



MICHIGAN'S OLDEST COURTHOUSE

MARLENE M. BRUNS
LAPEER COUNTY CLERK

County Complex Building
255 Clay Street
Lapeer, Michigan 48446

Phone 810 area code
667-0356
Circuit Court Division
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A-G-E-N-D-A

LAPEER COUNTY BOARD OF COMMISSIONERS

ORGANIZATIONAL MEETING

FRIDAY, JANUARY 2, 2009

9:30 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
C. 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 2009
- ◆ Election of Chairperson
- ◆ Chairperson Seated

- ◆ Nominations for Vice-Chair for the Board for the Year 2009
- ◆ Election of Vice-Chair

CONTINUED -

CONSIDERATION FOR APPROVAL

- ◆ Agenda
- ◆ December 18, 2008 Regular Board Meeting

REVIEW OF COMMISSIONER MILEAGE/EXPENSE SHEETS

PUBLIC TIME - Citizens Comments, etc.

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

SCHEDULE OF MEETING DATES/TIMES FOR 2009

CHAIRPERSON - COMMITTEE APPOINTMENTS

NEW/OLD BUSINESS

A.

B.

(Additional Items)

C.

D.

E.

AUDIT MOTIONS

- ◆ **County Audit Motion**
For disbursements dated January 2, 2009
- ◆ **Road Commissioner's Audit Motion**
For disbursements dated January 2, 2009

PUBLIC TIME - Citizens Comments, etc.

COMMISSIONERS' REPORTS

ADJOURN

**LAPEER COUNTY BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
December 18, 2008
8:30 A.M.**

Chairman Taylor called the meeting to order at 8:30 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
	Gary Roy	District #3
	Lenny Schneider	District #4
	David Taylor*	District #5
	Linda M. Jarvis	District #6
	Ian Kempf	District #7

AGENDA

It was the consensus of the Board to accept the agenda with the deletion of a closed session.

The draft minutes from the December 4, 2008 Regular Board Meeting were reviewed.

422-08

Motion by Schneider, supported by Jarvis, to approve the draft minutes from the December 4, 2008 Regular Board Meeting with the correction of the spelling of General Squier Park in motion 411-08 and in the discussion prior to that motion. Motion carried.

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

PUBLIC TIME – Leon Trojanowski asked about the parking passes for the Seniors.

423-08

Motion by Clark, supported by Kempf, to adopt the following resolution for Linda DeTavernier:

RESOLUTION

WHEREAS, Linda DeTavernier was born on July 26, 1958 to James and Florence Hogan in Marlette, Michigan, and graduated from North Branch High School; and,

WHEREAS, Linda DeTavernier first joined the Lapeer County Sheriff's Department in 1977 first as a Deputy Clerk, then became a Dispatcher/Matron in 1979, was promoted to Road Patrol Deputy in 1989 and was appointed as the DARE Officer that same year; and,

WHEREAS, Linda DeTavernier was married to Robert DeTavernier on May 4, 1979, and they were blessed with two daughters, Leah and Rebecca; and,

WHEREAS, Linda DeTavernier was very passionate about the DARE (Drug Abuse Resistance Education) program, and she was also honorably recognized as the "Officer of the Year" in 1990; and,

(Resolution for Linda DeTavernier continued)

WHEREAS, Linda DeTavernier has served as a member of the Lapeer County Deputies Association, Sts. Peter and Paul Catholic Church Council Member and Festival Coordinator, and was very active with her daughters' participation in softball, basketball, volleyball, marching band, and concert band, and served as a coach or Team Mom for some of those activities; and,

WHEREAS, Linda DeTavernier retired from the Lapeer County Sheriff's Department on November 9, 2008 after 31 years of faithful service.

NOW, THEREFORE, BE IT RESOLVED, that this Board of Commissioners of Lapeer County, Michigan, wishes to honor and express deep appreciation to **Linda DeTavernier** for her many years of dedicated service to the citizens of his community and all of Lapeer County.

Roll Call Vote: Clark, aye; Schneider, aye; Henning, aye; Jarvis, aye; Kempf, aye; Roy, aye; Taylor, aye. 7 ayes. Motion carried unanimously.

