



**GLADWIN COUNTY
DISTRICT BOARD OF COMMISSIONERS**

401 West Cedar Avenue
Gladwin, Michigan 48624
(989) 426-4821

commissioners@gladwincounty-mi.gov

COMMITTEE OF THE WHOLE

November 23, 2021 9:00 a.m.

Agenda and supporting attachments are subject to change.

1. Public Comments:

2. City Administrator's Report:

3. County Affairs:

1. Review of bond rating update from Standard & Poor's – *Treasurer, Christy VanTiem*
2. Review/approve request from Karee Barlow (Dispatch) to donate 16 hours of PTO to Gary Ranes (Dispatch) due to unforeseen circumstances
3. Approval of revised Apportionment Report from Pete Preston, reflecting the newly approved millage for gypsy moth

4. County Facilities and Transportation:

5. Data:

6. 511 Council:

7. Gladwin Parks and Recreation:

8. Insurance:

9. Memorial Restoration:

10. MERs:

11. Public Safety:

12. Personnel:

13. Finance:

1. Approval of advance of \$5,000 from General Fund 101-000-084-297 to Veteran's Service Grant Fund 297-000-214-101 until funding comes in by December 2021 – *Treasurer, Christy Van Tiem & Veteran's Director, Ken Roberts*

14. Report from Civil Attorney:

1. Union negotiation update
2. Review/approve vehicle policy for non-law enforcement and maintenance vehicles
3. *Closed session to discuss union finances*



GLADWIN COUNTY SHERIFF'S OFFICE

MICHAEL SHEA
SHERIFF

501 WEST CEDAR AVENUE • GLADWIN, MI 48624
PHONE (989) 426-9204 OR 1-800-553-0911
FAX (989) 426-1173

RAY HARTWELL
UNDERSHERIFF

To: Mark Justin, County Administrator

Date: 11/16/21

Re: PTO Gift

I would like to donate 16 hrs. of PTO time to Dispatcher Gary Ranes due to the unforeseen circumstances.

Karee Barlow

Approval of request by supervisor.

Mike Brubaker

CC: Ray Hartwell

Sue Walker

(A) County Name	(B) Taxable Value	(C) County Allocated Rate / SET	(D) Est. County Allocated / SET Tax Dollars	(F) Est. County EV Oper. Tax Dollars	(G) Total County Debt Rate	(H) Est. County Debt Tax Dollars	(I) Total Est. County Tax Dollars	(BB) Total RenZone Taxable Value
Gladwin	1,048,045,455.00	4.3866	4,597,356.20	5,440,403.95	0.0000	0.00	10,037,760.15	0.00
STATE ED. TAX	1,044,790,455.00	6.0000	6,268,742.73	0.00	0.0000	0.00	0.00	0.00

(J) Local Unit Name	(L) Total Allocated / Charter	(M) Est. Local Allocated / Charter Tax Dollars	(O) Est. Local EV / GL Oper. Tax Dollars	(P) Total Debt Rate	(Q) Est. Local Debt Tax Dollars	(R) Total Est. Local Tax Dollars	(KK) Total RenZone Taxable Value
Total Other							
Extra							
Voted / General							
Law							
Operating							
Rate							
Beaverton	0.8028	43,854.58	190,189.47	0.0000	0.00	234,044.05	0.00
Bentley	0.7780	18,338.46	68,828.16	0.0000	0.00	87,166.62	0.00
Billings	0.6820	73,402.26	392,842.01	0.0000	0.00	466,244.27	0.00
Bourret	0.6768	15,419.19	56,694.24	0.0000	0.00	72,113.43	0.00
Buckeye	0.7279	31,652.98	54,343.63	0.0000	0.00	85,996.61	0.00
Butman	0.6753	103,455.70	338,862.24	0.0000	0.00	442,317.94	0.00
Clement	0.5901	37,122.32	247,136.14	0.0000	0.00	284,258.46	0.00
Gladwin	0.7638	27,540.70	0.00	0.0000	0.00	27,540.70	0.00
Grim	0.7440	5,293.06	0.00	0.0000	0.00	5,293.06	0.00
Grout	0.7478	37,247.04	0.00	0.0000	0.00	37,247.04	0.00
Hay	0.6534	35,318.21	94,560.27	0.0000	0.00	129,878.48	0.00
Sage	0.7649	72,045.88	0.00	0.0000	0.00	72,045.88	0.00
Secord	0.6033	63,210.52	281,424.58	0.0000	0.00	344,635.10	0.00
Sherman	0.7442	29,936.02	0.00	0.0000	0.00	29,936.02	0.00
Tobacco	0.7143	76,736.61	265,392.87	0.0000	0.00	342,129.48	0.00
Beaverton	13.7114	276,309.31	110,689.77	0.0000	0.00	386,999.08	0.00
Gladwin	14.4772	956,050.98	132,010.74	0.0000	0.00	1,088,061.72	0.00

