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LAPEER COUNTY CLERK

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A-G-E-N-D-A

LAPEER COUNTY BOARD OF COMMISSIONERS

ORGANIZATIONAL MEETING

THURSDAY, JANUARY 4, 2007

9:00 A.M.

Cheryl Clark	District #1
Dyle Henning	District #2
Gary Roy	District #3
Lenny Schneider	District #4
Dave Taylor	District #5
Linda M. Jarvis	District #6
Ian Kempf	District #7

CALL TO ORDER BY COUNTY CLERK

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

CHAIR/VICE-CHAIR APPOINTMENTS:

- ◆ Nominations for Chairperson of the Board for the Year 2007
- ◆ Election of Chairperson
- ◆ Chairperson Seated

- ◆ Nominations for Vice-Chair for the Board for the Year 2007
- ◆ Election of Vice-Chair

CONTINUED -

CONSIDERATION FOR APPROVAL

- ◆ Agenda
- ◆ December 21, 2006 Regular Board Meeting

PUBLIC TIME - Citizens Comments, etc.

**ADOPTION OF RULES OF PROCEDURES
FOR THE LAPEER COUNTY BOARD OF COMMISSIONERS**

SCHEDULE OF MEETING DATES/TIMES FOR 2007

CHAIRPERSON - COMMITTEE APPOINTMENTS

REVIEW OF COMMISSIONER MILEAGE/EXPENSE SHEETS

NEW/OLD BUSINESS

A. COMMUNITY DEVELOPMENT

1. Community Development Block Grant Application
2. Continuum of Care Emergency Services Grant

(Additional Items)

B.

C.

D.

AUDIT MOTIONS

- ◆ **County Audit Motion**
For disbursements dated January 5, 2007
- ◆ **Road Commissioner's Audit Motion**
For disbursements dated January 4, 2007

COMMISSIONERS' REPORTS

PUBLIC TIME - Citizens Comments, etc.

ADJOURN

**LAPEER COUNTY BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
December 21, 2006
8:30 A.M.**

Chairman Taylor called the meeting to order at 8:45 a.m. in the Commission Chambers on the lower level of the County Complex Building. Commissioner Taylor opened the meeting with prayer. The Pledge of Allegiance was recited.

Present:	Cheryl A. Clark	District #1
	Dyle Henning	District #2
	Joyce Bonesteel	District #3
	Lenny Schneider	District #4
	David Taylor	District #5
	Ron Dahlke	District #6
	Ian Kempf	District #7

AGENDA

It was the consensus of the Board to approve the agenda with the addition of approval of Tentative Agreements with Police Officers Labor Council (POLC), and the deletion of a closed session

The draft minutes from the December 7, 2006 Regular Board Meeting were reviewed.

435-06

Motion by Kempf, supported by Clark, to approve the draft minutes from the December 7, 2006 Regular Board Meeting with the following amendment:

Original Motion

427-06

Motion by Clark, supported by Bonesteel, to approve a 2% increase in the pay rate for the 4-H Club Supporter, from \$8.00 per hour to \$8.26 per hour, effective January 1, 2007, as submitted by MSU Extension, at no cost to the County General Fund. Motion carried.

Amended Motion

427-06

Motion by Clark, supported by Bonesteel, to approve a 2% increase in the pay rate for the 4-H Club Supporter, from \$8.00 per hour to **\$8.16** per hour, effective January 1, 2007, as submitted by MSU Extension, at no cost to the County General Fund. Motion carried

Motion carried.

It was noted that the Commissioner Mileage/Expense Sheets are in the packet for review.

PUBLIC TIME – No comments were received.

Sheriff Kalanquin presented the Sheriff's Department Annual Report.

436-06

Motion by Clark, supported by Henning, to accept the Sheriff's Department 2005 Annual Report in to the record. Motion carried.

Victor Martin, E-911 Central Dispatch Director, presented information related to the budget and funding for Central Dispatch. Discussion followed.

437-06

Motion by Schneider, supported by Clark, to raise the telephone surcharge, as authorized by law, to \$4.00 per month, with the stipulation that when the State passes new legislation, which alters the funding formula to more equitably spread the cost burden beyond land-lines, that the Board will revisit the land-line surcharge, with the intent of reducing or eliminating this fee increase, if not addressed by law.

