WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 7, 2004

RECORD OF PROCEEDINGS

An adjourned session of the Washtenaw County Board of Commissioners was held at the Administration Building, in the City of Ann Arbor, Michigan, on Wednesday, January 7, 2004.

The meeting was called to order at 6:45 p.m. by Peggy M. Haines, Washtenaw County Clerk/Register.

MEMBERS PRESENT: Comms. Armentrout, Bergman, Brackenbury, Gunn, Kern, Irwin, Peterson, Prater, Sizemore, Solowczuk, Yekulis.

MEMBERS ABSENT: None.

OTHERS PRESENT: Bob Guenzel, County Administrator; Frank Cambria, Deputy Administrator; Curtis Hedger, Corporation Counsel; Peggy M. Haines, Clerk/Register; David Behen, Susan Hunt, ITS; Greg Dill, Facility Management; James Higginbottom, Deputy Clerk; various citizens; and members of the press.

Pledge of Allegiance

Approval of the Minutes of the Previous Meeting
Comm. Solowczuk seconded by Comm. Brackenbury moved that the minutes of the December 3, 2003, Board of Commissioners meeting be approved. Motion carried.

Citizen Participation
None.

Commissioner Follow-Up to Citizen Participation
None.

Communications
Comm. Prater seconded by Comm. Bergman moved that the communications be received and dealt with as recommended. Motion carried.

R-0001 RECEIVED: November 20, 2003. Letter to the Board of Commissioners Chairperson from Clarice L. Sperry, former Chairperson and member of the Ogemaw County Board of Commissioners. re: The recent lawsuit brought against members of the Ogemaw Board of Commissioners, dated November 14, 2003. Received and filed.

R-0002 RECEIVED: November 25, 2003. Resolution from St. Joseph County, re: In support of postponing the Income Tax Reduction for 2004, dated November 18, 2003. Received and filed.

R-0003 RECEIVED: November 25, 2003. Resolution from Atrim County, re: Urging the State and Federal Legislature to address the escalating costs of health insurance in Michigan and throughout the United States, dated November 13, 2003. Received and filed.

R-0004 RECEIVED: November 13, 2003. Letter to the Commissioners from Senator Liz Brater, dated November 24, 2003. re: Responding to the resolution recently passed opposing the elimination of funding for MSU Extension. Received and filed.

R-0005 RECEIVED: November 17, 2003. Resolution from Lake County, dated November 12, 2003. re: To stress the importance of Revenue Sharing to Counties and request that no further cuts be made. Received and filed.

R-0006 RECEIVED: December 1, 2003. Resolution from Berrien County, dated November 20, 2003 re: Accepting the Challenge Grant of $4,500 from the Frederick S. Upton Foundation. Received and filed.

R-0007 RECEIVED: December 1, 2003. Resolution from Berrien County, dated November 20, 2003 re: Opposing the elimination of funding for agricultural research. Received and filed.

R-0008 RECEIVED: December 1, 2003. Resolution from Berrien County, dated November 20, 2003 re: Opposing the elimination of funding for the Michigan State University Extension system. Received and filed.

R-0009 RECEIVED: December 1, 2003. Order of Necessity from the Office of Washtenaw County Drain Commissioner, dated November 21, 2003 re: A petition to clean out, relocate, widen, deepen, straighten, tile, extend or relocate a highway for a County Drain. Received and filed.

R-0010 RECEIVED: December 1, 2003. Memorandum from the Michigan Supreme Court, State Court Administrative Office, dated November 24, 2003 re: Cancellation of the December 5, 2003 Advisory Committee Meeting. Received and filed.

R-0011 RECEIVED: December 1, 2003. Resolution from Isabella County, dated November 18, 2003 re: Stressing the importance of revenue sharing to Counties. Received and filed.

R-0012 RECEIVED: December 2, 2003. Letter to the Commissioners from Daniel Minzey, Washtenaw County Sheriff, dated December 1, 2003 re: Kirk Profit's role in the adoption of House Bills 4439 and 4517. Received and filed; copy to Administration and Finance.

R-0013 RECEIVED: December 2, 2003. Letter to the Washtenaw County Clerk from Doug Carlson, on behalf of Zumercar, LLC, as Member, dated November 14, 2003 re: Chelsea Industrial Drive. Received and filed.

R-0014 RECEIVED: December 2, 2003. Letter to the Washtenaw County Clerk from Davis Simmons, President of Travis Properties, Inc., Member, dated November 21, 2003 re: Pointe Plaza Office Condominium. Received and filed.

R-0015 RECEIVED: December 2, 2003. Letter to the Peggy M. Haines, County Clerk from Ryan Bloom, Honigman Miller Schwartz and Cohn LLP, dated November 18, 2003 re: Proposed Condominium Development, City of Ann Arbor, Washtenaw County. Received and filed.

R-0016 RECEIVED: December 2, 2003. Letter to the Commissioners from Donald R. Tanner, Chairman of the Benzie County Board of Commissioners, dated November 24, 2003 re: Proposed Condominium Development, City of Ann Arbor, Washtenaw County. Received and filed.

R-0017 RECEIVED: December 2, 2003. Resolution from Benzie County, dated November 18, 2003 re: Requesting the State Legislature to review the funding process of the Judicial Courts by Local County Governments. Received and filed.

R-0018 RECEIVED: December 2, 2003. Resolution from Benzie County, dated November 18, 2003 re: Supporting continued funding for Extension and Agricultural Research by the State of Michigan. Received and filed.

R-0019 RECEIVED: December 2, 2003. Letter to Peggy M. Haines from Regina A. Keskes, Executive Assistant, Michigan Association of Counties, dated November 25, 2003 re: The MSU Extension Resolution. Received and filed.

R-0020 RECEIVED: December 3, 2003. Memorandum to Washenaw County from Lois Plantfaber, Vice President, Catholic Social Services, dated November 28, 2003 re: Fr. Patrick Jackson House – New Mailing Address and Director. Received and filed; copy to Purchasing.

R-0021 RECEIVED: December 4, 2003. Letter to Washenaw County Board Members from Rep. Gene DeRossett, dated December 2, 2003 re: Rumors surrounding MSUE and proposed funding cuts. Received and filed; copy to Each Commissioner and MUS Extension.

R-0022 RECEIVED: December 4, 2003. Letter to Peggy M. Haines from Rep. Chris Ward, dated December 1, 2003 re: Possible cuts to the MSU extension programs. Received and filed.

R-0023 RECEIVED: December 4, 2003. Letter to Peggy M. Haines from Rep. Larry Julian, dated December 3, 2003 re: Proposed cuts to the Michigan State University Extension and Michigan Agriculture Experiment Stations. Received and filed.

R-0024 RECEIVED: December 5, 2003. Resolution from Kalamazoo County, dated December 2, 2003 re: In support of postponing the Income Tax Reduction for 2004. Received and filed.

R-0025 RECEIVED: December 5, 2003. Resolution from Ottawa County, dated November 25, 2003 re: Supporting submission to the electorate of the proposal to amend the 1963 Constitution of the State of Michigan, as set forth in Senate Joint Resolution "E". Received and filed.

R-0026 RECEIVED: December 8, 2003. Public Notice from the Michigan Public Service Commission, dated December 16, 2003 re: To consider the October 24, 2003 application of the Detroit Edison Company. Received and filed.

R-0027 RECEIVED: December 8, 2003. Resolution from Isabella County, dated November 26, 2003 re: Opposing the elimination of funding for MSU Extension. Received and filed.

