

WEDNESDAY, JUNE 10, 2020

PRESENT: Comm. Stimpson, Bales, Bolton, Collins, Jenkins-Arno, Knoblauch, Lapham, and Wittenbach.

ABSENT: Comm. Tillotson

ALSO PRESENT: Kim Murphy, Laura Schaedler, Becky Borton, Matt Richardson, Dan Buchin, Shelly DeLong, William Shipley, Marcia Bohannon, Kim Cramer, Juanita Kelley, Jenny Escott, Martha Hall, Burke Castleberry, Scott Holtz, Jen Ambrose, Martin Marshall, and Rebecca Borton

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

Comm. Collins moved to approve the minutes from the May 13, 2020, meeting, Comm. Lapham seconded, Motion CARRIED.

Comm. Bolton moved to accept the agenda, Comm. Collins seconded, Motion CARRIED.

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

**Regional Morgue Facility Manager:** *The creation of a Regional Morgue Facility Manager position in the Medical Examiner's Office is APPROVED.*

**Preparedness and Response Plan:** *The Lenawee County Preparedness and Response Plan to reopen during the COVID 19 pandemic is ADOPTED.*

**RESOLUTION ENACTING THIRD QUARTERLY ALLOTMENT OF ALLOCATIONS RES#2020-014  
Third Quarter: July 1, 2020 – September 30, 2020**

**WHEREAS**, the 2020 General Appropriations Act provided for the allotment of appropriations on a periodic basis when financial circumstances warrant; and

**WHEREAS**, the Lenawee County Board of Commissioners deems that financial circumstances exist whereby the quarterly allotment of appropriations contained in the 2020 General Fund Budget is deemed desirable; and

**WHEREAS**, the financial circumstances also dictate that other steps also be taken to contain expenditures during the fiscal year.

**THEREFORE BE IT RESOLVED** by the Lenawee County Board of Commissioners, that the expenditure of the 2020 appropriations as contained in the 2020 General Fund Budget be established for the period beginning January 1, 2020 and ending September 30, 2020, and that the elected and appointed officials responsible for appropriations be so notified, and;

**BE IT RESOLVED** that said County officials shall not cause obligations to be incurred against, nor shall payment be made from appropriations in excess of the amount provided in the schedule.

Resolution #2020-014 is ADOPTED.

*HSB Security Request: An additional security guard for the Human Services Building through the end of the year is APPROVED.*

**Countywide Ballot Issues Separate Tax Limitation, Dept. On Aging millages, 911 Surcharge:**

Placing the Separate Tax Limitation on the November 2020 ballot is APPROVED.

Placing renewal of two Department on Aging millage on the November 2020 ballot is APPROVED.

Placing renewal of the 911 surcharge on the November 2020 ballot is APPROVED.

**PA-116 Application (Ogden Township):** The Porter Trust PA-116 application out of Ogden Township is APPROVED.

**Airport Commission Referral:** The \$240,000 matching fund obligation for the Airport Runway 5-23 and Taxiway rebuild project is APPROVED.

**Dog Kennel License Deadline:** The deadline extension for dog kennel licenses to August 1, 2020 without penalty is APPROVED.

**Accounts Payable Policy & Procedures:**

**ACCOUNTS PAYABLE POLICY AND PROCEDURE**

**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.

**Travel Reimbursement Policy:**

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

**Meals:**

- ✓ 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.
- ✓ The maximum reimbursement amounts are; breakfast \$15, lunch \$15, and dinner \$35. The above maximums include tax and tip.
- ✓ Lenawee County will reimburse tips for meal service at customary rates.
- ✓ You must supply detailed receipts, listing foods/drinks and restaurant name.
- ✓ Credit card charge slips are **NOT** acceptable. Check before ordering the meal.
- ✓ If you charge a meal to a hotel room, you must supply a detailed receipt of the items ordered.
- ✓ Under no circumstances will Lenawee County reimburse employees for alcoholic beverages of any kind.

**Hotel:**

- ✓ 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.

- ✓ 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.
- ✓ 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.
- ✓ 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:**

- ✓ 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:**

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

**Mileage Rate:**

- ✓ The rate stays current with the IRS standard.

Please feel free to contact the Bookkeeping Clerk if you have any questions or concerns.

Policy #2020-002 is ADOPTED.

**Lenawee Transportation Corporation:**

**LENAAWEE TRANSPORTATION CORPORATION/MDOT**

**RES#2020-15**

**Agreement 2012-0116, Authorization P21/R2**

**WHEREAS**, The Lenawee County Board of Commissioners has made known its intent to provide public transportation service; and

**WHEREAS**, the Lenawee County Board of Commissioners has contracted with the Lenawee Transportation Corporation to provide that transportation service; and

**WHEREAS**, the Lenawee County Board of Commissioners approved Agreement #2012-0116, Authorization #P21/R1 in the amount of \$54,563 for the purchase of bus tires and one minivan, as submitted by the Michigan Department of Transportation; and, be it

**RESOLVED**, that Agreement #2012-0116, Authorization #P21/R2 be extended by one year to allow sufficient time to complete the project, and, be it

**FURTHER RESOLVED**, that the equipment purchased through this FY2017 Section 5311 Capital, Small Cities (5,000 – 50,000) Program, Surface Transportation Program, and Congestion Mitigation and Air Quality Improvement Program, be given to Lenawee Transportation in accordance with the terms of the Authorization; and

**HEREBY**, authorize the Chairman and the County Clerk to sign the aforementioned Authorization.

Resolution #2020-015 is ADOPTED.

