAS,** State Revenue Sharing in the amount of \$2,002,994.00 is anticipated for FY 2024, and the amount for FY 2025 is estimated at \$1,502,245.50; and,

**WHEREAS,** Pursuant to MCL 141.412, section 2, a notice regarding the proposed budget was published in a newspaper of general circulation on October 29, 2023, and was placed on display in the County Clerk’s office and the county’s website from October 30 through November 9, 2023, and a public hearing was conducted on November 9, 2023; and,

**WHEREAS,** the County of Lapeer will be converting to a September 30<sup>th</sup> year end beginning in 2025, therefore, all budget figures and documents reflect only 9 full months of calendar year 2025, in which this and all future budget years will be consistent with the State of Michigan’s fiscal year of October 1<sup>st</sup> through September 30<sup>th</sup>.

**THEREFORE, BE IT RESOLVED,** that the FY 2024 and FY 2025 Lapeer County Budgets as summarized below are hereby adopted on a fund and activity basis for the General Fund and for all other funds, subject to all statutory and County policies regarding the expenditure of funds and the conditions set forth in this Resolution:

	<u>2024 Amended Budget</u>	<u>2025 Budget</u>
General Fund	\$ 23,936,951.99	\$ 21,362,491.63
Special Revenue Funds	\$ 88,599,350.23	\$ 72,488,988.50
Debt Service Funds	<u>\$ 1,101,745.69</u>	<u>\$ 936,582.20</u>
<b>TOTALS</b>	<u><b>\$113,638,047.91</b></u>	<u><b>\$ 94,788,062.33</b></u>

**BE IT FURTHER RESOLVED,** that an Assigned fund balance (GF) is established in the amount of \$500,000.00 for FY 2024 and \$500,000.00 for FY 2025; and,

**BE IT FURTHER RESOLVED,** that the Board of Commissioners direct the Controller/Administrator to present necessary changes to the 2025 budget to the Board prior to the beginning of fiscal year 2025 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,

(Resolution 2023-R11 continued)

**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 said Purchasing Procedures and Personnel Manual; 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,

**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,

(Resolution 2023-R11 continued)

**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.

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

Karen Southgate, Director of Michigan Department of Health and Human Services (MDHHS) for Huron, Lapeer and Tuscola Counties gave a presentation and brief update regarding her Department.

Shea Baker, Administrator at the Lapeer County Medical Care Facility, gave an update regarding their programs.

Motion by Howell, supported by Haggadone, to recommend to the Full Board, to allow the Sheriff's Department to accept the Secondary Road Patrol Grant (416), (CFDA# 2024-SRP-44), for the Year 2023/2024, in the amount up to \$129,533.00. Motion carried.

Motion by Knisley, supported by Hamilton, to recommend to the Full Board, to authorize the Lapeer County Sheriff's Department renewal with Canteen Services, to provide meals, commissary and kiosk services for inmates, with meals being paid for from line item 207-351-740.000; and further, to authorize the Chair/Vice-Chair to sign said contract. Motion carried.

Motion by Haggadone, supported by Knisley, to recommend to the Full Board, to approve for distribution the 2024 Police Service Contracts for the following local units of government, for their signatures: Arcadia Township, Attica Township, Deerfield Township, Elba Township, Imlay Township, Marathon Township, Mayfield Township, Oregon Township, Village of Clifford, Village of North Branch, and Fund: 277, with the signed contracts to be returned for final approval of the Board of Commissioners. Motion carried.

Motion by Zender, supported by Haggadone, to recommend to the Full Board, to authorize the Sheriff's Department to purchase protective vest and uniforms, at a cost of \$19,096.20, from line item 207-307-977.000, at no additional cost to the County General Fund. Motion carried.

Motion by Hamilton, supported by Mast, to recommend to the Full Board, to accept the Fiscal Year 2024 Michigan Department of Health and Human Services (MDHHS) additional allocation and authorize the Director/Health Officer to e-sign the application; and that a copy be forwarded to the County Clerk, to be entered into the official record as an exhibit. Motion carried.

