

WEDNESDAY, March 13, 2019

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

ALSO PRESENT: Burke Castleberry, Marilyn Woods, Troy Bevier, Bill Sleight, Misty Shulters, Jenny Escott, Lindsay Garrison, Jim Driskill, Ed Scheffler, Blaine Baker, Thomas Van Wagner, Chris McCallister, Jen Ambrose, Dmitry Shapiro (The Telegram), Ian Wendt (WLEN), 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 February 13, 2019, meeting, Comm. Wittenbach seconded, Motion CARRIED.

Comm. Tillotson moved to accept the agenda, with the addition of the Aquifer meeting update, Comm. Knoblauch seconded, Motion CARRIED.

Communications were read.

Comm. Stimpson thanked Farm Bureau for providing lunch and sharing their concerns regarding issues that affect Lenawee County.

Jim Driskill shared information from the meeting held regarding the Michindoh Aquifer. He stated he will continue to attend meetings and report back to the board.

Bill Sleight, Director, and Misty Shulters presented the MiWorks! Southeast annual report.

Jenny Escott, Drain Commissioner, presented the 2018 Drain Commission annual report.

Comm. Tillotson moved to accept the drain report and place on file, Comm. Knoblauch seconded, Motion CARRIED.

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

Consent Agenda:

Appointments: The following appointments are CONFIRMED

- Jury Board (6 year term)
 - Arnold Harper, Madison Township 04/23
 - Jeannette Knox, Adrian 04/25
- District Library Board (4 year term)
 - Jim Driskill, Addison 12/22
- Lenawee Transportation Corporation (3 year term)
 - Burt Fenby, GoodWill 09/20
 - Russell Amo, Adrian 09/22

- Solid Waste Coordinating Committee (3 year term)
Jim Palmer, Madison Township 12/21
- Lenawee Transportation Corporation (3 year term)
Amy Young 09/22
- Region 2 Area Agency On Aging - 2 year term
Chris Wittenbach, Clinton 04/19

A. Finance Director Position: Lift the hiring freeze to fill the Finance Director position and approve an overlap to ensure transfer of duties and information with the additional funding from the Personnel Contingency. APPROVED.

B. Summer Intern: A total of up to \$9,000 to fund an intern research and development position in the Administrator’s Office is APPROVED.

C. Quarterly Allotment:

SECOND QUARTERLY ALLOTMENT OF ALLOCATIONS RES#2019-005

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 June 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 #2019-005 Enacting Second Quarterly Allotment of Allocations is ADOPTED.

D. Lenawee Transportation 2020 funding application:

LTC/MDOT FY 2020 RESOLUTION OF INTENT TO APPLY RES#2019-004

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Lenawee County Board of Commissioners (hereby known as THE APPLICANT) established under Act 94 to provide a local transportation program for the state fiscal year of 2020 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body.

WHEREAS, THE APPLICATION, has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$94,735, estimated state funds \$200,347, estimated local funds \$231,222, with total estimated expenses of \$526,304.

NOW THEREFORE, be it resolved that **THE APPLICANT** hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Marcia M. Bohannon as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2020.

Resolution #2019-004 Intent to apply for state formula operating assistance for fiscal year 2020 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.

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

Phase II of the Complex Capital Improvement Plan-

Comm. Tillotson moved to approve up to \$500,000 to contract with the Collaborative to design and develop plans for Phase II of the Complex Capital Improvement Plan including but not limited to repurposing the Annex Building, restoring the Old Courthouse, providing an autopsy facility and development of a digital records management system, Comm. Wittenbach seconded. Discussion followed, Motion CARRIED.

Comm. Tillotson reported from the Accounts Payable Committee.

February 14, 2019-

Comm. Tillotson moved to approve total vouchers for payment in the amount \$2,347,495.33 with the general fund's portion being \$247,172.88, Comm. Wittenbach seconded. Motion CARRIED.

February 28, 2019-

Comm. Tillotson moved to approve total vouchers for payment in the amount \$1,366,302.43 with the general fund's portion being \$127,488.11, Comm. Knoblauch seconded. Motion CARRIED.

Comm. Lapham reported from the Policies & Procedures Committee.

Comm. Lapham moved to approve the following policy, Comm. Bolton seconded

HIRING FREEZE POLICY

POLICY#2019-006

Original 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.

Motion CARRIED.

Comm. Lapham moved to approve the following policy, Comm. Knoblauch seconded

COUNTY PARKING REGULATIONS

POLICY#2019-003

Original date of adoption: March 9, 1988

Date of Amendments: 05/99; 02/05; 05/10; 08/18

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

Discussion followed, Motion CARRIED.

Comm. Lapham moved to approve the following policy, Comm. Bales seconded

DRIVING ON AIRPORT GROUNDS POLICY

POLICY #2019-007

Original date of adoption: May, 2006

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.

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. Bolton reported from Michigan Works.

Comm. Knoblauch reported from MTA.

Comm. Tillotson reported from Substance Abuse.

Comm. Knoblauch reported from the Veterans Affairs Board.

Comm. Wittenbach reported from MAC.

New Business:

Public Comments and Announcements:

March 14, 2019- Irish Sing-a-long at Adrian District Library

March 16, 2019- Dine to Donate at the Brunch Box in Blissfield. Donations will go to the Blissfield Fire Department.

Comm. Tillotson moved to adjourn at 2:50 P.M., Comm. Lapham seconded. Motion CARRIED.

Roxann Holloway, Clerk

David Stimpson, Chair