



## WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday January 6, 2010

### 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 6, 2010.

The meeting was called to order at 6:30 p.m. by Lawrence Kestenbaum, Washtenaw County Clerk.

**MEMBERS PRESENT:** Comms. Bergman, Gunn, Irwin, Judge, Ouimet, Ping, Prater, Schwartz, Sizemore, and Smith.

**MEMBERS ABSENT:** Comm. Peterson

**OTHERS PRESENT:** County Administrator, Robert Guenzel, Deputy County Administrator Verna McDaniel, Corporation Counsel Curt Hedger; Lawrence Kestenbaum, County Clerk; Diane Heidt, Human Resources; Bob Tetens, Parks and Recreation; Tony VanDerworp, Energy and Economic Development; Mark Lindke, Veterans Affairs; Andy Brush, Support Services; Ken Schrader, ITS; Joanna Bidlack, Stephanie Jensen, Administration; Jason Brooks, Clerk's Office; various citizens; and members of the press.

#### Roll Call

#### Pledge of Allegiance

#### Approval of the Minutes of the Previous Meeting

Comm. Prater seconded by Comm. Sizemore moved that the minutes of the December 2, 2009 and December 7, 2009 meetings of the Board of Commissioners be approved. Motion carried.

#### Citizen Participation

Tom Partridge stated that he would like the Chair and Vice Chair of the Board of Commissioners to be elected by all people in Washtenaw County. He added that he would like an elected County Executive in Washtenaw County. Partridge stated that he would like members of the Board of Commissioners to appear on weekly public interest television programs. He added that he would like a county-wide transportation system.

Brian Nord, Representative of Mission, stated that Mission provides homeless services. He added that his group is thankful for work done to prevent the prosecution of the homeless population. He stated that he would like to know how much has been spent on these prosecutions. He added that people are ready to help. Nord added that the homeless are citizens and deserve a coordinated effort.

#### Commissioner Follow-Up to Citizen Participation

Comm. Irwin stated that he would like to thank Mr. Nord for his comments. He added that he is pleased that the prosecution was stopped. Comm. Irwin stated that the Administrator has done a lot of work in this field over the years. He added that this is a difficult situation.

#### Communications

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

**R-0001** RECEIVED: November 25, 2009. Resolutions to the Washtenaw County Board of Commissioners, from the Alger County Board of Commissioners, re: Resolution opposing a veto of MSUE and MAES funding; resolution in support of the back forth joint venture; resolution supporting the adoption of legislation requiring the State of Michigan and the State of Wisconsin to allow transfer of fire fighter training credentials; resolution opposing the MIWater ballot initiative; resolution in support of merit curriculum adjustments to support career and technical education, dated October 29, 2009. Received and filed.

**R-0002** RECEIVED: November 25, 2009. A letter to Mr. Lawrence Kestenbaum, Washtenaw County Clerk/Register of Deeds, from Karen Lovejoy Roe, Clerk, Ypsilanti Charter Township, re: Application for Industrial Facilities Exemption Certificate – ProQuest, LLC, dated November 18, 2009. Received and filed.

**R-0003** RECEIVED: November 25, 2009. A resolution to the Washtenaw County Board of Commissioners, from the Antrim County Board of Commissioners, re: Resolution requesting an alternate funding plan for the Pure Michigan program, dated November 19, 2009. Received and filed.

**R-0004** RECEIVED: November 29, 2009. A letter to Lawrence Kestenbaum, County Clerk, Washtenaw County, from Kathy Angerer, State Representative, re: Contact on behalf of the Washtenaw County Board of Commissioners regarding resolution 09-0149, in support of a state tax on tobacco and other tobacco products, dated November 25, 2009. Received and filed.

**R-0005** RECEIVED: November 29, 2009. A letter to the Washtenaw County Board of Commissioners, from Bill and Mary Cavnar, re: Opposition to Planned Parenthood Funding, dated November 29, 2009. Received and filed.

**R-0006** RECEIVED: December 3, 2009. A newsletter from the Michigan Association of Counties, re: MAC Legislative Update, dated November 25, 2009. Received and filed.

**R-0007** RECEIVED: December 7, 2009. A letter to Lawrence Kestenbaum, County Clerk, Washtenaw County, from The River Raisin Watershed Council Executive Committee, re: Approved Management Plan; New educational booklet; Latest Adopt-A-Stream report completed, dated December 1, 2009. Received and filed, copied to Water Resources office for review/follow-up.

