

POLICIES & PROCEDURES COMMITTEE



301 N. Main St. Adrian, MI 49221

p: 517-264-4508 | f: 517-264-4512

lenawee.mi.us

MEMBERS

John Lapham, Dawn Bales, Bob Knoblauch

MEETING LOCATION

Committee Room, 2nd Floor
Old Courthouse, 301 N. Main Street, Adrian, MI 49221

MINUTES: Tuesday, February 19, 2019 – 10:30 a.m.

PRESENT: Commissioners Lapham, Bales, and Knoblauch

ALSO PRESENT: Commissioners Tillotson and Wittenbach, Susie Dice, Jessica (HD Intern), Martin Marshall, Kim Murphy, and Rebecca Borton

I. Approval of Minutes

Motion by Bales, supported by Knoblauch, to approve the minutes of the January 21, 2019 meeting. Motion carried.

II. Green Initiative Policy

There were a few questions raised regarding the Green Initiative Policy. Those questions have been reviewed and the policy has had additional proposed changes made. The following should be struck from the policy because it does not pertain to Lenawee County procedures.

- Basic Green Practices and Uses: item #10 Measurements
- Sample Solicitation Language, entirety
- Landscaping, paragraphs 2 and 3

Change the VEHICLE section language to: when purchasing vehicles and motorized equipment, County departments will consider the fuel efficiency and life expectancy of purchased item. Departments will purchase the most fuel-efficient option that best fits the specific vehicle requirements.

Departments are encouraged to purchase flex-fuel vehicles if such vehicles result in cost and fuel savings.

A clean draft will be brought back next month. The full board of will be provided a final draft and an opportunity provided for their comment.

III. Hiring Freeze Policy

The Hiring Freeze Policy has been amended with the changes noted last month.

Motion by Knoblauch, seconded by Bales, to recommend approval of the amended Hiring Freeze Policy to the Board of Commissioners. Motion carried.

IV. Parking Lot Regulations

The Parking Lot Regulations has been amended with the changes noted last month. The Health Department submitted a few additional updates.

- There is a typo in item J – Human Services Building

Motion by Knoblauch, seconded by Bales, to recommend approval of the amended Parking Lot Regulations. Motion carried.

V. Airport Driving

The Airport Driving Policy has been amended with the recommended changes from last month along with a few other minor changes.

Motion by Bales, seconded by Knoblauch, to recommend approval of the amended Driving on Airport Grounds Policy. Motion carried.

VI. Old Business / Under Review

A. Credit Card Policies: The credit card policy remains pending.

B. Information Technology Policy: Several updates have been made and the most current draft distributed.

- Added under Roles & Responsibilities: All equipment, programs and services, provided to Lenawee County employees, customers, vendors and contractors, are solely for county government purposes. Individuals operating on such devices and connections should have no expectation of privacy. Such equipment and programs, and the files and communications contained thereon, are subject to review and removal at the discretion of the Lenawee County.

- Added under Data and Records Retention:

See Lenawee County's FOIA Policy

See Records Retention Policy #G10-03 0 (Copied below)

The Records Management Manual for Local Governments is prepared by the State of Michigan and all County Departments are to follow the most current schedule for proper record storage, retention, and destruction.

According to the manual, Michigan law requires that all records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept, when they may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. All Retention and Disposal Schedules must be formally approved by the Records Management Services (DTMB), the Archives of Michigan (DNRE) and the State Administrative Board.

Section 491 of the Penal Code (MCL 750.491) declares the improper disposal of local government records to be a crime.

The general schedules may be found online at:

<http://www.michigan.gov/recordsmanagement/>

The 2010 Records Management Manual for Local Governments is on file.