(A) Authority (Dist. Libraries, DDAs, Transit, Metro, Fire, etc.)	(B) Taxable Value	(C) Total Operating Rate	(D) Est. Authority Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Authority Debt Tax Dollars	(G) Est. Total Authority Tax Dollars	(H) Total RenZone Taxable Value
LIBRARY - GLADWIN COUNTY	1,048,045,455.00	0.4944	518,153.67	0.0000	0.00	518,153.67	0.00

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	
Local K12 School District Name	Total Taxable Value	Total Nonhomestead Taxable Value	Total Commercial Personal Taxable Value	HH / Supplemental Rate	Est. HH / Supplemental Tax Dollars	Non Homestead Operating Rate	Est. Net Operating Tax Dollars	Striking Fund / Bldg Sits Rate	Striking Fund / Bldg Sits Tax Dollars	Total Recreational Rate	Est. Recreational Tax Dollars	Total Est. Local K12 School Tax Dollars	Total Est. Local K12 School Tax Dollars	Recreational Tax Dollars	Est. Recreational Tax Dollars	Homestead Operating Rate	Comm. Pers. Operating Rate	Non Homestead Operating Rate	
BEAVERTON RURAL SCHOOLS	356,893,156.00	144,179,183.00	2,316,050.00	0.0000	0.00	18.0000	2,895,121.23	2,7500	860,548.69	0.0000	0.00	3,560,596.82	3,560,596.82	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
GLADWIN COMMUNITY SCHOOLS	562,038,447.00	286,819,415.00	5,559,300.00	0.0000	0.00	17.7687	4,783,055.30	1,8500	1,097,726.07	0.0000	0.00	5,880,781.37	5,880,781.37	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
HARRISON COMMUNITY SCHOOLS	18,915,146.00	8,564,584.00	898,100.00	0.0000	0.00	17.8452	1,735,919.44	4,3000	80,045.14	0.0000	0.00	255,864.58	255,864.58	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
WYBANCH ROSIE CITY AREA SCHOOLS	24,452,073.00	5,999,640.00	135,800.00	0.0000	0.00	18.0000	1,075,995.66	3,0000	66,456.22	0.0000	0.00	1,142,451.88	1,142,451.88	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
STANDISH STERLING CORAL S.D.	85,538,945.00	54,193,758.00	186,600.00	0.0000	0.00	17.6532	974,082.25	2,3395	208,118.36	0.0000	0.00	1,174,180.61	1,174,180.61	0.0000	0.00	0.0000	0.0000	0.0000	0.0000

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)
Community College Name	Taxable Value	Total Operating Rate	Est. Community College Oper. Tax Dollars	Total Debt Rate	Est. Community College Debt Tax Dollars	Est. Total Community College Tax Dollars	Intermediate School District Name	Taxable Value	ISD Allocated Rate	Est. ISD Allocated Tax Dollars	ISD Total Operating EV Rate	Est. ISD EV Operating (Spec Ed/Voc/Enh) Tax Dollars	ISD Total Debt Rate	Est. ISD Debt Tax Dollars	Est. Total ISD Tax Dollars	Total Taxable Value
KIRTLAND CC	85,538,945.00	2.1003	179,657.45	0.1200	10,264.67	189,922.12	BAY-ARENAC	24,391,756.00	0.1887	4,602.72	4,7266	115,290.07	0.0000	0.00	119,892.79	0.00
MID MICHIGAN CC	938,114,754.00	1.2202	1,144,687.62	0.0000	0.00	1,144,687.62	C.O.O.R.	85,538,945.00	0.2519	21,547.26	0.7936	67,883.71	0.0000	0.00	89,430.97	0.00
							CLARE-GLADWIN	938,114,754.00	0.4047	379,656.04	2,6133	2,451,575.29	0.0000	0.00	2,831,230.33	0.00