**LENAAWEE TRANSPORTATION CORPORATION/MDOT**

**RES#2020-16**

**Agreement 2017-0080, Authorization P5/R1**

**WHEREAS**, The Lenawee County Board of Commissioners has made known its intent to provide public transportation service; and

**WHEREAS**, the Lenawee County Board of Commissioners has contracted with the Lenawee Transportation Corporation to provide that transportation service; and

**WHEREAS**, the Lenawee County Board of Commissioners approved Agreement #2017-0080, Authorization #P5/R1 in the amount of \$309,812 for the purchase of two <30 ft replacement buses, bus tires, and a repeater system, as submitted by the Michigan Department of Transportation; and, be it **RESOLVED**, that Agreement #2017-0080, Authorization #P5/R1 be extended by one year to allow sufficient time to complete the project, and, be it

**FURTHER RESOLVED**, that the equipment purchased through this FY2017 Section 5311 Capital, Small Cities (5,000 – 50,000) Program, Surface Transportation Program, and Congestion Mitigation and Air Quality Improvement Program, be given to Lenawee Transportation in accordance with the terms of the Authorization; and

**HEREBY**, authorize the Chairman and the County Clerk to sign the aforementioned Authorization. Resolution #2020-016 is ADOPTED.

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Motion to approve the consent agenda CARRIED by a Unanimous Roll Call Vote.

Comm. Collins moved to approve the following proclamation, Comm. Lapham seconded.

**PUBLIC SAFETY COMMUNICATIONS SYSTEM COLOCATION AGREEMENT RES#2017**

**Authorization Resolution**

**WHEREAS**, the Lenawee County Board of Commissioners has determined that it is in the best interest of Lenawee County to install an 800 MHz Multicast radio communications system to serve the needs of the county citizens; and

**WHEREAS**, the County has entered into a contract with the Motorola Corporation, a sole source provider of communications equipment that operates on the statewide Michigan's Public Safety Communications System (MPSCS), to install towers and communications equipment to implement said 800 MHz system; and

**WHEREAS**, it is desirable that the Lenawee County infrastructure for said radio system will be integrated with and become a part of the MPSCS when it is installed and operational; and **WHEREAS**, the MPSCS is managed and operated by the State of Michigan, by its Department of Technology, Management, and Budget, (DTMB); and

**WHEREAS**, it is in the best interest of both parties to enter into an agreement for the setup, operation, and maintenance of the 800 MHz system within Lenawee County.

**NOW THEREFORE BE IT RESOLVED**, that the Lenawee County Board of Commissioners approves the Michigan Public Safety Communications System Coalition Agreement between Lenawee County and the State of Michigan DTMB, and

**BE IT FURTHER RESOLVED**, that David Stimpson, Chair of the Board, be authorized to sign the agreement.

Motion CARRIED by a Unanimous Roll Call Vote.

Comm. Bales reported from the Information Technology/Equalization Committee.

Comm. Bales reported from the Human Services Committee.

Comm. Bolton reported from the Rules & Appointments Committee.

Comm. Collins reported from the Criminal Justice Committee.

Comm. Knoblauch reported from the Physical Resources Committee.

Administrator Marshall reported from the Accounts Payable Committee.

Comm. Collins moved to approve May 14 – June 3, 2020 total vouchers for payment in the amount \$2,570,409.15 with the general fund's portion being \$347,855.45, Comm. Knoblauch seconded. Motion CARRIED.

Comm. Lapham reported from the Parks Commission.

Comm. Bales reported from the Road Commission.

Comm. Lapham reported from the Department of Health and Human Services.

Comm. Knoblauch reported from the Solid Waste Committee.

Comm. Bales reported from the Airport Commission.

Comm. Bolton reported from Michigan Works.

Comm. Lapham reported from the Substance Abuse [CMHPSM] Committee.

Comm. Collins reported from the Emergency 9-1-1 District Board.

Martha Hall reported from the Health Board.

Citizen William Shipley requested more information regarding the vacancies for the boards and committees that Comm. Bolton shared during her Rules & Appointment Meeting Report.

Comm. Stimpson shared that additional information is located on the county's website.

Comm. Knoblauch moved to adjourn at 2:03 P.M., Comm. Lapham seconded. Motion CARRIED.

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Roxann Holloway, County Clerk

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David Stimpson, Chair