438-06

Motion by Kempf, supported by Henning, to amend the previous motion to reflect \$3.70 per month. Motion carried.

Vote for Motion 437-06 as amended.

Motion carried.

Courthouse Restoration Committee – (1 Two-Year Term)

Chairman Taylor announced that Doris Rolland has volunteered to serve on the Courthouse Restoration Committee.

439-06

Motion by Bonesteel, supported by Clark, that a unanimous ballot be cast for Doris Rolland to serve on the Courthouse Restoration Committee, for a two-year term ending October 14, 2008. Motion carried.

440-06

Motion by Clark, supported by Kempf, to approve the Tentative Agreements for contract years 2006-2009 with the Police Officers Labor Council (POLC), Units "B", "C", and "D". Motion carried.

441-06

Motion by Kempf, supported by Bonesteel, to approve the 2007 contract and Amendment No. 1 to the Thumb Alliance Prepaid Inpatient Health Plan (PIHP), related to Alcohol Information and Counseling Center (AICC), at no cost to the County General Fund. Motion carried.

442-06

Motion by Kempf, supported by Bonesteel, pursuant to the revised Michigan Minimum Wage Law, to raise the wage of the Parks Department seasonal sled hill/winter concession position to \$6.95 per hour for workers 18 years of age and older; and further, to allow a youth sub-minimum wage for this position of \$6.50, per hour for those below 18 years of age. Motion carried.

443-06

Motion by Kempf, supported by Bonesteel, to authorize payment to Howard L. Shifman P C , in the amount of \$6,395 50, for legal services rendered 11/01/06 – 11/30/06, to be paid from line item 101-210-801.020 Motion carried.

444-06

Motion by Kempf, supported by Bonesteel, to approve the Probate/Family Court combined Community Service Coordinator and Intensive Caseworker contract, for the period of October 1, 2006 through September 30, 2007, to be paid from the 2006-2007 Child Care Fund. Motion carried.

445-06

Motion by Kempf, supported by Bonesteel, to approve the Probate/Family Court one year contract renewals of Truancy/Delinquency Coordinator positions #355 and #356, for the period of October 1, 2006 through September 30, 2007, to be paid from the 2006-2007 Child Care Fund. Motion carried.

446-06

Motion by Kempf, supported by Clark, pursuant to action taken at the December 7, 2006 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the December 14, 2006 meeting of the Committee of the Whole:

“Motion by Bonesteel, supported by Clark, to approve the following Resolution for Curt Carter:

RESOLUTION

- WHEREAS,** *Curt Carter* was born in Lapeer on February 1, 1944 to parents, Agnes and Laverne (Poddy) Carter; and,
- WHEREAS,** *Curt Carter* graduated from Lapeer High School in 1962, received an Associates Degree in Business Administration from Mott Community College and then attended Michigan State University, University of Michigan – Flint, University of Michigan – Ann Arbor-Graduate School of Banking, Ball State University – Independent Bankers School, University of Wisconsin - Graduate School of Banking Harvard University Institute for Financial Management; and,
- WHEREAS,** *Curt Carter* has been married to wife Mary Lynne since May 2, 1964, and they have been blessed with two children, Brett and Julie, as well as three grandchildren, Cameron, Connor and Ashley; and,
- WHEREAS,** *Curt Carter* was hired October 16, 1966 as a management trainee at Lapeer County Bank & Trust Co, then was appointed as Assistant Cashier on December 8, 1970 and appointed Cashier & Auditor on December 13, 1972; and,
- WHEREAS,** *Curt Carter* was appointed Secretary to the Board of Directors of Lapeer County Bank and Trust Co. on December 15, 1976, Vice-President and Cashier on January 1, 1978, and then elected to the Board of Directors of Lapeer County Bank & Trust Co. on January 1, 1979; and,
- WHEREAS,** *Curt Carter* was appointed President of Lapeer County Bank & Trust Co. on January 1, 1983 and named President and CEO of Lapeer County Bank & Trust Co. on January 1, 1984, then appointed Chairman and CEO of Lapeer County Bank & Trust Co. on July 1, 2005, and appointed Chairman of the Board on July 1, 2006; and,

