

WEDNESDAY, June 12, 2019

PRESENT: Comm. Stimpson, Bales, Bolton, Collins, Jenkins-Arno, Knoblauch, Lapham, Tillotson, and Wittenbach

ALSO PRESENT: Marilyn Woods, Kim Murphy, Scott Holtz, Lindsay Garrison, Tim Robinson, Louis Farkas (GLOV Enterprises), Moritz von Moeller (GLOVE Enterprises), Venard Roberson (Northern Enterprise), Troy Bevier, Dmitry Shapiro (The Telegram), Martin Marshall, and Roxann Holloway

The meeting was opened with an invocation and the Pledge of Allegiance.

Comm. Bolton moved to approve the minutes from the May 8, 2019, meeting, Comm. Wittenbach seconded, Motion CARRIED.

Comm. Tillotson moved to accept the agenda as amended, Comm. Wittenbach seconded, Motion CARRIED.

Communications were read.

Comm. Stimpson opened the Public hearing for the CDBG Revolving Loan at 1:35 p.m.

There were no public comments.

Comm. Stimpson closed the public hearing at 1:36 p.m.

Comm. Knoblauch moved to approve the following consent agenda, Comm. Wittenbach seconded, Motion CARRIED by a Unanimous Roll Call Vote.

Consent Agenda:

County Clerk Intern: A project intern position for the County Clerk's Office is APPROVED.

Equalization Supplemental Pay: Supplemental pay totaling \$6,500 [out of appraisal funds] to be distributed to those Equalization Department employees who worked the reappraisals to completion is APPROVED.

Budget Adjustments: The following budget adjustments are APPROVED:

<i>Non-General Fund</i>	<i>Current Budget</i>	<i>Change Inc or (Dec)</i>	<i>Revised Budget</i>
<i>Social Welfare-DHS Revenue</i>	<i>0</i>	<i>14,000</i>	<i>14,000</i>
<i>Expense</i>	<i>22,000</i>	<i>14,000</i>	<i>36,000</i>

THIRD QUARTERLY ALLOTMENT OF ALLOCATIONS

RES#2019-013

WHEREAS, the 2019 General Appropriations Act provided for the allotment of appropriations on a periodic basis when financial circumstances warrant; and

WHEREAS, the Lenawee County Board of Commissioners deems that financial circumstances exist whereby the quarterly allotment of appropriations contained in the 2019 General Fund Budget is deemed desirable; and

WHEREAS, the financial circumstances also dictate that other steps also be taken to contain expenditures during the fiscal year.

THEREFORE BE IT RESOLVED by the Lenawee County Board of Commissioners, that the expenditure of the 2019 appropriations as contained in the 2019 General Fund Budget be established for the period beginning January 1, 2019 and ending September 30, 2019, and that the elected and appointed officials responsible for appropriations be so notified, and;

BE IT RESOLVED that said County officials shall not cause obligations to be incurred against, nor shall payment be made from appropriations in excess of the amount provided in the schedule. Resolution #2019-013 is ADOPTED.

Tax Roll Scanning: \$97,838.31 [out of the Delinquent Tax Revolving Fund] to contract with Graphic Sciences to scan, name, organize, and convert to searchable files and microfilm, permanent tax rolls from 1947 to the present year is APPROVED.

**PUBLIC SAFETY COMMUNICATIONS SYSTEM INTEGRATION AGREEMENT RES#2019-014
Authorization Resolution**

WHEREAS, The Lenawee County Board of Commissioners have determined that it is in the best interest of the Lenawee County to install an 800 MHz Multicast radio communications system to serve the needs of county citizens, and

WHEREAS, The County has entered into a contract with the Motorola Corporation, a sole source provider of communications equipment that operates on the statewide Michigan's Public Safety Communications System (MPSCS), to install towers and communications equipment to implement said 800 MHz system, and

WHEREAS, it is desirable that the Lenawee County infrastructure for said radio system will be integrated with and become a part of the MPSCS when it is installed and operational, and

WHEREAS, the MPSCS is managed and operated by the State of Michigan, by its Department of Technology, Management, and Budget, (DTMB), and

WHEREAS, it is in the best interest of both parties to enter into an agreement for the setup, operation, and maintenance of the 800 MHz system within Lenawee County

NOW THEREFORE BE IT RESOLVED, that the Lenawee County Board of Commissioners approves the Michigan Public Safety Communications System Integration Agreement between Lenawee County and the State of Michigan DTMB, and

BE IT FURTHER RESOLVED that David Stimpson, Chairperson of the Board, be authorized to sign the agreement.

Resolution #2019-014 is ADOPTED.