424-08

Motion by Clark, supported by Schneider, to adopt the following resolution for Howard Stack:

RESOLUTION

WHEREAS, Howard Stack has faithfully served Lapeer County communities on many levels in excess of 40 years; and,

WHEREAS, Howard Stack served the Township of Lapeer Township as members of the Lapeer Township Board, Zoning Board of Appeals, Planning Commission, Fence Viewer, and Prison Board Liason; and;

WHEREAS, Howard Stack served as a member of the GLS Region V Planning Commission for over 20 years, serving as Chairman of that Commission since 1993; and,

WHEREAS, Howard Stack, during his faithful service on the GLS Region V Planning Commission, was very passionate regarding land use in the Lapeer area.

NOW, THEREFORE, BE IT RESOLVED, by this Board of Commissioners of the County of Lapeer, that **Howard Stack** is hereby commended for his many years of dedicated service to the residents of the County of Lapeer and his surrounding communities.

Roll Call Vote: Clark, aye; Henning, aye; Jarvis, aye; Kempf, aye; Roy, aye; Schneider, aye; Taylor, aye. 7 ayes. Motion carried unanimously.

425-08

Motion by Kempf, supported by Jarvis, to approve the Amendment to the 2008 Community Development Block Grant (#07-0751-HOA) (CDFA# 14.228), which extends the grant term to June 30, 2009, as submitted by Community Development. Motion carried.

Mike Partlo, Community Development Coordinator presented statistical information regarding the 2007-2008 Program.

PUBLIC HEARING – 9:00 a.m.

Chairman Taylor announced that this Public Hearing is being held to hear comments on the current or proposed Community Development Block Grant (CDBG) Programs. No public comments were received. Chairman Taylor closed the Public Hearing.

426-08

Motion by Henning, supported by Clark, to agree to the terms and conditions for a Grant in the amount of \$10,000.00, from the Lapeer County Community Foundation, for the construction of ramps, as submitted by Community Development; and further, authorizes the Chairman to sign said Grant. Motion carried.

427-08

Motion by Clark, supported by Schneider, to authorize Community Development to submit a grant application to Michigan State Housing Development Authority (MISHDA), in the amount of \$300,000.00, for housing rehabilitation loans financed by Community Development Block Grant (CDBG) funds (CFDA# 14.228). Motion carried.

Discussion followed regarding the Training/Travel Policy. It was the consensus of the Board to have this as a Permanent agenda item listed as Fiscal Planning/Budgeting.

The Treasurer's Office is still in the process of reviewing the Bank Request for Proposals.

Agricultural Preservation Board – 1 three-year term

Commissioner Henning nominated Catherine Bostick to be re-appointed to serve on the Agricultural Preservation Board.

428-08

Motion by Kempf, supported by Clark, that nominations be closed, the rules set aside, and a unanimous ballot be cast to re-appoint Catherine Bostick to serve on the Agricultural Preservation Board, for a three-year term, ending December 31, 2011. Motion carried.

District Library Board – 1 four-year term

Commissioner Henning nominated Gail Crooks to be re-appointed to serve on the District Library Board.

429-08

Motion by Kempf, supported by Clark, that nominations be closed, the rules set aside, and a unanimous ballot be cast to re-appoint Gail Crooks to be re-appointed to serve on the District Library Board, for a four-year term, ending December 31, 2012. Motion carried.

Senior Programs Advisory Board – two-year terms

Commissioner Roy re-appointed John Pettypool to represent District #3.
Commissioner Henning re-appointed Lee Scott to represent District #2

Commissioner Clark nominated Victor Martin to be re-appointed to serve on the Senior Programs Advisory Board.

430-08

Motion by Clark, supported by Kempf, to re-appoint Victor Martin to serve on the Senior Programs Advisory Board, for a two-year term, ending December 31, 2010. Motion carried.

431-08

Motion by Clark, supported by Kempf, to approve Amendment No. 1 to the 2008/2009 Comprehensive Planning, Budgeting and Contracting Agreement (CPBC) (20090198-01), as submitted by the Health Department; and further, to authorize the Chairman to sign said Agreement. Motion carried.

432-08

Motion by Clark, supported by Kempf, to approve the Lapeer County Health Department Plan of Organization and Organizational Charts; and further, to authorize the Chairman to sign the required Plan of Organization Approval Form. Motion carried.

