



MICHIGAN'S OLDEST COURTHOUSE

Lapeer County Board of Commissioners

255 Clay Street
Lapeer, Michigan 48446

phone 810 area code
667-0366
667-0369 FAX
www.county.lapeer.org

COMMITTEE OF THE WHOLE

****COMMISSION CHAMBERS****

MAY 29, 2008

8:30 A.M.

A-G-E-N-D-A

****Attendance Roll Call; Opening Prayer; and Pledge of Allegiance****

- 1) CONSIDERATION OF **MINUTES** OF THE **MAY 15, 2008** COMMITTEE OF THE WHOLE MEETING

and

REVIEW OF **OVERNIGHT TRAVEL REQUESTS** AND **BUDGET AMENDMENTS** (*distributed and reviewed throughout the meeting*)
- 2) **PUBLIC TIME** – Citizens Comments, etc.
- 3) **SHERIFF'S DEPARTMENT** –
 - A. REQUEST TO PURCHASE TWO TACTICAL WEAPONS FROM OAKLAND COUNTY
 - B. REQUEST TO RENEW CONTRACT WITH JUSTICE BENEFITS, INC. FOR FEDERAL FINANCIAL PARTICIPATION REIMBURSEMENT SERVICES
- 4) **HEALTH DEPARTMENT** – REQUEST TO APPROVE 3rd QUARTER APPROPRIATION TRANSFER REQUEST FOR FUND 221 (JAIL NURSE)
- 5) **COUNTY TREASURER** – REQUEST TO APPROVE THE QUARTERLY INVESTMENT REPORT AND FORECLOSURE PROCEEDS REPORT (*to be distributed at the meeting*)

Continued--

- 6) **TRUTH IN TAXATION – REVIEW OF 2008 TAX RATE REQUEST FORM (L-4029) AND TENTATIVE SCHEDULE**

- 7) **ADMINISTRATION/FINANCE-**
 - A. REQUEST TO AUTHORIZE PAYMENT TO JOHNSON, ROSATI, LABARGE, ASELTINE & FIELD, PC
 - B. REQUEST TO AMEND THE TRAINING REGISTRATION/OVERNIGHT TRAVEL POLICY
 - C. DISCUSSION OF JOINT MEETING WITH THE CITY COMMISSION

- 8) **OTHER BUSINESS:**
 - A.
 - B.
 - C.

- 9) **BUDGET AMENDMENTS / APPROPRIATION TRANSFERS**
(requiring Board approval)
 - A.
 - B.
 - C.

- 10) **PUBLIC TIME – Citizens Comments, etc.**

- 11) **CLOSED SESSION** *(labor negotiations—if needed)*

ADJOURN....

3A

DATE: May 27, 2008

XX REQUEST FOR ACTION

TO: LAPEER COUNTY BOARD OF COMMISSIONERS

SUMMARY OF REQUEST:

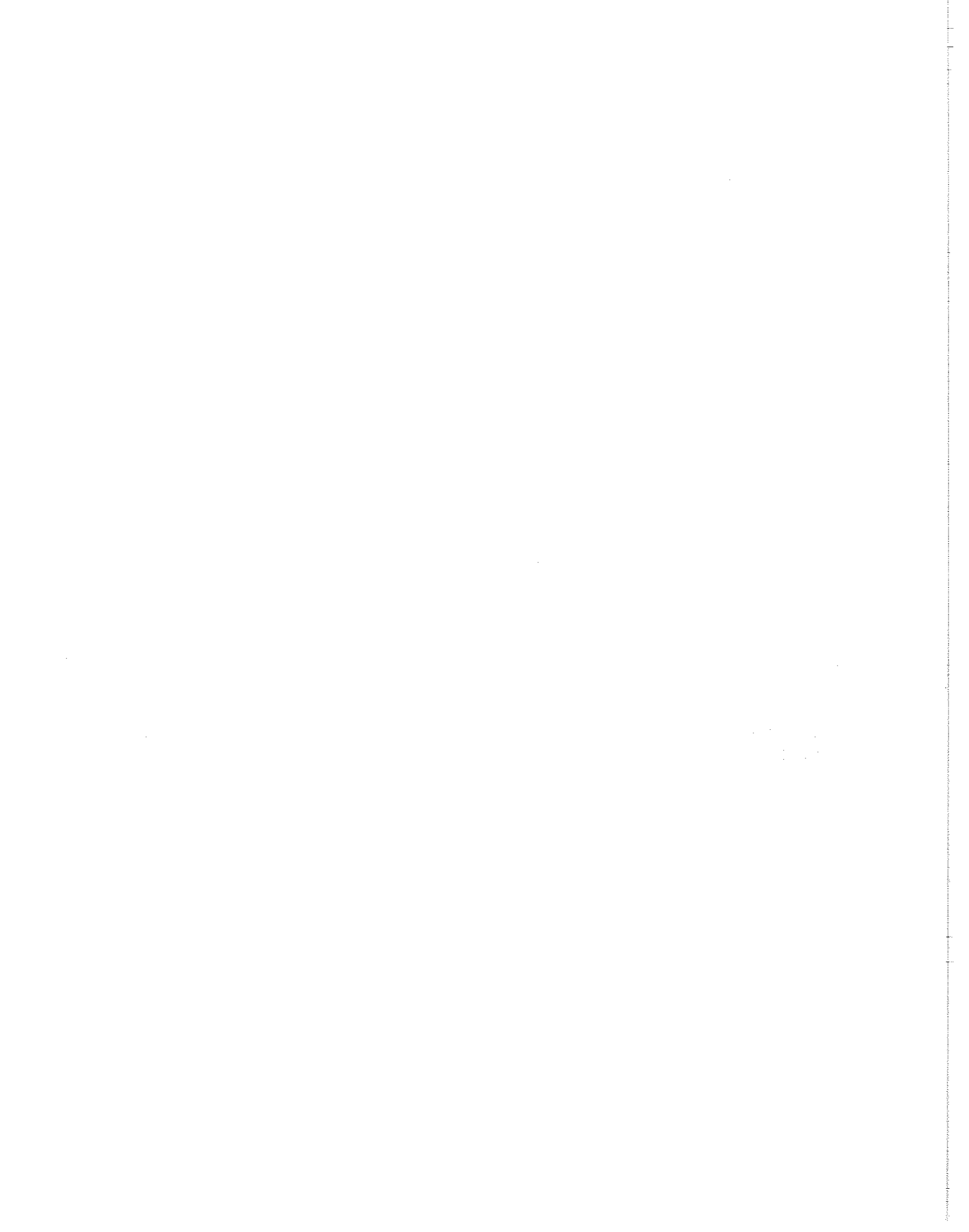
Request to purchase from the Oakland County Sheriff's Department, two MP5 tactical weapons. The total cost for the weapons will be \$1,200.00. The funds will come from the weapons sale money at no cost to the county.

