

**MENOMINEE
COUNTY
BYLAWS,
BOARD RULES,
COUNTY
POLICIES,
AND
CHARTERS OF
STANDING
COMMITTEES**

APPROVED

Nov. 10, 2015

MENOMINEE COUNTY BYLAWS:

Amended: 11/21/05
Amended: 8/24/10
Amended: 7/26/11
Amended: 4/24/12
Amended: 4/9/13
Amended: 8/27/13
Amended: 11/10/15

MENOMINEE COUNTY BOARD RULES:

Amended: 8/22/05
Amended: 8/24/10
Amended: 7/26/11
Amended: 4/24/12
Amended: 4/9/13
Amended: 8/27/13
Amended: 11/10/14

MENOMINEE COUNTY POLICIES:

Amended: 1/23/06
Amended: 8/24/10
Amended: 7/26/11
Amended: 4/24/12
Amended: 4/9/13
Amended: 11/10/15

CHARTERS OF STANDING COMMITTEES:

Amended: 4/9/02
Amended: 8/24/10
Amended: 7/26/11
Amended: 4/9/13
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BYLAWS

THIS DOCUMENT SHALL AMEND BY SUBSTITUTION A DOCUMENT ENTITLED "MENOMINEE COUNTY BOARD OF COMMISSIONERS - RULES AND REGULATIONS". IT SHALL BE ADOPTED IN ACCORDANCE WITH THE APPLICABLE RULE (RULE 18) STATED IN THE AFOREMENTIONED DOCUMENT WHICH GOVERNS THE CREATION AND AMENDING OF THOSE RULES AND REGULATIONS. THIS AMENDMENT SHALL TAKE IMMEDIATE AFFECT UPON ADOPTION.

ARTICLE I: Name: Menominee County Board of Commissioners.

ARTICLE II: Purpose: To provide for the governance of the people of Menominee County.

ARTICLE III: Members: The members of this Board are those persons who have been elected by the qualified electors of the various commissioner districts of Menominee County or those persons who have been appointed to fill vacancies in accordance with the applicable rules established by the State. (Fractions divided evenly will be rounded ~ .5 or greater is rounded up. Below .5 is rounded down.)

Section 1. Voting. All members who are present shall vote whenever the question is put by the Chair.

Sub. Section 1. Abstention.
If there is an appearance of a conflict of interest, the Commissioner shall so state before a vote is called for. No member may abstain from voting "yes or no".

Amended: September 22, 1997

Amended: March 25, 2002

Amended: April 9, 2013

Sub. Section 2. Interest in transactions; exceptions. (MCL 46.30)
A member of the County Board of Commissioners shall not be interested directly or indirectly in any contract or other business transaction with the County, or a Board, Office, or Commission thereof, during the time for which he is elected or appointed, nor for one year thereafter unless the contract or transaction has been approved by 3/4 of the members of the County Board of Commissioners and so shown on the minutes of the Board together with a showing that the Board is cognizant of the member's interest. This prohibition is not intended to apply to appointments or employment by the County or its Officers, Boards, Committees, or other authority, which appointments and employment shall be governed by the provisions of MCL 46.30.

ARTICLE IV: Officers

Section 1. The officers of this Board shall be a Chairperson and a Vice Chairperson.

Section 2. The term of office shall be for one year. The individual may succeed

her/himself.

Section 3. These officers shall be elected at its first meeting of the year, the organizational meeting of the Board, which shall be held as near after January 1 of each year as is practical but at least on or before January 10. This meeting shall be called by the County Clerk after checking with all commissioners as to their preferences as to the time and date. The meeting shall be held in the courthouse or other appropriate public place. The Clerk shall prepare and distribute with the call for the meeting an agenda which shall include all items of business which are pertinent to the reorganization of the Board and functioning of County government. The Clerk shall record the minutes of the reorganization meeting. The Clerk will also chair this meeting until the Board elects its own chairperson. In the event the Clerk is not present within 15 minutes of the scheduled meeting time, the Board shall elect by simple majority any citizen(s), who are present, to chair and/or record the minutes. The Clerk shall immediately assume these duties upon arrival.

