



**THERESA M. SPENCER
LAPEER COUNTY CLERK**

County Complex Building
255 Clay Street
Lapeer, Michigan 48446

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REVISED

A-G-E-N-D-A

**LAPEER COUNTY BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

January 4, 2024

***9:30* 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
- ◆ November 30, 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 | (December 14, 2023) | (Attached) |
| ♦ Properties Committee | (December 14, 2023) | (Attached) |
| ♦ American Rescue Plan Act Committee | (December 14, 2023) | (Attached) |
| ♦ Personnel Committee | (December 14, 2023) | (Attached) |
| ♦ I.T. Committee | (December 14, 2023) | (Attached) |

1. AUDIT MOTIONS- Enter into the Record

- A.** County's Audit Motions for December 1st and 15th, 2023 and the Road Commissions Audit Motion for disbursements dated November 30th and December 14th, 2023 **Please add the dates for the last week of December 2023 too.

2. EXPIRED TERMS NEEDING TO BE FILLED

- A. Agricultural Preservation Board – 2 positions
- B. Brownfield Redevelopment Authority –7 positions (from LDC)
- C. Economic Development Corporation Board of Directors – 2 positions (from LDC)
- D. Senior Programs Advisory Board – Commissioner District #7
- E. Valley Area Agency on Aging (VAAA) - Executive Board – 2 positions
- F. Thumb Regional Community Corrections Advisory Board – one unexpired term
- G. Jury Board – Judicial Recommendation – one unexpired term
- H. Emergency Management Advisory Council – 1 (Fire)

(Additional items)

- 1.
- 2.
- 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: 49 pages total. Provided to Administration for website posting: 12-21-2023; 12:30 p.m.

LAPEER COUNTY BOARD OF COMMISSIONERS
****SECOND MEETING OF THE OCTOBER SESSION****
November 30, 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 |
| | Gary Howell | District #2 |
| | Kevin Knisely | District #3 |
| | Brad Haggadone | District #4 |
| | Truman Mast | District #5 |
| | William Hamilton | District #6 |
| | Bryan Zender | District #7 |

AGENDA

The agenda and draft minutes from the October 26, 2023 Regular Board Meeting were reviewed.

336-2023

Motion by Haggadone, supported by Mast, to accept the agenda with the addition of a motion to give the December 14, 2023 Committee of the Whole Meeting authority to act, and a discussion regarding the proposed pension revision, and the deletion of a closed session. Motion carried.

337-2023

Motion by Knisely, supported by Mast, to approve the October 26, 2023 Regular Board minutes with an amendment to motion 328-2023 to include the word carried at the end, and also to amend motion 331-2023 to remove the Candidate's name. Motion carried.

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

No comments were received.

PUBLIC TIME – Three people spoke during public time.

338-2023

Motion by Haggadone, supported by Knisely, 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,*

(Resolution 2023-R11 continued)

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 :

| <u>Purpose</u> | <u>Millage</u> | <u>Revenue</u> |
|---|----------------------|--------------------------------|
| <u>General Government</u> | <u>3.6258</u> | <u>\$ 13,699,128.00</u> |
| Total Allocated Millage | 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> | <u>.3916</u> | <u>\$ 1,479,557.00</u> |
| Total extra voted Millage | 2.3425 | \$ 8,850,517.00 |
| <u>Total Millage</u> | <u>5.9683</u> | <u>\$ 22,549,645.00</u> |

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:

(Resolution 2023-R11 continued)

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

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,

(Resolution 2023-R11 continued)

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 | \$ 1,101,745.69 | \$ 936,582.20 |
| 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,

(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,

(Resolution 2023-R11 continued)

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

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

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

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

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

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

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

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

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

339-2023

Motion by Knisely, supported by Haggadone, 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.

340-2023

Motion by Knisely, supported by Haggadone, 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.

341-2023

Motion by Knisely, supported by Haggadone, 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.

342-2023

Motion by Knisely, supported by Haggadone, 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.

343-2023

Motion by Mast, supported by Knisely, 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.

344-2023

Motion by Haggadone, supported by Knisely, to authorize the County Controller/Administrator to electronically accept the approved grant agreement between the State Court Administrative Office, 71A District Court and 40th 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.

345-2023

Motion by Haggadone, supported by Knisely, to authorize the County Controller/Administrator to electronically accept the approved grant agreement between the State Court Administrative Office, 71A District Court and 40th 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.

346-2023

Motion by Haggadone, supported by Knisely, 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.

347-2023

Motion by Haggadone, supported by Knisely, 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.

348-2023

Motion by Haggadone, supported by Knisely, 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.

349-2023

Motion by Zender, supported by Hamilton, 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.

350-2023

Motion by Zender, supported by Hamilton, 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.

351-2023

Motion by Zender, supported by Hamilton, 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 12E, 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.

352-2023

Motion by Zender, supported by Hamilton, 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.

353-2023

Motion by Zender, supported by Hamilton, 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.

354-2023

Motion by Zender, supported by Hamilton, 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.

355-2023

Motion by Zender, supported by Hamilton, 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 – E-911 Central Dispatch Supervisors | \$ 3,310.00 |
| POAM – E-911 Central Dispatch Dispatchers | \$ 6,290.00 |

Motion carried.

356-2023

Motion by Mast, supported by Knisely, 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.

357-2023

Motion by Mast, 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.

358-2023

Motion by Howell, supported by Haggadone, 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.

359-2023

Motion by Howell, supported by Hamilton, to amend the Table of Organization for Community Mental Health to add two full-time BA Supervisor positions for the Community Mental Health 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 Community Mental Health's budget, and at no additional cost to the County's General Fund; and further, to approve the new job descriptions for said positions. Motion carried.

360-2023

Motion by Haggadone, supported by Mast, to add the proposed motion from the October 26, 2023 American Rescue Plan Act Committee (ARPA) Meeting. Motion carried.

361-2023

Motion by Knisely, supported by Zender, pursuant to the recommendation of the ARPA Committee and subsequent discussions with the Lapeer County Historic Courthouse Committee, to approve the expenditure of up to a maximum of \$750,000 of ARPA funds to be dedicated to the preservation of the Lapeer County Historic Courthouse project, and that the County also proceed with submission of a grant application for the "Save America's Treasures" grant program through the National Parks Service for additional funding towards the preservation project, with the understanding that the authorized amount would also represent the grant match funds, if awarded; and further, to authorize an additional \$750,000 maximum grant match funds only if the grant is awarded for the preservation of the historic Forrest Hall building at General Squier Memorial County Park, in which the grant is targeted to helping preserve historic landmark buildings and properties that are listed on the National Historic Registry, with all funds to be paid from Fund 281 (expense category 2.35, Tourism). Motion carried.