CONTACT PERSONS:

Undersheriff Bob Rapson

BACKGROUND INFORMATION:

The Oakland County Sheriff's Department notified us that they were replacing some of their tactical weapons and were offering them to us. They are a specialized weapon that will add to our tactical ability.



3B

DATE: 05-08-08

REQUEST FOR ACTION

FOR YOUR INFORMATION

REQUEST FOR INFORMATION

TO: LAPEER COUNTY BOARD OF COMMISSIONERS

FROM: Lt. Duane Engelhardt

SUMMARY OF REQUEST / INFORMATION:

Request authorization to renew the contract with Justice Benefits, Incorp. for FFP (Federal Financial Participation) reimbursement services for a period of four years.

BACKGROUND INFORMATION:

The original contract was approved in May, 2004, and we would like to renew the contract for an additional four years.

CONTACT PERSON(S): Lt. Duane Engelhardt

SUPPORTING DOCUMENTS: Attached Contract

DRAFT MOTION: To approve the attached Renewal and Extension Agreement for Professional Services between the County of Lapeer, Lapeer County Sheriff's Department and Justice Benefits, Incorporated to obtain reimbursements through Federal Financial Participation (FFP) for a period of period of four years; and further, to authorize the Chairman to sign said contract.

ATTACHMENTS YES XXX NO

**RENEWAL AND EXTENSION AGREEMENT
FOR PROFESSIONAL SERVICES**

between

Justice Benefits, Incorporated

and

Lapeer County, Michigan

This Renewal and Extension Agreement is entered into by and between Lapeer County, Michigan (hereinafter referred to as the "County") and Justice Benefits, as the general partner of Unificare, LTD, (hereinafter, collectively referred to as "JBI" or "Contractor"), located at 2010 Valley View Lane, Suite 300, Dallas, Texas 75234.

WITNESSETH

WHEREAS, JBI is assisting the County to obtain reimbursements through Federal Financial Participation (hereinafter "FFP"); and

WHEREAS, the parties desire to renew and extend the Agreement for Professional Services dated May 27, 2004 (the "Agreement"), so JBI will continue to provide professional assistance to County exploring opportunities for FFP, reviewing prospects for expansion of existing FFP, and securing FFP for the County;

NOW, THEREFORE, the County and JBI agree as follows.

RENEWAL AND EXTENSION

1. The Agreement, including all its terms, conditions and provisions, is incorporated herein fully by reference as if copied verbatim into this paragraph.
2. The Agreement is hereby renewed and extended for an additional period of four (4) years.

MISCELLANEOUS

To the extent that the terms of this Renewal and Extension Agreement are in conflict with the original terms of the Agreement, the terms of the original Agreement shall control except in case of dispute as to the length of the term of the Agreement in which instance these agreements shall be interpreted to renew, extend and continue the professional services contract between the undersigned parties for the longer period of time.

IN WITNESS WHEREOF, the undersigned parties have executed this Renewal and Extension Agreement as of the date written below.

EXECUTED THIS _____ DAY OF _____, 2008

AGREED:

Lapeer County, Michigan
Partnership

Name

Title

Address: _____

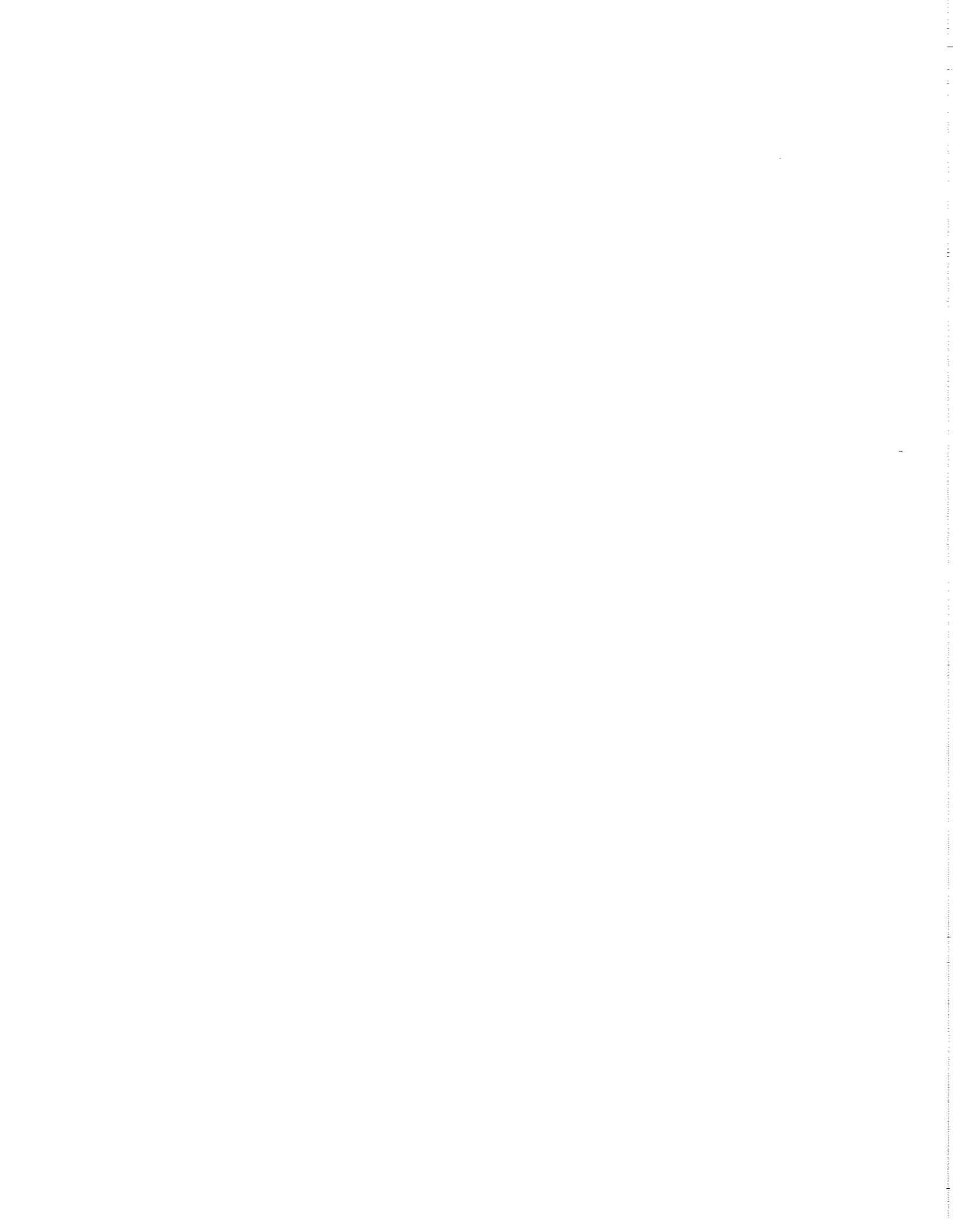
ACCEPTED BY:

UNIFICARE, LTD., a Texas Limited

By: Justice Benefits, Inc., a Texas Corporation
Its: Corporate General Partner

By: _____
Kimberly King

Senior Vice President-Business Development
2010 Valley View Lane, Suite 300
Dallas, Texas 75234



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LAPEER COUNTY HEALTH DEPARTMENT

REQUEST FOR ACTION FORM

DATE: May 7, 2008

X REQUEST FOR ACTION ___ FOR YOUR INFORMATION
___ REQUEST FOR INFORMATION

TO: FINANCE

FROM: STEPHANIE SIMMONS MPA, DIRECTOR/HEALTH OFFICER



SUMMARY OF REQUEST/INFORMATION:

This serves as a request that the Lapeer County Health Department 3rd quarter appropriation for Fund 221 Jail Nurse be transferred to the respective funds as indicated below.

ADDITIONAL INFORMATION:

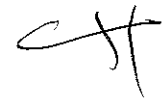
CONTACT PERSON: STEPHANIE SIMMONS or BRENT A. HELM

SUPPORTING DOCUMENTS: Adopted Budget

DRAFT MOTION:

I move that the Health Department's 3rd quarter appropriation be transferred as follows:

\$36759.00 from 101-990-999.221 to 221-990-695.013



SUPPORTING DOCUMENTS: YES X NO ___

5

DATE: May 27, 2008

REQUEST FOR ACTION
 FOR YOUR INFORMATION
 REQUEST FOR INFORMATION

TO: Lapeer County Commissioners – COW

FROM: Sally W. Eilersen, Treasurer

SUMMARY OF REQUEST/INFORMATION:

Request the following reports be accepted:

1. Quarterly investment report (status of investments as of 3/31/08)
2. Foreclosure proceeds report. (status of auction proceeds through 2006 auction of 2003 delinquent taxes)

ADDITIONAL INFORMATION:

These are new for 2008 statutory requirements. Reports will be e-mailed to you as soon as they are completed.

CONTACT PERSON(s): Sally W. Eilersen

SUPPORTING DOCUMENTS:

DRAFT MOTIONS:

Move to accept the Quarterly Investment Report and Foreclosure Auction Proceeds Report as presented.

Attachments Yes Not yet

TENTATIVE

6

LAPEER COUNTY 2008 "TRUTH in TAXATION" CALENDAR

- May 29, 2008 **At C.O.W.** – Board reviews 2008 Tax Rate Request Form (form 4029) and approves proposed public notice
- June 4, 2008 "Notice of Public Hearing on Increasing Property Taxes"
Published in a newspaper of general circulation in the taxing unit.
(Headline -18 point Type or larger, Body – 12 point or larger)
- June 5, 2008 **At Full Board** – Proposed millage rate must be established by a resolution adopted by the governing body of the taxing unit before it conducts a public hearing.
- June 12, 2008 **At C.O.W.** – Public Hearing held on Increasing Property Taxes
- June 19, 2008 **At Full Board** (night meeting Rich)- Board approves the levy of the millage rate equal to or less than the proposed millage rate that was published and which a public hearing has been held

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Dept. (s)
COPY TO: Each Twp or City Clerk

**2008 TAX RATE REQUEST
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

County	Lapeer	Taxable Value	3,195,751,102
Local Government Unit	lapeer county		

**PLEASE READ THE
INSTRUCTIONS ON
THE REVERSE SIDE
CAREFULLY.**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.
The following tax rates have been authorized for levy on the 2008 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Millage Authorized by Election, Charter, etc.	2007 Millage Rate Permanently Reduced by MCL 211.34d	2008 Current Year Millage Reduction Fraction	2008 Millage Rate Permanently Reduced by MCL 211.34d	Sec. 211.34 Millage Rollback Fraction	Maximum Allowable Millage Rate*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
VOTED	operating	12/1/1985	4.5480	3.7886	1.0000	3.7886	1.0000	3.7886	3.7886	0.2456	12/1/2009
Ex Voted	Sr Citizens	8/1/2004	0.2500	0.2456	1.0000	0.2456	1.0000	0.2456	0.2456	0.2456	12/1/2009
			0.0000								

Totals **4.7980** **4.0342** **4.0342**

Prepared by
Kenneth G. Hill
Title
Lapeer County Equalization Director

Date
5-29-08

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.421(3).

	Signature	Date
	Signature	Date

Clerk	Type Name	Date
Secretary	Type Name	Date
Chairperson	Type Name	Date
President	Type Name	Date

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on the reverse side for the correct method of calculating the millage rate in column (5).