R-0028 RECEIVED: December 8, 2003. Notice of Public Hearing from Janis Bobrin, dated November 17, 2003 re: Oak Park – Washtenaw Heights Drain, Township of Pittsfield. Received and filed.

R-0029 RECEIVED: December 8, 2003. Letter to Peggy Haines from Senator Beverly Hammerstrom, dated December 2, 2003 re: The possibility of cutting MSU Extension funding. Received and filed.

R-0030 RECEIVED: December 10, 2003. Letter to the Clerk from Allison McCormick, EQA, Rouge Remedial Action Plan Advisory Council, dated December 5, 2003 re: The availability of the council for public comment on the internet. Received and filed; copy to the Drain Commissioner.

R-0031 RECEIVED: December 11, 2003. Notice of Public Hearing from Michigan Public Service Commission, dated November 7, 2003 re: To establish an appropriate performance remedy for Verizon North, Inc. and Contel of the South, Inc. Received and filed.

R-0032 RECEIVED: December 11, 2003. Letter to Peggy Haines from Rep. Chris Kolb, dated December 9, 2003 re: The resolution opposing cuts to the MSU Extension Service. Received and filed.

R-0033 RECEIVED: December 11, 2003. Notice of Public Hearing from Michigan Public Service Commission, dated November 7, 2003 re: For resale cost studies for Verizon North, Inc. and Contel of the South, Inc. Received and filed.

R-0034 RECEIVED: December 15, 2003. Notice of Hearing from the United States Bankruptcy Court, dated December 5, 2003 re: Consider Approval of Disclosure Statement. Received and filed.

R-0035 RECEIVED: December 15, 2003. Letter to Susan Kaufmann from Nancy M. Bowler, Michigan State Family Independence Agency, dated December 9, 2003 re: Susan Kaufmann's appointment to the Washtenaw County Family Independence Agency Board. Received and filed; copy to Administration.

R-0036 RECEIVED: December 18, 2003. Notice of Public Hearing from Michigan Public Service Commission, dated November 21, 2003 re: All exchanges served by Verizon North, Inc. and Contel of the South, Inc. Received and filed.

R-0037 RECEIVED: December 15, 2003. Minutes from the Charter Township of York, dated December 9, 2003 re: December Board of Review Minutes and Corrected Copy. Received and filed.

R-0038 RECEIVED: December 18, 2003. Minutes from the Charter Township of Ypsilanti, dated December 9, 2003 re: December Board of Review Minutes. Received and filed; copy to Equalization.

R-0039 RECEIVED: December 18, 2003. Memorandum to All County Officials, dated December 16, 2003 re: MAC 2004 Legislative Conference. Received and filed; copy to Each Commissioner.

R-0040 RECEIVED: December 19, 2003. Memorandum to All Chairpersons of Citizen Advisory Committees, Chairpersons of County Boards of Commissioners or County Executives, dated December 12, 2003 re: Citizen Advisory Committee Reports Due January 15, 2004. Received and filed; copy to Trial Court, Friend of the Court, and Administration.

R-0041 RECEIVED: December 19, 2003. Resolution from Livingston County, dated December 15, 2003 re: Opposing House Bill 5145. Received and filed.

R-0042 RECEIVED: December 19, 2003. Memorandum to the Washtenaw County Board of Commissioners from Rosemary Taylor, Administrative Assistant, Local Initiatives Support Corporation, dated December 17, 2003 re: Change of Address. Received and filed.

Special Order of Business

Election of Chair and Vice Chair (MCLA 46.3) "..the county board of commissioners at its first meeting in each year shall choose a member as chairperson and one member as vice-chairperson. The Chair shall preside at a meeting of the board during the year, if present, but if the chairperson is absent from a meeting, the vice-chairperson shall preside. Peggy M. Haines stated that nominations are in order for Chair of the Board.

04-0001 Comm. Prater moved to place in nomination Comm. Gunn as Chair of the Board. Comm. Bergman seconded by Comm. Peterson moved that nominations be closed and a unanimous ballot be cast electing Comm. Gunn as Chair of the Board. With no one opposing, Comm. Gunn so elected as Chair of the Board of Commissioners for the ensuing year. Comm. Gunn took the Chair.

04-0002 Comm. Prater moved to place in nomination Comm. Bergman as Vice-Chair of the Board. Comm. Solowczuk seconded by Comm. Peterson moved that nominations be closed and a unanimous ballot be cast electing Comm. Bergman as Vice-Chair of the Board. With no one opposing, Comm. Bergman so elected as Vice-Chair of the Board.

04-0003 Comm. Armentrout seconded by Comm. Solowczuk moved that the Rules and Regulations of the Board of Commissioners be adopted. Roll call vote: YEAS: 11. NAYS: None. ABSENT: None. Motion carried.

Report of the Chair of the Board

04-0004 Comm. Bergman moved to place in nomination Comm. Prater as Chair of the Ways & Means Committee. Comm. Armentrout seconded by Comm. Solowczuk moved that nominations be closed and a unanimous ballot be cast for Comm. Prater as Chair of the Ways & Means Committee. With no one opposing, Comm. Prater so elected as Chair of the Ways & Means Committee.

04-0005 Comm. Prater moved to place in nomination Comm. Armentrout as Vice-Chair of the Ways & Means Committee. Comm. Prater seconded by Comm. Peterson moved that nominations be closed and a unanimous ballot be cast for Comm. Armentrout as Vice-Chair of the Ways & Means Committee. With no one opposing, Comm. Armentrout so elected as Vice-Chair of the Ways & Means Committee.

04-0006 Comm. Prater moved to place in nomination Comm. Irwin as Chair of the Working Session. Comm. Peterson seconded by Comm. Kern moved that nominations be closed and a unanimous ballot be cast for Comm. Irwin as Chair of the Working Session. With no one opposing, Comm. Irwin so elected as Chair of the Working Session.

04-0007 Comm. Bergman moved to place in nomination Comm. Solowczuk as Vice-Chair of the Working Session. Comm. Irwin second by Comm. Brackenbury moved that nominations be closed and a unanimous ballot be cast for Comm. Solowczuk as Vice-Chair of the Working Session. With no one opposing, Comm. Irwin so elected as Vice-Chair of the Working Session.

Liaison Reports
None.

Reports of Standing Committees
Comm. Irwin seconded by Comm. Prater moved that the Agenda Meeting report dated November 24, 2003, and the Ways & Means Committee Meeting report dated December 3, 2003, be approved and accepted. Motion Carried. (Complete reports on file in the County Clerk/Register's Office.)

Reports of Special Committees
Comm. Irwin seconded by Comm. Prater moved that the following reports be received: Accommodations Ordinance Commission, September 9, 2003; Board of Public Works, October 8, 2003, October 15, 2003; Board of Road Commissioners, November 18, 2003, December 4, 2003; Brownfield Redevelopment Authority, November 14, 2003; Building Authority, November 4, 2003; Community Corrections Advisory Board, December 2, 2003; Concealed Weapon Licensing Board, October 15, 2003; Family Independence Agency Board, October 15, 2003; Historic District Commission, November 6, 2003; Jury Board, November 20, 2003; Library Board of Trustees, June 9, 2003; Public Health Advisory Board, July 18, 2003, October 17, 2003. Motion carried. (Complete reports are on file in the County Clerk/Register's Office.)

Other Reports

Report of the Treasurer
None.

Report from the County Administrator
Comm. Gunn congratulated County Administrator on being named Executive of the Year by *Business Direct Weekly*.

