

WEDNESDAY, April 10, 2019

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

ABSENT: Comm. Tillotson

ALSO PRESENT: Jenny Escott, Marilyn Woods, Shelly DeLong, Kim Murphy, Charles Weir, Shawn Sandy, Marie Sandy, Corinne Perdue, Jim Driskill, David Aungst, Chris Hudson, Becky Paterson, Rebecca Roller, Richelle Petty, Lamar Rufner, Vince Emrick, Tim Judkins, Greg Lanford, Jim Van Doren, Jason Allen, Lisa Hewitt-Cruz, Hailey Hartig, Becky Borton, Chris Fleming, Christie Harrah, 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. Bolton moved to approve the minutes from the March 13, 2019, meeting, Comm. Collins seconded, Motion CARRIED.

Comm. Knoblauch moved to accept the agenda as amended, Comm. Bolton seconded, Motion CARRIED.

Communications were read.

Prosecutor, Burke Castleberry, introduced Rebecca Roller and Richelle Petty, from the Crime Victims' Right Unit. Rebecca and Richelle presented commendations to Det. Sgt. Lamar Rufner and Officer Shawn Sandy, on behalf of the Crime Victims' Rights Division, for their dedication and compassion in helping victims.

Jim Van Doren, from Lenawee Now, introduced Jason Allen, Lisa Hewett-Cruz, and Hailey Hartig, from USDA Rural Development.

Jason Allen, State Director, shared a USDA Rural Development report.

Sheriff Troy Bevier commended the Central Dispatch Employees for all their hard work and dedication to the citizens of Lenawee County.

Commissioner Collins moved to approve the following proclamation, Comm. Bolton seconded, Motion CARRIED by a Unanimous Roll Call Vote.

Public Safety Telecommunications Week April 14 -20, 2019

PRO#2019-002

Whereas, emergencies can occur at any time which require Police, Fire and/or emergency medical services; and

Whereas, when an emergency occurs, the prompt response of law enforcement, firefighters, and paramedics is critical to the protection of life and preservation of property; and

Whereas, professional Telecommunicators are the single vital link for our law enforcement officers, firefighters, and emergency medical services by monitoring their activities by radio, providing them accurate up-to-date information and ensuring their safety; and

Whereas, professional Telecommunicators are not as visible as the men and women who arrive at the scene of emergencies; and

Whereas, each Telecommunicator has exhibited compassion, understanding, and professionalism during the performance of their job in the past year.

Therefore Be It Resolved that the Board of Commissioners does **Hereby** proclaim the week of April 14th - 20th, 2019, as Public Safety Telecommunicators Week throughout Lenawee County in honor and recognition of our Telecommunicators and the vital contributions they make to the safety and well-being of our citizens.

Motion CARRIED by a Unanimous Roll Call Vote.

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

Consent Agenda:

A. Appointments: The following appointments are CONFIRMED

Region 2 Planning Commission (3 year term)

Dale Witt, Raisin Township 12/20

Homeland Security & Local Emergency Planning Committee (2 year term)

Sheriff Troy Bevier (County Law Enforcement) 1/20

Community Mental Health Authority Board (3 year term)

Mark Jackson, Adrian 3/22

Nate Smith, Tecumseh 3/22

Debra Bills, Hudson 3/22

B. 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>Health Fund Revenue</i>	2,736,375	42,856	2,779,231
<i>Expense</i>	2,736,375	42,856	2,779,231

Revenue

450 Administration 100	721,809	(8,829)	712,980
454 Bioterrorism 130	92,707	4,060	96,767
461 Hepatitis A	5,000	20,000	25,000
472 WiseWoman-Coord 327	41,510	19,500	61,010
491 Zika Virus Mosquito Surveillance	0	8,125	8,125
Revenue Total	2,736,375	42,856	2,779,231

Expenses

454 Bioterrorism 130	103,836	4,060	107,896
461 Hepatitis A	5,158	20,973	26,131
472 WiseWoman-Coord 327	71,398	19,501	90,899
491 Zika Virus Mosquito Surveillance	0	8,211	8,211
502 Nursing Administration 709	115,037	(9,889)	105,148
Expenses Total	2,736,375	42,856	2,779,231

C. Budget Calendar: The 2020 Budget Calendar is APPROVED.

D. Maximus Contract: The three year agreement with Maximus Consulting for preparing the annual cost allocation plan at a cost of \$11,750 per year is APPROVED.

