

# BOARD OF COMMISSIONERS

1/2/2013

304 E Grand River, Board Chambers, Howell, Michigan 48843

7:30 PM

## AGENDA

1. **CALL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CORRESPONDENCE**
5. **CALL TO THE PUBLIC**
6. **APPROVAL OF MINUTES**  
Meeting Minutes of: December 17, 2012
7. **TABLED ITEMS FROM PREVIOUS MEETINGS**
8. **APPROVAL OF AGENDA**
9. **REPORTS**
10. **RESOLUTIONS FOR CONSIDERATION:**

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**2013-01-001**      **Board of Commissioners**  
ELECTION OF BOARD CHAIR FOR 2013

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**2013-01-002**      **Board of Commissioners**  
ELECTION OF BOARD VICE CHAIR FOR 2013

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**2013-01-003**      **Board of Commissioners**  
RESOLUTION ADOPTING RULES OF THE LIVINGSTON COUNTY  
BOARD OF COMMISSIONERS AND TO ESTABLISH MEETING DATES  
FOR 2013 - BOARD OF COMMISSIONERS

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11. **CALL TO THE PUBLIC**
  12. **ADJOURNMENT**

**NOTE:** The Call to the Public appears twice on the Agenda:  
once at the beginning and once at the end. Anyone wishing to address the Board may do so at these times.

LIVINGSTON COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING, December 17, 2012  
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell, MI 48843

The meeting was called to order by the Chairperson, Maggie Jones, at 7:30 p.m.

All rose for the pledge of allegiance and remained standing for a moment of silence for the victims of the Newtown Connecticut tragedy.

Roll call by the Clerk indicated the presence of a quorum as follows:

Present: Maggie Jones (1), Jim Mantey (2), Ronald VanHouten (4), Jay Drick (5), Steven Williams (6), Carol Griffith (7), Dennis Dolan (8), John E. LaBelle (9)

Absent: Dave Domas (3)

Also present: Peter Cohl (Counsel), Dianne McCormick (Environmental Health), State Representative 66<sup>th</sup> District Bill Rogers, Cindy Catanach (Finance), Roberta Bennett (Purchasing), Rob Spaulding (Solid Waste), Mark Johnson (Airport), Jennifer Palmbo (Human Resources), Bill Sleight (Michigan Works!), Jamie Palmer, Jennifer Nash (Treasurer), Commissioner Elect Gary Childs, Kevin Wilkinson, Jeff Boyd (Ambulance), Greg Jolliff, Diane Gregor (IT), Mary Ellen Nygren (District Court), Belinda Peters (Administration), Sally Reynolds (Register of Deeds), Joan Runyan (County Clerk), Lt. Eric Sanborn (Sheriff), Beverly LaBelle, Donald Parker, Jim Sparks

Correspondence. It was moved by Commissioner Williams to accept and place on file the correspondence from Van Buren County. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Call to The Public. State Representative 66<sup>th</sup> District, Bill Rogers, thanked Commissioner LaBelle, Commissioner Jones and Commissioner Mantey for their service to the community. Don Parker, ex-commissioner and resident of Howell City also expressed his gratitude to the Board and wished them well.

Minutes. IT was moved by Commissioner Griffith to approve and accept the minutes of December 3 and December 12, as printed. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Tabled Items. None.

Agenda. It was moved by Commissioner Williams to approve the agenda, as printed. Seconded by Commissioner Griffith. MOTION CARRIED, 8-0-1 absent.

Reports. Commissioner Mantey presented George Barringer with his resolution for 4H. Commissioner Williams presented Resolution to Morgan Kennedy from 4H. County Clerk, Margaret Dunleavy, was presented her service award from Commissioner Jones.

Commissioner Williams reported that SEMCOG had gained a project which is the US 23 and I-96 interchange. The Technology Committee discussed the backup of data and now the backup only takes 6 hours and is more secure. The new website will go live on March 29.

Commissioner Griffith presented Commissioner Mantey and Commissioner Jones with resolutions for their service on the Board of Commissioners.

Chairperson Jones acknowledges that the chair excuses Commissioner Drick on his voting on Resolution No. 2012-12-376, 377, 378 and 380.

