



## WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday January 3, 2007

### 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 3, 2007.

The meeting was called to order at 6:45 p.m. by Lawrence Kestenbaum, Washtenaw County Clerk.

**MEMBERS PRESENT:** Comms. Bergman, Grewal, Gunn, Irwin, Ping Mills, Ouimet, Peterson, Lovejoy Roe, Schwartz, Sizemore, Smith.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** County Administrator Robert Guenzel, Deputy County Administrators Verna McDaniel and David Behen; County Clerk Lawrence Kestenbaum; Honorable Darlene O'Brien; Catherine McClary, County Treasurer; Jennifer Wastson Budget Coordinator; Nicole Capstack, Human Resources; Kerry Sheldon, Tammy Richards, Administration; Derrick Jackson, Jason Brooks, Clerk's Office; various citizens; and members of the press.

#### Pledge of Allegiance

#### Swearing In – Honorable Darlene O'Brien

Darlene O'Brien swore in the Board of Commissioners. Comm. Swartz introduced his son and wife and son who were in Florida and stated that he is happy to serve. Comm. Peterson commented that it is a great honor to serve the people of the County. Comm. Gunn stated that she is honored to be sworn in. Comm. Sizemore stated he would do what is right for his district. Comm. Bergman stated that she represents district 8, and that she is honored to serve. Comm. Irwin stated that this is his fifth term, and that he is looking forward to work with other Commissioners. Comm. Smith stated that he is honored to no longer be the junior democratic commissioner, and welcomed the new commissioners. Comm. Lovejoy Roe stated that she is representing the 4<sup>th</sup> District of Washtenaw County. She introduced her mother, husband, daughters and son. Comm. Lovejoy Roe then stated she is proud to serve. Comm. Grewal stated that she is representing the 7<sup>th</sup> District of Washtenaw County and that she is looking forward to serving with her colleagues. Comm. Ouimet introduced his wife, and stated that he is appreciative of the opportunity to serve Washtenaw County. Comm. Ping Mills stated that she is representing the 3<sup>rd</sup> District of Washtenaw County and introduced her son, husband, and family.

#### Approval of the Minutes of the Previous Meeting (December 6, 2006)

Comm. Gunn seconded by Comm. Peterson moved that the minutes of the December 6, 2006, Board of Commissioners meeting be approved. Motion carried.

#### Citizen Participation

Tom Partridge stated that he is honored to speak tonight, and congratulated the new Commissioners. He also stated that he hopes the Board of Commissioners can work together to review the tax structure in the County. Partridge commented that he is also in favor of a progressive scale income tax. He stressed that the property tax scale is highly regressive and that we need to think of the needs of the entire County. He also commented that we need one tax supporting transportation, one supporting law enforcement, and one supporting job creation.

Doug Winters stated that he is speaking as a citizen, and congratulated the new commissioners. He urged all Commissioners to think back to why they ran for office. He recalled redistricting of seats from 15 to 11, and stated this had a negative impact due to fewer voices in discussions. He also stated that he has attended too many funerals recently of people around his age. Winters then quoted a verse from Ecclesiastics. He stated that people have experienced a range of emotions recently, and that he would love to see a County that represents all of its citizenry. He also commented that we are a strong County when the people are represented.

Linda Hamilton stated that there have been disturbing stories in the news recently. She stated that her township (Salem) does not receive a subsidy for police services. She stated that her Township pays for various services, and that many of these funds are allocated by the County. She also commented that there is no recreation property in Salem Township. She urged the Commission to think about who could offer the best leadership. She stated that it is time to have County services paid for with County taxes.

#### **Commissioner Follow-Up to Citizen Participation**

Comm. Smith thanked Mr. Partridge and stated that transportation was high on his agenda. He added that the Commission will investigate several transportation options through city/local and county resources.

#### **Communications**

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

**R-0001** RECEIVED: November 16, 2006: A resolution from Oceana County Board of Commissioners; re: Support of stronger enforcement of Michigan's Casino Gaming Compacts. dated November 9, 2006. Received and filed.

**R-0002** RECEIVED: November 17, 2006. A notice to Washtenaw County from Michigan Department of Natural Resources, re: DTE Energy Foundation tree planting grants now available. Received and filed, copies to Parks and Recreation, MSU Extension, Planning and Environment, and Facilities Management.

**R-0003** RECEIVED: November 20, 2006. A letter to Mr. Stephen Solowczuk, Washtenaw County Commissioners from Lou Yost, Executive Secretary, Domestic Names Committee, U.S. Board on Geographic Names re: At its September 14, 2006 meeting, the U.S. Board on Geographic Names approved the proposal to name an unnamed lake in Washtenaw County, Truman Lake, dated November 15, 2006. Received and filed, copies to Planning and Environment, Parks and Recreation, Commissioners.

**R-0004** RECEIVED: November 27, 2006. A letter to Daniel Minzey, Sheriff, Washtenaw County from Archie Cameron Brown, Chair, CJCC, Chief Judge, Washtenaw County Trial Court. re: Approval of a Motion expressing displeasure at the Sheriff's failure to attend CJCC and Steering Committee Meetings. dated November 17, 2006. Received and filed.