**R-0008** RECEIVED: December 7, 2009. A resolution to the Washtenaw County Board of Commissioners, from Karen Lovejoy Roe, Clerk, Ypsilanti Charter Township, re: Resolution supporting Scio Township's request to amend their contract by adding three additional deputies, dated December 2, 2009. Received and filed, copied to each Commissioner.

**R-0009** RECEIVED: December 10, 2009. A letter to the Washtenaw County Board of Commissioners, from Kimberly Kratz, Packard Health, re: Request for increase in gift to Packard Health, dated December 1, 2009. Received and filed.

**R-0010** RECEIVED: December 10, 2009. A letter to Lawrence Kestenbaum, County Clerk, Washtenaw County, from Kathy Angerer, State Representative, re: Contact on behalf of the Washtenaw County Board of Commissioners regarding resolution 09-0195, in opposition to an executive veto of state support for the Michigan State University Extension and Michigan Agricultural State (MAES) programs, dated December 1, 2009. Received and filed.

**R-0011** RECEIVED: December 10, 2009. A newsletter from the Michigan Association of Counties, re: MAC Legislative Update, dated December 4, 2009. Received and filed.

**R-0012** RECEIVED: December 11, 2009. A letter to the Washtenaw County Board of Commissioners, from Julie Schaible, Clerk, Manchester Village, re: Public hearing for industrial facilities exemption certificate applied for by Fastener Advance Products, dated December 2, 2009. Received and filed.

**R-0013** RECEIVED: December 15, 2009. A letter to Rolland Sizemore, Chair, Washtenaw County Board of Commissioners, from David Rutledge, Washtenaw County Road Commission Chair, re: Request for support for enclosed letter asking Representative Mark Schauer for assistance to secure federal funds to help make necessary improvements to I-94 near Kalmbach Road in Sylvan Township, dated December 9, 2009. Received and filed, copied to each commissioner.

**R-0014** RECEIVED: December 16, 2009. A resolution to the Washtenaw County Board of Commissioners, from the Bay County Board of Commissioners, re: Resolution supporting House Bills 5368 and 5369 banning phosphorus fertilizer on lawns and banning fertilizer containing phosphorus for retail sale, dated December 16, 2009. Received and filed.

**R-0015** RECEIVED: December 23, 2009. A resolution to the Washtenaw County Board of Commissioners, from the Mackinac County Board of Commissioners, re: Resolution fully supporting retaining the Snowmobile Advisory Committee (SAC) to act as an advisory committee to the newly created Department of Natural Resources and Environment (DNRE), dated December 10, 2009. Received and filed.

#### **Liaison Reports**

None

#### **Special Order of Business**

**10-0001** Comm. Prater seconded by Comm. Gunn moved to place in nomination Comm. Sizemore as Chair of the Board. Comm. Gunn seconded by Comm. Prater moved that the nominations be closed and a unanimous ballot be cast electing Comm. Sizemore as Chair of the Board. Hearing no opposition, Comm. Sizemore so elected as Chair of the Board of Commissioners.

Comm. Sizemore took the Chair.

**10-0002** Comm. Prater seconded by Comm. Schwartz moved to place in nomination Comm. Ouimet as Vice Chair of the Board. Comm. Ping seconded by Comm. Gunn moved that the nominations be closed and a unanimous ballot be cast electing Comm. Ouimet as Vice Chair of the Board. Hearing no opposition, Comm. Ouimet so elected as Vice Chair of the Board of Commissioners.

**10-0003** Comm. Bergman seconded by Comm. Gunn moved to adopt the Rules & Regulations of the Washtenaw County Board of Commissioners.

Comm. Irwin seconded by Comm. Judge moved to amend the rules to strike item XII. E. under Ways & Means Committee Procedures. Motion carried.

Comm. Irwin moved to amend the rules under item XII. C. 2. and 10., Citizen Participation, changing the time limit on comments from three minutes to five minutes. Motion failed due to lack of a second.

Comm. Bergman seconded by Comm. Gunn moved to amend the rules to strike X. A. 2. and 6. under Commissioner Flex Accounts. Voice vote called: Amendment Failed.