433-08

Motion by Clark, supported by Kempf, to approve the Police Service Contracts for the following: Arcadia Township, Attica Township, Deerfield Township, Elba Township, Marathon Township, Mayfield Township, Oregon Township, Lapeer County Road Commission, and the Village of Clifford; and further, to authorize the Chairman to sign said contracts. Motion carried.

Brownfield Redevelopment Authority – 4 six-year terms

Commissioner Schneider nominated Curt Carter, Amy Planck and Don Dube to be re-appointed, and to appoint John Matonich to serve on the Brownfield Redevelopment Authority.

434-08

Motion by Clark, supported by Kempf, pursuant to action taken at the December 4, 2008 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 11, 2008 meeting of the Committee of the Whole:

"Motion by Clark, supported by Kempf, that nominations be closed, the rules set aside, and a unanimous ballot be cast for Curt Carter, Amy Planck and Don Dube to be re-appointed and to appoint John Matonich to serve on the Brownfield Redevelopment Authority, for a six-year term, ending December 31, 2014. Motion carried."

Economic Development Corporation Board of Directors – 4 six-year terms

Commissioner Schneider nominated Curt Carter, Amy Planck and Don Dube to be re-appointed and to appoint John Matonich to serve on the Economic Development Corporation Board of Directors.

435-08

Motion by Clark, supported by Kempf, pursuant to action taken at the December 4, 2008 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 11, 2008 meeting of the Committee of the Whole:

"Motion by Clark, supported by Kempf, that nominations be closed, the rules set aside, and a unanimous ballot be cast for Curt Carter, Amy Planck and Don Dube to be re-appointed and to appoint John Matonich to serve on the Economic Development Corporation Board of Directors, for a six-year term, ending December 31, 2014. Motion carried."

Emergency Planning Committee/Emergency Management Advisory Council -21 two-year terms

Commissioner Kempf nominated Mary Stikeleather, Jim McLain, Todd Alexander, Patrick McGreevy, George Scrimger, Terry Kluge, Stephanie Simmons, Galland Burnham, Victor Martin, Doug Donner, Denny Fitzpatrick, Lorraine Grinnell, Phil Kaatz, Joe Medved, Mike Hodges, Dennis Emery, Thomas Bradburn, Dan Smith, Kimberly Goldorf, John Piorunek and Gary Roy to serve on the Emergency Planning Committee/Emergency Management Advisory Council.

436-08

Motion by Clark, supported by Kempf, pursuant to action taken at the December 4, 2008 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 11, 2008 meeting of the Committee of the Whole:

"Motion by Schneider, supported by Kempf, that nominations be closed, the rules set aside, and a unanimous ballot be cast for Mary Stikeleather, Jim McLain, Todd Alexander, Patrick McGreevy, George Scrimger, Terry Kluge, Stephanie Simmons, Galland Burnham, Victor Martin, Doug Donner, Denny Fitzpatrick, Lorraine Grinnell, Phil Kaatz, Joe Medved, Mike Hodges, Dennis Emery, Thomas Bradburn, Dan Smith, Kimberly Goldorf, John Piorunek and Gary Roy to serve on the Emergency Planning Committee/Emergency Management Advisory Council, for a two-year term, ending December 31, 2010. Motion carried."

Agricultural Preservation Board – 2 three-year terms

Commissioner Kempf nominated William Ankley to be re-appointed and to appoint Scott Jarvis to fill an un-expired term on the Agricultural Preservation Board.

437-08

Motion by Clark, supported by Kempf, pursuant to action taken at the December 4, 2008 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 11, 2008 meeting of the Committee of the Whole:

"Motion by Clark, supported by Kempf, that nominations be closed, the rules set aside, and a unanimous ballot be cast to re-appoint William Ankley to serve a three-year term ending December 31, 2011, and to appoint Scott Jarvis to serve an un-expired term, ending December 31, 2010, on the Agricultural Preservation Board. Motion carried."

Building Authority – 1 three-year term

Commissioner Clark nominated Dave Felk to be re-appointed to serve on the Building Authority.

438-08

Motion by Clark, supported by Kempf, pursuant to action taken at the December 4, 2008 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 11, 2008 meeting of the Committee of the Whole:

"Motion by Kempf, supported by Clark,, that nominations be closed, the rules set aside, and a unanimous ballot be cast to re-appoint Dave Felk to serve on the Building Authority, for a three-year term, ending December 31, 2011. Motion carried."