Motorola Change Order: \$56,686.27 to add an additional dispatch console to the 800 MHz contract with Motorola with the additional charges to be paid in a lump sum from 911 surcharge funds upon acceptance of the installation is APPROVED.

**PA116 TERMINATION OF A RES#2019-015
FARMLAND DEVELOPMENT RIGHTS AGREEMENT -With Pre-Existing Structure-**

WHEREAS, on June 12, 2019, the County Board received a request from Duane V. Isley, Successor Trustee of the Donald V. Isley Trust dated March 9, 2017, for approval to have a certain parcel released from Agreement number 46-6159-123118 which was executed in

accordance with the provisions of PA 116 of 1974, commonly known as the Farmland and Open Space Preservation Act; and

WHEREAS, the County Board has reviewed this request and determined that the structures located on the parcel were present prior to the original execution of said Agreement; and

WHEREAS, the parcel proposed for release from the Agreement is four (4) acres in size; and

WHEREAS, the County Board finds that the request for release of the particular parcel is acceptable;

NOW THEREFORE BE IT RESOLVED by the Lenawee County Board of Commissioners as follows:

- 1) That the County Board hereby approves the request to release the following described piece of property from the PA 116 Agreement: Land situated in Deerfield Township, Lenawee County, Michigan, being a part of the Northwest ¼ of Section 9, Town 7 South, Range 5 East, further described by Michael J. Bartolo, Professional Surveyor, as commencing at the North ¼ Corner of Section 9; thence South 89° 37' 44" West, 936.00 feet along the North line of Section 9 (centerline of Forche Road) for a point of beginning; thence continuing South 89° 37' 44" West, 387.10 feet; thence South 00° 22' 16" East, 450.12 feet; thence North 89° 37' 44" East, 387.10 feet; thence North 00° 22' 16" West, 450.12 feet to the point of beginning. Contains 4.000 Acres, more or less. Subject to highway, easements, and restrictions of record.
- 2) That the County Board hereby certifies that the structures located on the certain piece of property were present prior to the original execution of said PA 116 Agreement.
- 3) That the County Clerk is hereby directed to transmit certified and sealed copies of this resolution to the person making the request **and** to the Farmland Unit of the MI Dept. of Agriculture.

Resolution #2019-015 is ADOPTED.

Comm. Wittenbach reported from the Information Technology/Equalization Committee.

Comm. Bales reported from the Human Services Committee.

Comm. Bolton reported from the Rules & Appointments Committee.

Comm. Collins reported from the Criminal Justice Committee.

Comm. Knoblauch reported from the Physical Resources Committee.

Comm. Tillotson reported from the Personnel/Ways & Means Committee.

Comm. Tillotson reported from the Accounts Payable Committee.

May 9, 2019

Comm. Tillotson moved to approve total vouchers for payment in the amount \$2,167,916.01 with the general fund's portion being \$257,557.90, Comm. Wittenbach seconded. Motion CARRIED.

May 23, 2019

Comm. Tillotson moved to approve total vouchers for payment in the amount \$1,461,081.09 with the general fund's portion being \$176,683.40, Comm. Knoblauch seconded. Motion CARRIED.

June 6, 2019

Comm. Tillotson moved to approve total vouchers for payment in the amount \$908,063.79 with the general fund's portion being \$ 110,411.32, Comm. Knoblauch seconded. Motion CARRIED.

Comm. Lapham reported from the Policies & Procedures Committee.

Comm. Lapham moved to adopt the following Credit Card Issuance Policy, Comm. Tillotson seconded.

Credit Card Issuance Policy

POL#2019-012

The following Credit Card Issuance Policy supersedes any other credit card issuance policy, and/or any amendments to that policy, previously adopted by the Lenawee County Board of Commissioners.

WHEREAS, Public Act 266 of 1995 authorized the use of credit cards by local units of government for appropriate expenses and requires that the local unit adopt by resolution, a written policy governing credit card usage, and

WHEREAS, The Board of Commissioners has designated the County Administrator, the Chief Financial Officer of the County, as the primary administrator of the credit card program, and

WHEREAS, The credit card program must include internal controls that allow for monitoring the use of the credit card(s),

NOW THEREFORE BE IT RESOLVED, that the Lenawee County Board of Commissioners authorize the issuance of credit cards for use in official county business in accordance with this policy, which is authorized and shall become a part of this resolution upon adoption.

PURPOSE

To facilitate efficient and effective financial operations and to safeguard County funds, it is beneficial and desirable to utilize credit cards for certain financial transactions. While the use of credit cards make certain transactions more efficient, it is necessary to provide effective controls to ensure that cards are used appropriately and that expenditure of funds is subject to review and approval. This policy provides for the issuance, use and oversight of credit cards used in official County business.