Roll call vote: YEAS: 8. NAYS: 2 (Comms. Irwin and Smith) ABSENT: 1 (Comm. Peterson). Motion carried.

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

**10-0004** Comm. Prater seconded by Comm. Judge moved to place in nomination Comm. Smith as Chair of the Ways and Means Committee. Comm. Ping seconded by Comm. Gunn moved that the nominations be closed and a unanimous ballot be cast electing Comm. Smith as Chair of the Ways and Means Committee. Hearing no opposition, Comm. Smith so elected as Chair of the Ways and Means Committee.

**10-0005** Comm. Prater seconded by Comm. Smith moved to place in nomination Comm. Judge as Vice Chair of the Ways and Means Committee. Roll call vote: YEAS: 9. NAYS: 1 (Comm. Bergman) ABSENT: 1 (Comm. Peterson). Motion carried. Comm. Judge so elected as Vice Chair of the Ways and Means Committee.

**10-0006** Comm. Prater seconded by Comm. Gunn moved to place in nomination Comm. Ping as Chair of the Working Session. Comm. Bergman seconded by Comm. Schwartz moved that the nominations be closed and a unanimous ballot be cast electing Comm. Ping as Chair of the Working Session. Hearing no opposition, Comm. Ping so elected as Chair of the Working Session.

**10-0007** Comm. Prater seconded by Comm. Bergman moved to place in nomination Comm. Schwartz as Vice Chair of the Working Session. Comm. Judge seconded by Comm. Bergman moved that the nominations be closed and a unanimous ballot be cast electing Comm. Schwartz as Vice Chair of the Working Session. Hearing no opposition, Comm. Schwartz so elected as Vice Chair of the Working Session.

#### **Distribution of Memorandum regarding Board of Commissioners Representation on Boards, Committees, Commissions and Agencies Overview**

Comm. Sizemore requested that Commissioners return their preferences to Jason Brooks in the County Clerk's office.

### **Selection Process for the new County Administrator**

Comm. Sizemore presented a timeline for the Administrator selection process.

**10-0008** Comm. Bergman seconded by Comm. Gunn moved to adopt the Administrator selection process timeline and moved to set the first meeting in February as the time to vote. Roll call vote: YEAS: 9. NAYS: 1 (Comm. Smith) ABSENT: 1 (Comm. Peterson).

Comm. Irwin requested that information be forwarded to the Board as the timeline progresses.

### **Reports of the Standing Committees**

Comm. Gunn seconded by Comm. Schwartz moved that the following reports be received and approved: Administrative Briefing, dated November 24, 2009; Ways & Means, dated December 2, 2009. Motion carried. (Complete reports are on file in the County Clerk/Register's Office.)

### **Reports of Special Committees**

Comm. Gunn seconded by Comm. Schwartz moved that the following reports be received: Concealed Weapons Licensing Board, dated November 18, 2009 and December 15, 2009; Police Services Steering Committee, dated July 8, 2009 and September 2, 2009; Public Works Board, dated November 18, 2009; Social Services Board, dated September 27, 2009 and October 27, 2009; Statutory Drainage Board, dated October 15, 2009 and November 19, 2009. Motion carried. (Complete reports are on file in the County Clerk/Register's Office.)

### **Other Reports**

None

### **Report of the Treasurer**

None

### **Report of the County Administrator**

None

### **Resolutions:**

#### **Approval of Claims**

**10-0009** Comm. Gunn seconded by Comm. Schwartz moved that the resolution authorizing payment of claims commencing with the last previously approved claim and continuing through the date of December 19, 2008 be adopted. Roll call vote: YEAS: 10. NAYS: 0 ABSENT: 1 (Comm. Peterson). Motion carried.

<b>FUND</b>	<b>DESCRIPTION</b>	<b>SYSTEM CHECKS</b>	<b>UTILITIES</b>	<b>CREDIT CARDS</b>	<b>EXCEPTION &amp; PRE-CLAIMS</b>
1010	GENERAL FUND	\$ -	\$ -	\$ -	\$ 36.00
7310	T&A SHERIFF	\$ -	\$ -	\$ -	\$ 2,734.00
0	TOTALS	\$ -	\$ -	\$ -	\$ 2,770.00

### **Items for Current/Future Discussion**

Comm. Prater stated that internal financial controls need to be reviewed. He added that it will be critical in the coming years.

Comm. Judge stated that she would like to have a discussion of Board priorities.