Consent Agenda. Commissioner LaBelle presented the Consent Agenda and adopted each as follows: Resolution No. 2012-12-348, Resolution To Concur With The Aeronautical Facilities Board To Amend Resolution 2012-05-152 And The Agreement With The Garrison Company Of Farmington Hills, Michigan To Include Change Order #2-Airport; Resolution No. 2012-12-349, Resolution Authorizing The Purchase Of Motorola Minitor V Pagers-EMS; Resolution No. 2012-12-350, Resolution Authorizing Issuance Of A Blanket Purchase Order To North Central EMS Cooperative For Disposable Medical Supplies-EMS; Resolution No. 2012-12-351, Resolution Authorization To Approve The Purchase Order For Netmotion Mobility Maintenance Renewal For Mobile Vehicles For The Public Safety Project To Ensure Continuous Remote Access To Network Resources And Applications From Mobile Devices Over Livingston County Wireless Network-Information Technology; Resolution No. 2012-12-352, Resolution Authorizing Issuance Of A Blanket Purchase Order To CDWG, Inc. Contract Services And Hardware Purchases For The Information Technology Department For 2013-Information Technology; Resolution No. 2012-12-353, Resolution Authorizing A Master Agreement Contract Renewal With AT&T For Telephone Services-Information Technology; Resolution No. 2012-12-354, Resolution To Waive GIS Fees For The Children's Environmental Health Initiative Research Group-Information Technology; Resolution No. 2012-12-355, Resolution Authorizing The Issuance Of A Blanket Purchase Orders Authorizing The Purchase Of Computer Equipment And Peripherls That Has Been Budgeted For Through The Information Technology Department For Purchases Of Computer Equipment For All County Departments-Information Technology; Resolution No. 2012-12-356, Resolution Authorizing Blanket Purchase Order For Diesel Fuel For Fiscal Year 2013-L.E.T.S.; Resolution No. 2012-12-357, Resolution Authorizing Blanket Purchase Order For The Purchase Of Vehicle Tires From K & M Tire Company Of Lincoln Park, Michigan For L.E.T.S. And Car Pool For Fiscal Year 2013-L.E.T.S.; Resolution No. 2012-12-358, Resolution Authorizing Blanket Purchase Order Of The Purchase Of Tires From Randy's Tire Service Of Fowlerville, Michigan For L.E.T.S. And Car Pool For Fiscal Year 2013-L.E.T.S./Car Pool; Resolution No, 2012-12-359, Resolution Authorizing Letter Of Agreement For Transportation Services Between The Livingston Community Mental Health Authority And L.E.T.S.-L.E.T.S.; Resolution No. 2012-12-360, Resolution Authorizing Contract Agreement For Attorney Services For Livingston Essential Transportation Services For Fiscal Year 2013-L.E.T.S.; Resolution No. 2012-12-361, Resolution Retaining The Workforce Development Council (Livingston County Michigan Works!) As The Certified One-Stop Operator-Michigan Works!; Resolution No. 2012-12-362, Resolution To Approve The Memorandum Of Agreement (MOA) With MSU Extension And The Proposed 2013 MSUE Budget-MSU Extension; Resolution No. 2012-12-363,

Resolution Authorizing An Agreement With The Michigan Department Of Environmental Quality To Conduct Environmental Health Services-Public Health; Resolution 2012-12-364, Resolution To Authorize An Agreement Between The Department Of Public Health And The Michigan Department Of Agriculture and Rural Development-Public Health; Resolution No. 2012-12-365, Resolution Authorizing The Issuance Of A Blanket Purchase Order For FY 2013 Purchase Of Vaccines-Public Health; Resolution No. 2012-12-366, Resolution Appointing County Representative Of The Survey Remonumentation Plan-2013-Register of Deeds; Resolution No. 2012-12-367, Resolution Appointing The Grant Administrator Of The Survey Remonumentation Plan-2013-Register of Deeds; Resolution No. 2012-12-368, Resolution Authorizing Contracts For 2013 For The Remonumentation And State Plane Coordinate Determination Of The Public Land Survey Corners In Livingston County-Register of Deeds; Resolution No. 2012-12-369, Resolution Authorizing Per Diem Meeting Payment For Survey & Remonumentation Peer Group Members For 2013 For The Livingston County Survey & Remonumentation Program-Register of Deeds; Resolution No. 2012-12-370, Resolution Authorizing The Issuance Of A Blanket Purchase Order For Ammunition-Sheriff; Resolution No. 2012-12-371, Resolution To Approve Appointments To The Community Mental Health Authority Board-Board of Commissioners and Resolution No. 2012-12-372, Resolution To Approve Appointments To Livingston County Boards And Committees-Board of Commissioners. Seconded by Commissioner Griffith. Roll call vote: Ayes: Mantey, VanHouten, Drick, Williams, Griffith, Dolan, LaBelle, Jones; Nays: None; Absent: Domas. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2012-12-373, Resolution Amending Resolution #2012-12-346 Adopting The 2013 Livingston County Budget Regarding Mileage Reimbursement-Board of Commissioners, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED, 8-0-1 absent.

Commissioner Griffith presented Resolution No. 2012-12-374, Resolution Approving Second Amendment To Livingston County Sewage Disposal System (Village Of Fowlerville/Township Of Handy) 2005 Improvements And Extensions Contract, and moved its adoption. Seconded by Commissioner VanHouten. Roll call vote: Ayes: Griffith, Dolan, LaBelle, Jones, Mantey, VanHouten, Drick, Williams; Nays: None; Absent: Domas. MOTION CARRIED, 8-0-1 absent.

Commissioner Mantey presented Resolution No. 2012-12-375, Amendment To Resolution 2012-01-024 Regarding Interest Rate On Charge Backs-Administration, and moved its adoption. Seconded by Commissioner Griffith. Roll call vote: ayes: Mantey, VanHouten, Drick, Williams, Griffith, Dolan, LaBelle, Jones; Nays: None; Absent: Domas. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2012-12-376, Resolution Approving The Filling Of A Full Time Court Administrator For The 53<sup>rd</sup> District –District Court, and moved its adoption. Seconded by Commissioner Dolan. MOTION CARRIED, 7-0-1-1 (Abstain: Drick).