362-2023

Motion by Knisely, supported by Zender, 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 a Request for Proposal (RFP) for the proposed project and report back to the American Rescue Plan Act Committee (ARPA) 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.

363-2023

Motion by Howell, supported by Mast, 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.

Region V Planning and Development Commission (GLS Region V)**364-2023**

Motion by Hamilton, supported by Knisely, to re-appoint Gabriel Lossing 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.

Valley Area Agency on Aging (VAAA) Advisory Board**365-2023**

Motion by Hamilton, supported by Knisely, to appoint William Gavette to serve on the Valley Area Agency on Aging (VAAA) Advisory Board, for a two-year term ending December 31, 2025. Motion carried.

366-2023

Motion by Knisely, supported by Zender, to appoint Jerry Tkach to serve on the Valley Area Agency on Aging (VAAA) Advisory Board, for a two-year term ending December 31, 2025. Motion carried.

Veterans Affairs Committee**367-2023**

Motion by Howell, supported by Haggadone, to appoint Larry Beadle and Thomas Mikulski to serve on the Veterans Affairs Committee for a four-year term ending December 31, 2027. Motion carried.

368-2023

Motion by Hamilton, supported by Knisely, to give the December 14, 2023 Committee of the Whole Meeting authority to act on any business that may come before them. Motion carried.

369-2023

Motion by Howell, supported by Hamilton, to have a discussion and possible action regarding the Commissioner's participation in Municipal Employee's Retirement System on the December 14, 2023 Committee of the Whole Meeting Agenda. Motion carried.

AD HOCK COMMITTEE UPDATE

Commissioner Howell gave an update regarding the search for Legal Counsel for the County.

PUBLIC TIME – Three 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 thanked the Commissioners, John Bustle, and Jillian Weiss for all their hard work to benefit the County Parks.

370-2023

Motion by Zender, supported by Haggadone, to adjourn the meeting. Motion carried.
10:12 a.m.

Tom Kohlman, Chairman
Board of Commissioners

Theresa M. Spencer, County Clerk
Clerk of the Board

**DRAFT MOTIONS FROM THE
December 14, 2023
Committee of the Whole Meeting**

1. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

“Motion by Howell, supported by Haggadone, to approve the Attorney-Client Fee Agreement between the County of Lapeer and The Kelly Firm, PLC, for General/Legal Counsel Services for a period of three years, effective January 1, 2024 through December 31, 2026; and further, to authorize the Chair/Vice-Chair to sign said agreement. Motion carried.”

Motion carried.

2. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

“Motion by Zender, supported by Mast, to authorize the Chair/Vice-Chair to sign said the Grant Agreement for the Fiscal Year 21 Homeland Security Grant Program Agreement (CFDA# 97.067), that were approved and accepted to reimburse the County for the renewal of the NIXLE Alerting services through March of 2024 (258-2023). Motion carried.”

Motion carried.

3. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

“Motion by Hamilton, supported by Zender, to accept the 2024 Animal Welfare Fund Grant administered by the Michigan Department of Agriculture and rural Development Michigan Department Agricultural Rural Development (MDARD); and further, to authorize the County Controller/Administrator to electronically accept the grant and a copy be forwarded to the County Clerk to be entered into the official record. Motion carried.”

Motion carried.

Draft Motions from the Committee of the Whole Continued

Emergency Management Advisory Council - two-year term

4. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

"Motion by Knisely, supported by Haggadone, to re-appoint Jeremy Howe, Mike Vogt, Kathy Haskins, Kimberly Goldorf, Phil Kaatz, Jeremy Compau, Ted Sadler, Mike Boskee, and Marilyn Szost (alternate for Kathy Haskins), to serve on the Emergency Management Advisory Council, for a two-year term ending December 31, 2025. Motion carried."

Motion carried.

5. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

"Motion by Knisely, supported by Hamilton, to authorize payment to Shifman Fournier, in the amount of \$1,740.00, for labor related legal services rendered through November 30, 2023, to be paid from line item 101-239-801.020. Motion carried."

Motion carried.

6. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

"Motion by Zender, supported by Mast, to authorize the renewal of the Workers Compensation Service Agreement with Comprehensive Risk Services, LLC, for Fiscal Year 2024 and 2025, for the annual amount of \$29,850.00 each year (with the cost to be shared 38% as Lapeer County's portion and 62% as Lapeer County Medical Care Facility's portion) for the period of January 1, 2024 through December 31, 2025, to be paid from line item 101-242-713.000, with the understanding that this motion authorizes the Finance Department to process the payments as outlined; and further, to authorize the Chair/Vice-Chair to sign said agreement. Motion carried."

Motion carried.

Draft Motions from the Committee of the Whole Continued

7. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

"Motion by Haggadone, supported by Mast, to approve the following documents from Municipal Employees' Retirement System related to placing the seven (7) County Commissioners from the other Elected Officials division 13 into their own separate Defined Contribution Division, which includes a Division Benefit freeze to Defined contribution with the conversion option, per the request of the Board of Commissioners, as submitted:

- *Resolution Adopting the MERS Defined Contribution Plan (1 page)*
- *MERS Defined Contribution Plan Adoption Agreement (5 pages)*
- *Contribution Addendum for MERS Defined Contribution (2 pages)*
- *Defined Benefit Plan Adoption Agreement (7 pages)*
- *Addendum for Plan Closures, Freezes and Conversions (5 pages)*

and further, to authorize the Chair/Vice-Chair to sign said documents, with each document being entered as an official exhibit.

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

Motion carried.

8. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

"Motion by Zender, supported by Hamilton, pursuant to the written notification given to Prosecuting Attorney John Miller in Board Motion #189-2023 on June 22, 2023, of the Board's intent to seek alternate corporate counsel services, to terminate the Engagement of General/Civil Legal Counsel services agreement that was previously approved in motion #77-21, effective December 31, 2023, with the understanding that this will also eliminate the additional \$17,000.00 stipend allocated to John Miller for corporation counsel services; and further, that this Board wishes to extend sincere appreciation to Mr. Miller for his services over the last three years. Motion carried."

9. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

"Motion by Mast, supported by Knisely, pursuant to the recommendation of the Properties Committee, to approve the installation of security cameras on the exterior of the Community Mental Health Building and Harmony Hall, to be paid for by Community Mental Health Funding, at a cost not to exceed \$15,500.00, at no additional cost to the County General Fund. Motion carried."