Section 4. Candidates for these offices shall be nominated from the floor. It shall take a simple majority vote of the Board to elect. Voting for Chairperson shall be by random roll call vote. Should a simple majority not be obtained by any nominee, a five minute recess shall take place. After the recess the presiding chair of the meeting will ask each nominee if they wish their name to remain in nomination. Another random roll call vote will be taken and the above process continued until one nominee obtains a simple majority. The nomination and election for vice-Chairperson shall take place after the selection of a Chairperson. The voting shall be by random roll call vote. Should a simple majority not be obtained by any nominee, a five minute recess shall be called. After the recess the Chairperson will ask each nominee if they wish their name to remain in nomination. Another random roll call vote shall be taken and the above process continued until the vice-Chairperson is selected.

Amended: March 25, 2002

Section 5. Powers and Duties.
Except for those powers and duties prescribed to the Chair by the State, the Chair has no power to act on behalf of the Board unless the Board specifically grants that power. Duties normally carried out by the Chairman. The duties as determined by this Board are: to appoint all standing committees of the Board and their Chairs with the concurrence of the Board; to appoint all ad hoc and special committees of the Board and name the Chair unless the motion which creates these committees specifies the membership and its chair; nominate the members of all boards, commissions, committees etc. which function as a part of County government with the concurrence of the Board and in accordance with State rules when applicable; the Chair shall vote on all matters including an appeal from the decision of the Chair except for previously declared conflicts of interest. The Chair, when attending a meeting as an ex-officio member, shall not be entitled to charge per diem for attending; the chair shall only be entitled to receive mileage. Upon request, remove and replace with the concurrence of the Board any appointees of or by the Board who have missed three (3) consecutive unexcused scheduled

meetings of the body to which they were appointed. In the absence of the Chairperson, the Vice Chairperson shall assume the duties of the Chair. (Refer to Article VI-Section 5).

Amended: May 22, 2000

ARTICLE V. Meetings

Alcoholic Beverages at ANY County Board meeting is strictly prohibited. No County Board meeting will be held at an establishment which serves alcoholic beverages.

Adopted: July 26, 2011

Amended: April 9, 2013

Section 1. A schedule containing the date, time and place of regular monthly meetings of the Board shall be established at the organizational meeting. The County Board will meet twice monthly.

Section 2. Special meetings, procedure; notice; Open Meetings Act, compliance: (MCL 15.261)

1. A special meeting of the County Board of Commissioners of a County shall be held only when requested by at least 2 members of the County Board of Commissioners of the County. Special meetings will be posted at least eighteen (18) hours before the time of the meeting.

2. Special meetings of the Board of Commissioners serving as the Committee of the Whole shall be held when requested by at least 2 members of the County Board of Commissioners of the County.. The notice will be posted at least eighteen (18) hours before the start of the meeting.

Amended: March 25, 2002

Amended: August 24, 2010

Amended: July 26, 2011

Section 3. Quorum and Majority: (MCL 46.3)

A majority of the members of the County Board of Commissioners of a County shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at its meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary.

MCL 46.3a - Recording names and votes on certain actions; chairman's ballot; request for recording; inspection of record.

Section 3a. The names and votes of members shall be recorded on an action which is taken by the Board of County Commissioners or by a committee of the Board of County Commissioners if the action is on an ordinance, resolution, or appointment or election of an Officer. The vote and the name of the member voting on other questions or motions shall be recorded at the request of: 1/5 of

the members present if the question or motion is before the Board, or 1/3 of the members present if the question or motion is before a Committee of the Board. A record which is made pursuant to this section shall be available for public inspection.

Section 4. Closed Session:
No commissioner or other attendees shall disclose information, comments, etc. from a closed session unless ordered by a court of law. County Board shall approve minutes of a closed session at their next regularly scheduled closed session meeting.