E. PA116 Application: The Generation Farms, Inc. PA116 application for approximately 156 acres of cash crop land in Ogden Township; Section 18 (T8S, R4E) is APPROVED.

F. Adult Drug Treatment Court: The Adult Drug Treatment Court BJA application is APPROVED and the Circuit Court Administrator, Kristi Drake, is DESIGNATED as signatory.

The Lenawee County Adult Drug Treatment Court Team Memorandum of Understanding is APPROVED and the Chair, David Stimpson, is DESIGNATED as signatory.

G. Sobriety Court: The Sobriety Court BJA application is APPROVED and the District Court Administrator, Mark Fetzer, is DESIGNATED as signatory.

The Lenawee County Sobriety Court Team Memorandum of Understanding is APPROVED.

H. Airport/MDOT Contract # 2019-0390 **RES#2019-007**

Whereas, the process of developing and upkeep of the Lenawee County Airport with federal and state financial assistance requires the 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. 2019-0390 referred to herein shall be attached

Project Description: Rehabilitate Taxiway B – Design.

Federal Share \$61,200.00

Maximum MDOT Share \$3,400.00

SPONSOR Share, \$3,400.00

Estimated PROJECT COST, \$68,000.00

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

Comm. Wittenbach 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. Collins reported from the Personnel/Ways & Means Committee.

Comm. Simpson reported from the Accounts Payable Committee.

March 14, 2019

Comm. Stimpson moved to approve total vouchers for payment in the amount \$2,072,858.29 with the general fund's portion being \$254,225.16, Comm. Knoblauch seconded. Motion CARRIED.

March 28, 2019

The March 28th Accounts Payable Committee meeting had been cancelled.

Comm. Lapham reported from the Policies & Procedures Committee.

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

GREEN INITIATIVE POLICY

POLICY#2019-009

The Green Initiative Policy in its entirety is on file.

Original date of adoption: March 9, 1988

Date of Amendments: 07/07

The purpose of this policy is to acknowledge that in order to minimize environmental impacts and to support recycling and green ethics, Lenawee County will use its best efforts to commit to environmental, economic, and social stewardship through green practices for County facilities, buildings, supplies, and services. Also, this policy will establish the framework for developing an environmental focused program for Lenawee County. As a large consumer of goods and services, the County Board expects the implementation of this policy to:

1. Contribute to the realization of the Board's stated goal of protecting, conserving, and enhancing the region's environmental resources,
2. Yield cost savings to County taxpayers through reduced operating costs,
3. Provide a healthy work environment for County employees and visitors to County facilities and buildings,
4. Promote the program to all employees and organizations in and around Lenawee County Government, and
5. Help establish a community standard of green practices for Lenawee County.

Lenawee County is committed to procuring environmentally preferable goods and services wherever they meet performance standards and requirements of the County at a competitive cost.

Nothing in this policy shall be construed as requiring a purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price or in a reasonable period of time.

However, when comparing product costs, the County does not focus exclusively on the quoted vendor pricing but also the costs over the life of the product, which includes the initial cost along with maintenance, operating, insurance, disposal, recycle or replacement, and potential liability costs. Examining life cycle costs will save money by ensuring we are quantifying the total cost and environmental stewardship of ownership before making purchasing decisions.

Motion CARRIED.

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

PERSONNEL HANDBOOK

POLICY#2019-010

The Personnel Handbook in its entirety is on file.

Revision Adoption: April 10, 2019

Effective Date: May 1, 2019

This document has been prepared to acquaint you with the personnel policies, procedures and fringe benefit programs covering the employees of Lenawee County. Should any of these policies, procedures, and/or benefits be in conflict with the previous policies, procedures, and benefits, including past practice, this document shall take precedence. The policies, procedures, and benefits described herein shall be effective as of May 1, 2019.