Motion carried.

Draft Motions from the Committee of the Whole Continued

10. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

"Motion by Hamilton, supported by Knisely, to adopt the following Resolution, as amended, in support of Broadband expansion in Lapeer County:

RESOLUTION REGARDING BROADBAND INTERNET ACCESS 2023-R12

WHEREAS, *in Lapeer County, 77% of Broadband Survey respondents with internet Access and Visitation Contract 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 and Visitation Contract reported not having the modern standard of 100mb download/20mb upload speeds to be considered a broadband connection; and,*

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

NOW THEREFORE BE IT RESOLVED, *that the Lapeer County Board of Commissioners urges Internet Service Providers (ISPs) to leverage their resources, be future-focused and expand high-speed internet access to all residents of Lapeer County, Michigan.*

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

Motion carried.

Draft Motions from the Committee of the Whole Continued

11. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

"Motion by Haggadone, supported by Zender, to rescind motion 331-2023 of the October 26, 2023 Regular Board Meeting, and give Community Mental Health Authority to appoint Brooke Sankiewicz, as the new Chief Executive Officer. Motion carried."

Motion carried.

12. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

Motion by Haggadone, supported by Hamilton, to allow the County Controller/Administrator to contact all surrounding counties about the possibility of a recycling partnership. Motion carried.

Motion carried.

13. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

"Motion by Howell, supported by Haggadone, to accept the Chairman's recommendation to change the members of the Recycling Committee to be Commissioner Howell, as Chair, Commissioner Zender, and Commissioner Haggadone as members. Motion carried."

Motion carried.

14. Motion by , supported by , pursuant to motion 368-2023 of the November 30, 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 December 14, 2023 meeting of the Committee of the Whole:

"Motion by Howell, supported by Mast, to corrected expiration date regarding the appointment of Gabriel Lossing, from motion 330-2023 of the October 26, 2023 Regular Board Meeting, to the Veterans Affairs Committee as December 31, 2026. Motion carried."

Motion carried.

DRAFT PROPOSED MOTIONS
FROM THE
December 14, 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 purchase of the ProQA software to be paid for from the 911 millage line 482-325-977.000, at a cost not to exceed \$86,158.00, at no additional cost to the County's General Fund. Motion carried.**
2. **Motion by Mast, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize the Executive Director of Central Dispatch to purchase up to 20 replacement radios in a fiscal year, that are unrepairable in the line of APX radios with model numbers ending in "AN," to be paid for from millage line 482-325-977.000, at no additional cost to the County's General Fund, and to further require a bi-monthly report of any purchases under these conditions to the Central Dispatch Authority. Motion carried.**

PROPOSED DRAFT MOTION
FROM THE
DECEMBER 14, 2023
ARPA COMMITTEE MEETING

- 1. Motion by Kohlman, supported by Bustle, based upon the recommendation of the ARPA Committee, to authorize the Buildings & Grounds/Parks Department to proceed with acquiring quotes for engineering drawings and oversight services related to the proposed addition to the Animal Control Building as discussed at the December 14, 2023 A.R.P.A. meeting and report back to the ARPA meeting. Motion carried unanimously.**

PROPOSED DRAFT PERSONNEL MOTIONS
FROM THE DECEMBER 14, 2023
PERSONNEL COMMITTEE MEETING

1. Motion by Howell, supported by Hamilton, based upon the recommendation of the Personnel Committee, to authorize the Sheriff's Department to amend their Table of Organization and add one additional full-time Corrections Officer position (#TBD, Pay Grade S4) to meet the needs of Courthouse Security, to be paid from the Law Enforcement Millage funding, and at no additional cost to the County's General Fund. Motion carried unanimously.

2. Motion by Hamilton, supported by Howell, based upon the recommendation of the Personnel Committee, to amend the Table of Organization for Community Mental Health to add and fill one full-time BA Professional position (#TBD, Pay Grade 18, Office of Recipient Rights) to meet program needs and caseloads, to be paid from CMH's budget, and at no additional cost to the County's General Fund. Motion carried unanimously.

PROPOSED DRAFT MOTIONS
FROM THE
DECEMBER 20, 2023
I.T. COMMITTEE MEETING

- 1. Motion by Haggadone, supported by Hamilton, pursuant to the recommendation of the I.T. Committee to authorize the Administration Office to proceed with the issuance of the Request for Proposal (RFP) for Information Technology Managed Services, as attached, and report back to the Committee. Motion carried unanimously.**

- 2. Motion by Haggadone, supported by Hamilton, pursuant to the recommendation of the I.T. Committee and previous discussions at the Budget Hearings, to authorize the County Administration to amend their Table of Organization and add and fill one full-time I.T. Hardware/Software Network Support Technician position (#TBD, Pay Grade 18), to be paid from the General Fund; and further, to approve the job description for said position, as attached. Motion carried unanimously.**



County of Lapeer

RFP – Information Technology
Managed Services

SECTION 1: GENERAL INFORMATION

A. Introduction

The County of Lapeer is seeking quotations from qualified firms for IT Managed Services for the operation, management and maintenance of the County's computer network and systems hardware, software, and network connectivity.

The County is comprised of multiple departments located in five different buildings. The County's IT director's functions are currently managed by an IT Director under the direction of Administration and Finance.

Current Technical Environment

413 Desktop Computers
13 Virtual Servers
9 Physical Hyper-V Host
450 User Email Accounts
Local and remote cloud back up
Windows Environment
Office 365
Phone system level 1 support

All numbers are approximate and there is no guarantee that they will not fluctuate.

Scope of Work

The County of Lapeer wishes to contract with a firm that will serve under the direction of the Administration and Finance and IT Director. The firm will provide a contracted IT Managed Service Program, performing routine maintenance and updates to the system, deployment of equipment and software, as well as provide a resource for both end users of the systems and management staff to ensure system integrity, reliability, and a strong and reliable security system. Strong emphasis will be placed on the firm's ability to provide excellent technical skills, a strong customer service focus, excellent help desk staffing skills and methodologies, and customer service-oriented deployment. The following details the services to be provided to the County:

Network Administration Services:

Scope of activity includes all County network equipment including switches, routers, firewalls, access points and cabling infrastructure. Primary installation and maintenance of all network equipment; Primary maintenance including regular analysis, routine configuration changes, and installation of patches and upgrades; Monitoring and alert notifications to IT Director on failure or potential failure of critical equipment; Alert notifications to designated County IT Director in the event of failure; Manage and store network configuration information; Maintaining WAN and LAN networks; Maintain documentation, including policies and procedures.

