



**AGENDA  
CITY OF LAPEER  
CITY COMMISSION  
576 LIBERTY PARK, LAPEER, MI 48446  
MARCH 4, 2024**

**6:30 P.M. CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL Of MARCH 4, 2024, AGENDA**

**A. MINUTES:**

1. Minutes of the Regular meeting held February 20, 2024.

**B. PUBLIC COMMENTS:**

**C. CONSENT AGENDA:**

**D. BILL LISTING:**

1. Bill Listing for March 4, 2024.

***SUGGESTED MOTION: ON A ROLL CALL VOTE.***

*Approve the Bill Listing for March 4, 2024, in the amount of \$2,480,294.88.*

**E. PROCLAMATIONS, RECOGNITIONS AND RESOLUTIONS:**

**F. PUBLIC HEARINGS:**

**G. ADMINISTRATIVE REPORTS:**

**H. CITY MANAGER'S REPORT:**

1. Special Event: Hunger Awareness Week 2024 – Fund Raiser, May 10-11, 2024.
2. Special Event: Warrior Grip Fitness – Heart Warrior 5K - Oakdale Trails Pavilion, June 15, 2024.
3. 2024 Presidential Primary Election Turn Out.
4. Budget Workshop Dates – Discussion.
5. Various matters.

**I. CITY ATTORNEY'S REPORT:**

1. None.

**J. UNFINISHED BUSINESS:**

1. Appointments to Boards and Commissions.

**K. DEPARTMENTAL COMMUNICATIONS:**

1. Downtown Development Authority Monthly Report.

**L. PUBLIC COMMENTS:**

**M. CLOSING COMMENTS:**

- 1.** Commissioners.
- 2.** City Manager.
- 3.** Mayor.

**N. REMINDER OF MEETINGS:**

Next City Commission Meeting: **MONDAY, MARCH 18, 2024, Regular**

**O. REMINDER OF PUBLIC HEARINGS:**

**ADJOURNMENT**

**MATERIAL TRANSMITTAL**

**Notice:**

Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (810) 664-5231 or by email at [clerk@ci.lapeer.mi.us](mailto:clerk@ci.lapeer.mi.us) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

**LAPEER CITY COMMISSION  
MINUTES OF A REGULAR MEETING  
FEBRUARY 20, 2024**

A regular meeting of the Lapeer City Commission was held February 20, 2024, at the Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan. The meeting was called to order at 6:30 p.m.

**ROLL CALL**

Present: Mayor Marquardt.

Commissioners: Atwood, Brady, Glisman, Petrie, Swindell.

Absent: None.

City Manager: Mike Womack, present.

Mayor Marquardt led the Pledge of Allegiance.

**33    2024   02-20            AGENDA APPROVAL**

Moved by Glisman. Seconded by Brady.

Approve the Agenda for February 20, 2024, as presented.

Ayes:            Atwood, Brady, Glisman, Petrie, Swindell.

Nays:            None.

MOTION CARRIED.

**34    2024   02-20            MINUTES**

Moved by Petrie. Seconded by Glisman.

Approve the minutes of the regular meeting held February 5, 2024, with the correction.

Ayes:            Atwood, Brady, Glisman, Petrie, Swindell.

Nays:            None.

MOTION CARRIED.

**PUBLIC COMMENTS**

Brad Haggadone, Lapeer County Commissioner, provided an update to the City Commission regarding the Lapeer County Board of Commissioners proceedings.

Ray Clemens gave an invocation.

Scott Jankovic, spoke about his Friday Night Bike application.

Five members of the public spoke about Friday Night Bikes.

Eric Cattane, spoke on behalf of the Rubber Duck Dash and the Fantasy Forest events.

Two members of the public spoke about Friends Helping Friends farmers market.

Emily Barber, a member of the Kiwanis, spoke on the Rubber Duck Dash and Fantasy Forest and other fund-raising events.

Tim Lipka read a statement about the Lapeer Days event.

**35     2024   02-20             CONSENT AGENDA**

Moved by Brady. Seconded by Swindell.

Approve the consent agenda for February 20, 2024, as presented:

1. Special Event: Friends Helping Friends – East Farmers Market at Tractor Supply Co. Saturdays, April 13, 2024, through December 28, 2024.

Ayes:             Atwood, Brady, Glisman, Petrie, Swindell.

Nays:             None.

MOTION CARRIED.

**36     2024   02-20             BILL LISTING**

Moved by Brady. Seconded by Glisman.

Approve the bill listing for February 20, 2024, in the amount of \$1,609,528.79.

Ayes:             Atwood, Brady, Glisman, Petrie, Swindell.

Nays:             None.

MOTION CARRIED.

**PROCLAMATION, RECOGNITIONS AND RESOLUTIONS:**

None.

**ADMINISTRATIVE REPORTS:**

**37     2024   02-20             ORDINANCE AMENDMENT – CHAPTER 15 (ELECTIONS)**

Moved by Brady. Seconded by Petrie.

Adopt an ordinance amendment to Chapter 15 (Elections) § 15-1 Territory included in each precinct, of the General Ordinances of the City of Lapeer.

**CITY OF LAPEER  
LAPEER COUNTY, MICHIGAN**

**Ordinance #: 2024-02**

An ordinance to amend City of Lapeer elections ordinance by amending § 15-1 Territory included in each precinct.

THE CITY OF LAPEER, LAPEER COUNTY, MICHIGAN ORDAINS:

**ARTICLE I.**

***That Ordinance § 15-1 Territory included in each precinct is amended to read in its entirety as follows:***

***§ 15-1 Territory included in each precinct.***

Hereafter there shall be two election precincts in the City of Lapeer.

- A. Precinct Number One shall include all areas north of Genesee Street and west of Fox Street extending to Biddle Street; west of Biddle Street to Cedar Street; west of Cedar Street to Second Street; south of Second street to Main Street; and west of Main Street to end of City Limits.
- B. Precinct Number Two shall include all areas east of Main Street north of Second Street; and all areas east of Cedar Street extended to Biddle Street; east of Biddle Street to Fox Street; east of Fox street to Genesee Street to end of City Limits; and all areas south of Genesee Street to end of City Limits.



## **ARTICLE II. SEVERABILITY**

This ordinance and its various articles, paragraphs and clauses thereof are hereby declared to be severable. If any article, paragraph or clause is adjudged unconstitutional or invalid, the remainder of this amendatory ordinance shall not be affected thereby.

## **ARTICLE III. CONFLICT**

All ordinances and provisions of ordinances of the City of Lapeer in conflict herewith are hereby repealed.

## **ARTICLE IV. ADOPTION**

This amendatory ordinance shall be published as required by law and shall take effect after publication.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

### **38 2024 02-20 LAPEER OPTIMIST CLUB – LAPEER DAYS BEER TENT**

Moved by Glisman. Seconded by Atwood.

Adopt the resolution to authorize the Lapeer Optimist Club to use the city sidewalks and Cedar Street north of Nepessing Street for their beer tent on Friday, August 16, 2024, through Sunday, August 18, 2024, for Lapeer Days.

#### **CITY OF LAPEER RESOLUTION # 2024-02 LAPEER OPTIMIST CLUB**

Authorize the Lapeer Optimist Club to use the city sidewalks and Cedar Street north of Nepessing Street for their beer tent on Friday, August 16, 2024, through Sunday, August 18, 2024.

It is the consensus of this legislative body that the request be approved by the State of Michigan, Department of Consumer & Industry Services, Liquor Control Commission.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

### **39 2024 02-20 M-24 TUNNEL CONNECTION TAP GRANT RESOLUTION**

Moved by Brady. Seconded by Swindell.

Adopt the resolution supporting the M-24 Tunnel Connection Project.

#### **CITY OF LAPEER RESOLUTION #2024-03 M-24 TUNNEL CONNECTION TAP GRANT RESOLUTION**

**WHEREAS**, the Lapeer City Commission is in support of the non-motorized pathway project known as the M-24 Tunnel Connector project, to provide an ADA accessible means of travel from the west side of M-24 to the east side M-24 at the Farmer's Creek bridge utilizing the existing pedestrian tunnel constructed in 2015; and

**WHEREAS**, in addition to the funds that the City of Lapeer has expended in required property acquisition and preliminary engineering; and

**WHEREAS**, the city is prepared to expend all costs related to design engineering, construction engineering, and the 20% share of the construction costs, currently estimated at \$165,000 for engineering, and \$116,000 (local share) for construction; and

**WHEREAS**, the Director of Parks, Recreation, and Cemetery Rodney Church shall be the administrative official designated to act as the agent/representative on behalf of the City of Lapeer during project development, and to sign a project agreement (contract) upon receipt of a grant funding Award; and

**WHEREAS**, the City of Lapeer shall commit to owning/operating the constructed facility and funding/implementing a maintenance plan/program in perpetuity or causing operations and maintenance to occur.

**NOW THEREFORE BE IT RESOLVED**, that the City of Lapeer shall be responsible for engineering, permits, administration, potential cost overruns, and any non-participating items.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

#### **CITY MANAGER'S REPORT**

City Manager Womack presented the City Commission with a Ribbon Policy for discussion; it will be brought back to the Commission for approval at a future meeting.

#### **40 2024 02-20 SPECIAL EVENT: CHAMBER OF COMMERCE – FOOD TRUCK FESTIVAL**

Moved by Glisman. Seconded by Swindell.

Approve the Special Event: Chamber of Commerce – Food Truck Festival, as a co-sponsored event.

The City Commission discussed if this event is only a non-profit organization event or could be a co-sponsored event. The Commission expressed that this is a well-attended event and should be a co-sponsored event.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

#### **41 2024 02-20 SPECIAL EVENT: CHAMBER OF COMMERCE - FIREWORKS**

Moved by Atwood. Seconded by Swindell.

Approve the Special Event: Chamber of Commerce – Fireworks 2024, as a co-sponsored event.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

#### **42 2024 02-20 SPECIAL EVENT: CHAMBER OF COMMERCE – LAPEER DAYS**

Moved by Swindell. Seconded by Glisman.

Approve the Special Event: Chamber of Commerce – Lapeer Days 2024, as a co-sponsored event.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

**43 2024 02-20 SPECIAL EVENT: KIWANIS – RUBBER DUCK DASH**

Moved by Swindell. Seconded by Atwood.

Approve the Special Event: Kiwanis– Rubber Duck Dash, as a co-sponsored event.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

**44 2024 02-20 SPECIAL EVENT: KIWANIS – FANTASY FOREST**

Moved by Swindell. Seconded by Glisman.

Approve the Special Event: Kiwanis – Fantasy Forest, as a co-sponsored event.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

**45 2024 02-20 SPECIAL EVENT: CHAMBER OF COMMERCE – CHRISTMAS PARADE**

Moved by Brady. Seconded by Petrie.

Approve the Special Event: Chamber of Commerce – Christmas Parade, as a co-sponsored event.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

**46 2024 02-20 SPECIAL EVENT: STEEL PATRIOTS FRIDAY NIGHT BIKES**

Moved by Swindell. Seconded by Atwood.

Approve the Special Event: Steel Patriots Motorcycle Club, as a co-sponsor event, subject to providing insurance certificate.

The City Commission held a discussion about the event taking place every Friday night throughout the summer.

Ayes: Atwood, Brady, Swindell.

Nays: Glisman, Petrie.

MOTION CARRIED 3-2.

**CITY ATTORNEY'S REPORT**

None.

**UNFINISHED BUSINESS**

**47 2024 02-20 REAPPOINTMENT TO CEMETERY BOARD**

Moved by Mayor Marquardt. Moved by Swindell. Seconded by Atwood.

To re-appoint Mike Robinet to the Cemetery Board for a 5-year term to expire on April 1, 2029.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

**48      2024 02-20                      APPOINTMENT TO BOARD OF REVIEW**

Moved by Glisman. Seconded by Petrie.

To appoint Didrik Krogh to the Board of Review for a term to expire January 1, 2025.

Ayes:                Atwood, Brady, Glisman, Petrie, Swindell.

Nays:                None.

MOTION CARRIED.

**DEPARTMENTAL REPORTS**

The Monthly Departmental Reports were received into the record, as presented.

**PUBLIC COMMENTS**

None.

**MAYOR/COMMISSIONER COMMENTS**

Commissioner Petrie: Not against Bike Night, but in favor of compromise.

Commissioner Brady: Looks forward to being wowed by the best Bike Night ever.

Commissioner Glisman: Not against Bike Night; want to make sure she represents the people of the community. Happy Presidents Day: hopes everyone was able to reflect on the two most popular presidents, George Washington and Abraham Lincoln. On this day in 1962, John Glenn Jr. was the first American to orbit the earth. Controversy is good; happy to see so many people in the audience tonight.

Commissioner Atwood: Commissioners should not feel that they have to justify how they vote. It can be difficult to be on the losing side of a 4-1 vote. Respects people who stand up for what they vote for; the public should not bash people for the way they vote. Better be the best dang Bike Night ever and hopes to see the businesses work together.

City Manager Womack: Swam with the sharks last week; this has been one of the better discussion meetings he has had in this career. There were great talking points on both sides.

Mayor Marquardt: Read the list of local events. Grateful to the City Clerk's office and all the election workers who have worked hard on the elections.

**49      2024 02-20                      ADJOURNMENT**

Motion by Swindell .

To adjourn the regular meeting at 7:57 p.m.

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Debbie Marquardt, Mayor

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Romona Sanchez, City Clerk



## ITEM D-1

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**To:** Mayor and City Commission  
**From:** Kelly Hanna, Director of Financial Services  
**Date:** February 29, 2024  
**RE:** Bill Listing – February 16, 2024, through February 29, 2024

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### **STAFF RECOMMENDATION**

Approve the bill listing as presented.

### **CURRENT OR NEW INFORMATION**

I, Kelly Hanna, Director of Financial Services, have reviewed the bills for February 16, 2024, through February 29, 2024, in the total amount of **\$2,480,294.88** and find them to be proper charges.