(Resolution for Curt Carter continued)

WHEREAS, *Curt Carter has served as Past President and a 35-year member of the Lapeer Optimist Club, member of the Lapeer County Historical Courthouse Restoration Committee, Treasurer of Lapeer Community Schools Scholarship & Student Loan Fund, Treasurer of Lapeer GoodFellows, Charter member of the Economic Club of Lapeer County, Trustee for Lapeer Regional Medical Center, Director of McLaren Medical Management, Inc., Director of Lapeer County Community Foundation, Member of the Lapeer County Building Authority, Member of the Blood Services Committee, American Red Cross; and,*

WHEREAS, *Curt Carter will be retiring from Lapeer County Bank & Trust Co. after more than 40 years of faithful service and will be honored and recognized for said services at a special gathering on Friday, December 15, 2006*

NOW, THEREFORE, BE IT RESOLVED, *that this Board of Commissioners of Lapeer County, Michigan, wishes to honor and express deep, sincere appreciation to Curt Carter for his many years of dedicated service to Lapeer County Bank & Trust Co., the citizens of his community, and all of Lapeer County.*

Roll Call Vote: Bonesteel, aye; Kempf, aye; Schneider, aye; Bonesteel, aye; Clark, aye; Dahlke, aye; Taylor, aye. 7 ayes. Motion carried unanimously."

Motion carried.

Agricultural Preservation Board (Three-year term)

447-06

Motion by Kempf, supported by Clark, to re-appoint Sharon Buckner to serve on the Agricultural Preservation Board for a three-year term ending December 31, 2009 Motion carried.

448-06

Motion by Clark, supported by Kempf, to approve the County's Audit Motion for disbursements dated December 22, 2006, based upon the signature of the Chief Financial Officer; and further, to approve the Road Commission Audit Motion for disbursements dated December 21, 2006, based upon the signatures of the Road Commission Chairman and Finance Director. Roll Call Vote: Clark, aye; Dahlke, aye; Henning, aye; Kempf, aye; Schneider, aye; Bonesteel, aye; Taylor, aye 7 ayes. Motion carried unanimously

The Commissioners reflected on the past years of service as Board Members. Commissioner Dahlke requested that the Board authorize Attorney Tim Turkelson to provide legal representation regarding his request for reimbursement of his 2005 expenses. Lengthy discussion followed.

449-06

Motion by Henning, supported by Clark, to authorize reimbursement to Commissioner Dahlke in the amount of \$2,439.45 for 2005 expenses. Roll Call Vote: Henning, aye; Dahlke, aye; Kempf, nay; Schneider, aye; Bonesteel, nay; Clark, aye; Taylor, aye 5 ayes, 2 nays. Motion carried.

450-06

Motion by Kempf, supported by Clark, to adjourn the meeting. 10:40 a.m.

David Taylor, Chairman
Board of Commissioners



Marlene M Bruns, County Clerk
Clerk of the Board

County of Lapeer

Rules of Procedure
for the
Lapeer County
Board of Commissioners



Adopted on: _____, 2006

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LAPEER COUNTY BOARD OF COMMISSIONERS RULES OF PROCEDURE

ARTICLE I

BOARD ORGANIZATION

- 1.6 **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 term of each Commissioner shall be for two (2) years, concurrent with that of State Representatives.
- 1.6 **Vacancies on the Board:** 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, per MSA 5.359 (11).
- 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 of \$17,443.93 during 2006, 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) on regular basis. All vouchers must be submitted for payment not later than thirty (30) days past each fiscal year to be approved for payment.

- 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.

**LAPEER COUNTY BOARD OF COMMISSIONERS
RULES OF PROCEDURE**

- 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 will operate under 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. All committees shall keep minutes.

ARTICLE II

OFFICERS AND EMPLOYEES

- 2.1 **Chairperson:** The Chairperson shall be elected 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.