Server Administration Services:

Managing computer systems and networks to include application, database, messaging, file and print and other servers and associated hardware, Software, communications, operating systems necessary for the quality, security, performance, availability, recoverability, and reliability of the system. Ensure scheduled preventative maintenance for equipment is properly and promptly performed; Setup new users and edit or remove existing users on server. Monitor server performance and capacity management services. Configuration management, including changes, upgrades, patches, etc. Support of specialized software products as it relates to the server(s) and associated hardware.

Management of user logins and security. Coordinate repair and maintenance work, ensuring work is conducted in a timely fashion. Notify designated County IT Director in the event of any failure and provide 24/7 on-call support.

Desktop Administration Services:

Perform basic support functions including installation of personal computers, laptops, printers, copiers, peripherals; diagnosing and correcting desktop application problems, configuring laptops and desktops for standard applications and network services, identifying and correcting end user hardware problems, and performing advanced troubleshooting. Maintain an up- to-date inventory of all County computer-related hardware and make available to County Administration upon request. Create and maintain system images for deployment. Escalate desktop (and server) software issues to IT Director when direct user contact is no longer productive.

Network Security:

Maintenance of virus detection programs on County servers, email, and all other computers and laptops including antivirus/antispymware software. Maintain remote access (Current VPN Serve) in a secure environment and provide remote access administration as designated in County policy. Additional tasks related to network security include maintaining the following: spam and virus firewall, secure, reliable and up to date Internet access, Internet content filtering and reporting, and duplicate off-site file backup and disaster recovery as provided in County backup and disaster recovery plan.

Reporting:

To effectively monitor the status of the proposed services, management level status reports will be prepared monthly and monthly meetings with the County IT Director will be held to review work performed, network availability, help desk ticket summary, security issues and concerns, and long-range planning. In addition, review meetings may be held to discuss service delivery and planning to ensure the IT needs of the County are being met.

Personnel:

Provide fully qualified personnel that can perform the required work under the contract resulting from this RFP. Individuals shall be trained on the latest versions and releases of any product required to

County of Lapeer
Information Technology Managed Services

perform their services before they perform work for the County. Firm personnel assigned to the County shall be available during normal business hours (Monday-Friday 8:00 a.m. to 5:00 p.m.).

Furthermore, firm personnel should be available outside of normal business hours for emergency purposes.

Service Levels:

The County expects the IT support services firm to meet the following service levels for help desk ticket resolution:

| Severity Level | Response Time Standard Hours 8:00 a.m. to 5:00 p.m. | Resolution Time |
|--|--|---|
| Critical (multiple systems/staff affected; production halted) | One hour response. Possible on site. | 90% resolved in less than 4 hours |
| High (Single system/site affected; work stoppage at single site) | Two-hour response | 90% resolved in less than 8 hours |
| Normal (Single system affected; performance issue or other non-critical request) | Four-hour response | 75% resolved in less than 16 business hours |
| Low (Minor performance-affecting issue; limited scope or affect) | One business day response | 75% resolved in less than 1 week |

Transition / On-Boarding Service:

To prevent disruption and ensure the continuity of County's information technology operations when a firm is selected, a transition period shall be allowed to orient the incoming firm. This involves providing relevant materials (e.g. system passwords, server rack keys, etc.) from County IT Director and/or the County's current IT firm.

SECTION 2: PUBLIC INFORMATION

A. Public Records

After proposals are opened and certified by the Administration Department, they are available for public review by interested parties. Additionally, after proposals are opened, they are public records according to MI law. Contractors may request that certain information, such as trade secrets or proprietary data, be designated as confidential and not considered public records. Material so designated shall accompany the proposal and be in a sealed envelope duly marked, and shall be readily separable from the proposal, in order to facilitate public inspection of the non-confidential portion.

Prices, makes, models, catalog numbers of items offered, deliveries and terms of payment shall not be considered as confidential.

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Information Technology Managed Services

B. RFP Amendments

The County reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The County also reserves the right to cancel or reissue the RFP. The County reserves the right to request clarification of information from any vendor or to request supplemental material deemed necessary to assist in the evaluation of the proposal. This RFP does not obligate the County to accept or contract for any expressed or implied services. The County reserves the right to reject any or all proposals, to waive any irregularities or informalities in any proposal or in the proposal procedures, and to accept or reject any item or combination of items when determined to be in the best interest of the County to do so.

In the event of a material modification, all known and/or potential Contractors will be notified of an amendment to this RFP. If deemed necessary by the County, Contractors will be given an opportunity to modify their proposal in the specific areas that are affected by the modification.

C. Proposal Questions

To ensure that all prospective respondents accurately and completely understand the RFP requirements, the County will accept written questions via email to the IT Director, Michael Bartley, at mbartley@lapeercouty.org by the date and time listed in the RFP timeline. Replies to all questions will be posted on County website at www.lapeercountymi.gov.

Only one point of contact is offered to respondents for this procurement and all communication must be accomplished exclusively by email submission of questions to the procurement contact above. No other direct or indirect contact is to be made during this RFP period with the procurement contact or with any other member of the County concerning this project. Violation of these project rules may cause for rejection of any submitted proposal.

D. PROPOSAL SUBMISSION

Each Contractor must submit an electronic copy of the proposal and any supporting documentation. The complete proposal package must be clearly identified as "Information Technology Managed Services RFP 10-0131" the proposal may be e-mailed or delivered to:

Doreen Clark, Office Manager
Administrator/Controller Office
County of Lapeer
255 Clay Street
Lapeer, MI 4844
[dclark@lapeercount](mailto:dclark@lapeercounty.org)
[y.org](mailto:dclark@lapeercounty.org)

Proposals must be received by the County by:
Thursday, February 29, 2024 at 3:00 p.m. (EST)

Contractors accept all risks of late delivery of mailed proposals regardless of fault. Facsimile and other electronically transmitted proposals will not be considered. All proposals and accompanying documentation will become the property of the County and will not be returned.

Proposals shall be good for 180 days following the date of submission.

E. NON-COLLUSION DECLARATION

a) Non-Collusion DECLARATION (Attachment A)

By the signature affixed on the proposal, the Contractor certifies that he/she is (the authorized representative, sole owner, partner, president, secretary, etc.) of the party submitting the foregoing proposal; that such proposal is genuine and not collusive or sham; that Contractor has not colluded, conspired or agreed, directly, with any Contractor or person, to put in a sham proposal; or colluded or conspired to have another not submit a proposal and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price of its proposal or any other proposal, or to fix any overhead, profit or cost element of the proposal price, or that of any other Contractor, or to secure any advantage against any Contractor or any person or persons interested in the proposed contract and that all statements contained in the proposal are true; and further, that the Contractor has not directly or indirectly, submitted this proposal, or the contents thereof, or divulged any related information or data to any association or any member or agent of any association.