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### **AGENDA ITEM REVIEW**

**Meeting Date:** March 4, 2024

**Date Reviewed:** February 29, 2024

**Consent:**

**Administrative:** X

**Reviewed By:** R. Sanchez, City Clerk

**Public Hearing:**

CHECK REGISTER FOR THE CITY OF LAPEER  
CHECK DATE FROM 02/16/2024 - 02/29/2024

Check Date	Check	Vendor Name	Amount
02/29/2024	597523	LAPEER COMMUNITY SCHOOLS	1,546,611.62
02/29/2024	597522	LAPEER CO TREASURER	290,475.19
02/29/2024	597521	LAPEER CO INTERMEDIATE SCHOOL	249,349.04
02/29/2024	597524	LAPEER DISTRICT LIBRARY	77,870.71
02/29/2024	1976(E)	DTE ENERGY	71,864.99
02/25/2024	1952(E)	U.S. BANK	62,308.08
02/29/2024	1972(A)	US BANK TRUST COMPANY, N A	45,520.63
02/29/2024	1964(A)	MICHIGAN MUNICIPAL WORKERS	21,847.00
02/29/2024	597512	GREATER LAPEER TRANS AUTH	21,757.81
02/29/2024	1957(A)	DETROIT SALT CO	20,035.51
02/29/2024	597516	JK OF MICHIGAN, LLC	8,250.00
02/29/2024	597506	DOWNTOWN DEVELOPMENT AUTHORITY	8,016.61
02/29/2024	597537	T.G. PRIEHS PAVING CO	7,768.80
02/29/2024	1974(A)	VECTOR TECH GROUP	5,000.00
02/29/2024	1959(A)	FLETCHER FEALKO SHOUDY & FRANCIS PC	4,707.50
02/29/2024	597525	LITHO SPECIALISTS INC	3,586.00
02/29/2024	597498	ACTION MUNICIPAL SUPPLY, LLC	3,327.42
02/29/2024	597536	T. P. ISRAEL CO INC	2,820.00
02/29/2024	1958(A)	DRIESENKA & ASSOCIATES, INC	2,450.00
02/29/2024	597529	MISS DIG SYSTEM INC	2,329.91
02/29/2024	1962(A)	MAUK, JODI	1,807.70
02/29/2024	1970(A)	SMITH, SHANNON	1,807.70
02/29/2024	597501	CARQUEST OF LAPEER	1,740.68
02/29/2024	1977(E)	WINDSTREAM	1,502.88
02/29/2024	1973(A)	VC3, INC.	1,478.75
02/29/2024	1961(A)	JOHNSON CONTROLS SEC. SOLUTIONS	1,288.09
02/29/2024	597540	VERIZON WIRELESS	1,041.69
02/29/2024	1971(A)	TAYLOR, SARAH	1,000.00
02/29/2024	597500	BLUE FLAME PROPANE INC	915.49
02/29/2024	597527	MGS ELECTRIC INC.	780.00
02/29/2024	1967(A)	PREMIER SAFETY	758.20
02/29/2024	1955(A)	BARUZZINI AQUATICS	755.38
02/29/2024	1968(A)	ROWE INC	750.00
02/29/2024	597503	CRAIG'S SIGNS	725.00
02/29/2024	597499	BASIC BENEFITS LLC	701.52
02/29/2024	597532	PRO ENERGY CONSULTANTS OF ANN ARBOR	625.00
02/29/2024	1956(A)	CRUISERS, INC	587.25
02/29/2024	1969(A)	SCIENTIFIC BRAKE & EQUIPMENT CO.	432.96
02/29/2024	1965(A)	PARAGON LABORATORIES, INC.	418.00
02/29/2024	597515	JACK DOHENY SUPPLIES INC	407.43
02/29/2024	1963(A)	MAURER'S TEXTILE RENTAL SERVICES	400.15
02/29/2024	597513	HOLLAND HEATING & COOLING, INC	400.00

02/29/2024	597533	REMINGTON, MARTIN L. & NICOLE A.	354.60
02/29/2024	597542	WALDORF & SONS, INC	350.00
02/29/2024	597541	VILLAGE PRINTING	322.00
02/29/2024	1975(A)	ZACHARY HILLMAN DO PLLC	300.00
02/29/2024	597526	MARCO TECHNOLOGIES, LLC	256.72
02/29/2024	597509	EXPRESS CARE OF LAPEER	250.00
02/29/2024	597508	ECKER MECHANICAL CONTRACTORS, INC	200.00
02/29/2024	597520	LAPEER CO HEALTH DEPT	200.00
02/29/2024	597514	HOLLAND HEATING & COOLING, INC	194.00
02/27/2024	1953(A)	AMERICAN VIDEO TRANSFER INC	190.58
02/29/2024	597502	CONSUMERS ENERGY	160.75
02/29/2024	597543	WHITE'S GARAGE DOOR	150.00
02/29/2024	597510	GOVERNMENT FORMS AND SUPPLIES	110.00
02/29/2024	597504	CRAWLSPACE REMEDIATION	100.00
02/29/2024	597511	GOYETTE MECHANICAL	100.00
02/29/2024	597528	MICHIGAN HEATING COOLING & PLUMBING	100.00
02/29/2024	597538	THERMAL MASTER HEATING & COOLING	100.00
02/29/2024	597535	SAM'S CLUB	95.00
02/29/2024	1966(A)	PREMIER OCCUPATIONAL HEALTH	88.00
02/29/2024	597505	DELYNN'S DESIGNS, INC	85.00
02/29/2024	1954(A)	ADVANCE MARKING SYSTEMS	68.39
02/29/2024	597507	DTE ENERGY	64.53
02/29/2024	597531	NEWBERY, KATHY	62.23
02/29/2024	1960(A)	HYDRO-CHEM SYSTEMS, INC	55.15
02/29/2024	597519	LAPEER CO DRAIN COMMISSION	52.17
02/29/2024	597518	KLUCK, LAWRENCE	38.75
02/29/2024	597517	JOHNS, NANCY	9.80
02/29/2024	597530	MSHDA	5.84
02/29/2024	597539	UPS	5.68
02/29/2024	597534	ROACH, ALICE L	5.00
TOTAL			<u><u>\$2,480,294.88</u></u>

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**To:** Mike Womack, City Manager  
**From:** Jeremy Howe, Chief of Police  
**Date:** 2/29/2024  
**RE:** Special Event Request – Hunger Awareness Week 2024

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**STAFF RECOMMENDATION**

Approve event.

**CURRENT OR NEW INFORMATION**

We received a request from the Stone Soup Pantry to hold their annual Hunger Awareness Week Fund Collection on May 10<sup>th</sup> and 11<sup>th</sup> 2024 from 9:00AM – 2:00PM. This event will utilize several intersections within the City of Lapeer. Safety cones and traffic vests will be required for persons out in the intersections collecting funds. This event does not require assistance from any City of Lapeer Department.

The following downtown intersections will be used:

Nepessing St and Saginaw St  
Nepessing St and Court St  
Nepessing St and Calhoun St  
Nepessing St and Mason St

See PDF File SE Hunger Awareness Week Fall 2024.

**BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION**

Annual Event

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**AGENDA ITEM REVIEW**

<b>Meeting Date:</b>	<b>March 4, 2024</b>	<b>Date Reviewed:</b>	<b>February 29, 2024</b>
<b>Consent:</b>	<b>X</b>	<b>Reviewed By:</b>	
<b>Administrative:</b>			
<b>Public Hearing:</b>			

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RECEIVED

FEB 21 2024



CITY MANAGER  
LAPEER, MI

## City of Lapeer SPECIAL EVENT APPLICATION

**DIRECTIONS:** Complete this application in accordance with the City of Lapeer Special Events Ordinance and Regulations, and return it to the City Manager's Office at least 30 Calendar days prior to the starting date of the event.

**If your requested event is to take place in a CITY PARK, YOU MUST CONTACT the Parks & Rec. Dept at (810) 664-4431 for scheduling park facilities before submittal to the City Manager's Office.**

Sponsoring Organization  
(Legal Name)

Phone #

Address

Organization Event  
Coordinator/Contact

Phone #

Event Coordinator/Contact  
Address

Coordinator/Contact Email

Event Name

Purpose of Event

Event Location

Date of Event

# of Event

Organizational Team

Have you  
reserved your  
park/pavilion?

Yes / No

If yes, provide copy of reservation form  
with this application, if no and planning a  
park event, reservations need to be made.\*

Event Time

# of Expected

Attendees:

Describe the activities

taking place at your event: Collect funds for ongoing operational cost

Please check what will be part of your event:

☐  
☐

Music

Tents

☐  
☐

Animals  
(such as a petting zoo)

Wedding

☒  
☐

Selling of food\*

Selling of drinks\*

☐  
☐

Posted Signage of  
Event\*

Liquor/Beer or  
Wine\*

\*See Rules and Regulations

4. **Alcoholic Beverages:** Will they be served? **[YES]** **[NO]**  
Who holds the Liquor Control Commission license?
- 

5. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
- a. A certificate of insurance must be provided which names the City of Lapeer as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
  - b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
  - c. If the event includes solicitation by workers standing in street intersections, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not recommend standing in the street or making any solicitations from the street.
  - d. All food vendors must be approved by the Lapeer County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City of Lapeer as an additional named insured party on the policy.
  - e. The approval of this special event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Events Ordinance and Regulations. The event will be operated in conformance with the Written Confirmation of Approval.
  - f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City of Lapeer and will promptly pay any billing for City services which may be rendered.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Ordinance and Regulations, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which may apply to this Special Event.

2-21-24  
Date

  
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION** at least thirty (30) days prior to the first day of the event to:

*Special Event, City of Lapeer, City Manager's Office, 576 Liberty Park, Lapeer MI 48446.*





## Hunger Awareness Week:

- Downtown Loop intersections only -

- ① N. Wessing / Spinnaker
- ② N. Wessing / Court
- ③ N. Wessing / Calhoun
- ④ N. Wessing / Mason

Thank you

Steve

Staro Soup Food Bank



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/30/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> CIA Insurance & Risk Management 45600 Village Boulevard  Shelby Township MI 48315		<b>CONTACT NAME:</b> Jessica Smith <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> jsmith@ciainsurance.com	
<b>INSURED</b> STONE SOUP FOOD PANTRY 475 S Court St  Lapeer MI 48446		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> SECURA Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 22543	

**COVERAGES****CERTIFICATE NUMBER:** 2023-24 Master Cert**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CP3183507	09/09/2023	09/09/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Exclusion Amusement \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A3201409	09/09/2023	09/09/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 510,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as Additional Insured with respect to General Liability for work performed by the Named Insured when required by written contract or agreement.

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

---

**To:** Mike Womack, City Manager  
**From:** Jeremy Howe, Chief of Police  
**Date:** February 29th, 2024  
**RE:** Special Event – Heart Warrior – 5K

---

**STAFF RECOMMENDATION**

Approve the event.

**CURRENT OR NEW INFORMATION**

We have received a request from Warrior Grip Fitness Incorporated to hold an annual event titled, “Heart Warrior 5K” on June 15<sup>th</sup>, 2024, starting at 8 a.m. at the Oakdale Trails Pavilion. This event is a non-competitive 5k run/walk, see attached map for path location. This event includes music, tents, selling of food and non-acholic drinks, and posted signage. The expected attendance for the event is 200 people.

**BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION**

This appears to be the second annual event conducted by the Warrior Grip Fitness Incorporated. The organizer, Cody Wiggins, advised in the application that this would be annual.

---

**AGENDA ITEM REVIEW**

**Meeting Date:** March 4, 2024

**Date Reviewed:** February 29, 2024

**Consent:** X

**Administrative:**

**Reviewed By:**

**Public Hearing:**

---



# City of Lapeer SPECIAL EVENT APPLICATION (SEA)

RECEIVED

FEB 15 2024

CITY MANAGER  
LAPEER, MI



DIRECTIONS: Complete this application in accordance with the City of Lapeer Special Events Ordinance and Regulations, and return it to the either Parks & Rec department (for events at a City Park) or to the City Manager's Office at least 30 Calendar days prior to the starting date of the event.

**If you are requesting an event to take place in a CITY PARK, YOU MUST SUBMIT YOUR SEA DIRECTLY TO THE PARKS & RECS DEPARTMENT (Heather Bowman; Hbowman@ci.lapeer.mi.us). If your event is NOT in a City Park, your SEA should come directly to the City Manager's Office (Tracey Russell, Trussell@ci.lapeer.mi.us).**

Sponsoring Organization  
(Legal Name)

Warrior Grip Fitness Incorporated

Phone #

810 834 1080

Address

4063 Flint River Rd Columbiaville, MI 48421

Organization Event  
Coordinator/Contact

Cody Wiggins

Phone #

Same

Event Coordinator/Contact  
Address

Same

Coordinator/Contact Email

cody@warriorgripfitness.com

Event Name

Heart Warriors 5K

Purpose of Event

To support Congenital Heart Defect Research through Fundraising.

Event Location

Oakdale Trails Pavilion

Have you  
reserved your  
park/pavilion?

Yes / No

If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.\*

Date of Event

6-15-2024

Event Time

8 AM

# of Event

Organizational Team

20

# of Expected

Attendees:

200

Describe the activities

taking place at your event: A non-competitive 5k run/walk.

Please check what will be part of your event:

☒  
☒

Music\*\*

Tents

☐  
☐

Animals\*\*  
(such as a petting zoo)  
Wedding

☒  
☒

Selling of food\*

Selling of drinks\*

☒  
☐

Posted Signage of  
Event\*

Liquor/Beer or Wine\*

\*Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals: speakers with family friendly music

\*See Rules and Regulations

Please check what you request the City to supply:

Picnic Tables Qty:	Electricity Turned on/off	Other:
Inflatables	Road Crossing Guards Qty:	Trash Containers Qty:
Road Closures List:		

Please attach a letter indicating all requests of City services if something other than above.

What type of event is this:

City Operated Event	<input checked="" type="checkbox"/>	Other Non-Profit Event	Co-Sponsored Event
		Other For-Profit Event	Political or Ballot Issue Event

### INDEMNIFICATION AGREEMENT

The Warrior Grip Fitness Incorporated agree(s) to defend, indemnify, and hold harmless the City of Lapeer, Michigan, its officers, employees and agents, from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Lapeer, its officers employees agents, by reason of any damage to property, bodily injury or death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

Signature: [Signature] Date: 2-16-2024

Witness: [Signature] Date: 2-15-24

1. **ANNUAL EVENT:** Is this event expected to occur next year? [YES] [No]

If yes, you may reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

#### Normal Event Schedule

(e.g., third weekend in July): mid June

2. **AN EVENT MAP** [IS] [IS NOT] attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off. **Crossing Guards are required if crossing any roads.**

3. **FREE PARKING:** Are you requesting free parking (see the Rules and Regulations)? [YES] [NO]

If yes, list the lots or locations where free parking is requested:

Oakdale Trails/Mott Community College



4. **Alcoholic Beverages:** Will they be served? [YES] [NO]   
Who holds the Liquor Control Commission license?
- 

5. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:

- a. A certificate of insurance must be provided which names the City of Lapeer as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
- c. If the event includes solicitation by workers standing in street intersections, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not recommend standing in the street or making any solicitations from the street.
- d. All food vendors must be approved by the Lapeer County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City of Lapeer as an additional named insured party on the policy.
- e. The approval of this special event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Events Ordinance and Regulations. The event will be operated in conformance with the Written Confirmation of Approval.
- f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City of Lapeer and will promptly pay any billing for City services which may be rendered.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Ordinance and Regulations, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which may apply to this Special Event.

