



Lake County Board of Commissioner's Meeting
Regular Meeting
Wednesday, January 23, 2019 at 10:00 a.m.

1. Prayer and Pledge of Allegiance
2. Call to order: *Chairman Lodholtz*
3. Roll Call: *County Clerk or Designee*
4. Approval of Agenda
5. Approval of Minutes from January 9, 2019 Regular Board of Commissioner's Meeting
6. Public Comment:
Members of the Public may address the Board on any item not on the agenda. Comments are limited to a maximum of two (2) minutes per person
7. Committee and Agency Reports and Presentations:
 - I. Motions:
 - a. Motion Sheet: Semi Monthly Accounts Payables in the amount of \$101,508.57
 - b. Motion Sheet: (1) Purchase Requisitions over \$1,000.00
 - c. Motion Sheet: Purchase of new patrol boat
 - d. Motion Sheet: Medical Examiner Contract
 - e. Motion Sheet: Modification of the Non-Union Personnel Manual
 - f. Motion Sheet: Advertise for Emergency Management Director position
 - II. Presentations:
8. Correspondence:
 - a. Medical Examiner Report for December, 2018
9. New Business:
 - a. Appointment to the Lake County Job Evaluation Committee term end 12/31/2020
 - b. Appointment to the Lake County Job Evaluation Committee term end 12/31/2020
 - c. Appointment to the Lake County Job Evaluation Committee term end 12/31/2020
10. Old Business:
11. Administrator's Report:
12. Public Comment:
Members of the Public may address the Board on any item. Comments are limited to a maximum of two (2) minutes per person

All Agendas are subject to change
Commissioners Room
800 Tenth
Baldwin MI 49304



**Lake County Board of Commissioner's Meeting
Regular Meeting
Wednesday, January 23, 2019 at 10:00 a.m.**

13. Miscellaneous: Commissioner's Personal Privilege

14. Closed Session: Discuss existing Litigation

15. Adjournment

All Agendas are subject to change
**Commissioners Room
800 Tenth
Baldwin MI 49304**

LAKE COUNTY BOARD OF COMMISSIONERS
800 10th Street
Baldwin, MI 49656

Regular Meeting-**Proposed**
Wednesday November 14, 2018

Prayer: Commissioner Balulis

Pledge of Allegiance

Chairman called the Meeting to order at: 10:00 am

Commissioner Walls moved that the Agenda dated January 9, 2019 be approved; with a second from Commissioner Arquette. *All in favor-motion carried.*

Commissioner Walls moved that the Minutes dated December 12, 2018 and the January 2, 2019 Organizational Minutes be approved with corrections; seconded by Commissioner Arquette. *All in favor-motion carried.*

Lake County Clerk Patti Pacola called the roll with the following Commissioners present: Martin, Arquette, Balulis, Dermeyer, Sanders, Walls, and Lodholtz.

Public Comment:

Undersheriff Berling suggested a \$2,000-3,000 or higher on the Purchasing Policy so that Department Heads can take care of business faster.

Laurie from MSU was able to get a Gerber Grant from Gerber for 4H-making all children free of charge.

Presentations:

Commissioner Dermeyer gave a Yates Dial A Ride report.

Motions:

Commissioner Dermeyer made a motion to approve of the semi-monthly detail analysis dated January 9, 2019 totaling \$230,904.19; with a second from Commissioner Walls. Roll call: Balulis-yes, Walls-yes, Sanders-yes, Dermeyer-yes, Arquette-yes, Martin-yes and Lodholtz-yes. Motion carried.

Commissioner Dermeyer made a motion to approve of three (3) Departmental Purchase Requisition in excess of \$1,000 dated January 9, 2019; with a second from Commissioner Walls. Roll call: Walls-yes, Dermeyer-yes, Sanders-yes, Arquette-yes, Martin-yes, Balulis-yes and Lodholtz-yes. Motion carried.

Discussion: Commissioner Walls commended Dave for his research.

Commissioner Dermeyer made a motion to approve of purchasing 6 HP laptops, 6 carry cases and Microsoft Office licenses for the Lake County Board of Commissioners; at a cost not to exceed \$3,050.00; with a second from Commissioner Walls. Roll call: Arquette-yes, Dermeyer-yes, Martin-yes, Balulis-yes, Walls-yes, Sanders-yes and Lodholtz-yes. Motion carried.