Veterans Affairs Committee – 1 three-year term

Commissioner Clark nominated Ronald Lindsay to be re-appointed to serve on the Veterans Affairs Committee.

439-08

Motion by Clark, supported by Kempf, pursuant to action taken at the December 4, 2008 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 11, 2008 meeting of the Committee of the Whole:

"Motion by Kempf, supported by Clark, that nominations be closed, the rules set aside, and a unanimous ballot be cast to re-appoint Ronald Lindsay to serve on the Veterans Affairs Committee for a three-year term, ending December 31, 2011. Motion carried."

440-08

Motion by Clark, supported by Kempf, to authorize payment to Howard L. Shifman P.C., in the amount of \$15,459.12, for legal services rendered 11/01/08 – 11/30/08, to be paid from line item 101-210-801.020. Motion carried.

441-08

Motion by Clark, supported by Kempf, to authorize payment to Johnson, Rosati, LaBarge, Aseityne & Field, P.C., in reference to invoice #1053417, in the amount of \$472.50, for services rendered 10/01/08 – 10/31/08, to be paid from line item 101-210-801.020. Motion carried.

442-08

Motion by Clark, supported by Kempf, to approve the increase of the pay rate for the 4-H Fundraising Coordinator contractual position #414 (288-734-705.00) from \$4,500 per year to \$6,000 per year, at no cost to the County General Fund, effective 12/27/08. Motion carried.

443-08

Motion by Clark, supported by Kempf, consistent with County approved pay increases for year 2009, to grant a 2% rate increase effective 12/27/08 for the MSU Extension Horticulture Aide #370 (287-731-705-000) from \$8.07 per hour to \$8.23 per hour, and the 4-H Club Supporter #372

(288-731-704-010) from \$8.32 per hour to \$8.49 per hour, at no cost to the County General Fund.
Motion carried.

444-08

Motion by Clark, supported by Kempf, pursuant to action taken at the December 4, 2008 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 11, 2008 meeting of the Committee of the Whole:

"Motion by Kempf, supported by Clark, to authorize the Lapeer County Road Commission and the Lapeer County Medical Care Facility to apply for and start using their own Federal and State Tax Identification Number for tax withholding reporting purposes, to be effective their first payroll of 2009. Motion carried."

445-08

Motion by Schneider, supported by Henning, to cancel the December 23, 2008 Committee of the Whole Meeting and the December 30, 2008 Regular Board Meeting, and to re-convene at 9:30 a.m. on January 2, 2009 for the Scheduled Organizational Meeting; and further, to authorize the Chairman to call a Special Meeting in the event an urgent matter arises prior to January 2, 2009. Motion carried.

*Commissioner Taylor excused. 9:46-9:50 a.m.

446-08

Motion by Kempf, supported by Schneider, to approve the County's Audit Motion for disbursements dated December 19, 2008, based upon the signature of the County Controller/Administrator, and further, to approve the Road Commission's Audit Motion for disbursements dated December 18, 2008, based upon the signatures of the Road Commission Chairman and Finance Director. Motion carried.

PUBLIC TIME –Bonnie Kavalunas spoke regarding the Senior Programs Advisory Board.

The Commissioners gave brief reports on meetings and conferences that they have recently attended, as well as upcoming meetings and events.

Paul Hoisington thanked the Board for their service.

Chairman Taylor declared the meeting adjourned. 10:15 a.m.

