

**THERESA M. SPENCER
LAPEER COUNTY CLERK**

County Complex Building
255 Clay Street
Lapeer, Michigan 48446

Phone 810 area code
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A-G-E-N-D-A

**LAPEER COUNTY BOARD OF COMMISSIONERS
SECOND MEETING OF THE OCTOBER SESSION
NOVEMBER 30, 2023
9:00 A.M.**

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

CALL TO ORDER BY CHAIRMAN/VICE-CHAIR

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

CONSIDERATION FOR APPROVAL:

- ◆ Agenda
- ◆ October 26, 2023 Regular Board Meeting Minutes

FOR REVIEW IN FOLDER:

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

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

PUBLIC TIME - Citizens Comments, etc.

CONTINUED -

NEW/OLD BUSINESS:

DRAFT MOTIONS

♦ Committee of the Whole	(November 9, 2023)	(Attached)
♦ Properties Committee	(November 9, 2023)	(Attached)
♦ Personnel Committee	(October 26, 2023)	(Attached)
♦ Personnel Committee	(November 9, 2023)	(Attached)
♦ American Rescue Plan Act Committee	(November 9, 2023)	(Attached)

1. AUDIT MOTIONS- Enter into the Record

County's Audit Motions for November 3rd, November 17th, and December 1st 2023 and the Road Commissions Audit Motion for disbursements dated November 2nd, November 16th, and November 30th, 2023

2. NOTICE OF COMMITTEE/BOARD TERMS EXPIRING DECEMBER 31, 2023

- Agricultural Preservation Board – three-year term – 2 positions
- Brownfield Redevelopment Authority – three-year term – 7 positions
(Members are the same as Lapeer Development Corporation Members)
- Economic Development Corporation Board of Directors – six-year term 2 positions
(Members are the same as Lapeer Development Corporation Members)
- Emergency Management Advisory Council – two-year term – 9 positions
- GLS Region V Planning and Development Commission – one-year term – 1 position
- Thumb Regional Community Corrections Advisory Board – two-year term – 1 position
- Valley Area Agency on Aging (VAAA) Executive Board – two-year term - 2 positions
- Valley Area Agency on Aging (VAAA) Advisory Board – two-year term – 2 positions
- Veterans Affairs Committee – four-year term – 2 positions (which will total 7 members)

(Additional items)

3.

4.

AD HOC COMMITTEE UPDATES- If needed

PUBLIC TIME - Citizens Comments, etc.

COMMISSIONER REPORTS

ADMINISTRATOR/CHIEF FINANCIAL OFFICER UPDATES

CLOSED SESSION – If needed

RECESS/ADJOURN

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

Agenda and attachments: 41 pages total. Provided to Administration for website posting: 11-28-2023; 10:30 a.m.

LAPEER COUNTY BOARD OF COMMISSIONERS
****FIRST MEETING OF THE OCTOBER SESSION****
October 26, 2023
9:00 A.M.

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

AGENDA

The agenda and draft minutes from the September 28, 2023 Regular Board Meeting and October 2, 2023 Budget Hearings were reviewed.

295-2023

Motion by Knisely, supported by Haggadone, to accept the agenda with the addition of the first public time, a discussion regarding the Community Mental Health CEO Position, the Lapeer County MSU Extension Agreement for services, and the deletion of a closed session. Motion carried.

296-2023

Motion by Haggadone, supported by Knisely, to approve the September 28, 2023 Regular Board minutes as presented. Motion carried.

297-2023

Motion by Hamilton, supported by Zender, to approve the September 28, 2023 Regular Board minutes and the October 2, 2023 Budget Hearings as presented. Motion carried.

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

Dana M. Miller, County Treasurer introduced Jeff Lewis, Owner, and James Rutherford, GIS Coordinator of North Arrow Technologies.

Moses Sanzo, County Controller/Administrator introduced the newly appointed Animal Control Chief, Stephanie King.

PUBLIC TIME – four people spoke during public time.

298-2023

Motion by Haggadone, supported by Zender, to establish an Information Technology (I.T.) Committee as a regular sub-committee of the Board effective immediately, and that the following members be appointed:

Committee Voting members:

Tom Kohlman – Chairman

Kevin Knisely – Commissioner

Bill Hamilton – Commissioner

Moses Sanzo – Administrator/Controller

Jackie Arnold – Chief Financial Officer

John Bustle – Buildings & Grounds/Parks Director

Jeremiah Brown – IT Services at 911 Dispatch

Non- voting member:

Mike Bartley – Founder/Owner of ASI

Motion carried.

299-2023

Motion by Haggadone, supported by Zender, to approve the Fiscal Year 2024 Community Corrections Grant, so that the Thumb Area Regional Community Corrections Advisory Board (TARCCAB) can provide Community Corrections Service, for the period of October 1, 2023 through September 30, 2024, as submitted; and further, to authorize the Chair/Vice-Chair to sign said Grant. Motion carried.

300-2023

Motion by Haggadone, supported by Zender, to accept the Fiscal Year 2023 Emergency Management Performance Grant (EMPG), in the amount of \$5,542.00, at no additional cost to the County General Fund; and further, to authorize the Chair/Vice-Chair to sign said Grant. Motion carried.

301-2023

Motion by Haggadone, supported by Zender, to accept the Fiscal Year 2024 Valley Area Agency on Aging (VAAA) award for various senior programs and services, and to authorize the Health Department Director to electronically sign the contract, and that a copy be forwarded to the County Clerk, to be entered into the Official Record as an exhibit. Motion carried.

302-2023

Motion by Haggadone, supported by Zender, to authorize the Lapeer County Sheriff's Department to submit the Corrections Officer training Grant for the 3rd calendar year, at no additional cost to the County General Fund. Motion carried.

303-2023

Motion by Haggadone, supported by Hamilton, to adopt the 2023 Lapeer County Apportionment Report (L-4402) as prepared by the Equalization Director; and further, to authorize the report to be sent to the State of Michigan. Motion carried.

304-2023

Motion by Haggadone, supported by Hamilton, to authorize payment to Shifman Fournier, in the amount of \$1,575.00, for labor related legal services rendered through September 30, 2023, to be paid from line item 101-239-801.020. Motion carried.

305-2023

Motion by Haggadone, supported by Hamilton, to authorize payment to the Valley Area Agency on Aging (VAAA) in the amount of \$6,000.00 for the local match contribution for Fiscal Year 2024, to be paid from line item 276-102-957.000. Motion carried.