HEADLEE & MCL 211.34ROLLBACK COMPUTATIONS

SOURCE AND PURPOSE OF OPERATING ONLY MILLAGE	PRIOR YEAR'S PERM REDUCED or REDUCED NEWLY VOTED MILLAGE <small>see MCL 211.34d(9)</small>	CURRENT MILLAGE REDUCTION FRACTION	CURRENT PERM REDUCED MILLAGE *	TRUTH IN ASSESSING or TRUTH IN EQUALIZATION FRACTION	CURRENT MAXIMUM ALLOWABLE MILLAGE RATE
Post debt & specials to L-4029	Last year's L-4029	L-4029 col (6)	L-4029 col (7)	L-4029 col (8)	L-4029 col (9)
	col (7)				
<u>VOTED</u> operating	<u>3.7886</u> x	<u>1.0000</u> =	<u>3.7886</u> x	<u>1.0000</u> =	<u>3.7886</u>
<small>was the above millage approved since this May 31? Y = YES</small>					
<u>Ex Voted</u> Sr Citizens	<u>0.2456</u> x	<u>1.0000</u> =	<u>0.2456</u> x	<u>1.0000</u> =	<u>0.2456</u>
<small>was the above millage approved since this May 31? Y = YES</small>					
	<u>0.0000</u> x	<u>1.0000</u> =	<u>0.0000</u> x	<u>1.0000</u> =	<u>0.0000</u>
<small>was the above millage approved since this May 31? Y = YES</small>					
	x <u>1.0000</u> =	<u>0.0000</u> x	<u>1.0000</u> =	<u>0.0000</u>	
<small>was the above millage approved since this May 31? Y = YES</small>					
	x <u>1.0000</u> =	<u>0.0000</u> x	<u>1.0000</u> =	<u>0.0000</u>	
<small>was the above millage approved since this May 31? Y = YES</small>					
	x <u>1.0000</u> =	<u>0.0000</u> x	<u>1.0000</u> =	<u>0.0000</u>	
<small>was the above millage approved since this May 31? Y = YES</small>					
Total of newly voted & last year's perm reduced millage	<u>4.0342</u>		<u>4.0342</u>		<u>4.0342</u>
		2008	MAXIMUM ALLOWABLE OPERATING MILLAGE UNDER HEADLEE & MCL 211 34 =		<u>4.0342</u>

NOTE: The only way to levy more than your maximum millage due to the Headlee rollback is to have voters approve additional millage

TRUTH IN TAXATION COMPUTATIONS

2008 BASE TAX RATE FRACTION:	(from L-4034)	<u>0.9907</u>	(1)
2007 OPERATING MILLAGE RATE:	(actually levied)	<u>4.0342</u>	(2)
2008 BASE TAX RATE:	(w/out hearing)	<u>3.9966</u>	(1) x (2) = (3)
2008 MAX ALLOWABLE OPERATING MILLAGE RATE:		<u>4.0342</u>	(from above) = (4)
MINUS 2008 BASE TAX RATE:	(B.T.R.)	<u>3.9966</u>	(3) = (5)
MILLAGE INCREASE:	(with a hearing)	<u>0.0376</u>	(4) - (5) = (6) or (7) - (5) = (6)
If you plan to levy more than the B.T.R. but less than the Max Allowable enter the amount here		<input type="text"/>	

MILLAGE INCREASE	<u>0.0376</u>	
2008 BASE TAX RATE	<u>3.9966</u> =	<u>0.94%</u>
		MILLAGE INCREASE FROM HEARING*

<u>2008 TV x .001 x MILLAGE INCREASE</u>	= \$	<u>120,160</u>
		REVENUE INCREASE FROM HEARING

(<u>2008 TV x 2008 BASE RATE</u>)	-1	<u>12,772,139</u>
(<u>2007 TV x 2007 ACTUAL OPER RATE</u>)	=	<u>12,623,531</u> = <u>1.18%</u>
		2008 REVENUE INCREASE WITHOUT HEARING

*Must be published in notice of public hearing on increasing property taxes Your current year's millage cannot exceed your maximum under Truth in Taxation unless authorized by the governing body at the hearing Your current year's millage cannot exceed your Headlee maximum without a millage election

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT	MILLAGE GAIN WITH TRUTH IN TAXATION	UNIT'S TAXABLE VALUE	TRUTH IN TAXATION REVENUE GAINED
<u>VOTED</u>	<u>operating</u>	<u>3.7886</u>	<u>0.0353</u> x	3,195,751,102	= \$ <u>112,810</u>
<u>Ex Voted</u>	<u>Sr Citizens</u>	<u>0.2456</u>	<u>0.0023</u> x	3,195,751,102	= \$ <u>7,350</u>
-	-	<u>0.0000</u>	<u>0.0000</u> x	-	= \$ <u>-</u>
-	-	<u>0.0000</u>	<u>0.0000</u> x	-	= \$ <u>-</u>
-	-	<u>0.0000</u>	<u>0.0000</u> x	-	= \$ <u>-</u>
-	-	<u>0.0000</u>	<u>0.0000</u> x	-	= \$ <u>-</u>
		<u>4.0342</u>	<u>0.0376</u>		\$ <u>120,160</u>
		BALANCES			BALANCES
			0.0376		\$ 120,160

MAXIMUM ALLOWABLE MILLAGES WITHOUT TRUTH IN TAXATION HEARING

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT	MULTIPLIER WITHOUT TR. IN TAX.	MAXIMUM MILLAGE WITHOUT TR. IN TAX.	MAXIMUM REVENUE WITHOUT TR. IN TAX.
<u>VOTED</u>	<u>operating</u>	<u>3.7886</u>	x 0.9906797 =	<u>3.7533</u>	\$ <u>11,994,613</u>
<u>Ex Voted</u>	<u>Sr Citizens</u>	<u>0.2456</u>	x 0.9906797 =	<u>0.2433</u>	\$ <u>777,526</u>
-	-	<u>0.0000</u>	x 0.9906797 =	<u>0</u>	\$ <u>-</u>
-	-	<u>0.0000</u>	x 0.9906797 =	<u>0</u>	\$ <u>-</u>
-	-	<u>0.0000</u>	x 0.9906797 =	<u>0</u>	\$ <u>-</u>
-	-	<u>0.0000</u>	x 0.9906797 =	<u>0</u>	\$ <u>-</u>
<u>TOTALS</u>		<u>4.0342</u>		<u>3.9966</u>	\$ <u>12,772,139</u>
				BALANCES	BALANCES
				3.9966	12,772,139

7A

DATE: May 15, 2008

REQUEST FOR ACTION

FOR YOUR INFORMATION

REQUEST FOR INFORMATION

TO: LAPEER COUNTY BOARD OF COMMISSIONERS

FROM: LINDA K. HESS

SUMMARY OF REQUEST / INFORMATION: Billing for Johnson, Rosati, LaBarge, Aseltyne & Field, P.C. in reference to

1) First American Title Company in the amount of \$15,155.31 (April, 2008)

BACKGROUND INFORMATION:

ADDITIONAL INFORMATION:

CONTACT PERSON(S): Linda K. Hess

SUPPORTING DOCUMENTS: Billing Statements

DRAFT MOTION:

To authorize payment to Johnson, Rosati, LaBarge, Aseltyne & Field, P.C. in reference to invoice #1052273 in the amount of \$15,155.31 for services rendered 4/1/08 – 4/30/08 to be paid from line item #101-210-801.020.