Township / City	Village	School Code	Local School District	Total Homestead		Total		Total	
				Property Tax Rate	Property Tax Rate w/Special Assmnt	NonHomestead Property Tax Rate	NonHomestead Property Tax Rate w/Special Assmnt	Property Tax Rate	Property Tax Rate w/Special Assmnt
Beaverton		26010	BEAVERTON RURAL SCHOOLS	27.3446	27.3446	45.3446	27.3446	45.3446	27.3446
Bentley		09090	PINCONNING AREA SCHOOLS	27.4353	27.4353	45.4353	27.4353	45.4353	27.4353
Billings		26010	BEAVERTON RURAL SCHOOLS	27.3922	27.3922	45.3922	27.3922	45.3922	27.3922
Bourret		06050	STANDISH STERLING COMM S/D	27.1526	27.1526	45.1526	27.1526	45.1526	27.1526
Bourret		65045	W BRANCH ROSE CITY AREA SCHS	24.8426	24.8426	42.7958	24.8426	42.7958	24.8426
Buckeye		26010	BEAVERTON RURAL SCHOOLS	25.0378	25.0378	43.0378	26.0378	44.0378	26.0378
Buckeye		26040	GLADWIN COMMUNITY SCHOOLS	24.2378	24.2378	42.0365	25.2378	43.0365	25.2378
Butman		26040	GLADWIN COMMUNITY SCHOOLS	25.1474	25.1474	42.9461	25.1474	42.9461	25.1474
Clement		65045	W BRANCH ROSE CITY AREA SCHS	26.1959	26.1959	44.1491	26.1959	44.1491	26.1959
Gladwin		26040	GLADWIN COMMUNITY SCHOOLS	23.0240	23.0240	40.8227	24.0240	41.8227	24.0240
Grim		09090	PINCONNING AREA SCHOOLS	24.4813	24.4813	42.4813	24.4813	42.4813	24.4813
Grim		26010	BEAVERTON RURAL SCHOOLS	23.8042	23.8042	41.8042	23.8042	41.8042	23.8042
Grout		26010	BEAVERTON RURAL SCHOOLS	23.8080	23.8080	41.8080	24.8080	42.8080	24.8080
Grout		26040	GLADWIN COMMUNITY SCHOOLS	23.0080	23.0080	40.8067	24.0080	41.8067	24.0080
Hay		26010	BEAVERTON RURAL SCHOOLS	25.4630	25.4630	43.4630	26.4630	44.4630	26.4630
Hay		26040	GLADWIN COMMUNITY SCHOOLS	24.6630	24.6630	42.4617	25.6630	43.4617	25.6630
Sage		26040	GLADWIN COMMUNITY SCHOOLS	23.0251	23.0251	40.8238	24.0251	41.8238	24.0251
Secord		26040	GLADWIN COMMUNITY SCHOOLS	25.5495	25.5495	43.3482	25.5495	43.3482	25.5495
Sherman		18060	HARRISON COMMUNITY SCHOOLS	25.3544	25.3544	43.1996	26.3544	44.1996	26.3544
Sherman		26040	GLADWIN COMMUNITY SCHOOLS	23.0044	23.0044	40.8031	24.0044	41.8031	24.0044
Tobacco		26010	BEAVERTON RURAL SCHOOLS	26.2449	26.2449	44.2449	26.2449	44.2449	26.2449
Beaverton		26010	BEAVERTON RURAL SCHOOLS	42.2644	42.2644	60.2644	42.2644	60.2644	42.2644
Gladwin		26040	GLADWIN COMMUNITY SCHOOLS	38.7364	38.7364	56.5351	39.7364	57.5351	39.7364

Local Municipality (Twp/City/Vlg)	ALL Purpose(s) of Qualifying Special Assessment Rates for the Local Municipality Listed	Total of All Special Assessment Rates Levied UNITWIDE
Buckeye	Fire – 119	1.0000
Gladwin	Fire – 119	1.0000
Grout	Fire – 119	1.0000
Hay	Fire – 119	1.0000
Sage	Fire – 119	1.0000
Sherman	Fire – 119	1.0000
Gladwin	Fire – 119	1.0000

Mark Justin

From: Christy VanTiem
Sent: Tuesday, November 16, 2021 2:35 PM
To: Veterans Director; Mark Justin
Subject: RE: 11/23 Board Meeting

Mark,

Please add Ken and myself on the agenda to discuss advance of funds to cover expenses for the 297 Veteran's Grant that was approved by the Board of Commissioners on September 3, 2021, in the amount of \$68,472 and fully executed by the State of Michigan on October 27, 2021.