CREDIT CARD PROGRAM OVERSIGHT

- 1.The County Administrator shall serve as the primary administrator of the credit card program
- 2.The County Administrator may grant access as necessary to administer the program
- 3.Approval to pay credit card bills shall flow through the accounts payable process and be subject to the Accounts Payable Policy
- 4.The County Administrator shall annually, by January 31, provide the County Treasurer with a list of credit cardholders and credit limits, by department, and a statement of the total credit limit of the County

CREDIT CARD PROGRAM STRUCTURE

The credit card program shall be structured as a single corporate account covering all credit cards used to conduct business on behalf of Lenawee County. No County funds may be encumbered, and no payment will be approved, on credit cards outside of the corporate account.

CARD ISSUANCE PROCEDURE

1. Department heads may request credit cards for use by their department personnel from the Administrator
2. Each card issued must be issued in the name of a county employee
3. An appropriate credit limit will be determined for the card based on the anticipated use
4. Department personnel will be provided access to credit card account information as necessary to use the card, monitor activity and submit bills for payment

CARD USE AND PAYMENT PROCEDURE

1. County issued credit cards shall be used only for official county business
2. Detailed receipts of items or services purchased must accompany credit card bills when submitted for payment
3. Each item or service shall be listed individually when submitted to Accounts Payable for payment
4. Credit card bills must be paid, in full, prior to the due date each month
5. Central accounting will monitor card activity to ensure timely and complete payment of bills

ENCUMBRANCE OF COUNTY FUNDS

1. Obligations incurred by use of a county issued credit card must comply with the Accounts Payable Policy and the Lenawee County General Appropriations Act
2. No cardholder may encumber funds in excess of those authorized and approved by the Board of Commissioners
3. *Misappropriation of County funds and expenditure of County funds beyond authorized limits are criminal acts*

Motion CARRIED.

Comm. Wittenbach reported from the Parks Commission.

Comm. Bales reported from the Road Commission.

Comm. Wittenbach reported from the Dept. of Human Service.

Comm. Lapham reported from the Department on Aging.

Comm. Knoblauch reported from the Solid Waste Committee.

Comm. Bales reported from the Airport Commission.

Comm. Knoblauch reported from MTA.

Comm. Tillotson reported from the Substance Abuse Committee.

Comm. Knoblauch reported from the Veterans Affairs Board.

Comm. Collins reported from the Emergency 9-1-1 District Board.

Comm. Wittenbach reported from the Health Board.

Comm. Wittenbach reported from MAC-General Government.

New Business:

Comm. Collins moved to approve the Community Development Plan, Comm. Bolton seconded. Motion CARRIED.

Comm. moved to adopt the following Revolving Loan Fund Application, Comm.

APPLICATION FOR FUNDING THROUGH THE COUNTY OF LENAWEE **RES#2019-016**
State of Michigan Community Development Block Grant (CDBG) - Revolving Loan Fund (RLF) Program - GLOV Holdings, LLC

WHEREAS, GLOV Holdings, LLC has made application through Northern Initiatives, Inc. for CDBG Revolving Loan Funds in the amount of \$900,000 to assist with personal property, working capital, and inventory needs; and

WHEREAS, the project location meets local zoning requirements and is consistent with the Lenawee County Community Development Plan, the project will employ at least 51% low to moderate income persons; and

WHEREAS, The County of Lenawee participates in the Regional RLF Model, has executed a Subrecipient Agreement with Northern Initiatives, and has designated the County Administrator and Economic Developer on its Regional Funds Approval Committee; and

WHEREAS, the Regional Funds Approval Committee has reviewed and approved said application submitted by GLOV Holdings, LLC on May 16, 2019; and

WHEREAS, no project costs (CDBG and non-CDBG) will be incurred prior to the formal loan award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by your CDBG Project Manager; and

WHEREAS, The County of Lenawee has advertised in The Daily Telegram newspaper and has held a public informational hearing regarding the CDBG Revolving Loan Fund application on June 12, 2019.

THEREFORE BE IT RESOLVED that the County of Lenawee acknowledges that it has held a public informational meeting on June 12, 2019 in regard to the CDBG Revolving Loan Fund application by GLOV Holdings, LLC in the amount of \$900,000 for personal property, working capital, and inventory needs for its business within Lenawee County; that the project will employ at least 51% low to moderate income persons; and the project meets zoning requirements and is consistent with the Lenawee County Community Plan.

BE IT FURTHER RESOLVED that the Board Chair is hereby authorized to sign the CDBG Loan Program Application and all attachments, including all Environmental Review forms on behalf of the County.

Comm. Wittenbach moved to adjourn at 2:07 P.M., Comm. Tillotson seconded. Motion CARRIED.

Roxann Holloway, Clerk

David Stimpson, Chair