

WEDNESDAY, August 14, 2019

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

ABSENT:

ALSO PRESENT: Marilyn Woods, Kim Murphy, Scott Holtz, Jenny Escott, Ed Scheffler, Nathan Baldermann (Rehmann Robson), Dmitry Shapiro (Telegram), Martin Marshall, and Roxann Holloway.

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

Comm. Knoblauch moved to approve the minutes from the July 10, 2019, meeting, Comm. Bolton seconded, Motion CARRIED.

Comm. Tillotson moved to accept the agenda as presented, Comm. Knoblauch seconded, Motion CARRIED.

Communications were read.

Nathan Baldermann, from Rehmann Robson, presented the Audit Report FYE 12/31/2018.

Comm. Tillotson moved to accept the 2018 Audit Report and place on file, Comm. Lapham seconded, Motion CARRIED.

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

Consent Agenda:

Substance Use Disorder Oversight Policy Board (CMHPSM): The reappointment of John Lapham to the Substance Use Disorder Oversight Policy Board (Community Mental Health Partnership of Southeast Michigan) is CONFIRMED.

**Budget Adjustments:
Survey/Remonumentation**

		Current Budget	Change Inc/(Dec)	Recommend Revised Budget
Revenue				<i>Adjust to Actual Grant Amount</i>
254.268-575	State	78,932	(4,498)	74,434
Expenses				<i>Add Budget New Grant</i>
254.268-765	Materials	2,074	231	2,305
254.268-801	Professional & Contractual	62,838	(4,004)	58,834
254.268-816	Other Contractual Service	9,670	0	9,670
254.268-844	Per Diems-Non Payroll	3,800	(610)	3,190
254.268-847	Mileage Reimbursement	550	(115)	435

Veteran Service

<u>Revenue</u>		Current Budget	Change Inc/(Dec)	Recommend Revised Budget
286.682-540	State	0	75,623	75,623
<hr/>				
<u>Expense</u>			Change Inc/(Dec)	Recommend Revised Budget
Personnel		0	19,092	19,092
286.682-704	Wages - Regular Employees		8,725	8,725
286.682-707.200	Wages - Other Supplemental		0	0
286.682-707.500	Wages - Other Health Insurance		200	200
286.682-715	Matching Social Security		683	683
286.682-716	Health Insurance		7,504	7,504
286.682-716.100	Health Insurance HSA Deductible		0	0
286.682-717	Life Insurance		338	338
286.682-718	Retirement		0	0
286.682-718.120	Retirement Defined Benefit		625	625
286.682-718.200	Retirement Defined Contribution		446	446
286.682-720	Unemployment		17	17
286.682-721	Workers Compensation		39	39
286.682-723	Vision Insurance		60	60
286.682-724	Dental Insurance		384	384
286.682-725	Long Term Disability		71	71
Non Personnel		0	25,531	25,531
286.682-727	Office Supplies		1,798	1,798
286.682-731	Operating Supplies		2,500	2,500
286.682-733	Computer Supplies		390	390
286.682-745	Uniforms		1,000	1,000
286.682-843	Advertising & Publishing		3,000	3,000
286.682-847	Mileage Reimbursement		279	279
286.682-850	Communications		1,500	1,500
286.682-851	Conferences & Seminars		593	593
286.682-863	Computer Software		880	880
286.682-900	Printing & Publishing		0	0
286.682-910	Machinery & Equipment under		2,149	2,149
286.682-912	Office Equipment & Furniture		7,122	7,122
286.682-914	Computer Equipment under		4,320	4,320
Peacetimer's Relief Fund		0	31,000	31,000
286.682.700-746	Motor Fuel		500	500
286.682.700-764	Food		500	500
286.682.700-920.100	Utilities Gas		8,000	8,000
286.682.700-920.300	Utilities Electric		8,000	8,000
286.682.700-940	Rent		14,000	14,000

Budget adjustments to non-general funds are APPROVED.