Commissioner Mantey presented Resolution No. 2012-12-377, Resolution Approving The Filling Of A Full Time Deputy Court Clerk Position In The 53<sup>rd</sup> District Court And The Subsequent Elimination Of A Division Leader Position In The 53<sup>rd</sup> District Court-District Court, and moved its adoption. Seconded by Commissioner Griffith. MOTION CARRIED, 7-0-1-1. (Abstain: Drick)

Commissioner Williams presented Resolution No. 2012-12-378, Resolution Approving The Filling Of A Part-Time Deputy Court Clerk Position In The 53<sup>rd</sup> District Court- District Court, and moved its adoption. Seconded by Commissioner Dolan. MOTION CARRIED, 7-0-1-1 (Abstain: Drick)

Commissioner VanHouten presented Resolution No. 2012-12-379, Resolution To Amend The Livingston County Sanitary Code By Deleting Chapter XI Governing Body Art-Health Dept., and moved its adoption. Seconded by Commissioner Williams. Roll call vote: Ayes: VanHouten, Drick, Williams, Griffith, Dolan, LaBelle, Jones, Mantey; Nays: None; Absent: Domas. MOTION CARRIED, 8-0-1 absent.

Commissioner VanHouten presented Resolution No. 2012-12-380, Resolution To Approve A Purchase Order For A One-Year Service/ Maintenance Agreement On The Court Recording Systems For The Livingston County Circuit, District In (Howell And Brighton), Juvenile/Probate Courts And Friend Of The Court-Information Technology, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 7-0-1-1 (Abstain: Drick).

Commissioner Dolan presented Resolution No. 2012-12-381, Resolution Approving The Creation Of 4 Full Time Paramedic Positions And 1 Full Time Billing Position In The EMS Department-EMS, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner VanHouten presented Resolution No. 2012-12-382, Resolution Authorizing The Hiring Of One (1) Full Time Corrections Officer-Jail, and moved its adoption. Seconded by Commissioner Dolan. MOTION CARRIED, 8-0-1 absent.

Commissioner Williams presented Resolution No. 2012-12-383, Resolution Authorizing The Promotion Of One (1) Full-Time Corrections Officer To Full-Time Road Patrol Deputy-Sheriff, and moved its adoption. Seconded by Commissioner Dolan. MOTION CARRIED, 8-0-1 absent.

Commissioner Mantey presented Resolution No. 2012-12-384, Resolution Approving The Hiring Of An Account Assistant For The Duration Of The Enterprise Resource Planning Project-Administration, and moved its adoption. Seconded by Commissioner VanHouten. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2012-12-385, Resolution To Amend The Fiscal-Year 2012 Budget-Administration, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED, 8-0-1 absent.

Commissioner Dolan presented Resolution No. 2012-12-386, Resolution Dedicating The Livingston County Public Safety Complex To Be Known As The John E LaBelle Livingston County Public Safety Complex, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Call To The Public. Jim Sparks, 4H sponsor, thanked the Board for their support of the 4H program.

Adjournment. It was moved by Commissioner Mantey that the meeting be adjourned. Seconded by Commissioner Griffith. MOTION CARRIED, 8-0-1 absent.

The meeting was adjourned at 7:13 p.m.

Margaret M. Dunleavy  
Livingston County Clerk

**RESOLUTION**

**NO: 2013-01-001**

**LIVINGSTON COUNTY**

**DATE: January 2, 2013**

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**ELECTION OF BOARD CHAIR FOR 2013**

**WHEREAS,** Commissioner \_\_\_\_\_ nominated Commissioner \_\_\_\_\_ for Chair of the Livingston County Board of Commissioners; and

**WHEREAS,** the nomination for Commissioner \_\_\_\_\_ was seconded by Commissioner \_\_\_\_\_ and there were no further nominations.

**THEREFORE BE IT RESOLVED** that **Commissioner** \_\_\_\_\_ was declared to be the duly elected Chair of the Livingston County Board of Commissioner for 2013.

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**MOVED:**

**SECONDED:**

**CARRIED:**

RESOLUTION

NO: 2013-01-002

LIVINGSTON COUNTY

DATE: January 2, 2013

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**ELECTION OF BOARD VICE CHAIR FOR 2013**

**WHEREAS,** Commissioner \_\_\_\_\_ nominated Commissioner \_\_\_\_\_ for Vice-Chair of the Livingston County Board of Commissioners, and

**WHEREAS,** the nomination for Commissioner \_\_\_\_\_ was seconded by Commissioner \_\_\_\_\_ and there were no further nominations.

**THEREFORE BE IT RESOLVED** that **Commissioner** \_\_\_\_\_ was declared to be the duly elected Vice Chair of the Livingston County Board of Commissioner for 2013.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**RESOLUTION**

**NO: 2013-01-003**

**LIVINGSTON COUNTY**

**DATE: January 2, 2013**

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**RESOLUTION ADOPTING RULES OF THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND TO ESTABLISH MEETING DATES FOR 2013 - BOARD OF COMMISSIONERS**

**WHEREAS,** the rules of the Livingston County Board of Commissioners establish Committee structure, meeting dates and general rules of procedure.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby adopts the attached Rules of the Livingston County Board of Commissioners, effective January 2, 2013, and adopts the meeting dates established for 2013.