ATTACHMENTS YES NO

**JOHNSON, ROSATI, LaBARGE,
 ASELTYNE & FIELD, P.C.**
 34405 W. Twelve Mile Rd., Suite 200
 Farmington Hills, MI 48331
 (248) 489-4100 Tax ID# 38-3107356

May 15, 2008

Lapeer County
 Attn: Mr John Biscoe
 255 Clay Street
 Lapeer, MI 48446

Invoice # 1052273

In Reference To: First American Title Company vs. Lapeer County, et al

Professional Services Rendered Through April 30, 2008

		<u>Hrs/Rate</u>	<u>Amount</u>
4/1/2008	MLH Multiple telephone conferences with Plaintiffs' attorney regarding Maximus deposition documents	0.20 135.00/hr	27.00
	MLH Correspondence to client regarding 2002 cost analysis	0.10 135.00/hr	13.50
	MLH Review of multiple correspondence from attorney regarding stipulation to extend	0.20 135.00/hr	27.00
	MLH Telephone conference with Ingham County Register of Deeds	0.40 135.00/hr	54.00
	MLH Telephone conference with Plaintiffs' attorney regarding Maximus deposition	0.20 135.00/hr	27.00
	MLH Multiple telephone conferences with cost analysis accountant	0.50 135.00/hr	67.50
	MLH Correspondence to Ingham County Register of Deeds	0.10 135.00/hr	13.50

		<u>Hrs/Rate</u>	<u>Amount</u>
4/1/2008	MLH Review of Maximus documents	0.90 135.00/hr	121.50
4/2/2008	MLH Telephone conference with client regarding discovery	0.90 135.00/hr	121.50
	MLH Multiple telephone conferences with Calhoun County corporate counsel regarding subpoena	0.40 135.00/hr	54.00
	MLH Review of Maximus documents	0.70 135.00/hr	94.50
	MLH Appearance at Maximus deposition	6.40 135.00/hr	864.00
	MLH Receipt/review of Saginaw's proposed order	0.10 135.00/hr	13.50
4/3/2008	MLH Correspondence to and from Michigan Land Title regarding subpoena	0.30 135.00/hr	40.50
	MLH Correspondence to county cost analysis expert	0.20 135.00/hr	27.00
	MLH Receipt/review of order to extend discovery	0.10 135.00/hr	13.50
	MLH Telephone conference with Michigan Land Title attorney regarding subpoena	0.30 135.00/hr	40.50
	MLH Multiple telephone conferences with Plaintiffs' attorney regarding stipulation to extend	0.30 135.00/hr	40.50
	MLH Telephone conference with Stewart Title attorney	0.30 135.00/hr	40.50
	MLH Correspondence to Stewart Title attorney	0.10 135.00/hr	13.50
	MLH Telephone conference with client	0.20 135.00/hr	27.00

		<u>Hrs/Rate</u>	<u>Amount</u>
4/3/2008	MLH Preparation of DeV Vaugh deposition summary	0.90 135.00/hr	121.50
4/4/2008	MLH Multiple telephone conferences with court reporter regarding deposition exhibits	0.30 135.00/hr	40.50
	MLH Telephone conference with client regarding deposition	0.20 135.00/hr	27.00
	MLH Continued preparation of Motion to Compel Discovery	0.40 135.00/hr	54.00
	MLH Telephone conference with court clerk	0.20 135.00/hr	27.00
	MLH Continued preparation of Reply Brief	1.10 135.00/hr	148.50
4/5/2008	MLH Continued preparation of Reply to Motion for Summary Judgment	2.10 135.00/hr	283.50
4/6/2008	MLH Continued preparation of Reply Brief	1.20 135.00/hr	162.00
	MLH Preparation of concurrence of Dodak, Fuller and Landheer's Motion for Summary Judgment	0.40 135.00/hr	54.00
4/7/2008	MLH Continued preparation of Reply Brief and prepare exhibits	0.50 135.00/hr	67.50
	MLH Multiple telephone conferences with client	0.50 135.00/hr	67.50
	MLH Preparation for Motion to Compel Hearing	0.40 135.00/hr	54.00
	MLH Appearance at Motion to Compel Hearing	4.10 135.00/hr	553.50
4/8/2008	MLH Receipt/review of Register's comments regarding Plaintiffs' response to Motion for Summary Judgment	0.50 135.00/hr	67.50

		<u>Hrs/Rate</u>	<u>Amount</u>
4/8/2008	MLH Continued preparation of Reply Brief	0.90 135.00/hr	121.50
	MLH Telephone conference with accounting expert regarding interrogatories and anti-trust	0.80 135.00/hr	108.00
	MLH Preparation of exhibits	0.40 135.00/hr	54.00
	MLH Receipt/review of Dodak's reply	0.20 135.00/hr	27.00
	MLH Receipt/review of Dodak's exhibits	0.20 135.00/hr	27.00
	MLH Correspondence to client	0.40 135.00/hr	54.00
	MLH Telephone conference with Shiawassee County regarding subpoena regarding documents	0.20 135.00/hr	27.00
	MLH Telephone conference with co-defendant regarding Shiawassee	0.30 135.00/hr	40.50
	MLH Telephone conference with Shiawassee County Register regarding subpoena	0.20 135.00/hr	27.00
4/9/2008	MLH Telephone conference with Berrien County attorney	0.10 135.00/hr	13.50
	MLH Telephone conference with Lenawee County Register of Deeds regarding subpoena	0.30 135.00/hr	40.50
	MLH Receipt/review of correspondence of Saginaw County	0.20 135.00/hr	27.00
4/10/2008	MLH Correspondence to trial court regarding reply	0.10 135.00/hr	13.50
	MLH Telephone conference with trial court	0.10 135.00/hr	13.50