306-2023

Motion by Haggadone, supported by Hamilton, pursuant to motion 290-2023 of the September 28, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the October 12, 2023 meeting of the Committee of the Whole:

"Motion by Howell, supported by Hamilton, that the Lapeer County Planning Commission and Board of Commissioners acknowledges receipt of Goodland Township's PA 116 Application submitted by applicant, Keeping Farms, LLC, for Section No. 24 Town No. 8N, Range 12E, Parcel #44-009-024-004-20, approximately 36 acres for a period of 10 years, and on October 12, 2023 recommends approval of said application. Motion carried."

Motion carried.

307-2023

Motion by Haggadone, supported by Hamilton, pursuant to motion 290-2023 of the September 28, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the October 12, 2023 meeting of the Committee of the Whole:

"Motion by Howell, supported by Hamilton, that the Lapeer County Planning Commission and Board of Commissioners acknowledges receipt of Almont Township's PA 116 Application #01 submitted by applicant, Keeping Farms, LLC, for Section No. 24 Town No. 6N, Range 12E, Parcel #44-001-024-003-10, approximately 73 acres for a period of 10 years, and on October 12, 2023 recommends approval of said application. Motion carried."

Motion carried.

308-2023

Motion by Haggadone, supported by Mast, pursuant to motion 290-2023 of the September 28, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the October 12, 2023 meeting of the Committee of the Whole:

"Motion by Howell, supported by Hamilton, that the Lapeer County Planning Commission and Board of Commissioners acknowledges receipt of Almont Township's PA 116 Application #02 submitted by applicant, Keeping Farms, LLC, for Section No. 24 Town No. 6N, Range 12E, Parcel #44-001-024-001-10, approximately 72.22 acres for a period of 10 years, and on October 12, 2023 recommends approval of said application. Motion carried."

Motion carried.

309-2023

Motion by Haggadone, supported by Mast, pursuant to motion 290-2023 of the September 28, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the October 12, 2023 meeting of the Committee of the Whole:

"Motion by Howell, supported by Hamilton, that the Lapeer County Planning Commission and Board of Commissioners acknowledges receipt of Almont Township's PA 116 Application #03 submitted by applicant, Spencer Living Trust Gordon & Elaine, for Section No. 11 Town No. 6N, Range 12E, Parcel #44-001-011-012-00, approximately 157 acres for a period of 10 years, and on October 12, 2023 recommends approval of said application. Motion carried."

Motion carried.

310-2023

Motion by Haggadone, supported by Mast, pursuant to motion 290-2023 of the September 28, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the October 12, 2023 meeting of the Committee of the Whole:

"Motion by Howell, supported by Hamilton, that the Lapeer County Planning Commission and Board of Commissioners acknowledges receipt of Almont Township's PA 116 Application #04 submitted by applicant, Spencer Living Trust Gordon & Elaine, for Section No. 14 Town No. 6N, Range 12E, Parcel #44-001-011-013-00, approximately 78 acres for a period of 10 years, and on October 12, 2023 recommends approval of said application. Motion carried."

Motion carried.

311-2023

Motion by Haggadone, supported by Knisely, pursuant to motion 290-2023 of the September 28, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the October 12, 2023 meeting of the Committee of the Whole:

"Motion by Howell, supported by Hamilton, that the Lapeer County Planning Commission and Board of Commissioners acknowledges receipt of Almont Township's PA 116 Application #05 submitted by applicant, S & B Farms, LLC, for Section No. 5 Town No. 6N, Range 12E, Parcel #44-001-005-014-00, approximately 74 acres for a period of 10 years, and on October 12, 2023 recommends approval of said application. Motion carried."

Motion carried.

312-2023

Motion by Haggadone, supported by Knisely, pursuant to motion 290-2023 of the September 28, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the October 12, 2023 meeting of the Committee of the Whole:

"Motion by Howell, supported by Hamilton, that the Lapeer County Planning Commission and Board of Commissioners acknowledges receipt of Almont Township's PA 116 Application #06 submitted by applicant, S & B Farms, LLC, for Section No. 14 Town No. 6N, Range 12E, Parcel #44-001-014-005-00, approximately 77.5 acres for a period of 10 years, and on October 12, 2023 recommends approval of said application. Motion carried."

Motion carried.

313-2023

Motion by Haggadone, supported by Knisely, pursuant to motion 290-2023 of the September 28, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the October 12, 2023 meeting of the Committee of the Whole:

"Motion by Howell, supported by Hamilton, that the Lapeer County Planning Commission and Board of Commissioners acknowledges receipt of Almont Township's PA 116 Application #07 submitted by applicant, S & B Farms, LLC, for Section No. 17 Town No. 6N, Range 12E, Parcel #44-001-017-004-20, approximately 186 acres for a period of 10 years, and on October 12, 2023 recommends approval of said application. Motion carried."

Motion carried.

314-2023

Motion by Haggadone, supported by Zender, pursuant to motion 290-2023 of the September 28, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the October 12, 2023 meeting of the Committee of the Whole:

"Motion by Howell, supported by Hamilton, that the Lapeer County Planning Commission and Board of Commissioners acknowledges receipt of Almont Township's PA 116 Application #08 submitted by applicant, S & B Farms, LLC, for Section No. 18 Town No. 6N, Range 12E, Parcels #44-001-018-020-00 and #44-001-018-021-00, approximately 152 acres for a period of 10 years, and on October 12, 2023 recommends approval of said application. Motion carried."

Motion carried.

315-2023

Motion by Haggadone, supported by Zender, to approve the purchase of the proposed office furniture for the Office of the Prosecuting Attorney, at a cost not to exceed \$11,856.00, from the contingencies budget line for said department. Motion carried.

316-2023

Motion by Haggadone, supported by Zender, to add Commissioner Haggadone as the third member of the Recycling Sub-Committee (aka Solid Waste Planning Committee), with the other members being Commissioners Howell and Kohlman. Motion carried.

317-2023

Motion by Mast, supported by Knisely, to approve North Arrow Technology Incorporated to convert Lapeer County's mapping information into the new Esri Mapping Software at a cost not to exceed \$80,000.00, to be paid for from Delinquent Tax Fund, at no additional cost to the County's General Fund. Motion carried.

318-2023

Motion by Mast, supported by Hamilton, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the Probate/Family Court Office to add one additional part-time (up to 29 hours/week) Probation Officer position (#TBD, Pay Grade 18) to meet the needs of the Truancy/Delinquency Program due to the increase of referrals and caseload, to be funded 75% by the Child Care Fund budget; and further, to authorize the posting and filling of said position. Motion carried.