TK The 2018 Records Management Manual for Local Government can be viewed at: https://www.michigan.gov/documents/dtmb/rms_Local_RM_Manual_640086_7.pdf

A couple of other suggestions were made:

- Page 9: Last line under Transmission of Documents should state, “**they** are considered sensitive in nature”.
- Page 10: Removable storage and offsite; user should scan removable for malware
- Access control (page 14) Access will be approved on is awkward clarification. . . . maybe remove
- Under Password: It was suggested that some consideration be made regarding password management apps; are they allowable or is there something that would be approved by IT.
- Under Purchase of Technology: The County’s Procurement Policy was referred to, but there is no policy titled “County’s Procurement Policy”. Clarification is required.
- It was noted that Configuration Management section directly relates to the IT Department.

C. Non-union Personnel Handbook: The Personnel Handbook continues to be a work in progress.

- Under Work Area Rules, Item 7 has been added: *Damage to County property or equipment due to abuse, misuse or neglect on the part of an employee may be grounds for disciplinary action.*
- Under Computer/Communications Policies, the last line has been added: *All employees are subject to the Information Technology & Information Security Policy. Each employee is required to read and acknowledge the policy.*
- Under Weather Emergency: the second sentence should state: the employee **shall** use accumulated paid leave

The Non-Union Personnel Handbook should be distributed to Department Heads and Elected Officials for their review and to provide them an opportunity to provide comments prior to, or at next month’s Policies and Procedures Committee meeting.

VII. New Business

A. Other New Business

The Committee will read through the pending policies prior to next month.

- Condition Red Guideline
- HSB Usage

VIII. Adjournment

Motion by Bales, seconded by Knoblauch, to adjourn the meeting at 11:21 a.m. Motion carried.

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POLICY#2019-0xx

HIRING FREEZE POLICY

Date of Adoption: January 4, 1989

Date of Amendments: 4/13/11, 5/8/13, 12/13/17

INTRODUCTION

In an effort to maintain a balance of satisfactory service to the County public in the face of dwindling revenues and revenue sources, cost-saving measures need to be developed and exercised. One such measure is to develop and adopt a comprehensive hiring freeze policy which will enable the County department heads and elected officials along with the County Board of Commissioners an opportunity to examine department functions and services in conjunction with cost reduction efforts.

DEFINITION OF POSITIONS

1. Positions Covered

- a) All full time employees
- b) All regular part-time employees who are regularly scheduled for 20 or more hours per week with eligibility for some fringe benefits.

2. Positions Not Covered

- a) Temporary employees
- b) Part-time employees who work less than 20 hours per week and are not eligible for any fringe benefits
- c) "On-call" employees

FREEZE PROCEDURE

1. All requests to replace a covered position shall be made to the County Administrator.
2. The County Administrator may authorize a department to fill a position that is currently budgeted. The Administrator may also authorize a reorganization of the department which meets the staffing needs of the department and fits within the current and projected budgets.
3. Any request for additional staffing or reclassification of existing staff must be presented to the Personnel/Ways and Means Committee in writing at least two weeks in advance of the meeting.

SCOPE OF HIRING FREEZE

This hiring freeze covers all general fund and non-general fund departments which have employees carried on the County payroll.

TEMPORARY EMPLOYEES

1. Department heads and elected officials may continue to hire temporary employees to fill positions temporarily vacated due to medical or personal leave reasons providing that the employee normally filling the position is drawing Sickness and Accident benefits (or workers compensation) or is not drawing leave time while on personal leave. Filling positions with temporary replacements for employees who are on vacation and drawing leave time will not be permitted.
2. Department heads and elected officials who have budgeted and scheduled temporary employees for seasonal work or special cyclical duties may continue hiring such temporary employees.
3. Department heads and elected officials in those departments that utilize them may continue to hire temporary employees carried on an “on-call” basis as budgeted.
4. Temporaries may be hired to fill vacated positions during the sixty-day waiting period if the funding is in the department budget.

PASSED BY ROLL CALL VOTE of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, March 13, 2019, in the Old County Courthouse, Adrian, Michigan.