Since the grant has been completely signed expenses have incurred but we have not yet received the funding. Need to get board approval to advance \$5,000 from General fund to the Veteran's Service Fund Grant until funding comes in hopefully by December 2021. If approved - below is journal entry that the Treasurer would do to move funds for use by Ken.

	DR	CR
101-000-084-297	5,000	
297-000-214-101		5,000

Once funds are received from State of Michigan the Treasurer would do another journal entry returning advance back to General Fund.

Thank you,

Christy Van Tiem, CPFIM

Gladwin County Treasurer
401 West Cedar Avenue
Gladwin, MI 48624
(989)426-7251

From: Veterans Director <vadirector@gladwincounty-mi.gov>
Sent: Tuesday, November 16, 2021 2:04 PM
To: Christy VanTiem <christy.vantiem@gladwincounty-mi.gov>
Subject: FW: 11/23 Board Meeting

Respectfully,

Kenneth Roberts,
Director, Gladwin County
Office of Veteran Affairs
555 W. Cedar Avenue
Gladwin, MI 48624

Office: 989.426.4891
Fax: 989.426.4182

Vehicle Use Policy

1. Purpose: This policy establishes procedures regarding the assignment of County vehicles, use of County vehicles, and business use of private vehicles.

For insurance and liability issues as well as good business practice, the County must document that all employees who drive vehicles on County business hold a valid driver's license, an acceptable driving record, and in cases where a personal vehicle is involved, proof of vehicle liability insurance on the vehicle being utilized for County business.

2. Authority: The Gladwin County Board of Commissioners.
3. Application: This Policy applies to all County Employees, as defined below, who drive either as a required part of their position requirements, or as an incidental driver, unless otherwise noted within the policy.
4. Responsibility: The Board of Commissioners shall be responsible for the implementation of this policy. County Administration shall be responsible for administration of this policy, including approval of vehicle assignments.
5. Definitions:
 - 5.1 Assigned Vehicle: A County-owned vehicle designated for use by a County department in the normal and effective performance of County business functions. An assignment may include approval of vehicle assignments.
 - 5.2 County Employees:
 - 5.2.1. Any regular full-time or part-time or temporary full-time or part-time employee, elected official, volunteer, or student 18 years of age or older enrolled in a college/university field of degree study that has voluntarily entered into a formal internship agreement signed by Gladwin County, the participating college/university and internship student for the purpose of gaining work experience in his/her field.

- 5.2.2. If a student intern, in addition to the formal internship agreement referenced above, the student shall have signed Gladwin County's Intern Release and Waiver of Liability form.

6. Policy:

6.1 Assigned Vehicle

- 6.1.1. Subject to this Policy, the following listed departments currently are authorized to possess and operate County-owned vehicles:

Gladwin County Sheriff's Department
Drain Commission Office
Emergency Manager

Gladwin County Sheriff is authorized to utilize this policy or to adopt its own policy related to vehicle use.

- 6.1.2. Only County Employees age 19 or older on valid County business and authorized by the Department Head may drive or operate County vehicles or equipment.
- 6.1.3. No County Employee shall be permitted to drive or operate any County-owned vehicles or equipment until they have received a copy of the Vehicle Use Policy, signed the County Vehicle Use Policy Acknowledgment form and, following review of their personal driving record, received notice that they are eligible to drive or operate County-owned vehicles and equipment.
- 6.1.4. County-owned vehicles are to be used for official business only with reasonable consideration for use for meals, while in the course of performing business on behalf of the County. Vehicles shall not be used for the convenience of the County Employee with regard to personal transportation

needs or other non-business activities except as determined by the Department Head with concurrence of County Administration.