**LAPEER COUNTY BOARD OF COMMISSIONERS
RULES OF PROCEDURE**

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. 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.

**LAPEER COUNTY BOARD OF COMMISSIONERS
RULES OF PROCEDURE**

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 Motions #236-00 and #757-01;
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 and other matters required by Law or otherwise directed by the Board of Commissioners;
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 days prior to the expiration of their term.

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).

RULES OF PROCEDURE

ARTICLE III APPOINTMENTS TO BOARDS AND COMMISSIONS

- 3.1 **Notice of Expiring Terms:** At least thirty (30) days prior to the expiration of any appointee's term on any board, commission, or agency, a list shall be furnished by the County Clerk's Office to the Board 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 submit an Application for Appointment or resume to the Board of Commissioners' Office.
- Additional nominees may be submitted from the floor for nominations. A majority vote of the members elect shall appoint unless otherwise provided by law.
- 3.3 **Compensation:** Compensation for such appointive positions shall be set by the Board of Commissioners;
- 3.4 **Quorum Required for Per Diem Payment:** No commissioner nor appointee of the Board shall receive per diem pay without a quorum of the committee, commission, or board present at a scheduled meeting, unless approved by the Chairperson of the Board.

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 three 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.

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- 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 accordance with Robert's Rules of Order, except as modified by State statute or these rules.
- 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 unless otherwise stipulated in Roberts Rules of Order.
- 5.4 **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 shall ensure that the Agendas and related information be placed in office mailbox of each Commissioner three (3) days prior to each scheduled meeting.

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5.5 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.
- 5.6 **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.
- 5.7 **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
- 5.8 **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.

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- 5.9 **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.
- 5.10 **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
- 5.11 **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;
- 5.12 **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 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 shall notify the County Clerk of their intention in order that the Board may make all efforts to secure adequate accommodations

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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.
- 5.13 **Closed Meetings:** Closed Meetings may be called 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.
- 5.14 **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.

ARTICLE VI COMMITTEES

- 6.1 **Standing Committees:** There shall be eight (8) standing committees of the Board:
1. Finance/Audit
 2. County Properties
 3. Personnel
 4. Negotiations
 5. Public Safety
 6. Human Services
 7. Strategic Planning
 8. Policies, Procedures & Bylaws

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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 Finance/Audit Committee** *(which shall include investments):*

1. Coordinate preparation, review, and recommend the Annual Budget and Capital Improvement Plan for Board approval;
2. Make recommendations on budget changes requested throughout the fiscal year;
3. Recommend policies with regards to the equalization of tax assessments throughout the County;
4. Develop and monitor the County's fiscal policy for Board approval;
5. Monitor and approve County disbursements and make recommendations to the Board regarding the monthly audit of bills.

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. 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 Negotiations Committee:**

1. Negotiate Labor Agreements as directed by the Board of Commissioners;
2. Make recommendations with regard to collective bargaining to the Board of Commissioners;
3. Hold grievance hearings as prescribed by respective labor contracts.

RULES OF PROCEDURE

6.6 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.

6.7 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.

6.8 Specific Duties of the Human Services Committee:

1. Enhance and encourage interagency collaboration and cooperation of human service agencies.
2. Act as liaison to health and human service agencies.

6.9 Specific Duties of the Strategic Planning and Review Committee:

1. Provide leadership to the Board to plan for a process to periodically (3-5 years) engage the County (Board, Administration, Department Heads) in establishing longtime goals and objectives for the County.
2. Help the Board annually review established goals and objectives to determine progress and modify plans as needed.
3. Ensure that County departments: (a) submit annual written and oral reports to the Board; and (b) annual programs/services performance measures furnished for the budget process are submitted and reviewed.

RULES OF PROCEDURE

6.10 Specific Duties of the Policies, Procedures & Bylaws Committee:

- 1 To review and update items at least annually.

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 a three-fourths vote of the Board at such meeting, provided a statement of the character of such proposed amendments has been included in the notice of the meeting.

DRAFT

2007 SCHEDULE OF MEETINGS
LAPEER COUNTY BOARD OF COMMISSIONERS

DRAFT

Adopted: January 05 2006

JANUARY

Calendar grid for January showing days of the week, dates, and events such as 'New Years Day Observed', 'C.O.W. -Deadline', 'Full Board', and 'Checks Disbursed'.

