

WEDNESDAY, JUNE 14, 2023

PRESENT: Comm. Van Doren, Bales, Bolton, Collins, Jenkins-Arno, Krasny, Martis, Stimpson, and Tillotson

ALSO PRESENT: Rebecca Borton, Kim Murphy, John Gillooly, Shannon Elliott, Jennifer Ambrose, Ian Wendt (WLEN), Mary Lowe (Daily Telegram), Adrian Mayor Angie Sword Heath, Wendy Chekovich, Todd Gillman, Jackie Bradley, Matt Turgeon, Craig Tanis, Ed Scheffler, Katie Fry, Francine Zysk, Cara Snyder, Aleana Chandler, Mary Bohling, Jim and Sandie Brissette, Undersheriff Jeff Ewald, Pam Howard, Lee Johnson, Jason Schnaidt, Beth Hunt, Scott Merillat, Bob Emery, Stan Wilson, and Mike Slusarski

Invocation and Pledge of Allegiance.

Comm. Bolton moved to approve the minutes from the May 10 and the June 1, 2023, meetings, Comm. Martis seconded. Motion CARRIED.

Communications: Kim Murphy shared a letter from Clinton Township regarding carbon dioxide wells. Comm. Van Doren referred the matter to the Human Services Committee.

Comm. Tillotson moved to approve the agenda as presented, Comm. Martis seconded. Motion CARRIED.

Comm. Martis introduced Scott Merillat, Stan Wilson, Mike Slusarski from the Lenawee County Road Commission.

Comm. Van Doren introduced Lee Johnson and Pam Howard from Siena Heights University.

Limited Public Comment was opened for any agenda item.

There were no public comments.

Comm. Van Doren opened the Public Hearing at 1:37 p.m. on the approval of the re-issuance of bonds issued by the Economic Development Corporation of Lenawee for the benefit of Siena Heights University.

Lee Johnson from Siena Heights provided an update on bond projects and thanked the commissioners.

No further comments were received.

Comm. Collins moved to close the public hearing at 1:40 p.m., Comm. Bales seconded. Motion CARRIED.

Comm. Bolton moved to adopt the following resolution, Comm. Martis seconded,
RESOLUTION APPROVING THE REISSUANCE OF BONDS ISSUED BY THE ECONOMIC DEVELOPMENT CORPORATION OF THE COUNTY OF LENAWEE FOR THE BENEFIT OF SIENA

WHEREAS, the County of Lenawee (the “County”) has previously established The Economic Development Corporation of the County of Lenawee (the “EDC”) pursuant to the provisions of Act 338, Public Acts of Michigan, 1974, as amended (“Act 338”); and

WHEREAS, pursuant to Act 338, the EDC has previously issued several series of bonds for the benefit of Siena Heights University, a Michigan nonprofit corporation (the “University”), including the following: (i) Variable Rate Demand Revenue Bonds, Series 2010 (Siena Heights University Project) (the “Series 2010 Bonds”); (ii) Variable Rate Limited Obligation Revenue Bonds, Series 2016 (Siena Heights University Project) (the “Series 2016 Bonds”); and (iii) Variable Rate Limited Obligation Revenue Bonds, Series 2019 (Siena Heights University Project) (the “Series 2019 Bonds”); and

WHEREAS, the Series 2010 Bonds, the Series 2016 Bonds and the Series 2019 Bonds (collectively, the “Outstanding Bonds”) were purchased by First American Bank (the “Bank”); and

WHEREAS, the University proposes to make certain modifications to the terms of the Outstanding Bonds, including (i) reamortization of the principal maturity schedules for the Series 2010 Bonds and the Series 2016 Bonds, and (ii) extension of the Bank’s credit commitment period for all of the Outstanding Bonds (collectively, the “Bond Modifications”); and