Comm. Smith stated that he would like to carry over examining the employment compensation chart. He added that the second item is systemic reform that was largely avoided in the previous year. He added that he would like to look at the structural issues in 2010 at Ways and Means.

Comm. Gunn stated that she would like to address the issue of getting commissioners out of the MPPP.

Comm. Bergman stated that she would like to echo Comm. Smith. She added that the issue of restructuring needs to be revisited. Comm. Bergman stated that she wants to look at the best system for delivery of service. She added that she would like to see study sessions with the new Administrator.

Comm. Judge stated that the Working Session is a great time to talk in depth in public. She added that this would allow ample time for public discourse. Comm. Gunn stated that there was a lot of hard work done in all sessions in 2009.

Comm. Bergman stated that the aggregate of ideas should go to the Working Session. Comm. Judge stated that policy is not currently originating at Working Session.

Comm. Schwartz stated that work is going to have to be done with the courts and all elected officials. He added that he looks forward to setting a course for the County in the future.

Comm. Ouimet stated that the County will have to be sensitive as to whether or not revenue projections are being met. He added that this number is going to be a moving number. Comm. Ouimet stated that there should be procedures in place to deal with these issues.

Comm. Bergman stated that she has arranged a pairing between the Sheriff and Mental Health to work within neighborhoods.

Comm. Sizemore stated that he would like Commissioners to forward ideas on what they would like to talk about to Joanna. He added that one of his goals will be to work with the Sheriff on staffing for the Sheriff and the 12 at large deputies.

**Citizen Participation**

Tom Partridge stated that he would like the Board of Commissioners to advocate for progress. He added that he would like the next County Administrator to be temporary and would like to see a County Executive implemented by the Board of Commissioners.

**Commissioners Follow-up to Citizen Participation**

None

**Adjournment**

Comm. Schwartz seconded by Comm. Prater moved to adjourn until Wednesday January 20<sup>th</sup>, 2010, at 6:45 p.m. in the Board Room, Washtenaw County Administration Building. Motion carried.

The meeting adjourned at 7:55 p.m.

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Rolland Sizemore Jr., Chair

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

Board Approved: January 20, 2010



## WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 6, 2010

The following action was taken by the Washtenaw County Board of Commissioners during their January 6, 2010, Board Meeting.

**10-0001** Comm. Prater seconded by Comm. Gunn moved to place in nomination Comm. Sizemore as Chair of the Board. Comm. Gunn seconded by Comm. Prater moved that the nominations be closed and a unanimous ballot be cast electing Comm. Sizemore as Chair of the Board. With no one opposing, Comm. Sizemore so elected as Chair of the Board of Commissioners for the ensuing year. Comm. Sizemore took the Chair.

LAWRENCE KESTENBAUM  
WASHTENAW COUNTY CLERK/REGISTER

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

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



## WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 6, 2010

The following action was taken by the Washtenaw County Board of Commissioners during their January 6, 2010, Board Meeting.

**10-0002** Comm. Prater supported by Comm. Schwartz moved to place in nomination Comm. Ouimet as Vice-Chair of the Board. Comm. Ping seconded by Comm. Gunn moved that the nominations be closed and a unanimous ballot be cast electing Comm. Ouimet as Vice-Chair of the Board. With no one opposing, Comm. Ouimet so elected as Vice-Chair of the Board of Commissioners.

LAWRENCE KESTENBAUM  
WASHTENAW COUNTY CLERK/REGISTER

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

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

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

WASHTENAW COUNTY BOARD OF COMMISSIONERS

January 6, 2010

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

NOW THEREFORE BE 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
Bergman	X			Ouimet	X			Schwartz	X		
Gunn	X			Peterson			X	Sizemore	X		
Irwin	X			Ping	X			Smith	X		
Judge	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY      ROLL CALL VOTE: TOTALS      10    0    1

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 6, 2010, 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 7<sup>th</sup> day of January, 2010.