Adopted: April 8, 1997
Amended: May 22, 2000
Amended: August 24, 2010

ARTICLE VI: Committees.

All non County Board committee members appointed by the Menominee County Board may receive a meeting fee. The meeting fee will be determined by each committee, the meeting fee will not exceed fifty dollars per meeting. Mileage allowance shall be provided at the IRS rate per mile. (Refers to: Committees under the direct supervision of the County Board.)

Adopted: July 26, 2011
Amended: April 9, 2013
Amended: August 27, 2013

Section 1. Standing Committees.
The Standing Committees of this Board shall be as follows:
E-911 Governing Board; Road Commission; Board of Health; Inter-Government Relations; Pinecrest; Department-of Human Services; NorthPointe Behavioral Healthcare; UPCAP; CAA; Airport; County Planning Commission; Corrections Advisory Board; Six County Alliance/MI-Works; Re-monumentation; LEPC; Parks and Recreation Committee; Fair Board; UPRC&D; Financial Hardship; Finance; Personnel; Executive; Menominee Business Development Corporation & Building and Grounds Committee; Negotiations Committee; NorthCare Network; Substance Use Disorder (SUD) Committee

Amended: September 22, 1997
Amended: March 25, 2002
Amended: November 21, 2005
Amended: August 24, 2010
Amended: April 9, 2013
Amended: November 10, 2015

Section 2. Other:
Other standing, ad hoc, or special committees as deemed necessary by the Board to carry on its work may be appointed.

Section 3. Refer to Article VI Sec. 5, relative to the appointment procedure.

Section 4. The Charters defining the duties and responsibilities of the Standing Committees shall be appended to these Bylaws.

Section 5. Selection of Boards and Commissions External to the Board.
The Board shall advertise from time to time as necessary the impending vacancies on the external boards and commissions. Respondents to these advertisements or other persons may be nominated by the Chair or by any commissioner from the floor. It shall be the policy of the Board to solicit from the public and from the various boards, committees and commissions to which it makes appointments the names of qualified individuals who might be interested in serving on specific boards, committees and commissions. An "application for appointment" must be filled out and submitted to the County Administrator or County Board to be considered for a miscellaneous board or committee appointment. Refer to Article IV, Sec. 5. (Attachment A)

Amended: July 26, 2011

Section 6. Commissioners, other Elected Officials or County Employees appointed by the Board to various internal and external boards, committees and commissions shall serve from re-organizational meeting to re-organizational meeting. They may succeed themselves. Any appointment is rescinded if the employee is terminated or if the Commissioners or other Elected Official no longer hold their elected post.

Amended: April 24, 2012

ARTICLE VII: Rules, Regulations, Policies of the Board.

Section 1. The Board may adopt by 4/5 vote those rules and regulations it feels necessary to allow for the orderly conduct of business of the Board and committees of the Board so long as they do not conflict with these Bylaws. These Rules and Regulations may be suspended or amended by a 4/5 vote.

Section 2. The Board may adopt at a regular meeting by a 4/5 vote and if submitted in writing at the previous regular Board meeting policy statements which pertain to the operation of all facets of County government which are within the jurisdiction of this Board. Policies of the Board may not be suspended. Policies may be amended under the same rules governing the amending of the Bylaws. See Article IX.

Amended: November 21, 2005

Amended August 24, 2010

ARTICLE VIII: Parliamentary Authority.

Roberts Rules of Order Latest Edition issued to Board Members, ISBN 0-7382-0307-6 shall be the Parliamentary Authority. The rules, with special attention to small boards, contained in the above mentioned reference shall govern the Board and its committees in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or any special rules or policies the Board may adopt.

Amended: March 25, 2002

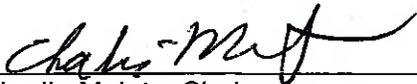
Amended: August 24, 2010

ARTICLE IX. Amendment of Bylaws.