WHEREAS, Bond Counsel to the EDC has determined that the Bond Modifications will result in the reissuance of the Outstanding Bonds for federal income tax purposes (the Outstanding Bonds, as reissued for federal income tax purposes, are referred to herein as the “Reissued Bonds”); and

WHEREAS, as a result of the reissuance of the Outstanding Bonds for federal income tax purposes, it is necessary for the County to comply with the public notice, hearing and approval requirements provided in Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”); and

WHEREAS, on June 14, 2023, the Board of Commissioners of the County conducted a public hearing on the reissuance of the Reissued Bonds after posting public notice of such hearing as provided in, and in satisfaction of, the public hearing requirements of Section 147(f) of the Code; and

WHEREAS, in order to satisfy the public approval requirements of Section 147(f) of the Code, the Board of Commissioners of the County has been requested to approve the reissuance of the Reissued Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Solely for the purpose of fulfilling the public approval requirements of the Code, the Board of Commissioners of the County hereby approves of the reissuance of the Reissued Bonds in the aggregate principal amount of not to exceed Ten Million Dollars (\$10,000,000).
2. The EDC is hereby authorized to designate the Reissued Bonds as “qualified tax-exempt obligations” for purposes of deduction of interest expense by financial institutions pursuant to the Code.
3. The Reissued Bonds will continue to be limited obligations of the EDC and do not and will not constitute debt of the EDC or the County within the meaning of any constitutional or statutory limitation.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

Scott Merillat, Managing Director, presented the Annual Road Commission Report.

Comm. Tillotson moved to accept the Lenawee County Road Commission Annual Report and place it on file, Comm. Martis seconded. Motion CARRIED.

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

Board Appointments: The following appointments are CONFIRMED.

Lenawee Department on Aging

Gloria Bortnichak, District #2 Rep

9/25

THIRD QUARTER: JULY 1, 2023 – SEPTEMBER 30, 2023

RES#2023-09

Resolution Enacting Third Quarterly Allotment of Allocations

WHEREAS, the 2023 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 2023 General Fund Budget is deemed desirable; and

WHEREAS, the financial circumstances 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 2023 appropriations as contained in the 2023 General Fund Budget be established for the period beginning January 1, 2023, and ending December 31, 2023, 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 (on file).

Resolution #2023-09 is ADOPTED.

Bid Acceptance – Architect / Engineering MSC Project: The bid from Byce & Associates IS APPROVED for the Architect and Engineering work associated with the Maurice Spear Campus renovation project.

RFP Solicitation of bids for Judicial Building: The Administrator IS AUTHORIZED to solicit proposals for a Needs Assessment of the Judicial Building.

**RESOLUTION PLEDGING FULL FAITH AND CREDIT
TO 2023 DRAINAGE DISTRICT NOTES**

RES#2023-10

WHEREAS, pursuant to petitions filed with the Drain Commissioner of the County of Lenawee, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”) to establish various drainage districts in the County of Lenawee (the “County”); and

WHEREAS, in certain drainage districts petitions have been filed with the Drain Commissioner for the making of certain improvements to the drains located in the respective drainage districts (each, a “Petition Project” and collectively, the “Petition Projects”), each of which Petition Project is being undertaken by the drainage district having jurisdiction over the drain; and

WHEREAS, the drainage districts are obligated to inspect, repair, and maintain the drains under their respective jurisdictions (the “Maintenance Projects”); and

WHEREAS, the Petition Projects and the Maintenance Projects (together, the “Projects”) are necessary for the protection of the public health; and

WHEREAS, in order to provide funds to pay preliminary costs of the Petition Projects, to pay a portion of the costs of the Maintenance Projects, and to refinance notes previously issued by drainage districts to provide funds to pay costs of the Projects, it is necessary for the drainage districts to issue notes from time to time pursuant to Section 434 of the Act; and

WHEREAS, the principal of and interest on notes issued for Petition Projects will be payable from special assessments levied against benefitted properties and public corporations in the respective drainage districts and/or bonds to be issued by the respective drainage districts constructing the Petition Projects to provide the permanent financing for the Petition Projects (the “Bonds”); and