**LAWRENCE KESTENBAUM, Clerk/Register**

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

Deputy Clerk



<b>Res. No. 10-0003</b>
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**WASHTENAW COUNTY  
POLICY**

**GENERAL OPERATIONS - VOLUME I**

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

RESOLUTION  
NUMBER:

10-0003

SUPERCEDE:

09-0003

EFFECTIVE  
DATE:

01/06/10

PAGE OF

1 21

**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.

 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>				
<p><b>TITLE: Board of Commissioners - Rules &amp; Regulations</b></p>	<p>RESOLUTION NUMBER:  10-0003</p>	<p>SUPERCEDE:  09-0003</p>	<p>EFFECTIVE DATE:  01/06/10</p>	<p>PAGE  2</p>	<p>OF  21</p>

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 HA., 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. 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.

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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



**WASHTENAW COUNTY  
POLICY**

**GENERAL OPERATIONS - VOLUME I**

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PAGE OF

5 21

- 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.

 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>				
<b>TITLE: Board of Commissioners - Rules &amp; Regulations</b>	RESOLUTION NUMBER:  10-0003	SUPERCEDE:  09-0003	EFFECTIVE DATE:  01/06/10	PAGE  7	OF  21

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.

 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>				
<p><b>TITLE: Board of Commissioners - Rules &amp; Regulations</b></p>	<p>RESOLUTION NUMBER:  10-0003</p>	<p>SUPERCEDE:  09-0003</p>	<p>EFFECTIVE DATE:  01/06/10</p>	<p>PAGE  8</p>	<p>OF  21</p>

**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. ROBERTS 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.

 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>				
<p><b>TITLE: Board of Commissioners - Rules &amp; Regulations</b></p>	<p>RESOLUTION NUMBER:  10-0003</p>	<p>SUPERCEDE:  09-0003</p>	<p>EFFECTIVE DATE:  01/06/10</p>	<p>PAGE  9</p>	<p>OF  21</p>

IV. CHAIRS 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.


 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>				
<b>TITLE: Board of Commissioners - Rules &amp; Regulations</b>	RESOLUTION NUMBER:  10-0003	SUPERCEDE:  09-0003	EFFECTIVE DATE:  01/06/10	PAGE  10	OF  21

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.

 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>				
<p><b>TITLE: Board of Commissioners - Rules &amp; Regulations</b></p>	<p>RESOLUTION NUMBER:  10-0003</p>	<p>SUPERCEDE:  09-0003</p>	<p>EFFECTIVE DATE:  01/06/10</p>	<p>PAGE  11</p>	<p>OF  21</p>

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.

 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>				
<b>TITLE: Board of Commissioners - Rules &amp; Regulations</b>	RESOLUTION NUMBER:  10-0003	SUPERCEDE:  09-0003	EFFECTIVE DATE:  01/06/10	PAGE  12	OF  21

**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.

 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>				
<p><b>TITLE: Board of Commissioners - Rules &amp; Regulations</b></p>	<p>RESOLUTION NUMBER:  10-0003</p>	<p>SUPERCEDE:  09-0003</p>	<p>EFFECTIVE DATE:  01/06/10</p>	<p>PAGE  13</p>	<p>OF  21</p>

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 2. - 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  
Community Action Board  
Community Health Organization Board  
Criminal Justice Collaborative Council (CJCC)  
Department of Human Services Board  
Economic Development Corporation  
EMS Commission (consumer representative)  
Environmental Health Code Appeals Board/Public Health Advisory Committee  
Grading/Soil Erosion & Sedimentation Control Appeals Board  
Head Start Policy Council  
Hearing Board for the Health Dept Food Service Regulation  
Historic District Commission  
Law Enforcement Civilian Review Board for Washtenaw County  
Natural Areas Technical Advisory Committee  
Parks & Recreation Commission  
Planning Advisory Board  
Police Services Steering Committee  
Board of Public Works  
Veterans Affairs 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.


 <p><b>WASHTENAW COUNTY POLICY</b></p>	<p><b>GENERAL OPERATIONS - VOLUME I</b></p>				
<p><b>TITLE: Board of Commissioners - Rules &amp; Regulations</b></p>	<p>RESOLUTION NUMBER:  10-0003</p>	<p>SUPERCEDE:  09-0003</p>	<p>EFFECTIVE DATE:  01/06/10</p>	<p>PAGE  14</p>	<p>OF  21</p>

- 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.

 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>				
<p><b>TITLE: Board of Commissioners - Rules &amp; Regulations</b></p>	<p>RESOLUTION NUMBER:  10-0003</p>	<p>SUPERCEDE:  09-0003</p>	<p>EFFECTIVE DATE:  01/06/10</p>	<p>PAGE  15</p>	<p>OF  21</p>

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.