Nothing contained in this handbook is intended to limit the right of the County Board of Commissioners to direct the County affairs, including the direction of all employees, or to exercise any authority given to them under the law, including, but not limited to, the right to create departments, abolish departments, merge departments, to add to or subtract from the jobs, or to change the duties and content of various jobs. The Lenawee County Board of Commissioners reserves the right to change, make additions to or delete from, the policies, procedures, and benefits described herein at any time. No department head or supervisor has any authority to modify, either verbally or in writing, any policies contained herein nor to create any contract of employment or any guarantee of employment with any employee whether verbally or in writing.

Each County Department Head has the right to establish work rules and regulations which apply to the day to day performance of work in that department only. Such work rules and regulations shall not be inconsistent with the provisions of this handbook. In the event of a conflict, the terms and conditions of this handbook shall prevail. This document contains general provisions, which apply to all County employees, regardless of the departmental requirements. Each employee has an obligation to understand the responsibilities and benefits that come with County employment. If you have any question concerning your responsibilities or benefits, please contact your department head or the Human Resources Coordinator.

The term "he/his" or "she/her" shall refer to a male or female employee whenever it is used in this document.

This handbook shall not be construed as a contract.

Motion CARRIED.

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

INFORMATION TECHNOLOGY & INFORMATION SECURITY POLICY

POLICY#2019-011

The Personnel Handbook in its entirety is on file.

Original date of adoption: April 10, 2019

The goal of information technology at Lenawee County is to provide a reliable and productive computing environment for Lenawee County staff, citizens and partners. The goal of this document is to set a standard regarding the confidentiality, integrity, availability, authentication, and nonrepudiation of Lenawee County's network infrastructure, and information technology assets. These Information Security Policies represent the efforts of the Lenawee County Information Technology Department (hereafter referred to as "Lenawee IT") to define a set of guidelines that provides a secure environment in which to manage and operate the County's information assets.

This policy will establish best practices and provide guidance for Lenawee County employees to follow in an effort to better secure our network infrastructure and IT assets. Standards and related processes and procedures will be developed and maintained to ensure compliance with these policies.

All departments and employees within Lenawee County will comply with the requirements and guidelines set forth in this policy, as well as any supporting documentation, designed to help facilitate the implementation of this policy. This policy is also intended to include compliance by

any Lenawee County customer, vendor, contractor, or guest with a presence on, or device connected to, the Lenawee County network.

This policy applies to all Lenawee County employees, all businesses providing services to the County, customers/partners to which the County is providing services to, and governmental agencies which have the need to exchange communications or data information pertaining to Lenawee County business and services. Hereinafter this group will be identified as “staff, customers, and partners”.

This policy also applies to all staff, customer, and partner use of County technology assets. County technology assets includes, but not limited to, desktop or laptop PCs, tablets, cell phones, smartphones, telecommunications systems, systems accessed remotely (webmail, Citrix, etc), servers, switches, and other network equipment.

Any agreements or contracts entered into between the County and its business service providers, customers, partners or governmental agreement/contracts shall not supersede these policies. Should any conflict occur between such agreements the order of interpretation are; these policies first and then any agreement or contract.

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. 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:

Clean Air Ordinance: After review of the Board of Health request and a review of the ordinance, the Clean Air Ordinance Review Committee is forwarding the amended ordinance to the Board of Commissioners for introduction and 30-day review before discussion and action at the May 8, 2019, board meeting.

Discussion held regarding the Clean Air Ordinance.

Public Comments and Announcements:

Jim Driskill updated the commissioners regarding the MichIndOh Aquifer.

Comm. Stimpson and Comm. Knoblauch thanked Jim for his time and willingness to continue to attend and represent the county regarding the aquifer.

Comm. Collins asked the Prosecutor and Sheriff to pass on his personal gratitude to those within the Crime Victim's Unit and Central Dispatch.

Comm. Collins announced the Annual Kiwanis Flag Fundraiser.

Jim Driskill also thanked the Crime Victims' Unit and Central Dispatch.

The Lenawee County Planning Commission 2018 Annual Report was available for the Commissioners review.

Comm. Knoblauch moved to adjourn at 2:53 P.M., Comm. Wittenbach seconded. Motion CARRIED.

Roxann Holloway, Clerk

David Stimpson, Chair