- 6.1.5. Alcoholic beverages and illegal drugs are not permitted in County vehicles at any time. Law enforcement personnel, as approved by the Sheriff, may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercises.
- 6.1.6. Drivers shall observe all local and state ordinances pertaining to the operation of motor vehicles. Fines imposed for operator violations shall be the responsibility of the driver.
- 6.1.7. Hitchhikers are expressly prohibited from riding in County owned vehicles. However, individuals not associated with County government may accompany a County Employee as a passenger in a County vehicle in the following circumstances, when prior approval has been obtained:
 - 6.1.7.1. When the passenger(s) and County Employee have a mutual work-related business interest in the travel and the passenger(s) is (are) covered by employer's workmen's compensation.
- 6.1.8. Overnight Use:
 - 6.1.8.1. County Employees may be granted overnight use of a County-owned vehicle after satisfying one of the following situations:
 - 6.1.8.1.1. A County Employee subject to frequent after-hours emergency callback or other unscheduled work, and such unscheduled work involves the first response to a real

or present threat to life or property requiring an immediate response, may be granted routine overnight use of a County vehicle.

6.1.8.1.2. A County Employee attending an out-of-area approved work related training program may be granted temporary overnight use of a County vehicle.

6.1.8.1.3. Other work-related situations may warrant consideration for overnight use of County vehicle. Requests will be considered on the requirements of the job, productivity, availability of County vehicles and County cost.

6.1.8.2. County Employees currently authorized overnight use of a County-owned vehicle are listed by position:

Drain Commissioner (Seasonal only)
Emergency Manager

6.1.8.3. Additions to the above authorized list shall be approved by County Administration upon recommendation of the Elected Official/Department Head.

6.1.8.4. For a County Employee to be authorized for the take-home use of a County-owned vehicle, the County Employee must possess a valid Michigan's driver's license and maintain a safe driving history.

6.1.8.5. Assignments are not permanent. When priorities or circumstances have changed, vehicles should be reassigned. All route overnight vehicle assignments must be reviewed and evaluated by the Elected Official/Department Head [and approved

by County Administration annually beginning January 1st].

- 6.1.8.6. Vehicles so assigned are not intended to be perceived as personal property or interpreted as a salary supplement, fringe benefit or compensatory measure of any kind.

6.2. Employee Personal Vehicles

It is the policy of the County to reimburse its employees, elected officials, and appointed officials for personal travel and transportation expenses directly related to official business in the County. All travel costs will be paid directly to the individual incurring the expense and may not be billed to the County without prior approval of the Department Head or County Administration. Additional information on employee use of personal vehicles is found in the "Travel and Conference Reimbursement Policy" found in the County Policy and Procedures Manual.

6.3. Driver Responsibilities/Requirements

- 6.3.1. Drivers of County owned vehicle must have a valid Michigan drivers/operator's license; such license shall be in the County Employee's personal possession whenever they drive County-owned vehicles or drive their own personal vehicle while on County business. A County Employee who drives a County vehicle shall immediately inform his/her supervisor of loss of a valid driving license due to suspension, revocation, or expiration. Failure to comply may result in discipline up to and including dismissal.
- 6.3.2. Michigan Department of State (MDOS) *Driving Record Subscription Service* - This free MDOC service provides enrolled municipalities with an initial driving record whenever there are any violations, restrictions, suspensions, or

revocations posted to their record, or an annual record if there has been no activity within the previous twelve months. The Gladwin County Administrator shall establish and maintain the *Driving Record Subscription Service* to monitor County Employee driving records.

6.3.3. Applicant Screening Guide – Conviction of law violations or civil infractions may serve as a basis for employment disqualification. The applicant’s total record will be evaluated; the applicant must have at least two years of documented driving experience.

6.3.3.1. The following circumstances are cause for automatic employment disqualification:

6.3.3.1.1. Conviction of a driving-related felony.

6.3.3.1.2. Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Department of State.

Exception: Applications from those who maintain a driving record free of license suspension or revocation and moving violation conviction(s) or civil infraction determination(s) in the five years previous to making application shall be accepted.

6.3.3.1.3. An at-fault accident resulting in a fatality (an at-fault accident is defined as one in which the applicant has been fined, sued, and received an adverse judgment, applicant’s insurance company settled for damages to other party, or applicant settled out of court or

otherwise was determined to be liable).