Chairman, David Taylor
Board of Commissioners



Marlene M. Bruns, County Clerk
Clerk of the Board

COUNTY EXPENSES REIMBURSEMENT REQUEST FORM

COPY

B.O.C.
COUNTY DEPARTMENT

Dyke Hennings
NAME OF EMPLOYEE

Co Comm. Dist 2
TITLE OR POSITION

Dec 14, 2008
DATE SUBMITTED

FROM: Nov 1 TO: Nov 30, 2008
PERIOD COVERED

DAY OF MONTH	DESCRIPTION	Location	PRIVATE AUTOMOBILE		COUNTY AUTOMOBILE		LODGING	MEALS	OTHER	DAILY TOTALS	
			MILES	AMOUNT	GAS	OTHER					
11/6	H to LC to H	Chhome	0	\$ -	BOC meeting					\$ -	
11/10	H to Park Top	Imp	23	\$ -	Trip Bst meeting					\$ -	
11/13	H to LC to H	Chhome	0	\$ -	BOC meeting					\$ -	
11/17	H to Affin to H	EdTech	22	\$ -	Constitution Pres. July					\$ -	
11/19	H to Logans to H	USDA	9	\$ -	SCD Bd mtg					\$ -	
11/20	H to LC to H	Chhome	0	\$ -	BOC meeting					\$ -	
11/20	Logans to H to H	Chhome	0	\$ -	BOC meeting					\$ -	
11/20	H to LC to H	Chhome	0	\$ -	BOC meeting					\$ -	
11/20	H to LC to H	Chhome	0	\$ -	BOC mtg.					\$ -	
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SUMMARY TOTAL			540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL AMOUNT OF VOUCHER \$ 25 11

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: _____

SIGNED BY: Dyke Hennings

APPROVED BY: _____
Department Head or authorized representative

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

2008 Copy

County of Lapeer

Rules of Procedure
for the
Lapeer County
Board of Commissioners



Adopted on: January 3, 2008 (Motion #04-08)

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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 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.

**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).

**LAPEER COUNTY BOARD OF COMMISSIONERS
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 of Commissioners.

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.

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

- 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.
- 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.
- 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.

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

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.

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

- 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.

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

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. Committee of the Whole
2. County Properties
3. Personnel
4. Negotiations
5. Public Safety
6. Human Services
7. Strategic Planning
8. Policies, Procedures & Bylaws

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

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.

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.

**LAPEER COUNTY BOARD OF COMMISSIONERS
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.

**LAPEER COUNTY BOARD OF COMMISSIONERS
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 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.

DRAFT

2009 SCHEDULE OF MEETINGS LAPEER COUNTY BOARD OF COMMISSIONERS

DRAFT

Adopted: January 02, 2009

JANUARY

Monday	Tuesday	Wed	Thur	Friday
			New Years Day Observed	ORG. Meeting Checks Disbursed
5	6	7	8	9
A/P Deadline			C.O.W.	
12	13	Dept. Head	15	16
P/R Deadline	Election Day	C.O.W. -Deadline	Full Board	Checks Disbursed
19	20	21	22	23
A/P Deadline			C.O.W.	
26	27	28	29	30
P/R Deadline		C.O.W. -Deadline	Full Board	Checks Disbursed

FEBRUARY

Monday	Tuesday	Wed	Thur	Friday
2	3	4	5	6
A/P Deadline			C.O.W.	
9	10	11	12	13
P/R Deadline	MAC	Dept. Head	Full Board	Checks Disbursed
16	17	18	19	20
A/P Deadline			C.O.W.	
23	24	25	26	27
P/R Deadline		C.O.W. -Deadline	Full Board	Checks Disbursed

MARCH

Monday	Tuesday	Wed	Thur	Friday
2	3	4	5	6
A/P Deadline			Naco C.O.W.	
9	10	11	12	13
P/R Deadline	Naco	Dept. Head	Full Board	Checks Disbursed
16	17	18	19	20
A/P Deadline			C.O.W.	
23	24	25	26	27
P/R Deadline		C.O.W. -Deadline	Full Board Night District 5	Checks Disbursed
30	31			
A/P Deadline				

APRIL

Monday	Tuesday	Wed	Thur	Friday
		1	2	3
			C.O.W.	
6	7	8	9	10
P/R Deadline		Dept. Head	Checks Disbursed	Spring Break Observed
13	14	15	16	17
A/P Deadline			C.O.W.	
20	21	22	23	24
P/R Deadline		C.O.W. -Deadline	Full Board Night District 6	Checks Disbursed
27	28	29	30	
A/P Deadline			C.O.W.	

MAY

Monday	Tuesday	Wed	Thur	Friday
				1
4	5	6	7	8
P/R Deadline	Election Day	C.O.W. -Deadline	Full Board	Checks Disbursed
11	12	13	14	15
A/P Deadline		Dept. Head	C.O.W.	
18	19	20	21	22
P/R Deadline		C.O.W. -Deadline	Full Board Night District 7	A/P Deadline Checks Disbursed
25	26	27	28	29
Memorial Day			C.O.W.	