Motion by Zender, supported by Hamilton, to recommend to the Full Board, to authorize the County Controller/Administrator to electronically accept the approved grant agreement between the State Court Administrative Office, 71A District Court and 4-th Circuit Court for the period of October 1, 2023 through September 30, 2024, (funding for Drug Court), at no additional cost to the County General Fund; and further, that a copy of the electronically submitted grant agreement be forwarded to the County Clerk to be filed as an official exhibit. Motion carried.

Motion by Zender, supported by Hamilton, to recommend to the Full Board, to authorize the County Controller/Administrator to electronically accept the approved grant agreement between the State Court Administrative Office, 71A District Court and 4-th Circuit Court for the period of October 1, 2023 through September 30, 2024, (funding for Mental Health Court), at no additional cost to the County General Fund; and further, that a copy of the electronically submitted grant agreement be forwarded to the County Clerk to be filed as an official exhibit. Motion carried.

Motion by Zender, supported by Haggadone, to recommend to the Full Board, to approve the contract between the Thumb Area Regional Community Corrections Advisory Board and Tri-Cap, so services can be provided per the contract, for the period of October 1, 2023 through September 30, 2024; and further, to authorize the Chair/Vice-Chair to sign said contract. Motion carried.

Motion by Zender, supported by Haggadone, to recommend to the Full Board, to approve the contract between the Thumb Area Regional Community Corrections Advisory Board and List Psychological Services, PLC, so services can be provided per the contract, for the period of October 1, 2023 through September 30, 2024; and further, to authorize the Chair/Vice-Chair to sign said contract. Motion carried.

Motion by Hamilton, supported by Knisely, to recommend to the Full Board, to approve the contract between the Thumb Area Regional Community Corrections Advisory Board and Career Directions Inc., so services can be provided per the contract, for the period of October 1, 2023 through September 30, 2024; and further, to authorize the Chair/Vice-Chair to sign said contract. Motion carried.

Motion by Hamilton, supported by Knisley, to recommend to the Full Board, to authorize payment to Shifman Fournier, in the amount of \$1,665.00, for labor related legal services rendered through October 31, 2023, to be paid from line item 101-239-801.020. Motion carried.

Motion by Zender, supported by Mast, to recommend to the Full Board, to approve the renewal of the Independent Contractor Agreement, as submitted; for the Managed Assigned Counsel Administrator between the County of Lapeer and Attorney Kayleen Hendler, for the County's Indigent Defense Program, effective Fiscal Year 2024 for the period of October 1, 2023 through September 30, 2024, pursuant to the approved grant; and at no additional cost to the County General Fund; and further, to authorize the Chair/Vice-Chair to sign said agreement. Motion carried.

Motion by Howell, supported by Haggadone, to recommend to the Full Board, that the Lapeer County Planning Commission and Board of Commissioners acknowledges receipt of Burnside Township's PA 116 Application submitted by applicants Thomas and Marlene McLeod for Section No. 14, Town No. 9N, Range 12 E, Parcel # 005-014-007-10, approximately 35.027 acres for a period of 31 years, and on November 9, 2023 recommends approval of said application. Motion carried.

Motion by Haggadone, supported by Zender, to recommend to the Full Board, to give the County Controller/Administrator and/or Chief Financial Officer the authority to act and approve all Budget Amendments, Appropriation Transfers, Payroll and Accounts Payable disbursements through December 31, 2023. Motion carried.

Motion by Hamilton, supported by Zender, to recommend to the Full Board, to adopt and authorize the 2024 annual salary for the County Elected Officials, as follows, for the period of January 1, 2024 through December 31, 2024 (26 pays):

County Commissioner	\$ 22,317.79
County Surveyor*	\$ -0-
Register of Deeds	\$ 80,687.01
Drain Commissioner	\$ 80,687.01
County Clerk	\$ 88,456.98
County Treasurer	\$ 88,456.98
County Sheriff	\$ 128,751.50
Prosecuting Attorney	\$ 150,800.00
Circuit Court Judges**	\$ 45,724.00
District Court Judges**	\$ 45,724.00
Probate Court Judge**	\$ 172,134.62
Road Commissioners	\$ 9,206.54

*\*(Base is zero, but only earns as allowed through the Remonumentation Grant)*

*\*\* (Judges Salaries are set by the State of Michigan)*

No action taken for the previous motion.