**R-0005** RECEIVED: November 27, 2006: A resolution from Antrim County Board of Commissioners; re: Antrim County resolved to join the coalition assembled under the umbrella of the Michigan Forest Products Council (MFPC). dated November 21, 2006. Received and filed.

**R-0006** RECEIVED: November 27, 2006: A resolution from Antrim County Board of Commissioners; re: Support of stronger enforcement of Michigan's Casino Gaming Compacts. dated November 21, 2006. Received and filed.

**R-0007** RECEIVED: November 27, 2006: A resolution from Antrim County Board of Commissioners; re: Strong opposition to HB 6391. dated November 21, 2006. Received and filed.

**R-0008** RECEIVED: November 27, 2006: A resolution from Antrim County Board of Commissioners; re: Urging of our own state legislatures to pass HB 6433, HB 6434, HB 6435, HB 6436, HB 6267., dated November 21, 2006. Received and filed.

**R-0009** RECEIVED: November 30, 2006. A newsletter from Southeast Michigan Council of Governments, re: SEMCOG Regional Update, dated November 27, 2006. Received and filed.

**R-0010** RECEIVED: November 30, 2006. A letter to Archie C. Brown, Chief Judge, Washtenaw County Trial Court, from Daniel J. Minzey, Sheriff. re: Disapproval of the CJCC plan that will spend \$21 million, and disapproval over consistent disregard of input from the Sheriff's Department. dated November 22, 2006. Received and filed.

**R-0011** RECEIVED: November 30, 2006. A memorandum to Interested Individuals from Deanna Mitchell, Director of Support Services. re: Area Agency on Aging 1-B 2007 Board of Directors Meetings attached to the memorandum. dated November 22, 2006. Received and filed, copied to Administration.

**R-0012** RECEIVED: November 30, 2006. A memorandum to Interested Individuals from Robert O. McMahon, Chairperson, AAA 1-B Board of Directors. re: AAA 1-B's new CEO – Tina Abbate Marzolf is welcomed. dated November 27, 2006. Received and filed.

**R-0013** RECEIVED: November 30, 2006: A resolution from Clinton County Board of Commissioners; re: Opposition to an amendment to the General Property Tax Act (HB 6391). Received and filed.

**R-0014** RECEIVED: December 4, 2006. A letter and copy of application to Ms. Tammy Richards, County Administrator's Office from Brenda L. Stumbo, Clerk, Ypsilanti Township. re: Application by AGC Automotive Americas R & D Inc. for Industrial Facilities Exemption Certificate. dated November 28, 2006. Received and filed.

**R-0015** RECEIVED: December 4, 2006. A letter and copy of application to Ms. Tammy Richards, County Administrator's Office from Brenda L. Stumbo, Clerk, Ypsilanti Township. re: Application by Computer Sciences Corporation for Industrial Facilities Exemption Certificate. dated November 28, 2006. Received and filed.

**R-0016** RECEIVED: December 8, 2006. A letter to Member (Washtenaw County) and attached pamphlet, from Wayne R. Beyea, AICP, State Coordinator, MSU Citizen Planner Program. re: Online training program for municipal planning officials. dated November 10, 2006. Received and filed.

**R-0017** RECEIVED: December 11, 2006. A pamphlet to Wesley Prater, Washtenaw County, Chairperson, from Michigan Association of Planning. re: 2007 Regional Workshops.. Received and filed.

**R-0018** RECEIVED: December 12, 2006: A resolution from Muskegon County; re: Opposition to an amendment to the General Property Tax Act (HB 6391). Received and filed.

**R-0019** RECEIVED: December 13, 2006. A newsletter from the Michigan Association of Counties, re: MAC Legislative Update-Urgent Lame Duck Edition, dated December 1, 2006. Received and filed.

**R-0020** RECEIVED: December 14, 2006. A newsletter from the Michigan Association of Counties, re: MAC Legislative Update, dated December 1, 2006. Received and filed.

**R-0021** RECEIVED: December 14, 2006. A newsletter from the Michigan Association of Counties, re: MAC URGENT ALERT. Received and filed.

**R-0022** RECEIVED: December 14, 2006. A letter to Robert E. Guenzel, Administrator, Washtenaw County from Rena Basch, Clerk, Ann Arbor Charter Township, re: Application for Tax Abatement AW Technical Center, dated December 7, 2006. Received and filed.

**R-0023** RECEIVED: November 26, 2006. A letter to Board of County Commissioners, Washtenaw County, from Rehmann Robson, Certified Public Accountants re: Letter of understanding of the services to be provided to Washtenaw County, dated November 21, 2006. Received and filed, copies to each commissioner, and Finance Dept.

**R-0024** RECEIVED: December 20, 2006. A newsletter from the Michigan Association of Counties, re: MAC Legislative Update- Lame Duck Wrap Up, dated December 15, 2006. Received and filed.

**R-0025** RECEIVED: December 22, 2006. A letter to Mr. James Sallee, Michigan Dept. of Environmental Quality, Land and Water Management Division from Angela J. Shurbine, re: Concerns about a new development south of Bemis Road, east of Whitaker Road and west of Paint Creek in August Township, dated December, 2006. Received and filed.