2-15-2024

Date



Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION** at least thirty (30) days prior to the first day of the event to:

*Special Event, City of Lapeer, City Manager's Office, 576 Liberty Park, Lapeer MI 48446.*



## Payment Receipt

Print Date: 2/8/2024 4:03 PM

City of Lapeer  
880 S. Saginaw Street  
Lapeer, MI 48446

Payer: **Cody Wiggins**  
4063 flint river rd  
coulmbiaville, MI 48421

Payment Note: (R-\*\*\*\*2zM2uc)

Total Amount Paid: **\$72.02**

Payment ID: 161594

Date: Thursday, February 8, 2024

Regular Fees: **\$70.00**

Sales Tax: **\$0.00**

Convenience Fee: **\$2.02**

Payment Method: **RecDesk Credit Card** CP \*\*\*\*\*9192

<u>Description</u>	<u>Registrant</u>	<u>Amount</u>
<b>Reserve - Oakdale Trails Pavilion</b> Reservation Time: 6/15/2024 @ 8:00 AM - 4:00 PM	Cody Wiggins	<b>\$70.00</b>

**City of Lapeer**

**Oakdale Trails Pavilion**  
**Oakdale**

**Lapeer**  
**MI**  
**48446**

**01808600**

**2024**

**Heart Warriors 5k**

**6/15/2024 8:00 AM**

**6/15/2024 4:00 PM**

**Oakdale Trails Pavilion: 100**

**1. Oakdale Trails Pavilion – 6/15/2024 8:00 AM – 6/15/2024 4:00 PM**

**Group Size: 100**

**- for multi-day reservations**

**Designed for use with FlexScheduler reservations**

**1. Oakdale Trails Pavilion – 6/15/2024 8:00 AM – 6/15/2024 4:00 PM**

**Group Size: 100**

**Facility Fee: \$70.00**

**Total: \$70.00**

**Cody Wiggins**  
**4063 flint river rd**

**coulmbiaville**

**MI**

**48421**

**(810) 834-1080**

**cody.wiggins50@gmail.com**

**70.00**

**2/8/2024**

**4:03 PM**

Race Route   
Parking 



tammy@kcinsurancelapeer.com  
Phone: (810)664-8574

MSE024F3940

Quote is valid until 6/15/2024

To: **Warrior Grip Inc.**

Please bind effective: \_\_\_\_\_

Insured email address: \_\_\_\_\_

Insured phone number: \_\_\_\_\_

Confirm optional coverages:

☐ Do not include any optional coverages.☐ Include the following optional coverages

(Taxes &amp; Fees may apply to optional premium if purchased)

☐ Option 1 - Set-up and/or Take-down Coverage☐ Option 2 - (add: \$50) - Rain Date Coverage☐ Option 3 - (add: \$100) - Banner Coverage☐ Option 4 - Terrorism Coverage

From: Tammy Wiggins

tammy@kcinsurancelapeer.com

**I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS****COMMERCIAL LIABILITY POLICY INFORMATION**

Carrier: United States Liability Insurance Company

Status: Admitted

A.M. Best Rating: A++ (Superior) - XII

**GENERAL LIABILITY OCCURRENCE/AGGREGATE****GENERAL LIABILITY PREMIUM**

<input type="checkbox"/> \$1,000,000/\$2,000,000	\$250
<input type="checkbox"/> \$1,000,000/\$3,000,000	\$253
<input type="checkbox"/> \$2,000,000/\$2,000,000	\$288
<input type="checkbox"/> \$3,000,000/\$3,000,000	\$311
<input type="checkbox"/> \$4,000,000/\$4,000,000	\$560
<input type="checkbox"/> \$5,000,000/\$5,000,000	\$810

**ADDITIONAL QUOTE INFORMATION**

Policy Minimum Premium: \$195

Personal &amp; Advertising Injury: Same as the Occurrence Limit

Products Aggregate: See L-535

Damages to Premises Rented: \$100,000

Medical Payments: \$1,000

Additional Limit Combinations may be available. Please contact your underwriter.

Refer to Covered Events section for event dates covered

Please contact us with any questions regarding the terminology used or the coverages provided.

\*\*Read the quote carefully, it may not match the coverages requested\*\*



**This account is subject to the following - Sections A, B and C:**

Underwriter receipt, review and acceptance of the fully completed application. We may modify the terms and/or premiums quoted or rescind this quote if: 1) the information provided in the completed application is different from the original submission, 2) a web search, if completed at our discretion, reveals unsatisfactory results or indications of ineligible factors, or 3) there is a significant change in the risk from the date it was quoted.

**A. Prior To Bind Requirements:**

- If you have not already provided the mailing address, location address and additional insured information, we will need this information in order to bind coverage.

**B. Items Required Within 21 days of the inception of coverage:**

- No 21 Day Subject to Notes

**C. Underwriting Notes:**

- General Liability limits up to \$5M/\$5M may be available upon request.
- Binding order must be received prior to the start of the event or no coverage will be provided.

**II. COVERED EVENTS**

Event #1 - Oakdale Trails, Lapeer, MI 48446

Entity Type: (5K, 8K, & 10K)  
Event Coverages: General Liability

Event	Exposure	Start Date	End Date
Sporting Event / Tournament - Running Events (5K, 8K, & 10K) (applicant is the host of the event) (Liability)	200 Attendees	6/15/2024	6/15/2024

Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liability)	1 Per Additional Insured		Included

Please contact us with any questions regarding the terminology used or the coverages provided.

**\*\*Read the quote carefully, it may not match the coverages requested\*\***

**III. REQUIRED FORMS & ENDORSEMENTS****General Liability Endorsements**

CG 21 06	(12/23) Exclusion - Access or Disclosure of Confidential or Personal Material or Information	L-472	(07/08) Exclusion - Injury To Performers Or Entertainers
CG0001	(12/07) Commercial General Liability Coverage Form	L-526	(01/15) Absolute War Or Terrorism Exclusion
CG0068	(05/09) Recording And Distribution Of Material Or Information In Violation Of Law Exclusion	L-535	(03/15) Exclusion - Products-Completed Operations Hazard Other Than Food Or Beverage Products
CG0168	(11/20) Michigan Changes	L-536	(09/09) Exclusion - Participation In Athletic Activity, Physical Activity Or Sports
CG2109	(06/15) Exclusion – Unmanned Aircraft	L-599	(10/12) Absolute Exclusion for Pollution, Organic Pathogen, Silica, Asbestos and Lead with a Hostile Fire Exception
CG2136	(03/05) Exclusion - New Entities	L-607	(02/11) Exclusion For Climbing, Rebounding And Interactive Games And Devices
CG2139	(10/93) Contractual Liability Limitation	L-609	(02/11) Animal Exclusion
CG2144	(07/98) Limitation Of Coverage To Designated Premises Or Project	L-610	(11/04) Expanded Definition Of Bodily Injury
CG2147	(12/07) Employment-Related Practices Exclusion	L-656	(02/06) Extension Of Coverage - Committee Members
CG4032	(05/23) Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)	L-686	(10/12) Absolute Exclusion for Liquor and Other Related Liability
IL0017	(11/98) Common Policy Conditions	L-816	(11/18) Amendments of Conditions - Limits of Insurance Under Multiple Coverage Parts
IL0021	(09/08) Nuclear Energy Liability Exclusion Endorsement	L-820	(12/18) Special Events Blanket Additional Insured Endorsement
IL0286	(04/17) Michigan Changes - Cancellation and Nonrenewal	L-835	(10/22) Exclusion - Specific Activities, Operations or Features
Jacket	(07/19) Policy Jacket	LLQ-101	(08/06) Expanded Definition Of Employee
L 427	(01/20) Exclusion for Fireworks and Other Pyrotechnic Devices	LLQ-102	(02/15) Event Vendor, Exhibitor And Contractor Exclusion
L-206	(02/11) Fully Earned Premium Endorsement	LLQ-368	(08/10) Separation Of Insureds Clarification Endorsement
L-224	(10/10) Punitive Or Exemplary Damages Exclusion	SPE 300	(05/09) Special Events Property Damage Amendment
L-387	(03/06) Exclusion - Mechanical Rides	SPE 312	(03/15) Who Is An Insured
L-423	(02/11) Exclusion For Structure Collapse	TRIADN	(12/20) Disclosure Notice of Terrorism Insurance Coverage
L-428	(04/15) Absolute Firearms Exclusion		

**IV. OFFER OF OPTIONAL COVERAGE(S)**

Based on the information provided, the following additional coverages are available to this applicant but are not currently included in the quotation. The additional premium may be subject to taxes & fees. For a firm final amount please contact us and we will revise the quote.

<b>Coverage</b>	
Option 1	Set-up and/or Take-down Coverage

**Important Information**

- If this coverage is purchased, add L-563 Set-Up and/or Take-Down Coverage for Special Events
- Set-up and take-down coverage is available. If you wish to purchase, please submit the following with your bind request: dates requested, confirm no heavy machinery used during set-up and take-down (bulldozers, backhoes, excavators and any type of industrial machinery). Note: additional premium will apply.

Coverage		Additional Premium
Option 2	Rain Date Coverage	\$50

**Important Information**

- If this coverage is purchased, add L-562 Rain Date Coverage for Special Events
- This pricing is per event.

Coverage		Additional Premium
Option 3	Banner Coverage	\$100

**Important Information**

- If this coverage is purchased, add L-788 Banner Coverage For Scheduled Special Events
- This pricing is per event.

Coverage		Additional Premium
Option 4	Terrorism Coverage	See notes for rate information

**Important Information**

- Terrorism coverage, per the Terrorism Risk Insurance Program Reauthorization Act, is available for an additional premium of \$100 or 5.00% of the total applicable premium, whichever is greater. When making your decision to purchase Terrorism Coverage, please be aware that coverage for "insured losses" as defined by the Act is subject to the coverage terms, conditions, amount, and limits in this policy applicable to losses arising from events other than acts of terrorism. If not desired attach TRIADN Disclosure Notice of Terrorism Insurance Coverage or add form NTE Notice of Terrorism Exclusion.
- The Terrorism premium shown above has been calculated as a percentage of the quoted coverages. If any coverages are added or removed at binding, the additional premium shown above is subject to change.





## ITEM H-3

**To:** Mike Womack, City Manager  
**From:** Romona Sanchez, City Clerk  
**Date:** February 29, 2024  
**RE:** 2024 Presidential Primary Election Turn Out

### **CURRENT OR NEW INFORMATION**

With the passage of Proposal 2022-2, the 2024 Presidential Primary is the first election where all jurisdictions were required to offer 9-days of early voting to all registered voters.

The City of Lapeer partnered with Lapeer Township and all registered voters of the City were able to cast their ballot in person at the Lapeer Township Hall offices beginning Saturday, February 17, 2024, between the hours of 9am and 5pm, and ending, Sunday, February 25, 2024. During these 9-days there were 25 voters that cast their ballots at the early voting site.

On election day, Tuesday, February 27, 2024, the following is a breakdown of turn out:

City of Lapeer	Registered Voters	Votes Cast	% Turn Out
Precinct 1	3,390	762	22.48%
Precinct 2	3,381	506	14.97%

#### Breakdown of Votes Cast:

Precinct 1:	259	total votes
Precinct 2:	221	total votes

#### Absent Voter Counting Board (AVCB):

Precinct 1:	487	total votes
Precinct 2:	276	total votes

#### Early Voting:

Precinct 1:	16	total votes
Precinct 2:	9	total votes

Unofficial Results for Lapeer County can be found on the Lapeer County website:  
[https://www.lapeercountymi.gov/departments/clerk/election\\_voter\\_information/election\\_results.php](https://www.lapeercountymi.gov/departments/clerk/election_voter_information/election_results.php)



# ITEM J-1

**To:** Mayor and City Commission  
**Date:** February 28, 2024  
**RE:** Board & Commission Appointments

## MAYORAL APPOINTMENT

BOARD OR COMMISSION	MEMBER NAME	CURRENT TERM EXPIRES	TERM LENGTH	NEW TERM EXPIRATION	COMMENTS Re: STATUS
Cemetery Board	Vacancy	Apr 1, 2028	5 Year		Awaiting Recommendation
County Center Board	Vacancy	Jan 1, 2025	1 Year		Awaiting Recommendation
Local Officers Compensation Commission	Vacancy Vacancy	Oct 1, 2026 Oct 1, 2027	5 Year 5 Year		Awaiting Recommendation

## COMMISSION APPOINTMENTS

BOARD OR COMMISSION	MEMBER NAME	EXPIRATION	TERM LENGTH	NEW TERM EXPIRATION	COMMENTS Re: STATUS
Income Tax Board of Review	Vacancy	Dec 1, 2024	3 Year		Awaiting Recommendation
Prison Liaison Committee	Vacancy	Apr 1, 2025	3 Year		Awaiting Recommendation

## AGENDA ITEM REVIEW

**Meeting Date:** March 5, 2024  
**Consent:**  
**Administrative:** X  
**Public Hearing:**

**Date Reviewed:** February 28, 2024  
**Reviewed By:** R. Sanchez, City Clerk



## Downtown Development Authority

### Vision Statement - *Visionary*:

"By 2032, Lapeer's Historic Main Street will be a thriving, business-diverse destination. With support from Lapeer Main Street, the revitalized downtown district will offer a variety of opportunities for residents of all ages; including retail, dining, art, entertainment, seasonal events and residential living options."

### February 21, 2024

Thank you to those of you who were able to attend our board retreat in Owosso Michigan. I think we were able to have some very productive conversations and put together some great goals for 2024.

What is exciting to me and I hope to everyone is that Lapeer is becoming an example that other communities are looking at for revitalizing their downtowns. The work we've been able to do over the last 7 years is significant and we have a lot of great projects and plans in the works that will continue the positive growth and development of our community. In March we will be hosting Michigan Main Street for their annual spring workshop. We'll be showcasing our downtown to 24 Main Street directors plus members of their boards and volunteers. In September we will be hosting the Michigan Downtown Association for their regional networking event. We are being considered to host the 2025 CEC conference. Communities are taking notice and that is a testament to the work the Lapeer Main Street DDA and The City of Lapeer have been able to do, working together, building partnerships, and utilizing our community-driven approach.