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**MOVED:**

**SECONDED:**

**CARRIED:**

LIVINGSTON COUNTY  
BOARD OF COMMISSIONERS

ADOPTED: JANUARY 2, 2013

2013 RULES

RESOLUTION #2013-01-003

- I -

**BOARD MEETINGS - TIME AND PLACE**

- A. **REGULAR AND ADJOURNED REGULAR MEETINGS, COMMITTEES AND FINANCE COMMITTEE MEETINGS.** The Board of County Commissioners shall convene for the purpose of holding regular, adjourned regular and Committee meetings in the Commission Chambers at 7:30 p.m. For purposes of approving claims, all Finance Committee meetings shall be immediately followed by a Board Meeting and scheduled for 7:30 a.m. at the Administration Building, 304 E. Grand River Avenue, Howell, Michigan, provided proper notice is given to the public pursuant to the Open Meetings Act, 1976 PA 267, as amended, except as otherwise provided for in these Rules, and as set forth at the end of this Section I. Reference Attached Calendar.
- B. **MANDATORY ANNUAL MEETINGS:** The Board shall convene for the purpose of holding Mandatory Meetings as follows:
- ∅ **STATUTORY EQUALIZATION MEETING:** The Tuesday immediately following the 2<sup>nd</sup> Monday of each April of each year.
  - ∅ **STATUTORY ANNUAL MEETING:** October 1, 2012.
- C. **SPECIAL MEETINGS.** The Board shall convene for the purpose of holding special meetings only upon the written request of at least one-third (a) of the Commissioners, to the County Clerk, specifying the time, date, place and purpose of such meetings. When a special meeting is called by written request, as provided above, the County Clerk shall immediately give written notice thereof to each commissioner within 48 hours in one of the manner provided as follows:
- ∅ via e-mail transmission to the commissioner;
  - ∅ via personal delivery of the notice of the special meeting to the commissioner;
  - ∅ leaving the notice of the special meeting at the residence of the commissioner.
- The Clerk shall post at least 18 hours before the meeting a public notice, as required by 1976 PA 267.
- D. **MEETINGS ON LEGAL HOLIDAYS.** Any regular or adjourned meetings of the Board which fall on a legal holiday shall automatically be set over to the next working day following, that is not a legal holiday, at the same time and place indicated for the original meeting.

= BOARD @ 7:30 PM	= FINANCE / BOARD @ 7:30 AM	# <sup>D</sup>	= DEBT MGT (FOLLOWS FINANCE)	= PARKS / OPEN SPACE @ 3:00 PM
= PERSONNEL @ 8:00 AM	= GEN. GOVT. AND H & HS @ 7:30 PM	= I & D AND PUBLIC SAFETY @ 7:30 PM		

### JANUARY 2013

S	M	T	W	TH	F	S
		<del>1</del>	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<del>21</del>	22	23	24	25	26
27	28	29	30	31		

### FEBRUARY 2013

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	<del>18</del>	19	20	21	22	23
24	25	26	27	28		

### MARCH 2013

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	MAC CONF: 3/18 - 3/20					

### APRIL 2013

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	E9Q	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### MAY 2013

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	<del>27</del>	28	29	30	31	

### JUNE 2013

S	M	T	W	TH	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### JULY 2013

S	M	T	W	TH	F	S
	1	2	3	<del>4</del>	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### AUGUST 2013

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### SEPTEMBER 2013

S	M	T	W	TH	F	S	
1	<del>2</del>	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	MAC CONF: 9/15 - 9/17					

### OCTOBER 2013

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	<del>14</del>	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER 2013

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	<del>11</del>	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	<del>28</del>	<del>29</del>	30

### DECEMBER 2013

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	<del>24</del>	<del>25</del>	26	27	28
29	30	<del>31</del>				

- II -

## CHAIRPERSON

- A. **ELECTION.** At the first meeting in each calendar year, the Board shall elect, from among its members, a chairperson and a vice-chairperson, who shall take office and assume their respective duties immediately upon their election; provided that, at the first meeting of each newly elected Board, the first order of business shall be the administration of the Constitutional Oath of Office by the County Clerk, or duly qualified designee, to the members-elect, if this has not previously been accomplished. The concurrence of a majority of all members of the Board shall be necessary for election. Said officers shall hold their respective offices for a term of one (1) year, or until their successors are duly elected and qualified, as set forth above.
- B. **DUTIES.** The chairperson (and during his/her absence, the vice-chairperson) shall preside at all meetings of the Board and shall decide all questions of order, subject to appeal to the Board. Upon his/her election, the chairperson shall appoint all standing and special committees, subject to approval by a majority of all members of the Board. The chairperson shall arbitrate all jurisdictional disputes between committees, subject to these Rules and subject to appeal to the Board. The chairperson shall be a member ex-officio of all Committees but shall not have the power to vote on such Committees except to break a tie vote or create a quorum.
- C. **ORIENTATION SESSION.** For the purpose of more fully informing the new members of the Board of Commissioners about the workings and procedure of Livingston County government, the chairperson of the Board may provide for an orientation session which may be convened in the month of December in the even-numbered years for the purpose of explaining the structure, functions and procedures of county government.