**R-0026** RECEIVED: December 22, 2006. A memorandum to Washtenaw County Board of Commissioners, from Sylvan Township Planning Commission. re: Comprehensive Plan Amendment. dated December 11, 2006. Received and filed, copied to Planning and Environment.

**R-0027** RECEIVED: December 26, 2006. A press release from the Washtenaw County Public Health Department, re: Tips from Reality Check: Help Kids Avoid Drugs and Alcohol During the Holidays and Winter Break. dated December 20, 2006. Received and filed.

**R-0028** RECEIVED: December 18, 2006. A letter to Friend of Packard Community Clinic from Dr. Ray Rion, Interim Medical Director, and Dr. Jerry Walden, Founder, re: Discussion of extended support services over the last eleven months, dated December, 2006. Received and filed.

### **Liaison Reports**

None.

### **Special Order of Business**

1. 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 1 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."

Comm. Gunn seconded by Comm. Sizemore moved to place in nomination Comm. Irwin as Chair of the Board. Comm. Bergman seconded by Comm. Gunn moved that the nominations be closed and a unanimous ballot be cast electing Comm. Irwin as Chair of the Board. Motion carried. Comm. Irwin took his seat as Chair of the Board.

Comm. Irwin stated that the County works on a 2-year budget system, and that spending priorities reflect the needs of the people. Comm. Irwin stated that there are many exciting projects taking place in Washtenaw County, including Wireless Washtenaw, county transit, and a possible increase in the size of the Road Commission. He pointed out that he is committed to working with everyone on the police services issue to heal the division that has created problems. Comm. Irwin stated that there are many exciting projects taking place in Washtenaw County.

Comm. Roe stated that she did not vote for Comm. Irwin for Chair and that all citizens lose when the status quo is maintained. She stated that rising crime rates, expenses for law enforcement, and jail overcrowding are areas of concern. She also stated that the County has wasted over \$1 million in tax dollars in lawsuits. She stated that there is a need for change due to the chastising of public officials. Comm. Lovejoy Roe also commented that many communities do not want high costs for police services, and that new direction and leadership is needed. She asked Comm. Sizemore to join her in these sentiments.

Comm. Irwin responded by commenting that this was the first time he has ever been called a part of the status quo. He commented that the process of nominations is open, and that Commissioners are welcome to make nominations. He added that if there is only one nomination, a move is made for unanimous ballot. A vote has then essentially taken place.

Comm. Bergman seconded by Comm. Sizemore moved to place in nomination Comm. Grewal as Vice Chair of the Board. Comm. Gunn seconded by Comm. Bergman moved that the nominations be closed and a unanimous ballot be cast electing Comm. Grewal as Vice Chair of the Board. Motion carried. Comm. Grewal so elected as Vice Chair of the Board.

2. Resolution adopting the Rules & Regulations of the Washtenaw County Board of Commissioners

Comm. Gunn seconded by Comm. Bergman moved to adopt the Rules & Regulations of the Washtenaw County Board of Commissioners.

Comm. Schwartz stated that the statute allows for a one-year or two-year term.

Comm. Irwin responded that the Board has always done a one-year term for Chairpersons and Vice Chairpersons.

Comm. Lovejoy Roe seconded by Comm. Peterson moved to add public comment to the end of each agenda item with the provision that discussion must target the specific agenda item. One session of general public comment would be opened at the end of each meeting.

Comm. Smith stated that he is for as much public participation as possible. He motioned to table the amendment offered by Comm. Lovejoy Roe. Kurt Hedger, Corporation Counsel then stated that Comm. Lovejoy Roe's amendment was a subsidiary motion, and that the motion could not be tabled. Comm. Smith stated that he is unsure about this motion, but felt that more time is needed to look at the issue. He stated that public participation before each agenda item may not be the most efficient idea. Comm. Gunn stated that she would like to see the idea explored. Corp. Counsel Hedger stated that his interpretation is that the public would be able to speak about every agenda item, but would be able to speak only about that meeting.

Comm. Peterson stated that Comm. Lovejoy Roe needed to clarify her motion. Comm. Lovejoy Roe stated she believed that most Townships follow her model. She stated that normally a motion is made and is then discussion is opened by the Chair. She stated that this participation helps when making a decision, and also makes the meeting

less formal. Comm. Lovejoy Roe also commented that the Chair would entertain the discussion, and that the system flows well.

Comm. Bergman stated that public participation often does not address the agenda, and that people have ample opportunity to know what is going on and raise discussion about these issues. She stated that it is her duty to listen and respond to the people. In addition, she stated that she can be contacted by her constituents when necessary, and that she would vote no on this amendment.

Comm. Peterson stated that he has never closed off public input, and that the Board should always be open to input from the electorate. He added that citizens often have concerns not tied to any item on the agenda. He also stated that these citizens should be allowed to have the opportunity to express their opinion, and that more participation should be welcome in government.