Each party submitting a proposal must submit as part of its proposal, a completed and signed Non-Collusion Certification. This form is to be included in the RFP packet.

County of Lapeer
Information Technology Managed Services

F. RFP TIMELINE

Following is the RFP calendar for the selection process. The County reserves the right, at its sole discretion, to adjust the RFP Timeline as it deems necessary.

| RFP EVENT | DATE/TIME |
|--|----------------------------|
| Issuance of RFP | 01/05/2024 |
| Deadline for Proposal Questions | 01/26/2024 |
| Response by County to Proposal Questions | 02/05/2024 |
| Proposal Submission Deadline (RFP Opening) | 02/29/2024 3:00PM |
| Evaluation Period/Demonstrations | 03/01/2024 – 03/08/2024 |
| Notification of Selected Vendor | 03/15/2024 |
| Presentation of Selection to Board of Commission | 03/28/2024 |
| Award of Proposal and Contract Execution | 04/01/2024 |

G. PROPOSER UNDERSTANDING

- a) Proposer(s) will undergo a preliminary phase evaluation and if selected as a top vendor be prepared for a secondary demonstration and evaluation phase.
- b) Proposer(s) must be prepared to invest the time and resources during their demonstrations as indicated in their proposals to be successful in this procurement.
- c) Proposer(s) must demonstrate all pertinent modules and provide scenarios/scripts articulated towards the County's specific needs, not a general product demonstration.

County of Lapeer
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- d) Proposer(s) must be prepared to answer business process, technical functionality and other miscellaneous questions during said presentation.
- e) Proposer(s) during demonstration, must provide reasonable understanding of interfacing capabilities with current software and their compatibilities.
- f) The proposer(s) must, during demonstration, clearly delineate their approach to implementation and onsite support.
- g) Proposer(s) are expected to be available for demonstrations between the dates identified on the RFP Timeline. Proposer(s) that cannot demonstrate their software by the time(s) requested may be eliminated. Proposer(s) will be notified no later than two weeks in advance of the demonstration request.

SECTION 3: TERMS AND CONDITIONS

A. For purposes of indemnification requirements, the following terms shall have the meanings set forth below:

The "Contractor" means the person or entity to whom a contract for these services is awarded by the County, and includes the person or entity submitting a proposal in response to this RFP, all of its employees, agents and assignees, and all of its affiliates and subsidiaries, its subcontractors and/or assignees and their respective servants, agents and employees; and "Loss" means any and all loss, damage liability or expense of any nature whatsoever, whether incurred as a judgment, settlement, penalty, fine or otherwise (including attorney's fees and the cost of defense).

B. The County will not reimburse any contractor for any costs involved in the preparation and submission of responses to this RFP or in the preparation for attendance at subsequent interviews.

C. Contractors shall thoroughly examine and be familiar with these specifications. The failure or omission of any Contractor to receive or examine this document shall in no way relieve any Contractor of obligations with respect to this proposal or the subsequent contract.

D. The contract may be terminated by either party by giving written notice to the other party at least ninety (90) days before the proposed termination date. This provision may be exercised only after the contract has been in effect for at least six (6) calendar months. The Contractor shall be entitled to just and equitable compensation for any satisfactory work completed to the termination date. Under no circumstances will any damages be paid as a result of the termination of this contract.

E. The County also reserves the right to cancel the contract without a 90-day written notice if the Contractor is sold or merged with another entity. However, an automatic continuation of all terms of the agreement in the event of a merger or acquisition may occur as long as the new entity guarantees in writing that they will continue to meet all required terms of the agreement and the County agrees in writing to the continuation of the agreement.

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F. The County also reserves the right to terminate the contract without a 90-day written notice if the awarded Contractor fails to comply with any of the terms and conditions of this RFP.

G. During the term of the contract, the Contractor shall comply in all respects with the Equal Employment Opportunity Act. The Contractor shall have a written equal employment opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin, disability, or age. Finding of non-compliance with applicable state or federal equal employment opportunity laws and regulations may be sufficient reason for revocation or cancellation of the contract.

H. The Contractor shall comply with the provisions of the Americans with Disabilities Act.

I. The RFP and contract shall be governed by and construed according to the law of the State of Michigan.

J. Contractor shall comply with all applicable laws, regulations and rules promulgated by any federal, state, local or other governmental authority or regulatory body pertaining to all aspects of the Work, now in effect, or which may become in effect during the performance of the Work.

K. Neither the County nor the Contractor may assign any of its rights nor delegate any of its duties or obligations under the agreement without the written consent of the other party.

L. The effective date of the agreement is the effective date stated in the agreement or the date the agreement is fully executed, whichever is later. The time period of the agreement will be for one year with second year renewable option. The Agreement will remain in effect until the earliest of: (1) the end date stated in the agreement, (2) the agreement is fully performed by both parties, and (3) the agreement is cancelled or terminated pursuant to the terms of the agreement.

M. The Contractor will warrant that:

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- (a) The recommendations, guidance, and performance of the Contractor under the agreement will be in accordance with the industry's professional standards, the requirements of the agreement and without any material defect;
- (b) No deliverable provided by the Contractor will infringe on the intellectual property rights of any third party;
- (c) All warranties are in accordance with the Contractor's standard business practices;
- (d) All deliverables provided by the Contractor are merchantable and fit for the particular purpose described in the agreement and will perform substantially in accordance with the user manuals, technical materials and related writings;
- (e) All deliverables provided by the Contractor will comply with all governmental, environmental and safety standards;

N. The Contractor agrees to indemnify the County of Lapeer for any and all claims, damages, lawsuits, costs, judgements, expenses, attorney fees, and any other liabilities including, but not limited to, claim for bodily injury to any person, including injury resulting in death, or damage to property, that may arise out of, or is related to, the Contractor's performance of the agreement, provided such is due to the negligence or other tortious conduct of the Contractor or the Contractor's employees, agents or subcontractor. The Contractor agrees to indemnify the County of Lapeer for any claim of infringement of a copyright, patent, trade secret, or similar intellectual property right based on the County of Lapeer's proper use of any deliverable provided by the Contractor under the agreement.