- III -

## CLERK OF THE BOARD / OPEN MEETINGS ACT

**OFFICIAL CLERK AND DUTIES.** The duly elected Clerk of Livingston County shall be the clerk of the Board. He/She or his/her duly appointed deputy shall perform all duties pertaining to such office, as required by law.

**OPEN MEETINGS ACT POSTING.** The County Clerk shall perform all posting functions required by the Open Meetings Act, 1976 PA 267.

**- IV -**  
**COMMITTEES**

- A. FINANCE COMMITTEE.** The Finance Committee shall consist of all members of the Board of Commissioners. It shall meet on the second and fourth Wednesdays of each month at 7:30 a.m. unless determined otherwise. This Committee shall review all items having a financial impact on the County. All items of a financial nature which require Board consideration will first be considered by this Committee.

<b>MATTERS TO BE REVIEWED BY THE FINANCE COMMITTEE INCLUDE:</b>		
BUDGET PREPARATION		
MONITORING OF DEPARTMENTAL BUDGET PERFORMANCE	REVIEW REVENUES	
	REVIEW EXPENSES	
AMENDMENTS TO BUDGET		
INSURANCE		
CLAIMS/APPROPRIATIONS		
COST/BENEFIT ANALYSIS		
AUDIT		
FINANCIAL REVIEW OF PROJECT PROPOSALS		
MAJOR EXPENSE/PURCHASE REVIEW		
<b>COURTS / DEPARTMENTS ASSIGNED TO FINANCE COMMITTEE:</b>		
CIRCUIT COURT	COMMUNITY CORRECTIONS	DISTRICT COURT
FRIEND OF THE COURT	JUVENILE COURT	PROBATE COURT

There shall be special sub-committees of the Finance Committee which will consider items of special interest. Three (3) members of the Board of Commissioners shall constitute the members of these Special Sub-Committees. In addition, and at the discretion of the Chairman of the Board, staff positions may also be appointed as non-voting members. These special sub-committees shall be:

<b>SPECIAL FINANCE SUBCOMMITTEES</b>	
<b>PERSONNEL</b>	Personnel Issues; Salaries & Benefits
	Labor Negotiations
<b>DEBT MANAGEMENT POLICY</b>	Policy Review
	Debt Policy Compliance
	Annually Review Debt Capacity
	SAD's Backed with County Full, Faith & Credit

C. **SUBCOMMITTEES.** In order to insure the communication, coordination and facilitation of interdependent activities of a similar nature and purpose, the Board of Commissioners has established the following sub-committees:

SUB-COMMITTEE	DEPARTMENTS / AGENCIES	
<p style="text-align: center;"><b>GENERAL GOVERNMENT</b></p> <p style="text-align: center;">AND</p> <p style="text-align: center;"><b>HEALTH &amp; HUMAN SERVICES</b></p>	AIRPORT	INFORMATION TECHNOLOGY
	ANIMAL CONTROL	MSU EXTENSION
	BOARD OF COMMISSIONERS	MICHIGAN WORKS!
	BUILDING SERVICES	MOTOR POOL
	COUNTY ADMINISTRATION	L.E.T.S.
	COUNTY CLERK	REGISTER OF DEEDS
	EMS (AMBULANCE)	TREASURER
	EQUALIZATION	VETERANS AFFAIRS
	HEALTH: PERSONAL/PREVENTIVE & ENVIRONMENTAL	
	CMH - COMMUNITY MENTAL HEALTH AUTHORITY	
	DHS - DEPARTMENT OF HUMAN SERVICES	
	HSCB - HUMAN SERVICES COLLABORATIVE BODY	
	NON-PROFIT AGENCIES	
	O.L.H.S.A.	
<p style="text-align: center;"><b>PUBLIC SAFETY</b></p> <p style="text-align: center;">AND</p> <p style="text-align: center;"><b>INFRASTRUCTURE &amp; DEVELOPMENT</b></p>	911 CENTRAL DISPATCH	DRAIN – SOLID WASTE
	BUILDING DEPARTMENT	PLANNING DEPARTMENT
	DRAIN COMMISSIONER OFFICE	PROSECUTOR
	DRAIN – DPW	SHERIFF’S DEPARTMENT
	ECONOMIC DEVELOPMENT COUNCIL	
<p style="text-align: center;"><b>CONSTRUCTION COMMITTEE</b></p>	FACILITY CONSTRUCTION / ADDITIONS. FOR EXAMPLE: AIRPORT EXPANSION & EMS HEADQUARTERS	

It shall be the purpose of these sub- committees to:

- < Facilitate the adequate and full implementation and administration of Board policies affecting the various County departments, offices and agencies;
- < Accept and review Department Annual Reports;
- < Serve as liaison - to study and advise the Board of Commissioners with respect to matters relative to the family of services involved requiring immediate action or long-range planning;
- < Recommend modifications and changes in Board policy and procedures;
- < Study and submit recommendations for adoption of County Ordinances;

- < Study and advise the Finance Committee and Board as to acquisition, disposition and construction of facilities and equipment necessary to realize the services and activities directed by the Board of Commissioners;
- < Review the activities of the County departments, agencies and offices to attain appropriate levels of coordination and operational effectiveness;
- < Study, recommend and, where possible, assist promotion of applications for new grant funding for County services; and
- < Review and recommend priorities identified in meeting the objectives of the area of County services.
- < All routine operational and budgeted activities will go directly to the Finance Committee.