Comm. Smith called the question seconded by Comm. Lovejoy Roe. Roll Call vote: YEAS: 11 NAYS: 0  
Motion carried

Vote was then taken on the Lovejoy Roe amendment. Roll Call vote: YEAS: 3 NAYS: 8 (Bergman, Grewal, Gunn, Irwin, Ping Mills, Ouimet, Sizemore, Smith) Motion Failed.

Comm. Lovejoy Roe stated that she did not understand XI. G. of the proposed Rules & Regulations which states that "The disposition of each item discussed shall be determined by the Chair of the Working Session." Comm. Irwin stated that the Chair of the Working Session sets the agenda, and that no decisions or binding votes are made during the session. The Board uses the Working Session to evaluate issues.

Comm. Lovejoy Roe questioned item XII. D. in the Rules & Regulations, and questioned whether the Administrator is the only person able to move items to the Ways and Means session without Administrative Review. Comm. Irwin responded that motions can be raised by Commissioners at any time and, if seconded the motion would be considered. He suggested that motions be brought up through the leadership process or other related processes for consideration.

Washtenaw County Board of Commissioners Rules & Regulations Roll Call vote: YEAS: 11 NAYS: 0 Motion Carried.

### **Report of the Chair of the Board of Commissioners**

3. Election of Standing Committee Officers in accordance with Board Rules & Regulations I.D. and II.A.

Comm. Sizemore supported by Comm. Smith moved to place in nomination Comm. Bergman as Chair of the Ways & Means Committee. Comm. Lovejoy Roe moved to place in nomination Comm. Schwartz as Chair of the Ways & Means Committee.

Roll call vote: Bergman: 7 (Bergman, Grewal, Gunn, Irwin, Ouimet, Sizemore, Smith). Schwartz: 4 (Ping Mills, Peterson, Lovejoy Roe, Schwartz) ABSENT: None.

Comm. Bergman so elected as Chair of Ways and Means.

Comm. Gunn supported by Comm. Sizemore moved to place in nomination Comm. Smith as Vice-Chair of the Ways & Means Committee. Comm. Gunn seconded by Comm. Bergman moved that the nominations be closed and a unanimous ballot be cast electing Comm. Smith as Vice-Chair of the Ways & Means Committee. With no one opposing,

Comm. Smith so elected as Vice-Chair of the Ways & Means Committee.

Comm. Bergman moved to place in nomination Comm. Sizemore as Chair of the Working Session. Comm. Lovejoy Roe moved to place in nomination Comm. Ping Mills as Chair of the Working Session.

Roll call vote: Sizemore: 9 (Bergman, Grewal, Gunn, Irwin, Ouimet, Peterson, Schwartz, Sizemore, Smith). Ping Mills: 2 (Ping Mills, Lovejoy Roe) ABSENT: None.

Comm. Sizemore so elected as Chair of Working Session.

Comm. Sizemore moved to place in nomination Comm. Ouimet as Vice-Chair of the Working Session. Comm. Smith seconded by Comm. Gunn moved that the nominations be closed and a unanimous ballot be cast electing Comm. Ouimet as Vice-Chair of the Working Session. With no one opposing, Comm. Ouimet so elected as Vice-Chair of the Working Session.

**Reports of Standing Committees**

Comm. Gunn seconded by Comm. Smith moved that the following reports be received: Ways and Means Committee dated December 6, 2006. Motion carried. (Complete reports are on file in the County Clerk/Register's Office.)

**Reports of Special Committees**

Comm. Gunn seconded by Comm. Smith moved that the following reports be received: Brownfield Redevelopment Authority dated October 18, 2006; Department of Human Services dated October 24, 2006; Historic District Commission dated October 5, 2006 and November 2, 2006; Library Board of Trustees dated December 12, 2006; Parks and Recreation Commission dated October 10, 2006 and November 14, 2006; Police Services Steering Committee dated October 4, 2006 and November 1, 2006; Public Works dated November 15, 2006; Statutory Drainage Board dated November 17, 2006. Motion carried. (Complete reports are on file in the County Clerk/Register's Office.)

**Report of the Treasurer**

A. Cash position of Washtenaw County as of August 30, 2006

Comm. Gunn seconded by Comm. Smith moved that the report of the treasurer be received. Motion carried.

**Report from the County Administrator**

None.