O. The County of Lapeer will not be liable for any indirect, incidental or consequential loss or damage of any kind including but not limited to lost profits, even if the parties are advised, knew or should have known of the possibility of damages. The Contractor agrees that the Contractor shall be liable for all direct damages due to the fault or negligence of the Contractor or its employees, agents or subcontractors.

P. Contractor shall be and remain an independent contractor with respect to all services performed hereunder, and agrees to and does hereby accept full and exclusive liability for the payment of any and all contributions or taxes for social security, unemployment insurance, or old age retirement benefits, pensions or annuities, now or hereafter imposed under any State or Federal law which are measured by the wages, salaries or other remuneration paid to persons employed by Contractor on work performed under the terms of this Agreement, and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by and duly authorized State or Federal officials; and Contractor agrees to indemnify and save harmless the County from any such contribution or taxes or liability therefor.

SECTION 4: PRICING

A clear and comprehensive understanding of all costs associated with services is required. All proposals must itemize cost associated with and support systems identified. Include Time and Material Rates for all service(s) not covered as part of the proposal.

Provide two separate pricings:

- 1) For the full scope of work described in the RFP. 2) For the full scope of work less the responsibilities listed under Desktop Administration and Reporting which would be primarily handled by an in-house IT Support Technician.

SECTION 5: REFERENCES

County of Lapeer
Information Technology Managed Services

At least four (4) references for past projects that include products and services similar to those proposed for the County of Lapeer. References of similar size and organization located in the State of Michigan would be preferred. Information should include client name, address, phone number, specific contact person, email for contact person, length of service with client, services utilized by client.

SECTION 6: PROJECT TEAM AND SUPPORT

All proposed team members should be listed and a profile of each should be provided. The proposed staff should be identified by project title. Each profile should indicate the position held by the team member, experience with similar projects, and length of employment with the proposer.

A description of the ongoing support function should be included. This should include support options available, size of support time, hours, average response times, etc.

SECTION 7: IMPLEMENTATION AND WORK PLAN

This should include a definition of the transition and operational integration phases, goals, timelines, schedules, and actions required to assure that contract objectives are met and completed satisfactorily within budget and timeframe.

SECTION 8: SUPPORT

Describe the support included with the transition and operational integration phases.

SECTION 9: OTHER INFORMATION

The proposer may present any additional information that would assist in the evaluation of the software proposal.

LAPEER COUNTY
ADMINISTRATION OFFICE
IT Hardware/Software Network Support Technician

General Summary

Under the general supervision of the County Administrator/Controller, and coordinated with the County's I.T. Director, the role of a Network Support Technician is to help ensure the seamless success of technology use within Lapeer County Local Area Network and Wide area network. The position will gather user problem information, troubleshoot and resolve when possible, or escalate quickly and accurately when appropriate.

Essential Functions/Responsibilities

1. Provide operational support to equipment related to user desktops, laptops, tablets, process PC's (court monitors), Net PC's, servers, associated OS (Windows,Linux,ios), user software, printers, tethered network switches, firewalls, phone systems and untethered wireless access points.
2. Gather/Capture user and problem information.
3. Make use of technical skills, knowledge data bases and other IT resources to resolve problems and escalate problems appropriately.
4. Assist in the creation/maintenance of documentation.
5. Assist end users with hardware and software issues by fielding telephone calls, email communication, help desk tickets, diagnosing and performing troubleshooting activities. Documents, tracks and monitors the problem to facilitate a timely resolution. Relies on established guidelines and County policies to perform daily functions.
6. Applicant must have experience supporting Outlook, Windows, Word, Excel and other desktop applications.
7. Uphold and abide by all HPIAA security and County confidentiality policy.
8. Add/Remove maintain Microsoft Active Directory entries.
9. Installation, configuration, and troubleshooting of OS images and software.
10. Provide onboarding setup and training to individual users and new hires.

Employment Qualifications

Education: Associates Degree or equivalent of two years of college level coursework in computer science or related field.

Experience: Two years of technical experience with mid-range computers, personal computers, and peripheral equipment which included work with wide area and local area networks.

Other Requirements: None.

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.

Qualifications

Excellent verbal and written communications skills.

Exhibit a process-oriented mindset.

Excellent time management, prioritization skills, and organizational skills.

Daily end user support and issue root cause identification.

Strong help ticketing documentation skills.

Experience with PC and Mac hardware.

Knowledge of multiple OSs and applications (LOS, Windows, Linux, Office365, Chrome, Edge).

Experience with remote management tools (VNC, RDP, Kaseya RMM)

Experience with troubleshooting printers.

Experience with Antivirus, Spamware, Cryptolocker, SOPHOS software.

Active Directory user account administration

Working knowledge of VMs vs Physical PCs and servers.

Working knowledge of networking concepts and VLANS.

Experience in Help Desk support or Computer support.

Configuration and troubleshooting web cams and video conferencing.

Configuration and troubleshooting VPN connections.

FLSA Status: Non-exempt

Workers' Compensation Code: 8810

Occupational Employment Statistical Code: 25103

Physical Requirements: *{This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:*

Ability to access various county departments offices and equipment.

Ability to enter and retrieve information from computers.

Ability to access meeting rooms of Board committees.

Must be able to lift and move around 50 lbs. including equipment, files, or supplies.

Working Conditions:

Works in office conditions.



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 December 1st and 15th, 2023 and the Road Commissions Audit Motion for disbursements dated November 30th and December 14th, 2023

*****Additional Audit Motions for the last week of December 2023 should be added during this motion at the meeting please.**

LAPEER COUNTY

FOR CHECKS DATED 12/01/2023

PAGE 1

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 12/01/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