Discussion: Sanders suggested Commissioners go paperless and not print. Commissioner Walls has his own computer and will not need one.

Commissioner Dermeyer made a motion to approve of the 2019 MSU Agreement in the amount of \$57,647 and authorize the Board Chair to sign any and all necessary documents; with a second from Commissioner Sanders. Roll call: Sanders-yes, Walls-yes, Balulis-yes, Martin-yes, Arquette-yes, Dermeyer-yes and Lodholtz-yes. Motion carried.

Discussion: Commissioner Walls expressed the history of MSU.

Commissioner Dermeyer made a motion to approve of the Pecuniary Disclosure for Commissioner Karl D. Walls for work with the Medical Examiners Office; with a second from Commissioner Arquette. Roll call: Balulis-yes, Walls-abstained, Sanders-yes, Dermeyer-yes, Arquette-yes, Martin-yes and Lodholtz-yes. Motion carried.

Commissioner Dermeyer made a motion to approve of the Pecuniary Interest Disclosure for Commissioner Sanders for work serving papers for various Departments; with a second from Commissioner Walls. Roll call: Martin-yes, Dermeyer-yes, Arquette-yes, Balulis-yes, Walls-yes, Sanders-abstain and Lodholtz-yes. Motion carried.

Correspondence:

Lake County Permit Summary Report for December 2018

New Business:

Commissioner Dermeyer made a motion to approve the Board Chairman's appointment of Patti Pacola to the Lake County Parks and Recreation Committee term ending 1-1-2020; with a second from Commissioner Walls. All in favor-motion carried.

Commissioner Dermeyer made a motion to approve the Board Chairman's appointment of Joan Runnels to the Lake County Planning Commission with a term ending 12-31-2019; with a second from Commissioner Walls. All in favor-motion carried.

Commissioner Dermeyer made a motion to approve the Board Chairman's appointment of Patti Pacola to the Lake County Ambulance Committee with a term ending 12-31-2020; with a second from Commissioner Balulis. All in favor-motion carried.

Commissioner Loholtz ask why the Commissioners do not have County ID's and suggested they see they County Clerk to get one.

Commissioner Lodholtz ask why there was an email on the Open Meeting Act shared last meeting with no name on it. Commissioner Dermeyer explained.

Commissioner Sanders ask that they keep the "Purchasing Policy" topic open so that it doesn't get dropped.

Unfinished Business:

None

Administrators Report:

Administrator Lake shared:

- There are five (5) lawsuits to be discussed at the next meeting.
- Top Con is closing.
- The Emergency Management position needs to be filled.
- The Equalization Director may be leaving.
- The Mental Health building is in need of repairs.
- Veterans Grant funding: there has been a new Bill amending funding that will double the amount originally in place from \$25,000 to \$50,000. We are now just waiting for that funding so that the Board can get started.
- Indigent Defense: we are on the second round in the hiring stages for an Administrator.
- March 1, 2020 we will need to revise the Survey and Remon County Plan to be approved by the State.
- Legislation has now determined that we must have a County Assessor.
- Our Auditors are merging with another company and the name will change.
- Kids where caught in the County smoking shack
- The Grant covering Marijuana has changed and can now only be used for educational purposes. The County will get the Grant and pass it on to the Health Department.
- Unemployment ranking: we are 67 of 83 counties in Michigan.
- Emergency Management position: this is the County Commissioners responsibility to appoint according to law. Interview process has to be done in the public. A possibility is to have Don Divis perform both and hire an Assistant 911 Director. Howie suggested Personnel take on the task. Commissioner Balulis ask if there is a Job Description for the Emergency Manager and Administrator Lake responded that he will look. The position is part time and Grant funded.
- In the Absence of the Emergency Manager-the Board Chair (Commissioner Lodholtz) assumes the position according to law.

Public Comment:

Dani from Mason/Lake Conservation was present to do a minor report.

Commissioners Comments:

Commissioner Arquette thanked everyone for coming

Commissioner Dermeyer questioned the Veterans Resolution that passed and why the Board members where not discussed separate.