**Resolutions****A. Approval of Claims:**

4. Approval of claims through December 22, 2006

FUND	DESCRIPTION	SYSTEM CHECKS	UTILITIES CREDIT CARD	EXCEPTION & PRE-CLAIMS	TOTAL
1010	GENERAL FUND	\$1623.93	\$101,354.94	\$ -	\$102,978.87
1290	HOME CONSORTIUM	0	\$ 295.11	\$ -	\$ 295.11
1293	COMMUNITY DEVELOPMENT	\$ -	\$ 31.03	\$ -	\$ 31.03
1572	INMATE CONCESSIONS	\$ -	\$ -	\$ 39.18	\$ 39.18
1710	BFI SOLID WASTE COORD.	\$ 99.56	\$ 121.78	\$ -	\$ 221.34
1750	BUILDING INSPECTION & SOIL EROSION	\$ -	\$ 1,361.88	\$ -	\$ 1,361.88
1760	ENVIRONMENTAL HEALTH	0	\$ 1,289.94	\$ -	\$ 1,289.94
1810	VETERANS TRUST FUND ADMIN.	0	\$ 84.76	\$ -	\$ 84.76
1877	ALLEN CREEK RAIN GARDENS GRANT	0	\$ 17.66	\$ -	\$ 17.66
1900	3 - 911 FUND	\$ -	\$ 1,921.48	\$ -	\$ 1,921.48
1950	DOMESTIC PREPAREDNESS SUPPL.	0	\$ 1,489.93	\$ -	\$ 1,489.93
2080	PARKS & RECREATION	0	\$ 11,041.94	\$ -	\$ 11,041.94
2110	COUNTY LIBRARY FUND	0	\$ 1,752.76	\$ -	\$ 1,752.76
2150	FRIEND OF THE COURT	\$497.27	\$ 460.07	\$ -	\$ 957.34
2370	JTPA ADMINISTRATION	0	\$ 4,024.40	\$ -	\$ 4,024.40
2510	CSA HEADSTART	\$ -	\$ 1,296.22	\$ -	\$ 1,296.22
2630	CSA SR NUTRITION	0	\$ 257.69	\$ -	\$ 257.69
2822	WASHTENAW AREA TEENS FOR TOMORROW	0	\$ 31.98	\$ -	\$ 31.98
2920	WCHO	\$ -	\$ 7,515.41	\$ -	\$ 7,515.41
2930	MENTAL HEALTH	0	\$ 15,224.99	\$ -	\$ 15,224.99
2960	HEALTH	0	\$ 4,337.41	\$ -	\$ 4,337.41
2990	CHILD CARE/PROBATE CT.	0	\$ 3,274.87	\$ -	\$ 3,274.87
4014	COURT SECURITY	0	\$ 1,074.08	\$ -	\$ 1,074.08
4050	CAPITAL EQUIPMENT	\$ -	\$ 1,272.65	\$ -	\$ 1,272.65

5505	2004 PROPERTY FORECLOSURE PROC.	0	\$ 10.00	\$ -	\$ 10.00
6310	FACILITIES MGMT - O & M	0	\$ 147,140.11	\$ -	\$ 147,140.11
6320	FACILITIES MGMT - TRANSP	0	\$ 347.00	\$ -	\$ 347.00
6440	SELF INSURANCE	0	\$ 549.95	\$ -	\$ 549.95
6900	CENTREX ASSOCIATION	0	\$ 40,662.33	\$ -	\$ 40,662.33
7310	T&A SHERIFF	\$ 2566	\$ -	\$ -	\$ 2,566.00
7413	LAWNET NON-FORFEITURE FUND	\$ -	\$ 1,815.75	\$ -	\$ 1,815.75
7520	EMPLOYEE RETIREMENT FUND	0	\$ 3,494.15	\$ -	\$ 3,494.15
7550	MONEY PURCHASE PENSION PLAN	0	\$ 2,814.98	\$ -	\$ 2,814.98
7950	HAZ MATL RESPONSE TEAM	0	\$ 131.00	\$ -	\$ 131.00
7990	CO-OP EXTENSION SERVICE	0	\$ 3,361.25	\$ -	\$ 3,361.25
8005	PORTAGE-BASELINE LAKE LEVEL	\$ -	\$ 19.16	\$ -	\$ 19.16
8007	WHITMORE LAKE LEVEL	0	\$ 64.79	\$ -	\$ 64.79
8008	FOUR MILE LAKE LEVEL	0	\$ 66.80	\$ -	\$ 66.80
	<b>TOTALS</b>	\$4786.76	\$ 360,010.25	\$ 39.18	\$ 364,836.19

Comm. Gunn seconded by Comm. Smith moved that the resolution authorizing payment of claims commencing with the last previously approved claim and continuing through the date of December 22, 2006 be adopted. Roll call vote: YEAS: 11. NAYS: 0. ABSENT: 0. Motion carried.

**B. New Business:**

None.

**Items for Current/Future Discussion**

County Administrator Robert Guenzel stated that 5:30 next Tuesday is the Agenda Meeting, and that all are welcome at Argiero's to celebrate the new Board. Comm. Irwin stated that he wants to get all ideas possible to make County government better. Comm. Peterson stated that it has been a long time since a Board retreat was taken to contribute discussion and plan a year or two in advance. He stated that it is unfortunate that ideas are pieced together and voted on. Comm. Peterson also commented that all meetings involving the Board should be held in the Board Room. He stated that everything done should be in the eye of the public. Comm. Lovejoy Roe concurred with Comm. Peterson, and stated that Working Sessions should be televised. She also stated that she hopes a task force can help solve police services problems. Comm Schwartz stated that he hopes a committee can be set up to investigate ways to end pending litigation between the County and Townships.

**Citizen Participation**

None.

**Commissioners Follow-up to Citizen Participation**

None.

**Adjournment**

Comm. Gunn seconded by Comm. Sizemore moved to adjourn until Wednesday January 17<sup>rd</sup>, 2007, at 6:45 p.m. in the Board Room, Washtenaw County Administration Building. Motion carried.

The meeting adjourned at 7:46 p.m.