Comms. Kern and Armentrout requested more information on the federal funding of Head Start and the impact the funding would have on Head Start. Frank Cambria and Bob Guenzel responded.

Approval of Claims
04-0008 Comm. Prater seconded by Comm. Peterson moved that the resolution authorizing payment of claims commencing with the last previously approved claim and continuing through the date of December 26, 2003, be adopted. Roll call vote: YEAS: 11. NAYS: None. ABSENT: None. Motion carried.

	FUND/COMPANY	SYSTEM CHECKS	UTILITIES/CREDIT CARD	EXCEPTION & PRE-CLAIMS	TOTAL
1010	GENERAL FUND	$1,718.28	$94,654.77	$0.00	$96,373.05
1100	GYPSY MOTH SUPPRESSION	$0.00	$0.00	$0.00	$0.00
1110	CHILDRENS SERVICES GRANTS-COOP	$0.00	$0.00	$0.00	$0.00
1310	OPERATION NIGHT CAP	$0.00	$0.00	$0.00	$0.00
1320	COMMUNITY POLICING ENHANCEMENT	$0.00	$0.00	$0.00	$0.00
1330	MDSS REINTEGRATION SERV.	$0.00	$0.00	$0.00	$0.00
1340	I-94 SHORE TO SHORE	$0.00	$0.00	$0.00	$0.00
1400	SHERIFF ROAD PATROL	$0.00	$0.00	$0.00	$0.00
1412	L.A.W.N.E.T.	$0.00	$0.00	$0.00	$0.00

1414	L.A.W.N.E.T. HIDTA GRANT	$0.00	$0.00	$0.00	$0.00
1490	PA 302 TRAINING	$0.00	$0.00	$0.00	$0.00
1572	INMATE CONCESSIONS	$98.54	$0.00	$0.00	$98.54
1590	SHERIFF SPECIAL SVCS. FUND	$0.00	$0.00	$0.00	$0.00
1620	PROS ATTNY-CR	$0.00	$15.80	$0.00	$15.80
1690	SHELTER PLUS CARE	$0.00	$0.00	$0.00	$0.00
1710	BFI SOLID WASTE COORD.	$0.00	$180.20	$0.00	$180.20
1750	BUILDING INSPECTION & SOIL EROSION	$0.00	$1,598.71	$0.00	$1,598.71
1760	ENVIRONMENTAL HEALTH	$56.99	$3,839.95	$0.00	$3,896.94
1770	ILLEGAL DUMPING PROGRAM	$0.00	$0.00	$0.00	$0.00
1810	VETERANS TRUST FUND ADMIN.	$0.00	$88.55	$0.00	$88.55
1850	RRNWWD:STORM WATER GENERAL PE	$0.00	$0.00	$0.00	$0.00
1870	MICHIGAN GREAT LAKES PROTECTION	$0.00	$0.00	$0.00	$0.00
1880	DOMESTIC VIOLENCE COURT PILOT	$0.00	$0.00	$0.00	$0.00
1881	VIOLENCE AGAINST WOMEN	$0.00	$5,283.61	$0.00	$5,283.61
1900	3 - 911 FUND	$0.00	$3,123.87	$0.00	$3,123.87
2080	PARKS & RECREATION	$0.00	$55,523.42	$0.00	$55,523.42
2060	LAW LIBRARY	$0.00	$0.00	$0.00	$0.00
2110	COUNTY LIBRARY FUND	$0.00	$842.06	$0.00	$842.06
2150	FRIEND OF THE COURT	$802.75	$0.00	$0.00	$802.75
2370	JTPA ADMINISTRATION	$0.00	$14,843.27	$0.00	$14,843.27
2410	NO WRONG DOOR	$0.00	$0.00	$0.00	$0.00
2420	JTPA - FIRST	$0.00	$0.00	$0.00	$0.00
2490	EMPLOYMENT SERVICES	$0.00	$0.00	$0.00	$0.00
2510	CSA HEADSTART	$0.00	$3,363.87	$0.00	$3,363.87
2530	GATEWAY PROJECT	$0.00	$0.00	$0.00	$0.00
2600	CSBG	$0.00	$0.00	$0.00	$0.00
2630	CSA SR NUTRITION	$0.00	$0.00	$0.00	$0.00
2650	FOSTER GRANDPARENTS	$0.00	$0.00	$0.00	$0.00
2700	CSA DOE - WEATHERIZATION	$0.00	$0.00	$0.00	$0.00
2800	MDSS REINTEGRATION SERVICES	$0.00	$0.00	$0.00	$0.00
2801	ZAAP	$0.00	$0.00	$0.00	$0.00
2804	COMMUNITY CORRECTIONS	$0.00	$606.02	$0.00	$606.02
2810	JUVENILE ACCOUNTABILITY	$0.00	$0.00	$0.00	$0.00
2820	STRONG FAMILIES/SAFE CHILDRFEN	$0.00	$0.00	$0.00	$0.00
2920	WCHO	$0.00	$487.19	$0.00	$487.19
2930	MENTAL HEALTH	$0.00	$17,156.39	$0.00	$17,156.39
2940	SUBSTANCE ABUSE	$0.00	$0.00	$0.00	$0.00
2960	HEALTH	$0.00	$4,353.01	$0.00	$4,353.01
2961	HSRA COMMUNITY ACCESS GRANT	$0.00	$51.94	$0.00	$51.94
2990	CHILD CARE/PROBATE CT.	$35.00	$2,141.23	$0.00	$2,176.23
4010	CAPITAL PROJECTS	$0.00	$0.00	$0.00	$0.00
4050	CAPITAL EQUIPMENT	$0.00	$0.00	$0.00	$0.00
4520	MULTI-LAKE SEWER SYSTEM	$0.00	$0.00	$0.00	$0.00
4860	B.A. E-911 CONSTRUCTION	$0.00	$0.00	$0.00	$0.00
4900	B.A. SPACE PLAN PHASE II CONST.	$0.00	$0.00	$0.00	$0.00
4902	HEADSTART CONSTRUCTION BOND	$0.00	$550.13	$0.00	$550.13
5720	INMATE ENTERPRISE FUND	$0.00	$0.00	$0.00	$0.00
6280	DEL TAX REVOLVING #28	$0.00	$0.00	$0.00	$0.00
6310	FACILITIES MGMT - O & M	$0.00	$258,484.59	$0.00	$258,484.59
6320	FACILITIES MGMT - TRANSP	$0.00	$846.73	$0.00	$846.73
6330	FACILITIES MGMT - GEN SVC	$0.00	$0.00	$0.00	$0.00
6340	GEN SVCS - REVOLV.	$0.00	$0.00	$0.00	$0.00
6440	SELF INSURANCE	$0.00	$173.72	$0.00	$173.72