### Lapeer Main Street DDA

- *Lapeer Downtown Development Authority*
  - As mentioned previously, the top priority of the DDA this year is the renewal of the Downtown Development Plan and TIF plan. The Executive Committee has been meeting regularly to review the current plan and start work on draft updates. As part of the process, the DDA will need to put together a Citizen council made up of residents of the DDA. This council will meet with the Executive Committee or DDA to provide resident feedback on the plan. Discussion also took place around making sure that the renewal reflects our vision for the downtown, including the potential for large developments and future building within the DDA district.
    1. As outlined previously, the Development plan should:
      1. Start with a brief history of the organization and accomplishments.
      2. Include Goals and Objectives
      3. Goals – include the what, why, and where
      4. Objectives – How will the DDA achieve the goal
      5. Action Strategy/Implementation – The who and when
    2. The DDA TIF Plan Should include:
      1. The Development Plan

2. A detailed explanation of the tax increment procedure
  3. The maximum amount of bonded indebtedness to be incurred
  4. The Duration of the program
  5. Estimated Impact of Tax Increment Financing on the assessed values of taxing jurisdictions
  6. A projected increase in property values due to inflation
  7. May show a constant percentage of growth each year
  8. Redevelopment of specific properties or development of underutilized properties
- Annual Board Retreat – The annual retreat took place on January 20, in downtown Owosso. Attached to our packet you will find the Transformation strategy with updated goals and priorities along with measures of success. Page 4 & 5 of the report include additional note and discussion from the retreat. A few key points from this meeting include:
    1. Create a standing Committee Chair meeting. Committee chairs should meet regularly throughout the year to discuss committee priorities and progress toward meeting measures of success.
    2. Every committee should develop work plans for each priority project/program/event to ensure tasks, timelines and budgets are well documented. Board members should approve completed work plans and review progress monthly.
    3. Develop a Fundraising Committee that is separate from the Outreach Committee.
  - *Michigan Main Street Program/Michigan Downtown Association*
    - Michigan Main Street
      1. Lapeer will be hosting the Michigan Main Street Spring Workshop which will be taking place on March 11 & 12.
        - March 11 will be for Main Street Directors only and we will be utilizing Gallery 194.
        - We will be having dinner as a group on Monday. (Time TBD) Board members are welcome to join us. Cost for dinner would be on your own.
        - March 12 will be open to Directors and Board members and we will be utilizing Stones Throw Theater and Beyer's Furniture.
        - Tuesday is a full day, 9am – 4:30pm
        - The agenda for both days is attached.
      2. National Conference:
        - I've reserved two hotel rooms at the main hotel for the National Conference and I have registered for myself for the conference. To send an additional representative (Jill) would be the \$465. Currently we've spent about \$3000 from our Main Street Line Item. We have budgeted \$12,000. Hotel cost was slightly higher than anticipated. However I believe we do have the room in our budget to send two people to the National Conference this year.
        - Registration \$465 (Main Street pays for 1 registration)
        - Hotel \$200 night x 4 = \$850
        - Airfare \$500
        - Totals = \$1350 for 1 person or \$3165 for 2 people. Plus misc. costs (Food, mileage etc)
      3. Upcoming Michigan Main Street Dates to be aware of:
        1. March 11 & 12 – Spring Workshop (Planning and Zonning) in Lapeer
        2. May 5 – May 8 – National Conference in Birmingham Alabama
        3. September 23 – 24 – MMS Fall Workshop – Cheboygan

- Michigan Downtown Association
  1. March 6 is the MDA's Lansing Day, this is the annual day that we meet with State Legislators to talk about downtowns, the role they play in communities, challenges facing our communities, and also successes. It's also an opportunity to get to know our legislators a bit better and let them know that we can be a resource for them.
  2. March 7, is the MDA's annual spring workshop. This year's workshop will take place in East Lansing. I will be presenting at this year's conference talking about some of the projects and things we've done in Lapeer for creative place-making and business development.
  3. We have been asked to host the MDA's regional networking event on September 26. This is the Thursday before Michigan Downtown Day. It would have no cost to us (unless we want to sponsor a part of it).
- Upcoming Dates to be aware of MDA:
  1. March 6 – MDA Lansing Day
  2. March 7 – MDA Spring Workshop
  3. May 31 – MDA Summer Workshop

## **Business Development - Economic Vitality**

- Business Recruitment/Retention and Support
  - The Business Development Committee met on February 21, sticking to it's 3<sup>rd</sup> Wednesday of the month schedule.
  - The committee briefly reviewed the updated goals and priorities discussed at the board retreat.
  - We held our first business owner meet-up event "Rise and Shine" with Lapeer Main Street. We had 12 participants at our first event and hope to build on that. The committee spent time looking at options for upcoming meetings so that we could put together a schedule of topics and get the word out to promote the event. Possible future topics could include:
    - A presentation on opportunities and resources available through the Lapeer Development Corporation and another session on opportunities and resources available through the Michigan Small Business Development Center.
    - A presentation/Conversation with the City to discuss opportunities and resources through the City and also to educate businesses (new and existing) on following proper procedures.
    - Social Media Marketing – Utilizing it effectively and also proper social media etiquette.
    - Building Brand Awareness and marketing beyond social media.
  - Current Empty storefronts and available properties include:.
    1. 380 N. Saginaw (next to C&D collision)
    2. 368 Jefferson St. – Forever Friends Network/Perkins Flowers
    3. 18 E. Nepessing St. – City Owned property – Empty, not currently for sale
    4. 350 N. Court Street – 2<sup>nd</sup>/3<sup>rd</sup> Floor office space available
    5. 44 W. Park Street – Calvellis For Sale (Including Liquor License) –
    6. 606 N. Saginaw Street – multiple units
    7. 477 W. Nepessing St – Lease Pending for a Chiropractic space.
    8. 10 E. Nepessing St. – Previously Flannagans
    9. 114 Park Street – Located next to the Chamber and Holiday Depot

- New Businesses open:
  1. 92 W. Nepessing Street – Fae and Whimsey Soapworks
  2. 128 W. Nepessing Street – Hummingbird House Designs.
  3. 410 W. Nepessing Street Ste 207 – Oshana Healing and Crystals
- New Business Opening:
  1. 450 W. Nepessing Street – Kin Thai – March 1, Soft Opening
  2. 240 W. Nepessing Street. – KC Insurance
  3. 606 N. Saginaw St. – Unlimited Modular
  4. 606 N Saginaw St – Church Light Communities
  5. 328 W. Nepessing St – Cherry’s Market – Soft Opening in Late Winter/Early Spring
  6. 477 W. Nepessing St – Chiropractic Office
  7. 606 W. Nepessing St – EXP Accounting
  8. 606 W. Nepessing St. – Passeno Realtor
- Business engagement:
  1. In February I had meetings with 6 different businesses to discuss development projects, business incentives, and possible grants. This included 2 property owners with available space, 1 existing property owner looking to expand, and 3 pending/potential new businesses.

### **Placemaking - Design:**

- The placemaking committee met on February 20.
- I provided an update on our Vibrancy Grant application, including discussing the workplan that was submitted and what would be included if we are awarded the grant. The project could potentially include:
  - Wayfinding Signs
  - Street Light Banners for the winter months
  - An additional downtown mural
  - Dog Bandana’s to start a Hype Hound Program
  - Dog Bowls to increase pet friendliness downtown, recognizing that there is a sizeable economic benefit to pet-friendly communities
  - Downtown gift cards to help start an ambassador and thank you program.
- The committee reviewed the updated goals and projects from this year’s retreat and updated priority items on our task list.

### **Outreach – Organization & Promo and Marketing:**

- The Outreach committee met on Feb. 13 at 5pm at The Doghouse. The committee set the 2<sup>nd</sup> Tuesday of the month at 5pm as the time for their monthly meeting.
- The committee reviewed and updated sponsorship opportunities for Lapeer Main Street. The updated “draft” is attached to your packet.
- DDA Online (social media, Website)
  - Social Media:
    - Facebook
      - Followers = 6854 followers on Facebook
      - Reach = 14,404 in the last 28 Days
      - 27 New Page Likes in the last 28 days
      - 47 New Followers in the last 28 days
      - Demographics = 80% Women 20% Men

- Instagram
  - Followers = 1090
  - Reach = 205 in the last 28 days

### **Special Events:**

- Work Plans are started and attached for the following events:
  1. Monday Night Car Cruise – May 6 - September 10
  2. Ladies Night Out – Spring – May 17
  3. Summer Concert Series – Thursdays June 6 – Aug 8
  4. Porch Fest – July 20
  5. Michigan Downtown Day – September 28
  6. Haunted Lapeer Ghost Tours – Oct. 4 & 5
  7. Treat Walk – October 26
  8. Ladies Night Out – Fall – November 15
  9. WinterFest – December 6 & 7

### **Partnerships:**

- I've been in conversations with MSU-Extension for the Connecting Entrepreneurial Communities Conference. They are excited to have Lapeer attending the conference in Cadillac on May 30 & 31. They will make an official decision on the next community to host before May with the hopes of announcing publicly the host community at the May Conference.
- As a recap.
  - Connecting Entrepreneurial Communities Conference – Lapeer has the opportunity to host the Connecting Entrepreneurial Communities Conference in 2025. The CEC conference is a 2 day conference focused on building small communities that takes place in the communities. This would be a great opportunity for Lapeer and one that could also create an economic boost for the community. The conference takes place within the downtown, using downtown businesses to host workshops and sessions. The conference will usually attract 100-plus attendees, making it great for shops, restaurants, and hotels in the area. Hosting the conference comes with certain requirements that the DDA and City would have to meet. The 2022 Conference had 115 attendees that represented 38 different communities.
  - Lapeer will be sending a team of 6 people to the conference in Cadillac on May 30/31. The cost will be approximately \$1600 plus travel.

### **Administrative:**

- *Staff:* We have moved into the new DDA office as of February 16. We are still in the process of making it our own and would like to take some time to update the office to make sure it represents the brand that is Lapeer Main Street. This includes updated paint on the walls and making sure the space is inviting. In the meantime, stop in and check out the new space and we look forward to having committee meetings there.

James Alt  
 Lapeer DDA Executive Director,  
 810-728-6598  
[james@lapeerdda.com](mailto:james@lapeerdda.com)

CITY OF LAPEER, 576 LIBERTY PARK, LAPEER, LAPEER COUNTY, MICHIGAN 48446  
2024 MEETING DATES

N-1

In accordance with the Open Meetings Act, MCL 15.261 et. Seq., notice is hereby given that every meeting of the City Council, Boards, Authorities and Commissions of the City of Lapeer shall be open to the public. Notice is further given that the following City Council, Boards, Authorities and Commissions are regular meeting dates for 2024. A public notice of each special or rescheduled meeting will be posted at least 18 hours prior to the time of the meeting.

Board/Commission	Location	Time	January	February	March	April	May	June	July	August	September	October	November	December
City Commission	Commission Chambers	6:30 P.M.	2, 16	5, 20	4, 18	1, 15	6, 20	3, 17	1, 15	5, 19	3, 16	7, 21	4, 18	2, 16
1 <sup>st</sup> & 3 <sup>rd</sup> Monday of each Month														
Cemetery Board	Mt. Hope Cemetery	2:00 P.M.	--	--	--	--	--	--	--	--	--	17	--	--
3 <sup>rd</sup> Thursday of Oct Building														
Downtown Development Authority	2 <sup>nd</sup> Floor Conference Room	8:00 A.M.	24	28	27	24	22	26	24	28	25	23	27	25
4 <sup>th</sup> Wednesday of each Month														
Economic Development Corp (EDC) & Tax Increment Finance Auth (TIFA)	2 <sup>nd</sup> Floor Conference Room	8:00 A.M.	10	14	13	10	8	12	10	14	11	9	13	11
2 <sup>nd</sup> Wednesday As needed														
Housing Commission	2 <sup>nd</sup> Floor	4:00 P.M.	18	15	21	18	16	20	18	15	19	17	21	19
3 <sup>rd</sup> Thursday of each Month	Conference Room													
Local Development Finance Authority (LDFA)	2 <sup>nd</sup> Floor Conference Room	8:00 A.M			5			4			3			3
1 <sup>st</sup> Tuesday March/June/Sept/ Dec as Needed														
Park Board			--	--	--	--	--	--	--	--	--	--	6	--
Planning Commission	Commission Chambers	6:30 P.M.	11	8	14	11	9	13	11	8	12	10	14	12
2 <sup>nd</sup> Thursday of each Month														
Zoning Board of Appeals	Commission Chambers	6:30 P.M.	22	26	25	22	27	24	22	26	23	28	25	23
4 <sup>th</sup> Monday of each Month														

Address of the above locations are as follows:

Commission Chambers: City Hall, 576 Liberty Park  
Mt. Hope Cemetery: 1230 Park Street

Romona Sanchez, CMC  
City Clerk

City of Lapeer  
576 Liberty Park, Lapeer  
Lapeer County, Michigan 48446 (810) 664-5231





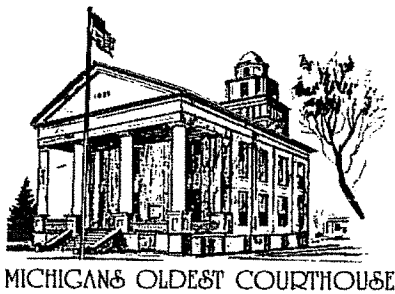
# MAT. TRANS.

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**To:** City Commission  
**Date:** February 29, 2024  
**RE:** Material Transmittals

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1. Lapeer County Board of Commissioners – February 22, 2024 – Agenda.



**THERESA M. SPENCER  
LAPEER COUNTY CLERK**

County Complex Building  
255 Clay Street  
Lapeer, Michigan 48446

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

**A-G-E-N-D-A**

**LAPEER COUNTY BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
February 22, 2024  
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
- ◆ January 25, 2024 Regular Board Meeting

**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	(February 8, 2024)	(Attached)
♦ Properties Committee	(January 8, 2024)	(Attached)
♦ Personnel Committee	(January 25, 2024)	(Attached)
♦ Personnel Committee	(February 8, 2024)	(Attached)
♦ Policies and Procedures Committee	(February 9, 2024)	(Attached)

1. **PROSECUTING ATTORNEY** - Request to increase the On-Call pay from \$300 to \$500 per week (referred from the 2/8/2024 Personnel Committee Meeting without recommendation- see attachments)
2. **AUDIT MOTIONS**- Enter into the Record  
County's Audit Motions for February 9<sup>th</sup> and 23<sup>rd</sup>, 2024 and the Road Commissions Audit Motion for disbursements dated February 9<sup>th</sup> and 22<sup>nd</sup>, 2024  
(Copies of February 23<sup>th</sup> and 22<sup>th</sup> to be distributed at the meeting)
3. **NOTICE OF EXPIRED TERMS**
  - A. Agricultural Preservation Board  
2 positions, which expired December 31, 2023
  - B. Brownfield Redevelopment Authority  
7 positions, which expired December 31, 2023
  - C. Economic Development Corporation Board of Directors  
2 positions, which expired December 31, 2023
  - D. Senior Programs Advisory Board  
Commissioner District #7, which expired December 31, 2022
  - E. Valley Area Agency on Aging (VAAA)- Executive Board  
1 position, which expired December 31, 2023
  - F. Thumb Regional Community Corrections Advisory Board  
1 unexpired term, which expired March 1, 2023
  - G. Jury Board – Judicial Recommendation  
1 unexpired term, which ends April 30, 2025

### **(Additional items)**

- 1.
- 2.