6.3.3.2. In the five years prior to application, the following circumstances are cause for automatic disqualification:

6.3.3.2.1. Accumulated more than six points in the driving record.

6.3.3.2.2. Convicted of any alcohol/drug related offense.

6.3.3.2.3. Convicted of driving while license was suspended or revoked.

6.3.3.3. In the year prior to application, the following circumstance is cause for automatic disqualification:

6.3.3.3.1. Accumulated more than three points on the driving record.

6.3.4. County Employees, who drive vehicles with a gross vehicle weight rating (GVWR) of 10,000 pounds or more or a vehicle carrying sixteen (16) or more passengers, must have a valid Michigan chauffeur license. County Employees who drive vehicles with a GVWR of 26,000 pounds or more, with or without a trailer, must have a valid Commercial Drivers License (CDL).

6.3.5. County Employees are responsible for any vehicle or equipment assigned to them and must report unsafe operations or working conditions to their supervisor as soon as possible. The County Employee shall not be reimbursed for any loss of equipment or damages to a vehicle caused by the County Employee's negligence.

6.3.6. County Employees shall observe all local and state ordinances pertaining to the operation of

motor vehicles. County Employees shall allow sufficient time to reach destinations without violating speed limits or traffic laws. County Employees must know and abide by all driving laws in all areas where they operate County vehicles and shall drive defensively at all times.

- 6.3.7. It is mandatory that all occupants of a County vehicle use seat belts at all times. The driver of the vehicle is responsible for enforcing belt usage by all occupants and shall report any failure to comply with County Employee's supervisor.
- 6.3.8. The County will not pay traffic or parking fines of County Employees driving County owned vehicles, nor will the County pay if the County Employee is authorized to use their personal vehicle on County business. County Employees found guilty of moving violations may be subject to corrective action. A County Employee receiving a moving violation while driving a County vehicle has an obligation to immediately inform their Department Head.
- 6.3.9. County Employees are prohibited from operating a County vehicle or personal vehicle on County business when their driving ability has been impaired for any reason, including but not limited to the ingestion of drugs, medication, or alcoholic beverages, physical impairment or restrictions; or other situations/conditions within the County Employee's control. Any illegal use of controlled substances is strictly prohibited. Additionally, a County Employee shall not operate a County vehicle or a personal vehicle for County business while taking prescription or over-the-counter medications where the County Employee knows or reasonable should have known that such use may impair his or her working abilities or create

a risk of harm to himself or herself, others or County property.

- 6.3.10. County Employees shall abide by the County's Cell Phone Policy when operating any vehicle for County business.

6.4. Insurance of Vehicles

- 6.4.1. County Administration is responsible for maintaining adequate liability and collision coverage for all County-owned vehicles.
- 6.4.2. The County's insurance is in force when a County Employee operates County-owned vehicles or equipment.
- 6.4.3. A County Employee authorized to drive a personal vehicle for County business shall acquire and maintain personal liability insurance coverage on the employee-owned vehicle in at least the minimum amounts required by Michigan State law (\$20,000 for a persona who is hurt or killed in an accident; \$40,000 for each accident if sever people are hurt or killed; \$10,000 for property damage per accident). Proof of insurance must be presented upon request. If involved in accident while on County business, the County Employee's personal automobile insurance will be primary in the event of a loss. County insurance coverage is only applicable if the liability exceeds the personal liability insurance coverage. It is suggested that collision insurance sufficient to cover the reasonable value of the personal vehicle, less a standard deductible, also be carried. County insurance does not cover loss or damage to the personal vehicle or private insurance deductible.

6.5. Maintenance of Vehicles

- 6.5.1. County Employees are responsible for periodic inspection of their assigned County-owned vehicles. Scheduling of routine maintenance and repairs is the responsibility of the County Employee to whom the vehicle is assigned.
- 6.5.2. Individual departments are responsible for monthly inspections of unassigned vehicles and scheduling of routine maintenance and repairs.
- 6.5.3. No alterations may be made to County-owned vehicles without prior approval of the Department Head or County Administration.
- 6.5.4. No bumper, window or body stickers, other than the County approved door logo, may be placed on vehicles.
- 6.5.5. Departments are responsible for maintaining accurate and complete maintenance records for assigned vehicles. It is the responsibility of the County Employee with assigned vehicles and the department for unassigned vehicles to provide the Accounting Office with invoices for maintenance and/or repairs.