6630	MEDICAL SELF INSURANCE	$0.00	$0.00	$0.00	$0.00
6500	1999 PROPERTY FORECLOSURE PROC	$0.00	$10.54	$0.00	$10.54
6501	2000 PROPERTY FORECLOSURE PROC	$0.00	$0.00	$0.00	$0.00
6502	2001 PROPERTY FORECLOSURE PROC	$0.00	$10.54	$0.00	$10.54
6650	FRINGE BENEFIT REVOLVING	$0.00	$0.00	$0.00	$0.00
6900	CENTREX ASSOCIATION	$0.00	$94,254.69	$0.00	$94,254.69
6930	MENTAL HEALTH	$0.00	$0.00	$0.00	$0.00
7350	T&A 14A DISTRICT COURT	$0.00	$0.00	$0.00	$0.00
7412	LAWNET - DRUG ENFORCEMENT	$0.00	$1,391.73	$0.00	$1,391.73
7413	LAWNET NON-FORFEITURE FUND	$0.00	$2,645.52	$0.00	$2,645.52
7520	EMPLOYEE RETIREMENT FUND	$0.00	$6,865.85	$0.00	$6,865.85
7550	MONEY PURCHASE PENSION PLAN	$0.00	$0.00	$0.00	$0.00
7570	VEBA HEALTH TRUST	$0.00	$0.00	$0.00	$0.00
7900	REGIONAL DISPATCH FUND	$0.00	$0.00	$0.00	$0.00
7950	HAZ MATL RESPONSE TEAM	$0.00	$29.47	$0.00	$29.47
7990	CO-OP EXTENSION SERVICE	$0.00	$1,258.26	$0.00	$1,258.26
8005	PORTAGE-BASELINE LAKE LEVEL	$0.00	$8.87	$0.00	$8.87
8007	WHITMORE LAKE LEVEL	$0.00	$0.00	$0.00	$0.00
8008	FOUR MILE LAKE LEVEL	$0.00	$42.12	$0.00	$42.12
8297	SWAN CREEK & PLINEY HARRIS	$0.00	$0.00	$0.00	$0.00
	TOTALS	$2,711.56	$574,726.62	$0.00	$577,438.18

Items for Current/Future Discussion
Chair Gunn distributed a list of Commissioner Committee appointments for the next meeting.

Citizen Participation
None.

Commissioners Follow-up to Citizen Participation
None.

Adjournment
Comm. Solowczuk seconded by Comm. Peterson moved to adjourn until Wednesday, January 21, 2004, at 6:45 p.m. in the Board Room, Washtenaw County Administration Building. Motion carried.

The meeting adjourned at 6:53 p.m.

_____
Comm. Leah Gunn, Chair

_____
Peggy M. Haines, Clerk/Register
By: James D. Higginbottom, Deputy Clerk

Board Approved: 1-21-04

WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 7, 2004

The following action was taken by the Washtenaw County Board of Commissioners during their January 7, 2004, Board Meeting.

04-0001 Comm. Prater moved to place in nomination Comm. Gunn as Chair of the Board. Comm. Bergman seconded by Comm. Peterson moved that the nominations be closed and a unanimous ballot be cast electing Comm. Gunn as Chair of the Board. With no one opposing, Comm. Gunn so elected as Chair of the Board of Commissioners for the ensuing year. Comm. Gunn took the Chair.

PEGGY M. HAINES
WASHTENAW COUNTY CLERK/REGISTER

_____
By: Deputy Clerk

DATED: _____

Cc: Administration
Comm. Gunn
File

WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 7, 2004

The following action was taken by the Washtenaw County Board of Commissioners during their January 7, 2004, Board Meeting.

04-0002 Comm. Prater moved to place in nomination Comm. Bergman as Vice-Chair of the Board. Comm. Solowczuk seconded by Comm. Peterson moved that the nominations be closed and a unanimous ballot be cast electing Comm. Bergman as Vice-Chair of the Board. With no one opposing, Comm. Bergman so elected as Vice-Chair of the Board of Commissioners.

PEGGY M. HAINES
WASHTENAW COUNTY CLERK/REGISTER

_____
By: Deputy Clerk

DATED: _____

Cc: Administration
Comm. Bergman
File

A RESOLUTION ADOPTING THE RULES AND REGULATIONS OF THE WASHTENAW COUNTY BOARD OF COMMISSIONERS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

January 7, 2004

WHEREAS, annually at its first meeting of the year, the Washtenaw County Board of Commissioners shall adopt its rules and regulations; and

NOW THERFORE IT RESOLVED that the Washtenaw County Board of Commissioners hereby adopts the Rules and Regulations for the Washtenaw County Board of Commissioners, as attached hereto and made a part hereof.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman	X			Kern	X			Solowczuk	X		
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS** **11** **0** **0**

STATE OF MICHIGAN)

COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on January 7 2004, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of_____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 04-0003

I. MEETINGS

A. ANNUAL MEETING:

The annual meeting of the Board shall be held after September 14, but before October 16. *(*MCLA 46.1*)*. The business of the annual meeting, including adoption of the budget shall be completed by October 31.

B. REGULAR MEETINGS:

Regular meetings shall be held on the first and third Wednesdays at 6:45 p.m. of each calendar month and shall be deemed regular meetings unless said first or third Wednesday falls in a week in which a statutory meeting is required to be held.

C. ADJOURNED MEETINGS:

The annual and regular sessions may be adjourned from time to time as the Board may deem necessary.

D. ORGANIZATIONAL MEETING:

At the first or regular meeting of the Board of Commissioners held in January of each year the Clerk/Register of the County shall call the meeting to order then shall call the roll of all elected Commissioners. The members of the Board elect shall take the oath of office as their first order of business. If a quorum is found to be present, the Board shall proceed to elect by ballot one of the Commissioners, elected and serving, as Chair. The Commissioner receiving six (6) votes of the members, elected and serving, shall be the Chair of the Board.

The Clerk/Register of the County shall conclude her/his direction of the Organizational meeting immediately after declaring the Chair elected. The Chair of the Board shall then assume the duties of office. The Board of Commissioners shall have the following meetings: Regular, Ways and Means, Working Session, and as otherwise authorized by law. The Board of Commissioners shall have the following officers of the Board: Chair of the Board, Vice-Chair of the Board, Chair of Ways and Means, Chair of Working Session, Vice-Chair of Ways and Means, and Vice-Chair of Working Session. Each officer of the Board shall be nominated and elected individually by the Board in the Organizational Meeting, in the same manner as and following, the Chair of the Board. The term of the officers shall end at the end of the calendar year in which they were elected. Except as required by law, the Officers of the Board shall have only the authority, duties and responsibilities delegated by the Board of Commissioners, in accordance with the Procedures, Rules and Regulations of the Board.

E. SPECIAL MEETINGS:

A special meeting of the County Board of Commissioners shall be held only when a written request from at least one third of the members of the County Board of Commissioners is provided to the County Clerk. The written request of the special meeting must specify the time, date, place and purpose of the special meeting. Upon receiving this request, the clerk shall give two (2) calendar days notice to each of the Commissioners in one of the following manners: (1) via a confirmed facsimile transmission to the Commissioner's residence; (2) via personal delivery of the notice of special meeting to the Commissioners by the Sheriff or Sheriff's Deputy; (3) via e-mail sent to the Commissioner's personal e-mail address; (4) leaving the notice of special meeting at the Commissioner's residence; or (5) sending the notice by certified mail, return receipt requested to the Commissioner's last known address. The meeting shall be confined to the purpose for which it was called.

II. BOARD OF COMMISSIONERS' COMMITTEES

A. STANDING COMMITTEES:

Standing Committees shall be established by the Chair of the Board with the advice and consent of the Board. Establishment of Standing Committees shall be confirmed by a majority vote of the Board members elected and serving.

Each officer of the Board's Standing Committees shall be nominated and elected individually by the Board in the organizational meeting, in the same manner as and following the Chair of the Board.