			<u>Hrs/Rate</u>	<u>Amount</u>
4/10/2008	MLH	Telephone conference with Berrien County corporate counsel	0.20 135.00/hr	27.00
	MLH	Preparation of Motion to Compel	2.90 135.00/hr	391.50
	MLH	Preparation of DeV Vaughn's second Set of Interrogatories and Request for Production of Documents	0.90 135.00/hr	121.50
	MLH	Receipt/review of multiple correspondence of co-defendant regarding deposition of First American	0.40 135.00/hr	54.00
	MLH	Receipt/review of deposition and exhibits of Maximus	0.30 135.00/hr	40.50
4/11/2008	MLH	Receipt/review of Maximus deposition and exhibits	0.30 135.00/hr	40.50
	MLH	Receipt/review of Order Extending Scheduling Dates	0.20 135.00/hr	27.00
	MLH	Correspondence to County's accountant	0.20 135.00/hr	27.00
	MLH	Receipt/review of Order Granting in Part and Denying in part Motion to Compel	0.20 135.00/hr	27.00
	MLH	Telephone conference with court reporter regarding motion transcript	0.20 135.00/hr	27.00
	MLH	Multiple correspondence regarding deposition of defendant	0.40 135.00/hr	54.00
	MLH	Correspondence to and from client	0.40 135.00/hr	54.00
	MLH	Telephone conference with County Administrator	0.10 135.00/hr	13.50
4/14/2008	MLH	Multiple correspondence to and from client	0.30 135.00/hr	40.50

			<u>Hrs/Rate</u>	<u>Amount</u>
4/14/2008	MLH	Receipt/review of Plaintiffs' interrogatories to Dodak and Landheer	0.50 135.00/hr	67.50
	MLH	Multiple correspondence to/from co-defendant's attorney	0.90 135.00/hr	121.50
	MLH	Telephone conference with state finance and insurance department	0.70 135.00/hr	94.50
	MLH	Continued preparation of Interrogatories and Request for Production of Documents	1.10 135.00/hr	148.50
	MLH	Correspondence to Plaintiffs' attorney regarding Motion to Compel	0.20 135.00/hr	27.00
	MLH	Receipt/review of computer disk of electronic documents	0.50 135.00/hr	67.50
	MLH	Receipt/review of Stipulated Order Extending Discovery	0.10 135.00/hr	13.50
	MLH	Receipt/review of multiple correspondences from Plaintiffs' attorney regarding discovery	0.20 135.00/hr	27.00
	MER	Edit/revise discovery requests	0.80 135.00/hr	108.00
4/15/2008	MLH	Receipt/review of documents received from Lenawee County	0.20 135.00/hr	27.00
	MLH	Receipt/review of documents from Shiawassee County	0.20 135.00/hr	27.00
	MLH	Receipt/review of documents from Ingham County	0.20 135.00/hr	27.00
	MLH	Receipt/review of Plaintiffs' third interrogatories to Dodak and Lanheer	0.40 135.00/hr	54.00
	MLH	Multiple correspondences to/from Plaintiffs' attorney regarding service of subpoena	0.40 135.00/hr	54.00

			<u>Hrs/Rate</u>	<u>Amount</u>
4/15/2008	MLH	Multiple telephone conferences with Plaintiffs' attorney regarding motion to compel and failure to produce discovery	0.70 135.00/hr	94.50
	MLH	Telephone conference with client	0.10 135.00/hr	13.50
	MLH	Receipt/review of examples of disclaimer	0.20 135.00/hr	27.00
	MLH	Telephone conference with Register to obtain documents	0.30 135.00/hr	40.50
	MLH	Telephone conference with Plaintiffs' attorney regarding Motion to Compel	0.20 135.00/hr	27.00
	MLH	Edit/revise Motion to Compel	0.20 135.00/hr	27.00
	MLH	Correspondence to Plaintiffs' attorney regarding document production	0.30 135.00/hr	40.50
	MLH	Correspondence to Plaintiffs' attorney preserving objection to interrogatory responses	0.20 135.00/hr	27.00
4/16/2008	MLH	Continued preparation of Interrogatories and Request for Production of Documents	0.80 135.00/hr	108.00
	MLH	Correspondence to/from co-defense attorney regarding plaintiffs' Requests for Admit	0.40 135.00/hr	54.00
	MLH	Correspondence to/from co-defense attorney regarding defendant's deposition dates	0.30 135.00/hr	40.50
	MLH	Correspondence to attorney regarding search of DataTrace and Data Tree	0.40 135.00/hr	54.00
4/17/2008	MLH	Receipt/review of correspondence from client regarding website information	0.20 135.00/hr	27.00
	MLH	Correspondence to client regarding website information	0.50 135.00/hr	67.50

			<u>Hrs/Rate</u>	<u>Amount</u>
4/17/2008	MLH	Multiple telephone conferences with co-defense regarding deposition dates	0.40 135.00/hr	54.00
	MLH	Multiple telephone conferences with client	0.30 135.00/hr	40.50
	MLH	Telephone conference with Stewart Title regarding subpoena	0.30 135.00/hr	40.50
	MLH	Multiple telephone conferences with plaintiffs' attorney regarding documents and deposition dates	0.50 135.00/hr	67.50
4/18/2008	MLH	Review of documents for term search	0.90 135.00/hr	121.50
	MLH	Multiple correspondences regarding defense depositions	0.30 135.00/hr	40.50
	MLH	Correspondence to client	0.10 135.00/hr	13.50
	MLH	Correspondence to parties regarding registers of deeds records	0.10 135.00/hr	13.50
	MLH	Receipt/review of Lenawee County contract	0.60 135.00/hr	81.00
	MLH	Receipt/review of Ingham County records	0.60 135.00/hr	81.00
	MLH	Receipt/review of Plaintiffs' Answers to Interrogatories	1.20 135.00/hr	162.00
	MLH	Correspondence to accounting expert	0.20 135.00/hr	27.00
	MLH	Receipt/review of Lenawee Register of Deeds documents	0.60 135.00/hr	81.00
	MLH	Receipt/review of Ingham County Register of Deeds documents	0.20 135.00/hr	27.00