LTC/MDOT FY2020 JARC

RES#2019-018

WHEREAS, the Lenawee County Board of Commissioners has made known its intent to provide public transportation service; and

WHEREAS, the Lenawee County Board of Commissioners has contracted with the Lenawee Transportation Corporation to provide that transportation service; and

WHEREAS, a Project Authorization has been proposed for FY 2020 Section 5311 Operating Formula Grants for Job Access and Reverse Commute Program, which provides enhanced public transportation services as requested for JARC clients; and

WHEREAS, this Project Authorization provides \$65,000 for service operations, ending September 30, 2020; and

NOW, THEREFORE, IT IS RESOLVED, the Lenawee County Board of Commissioners approves Agreement No: 2017-0080, Authorization No: P13; and

BE IT FURTHER RESOLVED, that the monies from this grant be given to Lenawee Transportation in accordance with the terms of the Authorization; and authorizes the Chair and the County Clerk to sign the aforementioned Authorization.

Resolution #2019-018 LTC/MDOT JARC Program is ADOPTED.

Lenawee Transportation Transit Agency Procurement Policy: The Transit Agency Procurement Policy (on file) is ADOPTED.

LDA/MDOT FY2020 Specialized Services

RES#2019-019

WHEREAS, many older adults and persons with disabilities in Lenawee County are in need of transportation beyond what Dial-A-Ride and Lenawee Transportation Corporation are able to provide; and

WHEREAS, the “specialized services” grant to Lenawee County will provide \$15,449 to meet those transportation needs; and

WHEREAS, the funding from the grant will be used to reimburse mileage expenses for volunteers who drive older persons and persons with disabilities to medical appointments, and

WHEREAS, a small portion of this funding will also be used to pay the cost of recreational trips for older persons and persons with disabilities to locations within Lenawee and adjacent counties.

THEREFORE BE IT RESOLVED, that the Lenawee County Board of Commissioners supports entering into a contract with the Michigan Department of Transportation to provide additional transportation through the “specialized services” contract to be administered by the Lenawee County Department on Aging. The contracts will be considered executed when they are signed by the Chair of the Lenawee County Board of Commissioners, the Lenawee County Clerk, and the Bureau Director, Multi-Modal Transportation Services Bureau, Michigan Department of Transportation.

Resolution #2019-019 LDA/MDOT Operating Specialized Services is ADOPTED.

AIRPORT/MDOT Airport Layout Plan

RES#2019-020

WHEREAS, the process of developing and upkeep of the Lenawee County Airport with federal and state financial assistance requires the execution of sponsor contracts for approved projects between the Lenawee County Board of Commissioners, Adrian, Michigan and the Michigan Department of Transportation, Lansing, Michigan, and

WHEREAS, the Lenawee County Board of Commissioners shall enter into sponsor contracts (full text on file) for specific development/upkeep projects at the Lenawee County Airport for the purposes of obtaining aid.

THEREFORE BE IT RESOLVED, that the Chairperson of the Lenawee County Board of Commissioners, David Stimpson is hereby authorized and directed to execute said sponsor contracts on behalf of the County of Lenawee, Michigan, and the County Clerk is hereby authorized to impress the official seal to attest said execution.

MDOT CONTRACT NO. 2019-0939 referred to herein shall be attached

PROJECT DESCRIPTION: Conduct MP - Airport Layout Plan – Planning.

Federal Share \$225,000.00

Maximum MDOT Share \$12,500.00

SPONSOR Share, \$12,500.00

Estimated PROJECT COST, \$250,000.00

Resolution #2019-020 Airport Layout Plan agreement is ADOPTED.

Ohio, Michigan, Indiana Council of Government: Joining the Ohio, Michigan, Indiana Council of Government for the purpose of monitoring and protecting the water sources of the region is APPROVED.

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.

Drain Comm., Jenny Escott, shared an issue of the Pipeline Magazine with all the commissioners. She highlighted an article, that included an interview with Ed Scheffler from her department. She said the article would help the commissioners better understand the large equipment that is purchased by her department and used to maintain all the drains and infrastructure in our county. This also allows tax dollars to be saved by doing projects under maintenance and not petition projects. She commended Ed for the great maintenance program used in our county.