### **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.**

**LAPEER COUNTY BOARD OF COMMISSIONERS**  
**January 25, 2024**  
**9:00 A.M.**

Chairman Kohlman called the meeting to order at 9:01 a.m. in the Commission Chambers on the lower level of the County Complex Building. Commissioner Mast 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 January 4, 2024 Organizational Meeting, January 4, 2024 Regular Board Meeting, and January 11, 2024 Special Board Meeting were reviewed.

**40-2024**

Motion by Howell, supported by Knisely, to accept the agenda with the addition of the Addendum items, and the deletion of a closed session. Motion carried.

**41-2024**

Motion by Haggadone, supported by Hamilton, to approve the January 4, 2024 Organizational Meeting, as presented. Motion carried.

**42-2024**

Motion by Hamilton, supported by Mast, to approve the January 4, 2024 Regular Board Meeting, as presented. Motion carried.

**43-2024**

Motion by Howell, supported by Hamilton, to approve the January 11, 2024 Special Board Meeting, as presented. Motion carried.

**ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES**

Theresa M. Spencer, County Clerk gave a brief update regarding Circuit Court Collections, Early Voting, Board of Canvass and Jury Board.

Sheriff McKenna gave an update regarding prisoner swap, and the accident with County Deputies and State Troopers.

Lauren Emmons, C.E.O., Community Mental Health, said good bye and expressed appreciation to the Commission for all the years of working together.

**PUBLIC TIME** – five people spoke during public time.

44-2024

Motion by Howell, supported by Haggadone, to authorize the Sheriff's Department to purchase 2 AED's from the Lapeer County Emergency Medical Services Authority Board (EMS), at \$1,857.50 each, to be paid from line item 207-301-977.000. Motion carried.

45-2024

Motion by Haggadone, supported by Zender, to authorize the transfer of \$89,661.33, representing the 1<sup>st</sup> of three installments toward the annual allocation of \$268,984.00, from Lapeer County Community Mental Health Appropriations (101-990-999.222) to Lapeer County Community Mental Health Expenditures (222-990-695.010). Motion carried.

46-2024

Motion by Howell, supported by Haggadone, to adopt the following "Resolution to Adopt the Michigan State Housing Development Authority (MSHDA) Citizens Participation Plan" for Lapeer County, to be further referenced as the MSHDA CPP, as required to be a participant in Community Development Block Grant (CDBG) funding:

**Resolution – 2024-R01**  
**To adopt the**  
**Michigan State Housing Development Authority (MSHDA)**  
**Citizens Participation Plan (CPP)**  
**Lapeer County, Michigan**

**WHEREAS**, the County of Lapeer has applied for Community Development Block Grant (CDBG) funds; and,

**WHEREAS**, the County of Lapeer is required to have an adopted Citizens Participation Plan (CPP) or adopt the Michigan State Housing and Community Development Authority CPP as a requirement for eligibility under CDBG; and,

**WHEREAS**, the County of Lapeer has chosen to adopt the Michigan State Housing and Community Development Authority Citizen's Participation Plan; and,

**NOW, THEREFORE BE IT RESOLVED** the Lapeer County Board of Commissioners of Lapeer County, Michigan hereby adopts the Michigan State Housing and Community Development Authority Citizen's Participation Plan, as presented and on file with the Clerk of the Board.

Roll Call vote: Howell, aye; Mast, nay; Zender, aye; Haggadone, aye; Hamilton, nay; Knisely, aye; Kohlman, nay. 4 ayes, 3 nays. Motion carried.

47-2024

Motion by Howell, supported by Haggadone, to refer "Authorizing Resolution" related to the application of the Michigan State Housing Development Authority (MSHDA)'s Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program to the February 8, 2024 Committee of the Whole Meeting with authority to act. Motion carried.

48-2024

Motion by Howell, supported by Haggadone, to grant the Committee of the Whole authority to act in order to establish a Public Hearing at the February 8, 2024 Meeting, to hear public comments related to the County's Community Development Block Grant (CDBG) Housing Improving Local Livability CHILL Grant Program application through the Michigan State Housing Development Authority (MSHDA); and further, to authorize the County Clerk to publish said notice in a local newspaper of general circulation. Motion carried.

49-2024

Motion by Hamilton, supported by Knisely, to authorize the immediate payment of the Fiscal Year 2023 dues to the Michigan Association of Counties (MAC), in the amount of \$14,268.59 for the period of July 1, 2023 through June 30, 2024, to be paid from line item 101-241-957.102 (2023 Budget). Motion carried.

50-2024

Motion by Knisely, supported by Mast, to authorize payment to Shifman Fournier, PLC, in the amount of \$540.00, for labor related legal services rendered through December 31, 2023, to be paid from line item 101-239-801.020. Motion carried.

51-2024

Motion by Knisely, supported by Mast, to authorize payment to the Lapeer Development Corporation for Professional Economic Services for Fiscal Year 2023/2024, at a cost not to exceed \$10,000.00, to be paid from line item 101-237-959.000. Motion carried.

52-2024

Motion by Zender, supported by Hamilton, pursuant to the recommendation of the Properties Committee, to approve the construction project creating 4 offices out of 2 large offices and small storage room to provide needed office space at the Community Mental Health Building for the OPC/Triage programs, at a cost not to exceed \$7,500.00, to be paid for by Community Mental Health funding, at no additional cost to the County's General Fund. Motion carried.

53-2024

Motion by Howell, supported by Haggadone, pursuant to the recommendation of the Personnel Committee, to authorize the hourly rate increase for the Community Collaborative Coordinator position (#389) from \$20.80 to \$22.53, effective December 23, 2023, as budgeted, and at no additional cost to the County's General Fund. Motion carried.

54-2024

Motion by Hamilton, supported by Knisely, pursuant to the recommendation of both the I.T. and Personnel Committees as well as 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.

55-2024

Motion by Mast, supported by Knisely, to enter into the record the County's Audit Motions for January 12<sup>th</sup> and 26<sup>th</sup>, 2024 and also the Road Commissions Audit Motion for disbursements dated January 11<sup>th</sup> and 25<sup>th</sup>, 2024. Mast, aye; Zender, aye; Haggadone, aye; Hamilton, aye; Howell, aye; Knisely, aye; Kohlman, aye. 7 ayes. Motion carried unanimously.

No action was taken regarding the appointments needed for: Agricultural Preservation Board, Brownfield Redevelopment Authority, Economic Development Corporation Board of Directors, Senior Programs Advisory Board, Valley Area Agency on Aging (VAAA), Thumb Regional Community Corrections, and the Jury Board.

**Mental Health Services Board**56-2024

Motion by Hamilton, supported by Knisely, to appoint Rose Navarre, to re-appoint Lori Curtiss, to appoint Rex Ziebarth, and to re-appoint Truman Mast to serve on the Mental Health Services Board for a three-year term ending March 31, 2027. Motion carried.

57-2024

Motion by Haggadone, supported by Zender, pursuant to County policy, to authorize payment of the GC-6 County Expense Reimbursement Form submitted by Commissioner Tom Kohlman for mileage reimbursement from May through October, 2023, in the amount of \$284.93, to be paid from line item 101-101-860.050. Motion carried.

58-2024

Motion by Hamilton, supported by Zender, to authorize the renewal of the County's Liability Insurance coverage through Michigan Municipal Risk Management Authority, for the period of January 1, 2024 through December 31, 2024, with the annual premium of \$562,574.00, to be paid from line item 101-242-713.000, and to authorize required payments to Michigan Municipal Risk Management Authority for said policy. Motion carried.

**AD HOCK COMMITTEE UPDATE**

No updates given.

**PUBLIC TIME** – two 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**

No updates given.



59-2024

Motion by Mast, supported by Hamilton, to adjourn the meeting. 10:16 a.m.

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Tom Kohlman, Chairman  
Board of Commissioners

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Theresa M. Spencer, County Clerk  
Clerk of the Board

DRAFT

**DRAFT MOTIONS FROM THE  
February 8, 2024  
Committee of the Whole Meeting**

1. Motion by , supported by , pursuant to motion 47-2024 of the January 25, 2024 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 February 8, 2024 meeting of the Committee of the Whole:

*“Motion by Howell, supported by Haggadone, to adopt the following “Authorizing Resolution” related to the application of the Michigan State Housing Development Authority (MSHDA)’s Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program to benefit low and moderate-income residents; and further, to designate the County Administrator/Controller as the Environmental Review Certifying Officer for said grant:*

**COUNTY OF LAPEER  
AUTHORIZING RESOLUTION – 2024-R02**

**WHEREAS**, the Michigan State Housing Development Authority (MSHDA) has invited Units of General Local Government to apply for its Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program; and

**WHEREAS**, the Lapeer County desires to request \$590,000 in CDBG funds to implement administrative activities and a Homeowner Improvement Project in partnership with the Human Development Commission (HDC) of Lapeer County; and

**WHEREAS**, the proposed project is consistent with the needs of the local community as described in the Application; and

**WHEREAS**, the proposed project will benefit residents of the county with at least 51 percent of those assisted being low- and moderate-income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and

**WHEREAS**, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan State Housing Development Authority.

**NOW, THEREFORE, BE IT RESOLVED** that Lapeer County hereby designates the County Administrator/Controller as the Environmental Review Certifying Officer, the person authorized to certify the CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Roll Call vote: Howell, aye; Hamilton, nay; Knisely, aye; Mast, nay; Zender, aye; Haggadone, aye; Kohlman, nay. 4 ayes, 3 nays. Motion carried.”

## **Draft Motions from the Committee of the Whole Continued**

2. Motion by Hamilton, supported by Zender, to recommend to the Full Board, to accept the 2024 Michigan Association for Local Public Health (MALPH) Lapeer Health Department Staff Wellbeing mini-grant, in the amount of \$4,000.00, at no additional cost to the County General Fund, and to authorize the Health Department Director to electronically sign the agreement and that a copy be forwarded to the County Clerk to be entered into the Official Record as an exhibit. Motion carried.
3. Motion by Zender, supported by Howell, to recommend to the Full Board, to accept the 2024 Michigan Department of Health and Human Services (MDHHS) Oral Health Kindergarten Assessment Program Grant, in the amount of \$56,909.00, at no additional cost to the County General Fund, and to authorize the Health Department Director to electronically sign the agreement and that a copy be forwarded to the County Clerk to be entered into the official record as an exhibit. Roll Call vote: Zender, aye; Howell, aye; Knisely, aye; Mast, aye; Haggadone, aye; Hamilton, aye; Kohlman, nay. 6 ayes, 1 nay. Motion carried.
4. Motion by Howell, supported by Hamilton, to recommend to the Full Board, to approve and sign all township and village contracts for the Lapeer County Sheriff's Office. Motion carried.
5. Motion by Zender, supported by Haggadone, to recommend to the Full Board, to approve the Lapeer County Sheriff's Office submission of the Corrections Officer's training grant for the 1<sup>st</sup> calendar, and no additional cost to the county. Motion carried.
6. Motion by Knisely, supported by Zender, to recommend to the Full Board, to approve the purchase of 4 tasers for the Corrections Division. To be paid from the contingency 207-100-700.100. Motion carried.
7. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to approve the purchase of ten (10) Zoll AED Plus, ten (10) Zoll PediPadz, ten (10) sets of lithium ion batteries, and twenty (20) CPR Stat-Padz Electrodes to be purchased and reimbursed by the Fiscal Year 2022 Homeland Security Grant Program Funds from ElectraMed, at a cost of \$18,820.00 from line item 258-424-977.000, and subsequently reimbursed by the identified Fiscal Year 2022 Homeland Security Grant Program (HSGP). Motion carried.
8. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to authorize the renewal of the Equature contract on a 5-year prepaid with a 5% savings, at a cost of \$98,517.23, to be paid using the 9-1-1 millage account #482-325-977.000 at no additional cost to the County General Fund. Motion carried.

## **Draft Motions from the Committee of the Whole Continued**

9. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to authorize the renewal of the Motorola support for dispatch consoles, at a cost of \$40,038.00. To be paid using the 9-1-1 account #261-325-813.000, at no cost to the County General Fund. Motion carried.
10. Motion by Hamilton, supported by Zender, to recommend to the Full Board, to authorize the 2-year renewal of the Motorola support for Emergency Callworks at a cost of \$49,660.38. to be paid using the 9-1-1 millage account #482-325-977.000 at no cost the county general fund.
11. Motion by Knisely, supported by Zender, to recommend to the Full Board, to authorize the payment of the ProComm annual invoice for local radio support at a cost of \$55,080.00. To be paid using the 9-1-1 account #261-325-813.000 at no cost to the county general fund.
12. Motion by Howell, supported by Knisely, to recommend to the Full Board, to enter into a three (3) year contract with MGT of America Consulting, LLC for the Friend of the Court and Prosecuting Attorney Title IV-D Cooperative Reimbursement Program, as submitted, and further, to authorize the Chair/Vice-Chair to sign said contract. Motion carried.
13. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to authorize Probate Court to purchase Training from University of Cincinnati Corrections Institute in the amount of \$6,750.00 for Youth Level Assessment Tool. Motion carried.
14. Motion by Hamilton, supported by Zender, to recommend to the Full Board, to accept the State of Michigan 2024 County Veteran Service Fund Grant awarded up to \$93,689.85, and further, to authorize the Chair/Vice-Chair to sign said Grant. Motion carried.
15. Motion by Knisley, supported by Mast, to recommend to the Full Board, to authorize payment to Shifman Fournier, PLC in the amount of \$1,035.00 , for labor related legal services rendered through January 31, 2024, to be paid from line item 101-239-801.020. Motion carried.

## **Draft Motions from the Committee of the Whole Continued**

16. Motion by Hamilton, supported by Zender, to recommend to the Full Board, to authorize Administration to purchase a renewal subscription from SHI for the Budget Book Software, in the amount of \$20,556.00, to be paid from line item 101-228-813.030. Motion carried.

### **Valley Area Agency on Aging (VAAA) Executive Board**

17. Motion by Howell, supported by Hamilton, to recommend to the Full Board, to re-appoint Willa Talley to serve on the Valley Area Agency on Aging (VAAA) Executive Board for a two-year term ending December 31, 2025. Motion carried.