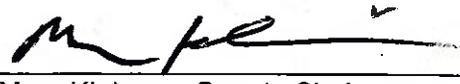
- Section 1. These Bylaws may not be suspended.
- Section 2. These Bylaws may be amended at any regular meeting of the Board by a 2/3 majority of the Board, provided that the amendment is submitted in writing at the previous regular Board meeting. An amendment to this amendment may be made during discussion at the meeting at which the amendment is taken up provided it does not limit the rights of the minority nor expand the rights of the majority. Amendments to the amendment which do the immediately aforementioned limiting and expanding of rights may, if they were presented in writing, be considered as a new amendment at the next regular meeting of the Board.
- Section 3. These Bylaws, Rules, Regulations and Policies shall remain in effect until properly amended or suspended as appropriate. (Bylaws and Policies may not be suspended. Rules and Regulations may be suspended.)

Adopted: April 9, 1991
Amended: July 26, 1993
Amended: April 25, 1995
Amended: March 25, 1996
Amended: September 22, 2003
Amended: November 21, 2005
Amended: August 24, 2010
Amended: July 26, 2011
Amended: 4/24/2012
Amended: 4/9/2013
Amended: 8/27/2013
Amended: 10/28/2014
Amended: November 10.2015

ATTESTED TO:



Charlie Meintz, Chairman,
Menominee County Board of Commissioners



Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD RULES

R89-1 Rescinded (July 17, 1989)

R89-2 Order a call of the Board.

Adopted: July 17, 1989
Amended: April 9, 1991
Rescinded: August 24, 2010

R91-1 All reports by any standing committee shall be in writing and shall be submitted to the Administrator's office to be placed in the board packets as they are submitted. The Administrator will deliver copies to each member of the Board.

Adopted: April 9, 1991
Amended: July 26, 1993
Amended: April 25, 1995
Amended: August 24, 2010

R91-2 All committees are required to report meeting minutes to the full Board in order to remain a committee.

Adopted: April 9, 1991
Amended: August 24, 2010

R91-3 The Order of Business shall be as follows:

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
- F. Public Comment (Statements, not debate, limited to five minutes per person on agenda items only.)
- G. Presentations (limited to twenty minutes)
- H. Department Heads/Elected Officials (limited to ten minutes)
- I. Action Items
- J. New Business (Discussion Only)
- K. Misc. Boards/Committees/Commissions/Reports
- L. Public Comment
- M. Commissioner Comment
- N. Closed Session if needed
- O. Approval of Closed Session Minutes
- P. Return to Open Session
- Q. Adjourn

Adopted: May 26, 1992
Amended: July 26, 1993
Amended: April 25, 1995
Amended: September 22, 1997

Amended: March 25, 2002
Amended: August 22, 2005
Amended: August 24, 2010
Amended: July 26, 2011
Amended: April 24, 2012
Amended: April 9, 2013

R91-4 Quorum/Open Meetings Act

Adopted: April 9, 1991
Rescinded: July 26, 1993

R91-5 Complex or controversial issues may be discussed by the Board prior to being introduced in the form of a motion. The Chair may declare the floor open for debate prior to a motion if no member objects. If there is an objection, the Chair shall call for a vote. A majority vote of the Board shall sustain the Chair. Any motion(s) arising from such debate shall be reduced to writing prior to being voted upon, upon the request of any member.

Adopted: May 26, 1992
Amended: July 26, 1993

R91-6 Motion to Reconsider

Adopted: April 9, 1991
Rescinded: July 26, 1993

R91-7 To determine the sequential order of a roll call vote, the Clerk shall randomly select the names of the members of the Board.

Adopted: May 26, 1992
Amended: July 26, 1993

R91-8 Any matter which has not been placed on the agenda for the meeting nor which has not been added to the agenda by amending the agenda may be considered by the Board under the following conditions: those matters which are binding upon the Board contractually (which also infers financially) may be considered upon a four-fifths vote (4/5) of the full Board; those matters which are not binding upon the Board may be considered upon a majority vote of the full Board.