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Comm. Jeff Irwin, Chair

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Lawrence Kestenbaum, Clerk/Register  
By: Jason M. Brooks, Deputy Clerk

Board Approved:



## WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 3, 2007

The following action was taken by the Washtenaw County Board of Commissioners during their January 3, 2007, Board Meeting.

**07-0001** Comm. Gunn seconded by Comm. Sizemore moved to place in nomination Comm. Irwin as Chair of the Board. Comm. Bergman seconded by Comm. Gunn moved that the nominations be closed and a unanimous ballot be cast electing Comm. Irwin as Chair of the Board. With no one opposing\*, Comm. Irwin so elected as Chair of the Board of Commissioners for the ensuing year. Comm. Irwin took the Chair.

\*Comm. Lovejoy Roe commented after the vote that she did not cast her vote for Comm. Irwin as Chair.

LAWRENCE KESTENBAUM  
WASHTENAW COUNTY CLERK/REGISTER

\_\_\_\_\_  
By: Deputy Clerk

DATED: \_\_\_\_\_



## WASHTENAW COUNTY BOARD OF COMMISSIONERS

**Wednesday, January 3, 2007**

The following action was taken by the Washtenaw County Board of Commissioners during their January 3, 2007, Board Meeting.

**07-0002** Comm. Bergman seconded by Comm. Sizemore moved to place in nomination Comm. Grewal as Vice-Chair of the Board. Comm. Gunn seconded by Comm. Bergman moved that the nominations be closed and a unanimous ballot be cast electing Comm. Grewal as Vice-Chair of the Board. With no one opposing, Comm. Grewal so elected as Vice-Chair of the Board of Commissioners.

LAWRENCE KESTENBAUM  
WASHTENAW COUNTY CLERK/REGISTER

\_\_\_\_\_  
By: Deputy Clerk

DATED: \_\_\_\_\_





**WASHTENAW COUNTY  
POLICY**

**GENERAL OPERATIONS - VOLUME I**

**TITLE:  
Board of Commissioners - Rules &  
Regulations**

RESOLUTION  
NUMBER

07-

SUPERCEDE:

06-0003

EFFECTIVE  
DATE

1/3/07

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**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.

	<b>WASHTENAW COUNTY POLICY</b>	<b>GENERAL OPERATIONS - VOLUME I</b>			
<b>TITLE: Board of Commissioners - Rules &amp; Regulations</b>	<b>RESOLUTION NUMBER</b>  07-	<b>SUPERCEDE:</b>  06-0003	<b>EFFECTIVE DATE</b>  1/3/07	<b>PAGE OF</b>  2 17	

**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.

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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.

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**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

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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.

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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.

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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.

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**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.

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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.

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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.

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**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.

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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, COMMITTEES, 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  
**Agricultural Lands & Preservation Advisory Committee (ALPAC)**  
Board of Canvassers  
Brownfield Redevelopment Authority  
Building Authority  
Building Code/Construction Board of Appeals  
Citizens Advisory Council for Drug Court  
Community Action Board  
Community Health Organization Board  
**Criminal Justice Collaborative Council (CJCC)**  
**Department of Human Services Board**  
Economic Development Corporation  
~~Election Scheduling Committee~~  
EMS Commission (consumer representative)  
Environmental Health Code Appeals Board/Public Health Advisory Committee  
~~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  
Hearing Board for the Health Dept Food Service Regulation  
Historic District Commission  
**Law Enforcement Civilian Review Board for Washtenaw County**  
Library Board of Trustees  
Natural Areas Technical Advisory Committee  
Parks & Recreation Commission  
Planning Advisory Board  
**Police Services Steering Committee**  
Board of Public Works  
Soldiers Relief Commission  
~~Solid Waste Facility Siting Committee~~  
**Urban County Executive 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.

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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.

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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.

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- 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.

	<b>WASHTENAW COUNTY POLICY</b>	<b>GENERAL OPERATIONS - VOLUME I</b>			
<b>TITLE: Board of Commissioners - Rules &amp; Regulations</b>		<b>RESOLUTION NUMBER</b>  07-	<b>SUPERCEDE:</b>  06-0003	<b>EFFECTIVE DATE</b>  1/3/07	<b>PAGE OF</b>  16 17

- 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.

	<b>WASHTENAW COUNTY POLICY</b>	<b>GENERAL OPERATIONS - VOLUME I</b>			
<b>TITLE:</b> <b>Board of Commissioners - Rules &amp; Regulations</b>	<b>RESOLUTION NUMBER</b>  07-	<b>SUPERCEDE:</b>  06-0003	<b>EFFECTIVE DATE</b>  1/3/07	<b>PAGE OF</b>  17 17	

- 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 3, 2007**

The following action was taken by the Washtenaw County Board of Commissioners during their January 3, 2007, Board Meeting.

**07-0004** Comm. Sizemore supported by Comm. Smith moved to place in nomination Comm. Bergman as Chair of the Ways & Means Committee. Comm. Lovejoy Roe moved to place in nomination Comm. Schwartz as Chair of the Ways & Means Committee.