David Stimpson, Chair

Roxann Holloway, County Clerk

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POLICY#2019-00x

COUNTY PARKING REGULATIONS

Date of Adoption: March 9, 1988

Date of Amendments: 05/1999; 02/2005; 05/2010; 08/2018

Pursuant to MCL 46.201 as amended, the following has been adopted by the Lenawee County Board of Commissioners as the regulations pertaining to the various County parking lots:

1. **LOTS IDENTIFIED.** The parking lots subject to the regulations are lettered A through L (see table on page 3 titled "*County Lots Listed Under Parking Regulations*").
2. **PUBLIC LOTS.** As used in this regulation, "Public" means any individual using the parking lot for County business. Parking lots designated A, C, D, E, and K are designated public lots and shall be open to jurors on jury duty and the public on County business. Lot C has designated spaces identified for employee and police vehicle usage. Lot E has designated spots for County officials and/or department heads and public parking spaces with a two (2) hour maximum time limit.
3. **EMPLOYEE LOTS REQUIRING PERMITS.** Parking lots designated A, B, F, H, and I are designated as employee lots and are restricted to County employees or anyone else whose vehicle has a parking permit issued by the County Administrator's Office.
4. **MULTIPLE USAGE LOT.** The parking lots designated G, J, and L are available for use by the public, jurors, and County employees as needed. Parking permits are not required for these lots.
5. **DESIGNATED SPACES.** Designated reserved parking spaces are assigned to various County department heads, elected officials, and employees and are identified with individual signs.
6. **POLICE VEHICLE SPACES.** Six (6) spaces in lot C are designated for police vehicle use and are so identified.
7. **HANDICAP PARKING.** Designated handicap parking spaces are located in lots adjacent to the Courthouse, Judicial Building, Human Services Building, County Library, Annex Building and the Jail. Per Sections 257.674 and 257.675 of the Michigan Vehicle Code, only vehicles which carry a permit or license plate specially issued to handicapped persons by the Secretary of State's Office may utilize the designated handicap parking spaces. Any vehicle parked in such designated areas without a proper permit will be fined per State Law. Vehicles which carry a State issued handicap permit or license may use a handicap parking space in any of these lots.
8. **COMMISSIONER PARKING.** County Commissioners with a Commissioner's parking permit may park in any public, employee, or multiple usage lot.
9. **ISSUING OF PERMITS.** Parking permits shall be issued by the County Administrator's Office pursuant to guidelines established by the Physical Resources Committee. Permits are not transferable

from an employee to another employee or person. All replacement permits must also be obtained through the County Administrator's Office. Parking stickers issued to County employees are to be affixed to the inside of the left rear window. Permits are not required for the Human Services Building lots.

10. **SIGNS.** All parking lots shall be posted with appropriate signs designating whether said lots are public or employee lots or restricted in some manner.
11. **LOT RESTRICTION.** Lots are restricted to County business. No parking, trespassing or loitering is permitted during non-business hours. Parking is permitted during non-business hours for officially sanctioned meetings or on prior approval from the Administrator's Office. Skateboarding is prohibited at all times.
12. **ENFORCEMENT.** Parking and other violations of this regulation shall be subject to a civil sanction in the form of a fine plus any appropriate Court costs and processed pursuant to MCL 46.201 as amended. In addition, vehicles parked in violation of this regulation may be treated as a nuisance and abated by a Sheriff's deputy or police officer by towing, removal, and impoundment, to be returned only on payment of a reasonable impounding fee. Enforcement of the parking regulations is the responsibility of the County Sheriff.
13. **CURBS AND FIRELANES.** No parking shall be allowed in those areas designated by a sign as a fire lane and in those areas designated by yellow curbs.
14. **TEMPORARY PERMITS.** Temporary permits are available from the County Administrator's Office for use in lots requiring permits during specified times by temporary employees, persons working within the County premises for a limited time or special project, or for employees using a car on a temporary basis. Temporary permits are to be displayed on the dashboard.
15. **WAIVER OF REGULATIONS.** When, in the judgment of the County Board of Commissioners or its designee, it becomes impractical to enforce the parking regulations due to snow and ice conditions, or due to temporary emergency situations, the Board or its designee may temporarily waive the regulations in whole or in part for a specific period of time.
16. **EFFECTIVE DATE.** These regulations, as amended, will remain in effect until or unless rescinded by the County Board of Commissioners. As necessary, from time to time, the Board of Commissioners may further amend these regulations.