 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>			
<p><b>TITLE: Board of Commissioners - Rules &amp; Regulations</b></p>	<p>RESOLUTION NUMBER:  10-0003</p>	<p>SUPERCEDE:  09-0003</p>	<p>EFFECTIVE DATE:  01/06/10</p>	<p>PAGE    OF  16        21</p>

**X. COMMISSIONER FLEX ACCOUNTS**

**A. BUDGET**

Each Commissioner shall be entitled to encumber 1/11th of the Board's "Commissioner Flex Account" (CFA) for the purposes of compensatory service and traveling to conferences or conventions at any time during a calendar year.

1. 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 allotted amount and generally for what purposes.
2. Should a Commissioner choose not to expend his/her full share, the balance will revert to a sub account of the CFA known as the 'General Flex Account Fund" (GFAF), which may be used by other Commissioners once they have exceeded their allotted amount.
3. The County Clerk shall review all applications for funds and approve them provided they comport with these rules.
4. Commissioners shall receive quarterly reports from County Administration on the CFA, which will include the amount drawn by each Commissioner, individual expenditures and purposes, and the end of the quarter balance of the CFA.
5. The County Administrator may not transfer money to cover overruns in the CFA without Board approval.
6. Commissioners must obtain majority Board approval to draw from the GFAF, once their allotments have been depleted.
7. Any money remaining in the CFA at the end of the, fiscal year will revert to the General Fund of the next fiscal year.
8. Commissioners who exceed their yearly allotment and are unable to obtain additional funds from the GFAF, will be personally responsible for their own expense overruns, and will be invoiced for the amount by County Administration.

 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>			
<b>TITLE: Board of Commissioners - Rules &amp; Regulations</b>	RESOLUTION NUMBER:  10-0003	SUPERCEDE:  09-0003	EFFECTIVE DATE:  01/06/10	PAGE OF  17 21

### B. COMPENSATORY SERVICE

In addition to the salary received by the Board of Commissioners, each member of the Board may 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 from their CFA allotment 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.

### C. CONFERENCES & CONVENTION

Each member of the board may receive compensation from their CFA allotment for travel, attendance, meals or lodging for certain conferences and conventions. Eligible conferences and conventions shall include 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.

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.



**WASHTENAW COUNTY  
POLICY**

**GENERAL OPERATIONS - VOLUME I**

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

RESOLUTION  
NUMBER:

10-0003

SUPERCEDE:

09-0003

EFFECTIVE  
DATE:

01/06/10

PAGE OF


18 21

- 3. 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.

 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>				
<p><b>TITLE: Board of Commissioners - Rules &amp; Regulations</b></p>	<p>RESOLUTION NUMBER:  10-0003</p>	<p>SUPERCEDE:  09-0003</p>	<p>EFFECTIVE DATE:  01/06/10</p>	<p>PAGE  19</p>	<p>OF  21</p>

- 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.

 <p style="text-align: center;"><b>WASHTENAW COUNTY POLICY</b></p>	<b>GENERAL OPERATIONS - VOLUME I</b>			
<b>TITLE: Board of Commissioners - Rules &amp; Regulations</b>	RESOLUTION NUMBER: 10-0003	SUPERCEDE: 09-0003	EFFECTIVE DATE: 01/06/10	PAGE OF 20 21

**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 three (3) 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 three (3) 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



**WASHTENAW COUNTY  
POLICY**

**GENERAL OPERATIONS - VOLUME I**

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

RESOLUTION  
NUMBER:

10-0003

SUPERCEDE:

09-0003

EFFECTIVE  
DATE:

01/06/10

PAGE OF

21 21

- 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 6, 2010

The following action was taken by the Washtenaw County Board of Commissioners during their January 6, 2010, Board Meeting.

**10-0004** Comm. Prater supported by Comm. Judge moved to place in nomination Comm. Smith as Chair of the Ways & Means Committee. Comm. Ping seconded by Comm. Gunn moved that the nominations be closed and a unanimous ballot be cast electing Comm. Smith as Chair of the Ways & Means Committee. With no one opposing, Comm. Smith 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 6, 2010

The following action was taken by the Washtenaw County Board of Commissioners during their January 6, 2010, Board Meeting.