Several commissioners congratulated the department for a job well done.

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

Comm. Tillotson reported from the Accounts Payable Committee.

July 20, 2019

Comm. Tillotson moved to approve total vouchers for payment in the amount \$3,336,020.30 with the general fund's portion being \$426,316.80 Comm. Wittenbach seconded. Motion CARRIED.

August 1, 2019

Comm. Tillotson moved to approve total vouchers for payment in the amount \$1,961,053.17 with the general fund's portion being \$117,455.97 Comm. Knoblauch seconded. Motion CARRIED.

Comm. Lapham reported from the Policies & Procedures Committee.

Comm. Lapham moved to adopt the following, Comm. Knoblauch seconded,

MOTOR VEHICLE USE POLICY

POL#2019-013

PURPOSE: The objective of this County Motor Vehicle Usage Policy is to establish uniform administrative regulations which standardize the procedures and reporting requirements

utilized by departments and employees in the use of both County-owned and privately-owned vehicles in the conduct of official County business.

AUTHORITY: The Lenawee County Board of Commissioners.

APPLICATION: The regulations and procedures outlined in this policy statement are to apply to all County-owned vehicles assigned to individual departments and to all privately-owned vehicles used in the conduct of County business for which reimbursement is requested.

RESPONSIBILITY: The authority to assign vehicles, authorize reimbursement for the use of privately-owned vehicles on County business and the administration of this policy shall be the responsibility of elected officials and/or department heads. Vehicle assignment shall be made by the appropriate elected official and/or department head.

POLICY:

General Statement: The basic guideline of this policy shall be that the use of a County vehicle by an employee or the compensation for the use of a privately-owned vehicle will be only for official County business, and in compliance with the rules and regulations detailed in this policy.

Assignment of County-Owned Vehicles: All employees assigned a County-owned vehicle or permitted to drive a County-owned vehicle shall meet specific criteria established for vehicle assignment. The authority to assign vehicles rests with the elected official and/or department head. Vehicles will be assigned on the basis of functional requirements of the employee's position and should not be construed as being a substitute for other compensation or as a fringe benefit. Vehicles are assigned, and certain privileges in their use is granted, only as a means of providing effective management of County functions. Elected officials and/or department heads are to use the following established criteria when assigning vehicles to County employees:

Special Use Assignment – With Take Home Privileges: Vehicles are assigned under this classification in order to provide an employee with access to a County-owned vehicle for those employees whose duties and responsibilities require a vehicle be assigned which includes permanent take-home privileges.

Criteria for Assignment and Uses: A vehicle will be assigned to a position on a special use basis when:

- The responsibilities of that position require the routine and regular conduct of County business before or after normal working hours.
- Emergency use on a routine or regular basis will be required before or after normal working hours.
- The responsibilities of the position are such that it is to the convenience of the County to assign a vehicle.
- A demonstrated security risk warrants such assignment to protect County property.
- All employees assigned the use of a vehicle shall submit to a motor vehicle driving status and history check and only those County employees with acceptable driving records will be allowed the use of a vehicle.

Limited Use Assignment: Authorization to drive vehicles under this classification shall apply to those employees whose positions require routine utilization of a vehicle during normal working hours. Take home privileges are not permitted under normal circumstances under limited use assignment.

Criteria for Assignment and Use: Under this classification, authorization to drive County-owned vehicles will be assigned when:

- The nature of the vehicle use is routine, predetermined and predictable.
- The use of a private vehicle would be inappropriate.
- All employees assigned the use of a vehicle shall submit to a motor vehicle driving status and history check and only those County employees with acceptable driving records will be allowed the use of a vehicle.

On Call/Emergency Assignment: Vehicles may be assigned under this classification to those employees who are assigned “on call” duty beyond normal working hours in order to ensure a quick response to emergency or after-hour calls for service.