JULY

Calendar grid for July showing days of the week, dates, and events such as 'Independence Day', 'Full Board Nite (4)', 'Naco', and 'MERS Election'.

FEBRUARY

Calendar grid for February showing days of the week, dates, and events such as 'Full Board', 'C.O.W.', 'MAC', and 'Election Day'.

AUGUST

Calendar grid for August showing days of the week, dates, and events such as 'C.O.W. -Deadline', 'Full Board Nite (5)', 'Election Day', and 'MAC'.

MARCH

Calendar grid for March showing days of the week, dates, and events such as 'Naco', 'C.O.W.', 'Full Board', and 'Checks Disbursed'.

SEPTEMBER

Calendar grid for September showing days of the week, dates, and events such as 'LABOR DAY', 'C.O.W.', 'Full Board Nite (6)', and 'Checks Disbursed'.

APRIL

Calendar grid for April showing days of the week, dates, and events such as 'Spring Break Observed', 'C.O.W.', 'Full Board Nite (1)', and 'Checks Disbursed'.

OCTOBER

Calendar grid for October showing days of the week, dates, and events such as 'Observe Columbus Day', 'C.O.W. -Deadline', 'Full Board Nite (7)', and 'Checks Disbursed'.

MAY

Calendar grid for May showing days of the week, dates, and events such as 'Election Day', 'C.O.W. -Deadline', 'Full Board Nite (2)', 'Veteran's Day Observed', and 'Memorial Day'.

NOVEMBER

Calendar grid for November showing days of the week, dates, and events such as 'Election Day', 'C.O.W. -Deadline', 'Full Board A/P Deadline', 'Veteran's Day Observed', 'Thanksgiving Day', and 'Day After Thanksgiving'.

JUNE

Calendar grid for June showing days of the week, dates, and events such as 'Full Board Nite (3)', 'C.O.W.', 'A/P Deadline', and 'P/R Deadline'.

DECEMBER

Calendar grid for December showing days of the week, dates, and events such as 'Observe Christmas Eve', 'Observe Christmas Day', 'Observe New Years Eve', 'Full Board', and 'Checks Disbursed'.

Full Board 8:30 a.m. in Chambers A/P Deadline = Accounts Payable Deadline

Full Board Nite 7:30 p.m. - 10:00 p.m. Travel Meeting P/R Deadline = Payroll Timesheet Deadline

C O W 8:30 a.m. in Chambers C O W -Deadline C O W Agenda Deadline

Observed = HOLIDAYS

Properties At Call of Chairman

Personnel At Call of Chairman

NOTE: All Dates, Times and Locations (including Holidays) are subject to change.

DRAFT

(Think - Direct Deposit)

COUNTY EXPENSES REIMBURSEMENT REQUEST FORM

Admin

COUNTY DEPARTMENT

1/4/07

DATE SUBMITTED

David Taylor

NAME OF EMPLOYEE

FROM: 1-Dec.06.

TO: 31-Dec. 06

PERIOD COVERED

B O C

TITLE OR POSITION

ACCOUNT NUMBER

DAY OF MONTH	DESCRIPTION	PRIVATE AUTOMOBILE		COUNTY AUTOMOBILE		CAB, BUS OR PARKING	LODGING	MEALS	OTHER	DAILY TOTALS	
		AMOUNT		GAS	OTHER						
5	Polly Ann Trail	20	20								
6	MPCB	22	22								
6	Court Housr Restoration	20	0								
7	F B	20	0								
11	Elba Twp.	20	20								
11	A G Board	22	22								
11	Met.Twp.	4	0								
12	Vetenrs Special	10	10								
12	Hadley Twp.	12	12								
14	C O W	20	0								
15	V AAA	50	50								
15	Health Dept	22	22								
18	M A C	175	175								
18	Swearing in	0	0								
19	Mich. Twp. Assn.	45	45								
20	Sr. Coalition	22	22								
20	L C C D	20	20								
21	F B	20	0								
SUMMARY TOTAL		524	440								178.2
TOTAL AMOUNT OF VOUCHER											178.2

OK

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

NATURE OF OFFICAL BUSINESS: _____
D T.