B. SUBCOMMITTEES/AD HOC COMMITTEES--APPOINTMENTS:

Except as regarding the election of the officers of the Board, as provided in Rule I. D. and IIA., the Chair of the Board shall annually appoint and the Board shall confirm all Subcommittees, and Ad Hoc Committees. The first named member of any Committee shall be the Chair and second named member of any Committee shall be the Vice-Chair. The Chair of the Board, with the advice and consent of the Board, shall fill any vacancy which occurs on any Committee within thirty (30) days. The Chair of the Board shall also be allowed to temporarily delegate ex-officio responsibilities to any other member of the Board whenever the Chair finds it inconvenient to carry them out.

Appointments whose terms expire prior to appointment of a successor shall be extended until appointment can be made by the Board of Commissioners. If the position remains vacant, the Chair can delegate representation and appointment shall be made at the next available Board of Commissioner's meeting.

Habitual non-attendance of Commissioners at meetings to which they have been appointed shall be reported to the Chair of the Board. If a member is absent three consecutive times without a reasonable excuse, he or she will be considered as having vacated his or her seat and a new Commissioner shall be appointed by the Chair of the Board and confirmed by a majority vote of the Board members elected and serving.

C. COMMITTEE REPORTS:

All Committee reports shall be in writing unless submission of an oral report is approved by the Chair. All written reports (except minority reports) shall be signed by the Chair of the Committee. Acceptance or approval of a Committee Report shall not authorize any action unless the report is followed by a resolution for specific action, which is adopted by the Board and filed with the County Clerk/Register. All financial matters requiring appropriations of County funds or transfers of appropriations requiring Board approval shall be reported to the Board of Commissioners from the Ways & Means Committee.

D. COUNTY CLERK/REGISTER'S CALENDAR:

The County Clerk/Register shall prepare and keep a calendar of all matters that have been referred to any committee of the Board on which a report has not been made.

E. COMPENSATORY SERVICE:

In addition to the salary received by the Board of Commissioners, each member of the Board shall receive a per diem payment of $25.00 and County mileage reimbursement from their residence or from their actual place of departure whichever is less for the following activities:

1. Attendance for a committee, subcommittee meeting or Working Session of the Board, when the member has been properly appointed to that committee or subcommittee, the meeting has been called in accordance with the Open Meeting Act, Public Act 267 of 1976, and the meeting has not been canceled twenty-four (24) hours prior to the scheduled time of the meeting and the Commissioner has not been notified of said cancellation within twenty-four (24) hours of the scheduled meeting.

2. Attendance at a meeting of a non-Board committee, subcommittee, commission, board, or attendance at a conference or convention as a representative of Washtenaw County when the member of the Board serves by appointment of the Board of Commissioners or the Chair of the Board.

3. For the purpose of receiving per diems, the Commissioner must be present for at least 1 hour or half of the meeting, whichever is less. Commissioners shall note their arrival and departure times on the meeting attendance per diem slip submitted to receive payments.

Any member of the Board of Commissioners may waive his/her per diem and/or mileage reimbursement by giving written notice to the County Clerk.

F. CLOSING DEBATE IN COMMITTEES:

In all committees where all Commissioners are members, debate may be closed by a vote called on the pending question with a two-thirds (2/3) vote of the members present. However, no such motion shall be allowed until each Commissioner who wishes, has had an opportunity to speak once on the question before the committee.

III. CONDUCT

A. The Chair shall convene the meeting precisely at the hour to which the Board adjourned at the preceding session and immediately shall call the members to order. The roll of the members shall be called at once. Upon the appearance of a quorum, if there are any objections to the record of the preceding day, corrections may be made.

B. PRESIDING OFFICER:

The Chair of the Board shall preside over the Board of Commissioners' meetings. If the Chair is absent from any Board of Commissioner meeting, the following Board officers shall preside in the following order:

1. Vice Chair, Board of Commissioners
2. Chair, Ways & Means Committee
3. Vice-Chair, Ways & Means Committee
4. Chair, Board Working Session
5. Vice-Chair, Board Working Session

The Chair of the Ways & Means Committee shall preside over the Ways & Means Committee meetings. If the Chair is absent from any Ways & Means Committee meetings, the following Board officers shall preside in the following order:

1. Vice-Chair, Ways & Means Committee
2. Chair, Board of Commissioners
3. Vice-Chair, Board of Commissioners
4. Chair, Board Working Session
5. Vice-Chair, Board Working Session

The Chair of the Board Working Session shall preside over the Board Working Session meetings. If the Chair is absent from any Board Working Session meetings, the following Board officers shall preside in the following order:

1. Vice-Chair, Board Working Session
2. Chair, Board of Commissioners
3. Vice-Chair, Board of Commissioners
4. Chair, Ways & Means Committee
5. Vice-Chair, Ways & Means Committee

C. FILLING A VACANCY IN THE CHAIR OR OTHER OFFICERS:

In the event of a permanent absence of the Chair due to resignation or other vacancy of office, the Vice-Chair shall preside as Acting Chair until such time as a Chair is elected to serve the remainder of the unexpired term of the former Chair by a majority of the Commissioners elected or appointed and serving. In the case of a permanent absence of the Vice-Chair, the Chair of Ways and Means, or the Vice-Chair of Ways of Means, due to resignation or other vacancy of office, a majority of the members elected and serving may elect a successor to the vacant office.

D. FILLING A VACANCY IN A COMMISSIONER DISTRICT

Upon Washtenaw County receiving a letter of resignation, or other notice of Commissioner vacancy, the Board of Commissioners directs the County Administrator to provide public notice of the vacant Commissioner district, within two working days, by submitting a press release in the daily newspapers of the district. Such public notice shall provide at least seven (7) days to the residents of the district for applying, by submitting their resume or letter about their interest in the position. A copy of all applications received as of three (3) working days prior to the meeting of the Board of Commissioners shall be made available to all Commissioners, elected and serving.

E. COUNTY CLERK/REGISTER DUTIES:

The County Clerk/Register, or in the County Clerk/Register's absence one of the County Clerk/Register's Deputies, shall be the County Clerk/Register of the Board and shall keep a correct journal of the proceedings, and perform such other duties as required by statute or resolution of the Board. The books, records and accounts of the Board shall be deposited with the County Clerk/Register . *(MCLA 46.5)*

F. The County Clerk/Register shall take all action required of the Board for compliance under Public Act 267 of 1976, Open Meetings Act.

G. QUORUM:

A majority of all the Commissioners elected and serving shall constitute a quorum for the transaction of business, but a smaller number may adjourn from day to day. Upon majority vote of the members present, whether a quorum or not, the Chair shall have power to send the Sheriff, or some other proper Officer to direct the absent member immediately to attend the Board.

H. SEQUENCE:

The business of all regular meetings of the Board shall be transacted as far as practicable, in the following order.

1. Roll Call
2. Pledge of Allegiance
3. Approval of minutes of previous meeting
4. Citizen Participation
   During citizen participation comments from citizens shall be limited to five (5) minutes.
5. Commissioner Follow-up to Citizen Participation
   Commissioners may address questions or make comments to administrative staff and other County employees in response to issues raised during citizen participation.
6. Communications
7. Report of the Chair of the Board of Commissioners
8. Special Order of Business
9. Reports of Standing Committees
10. Reports of Special Committees
11. Other Reports
12. Reports from the Treasurer
13. Reports from the County Administrator
14. Resolutions
    A. Appointments
    B. Ways & Means Committee
    C. Approval of Claims
15. New Business
16. Items for Current/Future Discussion
17. Liaison Reports
18. Citizen Participation
    During citizen participation comments from citizens shall be limited to five (5) minutes
19. Commissioner Follow-up to Citizen Participation
    Commissioners may address questions or make comments to administrative staff and other County Employees in response to issues raised during citizen participation.
20. Adjourn to Next Session (state time, date and location)

I. ELECTION:

All persons or officers elected by the Board shall receive a majority vote of the members elected and serving unless otherwise ordered by law.