Adopted: May 26, 1992
Amended: July 26, 1993
Amended: August 24, 2010

R91-9 Travel/Expense reimbursements, Commissioners

Adopted: April 9, 1991
Rescinded: July 26, 1993

R91-10 A meeting fee of \$50.00 will be paid to each commissioner who attends a regular or special Board meeting or who attends meetings authorized by the Board or who carries out the business of the Board when authorized by the Board. Unless acting as an alternate, a commissioner will not receive reimbursement for

attending meetings of committees of the Board to which they are not an appointed member. A commissioner shall not receive payment for two meetings when the 2nd meeting is consecutive, unless the combined meeting time exceeds four (4) hours.

Adopted: April 9, 1991
Amended: July 26, 1993
Amended: March 26, 1996
Amended: May 22, 2000
Amended: April 24, 2012
Amended: April 9, 2013

R91-11 The mileage allowance shall be the IRS rate per mile. Meal allowance shall be as follows: Breakfast: \$9.00, Lunch: \$11:00, Dinner: \$20.00. Receipts must be submitted for reimbursement. Meals provided by conferences will not be reimbursed.

Adopted: April 9, 1991
Amended: July 26, 1993
Amended: April 25, 1995
Amended: April 24, 2012
Amended: August 27, 2013

R91-12 The salary of the Board Chairperson shall be \$4,500 per year. The salaries of the other Commissioners shall be \$4,000 per year.

Adopted: April 9, 1991
Amended: July 26, 1993
Amended: May 22, 2000

R91-13 Commissioners attending authorized conferences including members appointed to MAC or UPACC shall be considered as an authorized conference shall be reimbursed \$75.00 per day, including travel time. All applicable conference fees shall be paid in advance by the County when possible. Lodging shall be reimbursed at actual cost not to exceed the room rate at the conference headquarters hotel. Lodging necessary en route to or from a conference shall be reimbursed at actual cost not to exceed \$80.00 per night. Travel costs will be reimbursed at the IRS rate per mile for personal automobile or at actual cost for commercial carriers. Any travel allowances advanced in excess of actual costs shall be reimbursed to the County. Meals not included in conference fees shall be paid in accordance with Rule 91-11. Receipts are required for reimbursement.

Adopted: April 9, 1991
Amended: July 26, 1993
Amended: April 25, 1995
Amended: March 26, 1996
Amended: May 22, 2000
Amended: August 24, 2010

R91-14 After the fact requests for meeting reimbursements and related expenses which are recommended by the Finance Committee shall require a four-fifths (4/5) vote

of the full Board for approval.

Adopted: April 9, 1991
Amended: August 24, 2010

R91-15 Commissioners who are appointed to serve on other boards, committees and commissions which have their own reimbursement schedules shall have their reimbursements transferred to the County General Fund. (If mailed directly to the County.) Commissioners will be reimbursed for those meetings at the established reimbursement rate through the regular reimbursement procedure. (R91-10) Any checks Commissioners receive directly from boards/committees for per diems and mileage, are to be subtracted from their County reimbursement schedule. (Commissioners are to make a copy of the check received to include with their County reimbursement schedule.) The County will pay any differences up to \$50 per meeting fee and mileage at the current IRS rate.

Adopted: April 9, 1991
Amended: October 22, 1993
Amended: November 10, 2014

R91-16 Commissioners are responsible for submitting all of their own expenses including all meeting expenses. These expenses shall be submitted to the County Administrator's office by the last day of the following month or be forfeited. These expenses will be submitted on a form labeled "Commissioner Per Diem & Expense Form" and/or "Reimbursement Voucher" which will be made available for Commissioners through the County Administrators Office.

Adopted: September 9, 1991
Amended: July 26, 1993
Amended: April 25, 1995
Amended: September 22, 1997
Amended: March 25, 2002
Amended: August 24, 2010
Amended: April 9, 2013

R91-17 All presentations are limited to twenty (20) minutes unless a longer time is deemed necessary by a majority vote of the County Board. All presentation materials shall be submitted to the Administrator's office to be included in the County Commissioner's agenda packet.