**D. COMMITTEE VOTING REQUIREMENTS.** Recommendations by the sub-committees shall be forwarded to the Board of Commissioners, by way of resolution, after a vote of the members of the sub-committee. For all sub-committees, 50% of members shall constitute a quorum and action shall require the affirmative vote of a majority of quorum present to carry a motion forward for recommendation. Each proposed resolution shall state how each committee member voted. If any resolutions are defeated in subcommittee, the subcommittee Chair shall report those to the Board at the next Board meeting for informational purposes.

**E. COMMITTEE COMPOSITION.** The main sub-committees, General Government/Health and Human Services and Public Safety/Infrastructure & Development will consist of four (4) Commissioners. The Board Chairperson will assign Commissioners to each sub-committee and appoint each sub-chairperson.

**F. CONVENING OF COMMITTEES AND MINUTES REQUIREMENTS.** Meetings of a committee, sub-committee or special committee (hereinafter referred to as "committee") may be convened by its chairperson or by a majority of its members at any time upon reasonable notice to its members and to the chairperson of the Board, provided said notice complies with the requirements of the *Open Meetings Act, 1976 PA 267*. All committee meetings shall be open to the public, with the exception of closed meetings as provided by the *Open Meetings Act, 1976 PA 267*. Each committee shall prepare an agenda. The committee schedule shall be posted in compliance with the *Open Meetings Act* and shall be made available to the public as requested. The agenda shall be prepared by the chairperson of the committee. The County Administrator shall hereby have the authority to designate a department director to assist the committee chairperson in handling these responsibilities. All committees shall keep minutes as required by the *Open Meetings Act*, at a minimum containing: date of meeting; names of those present and absent; and, motions made, with names of maker and supporter, as well as count of vote taken.

Minutes shall be permanently kept on file in the office of the Board of Commissioners. Every committee shall provide an opportunity for the populace to be heard at the beginning and end of the agenda. Members of the public may address a committee for up to three (3) minutes. Individuals desiring to speak shall be required to identify themselves.

**G. SPECIAL COMMITTEES.** There shall be, in addition to the standing Committees, such other special Committees as the Chairperson, from time to time, may appoint and establish

subject to approval by the Board. Unless it is otherwise renewed, the existence on any Special Committee shall expire the earlier of either when the task is completed or December 31, of each year.

H. **WORK SESSIONS.** The Board of Commissioners may meet in a Work Session on any designated day, as determined by the Chairperson, for the purpose of coordinating the activities of the Committees, informing the Board of Commissioners on the progress of Committee work, and for the purpose of promoting a better understanding of County business, thereby expediting the regular meeting of the Board, provided that proper notice is given to the public pursuant to the Open Meetings Act. Written notice thereof to each commissioner within 48 hours in one of the manner provided as follows:

- ∅ via e-mail transmission to the commissioner;
- ∅ via personal delivery of the notice of the special meeting to the commissioner;
- ∅ leaving the notice of the special meeting at the residence of the commissioner.

**-V-**

## **CONDUCT OF BOARD MEETINGS**

A. **QUORUM.** A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary.

B. **ORDER OF BUSINESS.**

1. AGENDA:

- a) Call to Order
- b) Pledge of Allegiance
- c) Roll Call
- d) Correspondence
- e) Call to the Public
- f) Approval of Board Minutes
- g) Tabled Items
- h) Approval of Agenda
- i) Reports
- j) Consent Agenda Items
- k) Resolutions for Consideration
- l) Call to the Public
- m) Adjournment

2. SPECIFIC AGENDA PRIORITIES. All matters shall be placed upon the agenda of the Board within a specific section, as listed immediately above.