319-2023

Motion by Mast, supported by Zender, pursuant to the recommendation of the Personnel Committee, to authorize the Health Department to amend their Table of Organization to add and hire two temporary non-regular part-time General Clerk positions (#TBD, Pay Grade 13, up to 28 hours per week) for the purpose of scanning/digitalizing old paper records for a period of 6-months, to be paid from a workforce grant, and at no additional cost to the County's General Fund. Motion carried.

320-2023

Motion by Mast, supported by Hamilton, to authorize the Health Department to amend their Table of Organization to add and hire one regular part-time Sanitarian or Registered Sanitarian position (#TDB, Pay Grade 18 or 19, up to 28 hours per week) for the Soil Erosion and Sedimentation Control Program (SESC), to meet program needs and compliance requirements, which will be paid from a workforce grant and at no additional cost to the County's General Fund. Motion carried.

321-2023

Motion by Hamilton, supported by Knisely, based on the recommendation of the Policies and Procedures Committee, to adopt the Lapeer County Social Media Policy, as submitted, and to authorize the County Administrator to proceed with notification to all staff and the appropriate unions pursuant to their bargaining labor agreements, with the intended implementation date of the new policy to be effective on November 16, 2023 or as deemed appropriate by the Administration Office. Motion carried.

322-2023

Motion by Knisely, supported by Zender, to accept the sole bids from Family Building Company and authorize the Building and Grounds/Parks Department to proceed with the Upgrades to the County Parks projects as advertised in the Request for Proposal and as specified in the attached Bid Tabulations by 2A Architects, as follows:

Torzewski County Park	Bid Amount \$ 244,000.00
General Squier Memorial Park	Bid Amount \$ 253,000.00

And further, to note that there were eight contractors who pulled the blueprints for the proposed projects but only one submitted bids, which were complete, and that the project be paid from Fund 281 (expense category 2.11). Motion carried.

323-2023

Motion by Hamilton, supported by Haggadone, pursuant to the recommendation of the Broadband Committee, to adopt the following Resolution:

LAPEER COUNTY
RESOLUTION 2023-R10
BROADBAND MIDDLE MILE PROJECT

WHEREAS, Governor Whitmer, Lt. Governor Gilchrist, U.S. Senators Debbie Stabenow and Gary Peters, have gone on the record that high speed broadband is a top infrastructure priority; and,

WHEREAS, broadband is the only true future proof internet access technology available today, is an essential component of everyday life in the 21st century, and is defined as a minimum of 25 Mbps download and 3 Mbps upload; and,

WHEREAS, in Lapeer County alone 62% of households reported not having any connectivity to broadband at their homes; and,

(Resolution 2023-R10 continued)

WHEREAS, in Lapeer County, 77% of Broadband Survey respondents with internet access reported not having the minimum of 25mb download/3 mb upload speeds to be considered a broadband connection; and,

WHEREAS, in Lapeer County, 98% of Broadband Survey respondents with internet access reported not having the modern standard of 100mb download/20mb upload speeds to be considered a broadband connection; and,

WHEREAS, the COVID-19 pandemic has demonstrated the need for reliable high speed broadband internet access at homes and businesses; and,

WHEREAS, the digital divide is exacerbating the homework gap and learning for students without broadband access at home; and,

WHEREAS, educators are burdened with having to develop instruction for students both with and without high-speed broadband at home; and,

WHEREAS, lack of broadband access stifles entrepreneurship and attraction of both businesses and talent; and ,

WHEREAS, lack of broadband access negatively impacts economic development, property values, personal prosperity, education, health and safety and overall quality of life; and,

WHEREAS, farmers rely on high-speed broadband to monitor their crops, maintain their essential and costly equipment as well as tracking commodity prices, promoting agri-tourism and selling their products; and,

WHEREAS, having broadband access enables cost savings in many areas of personal commerce, yielding hundreds of thousands of dollars each year in overspending by those without broadband; and,

WHEREAS, communities without broadband have difficulty leveraging capabilities like TeleHealth, online banking, virtual meetings, working remotely and distance learning; and,

WHEREAS, broadband access can combat the isolation experienced by our seniors and those living alone by enabling them to stay connected to family and friends; and,

WHEREAS, broadband is an essential infrastructure that has heretofore been allowed to operate as an unregulated monopolistic utility resulting in a lack of competition; and,

WHEREAS, the broadband coverage data reported by the Federal Communication Commission (FCC) Form 477, is self-reported by incumbent service providers and aggregated to the census block level making the data unreliable and lacking in the granularity needed for accurate coverage inferences; and,

WHEREAS, special assessment districts are not allowed for communication infrastructure; and,

(Resolution 2023-R10 continued)

WHEREAS, wireless solutions are a line of site technology that cannot reach everyone; and,

WHEREAS, 5G is a wireless technology that only enhances existing internet service and requires high speed fiber optic cable towers every 328 feet; and,

WHEREAS, building large scale cell towers is prohibitively expensive and must be fed by fiber optic anyway; and,

WHEREAS, satellite isn't a viable solution due to low data limits, high lag times and diminished or dropped connectivity; and,

WHEREAS, data caps make true unlimited access to high-speed connectivity unaffordable; and,

WHEREAS, "Unlimited" data plans throttle speeds down to a crawl at unreasonably low use thresholds necessitating expensive data add-ons to maintain a level of connectivity with minimal lag time and buffering; and,

WHEREAS, incumbent internet service providers (ISPs) such as Verizon, Comcast, Charter, Frontier, SBC and AT&T not only lobby against measures supporting expansion of Michigan's high speed fiber network into less densely populated areas but also refuse to expand into or provide access to their high-speed fiber optic infrastructure in these under and un-served communities.

NOW, THEREFORE, BE IT RESOLVED, that the Lapeer County Board of Commissioners urges Governor Whitmer, Lt. Governor Gilchrist, Michigan's State Legislators and Michigan's Congressional Delegation to support affordable and reliable high-speed broadband access.

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

324-2023

Motion by Hamilton, supported by Zender, pursuant to the recommendation of the Broadband Committee, to authorize the release of an RFI (Request for Information) to potential ISP providers (internet service providers) in order to determine interest in the proposed broadband project. Motion carried.