Adopted: August 24, 2010

R91-18 All Department Head and Elected Official reports are limited to ten (10) minutes unless deemed necessary by a majority vote of the County Board.

Adopted: August 24, 2010

R91-19 New Business (Discussion Only) Agenda item J. - New Business items can be moved for action through a unanimous roll call vote of the board. If there is not a unanimous roll call vote to move the item for action, the item will be tabled and placed on the agenda as an action item at the next scheduled County Board

meeting.

Adopted: August 24, 2010

R91-20 Commissioner Comment

Adopted: August 24, 2010

Amended: July 26, 2011

R91-21 Official Business E-mail – All employees of the County (including Elected Officials and Commissioners) shall use the county supplied email address for all county business.

Adopted: April 24, 2012

MENOMINEE COUNTY POLICIES

P91-1

COUNTY VEHICLE

The Board strongly encourages the use of the county vehicles, if available, to be utilized by all persons traveling on behalf of the County outside of Menominee County. Requests for the county vehicles shall be made through the County Administrator. The County Administrator shall determine priority in the event that more than one person requests the vehicle. Normally priority would be determined by the order in which the requests are received. The County Administrator shall notify the Buildings and Grounds Department. The Buildings and Grounds Department shall make arrangements with the person requesting the vehicle and shall see that the vehicle is fueled and checked prior to being released. The office of the County Clerk shall provide forms for reporting mileage, on the road expenses and other pertinent information.

Adopted: April 9, 1991
Amended: April 27, 1992
Amended: July 26, 1993
Amended: August 24, 2010
Amended: July 26, 2011

P91-2

OVERTIME AND COMPENSATORY TIME

It shall be the policy of the Board that all work assignments involving overtime or compensatory time shall be approved by the appropriate department head and the County Administrator. In cases of emergency the Chairperson of Personnel shall be notified as soon as possible of the action taken.

Adopted: April 9, 1991
Amended: July 26, 1993
Amended: August 24, 2010

P91-3

DISSEMINATION OF INFORMATION

It shall be the policy of the Board that all information pertaining to business of the County Board obtained by individual commissioners, committees of the Board, employees of the county and other Elected Officials shall be transmitted in a timely fashion to all Board members to enable them to make informed decisions. Regularly scheduled County Board packets and regularly scheduled Committee packets will be available in the Administrator's Office five calendar (5) days prior to the scheduled meeting.

Adopted: April 9, 1991
Amended: July 26, 1993
Amended: March 25, 2002
Amended: August 22, 2005
Amended: August 24, 2010

**MENOMINEE COUNTY
PURCHASING POLICIES AND PROCEDURES**

1.0 INTRODUCTION

1.1 Purpose

To obtain the necessary goods and services at the least cost for the effective and efficient operation of the County.

1.2 Authority

The provisions in this manual shall take effect immediately upon formal adoption by the Menominee County Board of Commissioners. The County Administrator is responsible for the administration of all purchasing policies and procedures. Any exceptions to these policies and procedures shall be made by the Menominee County Board of Commissioners.

1.3 Scope

These purchasing policies and procedures shall apply only to the following funds: General; Road Patrol; Law Library; County Parks; Park Improvement; Re-monumentation; CDBG; E-911; Friend of Court; Building Code; LEPC; Child Care; Veterans Trust; Special Child Care Fund.

Amended: September 22, 1997

Amended: March 25, 2002

1.4 Revision

The policies and procedures contained in the Purchasing Policies & Procedures section (P91-4) can be modified by a formal resolution of the Menominee County Board of Commissioners. Employees are encouraged to make suggestions for changes which will be kept on file by the County Administrator.

Amended: September 22, 1997

1.5 Distribution of the Manual

All departments will receive a copy of the Menominee County Purchasing Policies and Procedures section (P91-4). Additional copies are available from the County Administrator.