			<u>Hrs/Rate</u>	<u>Amount</u>
4/21/2008	MLH	Correspondence to plaintiffs' attorney regarding identification of expert	0.10 135.00/hr	13.50
	MLH	Continued preparation of discovery pleadings and motion response	0.80 135.00/hr	108.00
	MLH	Continued review of documents produced by plaintiffs' attorney	0.70 135.00/hr	94.50
4/22/2008	MLH	Telephone conference with co-defense attorney	0.80 135.00/hr	108.00
	MLH	Preparation of deposition notice for DataTrace and First American Title	0.40 135.00/hr	54.00
4/24/2008	MLH	Continued review of Ingham County documents	0.60 135.00/hr	81.00
	MLH	Multiple telephone conferences with client	0.40 135.00/hr	54.00
	MLH	Receipt/review of multiple correspondence with client	0.30 135.00/hr	40.50
	MLH	Preparation of subpoena for witness	0.40 135.00/hr	54.00
	MLH	Preparation of deposition notices of First American witnesses	0.40 135.00/hr	54.00
4/25/2008	MLH	Telephone conference with plaintiffs' attorney regarding witnesses and discovery	0.70 135.00/hr	94.50
	MLH	Telephone conference with Fuller's attorney	0.30 135.00/hr	40.50
	MLH	Correspondence to/from Saginaw County	0.20 135.00/hr	27.00
	MLH	Preparation of Amended Witness List	0.40 135.00/hr	54.00

		<u>Hrs/Rate</u>	<u>Amount</u>
4/25/2008	MLH Telephone conference with client	0.40 135.00/hr	54.00
4/28/2008	MLH Edit/revise correspondence to accounting expert	0.20 135.00/hr	27.00
	MLH Preparation of exhibits for accounting expert	0.30 135.00/hr	40.50
	MLH Telephone conference with antitrust consultant regarding plaintiffs' expert	0.40 135.00/hr	54.00
	MLH Telephone conference with court regarding Status Conference	0.10 135.00/hr	13.50
	MLH Continued preparation of correspondence to plaintiffs' attorney regarding expert	0.20 135.00/hr	27.00
	MLH Telephone conference with Saginaw County attorney regarding scheduling of deposition	0.20 135.00/hr	27.00
	MLH Receipt/review of correspondence from plaintiffs' attorney regarding discovery	0.40 135.00/hr	54.00
	MLH Receipt/review of plaintiffs' proposed confidentiality stipulation	0.60 135.00/hr	81.00
	MLH Multiple telephone conferences with Saginaw County attorney	0.60 135.00/hr	81.00
4/29/2008	MLH Receipt/review of multiple correspondences from defense attorney regarding witness depositions	0.30 135.00/hr	40.50
	MLH Multiple correspondences to client regarding Michigan Land Title	0.30 135.00/hr	40.50
	MLH Telephone conference with client regarding Michigan Land Title	0.10 135.00/hr	13.50
	MLH Send and receive multiple correspondence regarding plaintiffs' confidentiality request	0.30 135.00/hr	40.50

		<u>Hrs/Rate</u>	<u>Amount</u>
4/29/2008	MLH Telephone conference with accounting expert	1.30 135.00/hr	175.50
	MLH Receipt/review of correspondence from client regarding addresses	0.20 135.00/hr	27.00
	MLH Telephone conference with client regarding municipal finance expert	0.30 135.00/hr	40.50
	MLH Telephone conference with municipal finance expert	0.50 135.00/hr	67.50
4/30/2008	MLH Telephone conference with computer expert regarding report	0.20 135.00/hr	27.00
	MLH Continued preparation of response to plaintiffs' witness interrogatories	0.30 135.00/hr	40.50
	MLH Correspondence to economic expert	0.10 135.00/hr	13.50
	MLH Receipt/review of expenditure and revenue records	0.30 135.00/hr	40.50
	For professional services rendered	<u>68.70</u>	<u>\$9,274.50</u>

Additional Charges :

		<u>Qty/Price</u>	
4/6/2008	Expert Witness Fee - Kemp Klein Law Firm [services rendered in March, 2008]	1 551.00	551.00
4/10/2008	Center for Computer Forensics - DVD's	1 65.00	65.00
4/11/2008	Deposition transcript of William Maxwell taken on 04/02/08	1 457.06	457.06

	<u>Qty/Price</u>	<u>Amount</u>
4/18/2008 Photocopies - documents of cost to produce to co-defendant's attorneys	560 0 20	112.00
4/22/2008 Postage	1 7 35	7.35
4/24/2008 Expert Witness Fee - Center for Computer Forensics [services rendered 4/18/08 - 4/13/08]	1 4,670.00	4,670.00
4/28/2008 Postage	3 4.60	13.80
4/29/2008 Postage	1 4.60	4.60
		<hr/>
Total additional charges		\$5,880.81
		<hr/>
Total amount of this bill		\$15,155.31
		<hr/>
Previous balance		\$27,045.18
		<hr/>
5/9/2008 Payment - thank you. Check No. 222187		(\$27,045.18)
		<hr/>
Balance due		\$15,155.31
		<hr/>

Please include your Invoice Number on your payment. All payments should be mailed to the Farmington Hills' office listed above. Thank you.

TB

REQUEST FOR ACTION

DATE: May 29, 2008

X REQUEST FOR ACTION

_____ FOR YOUR INFORMATION

_____ REQUEST FOR INFORMATION

TO: LAPEER COUNTY BOARD OF COMMISSIONERS

FROM: John Biscoe / Craig Horton

SUMMARY OF REQUEST/INFORMATION: Added additional Meal Reimbursement (Page 3) language to be in accordance with the Internal Revenue Code.

CONTACT PERSON(S): John Biscoe / Craig Horton

SUPPORTING DOCUMENTS:

- 1) Training Registration / Overnight Travel Policy**

DRAFT MOTION:

To recommend that the Board approve the amended Training Registration / Overnight Travel policy as presented.