WHEREAS, the principal of and interest on notes issued for Maintenance Projects will be payable from special assessments levied against benefitted properties and public corporations for the maintenance of the respective drains; and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the drainage districts, has analyzed the Petition Projects and informed the County that the drainage districts’ ability to issue Bonds for certain Petition Projects and the drainage districts’ ability to levy special assessments for the payment of costs, including interim costs, of the Petition Projects provide the drainage districts with sufficient powers to raise funds to pay the principal of and interest on notes issued for Petition Projects; and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the drainage districts, has analyzed the Maintenance Projects and informed the County that the drainage districts’ ability to levy special assessments for the payment of the costs of the Maintenance Projects provide the drainage districts with sufficient powers to raise funds to pay the principal of and interest on notes issued for Maintenance Projects; and

WHEREAS, the Drain Commissioner deems it advisable and necessary to request that this Lenawee County Board of Commissioners (the “Board”) adopt a resolution pledging the limited tax full faith and credit of the County on notes that may be issued by drainage districts in calendar year 2023; and

WHEREAS, the Board may, by resolution adopted by a majority vote of two-thirds of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on notes issued pursuant to Section 434 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the notes is necessary to enable the drainage districts to continue to design, acquire and construct the Petition Projects and to pay the costs of the Maintenance Projects; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on notes issued in calendar year 2023 in an amount not to exceed \$500,000, for the purposes described herein.

NOW, THEREFORE, BE IT RESOLVED THAT BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF LENAWE:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on any notes issued by County drainage districts pursuant to Section 434 of the Act

in calendar year 2023 in the aggregate principal amount of not to exceed \$500,000 (any individual note, a “Note” and collectively, the “Notes”). In the event that Bonds are not issued on or before the date on which the principal of and interest on Notes payable from proceeds of Bonds are due or in the event that moneys are not available to the applicable drainage district on the date the principal of and interest on Notes are due, and the drainage district is unable to refinance the Notes, the County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Notes when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Notes when due. The ability of the County to levy taxes to pay the principal of and interest on the Notes shall be subject to constitutional and statutory limitations on the taxing power of the County. The Notes may be issued in one or more Note issues.

2. In the event that, pursuant to said pledge of full faith and credit, the County advances County funds to pay any part of the principal of and interest due on a Note, the County shall take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.
3. The County Administrator, the County Clerk, the County Treasurer, and any other official of the County are each individually authorized and directed to take all actions necessary or desirable for the issuance of the Notes and to execute any documents or certificates necessary to complete the issuance of the Notes, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates or other documents relating to federal or state securities laws, rules, or regulations and to sign such documents and give any approvals necessary therefor.
4. All resolutions and part of resolutions, insofar as the same may be in conflict with the provisions of this resolution, be and the same hereby are rescinded.

Resolution #2023-10 is ADOPTED.

RFP Inmate Healthcare: Solicitation of RFPs for inmate healthcare services is AUTHORIZED.

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

Comm. Collins reported from the Accounts Payable Committee.

May 18, 2023: Total vouchers: \$1,854,670.33; general fund’s portion: \$319,808.85.

June 1, 2023: Total vouchers: \$1,450,538.67; general fund’s portion: \$187,614.21.

Comm. Collins moved to approve the total vouchers as presented, Comm. Bolton seconded.

Motion CARRIED.

Comm. Collins reported from the Criminal Justice Committee.

Comm. Bolton reported from the Human Services Committee. The Committee has moved to change their regular meeting date, time, and location to the first Monday of the month at 11:00 a.m. and will be held in the Chambers of the Historic Courthouse.

Administrator Murphy noted that the Airport Commission will meet at 9:00 am, Policy & Procedures at 10:00, and the Human Services Committee at 11:00 am on the first Monday of the month and will be held in the Chambers of the Historic Courthouse. This allows for the recording of all standing committees. The July meetings of the Policy & Procedures, Human Services, and Airport Commission were canceled due to the holiday.