Roll call vote: Bergman: 7 (Bergman, Grewal, Gunn, Irwin, Ouimet, Sizemore, Smith). Schwartz: 4 (Ping Mills, Peterson, Lovejoy Roe, Schwartz) ABSENT: None.

Comm. Bergman so elected as Chair of Ways & Means Committee.

LAWRENCE KESTENBAUM  
WASHTENAW COUNTY CLERK/REGISTER

\_\_\_\_\_  
By: Deputy Clerk

DATED: \_\_\_\_\_



## WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 3, 2007

The following action was taken by the Washtenaw County Board of Commissioners during their January 3, 2007, Board Meeting.

**07-0005** Comm. Gunn supported by Comm. Sizemore moved to place in nomination Comm. Smith as Vice-Chair of the Ways & Means Committee. Comm. Gunn seconded by Comm. Bergman moved that the nominations be closed and a unanimous ballot be cast electing Comm. Smith as Vice-Chair of the Ways & Means Committee. With no one opposing, Comm. Smith so elected as Vice-Chair of the Ways & Means Committee.

LAWRENCE KESTENBAUM  
WASHTENAW COUNTY CLERK/REGISTER

\_\_\_\_\_  
By: Deputy Clerk

DATED: \_\_\_\_\_



## WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 3, 2007

The following action was taken by the Washtenaw County Board of Commissioners during their January 3, 2007, Board Meeting.

**07-0006** Comm. Bergman moved to place in nomination Comm. Sizemore as Chair of the Working Session. Comm. Lovejoy Roe moved to place in nomination Comm. Ping Mills as Chair of the Working Session.

Roll call vote: Sizemore: 9 (Bergman, Grewal, Gunn, Irwin, Ouimet, Peterson, Schwartz, Sizemore, Smith). Ping Mills: 2 (Ping Mills, Lovejoy Roe) ABSENT: None.

Comm. Sizemore so elected as Chair of Working Session.

LAWRENCE KESTENBAUM  
WASHTENAW COUNTY CLERK/REGISTER

\_\_\_\_\_  
By: Deputy Clerk

DATED: \_\_\_\_\_



**WASHTENAW COUNTY BOARD OF COMMISSIONERS**

**Wednesday, January 3, 2007**

The following action was taken by the Washtenaw County Board of Commissioners during their January 3, 2007, Board Meeting.

**07-0007** Comm. Sizemore moved to place in nomination Comm. Ouimet as Vice-Chair of the Working Session. Comm. Smith seconded by Comm. Gunn moved that the nominations be closed and a unanimous ballot be cast electing Comm. Ouimet as Vice-Chair of the Working Session. With no one opposing, Comm. Ouimet so elected as Vice-Chair of the Working Session.

LAWRENCE KESTENBAUM  
WASHTENAW COUNTY CLERK/REGISTER

\_\_\_\_\_  
By: Deputy Clerk

DATED: \_\_\_\_\_

A RESOLUTION AUTHORIZING PAYMENT OF CLAIMS COMMENCING WITH THE LAST PREVIOUSLY APPROVED CLAIM AND CONTINUING THROUGH THE DATE OF DECEMBER 22, 2006

WASHTENAW COUNTY BOARD OF COMMISSIONERS

January 3, 2007

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 22, 2006, 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 22, 2006, 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
Bergman	X			Ping Mills	X			Schwartz	X		
Grewal	X			Ouimet	X			Sizemore	X		
Gunn	X			Peterson	X			Smith	X		
Irwin	X			Lovejoy Roe	X						

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

STATE OF MICHIGAN    )

I, Lawrence Kestenbaum, 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 3rd, 2007, as it appears of record in my office.

COUNTY OF WASHTENAW)<sup>SS</sup>.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this 4th day of January, 2007.

**LAWRENCE KESTENBAUM, Clerk/Register**

BY: \_\_\_\_\_

Deputy Clerk



**Res. No. 07-0008**



**COUNTY ADMINISTRATOR**

220 North Main, P.O. Box 8645  
(734) 222-6850

Ann Arbor, Michigan 48107-8645  
FAX (734) 222-6715

MEMORANDUM

December 27, 2006

TO: Lawrence Kestenbaum, Washtenaw County Clerk/Register  
FROM: Robert E. Guenzel, County Administrator  
RE: Certification of Claims List Inclusive from November 27, 2006 through December 22, 2006.

I HEREBY CERTIFY that to the best of my knowledge the list of attached claims as presented to the County Clerk/Register of Washtenaw, constitutes all claims received for payment subsequent to the List of Claims presented through the date of

December 22, 2006 and that none have been withheld or omitted.

FURTHER; that all claims bear the date received.

FURTHER; that the list contains the name of each claimant, and the amount of the claims, and that proper authorization and documentation has been reviewed, checked and retained.

FURTHER; that the total demand upon each of the various general operating funds requiring approval by the Board of Commissioners prior to disbursements has been accurately determined and is stipulated in gross total by fund as an integral part of the List of Claims herein presented.