**DRAFT PROPOSED MOTIONS**  
**FROM THE**  
**February 8, 2024**  
**PROPERTIES COMMITTEE MEETING**

1. **Motion by Kohlman, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize the County to sell passenger van to Central State Group Home at a price of \$14,243.00. Motion carried.**
2. **Motion by Knisely, supported by Kohlman, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize the reassignment of the current vehicle from MSUE to Building and Grounds general fleet. Motion carried.**
3. **Motion by Kohlman, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to accept the grant Memorandum of Understanding and Agreement between the County of Lapeer and the Michigan Department of Natural Resources in the amount of \$15,000.00 for funding of regular maintenance along the Polly Ann Trail; and further to authorize the Chairman to sign said grant agreement. Motion carried.**

**PROPOSED DRAFT PERSONNEL MOTIONS**  
**FROM THE JANUARY 25, 2024**  
**PERSONNEL COMMITTEE MEETING**

1. Motion by Howell, supported by Haggadone, to recommend to the Full Board to authorize Community Mental Health CEO to negotiate the rate of pay for the internal candidate for the Chief Clinical Officer position up to Step 3 of Pay Grade 25, at no additional cost to the County's General Fund. Motion carried unanimously.
  
2. Motion by Howell, supported by Haggadone, to recommend to the Full Board to amend the Table of Organization in conjunction with Phase 1 which was previously authorized by motion #283-2023, and to authorize Community Mental Health to add the following Phase 2 remainder new positions to fulfill the requirements of the State Demonstration participation as a Certified Community Behavioral Health Center and to meet increased demand for services especially for the mild to moderate clients of Lapeer County, to be paid from CMH funding and at no additional cost to the County's General Fund:

**Phase Two (January 2024 – March 2024)**

- (3) CMH Professional BA (#TBD, Case Management, PG 18)
- (1) CMH Professional BA (#TBD, Non-Union, Quality Dept, PG18)
- (1) Certified Peer Support Specialist Position (#TBD, PG 15)
- (2) Master Level Clinicians (#TBD, PG 21)
- (1) Parent Support Partner (#TBD, PG 15)
- (1) General Clerk (#TBD, PG 13)

Motion carried unanimously.

3. Motion by Haggadone, supported by Howell, to recommend to the Full Board to authorize the Prosecuting Attorney to negotiate the rate of pay for the Secretary II position (#105) up to a Step 1 of Pay Grade 15 based on the candidate's experience, qualifications and LEIN certification, as agreed upon through the Letter of Understanding with the Teamsters Local 214 union, effective February 5, 2023, at no additional cost to the County's General Fund.

**PROPOSED DRAFT PERSONNEL MOTIONS**  
**FROM THE FEBRUARY 8, 2024**  
**PERSONNEL COMMITTEE MEETING**

1. Motion by Haggadone, supported by Howell, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the Building & Grounds/Parks Department to create and add one new part-time seasonal General Clerk/Office Aide position (#TBD, PG 13 entry flat rate \$16.22) for the period of May through September, to be paid from within their budget (Fund 101-265); and further, to approve the related job description for said position, as attached. Motion carried unanimously.
  
2. Motion by Howell, supported by Haggadone, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the Probate/Family Court office to create and add one full-time Juvenile Register/Court Clerk I position (#TDB, Pay Grade 14), as previously discussed and budgeted through the Budget Hearing process, to be paid within the Court budget; and further, to approve the related job description for said position. Motion carried unanimously.



# **LAPEER COUNTY**

## **Building Grounds/Parks Department**

### **Seasonal General Clerk/Parks General Clerk/Office Aide**

Under the general supervision of the Building Grounds/Parks Director, and coordinated with the Special Event Coordinator, the role of the Seasonal Parks General Clerk/Office Aide is to help ensure the success of the parks season. The position will effectively gather, communicate, and record information regarding the County Parks for informational purposes for the public.

#### **Essential Functions:**

1. Provides information and answers questions regarding County Parks events, amenities, services, fees, etc.
2. Assist in the verification and confirming reservations of County Park pavilions.
3. Operates standard office equipment such as computes, copiers, scanners, calculators etc.
4. Collect monies related to rentals and secures accordingly.
5. Receives incoming calls & emails, answers questions and inquires, and replies appropriately.
6. May assist in marketing including social media marketing.
7. May assist in event set up including moving facility and recreation equipment such as picnic tables, trash cans, folding tables, and chairs.

#### **Other Functions:**

Other duties as assigned for the operation and function of the office and park.

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

#### **Employment Qualifications:**

**Education:** High school graduation preferred by not required.

**Experience:** Prefer some basic office skills including answering phones, filing, emailing, typing and computer work in Microsoft Office.

**Qualifications:**

Ability to accurately follow written and oral instructions, and ability to work independently.

Customer service ethic including neat appearance and professional attitude.

Ability to work together with other employees and managers.

*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

**Workers' Compensation Code:**

**Occupational Employment Statistical Code:**

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

Lifting ability to load and move event/park supplies and equipment.

Ability to enter and retrieve information from computer.

Ability to communicate effectively orally and in writing.

**Working Conditions:**

Works in office conditions and various indoor and outdoor conditions.

Exposure to environmental allergens such as grass, weeds, and pollens.

Exposure to equipment where risk exists of getting burned, bruised or scraped.

# **LAPEER COUNTY**

## **PROBATE COURT**

### **JUVENILE REGISTER/COURT CLERK I - PROBATE**

#### General Summary

Under the supervision of the Probate Court Administrator, this position performs a variety of clerical functions in setting up and maintaining Juvenile and Child Protection Proceeding files, typing and processing orders, notices, scheduling hearings, and serving as office receptionist.

#### Essential Functions

1. Opens Juvenile and Child Protection case files, including Adoption and other filings under the Juvenile Court. Data entry into the case management system, process filings and setting of hearings.
2. Serves as office receptionist screening and directing telephone calls and visitors. Receipts in payments pertaining to Juvenile Court. Provides case related information and procedural information in response to inquiries.
3. Reviews court filings and processes documents in the case management system and assures all interested parties are notified, if necessary, of the filings.
4. Prepares Juvenile Court files for scheduled hearings.
5. Completes court orders following hearings and assures interested parties receives copies.
6. Maintains fingerprint and DNA list to assure they are completed.
7. Serves as the back-up court recorder and is responsible to get certification, whether as a CEO or CER. Learn and understand the application of the digital court recording system including ZOOM.
8. Be backup clerk to take payments in absence of Account Clerk in reference to Juvenile Court matters.
9. Becomes familiar with the Probate Court case type filings to assist with telephone and counter inquiries.
10. Assists Juvenile Probation Officers and Truancy Officers with court filings, creation of documents etc.
11. Assists in other areas of the court as required.

# LAPEER COUNTY

## PROBATE COURT

### Other Functions

None listed.

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

### Employment Qualifications

**Education:** High school graduation, or equivalent experience, prefer college coursework or associate degree in human services field.

**Experience:** Six months of clerical experience in a probate or Juvenile Court or closely related setting.

**Other Requirements:** Required to receive either CEO or CER certification related to court recording duties within 6-months of employment.

*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:** Non-Exempt

**Worker's Compensation Code:** 8810

**Occupational Employment Statistical Code:** 53702

**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 operate multi-line telephone.

Ability to access court files.

Ability to lift and carry files.

Ability to enter and retrieve information from a computer.

Ability to operate copy machines and other office equipment.

Ability to operate digital recording equipment and zoom applications for the Courtroom.

Understanding word processing programs.

### **Working Conditions:**

Works in office conditions.

**DRAFT PROPOSED MOTION**  
**FEBRUARY 9, 2024**  
**POLICIES AND PROCEDURES COMMITTEE MEETING**

- 1. Motion by Hamilton, supported by Mast, pursuant to the recommendation of the Policies and Procedures Committee, to adopt the revised FY 2024 Rules of Procedures for the Lapeer County Board of Commissioners, as attached, with language clarifications related to the appointment process when filling vacancies on the various boards and committees appointed by the Board of Commissioners, and other minor language clarifications. Motion carried unanimously.**

County of Lapeer

**Rules of Procedure**  
**for the**  
**Lapeer County**  
**Board of Commissioners**



**2024**

Adopted on:  
January 4, 2024, Motion #05-2024

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# **LAPEER COUNTY BOARD OF COMMISSIONERS**

## **RULES OF PROCEDURE**

### **ARTICLE I**

#### **BOARD ORGANIZATION**

- 1.1 **Board Membership:** The Board of Commissioners shall consist of *seven (7)* members elected from single member districts, apportioned on the basis of population as provided by law.
- 1.2 **Term of Office:** The 2023-2024 term of each Commissioner shall be for two (2) years, concurrent with that of State Representatives. For all terms commencing on or after January 1, 2025, the term of office for each Commissioner shall be four (4) years.
- 1.3 **Vacancies on the Board:** Pursuant to MCLA 46.412, vacancies caused by death, resignation, removal from the district or removal from office shall be filled by appointment by the Board of Commissioners, within thirty (30) days, by a resident and registered voter of the district in which the vacancy occurred. If the vacancy occurs in an odd numbered year, the appointee shall serve until the vacancy is filled at a special election which the Board shall call. If the vacancy should occur in an election year, the appointee shall serve the remainder of the un-expired term. If the vacancy is not filled within thirty (30) days, it shall be filled by special election regardless of the year, as consistent with State law.
- 1.4 **Reapportionment:** With sixty (60) days after the publication of the latest United States Official Decennial Census figures, the Board shall be reapportioned, in the manner prescribed by law.
- 1.5 **Compensation:** Each member of the Board of commissioners shall receive a salary as adopted in the prior term plus any percentage increases awarded to all non-union personnel paid bi-weekly (26 pays annually). Mileage shall be reimbursed at a rate set by the Board of Commissioners.
- Mileage and/or other related expenses shall be submitted on the County Travel Expense Voucher (GC-6). All reimbursement of mileage and other expenses shall follow current policy. County Commissioners' mileage/expense sheets (GC6 forms) are to be included in the Regular Board Meeting agenda packets.
- 1.6 **Officers, Agents, and Employees:** The Board shall elect at its Organizational Meeting each year a Chairperson and Vice-Chairperson, and may appoint at such other times other representatives, agents, and employees as necessary and desirable.



- 1.7 **Powers and Duties:** The Board shall have such powers and duties as shall from time to time be provided by law. The authority of the Board of Commissioners is a collective one, and according to state law, no individual member can assume any action, decision, or endeavor on behalf of or in lieu of Board action. The Board meetings will be guided by Roberts Rules of Order.
- 1.8 **Indemnification:** The County shall indemnify and save harmless all board members against any damages incurred by them, or any judgment rendered against them, in connection with the defense of any action, suit, or proceeding in which they are made parties as the result of acting in the scope of their duties for the County of Lapeer as a member or a past member of the Board, except in relation to matters as to which any such member shall be adjudged liable due to a criminal act, for actions taken outside the scope of his or her authority, and to such matters as shall be settled by agreement predicated on the existence of such liability. The foregoing right to indemnification shall be exclusive of other rights which a member may be entitled.
- 1.9 **Committees:** The Board may create such standing and special committees as deemed necessary to accomplish the work of the Board. Said committees shall remain in effect as long as deemed necessary by the Board of Commissioners. *(This does not include Commissioners getting together for educational and/or informational tasks)*. All committees shall keep minutes. All subcommittee agendas and minutes are to be submitted to the County Clerk's Office for filing.

## **ARTICLE II**

### **OFFICERS AND EMPLOYEES**

- 2.1 **Chairperson:** The Chairperson shall be elected for a one-year term by and from the membership of the Board; If the Chairperson shall for any reason be unable to fulfill his/her duties on a permanent basis, a new election shall be held. The statutory duties and powers of the Chairperson shall include the following:
1. Preside at all Board Meetings;
  2. Administer oaths and issue subpoenas for witnesses and to compel attendance as provided by law;
  3. Sign all contracts, bonds, and other documents requiring signature of the Chairperson, including Board minutes;
  4. Certify the tax rolls;
  5. Appoint a F.O.I.A. Representative to handle requests under the Freedom of Information Act, with the consent of the Board;
  6. Serve on an intra-county and inter-county Drain Boards, or designate another Commissioner to do so.

Other duties and powers of the **Chairperson** shall include the following:

1. Serve ex-officio on all Board Committees;
2. With the advice and consent of the Board, appoint members to all standing and special committees on the Board, and appoint the chairperson of each committee;
3. With the advice and consent of the Board, appoint representatives to attend national, state, and district conferences, or to serve on national, state, and district committees and other commissions and committees requiring the appointment of commissioners;
4. Preside over the Committee of the Whole except when otherwise designated;
5. Shall decide all questions on procedure under the Board rules of procedure and general parliamentary practices, subject to appeal by the Board;
6. Shall vote on all questions taken by ayes and nays except on appeal from his/her own decision;
7. May refer any communication to a standing committee;
8. Shall be the ceremonial representative of the County;
9. Shall perform other such duties as specified by law, the Board, or by custom.

2.2 **Vice-Chairperson:** The Vice-Chairperson shall be elected by and from the members of the Board for a one-year term. The duties and powers of the Vice-Chairperson shall include the following:

1. Preside at meetings in the absence of the Chairperson, or when the Chairperson desires to address the Board;
2. Sign all contracts, bonds, and other documents requiring the signature of the Chairperson when the Chairperson is unable to do so because of illness or other emergency which, in the opinion of the Board, prevents them from performing such functions of his/her office;
3. Perform other duties as may be from time to time assigned by the Chairperson or by the Board;
4. In the absence of the Chairperson, assume the duties and responsibilities of the Chairperson.

2.3 **County Clerk:** The County Clerk, or in his/her absence a Deputized Clerk, shall perform such duties as required by law or as assigned from time to time by the Board including, but not limited to, the following:

1. Record all official Board proceedings when a quorum is present in a book provided for that purpose; Minutes shall be prepared in a manner as prescribed in the Michigan Open Meetings Act;
2. Make regular entries of all Board Resolutions and decisions upon all questions, including maintaining a chronological file of all formal resolutions and ordinances adopted by the Board. All such resolutions shall be numbered beginning each year;
3. Record the vote of each commissioner on any question submitted to the Board, if required by any member present;
4. To preserve and file all documents acted upon by the Board, and on no account to allow such documents to be taken from his/her office.
5. To certify copies of any and all resolutions or decisions on any of the proceedings of the Board when requested by the Board or any member thereof;
6. File all communications as directed by the Board of Commissioners;
7. Publish all approved ordinances, public hearing notices, and other matters required by Law or otherwise directed by the Board of Commissioners in coordination and review with the Administration Office;
8. Receive and transmit to the Board recommendations of persons for appointments to the ~~Elections Scheduling Committee and the~~ Board of Canvassers;
9. Shall furnish a list setting forth the name of any appointee on any board, commission, or agency whose term is expiring, and the expiration date of said term, at least ~~thirty~~ sixty (60) days prior to the expiration of their term. Successful candidates will be notified in writing of their appointment by the Clerk's Office and they will administer their Office of Office for said appointment and keep it on file.
10. Obtains signature by Chairman (or appropriate official) for all contracts, grants, or other documents, etc. that have been approved by the entire Board following each regular board meeting.