3. CONSENT AGENDA. At the discretion of the Board Chairperson, resolutions may be placed on a Consent Agenda. All of the resolutions and actions of the Board which are on the Consent Agenda may be acted upon in one (1) roll call vote. Any member of the Board may identify specific resolutions and actions which they do not wish to be included in the Consent Agenda and same will be discussed and voted upon separately. Resolutions and actions requiring a roll call vote and/or a  $\frac{2}{3}$  majority vote, however, shall not be included in the Consent Agenda.
4. AGENDA DEADLINE. All information to be placed on the Board agenda must be received not less than **seven (7)** calendar days preceding the scheduled Board meeting; otherwise, such submittals shall not appear on the printed agenda. However, an item may be added to the agenda at any meeting prior to the closing of the agenda and shall be considered at such meeting or referred to committee, whichever action seems appropriate, unless upon objection of any member of the Board and by majority vote of the members present who refuse to consider said matter. An agenda for each meeting shall be prepared and such agenda shall be available in a timely manner, calculated to be received by each member of the Board prior to such meeting. The agenda, to the extent feasible, shall be accompanied by such resolutions, communications and reports as are to be acted upon at the meeting. The agenda shall also be available to the public and news media. No committee report or individual resolutions, other than reports on routine claims, shall ordinarily be considered unless a copy thereof has been given to each commissioner with the agenda or otherwise delivered to each commissioner not later than the starting time of the meeting. Late items shall be distributed to all commissioners at the beginning of the Board meeting and shall be announced by title and added to the agenda with appropriate agenda numbers. A five-minute recess shall be granted at the request of any commissioner prior to the consideration of late items. Late individual and committee reports shall not be considered unless an explanation is given as to why immediate action is necessary and a motion is made and carried to allow immediate consideration of the report.

**C. RIGHTS AND DUTIES OF MEMBERS.**

1. SPEAKING PRIORITIES. The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, shall have the right to speak for up to five minutes after the formal introduction, but prior to any discussion of the matter on the floor. In any case, where there may be more than one sponsor to a particular motion, resolution, ordinance or report, it shall be in the discretion of the chairperson which person shall exercise the right given by this Rule to first speak on the pending matter. Each commissioner shall be limited to speak for a 5-minute time limit per recognition by the chairperson. Before speaking, each member shall address himself/herself to the chairperson. If two or more members desire to speak at the same time, the chairperson shall designate the order in which they shall speak. No member shall speak more than twice on the same question, except upon special permission by the chairperson; provided, however, that the chairperson of a committee shall not be restricted in his/her right to discuss matters upon which he/she is reporting his/her committee's activities and recommendations. No member, while addressing the Board, shall be interrupted, except to be called to order; and thereupon, he/she shall immediately cease talking. Every commissioner shall vote on all questions unless excused by the chairperson. The chairperson shall vote on all questions unless excused by the Board.

2. LEAVING SEAT, INTERRUPTIONS. While the chairperson is putting any question or while the roll is being called by the clerk, no member shall leave his/her seat or entertain private discourse. When a member is speaking, he/she shall not be unduly interrupted.
3. LEAVING THE MEETING. No member shall leave a meeting prior to adjournment, unless first excused by the chairperson. The clerk shall record in the official journal the time and point in the proceedings at which a member enters and leaves the meeting while the Board is in session.
4. PHYSICAL PRESENCE. A Commissioner may participate in a Board meeting without being physically present if they are: (i) in the active military service and he/she has been ordered to serve out of the State of Michigan; or (ii) unable to attend due to medical restrictions and all of the following terms and conditions are met:
  - a) A quorum of the Board of Commissioners is physically present at a duly constituted Board meeting.
  - b) The Commissioner must participate by speaker phone or by Skype so that he/she can be heard at the meeting.
5. ORDER AND DECORUM. The chairperson shall at all times preserve order and decorum pursuant to these Rules.

**D. MOTIONS, RESOLUTIONS AND COMMITTEE REPORTS.** No motion shall be debated or voted upon unless seconded. Any motion may, with the permission of the person who moved and seconded it, be withdrawn at any time before the same has been adopted. Every motion shall be put in writing at the request of any member of the Board. All motions, resolutions, committee reports and amendments or substitutes thereto shall be entered at large upon the minutes unless withdrawn. Each recommended ordinance introduced shall be headed by a title of twenty-five words or less, briefly describing or identifying it. Each title shall begin with the words "An Ordinance ... ". If such title is lacking, the clerk of the Board shall return it to the commissioner who submitted it. Each recommended ordinance introduced and referred to committee, postponed, or tabled before its substance is voted upon shall be printed in the minutes by title only, unless otherwise ordered by a majority of the members-elect.

1. ORDER OF PRECEDENCE OF MOTIONS. When a motion is seconded and before the Board, no other motion shall be received except the following:
  - a) To adjourn -- not debatable.
  - b) To rise to a question or privilege -- not debatable.
  - c) To lay on the table -- not debatable.
  - d) To call for the previous question -- not debatable.
  - e) To limit or extend limits of debate.
  - f) To postpone to a certain day.
  - g) To commit or refer or re-commit to a committee.
  - h) To amend.
  - i) To postpone indefinitely.
  - j) To reconsider (may be debated if original motion was debatable).

These motions shall have precedence in the order named above.

2. MOTIONS TO ADJOURN. A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board, or when a member has the floor.
3. MOTIONS TO RECONSIDER. A motion for the reconsideration of any question shall be in order if made on the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made; providing, however, that a second reconsideration of any question or a reconsideration at a later date may be had with the consent of two-thirds (b) of the members elected and serving, but in such event, the moving member shall file written notice of his/her intention to move for a reconsideration in the office of the clerk of the Board at least one day before making such a motion.
4. AMENDMENTS. No motion or proposition not germane to a subject under consideration shall be admitted under color of an amendment. Commissioners shall give all amendments in writing or orally to the clerk. If oral, the clerk shall write it out and read it back prior to a vote being taken on the matter.
5. RESOLUTIONS AND ORDINANCES. Resolutions shall be considered in the order in which they are received unless otherwise ordered by the Board. All resolutions and motions for the appropriation of money and all proposed County ordinances shall be presented to the Board in writing.
6. DIVISION OF QUESTION. Upon request by any member, any question before the Board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that, upon division, each of the resulting questions is a complete question, permitting independent consideration and action.