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

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

Comm. Jenkins-Arno reported from the Policy and Procedures Committee.

Comm. Jenkins-Arno moved to adopt the following amended policy, and Comm. Martis seconded:

Accounts Payable Policy and Procedure

POL#2023-002

Purpose: This policy is to create anti-fraud procedures as required by standard account practice.

Illegal Or Unauthorized Expenditures: For an expenditure of public funds to be proper, the governmental body approving the expenditure must receive a benefit that fits within its 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, office refreshments expenditures are allowable when 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.

Documentation: 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: Invoices must be submitted timely to Accounts Payables for the check to be received by the vendor before their due dates. It is the department's responsibility to obtain invoices from the vendor for timely payment processing. Lenawee County does not pay late fees. All invoices must be received in the Accounts Payables Department no later than Thursday, 4:30 PM to be included in the subsequent weekly check run. Please ensure all necessary attachments to be mailed with checks are included and clearly labeled. Special requests or exceptions must contact Accounts Payables Department by Tuesday, 2:00 pm.

Check Returned To The Department: Checks will no longer be returned by interoffice mail.

Departments needing checks returned may pick them up Friday morning, 9:00 am to noon. Checks will need to be signed for their release. All checks not picked up Friday morning will be mailed out Friday afternoon.

Invoicing: Every invoice needs an entry.

- **Invoice Numbers** Use only the invoice number available. The system will **not** allow duplicate invoice numbers for the same vendor. If there is no invoice number, create a **meaningful** one for the entry. This number should be consistent with all invoices from that vendor. Please check vendor inquiries to verify prior invoice numbers.
- **Invoices will NOT be processed by the Accounts Payables Department without the physical invoice.**
- Please make sure that all invoices measure at a minimum of 8.5 x 11. Please tape smaller invoices to a full sheet of paper. This allows for easier filing/scanning and prevents the invoice from getting lost.

Purchase Orders: All purchases costing over \$10,000.00 must be on a Purchase Order.

Other Information: Lost checks or destroyed checks- Replacement checks will only be reissued after ten business days. Please contact the Accounts Payables department when needing a replacement check.

- **Checks, Un-Cashed-** For checks 90 days or older – please contact the treasurer for processing directions.
- **Returned/undeliverable checks-** Please forward all returned/undeliverable checks to the Accounts Payables Department. **DO NOT HOLD RETURNED CHECKS.**
- **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.
- **Employee Reimbursements-** Employee reimbursements will be mailed to the employee's home address. For convenience, please consider Electronic Funds Transfer (EFT) as the method of Payment. Using the department address for an employee is not permitted.

Credit Card Purchases

- All credit card invoice submissions **MUST BE** received on or before the due date established by Accounts Payables each month.
- All credit card purchases must include a receipt for Accounts Payables to process the payment.
- All invoice entries must be completed by using the established credit card training policy provided to all departments when cards are distributed.
- No credit card purchases are to be made between December 1st - 31st of each year. It is the department head's responsibility to ensure purchases are not made.
- Please review and understand allowable purchases on the county credit card. For questions, please contact the Accounts Payables Department.
- **Failure to comply with the Lenawee County Credit Card Policy will result in the suspension of credit card privileges for the department.**

Petty Cash

- If a department finds it necessary to issue a handwritten 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

- Remittances are normally sent for monthly invoices that have perforated slips included on the invoice.
- Please make sure documents are clearly labeled that are to be included with checks.

Sales Tax Exempt

- Lenawee County is exempt from Michigan Sales Tax – deduct any sales tax added to the invoice amount from the entry. If a vendor needs a Michigan tax-exempt form, indicate it on the invoice, and Accounts Payables will send one with the check.

W-9 Forms

All vendors must provide a W-9 form before service is performed. For questions, please contact the Accounts Payables Department.