**10-0005** Comm. Prater supported by Comm. Smith moved to place in nomination Comm. Judge as Vice-Chair of the Ways & Means Committee. Roll call vote: YEAS: 9. NAYS: 1 (Comm. Bergman) ABSENT: 1 (Comm. Peterson). Motion carried. Comm. Judge so elected as Vice Chair of the Ways and Means Committee.

LAWRENCE KESTENBAUM  
WASHTENAW COUNTY CLERK/REGISTER

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

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



## WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 6, 2010

The following action was taken by the Washtenaw County Board of Commissioners during their January 6, 2010, Board Meeting.

**10-0006** Comm. Prater supported by Comm. Gunn moved to place in nomination Comm. Ping as Chair of the Working Session. Comm. Bergman seconded by Comm. Schwartz moved that the nominations be closed and a unanimous ballot be cast electing Comm. Ping as Chair of the Working Session. With no one opposing, Comm. Ping so elected as Chair of the Working Session.

LAWRENCE KESTENBAUM  
WASHTENAW COUNTY CLERK/REGISTER

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

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



## WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, January 6, 2010

The following action was taken by the Washtenaw County Board of Commissioners during their January 6, 2010, Board Meeting.

**10-0007** Comm. Prater supported by Comm. Bergman moved to place in nomination Comm. Schwartz as Vice-Chair of the Working Session. Comm. Judge seconded by Comm. Bergman moved that the nominations be closed and a unanimous ballot be cast electing Comm. Schwartz as Vice-Chair of the Working Session. With no one opposing, Comm. Schwartz so elected as Vice-Chair of the Working Session.

LAWRENCE KESTENBAUM  
WASHTENAW COUNTY CLERK/REGISTER

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

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



**WASHTENAW COUNTY BOARD OF COMMISSIONERS**

**Wednesday, January 6, 2010**

The following action was taken by the Washtenaw County Board of Commissioners during their January 6, 2010, Board Meeting.

**10-0007** Comm. Bergman supported by Comm. Gunn moved to to adopt the Administrator selection process timeline and moved to set the first meeting in February as the time to vote. Roll call vote: YEAS: 9. NAYS: 1 (Comm. Smith) ABSENT: 1 (Comm. Peterson).

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 18, 2009

WASHTENAW COUNTY BOARD OF COMMISSIONERS

JANUARY 6, 2010

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 18, 2009, 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 18, 2009, 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			Ouimet	X			Schwartz	X		
Gunn	X			Peterson			X	Sizemore	X		
Irwin	X			Ping	X			Smith	X		
Judge	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY                      ROLL CALL VOTE: TOTALS                      10      0      1

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 6, 2010, as it appears of record in my office.

COUNTY OF WASHTENAW)SS.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this 7<sup>th</sup> day of January, 2010.

**LAWRENCE KESTENBAUM, Clerk/Register**

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

Deputy Clerk



**Res. No. 10-0009**



**COUNTY ADMINISTRATOR**

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

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

MEMORANDUM

January 20, 2010

TO: Lawrence Kestenbaum, Washtenaw County Clerk/Register  
FROM: Robert E. Guenzel, County Administrator  
RE: Certification of Claims List Inclusive from November 21, 2009 through December 18, 2009

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 18, 2009 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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Nicole Hann  
Management Assistant



**BEGINNING OF CLAIMS:** November 20, 2009  
**END OF CLAIMS:** December 18, 2009  
**FOR BOARD APPROVAL:** January 6, 2010

FUND	DESCRIPTION	SYSTEM CHECKS	UTILITIES	CREDIT CARDS	EXCEPTION & PRE-CLAIMS	TOTAL
1010	GENERAL FUND	\$ -	\$ -	\$ -	\$ 36.00	\$ 36.00
7310	T&A SHERIFF	\$ -	\$ -	\$ -	\$ 2,734.00	\$2,734.00
0	TOTALS	\$ -	\$ -	\$ -	\$ 2,770.00	\$2,770.00



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

January 6, 2010

<u>PAYEE</u>	<u>FUND/CO</u>	<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>	Batch #
United Postal Services	1010	424701	12/10/09	\$18.00	1	441907
United Postal Services	1010	423711	12/10/09	\$18.00	1	441907
State of Michigan	7310	424501	12/08/09	\$2,734.00	1	441412
				<u>\$2,770.00</u>		

EXPLANATION

1)Early release to avoid late fees