**E. APPEAL FROM DECISION OF CHAIR.** When an appeal is taken from the decision of the chair, the member taking the appeal shall be allowed to state his/her reason for doing so. The question shall be then immediately put in the following form: "Shall the ruling of the chair be sustained?" The question shall be determined by a majority vote of the members present, except the chairperson shall not preside over such a vote.

**F. REFERRAL TO COMMITTEES.** It shall be the duty of the chairperson to refer all petitions, communications, resolutions, motions and other business that may come before the Board to the proper committee unless objection be made by some members, in which event, a motion made and adopted with reference to the subject shall preclude the chairperson's action.

1. All referrals to committee shall be in one of the following forms:
  - a) General Referral. Any referral which must be referred back to the Board after the committee has reviewed or studied the matter, shall be referred to as a general referral.
  - b) Referral for Information. Any referral which need not be reported back to the Board by the committee to which it is referred, shall be called a referral for information.

- G. DISCHARGE OF COMMITTEE.** The Board may, by a majority vote of all its members, discharge any committee from further consideration of any matter referred to the committee for general referral.
- H. MOTION TO CLEAR THE FLOOR.** If, in the judgment of the chairperson, there is a confusion of Parliamentary procedure existing, the chair shall have the right to request a "motion to clear the floor", which motion, if made and seconded, shall be undebatable, shall take precedence over all other motions, shall be forthwith put by the chair, and, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn. The motion to clear the floor shall not be reconsidered; but its passage shall not limit the right of any member to move the reconsideration of any other matter in the same manner as, but for the passage of the motion to clear the floor, would be in accordance with these Rules.
- I. PUBLIC MEETINGS.** Board meetings shall be open to the public, as required by the Open Meetings Act, 1976 PA 267.
- J. COMMENTS FROM THE FLOOR.** Only members of the Livingston County Board of Commissioners shall be given the floor to speak during any Board meeting, except:
1. Anyone who desires to speak under subsections B.1.(e) and B.1.(l) of this article; and
  2. County officials and/or personnel may speak with the consent of the chairperson; and
  3. Any person, with the consent of the chairperson of the Board and/or a majority of the Board.
  4. Public comment shall be limited to no more than Three (3) minutes per individual and at the times designated as stated above, except where extended privileges are granted by the chairperson.

## - VI -

### ADMINISTRATION

- A. SIGNING OF DOCUMENTS.** The chairperson shall be the signatory of all contracts, bonds, and other documents which require the signature of the Board of Commissioners. In the event the chairperson is unable to perform such function, then the vice-chairperson shall act in his/her stead.
- B. NOTICE OF BOARD ACTION.** When the Board has acted upon a written request or demand for action presented to the Board from other than among its membership, the clerk shall promptly notify the person or agency making the request or demand of the Board's action thereon.
- C. MINUTES.** A copy of the minutes of each Board meeting shall be prepared and mailed or delivered to each member of the Board as soon as possible immediately after each meeting of the Board. The County Clerk or his/her designee shall prepare minutes as required by the Open Meetings Act, 1976 PA 267.
- D. RESOLUTIONS.** All resolutions finally adopted by the Board in each calendar year shall be consecutively numbered in the order of their adoption.
- E. MEMBERS' MANUAL.** As soon as possible after the adoption of these Rules, each member of the Board shall be provided with a manual, with appropriate dividers, containing the following information:

1. Names, addresses, and telephone numbers (home and business) of all Board members.
2. The most current Board Rules, as amended.
3. All County ordinances (excepting bonding ordinances).
4. All Board resolutions of continuing effect which relate in any manner to County affairs.
5. All statutory deadlines for action respecting taxes within the County.
6. All statutory deadlines for Board action, other than respecting taxes.
7. Said notebook or manual shall also include such other information as the Board, by resolution, from time to time, directs.

Each member of the Board shall be notified of changes in the above information and, from time to time, shall be provided with revised pages for the manual so that the information contained in the manual will be current.

## **- VII- TITLES AND SUBTITLES**

The titles and subtitles of these Rules, and the citations appended thereto, are for convenience only and shall not be considered as part of these Rules.

## **- VIII- AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES**

- A. These Rules may be amended, suspended, or rescinded only by a majority vote of all of the commissioners-elect. They shall remain in effect until rescinded, amended, or suspended.
- B. Any amendment to these Rules, properly presented to the Board of Commissioners and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.
- C. *Roberts Rules of Order* shall apply when these Board Rules do not address an issue.

## **- IX- CONCLUSION**

To the extent that any of the Rules herein are contrary to statutory requirements, they shall be of no force and effect.

JANUARY 3, 2012

APPROVED & ADOPTED AS PRESENTED

RESOLUTION #2012-01-003

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