Dial A Ride is hiring.

Commissioner Walls added that Commissioners can attend the Personnel meeting and explained how it works.

Commissioner Sanders had Ambulance Committee questions.

Expressed a concern that he is hearing complaints from the public about the Building Department that need to be addressed.

Discussion of the Chain of Command followed.
Commissioners goals where also discussed and need to be implemented. Both short and long term. Commissioner Balulis suggested Workshops so that it does not cost the County money.

Meeting adjourned at 11:18 am

Patti Pacola-Lake County Clerk

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 7Ia

Motion: 7Ia

ORIGINATOR: Tobi Lake, Administrator	__BUDGETED __NON-BUDGETED __PARTIALLY BUDGETED																																																	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:																																																
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL, IMPACT, POSSIBLE ALTERNATIVES):																																																		
	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">101</td><td style="width: 45%;">GENERAL FUND</td><td style="width: 40%; text-align: right;">\$22,389.48</td></tr> <tr><td>205</td><td>PARKS AND RECREATION</td><td style="text-align: right;">\$325.00</td></tr> <tr><td>207</td><td>ROAD PATROL</td><td style="text-align: right;">\$5,183.04</td></tr> <tr><td>210</td><td>EMERGENCY 911</td><td style="text-align: right;">\$992.70</td></tr> <tr><td>211</td><td>RRP CENTER</td><td style="text-align: right;">\$29,063.97</td></tr> <tr><td>215</td><td>FRIEND OF THE COURT</td><td style="text-align: right;">\$118.62</td></tr> <tr><td>249</td><td>BUILDING INSPECTION DEPT</td><td style="text-align: right;">\$2,809.12</td></tr> <tr><td>256</td><td>REG.OF DEEDS AUTOMATION</td><td style="text-align: right;">\$158.86</td></tr> <tr><td>263</td><td>CONCEALED PISTOL LICENSING</td><td style="text-align: right;">\$312.96</td></tr> <tr><td>269</td><td>LAW LIBRARY</td><td style="text-align: right;">\$1,059.86</td></tr> <tr><td>292</td><td>CHILD CARE-PROBATE</td><td style="text-align: right;">\$17,103.04</td></tr> <tr><td>505</td><td>AMBULANCE</td><td style="text-align: right;">\$51.27</td></tr> <tr><td>569</td><td>DHHS BUILDING</td><td style="text-align: right;">\$875.46</td></tr> <tr><td>595</td><td>COMMISSARY FUND</td><td style="text-align: right;">\$5,655.85</td></tr> <tr><td>636</td><td>INFORMATION SERVICES</td><td style="text-align: right;">\$15,409.34</td></tr> <tr><td></td><td>TOTAL FOR ALL FUNDS</td><td style="text-align: right;">\$101,508.57</td></tr> </table>	101	GENERAL FUND	\$22,389.48	205	PARKS AND RECREATION	\$325.00	207	ROAD PATROL	\$5,183.04	210	EMERGENCY 911	\$992.70	211	RRP CENTER	\$29,063.97	215	FRIEND OF THE COURT	\$118.62	249	BUILDING INSPECTION DEPT	\$2,809.12	256	REG.OF DEEDS AUTOMATION	\$158.86	263	CONCEALED PISTOL LICENSING	\$312.96	269	LAW LIBRARY	\$1,059.86	292	CHILD CARE-PROBATE	\$17,103.04	505	AMBULANCE	\$51.27	569	DHHS BUILDING	\$875.46	595	COMMISSARY FUND	\$5,655.85	636	INFORMATION SERVICES	\$15,409.34		TOTAL FOR ALL FUNDS	\$101,508.57	
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ADMINISTRATOR RECOMMENDATIONS:	ATTORNEY ANALYSIS:																																																	
AGENDA DATE: 1/23/19	FINANCE MEETINGS APPROVAL: ___YES ___NO ___OTHER	COMMISSION DATE 1/23/19																																																

