

POLICY & PROCEDURES COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

Nancy Jenkins-Arno, Kevon Martis, Karol "KZ" Bolton
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Monday, June 3, 2024

I. Call to Order

Present: Commissioners: Nancy Jenkins-Arno, Kevon Martis, James Van Doren, Karol Bolton, Terry Collins

Also Present: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, Finance Director Dan Zimolzak

The meeting was called to order by Comm. Jenkins-Arno at 10:00am.

II. Approval of Minutes

A. Approval of Minutes: May 6, 2024

Motion by Martis, seconded by Bolton, to approve the minutes of May 6, 2024 . Motion carried.

III. Old Business

A. Flag Etiquette Policy

Comm. Jenkins-Arno opened discussion regarding the revised Flag Etiquette policy. Comm. Bolton made revisions to the County's Flag Etiquette Policy to include items that are applicable to the County.

Comm. Bolton thanked Veteran David Loop for his brochures and recommendations during the editing of this policy. The official U.S. Flag code link is also included in the policy, for further detailed information.

Comm. Van Doren recommends a disclaimer be added regarding the flag atop the Old Courthouse, since there is not an ability to fly at half-staff. Administrator Murphy confirmed the flag is illuminated at night and a disclaimer will be added to the policy that the Old Courthouse Flag is always flown at full-staff.

Motion by Martis, to move policy with amendment as discussed, to the Board of Commissioners, seconded by Bolton. Motion carried.

B. Workplace Violence Prevention Plan

Administrator Murphy shared the revised policy. The policy was reviewed by the Sheriff, Corporation Council, and the county's insurance carrier and the revised policy is included in

the packet.

Motion by Martis, to move to the Board of Commissioners for approval, seconded by Bolton. Motion carried.

IV. New Business

A. Parking Lot Policy

Murphy reported the Sheriff reviewed the Parking Lot Policy and provided some recommendations that were updated in the policy. Some parking lots do require a sticker or permit, while others have designated marked parking spots.

A conversation was held regarding the use of parking lots during events. Requests to utilize the parking lots, during non-business hours, can be made at the Administrator's office. Typically, parking for downtown events, held outside of business hours, is approved upon request.

Motion by Martis, to move policy to the Board of Commissioners, seconded by Bolton. Motion Carried.

B. Federal Awards Policy

Administrator Murphy reported this policy will remain on the agenda and will be coming to the committee in the future.

C. Personnel Handbook

Administrator Murphy shared that this policy remains under review with the Corporation Council and is expected to come forward in the near future.

V. Other Business

No further discussions were held.

VI. Public Comment

No public comment made.

VII. Adjournment

Motion by Martis, Seconded by Bolton to adjourn the meeting at 10:20am. Motion carried.