Criteria for Assignment and Use: Under this classification vehicles will be provided to those employees who periodically are assigned “on call” duty by their department head when:

- A demonstrated need for a County vehicle to ensure a quick response to an emergency or after-hour calls has been verified by the department head.
- Employee is designated to be “on call” for a specific function or purpose.
- Employees assigned the use of a vehicle shall submit to a motor vehicle driving status and history check and only those County employees with acceptable driving records will be allowed the use of a vehicle.

Employees meeting this criteria and “on call” will be allowed to drive the vehicle to and from work. Personal use of the vehicle is strictly prohibited.

Pool Assignment: Pool vehicles are for general use by County employees who do not have a vehicle assigned to their particular position. All County owned vehicles not otherwise assigned will be designated Pool Vehicles. Vehicles so designated may be assigned to a multi-department pool. Use of pool vehicles shall be monitored by the elected officials, department heads, and the Administrator’s Office. Under normal circumstances, take-home privileges are not authorized under pool vehicle use assignments. No pool vehicles are to be driven to or from work under normal circumstances.

Criteria for Assignment and Use:

- Employees shall be designated access to pool vehicles when their duties and responsibilities require occasional vehicle use, the nature and timing of which are unpredictable, varied and limited. Pool vehicle use is to be approved by the department head for each utilization.
- Employees designated access and requiring the use of a pool vehicle before 8:00 a.m., will be allowed to pick up the keys for that vehicle by making advance arrangements with the designated elected official and/or department head.
- All pool vehicles are to be returned to the appropriate County parking lot with keys returned to the designated department.
- All employees assigned the use of a pool vehicle shall submit to a motor vehicle driving status and history check and only those County employees with acceptable driving records will be allowed the use of a pool vehicle.

Regulation for Private Vehicle Use:

Purpose: The purpose of this Section shall be to provide for vehicle use when the duties and responsibilities of a position require vehicle use and a County-owned vehicle is not available or appropriate.

Criteria for Assignment and Use: Employees required to use their privately-owned vehicle to conduct County business shall be advised of that requirement prior to employment. Such employees shall receive mileage reimbursement at the rate approved by the Board of Commissioners.

Authorization: Prior approval of the immediate supervisor is required to use a privately-owned vehicle in the conduct of County business for which mileage reimbursement is to be requested. The department head shall be responsible for ensuring that the employee or prospective employee has submitted to a motor vehicle driving status and history check. The department head must approve mileage reimbursement for use of a private vehicle.

Insurance Considerations: Employees required to use their use their privately-owned vehicle to conduct County business shall be advised to review their automobile insurance policy to ensure adequate coverage for the vehicle while being used for County business. No employee may use their privately-owned vehicle for County business, nor will the employee be reimbursed for such use, until the employee has read and acknowledged this policy.

Procedures for Implementation of the Vehicle Use Administration Regulation:

General Assignment: Designation of vehicle assignments will be in accordance with this policy based upon review of recommended vehicle use plans submitted by departments to the County Board of Commissioners.

Record Maintenance: The County Administrator's Office shall develop and maintain records sufficient to adequately insure all County vehicles assigned to departments. County departments must periodically submit to the County Administrator's Office information related to the primary use of vehicles and identify vehicles that are authorized to be taken home. Identification of employees authorized to take home vehicles and whether mileage is charged to the employee must also be provided.

Information that would identify law enforcement officers' addresses or would interfere with pending law enforcement investigations may be redacted from any request for such records.

Adequate records of private vehicles used will be maintained on a departmental basis to ensure accountability of public funds.

Motor vehicle driving status and history checks: Periodically, but no less than biennially, each elected official and/or department head shall obtain a driving record for each authorized employee and furnish that record to the County Administrator's Office. This information will be used to determine if an employee will continue authorization to use a County owned or a privately-owned vehicle on County business. If an employee accumulates five (5) or more violations points, the department head shall implement a corrective action plan to improve the employee's driving record and shall take any necessary precautions to ensure the safety of the general public and general interests of the County.