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 7Ib

Motion: 7Ib

ORIGINATOR: Tobi Lake, Administrator	___ BUDGETED ___ NON-BUDGETED ___ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:
SUMMARY OF REQUEST (Purchase Requisitions over \$1000.00)		
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): <p style="margin-left: 40px;">Motion to approve of the (1) Departmental Purchase Requisition in excess of \$1,000 dated January 23, 2019</p> <p style="margin-left: 40px;">1. Ammunition- Sheriff Department</p>		
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:
AGENDA DATE: 1/23/19	FINANCE MEETINGS APPROVAL: ___ YES ___ NO ___ OTHER	COMMISSION DATE 1/23/19

Request for consideration – Board of Commissioners – County of Lake



LAKE COUNTY
MICHIGAN

Agenda Item No: 7Id

Motion: 7Id

ORIGINATOR: Tobi Lake, Administrator	___ BUDGETED ___ NON-BUDGETED ___ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:
SUMMARY OF REQUEST		
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to approve of the agreement between the County of Lake and Paul A. Wagner, D.O. and Mid Michigan Medical Examiner Group LLC for FY 2019- FY 2022 and authorize the Board Chair to sign any and all necessary documents		
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:
AGENDA DATE: 1/23/19	FINANCE MEETINGS APPROVAL: ___ YES ___ NO ___ OTHER	COMMISSION DATE: 1/23/19

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 7Ie

Motion: 7Ie

ORIGINATOR: Tobi Lake, Administrator	__BUDGETED __NON-BUDGETED __PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:
SUMMARY OF REQUEST Motion coming forward from the 1/16/19 personnel meeting Section O, 8c of the Non-Union Personnel manual currently states; “A meeting will be held by the Job Evaluation Committee. The Job Evaluation Committee shall include five (5) members consisting of one (1) elected official; one (1) clerical employee; one (1) managerial employee; and two (2) employees selected at-large provided they are not both from the same department. “ We would like to modify this to read; “A meeting will be held by the Job Evaluation Committee. The Job Evaluation Committee shall include five (5) members consisting of one (1) Board member; one (1) non-union clerical employee; one (1) non-union Department Head/managerial employee; the Human Resources Director and the County Administrator. “		
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to approve of the modification of the Non-Union Personnel Manual Section O, 8c to modify the structure of the “Job Evaluation Committee” for the purpose of reclassification of non-union positions.		
ADMINISTRATOR RECOMMENDATIONS:	ATTORNEY ANALYSIS:	
AGENDA DATE: 1/23/19	FINANCE MEETINGS APPROVAL: ___YES ___NO ___OTHER	COMMISSION DATE: 1/23/19

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 7If

Motion: 7If

ORIGINATOR: Tobi Lake, Administrator	__ BUDGETED __ NON-BUDGETED __ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:
SUMMARY OF REQUEST <p style="margin-left: 40px;">Motion Coming forward from the 1/16/19 personnel meeting</p>		
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): <p style="margin-left: 40px;">Motion to approve of the County Administrator advertising the Emergency Management Director position with deadlines, and allow Lake County Personnel Committee to create a “short list” of candidates (including conducting interviews as desired) and bring some candidate recommendations to the LCBC (pay scale commensurate with experience, between \$26,000 and \$30,000)</p>		
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:
AGENDA DATE: 1/23/19	FINANCE MEETINGS APPROVAL: __ YES __ NO __ OTHER	COMMISSION DATE: 1/23/19

Request for consideration - Board of Commissioners - County of Lake



Agenda Item No: 8a

Motion:

ORIGINATOR: Tobi Lake, Administrator	__ BUDGETED __ NON-BUDGETED __ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:
SUMMARY OF REQUEST (Correspondence): Medical Examiner Report For December, 2018		
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES):		
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:
(Faint text visible: Tobi Lake, Administrator, REQUESTING DEPARTMENT)		(Empty)
AGENDA DATE: 1/23/19	FINANCE MEETINGS APPROVAL: __ X __ YES __ NO __ OTHER	COMMISSION DATE 1/23/19