Staff Recommendation By:

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Sheryll Ashford-Wilson  
Payables Generalist



**EXCEPTIONS AND PRE-CLAIMS LISTING FOR:**

January 3, 2007



<u>PAYEE</u>	<u>FUND/CO</u>	<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
United Parcel Services	1572	345131	11/30/06	\$39.18	1

\$39.18

EXPLANATION

1) Early release to avoid late fees



**BEGINNING OF CLAIMS:**  
**END OF CLAIMS:**  
**FOR BOARD APPROVAL:**

November 27,2006  
 December 22,2006  
 January 3,2007

FUND	DESCRIPTION	SYSTEM CHECKS	UTILITIES CREDIT CARD	EXCEPTION & PRE-CLAIMS	TOTAL
1010	GENERAL FUND	\$ 1,623.93	\$ 101,354.94	\$ -	\$ 102,978.87
1290	HOME CONSORTIUM	\$ -	\$ 295.11	\$ -	\$ 295.11
1293	COMMUNITY DEVELOPMENT	\$ -	\$ 31.03	\$ -	\$ 31.03
1572	INMATE CONCESSIONS	\$ -	\$ -	\$ 39.18	\$ 39.18
1710	BFI SOLID WASTE COORD.	\$ 99.56	\$ 121.78	\$ -	\$ 221.34
1750	BUILDING INSPECTION & SOIL EROSION	\$ -	\$ 1,361.88	\$ -	\$ 1,361.88
1760	ENVIRONMENTAL HEALTH	\$ -	\$ 1,289.94	\$ -	\$ 1,289.94
1810	VETERANS TRUST FUND ADMIN.	\$ -	\$ 84.76	\$ -	\$ 84.76
1877	ALLEN CREEK RAIN GARDENS GRANT	\$ -	\$ 17.66	\$ -	\$ 17.66
1900	3 - 911 FUND	\$ -	\$ 1,921.48	\$ -	\$ 1,921.48
1950	DOMESTIC PREPAREDNESS SUPPL.	\$ -	\$ 1,489.93	\$ -	\$ 1,489.93
2080	PARKS & RECREATION	\$ -	\$ 11,041.94	\$ -	\$ 11,041.94
2110	COUNTY LIBRARY FUND	\$ -	\$ 1,752.76	\$ -	\$ 1,752.76
2150	FRIEND OF THE COURT	\$ 497.27	\$ 460.07	\$ -	\$ 957.34
2370	JTPA ADMINISTRATION	\$ -	\$ 4,024.40	\$ -	\$ 4,024.40
2510	CSA HEADSTART	\$ -	\$ 1,296.22	\$ -	\$ 1,296.22
2630	CSA SR NUTRITION	\$ -	\$ 257.69	\$ -	\$ 257.69
2822	WASHENAW AREA TEENS FOR TOMORROW	\$ -	\$ 31.98	\$ -	\$ 31.98
2920	WCHO	\$ -	\$ 7,515.41	\$ -	\$ 7,515.41
2930	MENTAL HEALTH	\$ -	\$ 15,224.99	\$ -	\$ 15,224.99
2960	HEALTH	\$ -	\$ 4,337.41	\$ -	\$ 4,337.41
2990	CHILD CARE/PROBATE CT.	\$ -	\$ 3,274.87	\$ -	\$ 3,274.87
4014	COURT SECURITY	\$ -	\$ 1,074.08	\$ -	\$ 1,074.08
4050	CAPITAL EQUIPMENT	\$ -	\$ 1,272.65	\$ -	\$ 1,272.65
5505	2004 PROPERTY FORECLOSURE PROC.	\$ -	\$ 10.00	\$ -	\$ 10.00
6310	FACILITIES MGMT - O & M	\$ -	\$ 147,140.11	\$ -	\$ 147,140.11
6320	FACILITIES MGMT - TRANSP	\$ -	\$ 347.00	\$ -	\$ 347.00
6440	SELF INSURANCE	\$ -	\$ 549.95	\$ -	\$ 549.95
6900	CENTREX ASSOCIATION	\$ -	\$ 40,662.33	\$ -	\$ 40,662.33
7310	T&A SHERIFF	\$ 2,566.00	\$ -	\$ -	\$ 2,566.00
7413	LAWNET NON-FORFEITURE FUND	\$ -	\$ 1,815.75	\$ -	\$ 1,815.75
7520	EMPLOYEE RETIREMENT FUND	\$ -	\$ 3,494.15	\$ -	\$ 3,494.15
7550	MONEY PURCHASE PENSION PLAN	\$ -	\$ 2,814.98	\$ -	\$ 2,814.98
7950	HAZ MATL RESPONSE TEAM	\$ -	\$ 131.00	\$ -	\$ 131.00
7990	CO-OP EXTENSION SERVICE	\$ -	\$ 3,361.25	\$ -	\$ 3,361.25
8005	PORTAGE-BASELINE LAKE LEVEL	\$ -	\$ 19.16	\$ -	\$ 19.16
8007	WHITMORE LAKE LEVEL	\$ -	\$ 64.79	\$ -	\$ 64.79
8008	FOUR MILE LAKE LEVEL	\$ -	\$ 66.80	\$ -	\$ 66.80
	<b>TOTALS</b>	\$ 4,786.76	\$ 360,010.25	\$ 39.18	\$ 364,836.19