J. RECOGNITION:

Every member, previous to speaking, shall raise a hand and address the Chair. When two or more members address the Chair at the same time, the Chair shall designate the member who is first to speak.

K. MOTIONS PUT:

No motion shall be debated or put unless it shall be seconded and stated by the Chair. Any motion shall be in writing if the Chair or any members desires it.

L. MOTION WITHDRAWN:

After a motion is stated by the Chair, it shall be deemed to be in the possession of the Board, but may be withdrawn by the maker of the motion with the consent of the commissioner seconding the motion, provided the motion has not been amended or otherwise acted upon.

M. DEBATE:

When a question is under debate no motion shall be received or entertained but the following:

To adjourn
To limit debate and vote on the pending question
To lay on the table
To postpone indefinitely
To postpone to a time certain
To refer or amend

N. ADJOURNMENT:

A motion to adjourn shall always be in order, provided that some disposition shall be made of any motion then before the Board. A motion to adjourn or to lay on the table shall be decided without debate.

O. VOTING:

Every member who shall be present, including the Chair, when a motion is last stated by the Chair, and no other, shall vote for or against the motion unless the member has a conflict of interest in which case the member shall not vote.

1. Roll Call Vote:

Roll call vote shall be taken when called for by any member of the Board, and on board actions to adopt ordinances, resolutions and the appointment or election of officers.

2. Votes Required:

Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute or by these rules to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving, however, shall be required for the final passage or adoption of a motion, resolution or allowance of a claim.

P. DIVISION:

If the motion in debate contains several points, any member may have the motion divided.

Q. ORDER:

A member called to order shall sit down immediately unless permitted to explain, and the Board if appealed to shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to. On an appeal no member shall speak more than once without leave of the Board. When a member is called to order for offensive language there shall be no debate.

1. Disorderly Conduct:

The Chair may call to order any person who is being disorderly by speaking longer than the allotted time or otherwise disrupting the meeting. Such person shall therefore be seated until the Chair shall have determined whether the person is in order. If a person shall be called out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the board. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

R. SUSPENSION:

No rule of the Board shall be suspended without the concurrence of two-thirds (2/3) of the members elected and serving. To amend or rescind a rule will require two-thirds (2/3) of members elected, unless specific notice was given at previous meeting, whereupon a majority may amend or rescind.

S. ITEMS REQUIRING REFERRAL TO WAYS & MEANS:

Any matter concerning changes to County Policy, salaries of county officers and county employees, or imposing taxes or assessments, requiring the payment, expenditure or disposition of money or property, or creating a debt or liability, shall be referred to the Ways & Means Committee.

T. FINAL ACTION ON DAY OF INTRODUCTION:

No resolution or proceeding of the Board of Commissioners imposing taxes or assessments, or requiring the payment, expenditure or disposition of money or property, or creating a debt or liability therefore, shall be allowed on the same day as introduced, unless approved by a vote of two-thirds (2/3) of the members elected and serving.

U. LEGAL COUNSEL:

It shall be the duty of the appropriately appointed legal counsel to attend all Board of Commissioners' meetings.

V. ROBERT'S RULES:

Robert's Rules of Order shall govern in all cases not conflicting with these rules or with the laws of the State of Michigan.

IV. CHAIR'S RIGHT TO PARTICIPATE IN DEBATE:

The Chair may participate in debate in the same manner as any other member without relinquishing the Chair, on any matter before the Board, unless a majority of the members present request that he/she relinquish the Chair to participate in debate on a particular matter.

V. DOCUMENTS AND COMMUNICATIONS:

A. PRESENTATION:

All communications addressed to the Board of Commissioners shall be presented to the Board formally and in timely fashion. The County Clerk/Register shall file and maintain a chronological list of such communications received by the Board; the list shall contain the name of the sender, the date of receipt, subject matter and the primary disposition given to the communication by the Board of Commissioners.

B. ORIGINAL DOCUMENTS:

At least one original copy of any document created or adopted by action of the Board shall be placed on file with the County Clerk/Register as the first activity of distribution or disposition, immediately following drafting and approval by the proper authority.

C. SIGNATURES:

All contracts and/or other documents originating with and/or binding upon the County of Washtenaw shall be signed by the Chair of the Board or a person specifically authorized by the Board of Commissioners and attested to by the County Clerk/Register. An original copy shall be filed with the County Clerk/Register together with a distribution sheet showing who shall receive copies; how many originals are created; the source and authorization; the date the document is to become effective.

All such documents shall be signed in the presence of the County Clerk/Register or Deputy and shall be filed therewith as the first activity of distribution or disposition.

D. CALENDAR:

The County Clerk/Register shall keep a chronological list containing each document so filed and showing the subject matter, parties, date effective and distribution. Said calendar shall further indicate the duration of each said document.

E. PRESENTATION:

Any document effecting or binding upon the County of Washtenaw shall be presented as received or originated. A complete draft thereof shall be presented to the Board in public session prior to any conclusive action by the Board.

F. SECONDARY CONTRACTS:

Any document effecting or binding upon the County of Washtenaw as created or enacted by a representative of the County, authorized by the Board or State law is to be distributed as follows: an executed copy shall be filed with the County Clerk's Office.

G. USE OF COUNTY SEAL, STATIONERY, AND OTHER RESOURCES

Commissioners shall have access to the County Seal, stationery and other County resources but only for the purposes of conducting County business and Board projects.

VI. RESOLUTIONS

Where a resolution proposes to amend a prior board resolution, County policy or County ordinance, the resolution shall conform to the style set forth below:

1. The section of the existing resolution to be changed shall be presented in its entirety, including any language proposed to be deleted by the resolution/motion such deletion shall be indicated by a horizontal line running through the deleted language.

2. New language shall be indicated by being presented in bold and italic.

VII. ORDINANCES

A. STYLE:

1. Title Page:

I. Title in Brief
II. Date of adoption by Board of Commissioners

2. Table of Contents:

Contents shall show title and section numbers together with page numbers.

3. Preamble:

The preamble shall set forth the purpose of the ordinance.

4. Title:

The title shall be stated in full together with a concluding statement which shall read, "The Board of Commissioners of Washtenaw County ordains:".

5. Body:

The body shall set forth the contents by section commencing with Section of definitions and concluding with separate sections stating penalty; separability; appeals; effective date and conflicting ordinance repeal.

B. ENACTMENT:

1. Submission:

Proposed ordinances shall be submitted in full and final form to the Commissioners with an attached resolution calling for the adoption thereof.

2. Adoption:

Adoption shall be by roll call vote.

3. Recording:

All ordinances, when legally enacted, shall be recorded by the County Clerk/Register in a book called the Ordinance Book and it shall be the duty of the Chair and the County Clerk/Register to authenticate such records by their official signature.