Travel Reimbursement Policy

See Travel Reimbursement Policy for procedures to follow on travel, meals, and hotel reimbursement.

Motion CARRIED unanimously.

Comm. Jenkins-Arno moved to adopt the following amended policy, and Comm. Bolton seconded:

BIDDING POLICY

POL#2023-003

Sealed Bids: Competitive bids shall be solicited for all contracts in which the total County obligation is anticipated to be \$50,000 or more. The requirement for competitive bids shall not apply to intergovernmental contracts. All bid proposals shall be reviewed and approved by the Administrator's Office prior to distribution.

Bid and Performance Bonds: The Administrator's Office shall determine the necessity of a bid or performance bond for each bidding process. For construction projects in excess of \$100,000, a performance bond of 100% of the project cost shall be required. The responsible committee is authorized to require performance bonds for projects less than \$100,000 if it is deemed necessary. Performance and bid bond requirements may be waived, as necessary, at the discretion of the responsible committee.

Quotes and estimates: For goods and services anticipated to cost less than \$20,000, County departments, boards, and committees are authorized to determine the best method of procurement including the bidding process, quotes, and estimates. Evaluation and selection of the appropriate method are to be handled on a case-by-case basis.

Local preference: Local vendors are encouraged to submit proposals on bid requests to provide goods and/or services to Lenawee County government. The increase in economic activity through local jobs, tax revenues, and expenditures, resulting from contracting with local vendors is evaluated in the cost consideration. Other considerations include quality, service, and time constraints. The lowest cost proposal does not necessarily result in the award of the proposal, because of other factors also being evaluated.

Use of another organization's bidding procedures: It will be an acceptable practice for any Lenawee County agency or department to utilize a third party to conduct bidding for goods and/or services upon advanced approval of the County Administrator. Documentation relating to the third party's bidding policy must be submitted with the request for approval.

Authority to award bids: The Board of Commissioners may assign authority to award a bid to a named county official otherwise the Board reserves to itself the authority to award the bid.

Ability to override: The Board of Commissioners may waive this bidding policy by a 2/3 majority vote if such action is determined to be in the best interests of the County.
Motion CARRIED unanimously.

Comm. Jenkins-Arno moved to adopt the following amended policy, and Comm. Tillotson seconded:

BOND & ANNEXATION POLICY

POL#2023-004

Bond Approvals

- 1) Full faith and credit of the County
 - a. Water, sewer, and drainage issues must be approved by resolution of the participating municipalities.
 - b. Physical Resources Committee will review proposed water, sewer, or drainage issues and participation, if any, of the County Drain Commission.
 - c. Physical Resources Committee will recommend or refer “full faith and credit” bond issues to the Personnel/Ways and Means Committee.
 - d. All other “full faith and credit” bond issues will be reviewed by Personnel/Ways and Means Committee prior to consideration by the County Board of Commissioners.
 - e. Personnel/Ways and Means Committee will recommend or refer “full faith and credit” bond issue to the County Board of Commissioners.
 - f. County Board of Commissioners will approve/disapproves the issuance of full faith and credit bonds.
- 2) Authorization without full faith and credit of County
 - a. Proposed bond issues for economic development, hospital finance, and any other project(s) that require County approval but not the extension of the County’s full faith and credit must be reviewed by the Personnel/Ways and Means Committee a minimum of thirty (30) days in advance of scheduling a public hearing at a County Board of Commissioners meeting.
 - b. Personnel/Ways and Means Committee will recommend scheduling a public hearing on a proposed bond issue at a County Board of Commissioners meeting a minimum of thirty (30) days in advance.
 - c. County Board of Commissioners will conduct a public hearing at the scheduled date and time regarding the proposed bond issue and approves/disapproves the issuance.