ATTACHMENTS YES X NO _____

**COUNTY OF LAPEER and LAPEER COUNTY COURTS
PERSONNEL AND OPERATIONS POLICY MANUAL**

Policy Subject: **TRAINING REGISTRATION / OVERNIGHT TRAVEL**

Authorized by Board of Commissioners: Motion #69-08 Date: 2/28/2008

Authorized or Revised by Chief Judge: Date: 3/04/2008

Amended: Motions #392-96, #191-00; #244-00; #245-00; #247-00, 520-02, #31-08

This policy supersedes all other previous policies regarding this topic.

STATEMENT OF POLICY

All overnight travel by employees and appointed officials must be reviewed in advance by submitting a *Training Registration/Overnight Travel Request* (hereafter referred to as *TR/O Travel Request*) for consideration by the County Controller / Administrator and possible review by the Board of Commissioners at least fifteen days prior to the travel date. In order for reimbursement, elected officials must submit a *TR/O Travel Request*.

When travel has been approved, employees are responsible for making their own travel arrangements as directed by their Department Head. Travel related expenses shall be authorized in accordance with the approved Lapeer County Schedule of Travel Rates. Expenses must be listed on a *Travel Expense Voucher (GC-6)*, with receipts for lodging, meals, transportation and other travel/meeting related expenses attached, and submitted through the audit procedure to the Finance Department within 30 days following conclusion of travel, with the understanding that if the expenses are not submitted within the 30-day period, the request for payment shall be submitted to the Board of Commissioners for their consideration and approval.

Rides shall be shared except by prior approval of the Department Head, and the sharing of overnight accommodations is strongly encouraged whenever possible. Transportation will be reimbursed according to the most reasonable, economical mode of travel. Expenses for alcoholic beverages and tips are not reimbursable. Any employee who is involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Lapeer County may not be used for personal use.

If an employee in travel status is accompanied by a family member or friend, the presence of the companion shall not interfere with successful completion of County business. All costs related to companion's travel are the responsibility of the employee. If conference time is combined with personal or vacation time, such non-business travel expenses are the responsibility of the employee.

Abuse of this Travel Policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

SINGLE DAY TRAINING/MEETINGS

For a non-overnight training/meeting (leaving and returning to the County within the same 24 hour period), the Department Head shall review and approve the request, keeping a log of any employees that have been authorized to leave the County on County business. No *TR/O Travel Request Form* need be submitted to the County Administration Office. If seeking registration or mileage reimbursement (for use of personal car), the *Travel Expense Voucher (GC-6)* shall include a statement that this was a single day event, approved by the Department Head.

OVERNIGHT TRAVEL

For all in-state and out-of-state overnight travel a completed Lapeer County *TR/O Travel Request Form* must be submitted to the County Administration Office for review by the County Controller / Administrator. The conference/seminar brochure that contains the related expenses must be attached to the *TR/O Travel Request Form*. *TR/O Travel Requests Forms* are available in the Administration Office.

- 1) All applicable sections on the *Travel Request Form* must be completed, including account numbers that will be used to cover all expenses. Expenses shall be authorized in accordance with the approved *Lapeer County Schedule of Travel Rates*.
- 2) All *TR/O Travel Request Forms* must be submitted to the County Administration Office at least 15 days prior to the travel date, unless there are extenuating circumstances. Following review, the County Administration Office will forward the *TR/O* to the Accounts payable Department to be matched with subsequent vouchers. Vouchers will not be processed by the Accounts Payable Department without a copy of the reviewed *TR/O*.

TRAVEL EXPENSES

1. Travel expenses shall be authorized according to the limits as established in the *Lapeer County Schedule of Travel Rates*.
2. A completed *Travel Expense Voucher (GC-6)*, including all receipts, must be submitted to the Audit Committee/Finance Department within 30 days following conclusion of travel for approval of reimbursement of travel expenses.
 - a. Expenses shall be itemized in the order in which they occurred (by date), using one line for each item (day of month column).
 - b. Note in the description column for "Travel" the time, place and date of departure, for meetings indicate the type, location, and duration.
 - c. If travel is approved in private automobile, note in that column the mileage and approved rate per mile.
 - d. The columns for County owned automobile, cab, or bus fare, and for hotel and meals should be used as appropriate with approved rates (see attached *Schedule of Travel Rates*)
 - e. The "Other Expenses" column shall be used for meeting per diem expenses that are not appropriate for other columns.

LAPEER COUNTY

SCHEDULE OF TRAVEL RATES

LODGING AND MEAL

Lodging	\$65.00	Plus tax, or rate not to exceed that charged at hotel where the conference is held. Conference must be held more than fifty miles from the County Complex Building to qualify for lodging expense.
Breakfast	\$ 7.25	Meals eaten prior to 10:30 a.m.
Lunch	\$ 7.25	Meals eaten between 10:31 a.m. & 3:30 p.m.
Dinner	\$16.50	Meals eaten after 3:31 p.m.

NOTE: Tips are not a reimbursable expense

MEALS REIMBURSEMENT

Per both State and Federal regulations, for the expense of a meal to be an allowable reimbursement, the meal must be incurred while the employee is traveling away from home on County business. The period of time must be sufficiently long to require a period of sleep or rest; this means an overnight stay. Employees who travel and return within the course of a normal workday are not considered away from home. This means unless the employee is out of the County for an overnight period of time, expenses for meals shall not be reimbursable.

In the event that prior agreements (i.e. union contracts) require the reimbursement of meals on approved travel out of the County when an overnight stay did not take place, the Internal Revenue Code provides that the value of the reimbursement for meals shall be included in the employees wages and reported on Form W-2. In all cases, the allowable meals reimbursement shall follow the Board approved schedule of meal reimbursement rates.

MILEAGE REIMBURSEMENT

In the event an employee is required to use their personal vehicle in the performance of County business, they shall be entitled to a mileage reimbursement equal to actual miles driven multiplied by the **Board approved mileage rate**. The actual miles driven shall only include the miles from the employee's primary place of business to their approved destination (or destinations should there be multiple approved stops) and the return to the place of employment. This means that travel from the employees place of residence to their primary place of employment are a non-reimbursable expense. (i.e. from home to any County facility)

Should an employee be authorized to travel directly from their place of residence to a location within the county that is not their primary place of employment, this first stop shall be deemed travel from home to work, and thus non-reimbursable. However, travel to subsequent authorized work related location may be considered reimbursable. Further, any travel associated with, related to or in conjunction with the acquisition of meals, shall not be reimbursable.

DRAFT