

WEDNESDAY, January 10, 2018

PRESENT: Comm. Stimpson, Bales, Bolton, Collins, Driskill, Knoblauch, Lapham, Tillotson, and Wittenbach

ABSENT: None

Also Present: Bob Emery, Scott Merillat, Patricia Ellerholtz, Lindsay Garrison, Andrew Munson, Mark Haag, Carrie Dillon, Scott Merillat, Marilyn Woods, Kim Murphy, Shelly DeLong, Stan Wilson, Jim Koehn, Kim Murphy, Martin Marshall, and Roxann Holloway

The meeting was opened with an invocation and the Pledge of Allegiance.

Comm. Lapham moved to approve the minutes from the December 13, 2017, meeting, Comm. Wittenbach seconded. Motion CARRIED.

Comm. Tillotson moved to accept the agenda as amended, Comm. Bolton seconded, Motion CARRIED.

There was no public comment on any agenda item.

Chairman Stimpson opened the floor for nominations for Vice-chair of the Board of Commissioners. Comm. Knoblauch nominated Terry Collins, Comm. Tillotson seconded. There were no other nominations.

Comm. Tillotson moved to close the nominations and cast a Unanimous Vote to elect Terry Collins as Vice-Chair, Knoblauch seconded, Motion CARRIED.

Scott Merillat, Director of Lenawee County Road Commission, provided a summary of county traffic statics and discussed intersection safety. Discussion followed.

Comm. Bolton moved to approve the following consent agenda, Comm. Knoblauch seconded.

Consent Agenda:

RESOLUTION/PROCLAMATIONS/RECOGNITION

1.

PEER Group

RES#2018-001

WHEREAS The County of Lenawee has entered into a Grant Agreement with the Michigan Department of Licensing and Regulatory Affairs-Office of Land Survey and Remonumentation for the conduction of surveying, monumentation, and remonumentaion in Lenawee County.

The County has need for professional surveyors to serve on the Peer Group under its Grant Agreement to meet at various times during the year to review corners that are to be remonumented under the provisions of the Monumentation and Remonumentation Plan for Lenawee County.

As of June 12, 2014, the State of Michigan requires members of the PEER Group to be appointments of the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Lenawee County Board of Commissioners does hereby appoint Michael Bartolo, David Erickson, Joseph Fenicle, Glenn Richard, and Scott Warnke to the 2018 PEER Group; these appointments will expire on an annual basis coinciding with the terms of their agreement.

BE IT FURTHER RESOLVED that the Chairperson and County Clerk of Lenawee County are hereby authorized and directed to execute said 2018 PEER Group agreement(s) on behalf of the County of Lenawee, Michigan.

APPROVAL OF COMMITTEE ACTIONS

Rules & Appointments (01/09/18)

Agricultural Advisory Land Use & Economic Development Committee

Randy Rice/Ag Banking (Farmers & Merchants State Bank) 12/20

Larry Gould/Ag Community, Morenci 12/20

Ralph Tillotson/County Commissioner/Real Estate, Adrian Township 12/20

Building Authority - Dan Bruggeman, Adrian 12/20

County Planning Commission - *concurrent appt with Airport Zoning Board*

Bruce Nickel, Onsted 12/20

Dale Witt, Tecumseh 12/20

GIS Policy Committee - Shelly Delong, Equalization Department 12/18

Dereck Wilt, GIS Coordinator as staff 12/18

Health Board - Lee Ann Minton, Hudson 12/22

Land Bank Authority - Jim Palmer, Realtor 12/20

Veterans' Affairs Executive Committee - Aaron Ricketts, Adrian 12/21

Michigan Township Association – Bob Knoblauch Annual liaison appointment

Personnel/Ways & Means (01/09/18)

PEER Group Agreement: Approve resolution #2018-002 appointing M. Bartolo, D. Erickson, J. Fenicle, G. Richard, and S. Warnke to the 2018 PEER Group and approve the 2018 PEER Group contracts.

Momumentation and Research Agreements: Approve the Remonumentation/ Monumentation and the Research Contracts with Bartolo Surveying and Associated Engineers. Motion carried.

Motion CARRIED by a Unanimous Roll Call Vote.

The following resolution was offered by Comm. Wittenbach and supported by Comm. Bolton;
LOCAL SCHOOL BOARD MEMBER- RECOGNITION MONTH **RES#2018-002**

WHEREAS, providing for the education of Michigan's school-aged children is a fundamental duty of state government, as stated in Article VIII, Section 2, of the Michigan Constitution of 1963; and

WHEREAS, the education of our youth is the foundation upon which the economic, social, and intellectual capital of our state is built; and

WHEREAS, locally-elected school boards play an important and vital role in a representative democracy, and decisions made by local boards of education directly influence instruction in Michigan's public schools; and

WHEREAS, our 82 local board members contribute hundreds of hours each year leading their districts- whether it is by deliberating important decisions about curriculum; adopting policies; hiring top notch personnel and administrators; listening to staff, parent, and student concerns; or recognizing outstanding programs- board members always keep their eyes on the goal of student achievement; and