| FUND | | PAYROLL | ACCOUNTS PAY | TOTAL DISB. |
|---------------------------|-----|--------------|--------------|--------------|
| GENERAL FUND | 101 | 148,263.97 | 49,297.29 | 197,561.26 |
| RENTAL PROPERTY | 149 | | 129.53 | 129.53 |
| PROSECUTING ATTORNEY | 205 | 43,054.32 | 1,301.00 | 44,355.32 |
| SHERIFF'S DEPARTMENT | 207 | 179,689.94 | 16,710.93 | 196,400.87 |
| PARKS/RECREATION FUND | 208 | | 324.00 | 324.00 |
| FRIEND OF THE COURT FUND | 215 | 29,680.71 | 663.62 | 30,344.33 |
| HEALTH DEPARTMENT/DISTRIC | 221 | 63,698.70 | 7,974.27 | 71,672.97 |
| SENIOR ACTIVITIES | 223 | 24,991.59 | 16,387.79 | 41,379.38 |
| ANIMAL CONTROL | 225 | 3,996.24 | 2,650.48 | 6,646.72 |
| SPECIALTY COURTS | 232 | | 4,069.98 | 4,069.98 |
| REMONUMENTATION GRANT | 245 | 275.66 | 1,850.00 | 2,125.66 |
| DISASTER CONTINGENCY FUND | 258 | 1,978.32 | | 1,978.32 |
| INDIGENT DEFENSE FUND | 260 | | 15,149.52 | 15,149.52 |
| 911 SERVICE FUND | 261 | 43,168.00 | 14,475.25 | 57,643.25 |
| FORFEITURES FUND | 262 | | 398.00 | 398.00 |
| CONCEALED PISTOL LICENSIN | 263 | 1,144.69 | 12,175.65 | 13,320.34 |
| T.N.U. | 265 | | 23,040.92 | 23,040.92 |
| PUBLIC SAFETY MILLAGE | 266 | | 47.17 | 47.17 |
| COMMUNITY CORRECTIONS | 272 | 3,754.31 | 7,296.37 | 11,050.68 |
| SENIOR MILLAGE FUND | 276 | | 7.88 | 7.88 |
| POLICE SERVICE CONTRACTS | 277 | 52,952.57 | | 52,952.57 |
| AMERICAN RESCUE PLAN | 281 | | 21,760.73 | 21,760.73 |
| SOIL & SED SPECIAL PROJEC | 296 | | 95.00 | 95.00 |
| LAPEER FAMILY CONTINUATIO | 298 | 700.80 | | 700.80 |
| HISTORIC COURTHOUSE | 470 | | 100.00 | 100.00 |
| BUILDING AND GROUNDS | 631 | | 22,431.43 | 22,431.43 |
| *** TOTAL OF *** | | \$597,349.82 | \$218,336.81 | \$815,686.63 |

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 | 275,018.01 | 492,255.58 | 767,273.59 |
| MEDICAL CARE FACILITY FUN | 291 | | 10.38 | 10.38 |
| CHILD CARE FUND | 292 | 12,036.03 | 2,950.34 | 14,986.37 |
| VETERANS RELIEF FUND | 293 | 7,043.15 | 1,919.23 | 8,962.38 |
| DELINQUENT TAX REVOLVING | 516 | 1,508.66 | 8,776.75 | 10,285.41 |
| FORECLOSURE | 532 | 3,376.95 | 2,261.30 | 5,638.25 |
| REVOLVING DRAIN | 601 | | 42.50 | 42.50 |
| DRAIN MAINTENANCE FUND | 639 | | 11,251.13 | 11,251.13 |
| HEALTH INS. FUND | 678 | | 22,585.63 | 22,585.63 |
| DRAIN FUND | 801 | | 60,089.00 | 60,089.00 |
| *** TOTAL OF *** | | \$298,982.80 | \$602,141.84 | \$901,124.64 |

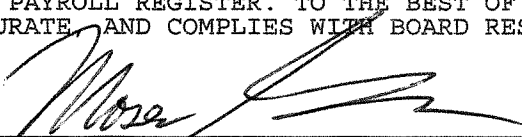
AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE
SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR
STATE STATUTE IF APPLICABLE:

| | | | | |
|---------------------------|-----|--------------|-------------|--------------|
| GENERAL CUSTODIAL FUND | 701 | | 24,134.65 | 24,134.65 |
| COMMON BANKING - TRUST AN | 702 | 325,824.54 | | 325,824.54 |
| CURRENT TAX COLLECTION FU | 703 | | 28.67 | 28.67 |
| *** TOTAL OF *** | | \$325,824.54 | \$24,163.32 | \$349,987.86 |

| | | | |
|--------------------------------------|----------------|--------------|----------------|
| *** GRAND TOTAL OF DISBURSEMENTS *** | \$1,222,157.16 | \$844,641.97 | \$2,066,799.13 |
|--------------------------------------|----------------|--------------|----------------|

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

LAPEER COUNTY

FOR CHECKS DATED 12/15/2023

PAGE 1

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 12/15/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

| FUND | | PAYROLL | ACCOUNTS PAY | TOTAL DISB. |
|---------------------------|-----|--------------|--------------|----------------|
| GENERAL FUND | 101 | 128,630.88 | 216,360.37 | 344,991.25 |
| RENTAL PROPERTY | 149 | | 3,477.25 | 3,477.25 |
| PROSECUTING ATTORNEY | 205 | 32,132.77 | 3,509.04 | 35,641.81 |
| SHERIFF'S DEPARTMENT | 207 | 137,797.92 | 20,772.26 | 158,570.18 |
| PARKS/RECREATION FUND | 208 | | 941.57 | 941.57 |
| FRIEND OF THE COURT FUND | 215 | 26,617.55 | 716.26 | 27,333.81 |
| HEALTH DEPARTMENT/DISTRIC | 221 | 60,378.85 | 53,896.47 | 114,275.32 |
| SENIOR ACTIVITIES | 223 | 25,015.66 | 35,845.29 | 60,860.95 |
| ANIMAL CONTROL | 225 | 4,975.32 | 3,146.85 | 8,122.17 |
| SPECIALTY COURTS | 232 | | 910.69 | 910.69 |
| REMONUMENTATION GRANT | 245 | 275.66 | 566.19 | 841.85 |
| REGISTER OF DEEDS AUTOMAT | 256 | | 2,405.15 | 2,405.15 |
| DISASTER CONTINGENCY FUND | 258 | 1,978.32 | 46.66 | 2,024.98 |
| INDIGENT DEFENSE FUND | 260 | | 24,228.72 | 24,228.72 |
| 911 SERVICE FUND | 261 | 35,126.03 | 10,874.53 | 46,000.56 |
| FORFEITURES FUND | 262 | | 1,080.00 | 1,080.00 |
| CONCEALED PISTOL LICENSIN | 263 | 1,144.69 | 490.82 | 1,635.51 |
| T.N.U. | 265 | | 6,462.47 | 6,462.47 |
| LAW LIBRARY FUND | 269 | | 788.70 | 788.70 |
| COMMUNITY CORRECTIONS | 272 | 3,640.92 | 15,686.66 | 19,327.58 |
| COMMUNITY DEVELOPMENT FUN | 274 | | 6,490.00 | 6,490.00 |
| POLICE SERVICE CONTRACTS | 277 | 38,652.46 | | 38,652.46 |
| AMERICAN RESCUE PLAN | 281 | | 2,807.50 | 2,807.50 |
| SOIL & SED SPECIAL PROJEC | 296 | | 160.50 | 160.50 |
| LAPEER FAMILY CONTINUATIO | 298 | 700.80 | | 700.80 |
| HISTORIC COURTHOUSE | 470 | | 46.66 | 46.66 |
| BUILDING AND GROUNDS | 631 | | 117,326.27 | 117,326.27 |
| *** TOTAL OF *** | | \$497,067.83 | \$529,036.88 | \$1,026,104.71 |