JUNE

Monday	Tuesday	Wed	Thur	Friday
1	2	3	4	5
P/R Deadline		C.O.W. -Deadline	Full Board	Checks Disbursed
8	9	10	11	12
A/P Deadline		Dept. Head	C.O.W.	
15	16	17	18	19
P/R Deadline		C.O.W. -Deadline	Full Board Night District 1	Checks Disbursed
22	23	24	25	26
A/P Deadline			C.O.W.	P/R Deadline
29	30			

JULY

Monday	Tuesday	Wed	Thur	Friday
			1	2
			Checks Disbursed	Independence Day Observed
5	6	7	8	9
A/P Deadline			Dept. Head	C.O.W.
12	13	14	15	16
P/R Deadline			C.O.W. -Deadline	Full Board Night District 2
19	20	21	22	23
A/P Deadline				Naco
26	27	28	29	30
P/R Deadline		MERS Election	Naco	C.O.W.
				Full Board
				Checks Disbursed

AUGUST

Monday	Tuesday	Wed	Thur	Friday
3	4	5	6	7
A/P Deadline			C.O.W.	
10	11	12	13	14
P/R Deadline		Dept. Head	Full Board	Checks Disbursed
17	18	19	20	21
A/P Deadline	MAC		C.O.W.	
24	25	26	27	28
P/R Deadline		C.O.W. -Deadline	Full Board Night District 3	Checks Disbursed
31				
A/P Deadline				

SEPTEMBER

Monday	Tuesday	Wed	Thur	Friday
		1	2	3
			C.O.W.	P/R Deadline
7	8	9	10	11
Labor Day		Dept. Head	Full Board	Checks Disbursed
14	15	16	17	18
A/P Deadline			C.O.W.	
21	22	23	24	25
P/R Deadline		C.O.W. -Deadline	Full Board Night District 4	A/P Deadline Checks Disbursed
28	29	30		

OCTOBER

Monday	Tuesday	Wed	Thur	Friday
			1	2
			C.O.W.	
5	6	7	8	9
P/R Deadline			Full Board	A/P Deadline Checks Disbursed
12	13	14	15	16
Columbus Day		Dept. Head	C.O.W.	
19	20	21	22	23
P/R Deadline		C.O.W. -Deadline	Full Board	Checks Disbursed
26	27	28	29	30
A/P Deadline			C.O.W.	

NOVEMBER

Monday	Tuesday	Wed	Thur	Friday
				1
2	3	4	5	6
P/R Deadline	Election Day	C.O.W. -Deadline	Full Board	A/P Deadline Checks Disbursed
9	10	11	12	13
	Dept. Head	Veteran's Day Observed	C.O.W.	
18	19	20	21	22
P/R Deadline			A/P Deadline	Checks Disbursed
23	24	25	26	27
		C.O.W. -Deadline	Full Board	Day After Thanksgiving
30			C.O.W.	Thanksgiving

DECEMBER

Monday	Tuesday	Wed	Thur	Friday
		1	2	3
			C.O.W. -Deadline	Full Board
7	8	9	10	11
A/P Deadline		Dept. Head	C.O.W.	Checks Disbursed
14	15	16	17	18
P/R Deadline			Full Board	Checks Disbursed
21	22	23	24	25
		C.O.W. -Deadline	Observe Christmas Eve	Observe Christmas Day
28	29	30	31	1
P/R Deadline		Full Board	Observe New Years Eve	New Years Day Observed

Full Board 8:30 a.m. In Chambers
 C.O.W. 9:30 a.m. In Chambers
 Full Board Night 7:30 p.m.
 Meetings Held @ Comm. Districts

A/P Deadline = Accounts Payable Deadline
 P/R Deadline = Payroll Timesheet Deadline
 C.O.W. -Deadline C.O.W. Agenda Deadline

██████████ = HOLIDAYS
 Properties At Call of Chairman
 Personnel At Call of Chairman

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

** Direct Deposits will be available @ 12:01 a.m. on January 2, 2010
 ** Paychecks will be available for distributed on January 4, 2010

DRAFT

(Think - Direct Deposit)