WHEREAS, these decisions affect the present and future lives of children, and also set direction to prepare all students to be competitive in a local, state, national, and global 21st Century knowledge economy, and

WHEREAS, local school board members are exceptional people who tackle the enormous job of governing school districts, and demonstrate, to the over 15,400 K-12 students in Lenawee County, the high character of civic duty and responsibility that all citizens should engage; and

WHEREAS, this year's theme, "School Boards Lead", reflects our combined commitment to leadership and accountability assuring that ALL children succeed; and

WHEREAS, Local School Board Member Recognition Month provides an opportunity to build stronger relationships between the thousands of women and men who champion the cause of public education as board members, their schools, and the communities they serve; and

THEREFORE BE IT RESOLVED that the Lenawee County Board of Commissioners recognize the contributions of the local boards of education to the academic success of public school students, and express its sincerest appreciation for their focus on the well-being and achievement of children throughout the county; and

BE IT FURTHER RESOLVED, that the Lenawee County Board of Commissioners proclaims January 2018 as *Local School Board Member Recognition Month* in Lenawee County, and encourage local school districts and community leaders to appropriately recognize dedicated local school board members.

Motion CARRIED by a Unanimous Roll Call Vote.

Comm. Bolton reported from the Rules & Appointments Committee.

Comm. Collins reported from the Criminal Justice Committee.

Comm. Knoblauch reported from the Physical Resources Committee.

Comm. Tillotson reported from the Personnel/Ways & Means Committee.

Comm. Tillotson reported from the Accounts Payable Committee.

December 21, 2017-

Comm. Tillotson moved to approve total vouchers for payment in the amount \$1,887,825.03 with general fund's portion being \$251,601.89, Comm. Wittenbach seconded. Motion CARRIED.

January 4, 2018-

Comm. Tillotson moved to approve total vouchers for payment in the amount \$817,470.01 with general fund's portion being \$75,722.88 Comm. Collins seconded. Motion CARRIED.

Comm. Lapham reported from the Policies & Procedures Committee.

Comm. Lapham moved to approve the amended Accounts Payable Policy, Comm. Collins seconded,

ACCOUNTS PAYABLE POLICY AND PROCEDURE

POLICY#2018-001

Date of Adoption: January 24, 2013

Amended: 04/14, 01/15, 01/16, 06/17, 01/18

THIS POLICY IS TO CREATE ANTI-FRAUD PROCEDURES AS REQUIRED BY STANDARD ACCOUNTING PRACTICE

ILLEGAL OR UNAUTHORIZED EXPENDITURES: In order for an expenditure of public funds to be proper the governmental body approving the expenditure must receive a benefit that fits within their scope of operations. It is not sufficient that the expenditure be well intentioned, the expenditure must serve the local governmental unit.

The Michigan Department of Treasury has identified some of the most common examples of unlawful expenditures which are listed below:

- Office refreshments (e.g., coffee, water and donuts) or picnics
- Contributions or donations – including the use of property or equipment – to churches, veterans, community or nonprofit organizations (e.g., Big Brothers/Sisters, Scouts)
- Flowers to the sick or departed
- Presents to officials and employees or retirement recognition events
- Donations to a private ambulance or EMS service not under contract with the governmental unit

To further clarify, the expenditure for office refreshments is allowable if it is considered to be for a public purpose. For example, coffee and donuts are considered to be for a public purpose if they are available to the general public (such as at an open meeting).

Amounts paid to a nonprofit organization to administer a program or activity with a public purpose are allowable, if the government enters into a legal contract with the organization.

EVERY INVOICE REQUEST MUST HAVE PROPER DOCUMENTATION: Incomplete vouchers will be returned to the department. It is required that actual support for payment be provided and attached to all voucher requests. Expenses must have some type of support (invoice, receipt, registration form, etc.) to document an expense.

WEEKLY CHECK RUN: The Accounts Payable process will have one weekly check run. All invoices must be received in the Bookkeeping Department no later than **Thursday by 4:30 PM** to be included in the subsequent weekly check run. This means that invoices sent by interdepartmental mail must be sent so that they are received by Thursday afternoon. All invoices turned in on time will have their checks generated the following Thursday.

CHECK RETURNED TO YOU: If you want your check returned to your department, you will have to select this option during your invoice entry. If you do not select this option, your checks will be mailed.

INVOICING:

- Every invoice needs an entry.
- ***The Transaction Date*** is the DATE ON THE INVOICE—Not the date you are entering.

- There are **NO TEMPORARY VENDORS**. You must request a new vendor or request a vendor change on the system. This will then be approved by the Bookkeeping Department and you will be notified that your vendor is ready.
- **Invoice Numbers** Use only the invoice number available. You will not be able to duplicate an invoice number for the same vendor. If there is no invoice number you may create a *meaningful* one for your entry.
- The Department Heads will no longer need to sign each invoice. Your electronic signature will approve the invoice and authorize the accounts payable process for payment.
- The Bookkeeping Department must have the physical copies of all the invoices. **Your invoices will NOT be processed by the Bookkeeping Department without the physical invoice.**
- Please make sure that all invoices measure 8.5x11. If your invoice is smaller please tape it on a full sheet of paper. This allows for easier filing/scanning and prevents the invoice from getting lost.