Annexations (Village / Township): Steps in the statutory procedure for the annexation of territory to a general law village as codified in MCL 74.6 will be followed. A charter township is exempt from annexation by a contiguous city or village provided that the township was incorporated as a charter township on or after June 15, 1978, and the township complies with statutory requirements set forth in MCL 42.34(1). Therefore, the County annexation procedure only addresses village annexations pursuant to section 6 of the General Law Village Act (Public Act 3 of 1895, MCL 74.6).

- 1) The village council passes a resolution stating the determination to alter village boundaries.
- 2) Notice is issued by the village clerk of the time and place the petition for the boundary change will be considered by the County Board of Commissioners. The notice must be published in a newspaper published in the village for at least three weeks immediately preceding the presentation. If the village does not have a newspaper, the notice must be

posted in at least three (3) of the most public places in the village and at least three (3) of the most public places in the area to be directly affected. The notice must contain a description of the premises to be annexed.

- 3) A petition is submitted to the County Board of Commissioners requesting the change in boundaries. The petition must include a description of the metes and bounds of the proposed boundary change, a statement of reasons for the proposed change, and a copy of the village council resolution.
- 4) A hearing is held before the County Board of Commissioners with all interested parties in attendance and allowed to be heard on the proposed change in boundaries.
- 5) The County Board of Commissioners determines whether the requested change in boundary should be granted. The County Board of Commissioners has sole discretion to approve the change.
- 6) The County Board of Commissioners enters an order into its records fixing the boundaries of the village in accordance with the Order.
- 7) The County transmits a certified copy of the order to the village clerk and the Secretary of State. Upon the filing of the order, the boundary adjustment becomes effective.

Motion CARRIED unanimously.

Comm. Jenkins-Arno moved to adopt the following amended policy, and Comm. Bolton seconded:

CREDIT CARD POLICY

POL#2023-005

Purpose

To facilitate efficient and effective financial operations and to safeguard County funds, it is beneficial and desirable to utilize credit cards for certain financial transactions. While the use of credit cards make certain transactions more efficient, it is necessary to provide effective controls to ensure that cards are used appropriately and that the expenditure of funds is subject to review and approval. This policy provides for the issuance, use, and oversight of credit cards used in official County business.

Program Oversight

1. The County Administrator shall serve as the primary administrator of the credit card program.
2. The County Administrator may grant access as necessary to administer the program.
3. Approval to pay credit card bills shall flow through the accounts payable process and be subject to the Accounts Payable Policy.
4. The County Administrator shall annually, by January 31, provide the County Treasurer with a list of credit card holders and credit limits, by department, and a statement of the total credit limit of the County.

Program Structure

The credit card program shall be structured as a single corporate account covering all credit cards used to conduct business on behalf of Lenawee County. No County funds may be encumbered, and no payment will be approved, on credit cards outside of the corporate account.

Issuance Procedure

1. Department heads may request credit cards from the Administrator for use by their department personnel.
2. Each card issued must be issued in the name of a county employee.

3. The card's appropriate credit limit will be determined based on the anticipated use.
4. Department personnel will be provided access to credit card account information as necessary to use the card, monitor activity, and submit bills for payment.

Use and Payment Procedure

1. County-issued credit cards shall be used only for official county business.
2. Detailed receipts of items or services purchased must accompany credit card bills when submitted for payment.
3. Each item or service shall be listed individually when submitted to Accounts Payable for payment.
4. Credit card bills must be paid in full before the due date each month.
5. Central accounting will monitor card activity to ensure timely and complete payment of bills.

Encumbrance of County Funds

1. Obligations incurred by the use of a county-issued credit card must comply with the Accounts Payable Policy and the Lenawee County General Appropriations Act.
2. No cardholder may encumber funds in excess of those authorized and approved by the Board of Commissioners.
3. *Misappropriation of County funds and expenditure of County funds beyond authorized limits are criminal acts.*

Motion CARRIED unanimously.