2.4 **County Controller/Administrator:** The County Controller/Administrator, in addition to statutory responsibilities, shall carry out duties as assigned by the Board and shall provide general staff assistance to the Board and its Committees. The County Controller/Administrator shall approve the following, pursuant to the corresponding motions of the Lapeer County Board of Commissioners: Training Registration/Overnight Travel Requests (Motion #520-02); Hardship Withdrawals from the Employee Deferred Compensation Plan (Motion #362-03); Vacation Extension Requests (Motion #91-03); Family Medical Leave Requests (Motion #116-02); and Livestock Claims (Consensus of BOC on March 8, 2001); Grant Application Initial Submissions (Motion #55-21); Inclement Weather Building Closures (#121-00 in coordination with the Chief Judge).

### **ARTICLE III**

#### **APPOINTMENTS TO BOARDS AND COMMISSIONS**

- 3.1 **Notice of Expiring Terms:** At least ~~thirty~~ sixty (30) (60) days prior to the expiration of any appointee's term on any board, commission, or agency, a written notice ~~list~~ shall be furnished by the County Clerk's Office to the Board as an agenda item and on the County's website setting forth the name of the person(s) whose term(s) are expiring and the expiration date of such term(s).
- 3.2 **Applications and Appointments:** The Chairperson shall put the Board on notice that nominations will be accepted to fill said terms at a specified meeting and shall schedule an election for a Board Agenda. Persons desiring to serve on a committee ~~may~~ shall submit an Application for Appointment ~~or resume~~ to the Board of Commissioners' Office which can be obtained from the County's website ([www.lapeercountymi.gov](http://www.lapeercountymi.gov)) anytime or from the Board Office during normal business hours. The Administration Office will provide the Commissioners copies of all applications both electronically via email and paper copies in their internal office mailboxes.

Additional nominees may be submitted from the floor for nominations. A majority vote of the members elect shall appoint unless otherwise provided by law.

Applicants are encouraged to attend and introduce themselves to the Board prior to the appointment being made. If they are unable to attend a meeting, they should submit a letter of interest along with their Application for Appointment expressing their desire to be appointed and any relevant background information in order to be considered.

- 3.3 **Compensation:** Compensation for such appointive positions shall be set by the Board of Commissioners;
- 3.4 **Frequency of Meetings** – The Board reserves the right to set the number and/or frequency of meetings of all Committees/Boards under its authority.

### **ARTICLE IV**

#### **MEETINGS**

- 4.1 **Organizational Meeting:** The Board of Commissioners shall convene for its first meeting at a time set by the County Clerk within the first five business days of each year. This meeting shall be known as the Organizational Meeting and the Board shall transact such business of said meeting, or at the adjourned date of such meeting, as shall be provided by these rules or by laws, including the election of a Chairperson and the Vice-Chairperson and scheduling regular Board Meetings throughout the session. The County Clerk shall preside over the Organizational Meeting until a Chairperson of the County Board has been duly elected by a majority vote of the members elect.
- 4.2 **Regular Meetings:** The Board shall meet in regular session on scheduled days as determined at the organizational meeting, except when otherwise set by adjournment, by law, or by Board motion.

- 4.3 **Special Meetings:** Special Meetings of the Board shall be held only when requested by one-third of the Board to the County Clerk or the Chairperson of the Board and shall comply with the eighteen (18) hour posting required by Law. The request for a special meeting shall specify the time, place and purpose of such meeting. Upon receipt of such a request, the County Clerk shall deliver notice of said meeting to the County Controller/Administrator and contact each Commissioner in person or by telephone. Adjourned meetings at the call of the Chair shall not be considered special meetings. The attendance by any commissioner at a special meeting waives that commissioner's objection to notice of the meeting.

## **ARTICLE V**

### **MEETING PROCEDURES**

- 5.1 **General Conduct at Meetings:** Meetings of the Board of Commissioners are to be presided over by the Chairperson, or in his absence the Vice-Chairperson, in general accordance with Robert's Rules of Order, except as specified by State statute or these rules. In the absence of both the Chairman and Vice-Chair, the Commissioner with the most seniority on the Board will act as Chair for that meeting.
- 5.2 **Quorum:** A majority of the members elect shall constitute a quorum. No business shall be considered without the presence of a quorum, except to adjourn or recess.
- 5.3 **Order of Business:** The business of all regular meetings of the Board of Commissioners shall be considered and transacted in a manner prescribed by the Chairperson as approved by the Board of Commissioners. Meetings of the Board of Commissioners are established and conducted for all seven (7) members of the body to perform their elected legislative and administrative responsibilities. Motions for action will be permissible at any time in any meeting where the motion-maker has the floor. After a second/support is added by any member, the motion may then be debated as to its validity.
- 5.4 **Online Broadcasting:** The County Controller/Administrator, at the approval of the Board of Commissioners, may operate/maintain a social media account with the sole purpose of uploading live and/or pre-recorded weekly county commissioner meetings (Committee of the Whole and Regular Full Board).
- The County Controller/Administrator shall not edit or delete video of any County Commissioner Meeting. Should any issue arise with any content of a meeting video, the Board of Commission members shall be notified. Discretion as to changes to recordings/videos rests solely with the Chairman of the Board of Commissioners. However, a language/content warning may be added in the description of a video when appropriate by the Administrator.
- 5.5 **Agenda:** The County Controller/Administrator (in conjunction with the Chairperson) shall prepare the Agenda for all meetings of the Board except for the Agenda for the Regular Full Board Meetings, which is prepared by the County Clerk. The County Administrator will ensure that the Agendas and related information be placed in office mailbox of each Commissioner and the county's website two (2) days or sooner prior to each scheduled meeting. All original contracts, grants, resolutions, or other agenda documents will be provided to the County Clerk's Office in preparation of signature by the Chairman prior to the regular board meeting.

The County Controller/Administrator shall post the Agendas and Minutes for all Regular Full Board Meetings and Committee of the Whole meetings to the county website. The proposed and final minutes for the above referenced meetings shall be posted as soon as they are available, but in no less than eight (8) business days in the case of proposed minutes and five (5) business days in the case of final minutes.

Appointed/Elected Department Heads shall ensure that all Requests for Actions are submitted in a timely manner according to the adopted Annual Meeting Calendar but no less than one week prior to the meeting date, and all RFA's must include a draft motion and line item number for purchases. Failure to meet the submission deadline(s) will result in the item being held until the following appropriate meeting date.

**5.6 Vote Required for Board Action:**

1. Three-fifths (3/5) vote of members elected and serving to alter township boundaries;
2. Two-thirds (2/3) vote of members elected and serving:
  - a. Call a closed session;
  - b. Move the County seat;
  - c. Adopt the Annual Operating Budget in the October session;
  - d. To select building sites, erect county buildings, to abolish or revise distinction between county and township property;
  - e. Authorize the making out of a new tax roll;
  - f. Authorize township borrowing to build or repair roads and bridges;
  - g. Acquisition and disposal of county property and business where no other provision shall be made;
  - h. Establish a Department of Public Works;
  - i. Transfer funds from the Budget Stabilization Fund.
3. Majority vote of members elected and serving:
  - a. Final passage or adoption of a measure or resolution;
  - b. Allowance of a claim against the county.
4. Majority vote of members present – all other questions which may arise at a meeting. A unanimous vote of all the members shall be deemed a roll call vote.

**5.7 Roll Call Vote:** The Chairperson shall entertain a call for Roll Call Vote made by any member present on any question submitted to the Board.

**5.8 Seeking Recognition:** When two (2) or more members seek recognition, the Chairperson shall designate the member who is first called to speak; but in all cases the member who shall first address the Chair shall speak first.

**5.9 Interruptions:** When a member is speaking on any question before the Board, he or she shall not be interrupted except to be called to order by the Chair.

- 5.10 **Call to Order:** When a member is called to order, he or she shall immediately cease speaking. The Board, if appealed to, shall decide the propriety of the Chair's call to order. If there is no appeal, the ruling of the Chair shall be final.
- 5.11 **Debate:** After a motion is stated by the Chair, it shall be deemed to be in possession of the Board, but it may be withdrawn at any time before amendment or decision is made, with the consent of the supporting member.
- 5.12 **Un-Debatable Motions:** When any question is under debate, no motion shall be received but the following un-debatable motions, and they shall have precedence in the following order:
- a. To adjourn;
  - b. To rise to a Point of Order;
  - c. To table;
  - d. To call for the previous question;
  - e. To limit or extend limits of debate;
  - f. To postpone to a certain day;
  - g. To commit or refer, or re-commit, to a committee;
  - h. To amend;
  - i. To postpone indefinitely;
- 5.13 **Open Meetings:** Members of the public shall be encouraged to attend all open meetings and address the Commission at the meeting. To protect the rights of all people attending such meetings and to maintain reasonable order, the following rules are established in accordance with P.A. 267 (1976), as amended:
1. All public meetings, including sub-committee meetings, shall be posted in the County Complex at the Board of Commissioners Office in accordance with the Open Meetings Act of 1976, as amended.
  2. No person shall be excluded from a public meeting except for a breach of peace committed at that meeting. However, members of the public who intend to attend an open meeting in groups of twenty (20) persons or more should notify the County Administration of their intention in order that the Board may make all efforts to secure adequate accommodations.
  3. Members of the public may address the Board after receiving recognition from the Chair and giving his or her name and township, city or village of residence. Public comments shall be limited to a period set aside at each meeting for such purpose and each speaker shall have the floor for not more than three (3) minutes unless the Board grants an extension.
  4. In the event that a person desires to address the Board in an extensive manner, that person shall contact the Chairperson of the Board with a request to be placed on the agenda, no less than seven (7) days prior to the scheduled meeting; and further, following approval from the Chairperson, shall provide the County Clerk's Office with the date, time, and subject to be placed on the agenda.



- 5.14 **Closed Meetings:** Pursuant to the Open Meetings Act (PA 267 of 1967, section 15.263), there are eleven (11) purposes in which Closed Meetings may be called, such as for collective bargaining (union) negotiations; in order to consider the purchase or lease of real property, up to the time an option to purchase or lease for that real property is obtained; to consult with legal counsel regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting could have a detrimental financial effect on the litigation or settlement position of the public body. In addition, a meeting may be closed by two-thirds (2/3) vote to review an employment application when requested by a candidate, and to consider material exempt from discussion or disclosure by state or federal statute, or for any other reasons allowed under the Open Meetings Act.
- 5.15 **Attendance of Closed Meetings:** The Board has sole discretion to determine who may be permitted to attend a Closed Session pursuant to the Open Meetings Act, particularly MCL 15.267 and 15.268. Routine attendance beyond the Board members, Administrator, Finance Director, and Clerk or Deputy Clerk, or exclusion of the Administrator or Finance Director, must be approved by the majority of the Board.
- 5.16 **Resolutions:** Pursuant to Motion 182-99 from the March 25, 1999 Regular Board Meeting, the Committee of the Whole shall have the authority to act on resolutions regarding commendation, congratulations, retirement, and appreciation; and further, that the Committee of the Whole be given authority to act on any other Resolution, when directed to other elected officials, and requiring immediate action, when two-thirds (2/3) of the members elected are present, which shall include forwarding the motion to the next regular meeting to be entered into the official record (effective January 17, 2019).

## **ARTICLE VI**

### **COMMITTEES**

- 6.1 **Standing Committees:** There shall be five (5) standing committees of the Board:
1. Committee of the Whole
  2. County Properties
  3. Personnel
  4. Public Safety
  5. Policies, Procedures & Bylaws
  6. Broadband Committee
  7. I.T. Committee
  8. Materials Management Planning (Recycling) Committee
  9. ARPA (American Rescue Planning Act) Committee
- 6.2 **General Duties of Committees:** The general duties of each committee shall be making recommendations to the Board on issues of County business, act as liaison between the Board and departments and agencies, and to coordinate interrelated activities and to act on other items of business placed on the agenda by the Chairperson of that Committee.

**6.3 Specific Duties of the Committee of the Whole:**

1. All policy, financial, and other topics for Board of Commissioners consideration shall generally be brought to the Committee of the Whole prior to final decision at Regular Board Meetings. In addition, if a scheduled Committee of the Whole meeting is canceled or not held for any reason, topics on that agenda may be brought to the next Regular Board meeting for action.

**6.4 Specific Duties of the Personnel Committee:**

1. Make recommendations with regards to interviewing and hiring Department Heads;
2. Make recommendations with regard to employee relations, including personnel policies, employee negotiations, fringe benefits, job classifications and salaries;
3. At the request of the Full Board of Commissioners, evaluate and review the performance of County Department Heads and the County Controller/Administrator for Board approval;
4. Consider vacation extension requests and employee requests for leave of absence denied by the County Controller/Administrator.
5. Develop and revise the County's Personnel Policy for Board Approval.
6. Perform the process of Job Review and Analysis in compliance with the job analysis procedure.

**6.5 Specific Duties of the County Properties Committee:**

1. Recommend office space allocations in county buildings;
2. Recommend policies to the Board related to purchasing, inventory of county property, placement and use of county property, and disposal of county property.
3. Recommend policies on maintenance of county buildings, grounds, and other properties.
4. Recommend alterations and additions to county buildings and grounds and oversee such construction, including procurement and recommendations on bids.
5. Make recommendations related to major capital outlays;
6. Recommend short and long term planning needs regarding capital improvements, office space needs and storage space needs;
7. Review needs regarding Real Property Capital Improvements for Board approval.

**6.6 Specific Duties of the Public Safety Committee:**

1. Enhance and encourage interagency collaboration and cooperation of Courts, law enforcement services, community corrections, and emergency response services.
2. Act as liaison between the Board and the Courts, law enforcement services, community corrections, and emergency response services.

**6.7 Specific Duties of the Policies, Procedures & Bylaws Committee:**

1. To review and update items at least annually.

**6.8 Specific Duties of the Broadband Committee**

1. To explore broadband initiatives for the residents of Lapeer County;
2. Consider partnerships;
3. Review and/or recommend grant opportunities;
4. Review and/or recommend RFI/RFP proposals, as deemed necessary.

**6.9 Specific Duties of the I.T. Committee**

1. To review and update I.T. Managed Services Agreement as needed;
2. To review and/or recommend RFP's for services, as deemed necessary.
3. Identify necessary software updates and going needs assessment.