325-2023

Motion by Haggadone, supported by Zender, to authorize the publication of the required budget hearing notice in a newspaper of general circulation regarding the proposed 2024/2025 biennial budget, which will be held on November 9, 2023 at 9:00 a.m.; and further, to give the November 9, 2023 Committee of the Whole the authority to act regarding approval of the 2024 and 2025 biennial budgets through the adoption of the annual General Appropriations Act Resolution, both of which was previously specified in the adopted revised budget calendar. Motion carried.

326-2023

Motion by Mast, supported by Knisely, to enter into the record the County's Audit Motions for September 28, 2023, October 6, 2023 and October 20, 2023 and also the Road Commissions Audit Motion for disbursements dated October 5, 2023 and October 19, 2023. Roll Call vote: Mast, aye; Howell, absent; Knisley, aye; Zender, aye; Haggadone, aye; Hamilton, aye; Kohlman, aye. 6 ayes, 1 absent. Motion carried.

The Board was given notice of up-coming terms which expire December 31, 2023.

Building Authority – 1 three-year term327-2023

Motion by Knisely, supported by Zender, to appoint James Hebb to serve on the Building Authority, for a three-year term ending December 31, 2026. Motion carried.

District Library Board – 2 four-year terms328-2023

Motion by Knisely, supported by Hamilton, to appoint Kari Kohlman and John DeAngelis each to serve on the District Library Board for a four-year term ending December 31, 2027. Motion

Genesee-Lapeer-Shiawassee Region V Planning and Development Commission (GLS Region V) 1 one-year term329-2023

Motion by Haggadone, supported by Knisely, to appoint William Hamilton to serve on the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission (GLS Region V) for a one-year term ending December 31, 2024. Motion carried.

Veterans Affairs Committee – 2 *Newly added positions – four-year term330-2023

Motion by Knisley, supported by Haggadone, to appoint Gabriel Lossing for a four-year term, expiring December 31, 2027 and Gary Howell to a one-year partial term ending December 31, 2024, to allow for staggered terms. Motion carried.

Discussion followed regarding the process for hiring the new CEO of Community Mental Health.

331-2023

Motion by Mast, supported by Haggadone, to reject the appointment of Brooke Sankiewicz as the Executive Director made by the Community Mental Health Board on October 19, 2023, pursuant to MCL 330.1226, Mental Health Code, Section (k), subsection (3), which requires 2/3 votes of the County Board of Commissioners. Roll Call vote: Mast, aye; Zender, nay; Haggadone, aye; Hamilton, aye; Howell, absent; Knisely, aye; Kohlman; aye. 5 ayes; 1 nay; 1 absent. Motion carried.

332-2023

Motion by Zender, supported by Hamilton, to approve the Agreement for Extension Services, as submitted by Lapeer County MSU Extension; and further, to authorize the Chair/Vice-Chair to sign said agreement. Motion carried.

PUBLIC TIME – Four people spoke during public time.

COMMISSIONER REPORTS

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

ADMINISTRATOR/CHIEF FINANCIAL OFFICER UPDATES

Moses Sanzo, County Controller/Administrator inquired of the Commissioners how they would like to proceed with the Schedule of Meetings through the end of the year.

333-2023

Motion by Haggadone, supported by Hamilton, to cancel the meeting scheduled for November 22, 2023, and to add a Regular Board Meeting to be held at 9:00 a.m. on November 30, 2023. Motion carried.

334-2023

Motion by Zender, supported by Knisely, to cancel the meeting scheduled for December 28, 2023, and to add a Regular Board Meeting to be held at 9:30 a.m. on January 4, 2024. Motion carried.

335-2023

Motion by Hamilton, supported by Haggadone, to recess the meeting. Motion carried. 11:06 a.m.

Tom Kohlman, Chairman
Board of Commissioners

Theresa M. Spencer, County Clerk
Clerk of the Board

COUNTY EXPENSES REIMBURSEMENT REQUEST FORM

Board of Commissioners
COUNTY DEPARTMENT

William Hamilton
NAME OF EMPLOYEE

County Commissioner for District #6
TITLE OR POSITION

10-31-2023
DATE SUBMITTED

FROM: 10-1-2023 TO: 10-31-2023
PERIOD COVERED

DAY OF MONTH	DESCRIPTION	Location	PRIVATE AUTOMOBILE		COUNTY AUTOMOBILE		LODGING	MEALS	OTHER	DAILY TOTALS	
			MILES	AMOUNT	GAS	OTHER					
10-2	CROP DAMAGE MTG	Goodland	16.2	\$ 10.61						\$	
10-4	ROAD Commission	Mayfield	2.7	\$ 1.77						\$	
10-4	CMH Forum	Lapeer	3.3	\$ 2.16						\$ -	
10-9	Lapeer TWP BLD	Lapeer	3.7	\$ 2.42						\$ -	
10-10	Metamora TWP BLD	Metamora	8.6	\$ 5.63						\$ -	
10-12	Attica TWP BLD	Attica	8.2	\$ 5.37						\$ -	
10-16	EGY Lapeer Bld	Lapeer	1.1	\$ 0.72						\$ -	
10-17	MJA	Mayfield	2.8	\$ 1.83						\$ -	
10-18	HDC	Card	33.2	\$ 21.75						\$ -	
10-18	ROAD Commission	Mayfield	2.7	\$ 1.77						\$ -	
10-25	PROP 2 Training	Mayfield	2.9	\$ 1.90						\$ -	
10-27	Senior Programs	Lapeer	0	\$ 0						\$ -	
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SUMMARY TOTAL			85.40	\$ 55.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$	55 93
TOTAL AMOUNT OF VOUCHER										\$	55 93

I hereby certify that all items of expenses included in the statement were incurred in the discharge of authorized official Lapeer County business: that amounts are correct; and that they represent proper charges against the county.

NATURE OF OFFICAL BUSINESS: _____
Travel to Other Agency and/or Municipal Meetings in the course of
business as County Commissioner, District #6

SIGNED BY: _____

APPROVED BY: _____
Department Head or authorized representative

	YES	NO
All receipts are attached:		
Extensions checked:		
Additions checked:	DD	
Mileage checked:	DD	
Expenses verified:		

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

1. Motion by , supported by , pursuant to motion 325-2023 of the October 26, 2023 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the November 9, 2023 meeting of the Committee of the Whole:

“Motion by Knisely, supported by Haggadone, 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,*

Draft Motions from the Committee of the Whole Continued

(Resolution 2023-R11 continued)

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 :

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

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:

FY 2024	<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
Total	\$ 22,549,645.00	\$ 678,353.00	\$ 21,871,292.00

FY 2025	<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

Draft Motions from the Committee of the Whole Continued

Total	\$ 23,226,135.00	\$ 698,703.00	\$ 22,527,432.00

(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 30th 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 1st through September 30th.