Monthly Report
Lake County



Medical Examiner's Office
 As Of **December 31, 2018**

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	FY 2018	FY 2017	FY 2016
# Cases		4	1	2	7	6	3	4	2	1	2	5	1	38	22	21
Manner	Homicide	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1
	Suicide	0	0	0	0	1	1	0	0	0	0	0	0	2	1	3
	Accident	1	0	0	2	1	0	0	0	0	0	0	0	4	2	0
	Natural	2	1	2	5	4	2	4	2	1	2	5	1	31	19	17
	Pending	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cause of	Natural	2	1	2	5	4	2	4	2	1	2	5	1	31	19	17
	Non-Natural	2	0	0	2	2	1	0	0	0	0	0	0	7	3	4
	Suspected	0	0	0	0	0	0	0	0	0	0	0	0	0		
	Specific													0		
Special	UnClaimed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Unidentified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Exhuma-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
														0		
Ordered	Autopsies	1	1	0	1	1	0	0	0	0	0	0	0	4	4	1
	Toxicologies	1	0	0	0	0	1	0	0	0	0	0	0	2		
OPO Do-	Whole Body	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
	Eyes/	1	0	0	0	0	0	1	0	1	0	0	0	3	0	2

Request for consideration – Board of Commissioners – County of Lake



LAKE COUNTY
MICHIGAN

Agenda Item No: 9a

Motion: 9a

ORIGINATOR: Tobi Lake, Administrator	___ BUDGETED ___ NON-BUDGETED ___ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:
SUMMARY OF REQUEST		
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to approve the Board Chairman's appointment of <u>Christine Balulis, as Board Rep</u> to the Lake County Job Evaluation Committee term ending 12/31/2020		
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:
AGENDA DATE: 1/23/19	FINANCE MEETINGS APPROVAL: ___ YES ___ NO ___ OTHER	COMMISSION DATE 1/23/19

Job Evaluation Committee

Chris Balulis, Board Rep

Patti Pacola, Dept Head/Managerial Employee

Ronnie Hanna, Non-union Clerical Employee

County Administrator

Human Resources Director

Term Ending

12/31/2020

12/31/2020

12/31/2020

Request for consideration – Board of Commissioners – County of Lake



LAKE COUNTY
MICHIGAN

Agenda Item No: 9b

Motion: 9b

ORIGINATOR: Tobi Lake, Administrator	__ BUDGETED __ NON-BUDGETED __ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:
SUMMARY OF REQUEST		
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to approve the Board Chairman's appointment of <u>Patti Pacola, Department Head, Managerial Employee</u> to the Lake County Job Evaluation Committee, term ending 12/31/2020		
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:
AGENDA DATE: 1/23/19	FINANCE MEETINGS APPROVAL: ___ YES ___ NO ___ OTHER	COMMISSION DATE 1/23/19

Job Evaluation Committee

Chris Balulis, Board Rep

Patti Pacola, Dept Head/Managerial Employee

Ronnie Hanna, Non-union Clerical Employee

County Administrator

Human Resources Director

Term Ending

12/31/2020

12/31/2020

12/31/2020

Request for consideration - Board of Commissioners - County of Lake



Agenda Item No: 9c

Motion: 9c

ORIGINATOR: Tobi Lake, Administrator	<input type="checkbox"/> BUDGETED <input type="checkbox"/> NON-BUDGETED <input type="checkbox"/> PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:
SUMMARY OF REQUEST		
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to approve the Board Chairman's appointment of <u>Ronni Hanna, non-Union Clerical Employee</u> to the Lake County Job Evaluation Committee, term ending 12/31/2020		
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:
AGENDA DATE: 1/23/19	FINANCE MEETINGS APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> OTHER	COMMISSION DATE 1/23/19

Job Evaluation Committee

Chris Balulis, Board Rep

Patti Pacola, Dept Head/Managerial Employee

Ronnie Hanna, Non-union Clerical Employee

County Administrator

Human Resources Director

Term Ending

12/31/2020

12/31/2020

12/31/2020

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 14

Motion: 14

ORIGINATOR: Tobi Lake, Administrator	__ BUDGETED __ NON-BUDGETED __ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:
SUMMARY OF REQUEST <p style="text-align: center;">Motions to go into closed session for pending litigation require a 2/3rd majority (Five Yes Votes). The vote should be by roll call.</p>		
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): <p style="text-align: center;">Motion to go into closed session, for the purpose of discussing pending litigation.</p>		
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:
AGENDA DATE: 1/23/19	FINANCE MEETINGS APPROVAL: ___ YES ___ NO ___ OTHER	COMMISSION DATE 1/23/19