PURCHASE ORDERS:

- **Assets Purchases OVER \$5,000.00 MUST be on a Purchase Order:**
- Individual asset items costing over \$5,000.00 must be on a Purchase Order.

OTHER INFORMATION:

- **Lost checks-** must wait 10 working days – before it will be reissued. Please contact the Bookkeeping Department when this period has been completed.
- **Checks, Un-Cashed-** If the check is past 90 days – the check may be taken to the Treasurer and it will be initialed by the Treasurer. If the Treasurer decides the length of time lapsed is too long it will be voided and reissued.
- If you receive a check back and you have not been able to locate a new address or the person, the check needs to be voided. **DO NOT HOLD RETURNED CHECKS. Please forward them to the Bookkeeping Department.**
- **Clothing Reimbursements-** The employee is to purchase his or her clothing to equal the allotted reimbursement amount. Sales tax is not reimbursed. Turn in the detailed receipt with the departmental invoice.

Credit Card Purchases:

- When a credit card is “used” by another department – the online/invoice MUST still be approved by that department. It must have their stamp and signature on it when they forward the paperwork to the credit card holder for payment.
 - **As an alternative**, the card holder may require the “using” department to request such use in writing, in advance of the purchase, complete with appropriate account number. Such prior written authorization assigns approval authority to the card holder. The using department is still responsible for detailed support for items or services purchased with the card.
- All credit card purchases must include a receipt to process the payment.

Petty Cash:

- If a department finds it necessary to issue a hand written receipt, a pre-numbered receipt book should be kept on hand. All numbered receipts should be verified by an individual other than the one issuing the receipts and handling the cash.

- All Petty Cash reimbursements must include receipts.

Remittances:

- If you need something sent with the check – please make sure you send a copy of what you want sent with the check. Remittances are not normally sent if the account number is on the stub.

Sales Tax Exempt:

- We are tax exempt from Michigan Sales Tax – deduct that amount from the invoice if added. If they need a form, indicate on the invoice and Bookkeeping will send one with the check.

W-9 FORMS: ANY VENDOR THAT SUPPLIES A SERVICE MUST HAVE A W-9 FORM ON FILE – BEFORE PAYMENT IS SENT.

If you receive these forms from your vendor, please forward to the Bookkeeping Department. The W-9 informs us if the vendor is 1099 applicable for total payments over \$600.00.

- Ø Proper documentation is required for reimbursement.
- Ø Reimbursements are paid through the regular check run.
- Ø NO check will be issued more than 90 days of the scheduled events due date, unless stated on the registration form.
- Ø If you do not have a detailed hotel invoice you will not be reimbursed.

Meals:

- ü No meals in Lenawee County unless PRE-APPROVED by the Department Head. Include names and reason for the meeting for the meal. Any deviations from this please call Accounts Payable.
- ü The maximum reimbursement amount for breakfast \$15, lunch \$15, and dinner \$35.
- ü You must supply detailed receipts, listing foods/drinks and restaurant name.
- ü Credit card charge slips are NOT acceptable. Check before ordering the meal.
- ü If you charge a meal to a hotel room, you must supply a detailed receipt.

Hotel:

- ü The actual (or copy) of the “Check-Out” invoice from the hotel must be used for reimbursement, or if paid in advanced it needs to be sent to the Accounts Payable office upon your return.
- ü The supporting documentation (ex: receipt) is required within 60 days from the completion of the stay. If it is not presented to the Bookkeeping Department within this allotted time, the employee will be responsible to reimburse the hotel cost to the county.
- ü We are only exempt from Michigan Sales Tax. Check with the hotel in advance. Most will only accept a county check with the county tax exempt form.
- ü Only payment for the hotel stay during the conference dates will be authorized (documentation is required). All additional days (before or after) will be the employee’s responsibility.

Room Rates/Type of Rooms:

- ü Lenawee County reimburses the lowest applicable rate. Reservations should be made at the standard block offering or applicable government rate. Any upgrade from the standard block offering or government rate, whichever is applicable, requires pre-approval by the County Administrator.

Mileage:

- ü The authorized expense voucher must include date, number of miles and location for reimbursement.
- ü Lenawee County Commissioners must list separately taxable and non-taxable mileage.

Mileage Rate:

- ü The rate stays current with the IRS standard.
- Please feel free to contact the Bookkeeping Clerk if you have any questions or concerns.

Motion CARRIED by a Unanimous Roll Call Vote.

Comm. Driskill reported from the Road Commission.

Comm. Wittenbach reported from the Department of Human Services.

Comm. Knoblauch reported from the Solid Waste Committee.

Comm. Driskill reported from the Airport Committee.

Comm. Knoblauch reported from the Veterans Affairs Committee.

Comm. Wittenbach reported from the AG Committee.

Comm. Wittenbach reported from the Health Board.

Comm. Wittenbach reported from MAC- General Government.

Comm. Collins moved to adjourn at 2:25 P.M., Comm. Lapham seconded. Motion CARRIED.

Roxann Holloway, Clerk

David Stimpson, Chair