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 | 265,306.99 | 784,731.28 | 1,050,038.27 |
| CHILD CARE FUND | 292 | 12,856.40 | 1,165.32 | 14,021.72 |
| VETERANS RELIEF FUND | 293 | 6,035.06 | 2,074.04 | 8,109.10 |
| BELLE RIVER | 479 | | 1,622.50 | 1,622.50 |
| DELINQUENT TAX REVOLVING | 516 | 1,508.73 | 10,952.25 | 12,460.98 |
| FORECLOSURE | 532 | 3,299.57 | | 3,299.57 |
| REVOLVING DRAIN | 601 | | 1,279.00 | 1,279.00 |
| DRAIN MAINTENANCE FUND | 639 | | 71,452.41 | 71,452.41 |
| WORKERS COMP FUND | 677 | | 31,149.86 | 31,149.86 |
| HEALTH INS. FUND | 678 | | 414,536.61 | 414,536.61 |
| DRAIN FUND | 801 | | 177,312.56 | 177,312.56 |
| *** TOTAL OF *** | | \$289,006.75 | \$1,496,275.83 | \$1,785,282.58 |

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 | | 343,915.51 | 343,915.51 |
| COMMON BANKING - TRUST AN | 702 | 280,523.02 | 83,051.72 | 363,574.74 |
| CURRENT TAX COLLECTION FU | 703 | | 187,714.65 | 187,714.65 |
| DISTRICT MUNICIPAL COURT | 710 | | 41,654.29 | 41,654.29 |
| LIBRARY PENAL FINE FUND | 721 | | 21,273.74 | 21,273.74 |
| *** TOTAL OF *** | | \$280,523.02 | \$677,609.91 | \$958,132.93 |

| | | | | |
|--------------------------------------|--|----------------|----------------|----------------|
| *** GRAND TOTAL OF DISBURSEMENTS *** | | \$1,066,597.60 | \$2,702,922.62 | \$3,769,520.22 |
|--------------------------------------|--|----------------|----------------|----------------|

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 12/15/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

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

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

| | | |
|-------------------------------|------------|------------|
| COMMUNITY MENTAL HEALTH F 222 | 3,619.51 | 3,619.51 |
| *** TOTAL OF *** | \$3,619.51 | \$3,619.51 |

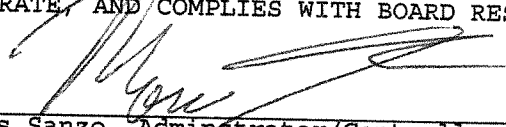
AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE
SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR
STATE STATUTE IF APPLICABLE:

*** TOTAL OF ***

| | | |
|--------------------------------------|------------|------------|
| *** GRAND TOTAL OF DISBURSEMENTS *** | \$3,619.51 | \$3,619.51 |
|--------------------------------------|------------|------------|

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

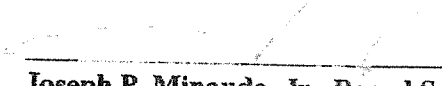
ROAD COMMISSION AUDIT MOTION


For checks dated: 11/30/2023

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 | \$ 105.00 |
| 201-449-7114.000 | Medicare | \$ 22.72 |
| 201-449-715.000 | FICA | \$ 97.16 |
| 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 | \$ 10.08 |
| 201-449-957.00 | Memberships | \$ - |
| Total: | | <u>\$ 1,801.82</u> |

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


Joseph P. Minaudo, Jr., Board Secretary


John Howell, Chairman

ROAD COMMISSION AUDIT MOTION

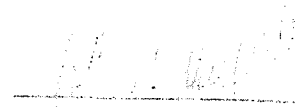
For checks dated: 12/14/2023

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 | \$ 210.00 |
| 201-449-7114.000 | Medicare | \$ 22.91 |
| 201-449-715.000 | FICA | \$ 97.95 |
| 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 | \$ 131.04 |
| 201-449-957.00 | Memberships | \$ - |
| Total: | | <u>\$ 2,018.14</u> |

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

Joseph P. Minaudo, Jr., Board Secretary



John Howell, Chairman

LIST OF BOARD APPOINTMENTS BY EXPIRATION DATE
Revised 12/19/2023

| Name | Board | Length of Term | Expiration Date |
|------------------------------------|--|-----------------------|-------------------|
| Vacant needing to be filled | | | |
| Vacant | Senior Programs Advisory Board – District#7 | 2-year term | December 31, 2022 |
| Vacant | Thumb Regional Community Corrections Advisory Board | 2-year term | March 1, 2023 |
| Vacant | Jury Board – Chief Judge Recommendation | Unexpired 6-year term | April 30, 2025 |
| 2023 | | | |
| Jerry Cooper | Agricultural Preservation Board | 3-year term | December 31, 2023 |
| William Ankley | Agricultural Preservation Board | 3-year term | December 31, 2023 |
| Chris Candela | Brownfield Redevelopment Authority | 3-year term | December 31, 2023 |
| Leanne Panduren | Brownfield Redevelopment Authority | 3-year term | December 31, 2023 |
| Craig Horton | Brownfield Redevelopment Authority | 3-year term | December 31, 2023 |
| Don Dube | Brownfield Redevelopment Authority | 3-year term | December 31, 2023 |
| Andrew Harrington | Brownfield Redevelopment Authority | 3-year term | December 31, 2023 |
| Steve Zott | Brownfield Redevelopment Authority | 3-year term | December 31, 2023 |
| Rick Burrough | Brownfield Redevelopment Authority | 3-year term | December 31, 2023 |
| Andrew Harrington | Economic Development Corp. | 6-year term | December 31, 2023 |
| Jessica Marco | Economic Development Corp. | 6-year term | December 31, 2023 |
| Vacant -Fire | Emergency Planning Committee/Emergency Management Advisory Board | 2-year term | December 31, 2023 |
| Willa Talley | Valley Area Agency on Aging (VAAA) Executive Board | 2-year term | December 31, 2023 |
| Vacant | Valley Area Agency on Aging (VAAA) Executive Board | 2-year term | December 31, 2023 |

2