Authorized County Employee: To be eligible for continued authorization the employee must meet the following requirements:

- They are in possession of a valid Michigan or Ohio driver's license that is not suspended or revoked, and is not restricted in such a way as to conflict with duties that require use of their privately-owned vehicle.
- They have a satisfactory driving history with less than Five (5) current violation points. However, department heads may decide on a reduced number of points for the good of the operation of their specific department.
- Any employee whose vehicle operator's license is suspended, revoked or restricted in such a manner as to conflict with their job requirements of operating either a County-owned or privately-owned vehicle, or if an employee acquires five or more points on their license, that employee must immediately report the suspension, revocation or restriction to their department head. The department head shall immediately report the condition to the Administrator's Office.

Any employee who operates a vehicle on County business, while not being in possession of a current and valid Michigan or Ohio driver's license, or fails to report a suspension, revocation or restriction to their department head shall immediately be disallowed from using any County owned vehicle or privately-owned vehicle on County business and shall be disciplined appropriately, up to and including discharge. Department heads shall immediately report such condition to the Administrator's Office.

Prospective County Employee: A prospective County employee who will be required to operate a County owned or a privately-owned vehicle during hours of employment will be deemed employable and authorized to use a vehicle on County business only when they meet the following criteria:

- They are in possession of a valid Michigan or Ohio driver's license that is not suspended or revoked, and is not restricted in such a way as to conflict with duties that require use of their privately-owned vehicle.

- They have satisfactory driving with less than five (5) current violation points. However, department heads may decide on a reduced number of points, for the good of the operation of their specific department.

Reimbursement for Use of Private Vehicles: Upon authorization for use of a private vehicle, employees are required to document actual miles driven and will be reimbursed at the currently established rate. Actual miles will be defined as only those miles driven which are directly related to the official County business. This definition does not include those miles required to transport employees between home and the primary work destination point.

Processing the Mileage Report for Reimbursement: The employee will complete a Travel Expense Voucher indicating the miles traveled and the amount requested for reimbursement. Upon signing the certificate verifying the accuracy of the mileage claimed, the employee will submit the report to the department head for approval.

The department head, upon approval, will sign the travel expense voucher to verify its accuracy and will forward it to the County Clerk's Accounts Payable Office requesting authorization of payment.

The Accounts Payable Office will authorize, upon receipt of the approved mileage certificate, payment in the amount shown, or if disapproved, return to the department head for further justification.

General Rules and Regulations Pertaining to Vehicle Use By County Employees: The following rules and regulations are established as a supplement to all rules and regulations contained in this and other administrative and personnel policies. The rules and regulations contained herein apply to all County employees who are authorized to use a County owned vehicle or who are compensated for the use of their privately-owned vehicle in the conduct of County business. Any employee in violation of these rules may be disallowed from using any County owned vehicle or privately-owned vehicle on County business and shall be disciplined appropriately, up to and including discharge.

Personal Use of County Vehicles: Under no circumstances will County owned vehicles be used for personal business. The only exception to this general rule is that employees may use a County vehicle for transportation to and from an eating establishment only if a meal period occurs during the employee's normal working hours and the employee, due to a particular vehicle assignment, has no access to a private vehicle.

County Vehicle Use: The Employee Must. . .

- Ensure that the County vehicle is in proper operating condition at all times. Any malfunctions should be reported immediately to the department head.
- Be in such physical condition to assure safe operation of the vehicle and to prevent a hazard to the driving public.
- Inform the immediate supervisor of any condition which presents a safety hazard to either the employee or the general public in the operating of a vehicle.
- Obey all applicable laws and ordinances and use seat belts while operating County owned vehicles or privately-owned vehicles on County business.

New Employees: Authorized Use of County Vehicles Required

If a current employee is assigned a County vehicle as part of his or her job duties and terminates employment, the employee who replaces the terminated employee will only be authorized to use a County vehicle following review and approval by the designated department head and/or County committee.

Private Vehicle Use When Used for County Business: The Employee Must. . .