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>
TOTALS	<u>\$113,638,047.91</u>	<u>\$ 94,788,062.33</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,

Draft Motions from the Committee of the Whole Continued

(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,

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,

Draft Motions from the Committee of the Whole Continued

(Resolution 2023-R11 continued)

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."

Motion carried.

2. 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.
3. 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.
4. 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.
5. 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.

Draft Motions from the Committee of the Whole Continued

6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.

Draft Motions from the Committee of the Whole Continued

12. 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.
13. 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.
14. 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.
15. 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.
16. 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.

Draft Motions from the Committee of the Whole Continued

17. 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.

18. 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.

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

1. Motion by Knisely, supported by Mast, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to approve the Preservation and Imaging of Historical Records (1835 to 1963) thru Kofile to be paid for from the Automation Fund 256-711-977.010, in the amount not to exceed \$70,000.00, at no additional cost to the County's General Fund and to further authorize Lori Gebhardt, Register of Deeds, to sign said agreement. Motion carried.

PROPOSED DRAFT PERSONNEL MOTION
FROM THE OCTOBER 26, 2023
PERSONNEL COMMITTEE MEETING

1. Motion by Kohlman, supported by Hamilton, pursuant to the recommendation of the Personnel Committee, to authorize the County Administrator/Controller to negotiate the rate of pay for the Chief Animal Control Officer (position #403, Pay Grade 19) up to Step 1 due to the internal candidates' extensive experience, knowledge and certifications, retro-active to the promotion date, at no additional cost to the County's General Fund. Motion carried unanimously.

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

1. Motion by Howell, supported by Hamilton, to recommend to the Full Board to authorize Animal Control to amend their Table of Organization to add and hire two (2) part-time temporary Kennel Attendants (#TBD, Pay Grade 13 Flat Entry Rate) for a period of six (6) months, and to return with an update on the status of the positions; and further, to approve the revised job description for said position. Motion carried unanimously.
2. Motion by Howell, supported by Hamilton, to recommend to the Full Board to amend the Table of Organization for Community Mental Health to add two full- time BA Supervisor positions for the CMH Finance Department, formerly contracted services provided by CMA, (#TBD, one BA Supervisor/Accounting Manager and one BA Supervisor/Contract Manager, both Pay Grade 21), to be paid from CMH's budget, and at no additional cost to the County's General Fund; and further, to approve the new job descriptions for said positions.

LAPEER COUNTY

ANIMAL CONTROL

KENNEL ATTENDANT

General Summary

Under the supervision of the Animal Control Chief, performs duties as assigned to maintain the kennel and oversee animal care. May monitor the work of volunteers and assigned trustees.

Essential Functions

1. Responsible for maintaining the kennel, including feeding, cleaning and disinfecting.
2. Provides kennel maintenance and animal feeding and watering duties on holidays and weekends.
3. Reviews the general health and condition of animals brought to the shelter. Assists officers with identifying animal temperament and recommendations for appropriate adoptive homes.
4. May perform euthanasia of animals.
5. May remove heads of animals suspected of rabies for shipping to the Department of Community Health for testing.
6. May Monitor the work of volunteers and assigned trustees.
7. Assists the public, Animal Control Officers, and Intake Coordinator with support functions including selling dog licenses, doing adoptions, vaccinations, and receiving animals into the kennel, transporting animals.

Other Functions

8. Operates a computer terminal to look up information
9. Other duties as assigned

This 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: High school graduation or equivalent.

Experience: Some prior related experience working with animals is required.
Possess interpersonal skills to work effectively with volunteers and the public.

Other Requirements: Holidays and weekend work hours. Requires a valid Michigan Driver's license.

Qualifications:

Knowledge of basic animal husbandry as well as preventative and routine medical needs of domestic animals.

Knowledge of appropriate body conditions of different species of animals including but not limited to dogs, cat, livestock, etc.

Skill in reading and understanding animal body language.

Ability to care, feed and water animals brought into Animal Control.

Ability to diffuse situations with the hostile public while on complaints and welfare checks.

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

FLSA Status: Non-exempt

Worker's Compensation Code: 87704

Occupational Employment Statistical Code: 63009

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 accommodation will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to subdue, capture and transport animals. Walks over uneven terrain to collect animals.

Ability to lift animals weighing up to 90 lbs. to vehicle or other location.

Ability to lift and carry animal cages to vehicle. Ability to lift and carry dead animals.

Ability to bend, stoop and crawl under porches, in crawl spaces and other locations in order to retrieve animals.

Ability to lift bags of dog food weighing up to 50 lbs.

Working Conditions:

Works outside in varying weather conditions. Exposure to the risk of being bitten by animals.

Exposure to high levels of noise and odor of impounded animals. Exposure to diseases communicated by animals.



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BA Supervisor/Accounting Manager- Community Mental Health JOB DESCRIPTION

General Summary

The BA Supervisor/Accounting Manager is responsible for various accounting functions of the agency, including general ledger, subsidiary ledgers and related functions such as budgeting, contract compliance, utilization, encounter reporting, accounts receivable, accounts payable and other administrative services. They report financial data to various governing entities and ensures all financial operations meet appropriate accounting standards. The BA Supervisor/Accounting Manager supervises the Finance and Billing department, including by not limited to Accounts Payable, Claim Adjudication, and Reimbursement Specialist.

This position reports to: Chief Financial Officer

Essential Functions

- Computes departmental totals for salaries, supplies, etc., relating them to the proper cost center within the proper accounting period;
- Reconciles special accounts with expenditures and grants at the end of the fiscal year;
- Assembles necessary data and assist in preparation of operating budget;
- Maintains documents necessary for audits and assist independent and State auditors to review accounts;
- Prepares special and regular reports, including monthly financial reports and detailed cost accounting reports;
- Knowledge of basic accounting procedures, statistical analysis, fiscal management and reimbursement systems
- Prepares and submits monthly financial statement package to Board of Directors for approval; Presents in absence of CFO.
- Maintains detailed spreadsheets on general ledger expense accounts.
- Generates all journal entries and submits to County Finance office to post.
- Maintains the financial integrity of the organization through compilation and analysis of monthly financial reports.
- Designs, implements and follows a monthly schedule, including adjustments and analysis to the financial statements prior their dissemination.
- Assures that all reporting deadlines are met according to schedule.
- Establishes, modifies, documents, and coordinates implementation of separation of duties and accounting control procedures.
- Assists the Chief Executive Office, and the Chief Financial Officer in monitoring financial transactions, development of procedures and problem resolution.
- Responsible to develop and produce reports for agency programs as requested and assigned.