C. PUBLICATIONS:

1. Publication:

All ordinances, when legally enacted, shall be immediately published by the County Clerk/Register in the same manner as provided by law for publication of legal notice. An ordinance shall take effect when notice of the adoption is published in a newspaper of general circulation in the County as provided in MCLA 46.11(j). The County Clerk/Register shall enter a certificate as to the manner and date of publication under such ordinances in the Ordinance Book. Provided that publication of any ordinance with the regular Board proceedings shall be sufficient and that if any ordinance is published in full in advance of publication of the Board proceedings it need not again be published in full with the regular Board proceedings. Any ordinance may be repealed by reference to its number and title only or any section of any ordinance may be repealed by reference to the number and title of the ordinance and the number of the section to be repealed. No ordinance shall be revised, altered or amended by reference of its title only but the section or sections of the ordinance revised, altered or amended shall be re-enacted and published in full.

2. Review:

It shall be the duty of the Board every five (5) years or more often if deemed necessary by the Board, to review all ordinances and bring them up to date.

3. Public Record:

All ordinances shall be made available for inspection by and distribution to the public at a reasonable charge and by publishing notice of the printing and availability thereof before the effective date thereof. The copies of the ordinances may be certified by the County Clerk/Register and, when so certified, shall be competent evidence in all County and legally established tribunals as to the matter contained therein.

D. GENERAL PROVISION:

State Law:

In addition hereto the statutes of the State of Michigan are to be observed in all such cases as made and provided.

VIII. MEETING AND MILEAGE PAYMENTS FOR COUNTY BOARDS AND COMMISSIONS

A. All members of the following County policy boards and commissions shall receive payments of $25.00 a meeting and County mileage reimbursement from their residence or from their actual place of departure whichever is less. (Per diems and mileage for the Board of Commissioners are governed exclusively by Rule II E. - Compensatory Service.)

Accommodations Ordinance Commission
Board of Canvassers
Brownfield Redevelopment Authority
Building Authority
Building Code/Construction Board of Appeals
Citizens Council for Children in the Family Court
Community Action Board
Community Health Organization Board
Economic Development Corporation
Election Scheduling Committee
EMS Commission (consumer representative)
Family Independence Agency
Friend of the Court Advisory Committee
Grading/Soil Erosion & Sedimentation Control Appeals Board
Hazardous Substance Facility Siting Committee
Head Start Policy Council
Health Code Appeals Board/Public Health Advisory Committee
Hearing Board for the Health Dept Food Service Regulation
Historic District Commission
Library Board of Trustees
Natural Areas Technical Advisory Committee
Parks & Recreation Commission
Planning Advisory Board
Board of Public Works
Soldiers Relief Commission
Solid Waste Facility Siting Committee
Washtenaw County/City of Ann Arbor Community Corrections Advisory Board
Workforce Development Board

B. Members of various advisory boards and commissions shall not be eligible for meeting payments and mileage.

C. When the term of a member of a board, commission or committee expires, that member shall hold over in that position until a successor is appointed. This rule only applies to those members appointed by the Board of Commissioners. The Board retains the authority to make interim appointments upon the expiration of a term. If the position is vacant mid-term, the Chair can delegate representation and appointment shall be made at the next available Board of Commissioners meeting.

IX. ATTENDANCE AT BOARDS AND COMMISSIONS

A. When a member of a Board or Commission misses two or more consecutive meetings, the Board of Commissioners may seek the resignation or removal of a particular member if allowed by law.

B. When a member of a Board or Commission misses two or more consecutive meetings, that Board or Commission may request that the Board of Commissioners seek the resignation of the particular member or other action as otherwise allowed by law, ordinance or rule.

X. CONFERENCE & CONVENTION

Conference and Conventions shall cover meetings of organizations and associations to which the County is a member or organizations and associations which are related to issues facing the County and to each Commissioner's appointments to committees, commissions, councils and boards. A list of Commissioners attending conferences will be made available by the Administrator's Office.

A. Budget

1. Each Commissioner shall be entitled to encumber 1/11th of the Board's Travel Expense Fund for the purpose of traveling to conferences or conventions at any time during a calendar year.

2. Each Commissioner shall be surveyed by County Administration at the beginning of the fiscal year to determine whether or not they intend to use their apportioned amount. Should a Commissioner choose not to travel to conference or conventions, his/her share will revert to a "General Travel Expense Fund" (GTEF), which may be used by other Commissioners once they have exceeded their allotted amount.

3. Commissioners must obtain majority Board approval to draw from the GTEF, once their allotments have been depleted.

4. Commissioners shall receive quarterly reports from County Administration on the Board's Travel Account, which will include the amount drawn by each Commissioner, travel locations and purposes, and the end of the quarter balance of the GTEF.

5. The County Administrator may not transfer money to cover overruns in the Board's Travel Budget without Board approval.

6. Any money remaining in the GTEF at the end of the fiscal year will revert to the General Fund of the next fiscal year.

7. Commissioners who exceed their yearly allocation and are unable to obtain additional funds from the GTEF, will be personally responsible for their own expense overruns, and will be invoiced for the amount by County Administration.

B. Compensation

1. Compensation for travel, attendance, meals and lodging may be advanced to Commissioners prior to the meeting.

2. Settlement of the actual costs from a prior trip must be completed before funds can be advanced for another trip.

3. Compensation for travel, attendance, meals and lodging shall follow the intent and policies in the Travel Policy, Volume I, Section T.2., pages 1-9.

4. In order to receive reimbursement over $50.00 for travel outside Washtenaw County, Commissioners will submit a written or oral statement regarding the conference.

XI. WORKING SESSION PROCEDURES

The purpose of the Working Session shall be to permit in-depth, informal discussion of Commissioner concerns, Board goals, significant programmatic and financial issues, and conceptual and informational presentations by the County Administrator. All matters involving major change in service delivery, staffing or funding or any modification in Board of Commissioner policy shall originate at the Working Session. Status reports from advisory committees and departmental informational reports shall be presented at Working Session. It is intended that formal votes indicating Commissioner support or opposition to agenda items not be taken. The Chair may take an informal poll of the board members present to assist in determining whether the Commissioners desire more information or discussion regarding an item or whether the Commissioners are prepared to take action on an item at a meeting of the Ways and Means Committee or at the regular session. Agendas shall be set in advance; however, Commissioners shall have the opportunity to introduce issues during the meeting for future Working Session consideration.

A. Items for inclusion on the Working Session agenda should be submitted by 12:00 noon, one (1) working week prior to the Working Session.

B. Items may be submitted by Commissioners, the County Administrator and Department Heads.

C. Items should be accompanied by a brief discussion of the issues, background, and desired disposition.

D. The agenda shall be prepared by the Chair of the Working Session. The order of discussion items shall be determined by the Chair of the Working Session. When new items of discussion are referred to Administration, a report shall be produced within seventy-five (75) days.

E. The business of the Working Session shall be transacted, as far as practicable, in the following order:

1. Roll Call
2. Citizen Participation
   During citizen participation comments from citizens shall be limited to five (5) minutes.
3. Commissioner Follow-up to Citizen Participation
   Commissioners may address questions or make comments to administrative staff and other County employees in response to issues raised during citizen participation.
4. Discussion Items
5. County Administrator's Report
6. Items for Current or Future Discussion
7. Pending (listing of future topics)
8. Status of Annual Activities/Goals
9. Citizen Participation
   During citizen participation comments from citizens shall be limited to five (5) minutes.
10. Commissioner Follow-up to Citizen Participation
    Commissioners may address questions or make comments to administrative staff and other County employees in response citizen participation.
11. Adjourn to Next Session

F. The agenda packet shall be prepared by administrative staff and distributed in each Commissioner's mailbox by 5:00 p.m. Friday prior to the Working Session. Background material not completed at the time of printing of agenda shall be distributed at meeting.