RESERVED PARKING JUDICIAL BUILDING

1. Prosecuting Attorney
2. District Court Administrator
3. County Clerk
4. Probate Court Administrator
5. Assistant Probate Court Administrator
6. Probate Court Register
7. Circuit Court Administrator/Director of Friend of the Court
8. Circuit Court Probation/Parole Supervisor
9. District Court Judge
10. Circuit Court Judge

11. Probate Court Judge
12. Circuit Court Judge
13. District Court Judge
14. District Court Chief Probation Officer

COUNTY LOTS LISTED UNDER PARKING REGULATIONS

Lot I.D.	Location	Type	Permit Required	Total # Of Spaces	# of Handicap
A	South of the Jail	Employee	Yes	31	1
B	West of Judicial Building	Employee	Yes	45	0
C	Adjacent to Judicial Building, West off Maple Avenue	Public W/ Designated Spaces	No	24	0
D	Adjacent to Judicial Building, East off Maple Avenue	Public	No	35	3
E	West Side of Old Courthouse	Public (2 hr.) w/Designated Spaces	Yes	24	1
F	West Side of Annex Building	Employee	Yes	65	3
G	North Side of Judicial Building	Multiple Use	No	139	4
H	Off Winter Street North of the Title Company	Employee	Yes	11	0
I	Off Hunt Street East of the Jail	Employee	No		
J	Human Services Building-West (Off Metcalf & Left)	Multiple Use	No	240	6
K	Human Services Building-East (Off Winter Street)	Multiple Use	No	259	12
L	Sheriff's Office Lot	Multiple Use	No	22	0

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POLICY#2019-0xx

DRIVING ON AIRPORT GROUNDS POLICY

Date of Adoption: May, 2006

Date of Amendments:

In order to maintain a safe and secure airport, the following rules shall be followed and enforced:

RUNWAYS AND TAXIWAYS

Only vehicles with the following criteria shall be allowed to operate on airport runways (RWYs) and taxiways (TWYs):

- A. Permission from the current Airport Manager
- B. Yellow strobe light or orange and white flag (daylight hours only) affixed to the top of the vehicle
- C. Is equipped with a two-way radio that is monitoring the Common Traffic Advisory Frequency (122.8)
- D. The operator has a valid motor vehicle operator's license
- E. Understands the current airport rules and regulations
- F. Local Law Enforcement Officer in patrol cruisers

The following vehicles meeting the above criteria have standing permission from the Airport Manager in order to conduct normal business at the airport:

- A. Airport vehicles
- B. Fixed-Base Operator (FBO) vehicles
- C. Construction vehicles performing work for the airport

RAMP AREA

Other vehicles may utilize the Ramp Area to:

- A. Load and/or unload freight/baggage
- B. Tow gliders to the staging area (limited to 2 vehicles)
- C. Access their land leased hangar
- D. Assist arriving or departing handicapped passengers

Permission from the Airport Manager may be given for continued access on a case by case situation if a show of need is presented.

This policy does not restrict the manager from limiting the number of vehicles on the Ramp Area if conditions warrant such action.

RULES FOR VEHICLE OPERATIONS

- A. Aircraft and pedestrians always have the right of way.
- B. No person shall operate a vehicle in a reckless or negligent manner.
- C. No person shall operate a vehicle in such a manner as to endanger persons or property.
- D. No person shall operate a vehicle under the influence of alcohol, drugs, or any other substance that diminishes their motor skills or mental acuity.
- E. Speed limit is 15 mph.
- F. All authorized vehicles operating on the airport between the hours of sunset and sunrise shall have fully operating headlights and taillights.
- G. During times of an actual emergency at the airport, no private vehicles, except those operated by emergency personnel, unless specifically authorized by the Airport Manager, shall be allowed on the Ramp, Taxiways or Runways.
- H. No vehicle shall be parked which would restrict the access of an aircraft or vehicle to the Runway, Taxiway, Taxi Street or Ramp Area.

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