SIGNED BY: *David Taylor*

APPROVED BY: _____ Department Head or authorized representative

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

FORM 00-6

COUNTY EXPENSES REIMBURSEMENT REQUEST FORM

County Commissioner

COUNTY DEPARTMENT

Ron Dahlke

NAME OF EMPLOYEE

Comm.

TITLE OR POSITION

12/29/06

DATE SUBMITTED

FROM: 11/1

TO: 12/31

PERIOD COVERED

DAY OF MONTH	DESCRIPTION	Location	PRIVATE AUTOMOBILE		COUNTY AUTOMOBILE		LODGING	MEALS	OTHER	DAILY TOTALS	
			MILES	AMOUNT	GAS	OTHER					
11/2	COV										
11/9	FULL Bd - I.C.		75								
11/14	NEGOTIATIONS										
11/16	COV										
11/22	FULL Bd										
11/22	HDC - CARO		94								
11/29	MAR 7TH DIST - MICHIGAN		20								
11/30	COV										
12/7	FULL Bd										
12/14	COV										
12/20	HDC - CARO		94								
12/21	FULL Bd										
SUMMARY TOTAL			223	90.30							

405

TOTAL AMOUNT OF VOUCHER

90 30

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

NATURE OF OFFICIAL BUSINESS: B.O.C.

SIGNED BY: Ron Dahlke

APPROVED BY: _____
Department Head or Authorized Representative

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

COUNTY EXPENSES REIMBURSEMENT REQUEST FORM


Legislative / B.O.C.
COUNTY DEPARTMENT

12/21/06
DATE SUBMITTED

Lenny Schneider
NAME OF EMPLOYEE

FROM 11-6-06 TO: 12-21-06

Commissioner, Dist. 4
TITLE OR POSITION

RECEIVED OF <u>Lenny Schneider</u>	DATE <u>11-29-06</u>	NO. <u>1837</u>
ADDRESS _____		
FOR <u>MAC # District Luncheon</u> \$10.00		
HOW PAID _____	BALANCE DUE _____	BY _____
		

NOV

DAY OF MONTH	DESCRIPTION	PRIVATE AUTOMOBILE	
		MILES	AMOUNT
6	City Commission Lapeer	5	
9	Thru Correction Meeting @ Prison Facility	15	
	PM BOC Inaug. - Cir. Pt.	1-0	
13	Lapeer Twp Board Meet.	6	
	Mayfield Twp "	8	
14	LBC in Metemora	20	

Lapeer County

DEC

29	MAC III - Metemora	20	
30	Comm. work shop in Frankenmuth	102	
5	City LDFH Board	5	
8	LDC - Elba	15	
11	Lapeer Twp & Mayfield Twp	14	
21	Sheriff's Dept. Lapeer	12	

(MAC III) 10.00

SUMMARY TOTAL 222 \$89.91
(at 40.5)

10.00

TOTAL AMOUNT OF VOUCHER 99 91

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

NATURE OF OFFICAL BUSINESS: Meetings, conferences, etc, necessary to properly perform duties of Dist 4 BOC.

SIGNED BY: [Signature]

APPROVED BY: _____
Department Head or authorized representative

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

DATE: 12/19/06

- REQUEST FOR ACTION**
- FOR YOUR INFORMATION**
- REQUEST FOR INFORMATION**

TO: Lapeer Co. Board of Commissioners

FROM: Mike Partlo

SUMMARY OF REQUEST/INFORMATION: Public Hearing to be held during the regularly scheduled meeting on 1/4/07

ADDITIONAL INFORMATION: The hearing will allow public comment on the application for CDBG funding

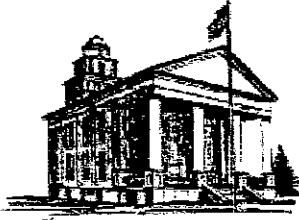
CONTACT PERSON(S): Mike Partlo

BACKGROUND INFORMATION: CDBG funding has been requested in the amount of \$300,000.00 to continue housing rehabilitation programs