G. The disposition of each item discussed shall be determined by the Chair of the Working Session.

H. Items on the Working Session agenda shall not require administrative review and sign-off prior to inclusion on the Working Session. However, if an item is forwarded to the Ways & Means Committee for action, the administrative review process must be completed prior to inclusion on the Ways & Means agenda.

I. Minutes for the Working Session agenda shall include date, time, place of meeting, members present and absent, and a listing of topics discussed.

XII. WAYS & MEANS COMMITTEE PROCEDURES

A. All financial, changes to County Policy, and personnel matters shall be considered by the Ways & Means Committee meeting prior to submittal to the Board of Commissioners for final action.

B. The Ways & Means agenda shall be prepared by the County Administrator at the direction of the Chair of Ways & Means. The agenda shall be distributed to each Commissioner's box by 5:00 p.m. on the Friday prior to the Ways & Means meeting.

C. The business of the Ways & Means Committee shall be transacted, as far as practicable, in the following order:

1. Roll Call
2. Citizen Participation
   During citizen participation comments from citizens shall be limited to five (5) minutes.
3. Commissioner Follow-up to Citizen Participation
   Commissioners may address questions or make comments to administrative staff and other County employees in response to issues raised during citizen participation.
4. New Business
5. Old Business
6. Announcements
7. County Administrator's Report
8. Report of the Chair of the Board
9. Items for current/future discussion
10. Citizen Participation
    During citizen participation comments from citizens shall be limited to five (5) minutes.
11. Commissioner Follow-up to Citizen Participation
    Commissioners may address questions or make comments to administrative staff and other County employees in response to issues raised during citizen participation.
12.. Adjourn to Next Session

D. All items on the Ways & Means agenda shall have a completed administrative review sign-off in order for the item to be considered at the Ways & Means meeting. Items not having this review and correct resolution completed by the originating department in time for printing of the Ways & Means agenda shall be held to the next Ways & Means meeting. However, the County Administrator shall have the authority to include on the agenda items for which administrative review has not been completed if he/she determines it to be necessary. The County Administrator shall explain such exceptions at the meeting.

XIII. BOARD OF COMMISSIONERS PROCEDURES

A. On Monday, the week prior to the Board of Commissioners' meetings, the County Administrator shall mail, fax or e-mail the first draft of agenda items to all Commissioners.

B. The Board of Commissioners agenda and related material shall be prepared by the County Administrator at the direction of the Chair of the Board and distributed in each Commissioner's mailbox by 5:00 p.m. of the Friday prior to the Board meeting. The Board agenda format is established as part of the Board Rules and Regulations.

C. The Administrator shall make the agenda available to media by 5:00 p.m. the Friday prior to the Board of Commissioners' meetings.

D. All agenda items for Board approval which have not been referred from the Ways & Means Committee shall have a completed administrative review sign-off in order for the item to be considered by the Board of Commissioners. Items not having this review and correct resolution completed by the originating department in time for the printing of the Board of Commissioners agenda shall be held to the next Board of Commissioners meeting. However, the County Administrator shall have the authority to bring forward to the Board meeting items determined to be necessary with administrative review completed prior to final Board action.

E. All agenda items for Board approval which have been referred from the Ways & Means Committee or from the Working Session Committee, and which have completed an administrative review, may be moved in total as a CONSENT AGENDA. Any agenda items may be removed from the CONSENT AGENDA for additional discussion at the request of any Commissioner.

F. The Board of Commissioners requests that the County Clerk shall provide to any Commissioners the minutes of standing committees, communications, and proceedings for the Board of Commissioners meetings. The Board directs the County Administrator to complete and deliver agenda related documentation in each Commissioner's mailbox by 5:00 p.m. of the Friday prior to the Board meeting.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 7, 2004

The following action was taken by the Washtenaw County Board of Commissioners during their January 7, 2004, Board Meeting.

04-0004 Comm. Bergman moved to place in nomination Comm. Prater as Chair of the Ways & Means Committee. Comm. Armentrout seconded by Comm. Solowczuk moved that the nominations be closed and a unanimous ballot be cast electing Comm. Prater as Chair of the Ways & Means Committee. With no one opposing, Comm. Prater so elected as Chair of Ways & Means Committee.

PEGGY M. HAINES
WASHTENAW COUNTY CLERK/REGISTER

_____
By: Deputy Clerk

DATED: _____

Cc: Administration
Comm. Prater
File

WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 7, 2004

The following action was taken by the Washtenaw County Board of Commissioners during their January 7, 2004, Board Meeting.

04-0005 Comm. Prater moved to place in nomination Comm. Armentrout as Vice-Chair of the Ways & Means Committee. Comm. Prater seconded by Comm. Peterson moved that the nominations be closed and a unanimous ballot be cast electing Comm. Armentrout as Vice-Chair of the Ways & Means Committee. With no one opposing, Comm. Armentrout so elected as Vice-Chair of the Ways & Means Committee.

PEGGY M. HAINES
WASHTENAW COUNTY CLERK/REGISTER

_____
By: Deputy Clerk

DATED: _____

Cc: Administration
Comm. Armentrout
File

WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 7, 2004

The following action was taken by the Washtenaw County Board of Commissioners during their January 7, 2004, Board Meeting.

04-0006 Comm. Prater moved to place in nomination Comm. Irwin as Chair of the Working Session. Comm. Peterson seconded by Comm. Kern moved that the nominations be closed and a unanimous ballot be cast electing Comm. Irwin as Chair of the Working Session. With no one opposing, Comm. Irwin so elected as Chair of the Working Session.

PEGGY M. HAINES
WASHTENAW COUNTY CLERK/REGISTER

_____
By: Deputy Clerk

DATED: _____

Cc: Administration
Comm. Irwin
File

WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 7, 2004

The following action was taken by the Washtenaw County Board of Commissioners during their January 7, 2004, Board Meeting.

04-0007 Comm. Bergman moved to place in nomination Comm. Solowczuk as Vice-Chair of the Working Session. Comm. Irwin seconded by Comm. Brackenbury moved that the nominations be closed and a unanimous ballot be cast electing Comm. Solowczuk as Vice-Chair of the Working Session. With no one opposing, Comm. Solowczuk so elected as Vice-Chair of the Working Session.

PEGGY M. HAINES
WASHTENAW COUNTY CLERK/REGISTER

_____
By: Deputy Clerk

DATED: _____

Cc: Administration
Comm. Solowczuk
File

A RESOLUTION AUTHORIZING PAYMENT OF CLAIMS COMMENCING WITH THE LAST PREVIOUSLY APPROVED CLAIM AND CONTINUING THROUGH THE DATE OF DECEMBER 26, 2003

WASHTENAW COUNTY BOARD OF COMMISSIONERS
January 7, 2004

WHEREAS, as filed with the County Clerk is a true copy of the record of claims commencing with the last previously approved claim and continuing through the date of December 26, 2003, inclusive; and

WHEREAS, the Board of Commissioners has been assured by the County Clerk that no claim received is withheld or rejected by the list, shows the name of the claimant, the amount of the claim and the date presented

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the payment of claims commencing with the last previously approved claim and continuing through the date of December 26, 2003, inclusive, as listed in the statement of claims as attached hereto and made a part hereof

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman	X			Kern	X			Solowczuk	X		
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS** **11** **0** **0**

STATE OF MICHIGAN)

COUNTY OF WASHTENAW)SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on January 7 2004, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this_____ day of _____,_____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 04-0008