- Possess a current and valid motor vehicle operator's license issued by the State of Michigan or State of Ohio appropriate for the size and type of vehicle operated.
- Ensure that the vehicle is currently licensed by the State of Michigan or State of Ohio and insured pursuant to State statute.

- Be the owner, lessor or bailee of the vehicle and operator of all mileage for which reimbursement is claimed.
- Have use approved as required by all Sections of this Policy.

Specific Practices Prohibited:

- The operation of a County vehicle or privately-owned vehicle for which mileage reimbursement is claimed while under the influence of alcohol or any other substance which impairs judgement or motor coordination.
- The transportation of alcohol or any controlled substance in a County vehicle or privately-owned vehicle for which mileage reimbursement is claimed, while in the conduct of County business. (This prohibition does not apply to Sheriff and public safety activities where the transportation of such materials is in furtherance of law enforcement duties and responsibilities.)
- The operation of a vehicle, in the conduct of County business, which results in the violation of any traffic regulation.
- The operation of a vehicle in such a manner that could result in property or bodily damage either to the County or the public due to careless or negligent operation of the part of the employee.
- May not smoke or vape any product inside a County vehicle. May not engage in any activity similar to or related to smoking or vaping inside a County vehicle. May not chew tobacco or any similar or related product inside a County vehicle.
- While using a private vehicle for County business with another individual in the vehicle, an employee may not:
 - May not smoke or vape any product
 - May not engage in any activity similar to or related to smoking or vaping
 - May not chew tobacco or any similar or related product

Accident Reporting Requirements:

All accidents involving County vehicles or privately-owned vehicles being used for County business and for which mileage reimbursement is claimed must be reported immediately to the Administrator's Office and the appropriate law enforcement agency.

Any damage to County vehicles, interior or exterior, including scratches and minor dents, must be reported to an employee's supervisor immediately. Continued authorization to use County vehicles is dependent upon responsible and respectful treatment of County resources.

Any violation of the Rules and Regulations contained herein may result in disciplinary action.

Vehicle Markings:

Purpose: To clearly identify County-owned vehicles at all times when in the conduct of County business except for security purposes.

Criteria for Marking: All County vehicles, except certain law enforcement vehicles and vehicles identified as appropriate for no markings, are to be marked with County emblems.

Markings – Type: All County marked vehicles shall have a standard marking which is visible at night.

Non-allowed Markings: No County vehicles shall contain any markings, signs, names or any other visible features not previously approved and necessary to identify the vehicle for its intended purpose. Such non-allowed markings, signs, names or any other visible features shall not appear on the surface of County vehicles including but not limited to side panels, hood, roof, doors, windows, trunk, bumpers, license plates, tires.

Monitoring Responsibilities: The responsibility for monitoring the compliance of this Administrative Policy has been assigned to the County Administrator or his/her designee.

Non-Employees in a County Vehicle: People who are not employees of the County of Lenawee are strictly prohibited from operating any and all County vehicles.

Use of the Airport courtesy vehicle will be exempt from the requirements of this paragraph upon approval of the Airport Manager or his/her designee.

ADMINISTRATIVE PROCEDURES

Exceptions. Any exceptions or unusual circumstances that are not provided for in this policy must have specific prior approval in writing from the appropriate County standing committee.

Motion CARRIED.

Policy #2019-013 Motor Vehicle Use Policy is ADOPTED.

Comm. Wittenbach reported from the Parks Commission. On Monday, August 26th at 5:00 P.M., the Parks Commission will be having a picnic at Bicentennial Park followed by the meeting. All are welcome to bring a dish to pass and join them.

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

Comm. Knoblauch reported from the Solid Waste Committee. He announced that a Fall E-waste Collection Event will be held on Sat., Oct. 19th.

Comm. Bales reported from the Airport Commission.

Comm. Tillotson reported from CMHPSM.

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.

New Business: None

Public Comments and Announcements: None

Comm. Tillotson moved to adjourn at 2:22 P.M., Comm. Bolton seconded. Motion CARRIED.

Roxann Holloway, Clerk

David Stimpson, Chair