SUPPORTING DOCUMENTATION:

DRAFT MOTION

ATTACHMENTS Yes No



**Lapeer County
Office of Community Development
County Complex
255 Clay Street
Lapeer, MI 48446**

**Mike Partlo, Director
Phone (810) 245-4994**

Fax (810) 245-5895

E-mail mpartlo@lapeercountv.org

RESOLUTION

The Lapeer County Board of Commissioners approves the submission of the application for funding in the amount of \$300,000.00 to the MI State Housing Development Authority for housing rehabilitation programs financed by Community Development Block Grant funds.

LAPEER COUNTY BOARD OF COMMISSIONERS

Chairman

Date



DATE: 12/19/06

REQUEST FOR ACTION

FOR YOUR INFORMATION

REQUEST FOR INFORMATION

TO: Lapeer County Board of Commissioners

FROM: Mike Partlo

SUMMARY OF REQUEST/INFORMATION: Review and endorse Continuum of Care Emergency Services Grant recommendations

ADDITIONAL INFORMATION: MPCB must approve

CONTACT PERSON(S): Mike Partlo/Michelle Steiner (Cont. of Care Chair)

BACKGROUND INFORMATION: Annual allocation of ESG funds

SUPPORTING DOCUMENTATION: Funding recommendations

DRAFT MOTION: The Lapeer County Board of Commissioners has reviewed the proposed ESG funding recommendations and authorizes the Chair to sign the "Certification of Local Approval for Non-Profit Organizations"

ATTACHMENTS Yes No

Date: December 19, 2006

To: Community Partners

From: Michelle Steiner, chair
Lapeer County Continuum of Care

Re: ESG recommendations

The Continuum of Care committee finalized their recommendations for the disbursement of ESG funds. Lapeer County's allotment for 2007/2008 is \$91,246. The chart below indicates which agencies applied and how their funds were allocated.

The next step in the approval process is to take these recommendations to the Multi-purpose Collaborative Body (MPCB) for their approval and to the County Board of Commissioners for their review and endorsement. If you have any questions, please give me a call.

	CoC Coordination	Shelter Operations	Essential Services	Homeless Prevention
Hispanic Service Center		\$14,621.00	\$ 4,341.00	
Housing Resource Center			\$18,667.00	\$18,106.00
LACADA		\$24,782.00	\$ 4,342.00	
United Way	\$ 6,387.00			

Lapeer County Housing Coalition/Continuum of Care

Lapeer County's Continuum of Care planning is a function of the Housing Coalition of the Lapeer County Multi-purpose Collaborative Body. This group is an alliance of professionals and volunteers committed to the development and implementation of a coordinated response system designed to eradicate homelessness and provide quality service delivery.

Members of the Housing Coalition have a shared vision to become more aware of potential or actual needs related to homelessness, emergency or permanent housing in Lapeer County and to develop strategies to resolve those needs. The coalition is committed to improving the county's system to meet the needs of families and individuals. Further, activities will support the following long-term objectives:

- Plan for and provide a balance of emergency, transitional, and permanent housing and supportive services to address the needs of homeless or near homeless persons.
- Develop a strategy for increasing housing development in the county.
- Promote community awareness on the plight of the homeless and working poor.
- Assign clear roles and responsibilities for each partner in the continuum.
- Simplify the process whereby those in need access all services and resources available in the county.

The Continuum of Care system in Lapeer County is made up of the following five components.

1. Intake, Assessment and Referral - Conducted by agencies system-wide on a decentralized basis.
2. Emergency Shelter - Primarily provided by Lapeer Area Citizens Against Domestic Assault and the Family Economic Crisis Center operated by the Hispanic Service Center. Additional bed nights being provided at various locations on an as-needed basis.
3. Transitional Housing - Each of the aforementioned shelters operates a transitional facility into which their clients are moved as their case progresses.
4. Permanent Housing - The county has established a housing coordinator position to help residents secure permanent housing.
5. Support Services - Conducted by agencies system-wide on a decentralized basis.