**6.10 Specific Duties of the Materials Management Planning Committee**

1. Review and comply with EGLE requirements for materials management planning program;
2. Explore options for providing recycling services within the County meeting MMP guidelines;
3. Identify other MMP and municipal partners for recycling initiatives;
4. Maximize funding opportunities.

**6.11 Specific Duties of the ARPA (American Rescue Planning Act) Committee**

1. Prepare and discuss strategic planning for projects and purchases that are eligible through federal ARPA funding;
2. Review requests from Administration and/or various County Departments for specific purchases or projects, which may result in recommending motions to the Full Board, including the appropriate expenditure categories.

## **ARTICLE VII**

### **AMENDMENTS TO THE RULES OF PROCEDURE**

- 7.1 Amendments:** These Rules of Procedure may be amended or repealed in whole or in part, at any regular or duly called special meeting of the members at which a Quorum shall be represented, by two-thirds vote of the Board members elected and serving, provided a statement of the character of such proposed amendments has been included in the notice of the meeting.

## **NOTICE TO LAPEER COUNTY RESIDENTS**

The Lapeer County Board of Commissioners are accepting applications for the following Board/Committee vacancies:

### **VALLEY AREA AGENCY ON AGING / BOARD OF DIRECTORS**

One (1) vacancy for a 3-year term expiring 3/31/2027

**SUBMISSIONS DUE BEFORE: \_\_\_\_\_, 2024 – 4:00 P.M.**

**BOARD MEETING DATE APPOINTMENTS WILL BE MADE:  
THURSDAY, \_\_\_\_\_, 2024 AT 9:00 A.M.**

Interested individuals must complete an **Application for Appointment** which is available online at [www.lapeercountymi.gov](http://www.lapeercountymi.gov). Applicants are encouraged to attend a meeting of the Board of Commissioners to introduce themselves to the Board prior to the appointment being made. If you are unable to attend a meeting, you may submit a letter of interest along with your Application for Appointment to the address below, expressing your desire to be appointed and any relevant background information in order to be considered. Please verify on the website for the meeting schedule.

***For additional information or to send an Application/Letter of Interest to:***

**LAPEER COUNTY BOARD OF COMMISSIONERS/ADMINISTRATION OFFICE  
255 CLAY STREET, SUITE 301  
LAPEER, MI 48446  
810-667-0366  
or email to: [administration@lapeercounty.org](mailto:administration@lapeercounty.org)**

**Notification Posted: \_\_\_\_\_, 2024 (Date)  
By Theresa M. Spencer, County Clerk  
Clerk of the Board**

## NOTICE TO LAPEER COUNTY RESIDENTS

The Lapeer County Board of Commissioners is accepting applications for the following Board/Committee vacancies:

### **COMMUNITY MENTAL HEALTH BOARD**

Four (4) vacancies for a 3-year term expiring 3/31/27

One (1) vacancy for a partial 3-year term expiring 03/31/26

**2 - General Public** – Anyone who is 18 years or older and has his or her primary place of residence in Lapeer County.

**2 - Family Member** – A parent stepparent, spouse, sibling, child, or grandparent of a primary consumer, or an individual upon whom a primary consumer is dependent for at least 50% of his or her financial support.

**1 - Primary Consumer** – An individual who has received or is receiving services from the department or a community mental health program or services from the private sector equivalent to those offered by the department or a community mental health services program.

**SUBMISSIONS DUE BEFORE: \_\_\_\_\_, 2024 – 4:00 P.M.**

**BOARD MEETING DATE APPOINTMENTS WILL BE MADE:  
THURSDAY, \_\_\_\_\_, 2024 AT 9:00 A.M.**

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or email to: [administration@lapeercounty.org](mailto:administration@lapeercounty.org)**

**Notification Posted: \_\_\_\_\_, 2024 (Date)  
By Theresa M. Spencer, County Clerk  
Clerk of the Board**

**REFERRAL MOTION**  
**FROM THE FEBRUARY 8, 2024**  
**PERSONNEL COMMITTEE MEETING**

**ATTACHMENT FOR AGENDA**

**Motion by Howell, supported by Haggadone, to refer the request from the Prosecuting Attorney to increase the On-Call Pay from \$300 to \$500 for the Assistant Prosecuting Attorneys to the February 22, 2024 Full Board without recommendation. Motion carried unanimously.**

## **REQUEST FOR ACTION**

**DATE:** January 24, 2024

XX REQUEST FOR ACTION

       FOR YOUR INFORMATION

       REQUEST FOR INFORMATION

**TO:** Lapeer County Board of Commissioners

**FROM:** John Miller, Prosecuting Attorney

\*\*\*\*\*

### **SUMMARY OF REQUEST / INFORMATION:**

Increase Prosecutor on-call pay to \$500.00/week.

### **ADDITIONAL INFORMATION:**

Numerous prosecutor offices throughout Michigan pay \$500.00 per week of on-call rotation. Oakland County pays \$600.00 per week.

### **CONTACT PERSON(S):**

### **BACKGROUND INFORMATION:**

The Office of the Prosecuting Attorney proposed a 2023 budget for on-call pay of \$26,000.00 (52 weeks @ \$500.00/week) and this budget was approved by the BOC for 2023 and 2024. Administration advised that approval of this budget did not afford an increase to the on-call pay because of a previous motion. On-call Prosecutor pay should not be categorized with Juvenile on-call pay or Magistrate on-call pay under a generic comparison. I have discussed the differences with several if not all Commissioners in previous meetings.

### **SUPPORTING DOCUMENTS:**

**OPA 2024 Budget**

### **DRAFT MOTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve on-call Prosecutor pay to \$500.00/week effective Saturday February 3, 2024 to coincide with the payroll cycle.

ATTACHMENTS    YES X    NO \_\_\_\_\_



LAPEER COUNTY

PERIOD ENDING 11/30/2023 FISCAL PERIOD 11 YEAR 2023

PAGE

2

FUND 205 PROSECUTING ATTORNEY

% Year Completed = 91%

DEPT ACCOUNT # DESCRIPTION

ORIGINAL  
BUDGETAMENDED  
BUDGETACTUAL  
MONTH TO DATE YEAR TO DATE SPENT

UNEXPENDED

## 296 PROSECUTING ATTORNEY

703 000 SALARY SUPERVISORY	.00	129,172.33	11,153.84	120,355.41	93 %	8,816.92
703 010 SALARY SUPERVISORY - OTHER	.00	470,834.42	50,768.79	440,854.36	94 %	29,980.06
704 000 SALARY EMPLOYEES	.00	362,213.48	22,774.40	233,618.72	64 %	128,594.76
709 000 OTHER PAY	.00	26,000.00	1,200.00	26,250.00	101 %	250.00-
714 000 MEDICARE	.00	13,863.00	1,217.72	11,658.41	84 %	2,204.59
715 000 SOCIAL SECURITY	.00	59,276.00	5,206.83	49,849.89	84 %	9,426.11
716 000 MEDICAL DENTAL & VISION	.00	197,340.00	16,445.00	150,055.00	76 %	47,285.00
717 000 LIFE INSURANCE	.00	1,014.00	84.50	773.50	76 %	240.50
718 000 RETIREMENT	.00	136,960.00	12,284.17	113,872.82	83 %	23,087.18
719 000 UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	%	.00
719 010 UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	%	.00
722 000 WORKERS COMPENSATION INSURANCE	.00	.00	.00	.00	%	.00
722 010 WORKERS COMPENSATION INSURANCE	.00	.00	.00	.00	%	.00
723 000 PEHB	.00	4,680.00	390.00	3,660.00	78 %	1,020.00
TOTAL PERSONAL SERVICES	.00	1,401,353.23	121,525.25	1,150,948.11	82 %	250,405.12
728 000 POSTAGE	.00	4,355.73	.00	853.20	20 %	3,502.53
728 200 POSTAGE - IV-D	.00	1,200.00	1,301.00	2,501.00	208 %	1,301.00-
730 000 OFFICE SUPPLIES	.00	15,000.00	537.60	12,019.68	80 %	2,980.32
730 010 SUPPLIES - OTHER	.00	.00	.00	79.00	%	79.00-
730 200 OFFICE SUPPLIES - IV-D	.00	2,076.57	88.54	1,092.64	53 %	983.93
744 000 GAS OIL AND GREASE	.00	900.00	.00	167.84	19 %	732.16
TOTAL SUPPLIES	.00	23,532.30	1,927.14	16,713.36	71 %	6,818.94
802 000 HEALTH SERVICES	.00	.00	.00	260.00	%	260.00-
805 000 WITNESS FEES	.00	5,000.00	350.00	490.24	10 %	4,509.76
809 000 SUBSCRIPTIONS	.00	.00	.00	.00	%	.00
813 000 CONTRACTED SERVICE	.00	25,000.00	.00	11,069.50	44 %	13,930.50
813 010 STENOGRAPHERS	.00	3,000.00	1,207.30	3,940.10	131 %	940.10-
813 258 CONTRACTED SVCS - MGT IV-E	.00	3,000.00	.00	2,250.00	75 %	750.00
813 259 CONSULTING - MGT IV-D	.00	9,000.00	.00	5,796.00	64 %	3,204.00
814 000 SERVING SUBPOENAS	.00	500.00	.00	101.22	20 %	398.78
814 200 PROCESS SERVING - IV-D	.00	.00	61.28	495.03	%	495.03-
815 010 SPECIAL PROJECTS - 5% DIRECT NEEDS	.00	.00	.00	.00	%	.00
850 000 TELEPHONE	.00	3,000.00	95.63	1,376.05	46 %	1,623.95
850 200 TECHNOLOGY LICENSE	.00	30,065.00	.00	15,175.28	50 %	14,889.72
860 020 PRISONER EXTRADITIONS	.00	2,500.00	.00	.00	%	2,500.00
860 050 MILEAGE - REIMBURSABLE	.00	1,750.00	64.19	927.35	53 %	822.65
933 000 OFFICE EQUIPMENT MAINTENANCE	.00	3,000.00	145.44	1,492.39	50 %	1,507.61
941 000 EQUIPMENT RENTAL/LEASE	.00	2,848.20	.00	2,303.22	81 %	544.98
956 000 EMPLOYEE TRAINING	.00	13,000.00	.00	5,062.05	39 %	7,937.95
957 000 MEMBERSHIPS	.00	10,551.00	.00	8,356.00	79 %	2,195.00
969 000 COST ALLOCATION	.00	.00	178.69	1,965.59	%	1,965.59-
TOTAL OTHER SERVICES AND CHARGES	.00	112,214.20	2,102.53	61,060.02	54 %	51,154.18

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**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 February 9<sup>th</sup> and 23<sup>rd</sup>, 2024 and also the Road Commissions Audit Motion for disbursements dated February 8<sup>th</sup> and 22<sup>nd</sup>, 2024. Motion carried.

(February 22<sup>nd</sup> and 23<sup>rd</sup> to be distributed)

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS  
DATED 2/09/2024 BE APPROVED BASED ON THE SIGNATURE OF THE  
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101	132,451.05	570,305.74	702,756.79
RENTAL PROPERTY	149		65.02	65.02
PROSECUTING ATTORNEY	205	32,895.30	4,050.15	36,945.45
SHERIFF'S DEPARTMENT	207	138,276.26	38,691.18	176,967.44
PARKS/RECREATION FUND	208		2,675.78	2,675.78
FRIEND OF THE COURT FUND	215	28,988.85	345.23	29,334.08
HEALTH DEPARTMENT/DISTRIC	221	65,450.31	8,217.94	73,668.25
SENIOR ACTIVITIES	223	22,324.20	20,322.60	42,646.80
ANIMAL CONTROL	225	5,617.31	3,253.06	8,870.37
SPECIALTY COURTS	232		3,075.00	3,075.00
REMONUMENTATION GRANT	245	181.06		181.06
REGISTER OF DEEDS AUTOMAT	256		1,650.00	1,650.00
DISASTER CONTINGENCY FUND	258	1,988.88		1,988.88
INDIGENT DEFENSE FUND	260		24,380.42	24,380.42
911 SERVICE FUND	261	33,766.81	6,590.37	40,357.18
FORFEITURES FUND	262		595.00	595.00
CONCEALED PISTOL LICENSIN	263	1,148.46		1,148.46
T.N.U.	265		2,529.94	2,529.94
PUBLIC SAFETY MILLAGE	266		5,231.22	5,231.22
COMMUNITY CORRECTIONS	272	3,748.83		3,748.83
POLICE SERVICE CONTRACTS	277	40,444.07		40,444.07
AMERICAN RESCUE PLAN	281		9,216.25	9,216.25
SOIL & SED SPECIAL PROJEC	296		68.93	68.93
LAPEER FAMILY CONTINUATIO	298	728.84		728.84
BURKE DRAIN	461		85.00	85.00
HISTORIC COURTHOUSE	470		100.00	100.00
MARSHALL DRAIN CONSTRUCTI	471		91.87	91.87
BUILDING AND GROUNDS	631		75,992.83	75,992.83
*** TOTAL OF ***		\$508,010.23	\$777,533.53	\$1,285,543.76

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	279,190.28	796,239.40	1,075,429.68
CHILD CARE FUND	292	13,309.62	17,328.51	30,638.13
VETERANS RELIEF FUND	293	6,153.52	3,267.69	9,421.21
VETERANS TRUST FUND	294		36,848.75	36,848.75
BELLE RIVER	479		91.87	91.87
DELINQUENT TAX REVOLVING	516	1,364.76	24,528.33	25,893.09
FORECLOSURE	532	3,277.29	17,256.78	20,534.07
REVOLVING DRAIN	601		9,626.27	9,626.27
DRAIN MAINTENANCE FUND	639		20,907.83	20,907.83
WORKERS COMP FUND	677		11,853.18	11,853.18
HEALTH INS. FUND	678		35,440.02	35,440.02
DRAIN FUND	801		3,807.66	3,807.66
*** TOTAL OF ***		\$303,295.47	\$977,196.29	\$1,280,491.76

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		233,276.13	233,276.13
COMMON BANKING - TRUST AN	702	318,847.74	60.00	318,907.74
CURRENT TAX COLLECTION FU	703		1,905,345.37	1,905,345.37
DISTRICT MUNICIPAL COURT	710		46,130.04	46,130.04
*** TOTAL OF ***		\$318,847.74	\$2,184,811.54	\$2,503,659.28

*** GRAND TOTAL OF DISBURSEMENTS ***		\$1,130,153.44	\$3,939,541.36	\$5,069,694.80
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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, Adminstrator/Controller

## ROAD COMMISSION AUDIT MOTION

For checks dated: 02/08/2024

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	\$ 19.86
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/> \$ 1,671.65

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