Motion by Zender, supported by Mast, to recommend to the Full Board, to amend the previous motion adopt and authorize the 2024 annual salary for the County Elected Officials, as follows, for the period of January 1, 2024 through December 31, 2024 (26 pays):

County Commissioner	\$ 22,317.79
County Surveyor*	\$ -0-
Register of Deeds	\$ 80,687.01
Drain Commissioner	\$ 80,687.01
County Clerk	\$ 88,456.98
County Treasurer	\$ 88,456.98
County Sheriff	\$ 128,751.50
Prosecuting Attorney	\$ 150,800.00
Circuit Court Judges**	\$ 45,724.00
District Court Judges**	\$ 45,724.00
Probate Court Judge**	\$ 172,134.62
Road Commissioners	\$ 9,574.80

*\*(Base is zero, but only earns as allowed through the Remonumentation Grant)*

*\*\* (Judges Salaries are set by the State of Michigan)*

Motion carried.

Motion by Haggadone, supported by Hamilton, to recommend to the Full Board, to adopt and authorize an annual 4% pay increase for FY 2024 to the following groups listed below with an effective date of December 23, 2023 through December 20, 2024, as budgeted:

- Appointed Department Heads
- General and Court Non-Union
- Health Non-Union
- CMH Non-Union
- AFSCME (Health Department)
- Teamsters General Unit
- Teamsters District Court Unit
- Teamsters Friend of the Court Unit
- Teamsters CMH Unit
- POLC Sheriff's Unit A
- POAM Sheriff's Unit B
- POLC Sheriff's Unit C
- POLC Sheriff's Unit D
- MAPE – 911 Supervisors Unit
- POAM – 911 Dispatchers Unit
- Other Non-Union/No-Union/Variable Hourly and Contractual No-Union

Motion carried.

Motion by Haggadone, supported by Howell, to recommend to the Full Board, to authorize the County Administration/Finance Office to instruct the Municipal Employees' Retirement System (MERS) to process an adjustment as of December 31, 2022 to the following groups' Post Employment Health Care Savings Plan from the PEHP Fund for any eligible vested full-time employee actively on payroll as of the date implemented by the County Administrator/ Controller with 10 years or more of continuous service, which is based on the calculation of \$10/per month as outlined below for a grand total of \$303,950.00:

General Non-Union	\$ 39,480.00
Appointed Department Heads	\$ 18,380.00
Elected Officials	\$ 8,030.00
Health Non-Union	\$ 2,610.00
CMH Non-Union	\$ 17,340.00
AFSCME	\$ 16,930.00
Teamsters General	\$ 31,750.00
Teamsters District Court	\$ 19,810.00
Teamsters Friend of the Court	\$ 5,530.00
Teamsters CMH	\$ 39,620.00
POLC Sheriff's Unit A	\$ 34,660.00
POAM Sheriff's Unit B	\$ 27,050.00
POLC Sheriff's Unit C	\$ 15,580.00
POLC Sheriff's Unit D	\$ 17,580.00
MAPE – 911 Supervisors	\$ 3,310.00
POAM – 911 Dispatchers	\$ 6,290.00

Motion carried.

**Public Time** – Seven people spoke during public time.

### **Commissioner Reports**

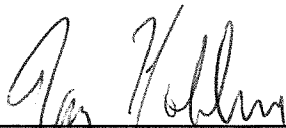
At this time, the Commissioners had an opportunity to give brief reports on meetings and conferences that they have recently attended, as well as upcoming meetings and events, along with statements regarding public time comments.

Motion by Hamilton, to allow Administration to look into the feasibility of doing a community survey to find out the citizen's priority for spending the American Rescue Plan Act Committee (ARPA) money. Motion failed for lack of support.

### **County Controller/Administrator and/or Chief Financial Officer updates**

Moses Sanzo, County Controller/Administrator indicated that his staff will be working on creating a list of the various committees/board appointments and expiration dates for each appointment.

Motion by Haggadone, supported by Knisely, to adjourn the meeting. 11:43 a.m.




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Tom Kohlman, Chairman  
Committee of the Whole