Comm. Jenkins-Arno moved to adopt the following policy, and Comm. Bolton seconded:

TRAVEL REIMBURSEMENT POLICY

POL#2023-006

Travel Reimbursement Policy

- 3) Proper documentation is required for reimbursement (see Accounts Payable Policy).
- 4) Reimbursements are paid through the regular Accounts Payables check run.
- 5) Check will be issued no more than 90 days before the scheduled event due date unless otherwise stated on the registration form.
- 6) Itemized receipts are required for reimbursements.

Meals

- ALL meals purchased within Lenawee County must be PRE-APPROVED by the Department Head. Documentation must include persons attending and the reason for the meeting. Any deviations from this please contact Accounts Payables Department.
- The maximum reimbursement amounts for in-County and out of County are; breakfast \$15, lunch \$25, and dinner \$40.
- Lenawee County will reimburse up to 20% as a tip for meal service.
- Itemized receipts must be submitted listing foods/drinks and restaurant names.
- Credit card charge slips are **NOT** acceptable.
- Meals charged to a hotel room must have an itemized receipt of all items ordered.
- Under no circumstances will Lenawee County reimburse employees for alcoholic beverages of any kind.

Hotel:

- “Check-Out” invoice must be used for reimbursement; if paid in advance, please return a copy to the Accounts Payable office.

- The supporting documentation (receipt) is required within 60 days of the stay's completion. If it is not presented to the Accounts Payables Department within this allotted time, the employee will be responsible to reimburse the hotel cost to the County.
- Lenawee County is only exempt from Michigan Sales Tax. Check with the hotel in advance. Most will only accept a County check with the 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

- When driving a personal vehicle, please use the current mileage rate.
- Do not use the Mileage rate when using a county vehicle or rental vehicle.
- Do **not use** the corporate credit card for fuel purchases on Personal vehicles.
- When using a county vehicle or rental vehicle, please use the corporate credit card for fuel purchases.
- The authorized expense voucher must include the 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 Internal Revenue Service (IRS) standard. Please feel free to contact the Accounts Payable Coordinator with any questions or concerns.

Motion CARRIED unanimously.

Comm. Krasny reported from the Physical Resources Committee.

Comm. Martis reported from the Rules & Appointments Committee.

Comm. Tillotson reported from the Ag Advisory Land Use.

Comm. Bales reported from the Airport Commission.

Comm. Stimpson reported from the Community Action Agency.

Comm. Stimpson reported from the Community Mental Health Authority.

Comm. Bolton reported from the County Planning Commission.

Comm. Collins reported from the Department on Aging.

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

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

Comm. Collins reported from the Health Board.

Comm. Collins reported from the Homeland Security & Local Emergency Planning.

Comm. Jenkins-Arno reported from the Land Bank Authority.

Comm. Tillotson reported from the Lenawee Public Transportation Authority.

MAC – General Government does not meet through the summer.

Comm. Collins reported from the Maurice Spear Campus.

Comm. Tillotson reported from the Parks Commission.

Comm. Tillotson reported from the Region 2 Planning Commission.

Comm. Stimpson reported from the Solid Waste Coordinating Committee.

Comm. Tillotson reported from Substance Abuse (CMHPSM).

Comm. Bolton reported from the Triad.

Comm. Martis reported from the Michigan Township Association.

Comm. Martis reported from the Road Commission.

Comm. Collins reported from the Veterans Affairs Board.

Other Liaison Reports:

Unfinished Business: None

New Business: None

Public Comment: None

Commissioner Comments:

Commissioner Martis provided additional information on carbon dioxide injection wells.

Commissioner Bolton commented on the confusion over the Rules & Regulations addendum/policy, and her disappointment in how the Tecumseh Tubular Project Proposal has been handled.

Commissioner Krasny commented on his frustrations over comments made at a previous meeting.

Announcements: NONE

Comm. Tillotson, moved to adjourn at 2:53 P.M. Comm. Bales seconded. Motion CARRIED.

Rebecca Borton, Deputy Clerk

James E. Van Doren, Chair

DRAFT