- Implement and coordinate billing/finance related projects in conjunction with the CFO, i.e.: billing of third-party payers, encounters etc.
- Responsible for staying up to date on all code, service, and payer information, communicates relevant information to all applicable people, and acts as a resource to staff and CFO.
- Compiles and finalizes budget and budget amendments for approval by Board of Directors. Prepares supporting documents including detailed revenue and expenditure budgets.
- Leads finance staff in coordinating the agency's external Financial Statement Audit and compliance Audit with select CPA firm. Serves as the primary contact for external auditors.
- Reviews and verifies CPA draft of Financial Statements and Notes to Financial Statements.
- Acts as backup and assists with the validation and completion of audits in the billing department (i.e.: claims verification review, fee assessment review, compliance audit, etc.).
- Assists with the preparation of rate configuration and ability to project cost/revenue for proposed programs. Oversees updating rate schedules, as needed or as appropriate in the Agency's EMR.
- Assist with training of department staff in areas of billing and finance, and job tasks particular to position.
- Performs supervisory functions such as participating in the interviewing process and making hire recommendations, approving leave, reviewing and evaluating performance, counseling employees, training, participating in the disciplinary and grievance processes as necessary.
- Backs-up or arranges back-up for the departments that are supervised.
- Calculates and prepares OBRA billings.
- Develops and enters MDHHS grants in EGRAMS.
- Tracks and process Medicaid Inpatient and PHP stays.
- Assist in preparation of financial statements
- Assists in preparation of state reports
- Knowledge of MDHHS and Medicaid Standards, Recipient Rights, HIPAA and Confidentiality Rules. Must remain up to date on any changes in all areas.
- Assists County Finance Department with reconciling monthly Bank Statements
- Other duties as assigned by CFO.

Other Functions

1. Participates and provides leadership on Agency and Region 10 PIHP workgroups and committees as necessary.
2. Compiles and prepares reports as assigned.
3. Participates in training and continuing education opportunities as appropriate.
4. Other duties as assigned by the Chief Financial Officer.

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: Bachelor's degree in Business, Accounting or related fields.

Experience:

1. At least three years of experience in health care, managed care or governmental accounting.
2. Possess knowledge of governmental audit requirements, accounting regulations, and reporting procedures.
3. At least three years of supervisory experience preferred.
4. Lived experience with behavioral health issues preferred.

Other Requirements:

1. Demonstrate general business skills, independent and mature judgement, and problem solving ability.
2. Ability to communicate effectively in oral and written format
3. Possession of a valid Michigan's driver's license.

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

FLSA Status: Exempt

Worker's Compensation Code: 8810

Occupational Employment Statistical Code: 9005

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):

1. Ability to utilize computer equipment and information systems.
2. Requires high level of visual concentration and attention to detail in regards to data, documents, planning, and communication.
3. Ability to establish and maintain productive working relationships with staff, contracted providers, Region 10 PIHP, MDCH, and County officials.
4. Ability to drive a vehicle.

Working Conditions:

1. Works primarily in an office setting.
2. Required to travel within the county and region for Agency business.



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BA Supervisor/Contract Manager- Community Mental Health JOB DESCRIPTION

General Summary

The BA Supervisor/Contract Manager serves as the main contact and is responsible for all contract operations of Lapeer County Community Mental Health. Under the direction of the Chief Financial Officer (CFO), this position is responsible for overseeing activities concerned with the development, procurement, revision, compliance, evaluation, termination, oversight and renewal of network service provider contracts including local inpatient services, residential services, fee-for-service contracts, etc. Communicates contract negotiations and ensures a sufficient pool of contractors are available to maintain quality and provide consumer choice. Responsible for managing administrative services contracts including lease agreements, request for proposals (RFP's) and contract renewal administration. Ensures that contract operations meet all applicable Federal, State, and Municipal procurement and legal requirements.

This position reports to: Chief Financial Officer

Essential Functions

1. Establishes boilerplate and standard language criteria; for all clinical contracts to assure compliance with agency, federal, state rules and regulations; evaluates all proposed provider network contracts, amendments, letters of agreement or similar documents against those criteria; proposes changes where appropriate; advises Directors of Integrated Care regarding negotiating terms with potential or actual contracted parties.
2. Maintains related paper and electronic files and databases in an accurate, orderly, and easily retrievable fashion.
3. Prepares, reviews, and finalizes annual list of proposed provider network contracts for presentation to the Board of Directors.
4. Ensures that contracts require service providers to meet specific standards and performance indicators detailed in contracts between LCCMH and Region 10 PIHP, and as otherwise defined or required.
5. Provides or coordinates orientation services to provider network contractors in conjunction with Claims Specialist and Quality Coordinator.
6. Ensures providers and other contractors are well informed and up to date regarding policies and/or procedures bearing on particular services or functions provided by the contractor; manages development and ongoing maintenance of provider requirements made accessible to Providers.
7. Establishes and operates mechanisms for distribution and tracking of educational materials, policy and procedure updates, and other communications provided to contractors.
8. Works closely with staff monitoring provider performance; participates and provides recommendations during contract compliance audits and site reviews as needed.

9. Acts as the financial liaison between local psychiatric inpatient units, residential, and fee-for-service providers.
10. Negotiates, monitors, and renews contracts and agreements related to Board insurance, facility leases, equipment leases, psychiatric, consultant, and contractor services.
11. Oversees, provides consultation, and sets standards in the procurement process for contracted services, convenes relevant teams, develops templates and provider response requirements for request for proposals (RFP), specific to provider type, in conformity with federal and state procurement rules and related agency policies and procedures.
12. Manages the overall review, a bid proposals for conformity of contractual requirements; determines reasonableness of cost
13. Manages and convenes relevant teams for the credentialing process and corresponding risk assessments and for proposed new providers.
14. Represents LCCMH, as a member of various internal and external committees with Region 10 and statewide committees as opportunities related to primary job functions present themselves.
15. Assist with troubleshooting claims and authorization questions and disputes.
16. Provide cost analysis for service authorization request as necessary
17. Assists the Chief Financial Officer in establishing rates for contracted services.
18. Manage the negotiation and execution of agency contracts with funding sources, vendors and collaborative service providers.
19. Monitor changes in legal, regulatory and administrative environments and implement changes in procedures needed to maintain compliance while maximizing operational and financial results.
20. Serve as the agency's primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.
21. Coordinates contracts with other CMH's for services provided to consumers from Lapeer and other Michigan Counties.
22. Coordinates with Lapeer County Building and Grounds staff to ensure building repairs and maintenance work orders are submitted and completed.
23. Manages all LCCMH facilities needs by posting Request for Proposals, hiring contractors, etc.
24. Lapeer County Community Mental Health embraces an employment environment that promotes recovery and discovery, a person-centered approach to treatment/services, and cultural competence. An employee with this or any position is expected to support the employment environment.