The Lapeer County Continuum of Care planning group is requesting funds from the Michigan State Housing Development Authority's (MSHDA) Emergency Shelter Grant Program to provide shelter operations, homeless prevention, essential services and Continuum of Care coordination.

This year's target funding by MSHDA for the Emergency Shelter Grant was \$91,246.

Any agency wishing to apply to MSHDA for Emergency Shelter Grant monies must be approved by each local continuum of care group. (Eligible uses for Emergency Shelter Grant funding is attached).

The Housing Coalition developed a community application package to be completed by any Lapeer County agency who wished to apply. The process was open to the public and a Request For Proposals was printed in the County Press.

Five organizations applied. The Hispanic Service Center, The Refuge Homeless Shelter, Lapeer Area Citizens Against Domestic Assault (LACADA), Blue Water Center for Independent Living and the Housing Resource Center at United Way, all located in Lapeer County. Each agency made an oral presentation to the Housing Coalition, and voting was conducted according to a predetermined set of criteria. The following page includes recommended levels of funding for each agency.

The Housing Coalition is asking the Lapeer County Commission to approve these allocations. A signature of the Board Chair is required. A sample signature page is attached.

ATTACHMENT II-A

**Michigan State Housing Development Authority
Certification of Local Approval for Non-Profit Organizations**

I, David Taylor, (name and title of the *highest elected official*)
duly authorized to act on behalf of the County of Lapeer, Michigan (name of the jurisdiction)
hereby approve the attached proposal submitted to the Michigan State Housing Development Authority
by United Way of Lapeer County, Inc. (name of non-profit)
which is located in Lapeer County, Michigan (name of jurisdiction).

Brief Project Description (optional):

United Way's Housing Resource Center will provide housing placement and housing counseling services to homeless and near homeless individuals. Homeless prevention funds will be disbursed to prevent utility shut-off, eviction and foreclosure.

United Way will provide Continuum of Care coordination services.

By: _____
Name and Title

Signature

Date

This form should be signed by the highest elected official of the jurisdiction in which the funded homeless program facility is located. For agencies that are providing services in multiple jurisdictions, only one signature from the highest elected official of the area in which the agency's primary office is situated will be required.

ATTACHMENT II-A

**Michigan State Housing Development Authority
Certification of Local Approval for Non-Profit Organizations**

I, David Taylor, (name and title of the *highest elected official*)
duly authorized to act on behalf of the County of Lapeer, Michigan (name of the jurisdiction)
hereby approve the attached proposal submitted to the Michigan State Housing Development Authority
by Hispanic Service Center (name of non-profit) which is
located in Lapeer County, Michigan (name of jurisdiction).

Brief Project Description (optional):

The Hispanic Service Center will provide Emergency Shelter and Transitional Housing for Homeless or formerly homeless families, as well as counseling, and advocacy assistance to families in shelter.

By: _____
Name and Title

Signature

Date

This form should be signed by the highest elected official of the jurisdiction in which the funded homeless program facility is located. For agencies that are providing services in multiple jurisdictions, only one signature from the highest elected official of the area in which the agency's primary office is situated will be required.

ATTACHMENT II-A

**Michigan State Housing Development Authority
Certification of Local Approval for Non-Profit Organizations**

I, David Taylor, (name and title of the *highest elected official*)
duly authorized to act on behalf of the County of Lapeer, Michigan (name of the jurisdiction)
hereby approve the attached proposal submitted to the Michigan State Housing Development Authority
by Lapeer Area Citizens Against Domestic Assault (name of non-profit) which is located
in Lapeer County, Michigan (name of jurisdiction).

Brief Project Description (optional):

Lapeer Area Citizens Against Domestic Assault (LACADA) will provide Emergency Shelter and
Transitional Housing for Homeless or formerly homeless families and individuals, as well as counseling,
and advocacy assistance to families in shelter.

By: _____
Name and Title

Signature

Date

This form should be signed by the highest elected official of the jurisdiction in which the funded homeless program facility is located. For agencies that are providing services in multiple jurisdictions, only one signature from the highest elected official of the area in which the agency's primary office is situated will be required.