Other Functions

1. Participates and provides leadership on Agency and Region 10 PIHP workgroups and committees as necessary.
2. Compiles and prepares reports as assigned.
3. Assists in the orientation of management, professional, and support staff.
4. Participates in training and continuing education opportunities as appropriate.
5. Participates in educational presentations and community meetings and workgroups.
6. Other duties as assigned by the Chief Executive Officer.

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: Bachelor's degree in accounting, business management, or human service-related field required- Master's degree preferred.

BA Sup/Contract Manager (10/2023)

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EM

Experience:

1. At least three to five years of progressively responsible health care experience in contract administration including procurement, development, negotiation, oversight and evaluation.
2. Previous experience in public mental health contract and/or fiscal operations is preferred.
3. Lived experience with behavioral health issues preferred.

Other Requirements:

1. Demonstrate general business skills, independent and mature judgement, and problem solving ability
2. Ability to plan, organize, manage complex projects and competing demands
3. Ability to communicate effectively in oral and written format
4. Promote a favorable image of LCCMH to contractors and the public
5. Possession of a valid Michigan's driver's license.

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

FLSA Status: Exempt

Worker's Compensation Code: 8810

Occupational Employment Statistical Code: 9005

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):

1. Ability to utilize computer equipment and information systems.
2. Requires high level of visual concentration and attention to detail in regards to data, documents, planning, and communication.
3. Ability to establish and maintain productive working relationships with staff, contracted providers, Region 10 PIHP, MDCH, and County officials.
4. Ability to drive a vehicle.

Working Conditions:

1. Works primarily in an office setting.
2. Required to travel within the county and region for Agency business.

PROPOSED DRAFT MOTION
FROM THE
NOVEMBER 9, 2023
ARPA COMMITTEE MEETING

- 1. Motion by Kohlman, supported by Howell, to recommend to the Full Board to commit to "Option #1" for the proposed Torzewski County Wetlands Water Park renovation project, as presented, and to authorize Building and Grounds/Parks to proceed with preparing and issuing an RFP for the proposed project and report back to the ARPA committee following the bid closure, with the understanding that the County intends to allocate ARPA funds for the proposed project (Fund 281 (expenditure category 2.35). Motion carried unanimously.**

Proposed Motion to enter Audit Motions for County and Road Commission into the record:

Motion by , supported by , to enter into the record the County's Audit Motions for November 3rd, November 17th, and December 1st, 2023 and also the Road Commissions Audit Motion for disbursements dated November 2nd, November 16th, and November 30th, 2023. Motion carried.

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 11/03/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101	127,933.80	58,308.47	186,242.27
RENTAL PROPERTY	149		115.34	115.34
PROSECUTING ATTORNEY	205	36,518.97	1,777.86	38,296.83
SHERIFF'S DEPARTMENT	207	136,191.93	17,651.96	153,843.89
PARKS/RECREATION FUND	208		226.45	226.45
FRIEND OF THE COURT FUND	215	27,967.56	411.46	28,379.02
HEALTH DEPARTMENT/DISTRIC	221	60,868.76	32,585.59	93,454.35
SENIOR ACTIVITIES	223	25,983.09	19,484.74	45,467.83
ANIMAL CONTROL	225	3,987.28	2,658.87	6,646.15
REMONUMENTATION GRANT	245	275.66	18,500.00	18,775.66
REGISTER OF DEEDS AUTOMAT	256		291.82	291.82
DISASTER CONTINGENCY FUND	258	1,978.32		1,978.32
INDIGENT DEFENSE FUND	260		16,735.42	16,735.42
911 SERVICE FUND	261	33,506.98	24,488.11	57,995.09
FORFEITURES FUND	262		917.70	917.70
CONCEALED PISTOL LICENSIN	263	1,144.69		1,144.69
COMMUNITY CORRECTIONS	272	3,640.91	15,730.30	19,371.21
COMMUNITY DEVELOPMENT FUN	274		12,980.00	12,980.00
POLICE SERVICE CONTRACTS	277	38,067.43		38,067.43
AMERICAN RESCUE PLAN	281		12,000.00	12,000.00
SOIL & SED SPECIAL PROJEC	296		18.47	18.47
LAPEER FAMILY CONTINUATIO	298	700.80		700.80
MIDDLE MILE PROJECT	472		3,900.00	3,900.00
BUILDING AND GROUNDS	631		160,957.57	160,957.57
*** TOTAL OF ***		\$498,766.18	\$399,740.13	\$898,506.31

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	262,565.31	385,243.18	647,808.49
CHILD CARE FUND	292	12,771.40	2,550.00	15,321.40
VETERANS RELIEF FUND	293	6,149.58	6,253.97	12,403.55
BELLE RIVER	479		40.80	40.80
DELINQUENT TAX REVOLVING	516	1,508.66	6,859.59	8,368.25
FORECLOSURE	532	3,263.55	626.19	3,889.74
REVOLVING DRAIN	601		3,170.43	3,170.43
DRAIN EQUIPMENT REVOLVING	639		101,448.28	101,448.28
HEALTH INS. FUND	678		428,848.14	428,848.14
DRAIN FUND	801		21,167.96	21,167.96
*** TOTAL OF ***		\$286,258.50	\$956,208.54	\$1,242,467.04

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		346,082.65	346,082.65
COMMON BANKING - TRUST AN	702	274,543.25		274,543.25
CURRENT TAX COLLECTION FU	703		508.31	508.31
*** TOTAL OF ***		\$274,543.25	\$346,590.96	\$621,134.21

*** GRAND TOTAL OF DISBURSEMENTS ***	\$1,059,567.93	\$1,702,539.63	\$2,762,107.56
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THE COUNTY CONTROLLER/ADMINISTRATORS OFFICE HAS COMPILED THIS AUDIT MOTION
FROM INFORMATION CONTAINED IN THE CHECK SELECTION LIST SUMMARY BY FUND AND
THE PAYROLL REGISTER. TO THE BEST OF OUR KNOWLEDGE THE INFORMATION IS CORRE
ACCURATE, AND COMPLIES WITH BOARD RESOLUTIONS AND APPLICABLE POLICES.

Signed:


Moses Sanzo, Administrator/Controller

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 11/17/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101	126,850.99	92,121.51	218,972.50
RENTAL PROPERTY	149		48.57	48.57
PROSECUTING ATTORNEY	205	34,602.57	1,965.60	36,568.17
SHERIFF'S DEPARTMENT	207	135,160.17	35,332.05	170,492.22
PARKS/RECREATION FUND	208		1,594.58	1,594.58
FRIEND OF THE COURT FUND	215	27,502.42	1,234.75	28,737.17
HEALTH DEPARTMENT/DISTRICT	221	58,383.71	32,181.91	90,565.62
SENIOR ACTIVITIES	223	25,094.85	11,976.94	37,071.79
ANIMAL CONTROL	225	3,651.68	2,637.16	6,288.84
REMONUMENTATION GRANT	245	275.66		275.66
REGISTER OF DEEDS AUTOMAT	256		2,471.32	2,471.32
DISASTER CONTINGENCY FUND	258	1,978.32	46.66	2,024.98
INDIGENT DEFENSE FUND	260		20,774.42	20,774.42
911 SERVICE FUND	261	36,441.43	5,022.15	41,463.58
CONCEALED PISTOL LICENSIN	263	1,144.69	401.55	1,546.24
T.N.U.	265		550.81	550.81
LAW LIBRARY FUND	269		2,374.54	2,374.54
COMMUNITY CORRECTIONS	272	3,640.91		3,640.91
POLICE SERVICE CONTRACTS	277	39,226.14		39,226.14
AMERICAN RESCUE PLAN	281		3,870.00	3,870.00
LAPEER FAMILY CONTINUATIO	298	700.80	1,853.05	2,553.85
HISTORIC COURTHOUSE	470		246.66	246.66
MIDDLE MILE PROJECT	472		500.00	500.00
BUILDING AND GROUNDS	631		17,308.29	17,308.29
*** TOTAL OF ***		\$494,654.34	\$234,512.52	\$729,166.86

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

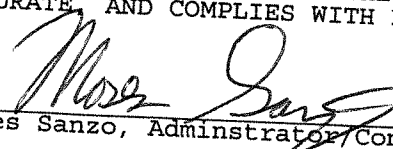
COMMUNITY MENTAL HEALTH F	222	260,586.89	890,541.59	1,151,128.48
CHILD CARE FUND	292	12,533.06	13,592.09	26,125.15
VETERANS RELIEF FUND	293	6,035.06	2,403.12	8,438.18
LAPEER COUNTY COMMUNITY C	299		18,500.00	18,500.00
STROUP DRAIN	474		1,292.50	1,292.50
DELINQUENT TAX REVOLVING	516	1,508.66	143,478.29	144,986.95
FORECLOSURE	532	3,263.55	1,271.96	4,535.51
REVOLVING DRAIN	601		658.00	658.00
DRAIN EQUIPMENT REVOLVING	639		14,822.19	14,822.19
WORKERS COMP FUND	677		8,508.20	8,508.20
HEALTH INS. FUND	678		20,084.62	20,084.62
*** TOTAL OF ***		\$283,927.22	\$1,115,152.56	\$1,399,079.78

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		61,518.14	61,518.14
COMMON BANKING - TRUST AN	702	278,365.82	83,421.07	361,786.89
CURRENT TAX COLLECTION FU	703		1,905,544.73	1,905,544.73
DISTRICT MUNICIPAL COURT	710		46,382.75	46,382.75
LIBRARY PENAL FINE FUND	721		25,242.36	25,242.36
*** TOTAL OF ***		\$278,365.82	\$2,122,109.05	\$2,400,474.87
*** GRAND TOTAL OF DISBURSEMENTS ***		\$1,056,947.38	\$3,471,774.13	\$4,528,721.51

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

Signed:


Moses Sanzo, Administrator/Controller


ROAD COMMISSION AUDIT MOTION

For checks dated: 11/02/2023

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

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
201-449-703.000	Salary	\$ 1,062.24
201-449-703.001	Taxable Per Diems	\$ -
201-449-7114.000	Medicare	\$ 19.85
201-449-715.000	FICA	\$ 84.93
201-449-716.000	Medical, Dental, Vision Insurance	\$ 400.00
201-449-717.000	Life Insurance	\$ 10.62
201-449-718.000	Retirement	\$ 94.00
201-449-860.050	Mileage	\$ -
201-449-957.00	Memberships	\$ -
Total:		<hr/> \$ 1,671.64

The County Road Commission Office has compiled this audit motion from information contained in the records of the Road Commission. To the best of our knowledge the information is correct, accurate and complies with Board resolutions and applicable policies.


Joseph P. Minaudo, Jr., Board Secretary


John Howell, Chairman

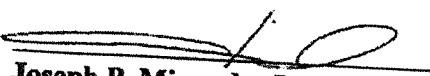
ROAD COMMISSION AUDIT MOTION

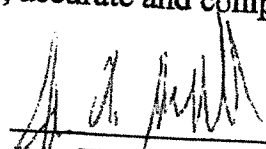
For checks dated: 11/16/2023

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

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
201-449-703.000	Salary	\$ 1,062.24
201-449-703.001	Taxable Per Diems	\$ 245.00
201-449-7114.000	Medicare	\$ 23.41
201-449-715.000	FICA	\$ 100.12
201-449-716.000	Medical, Dental, Vision Insurance	\$ 400.00
201-449-717.000	Life Insurance	\$ -
201-449-718.000	Retirement	\$ 94.00
201-449-860.050	Mileage	\$ 64.29
201-449-957.00	Memberships	\$ -
Total:		<hr/> \$ 1,989.06

The County Road Commission Office has compiled this audit motion from information contained in the records of the Road Commission. To the best of our knowledge the information is correct, accurate and complies with Board resolutions and applicable policies.


Joseph P. Minaudo, Jr., Board Secretary


John Howell, Chairman