2.0 RESPONSIBILITY/AUTHORIZATION

2.1 Chief Fiscal Officer

The County Administrator will serve as Chief Fiscal Officer for Menominee County. The Chief Fiscal Officer is authorized to spend up to and including \$5,000 for all departments without obtaining prior approval.

The Chief Fiscal Officer is authorized to dispose of any County asset less than \$500 in value by soliciting bids for purchase of the asset.

It is the responsibility of the Department Heads, Elected Officials and the Chief Fiscal Officer to ensure that there are sufficient funds available in the appropriate activity to procure the goods and services.

In the absence of the Chief Fiscal Officer, one of the following in this order shall serve as Chief Fiscal Officer:

1. Finance Chairperson
2. Board Chairperson
3. County Treasurer

2.2 Department Heads

Department Heads and Elected Officials are authorized to spend up to and including \$500 within their department's budgetary constraints.

Department Heads are as follows: Equalization Director, Building Inspector, Veterans Services Officer, Emergency Service Director, E-911 Director; Friend of the Court.

Elected Officials are as follows: Clerk/Register of Deeds, Treasurer, Prosecuting Attorney, Sheriff and Judges.

2.3 Administrator

The Menominee County Administrator shall process all payment requests. The County Clerk will then prepare a bills payable report to the County Board for approval.

Amended: March 25, 2002
Amended: August 24, 2010

2.4 Treasurer

Treasurer is responsible for co-signing checks along with Clerk.

3.0 PURCHASING GUIDELINES

3.1 Procurement Process

Procurement of goods and services under \$500 shall be through obtaining quotations from one or more suppliers, if available.

Procurement of goods and services over \$500 and less than \$5,000 shall be obtained as follows:

1. Complete a purchase order request form.
2. Provide written quotes from three vendors to be attached to the request form.
3. Turn in the completed form to the County Administrator who will issue a purchase order.

Procurement of goods and services over \$5,000 shall be through a sealed bid process in accordance with specification listed in an advertisement to bid. A project may not be subdivided into individual items for the purpose of circumventing the bid procedure. When appropriate, bid specifications shall be prepared by proper professionals and shall be reviewed by the County Prosecuting Attorney and County Administrator prior to being advertised. The Finance Committee chair or designee shall open bids. All bids for which an outside professional prepared bid specifications shall be reviewed by that professional and she/he shall make a recommendation to the Board regarding the bid award.

Amended: March 25, 2002
Amended: August 22, 2005
Amended: August 24, 2010

3.2 Professional Services.

County Government has many occasions during the course of a year when it needs professional advice or plans for very specific concerns.

It shall be the policy of the Menominee County Board of Commissioners that the Board may contract with appropriate professionals who, in the opinion of the board, have specific professional training and experience which meet the Board's perceived requirement for specific projects without having to publicly request bids for professional services.

It shall be the policy of Menominee County Board of Commissioners that each contractor shall complete a contractor checklist (see attachment G).

3.3 Purchase Orders

The following pertains to goods and services outside the realm of normal weekly/monthly business transactions.

Procurement of goods and services over \$500 and less than \$5,000 shall be prepared on a Purchase Order and approved by the Chief Fiscal Officer. Procurement of goods and services over \$5,000 shall be prepared on Purchase Order and approved by Menominee County Board.

Purchase orders are in three parts. All copies go with the invoice to the County Clerk's office. The Account's Payable clerk will retain the white copy, send the yellow copy with the invoice and payment, the pink copy is retained in the Administrator's office.

Amended: March 25, 2002
Amended: August 24, 2010

3.4 Bid/Quotation

Awarding of any bid or quotation will be based on the following criteria:

- Price
- Specification Requirement
- Product Quality
- Service
- Reputation of Firm

Any other relevant factors the Board of Commissioners may wish to consider.

The Menominee County Board of Commissioners reserve the right to reject any and all bids or quotes.

3.5 Emergency Purchase

In the case of an emergency that must be resolved immediately, as it will endanger the health, safety or welfare of the people of the County; the Chief Fiscal Officer shall be empowered to approve such emergency purchases with the concurrence of at least two (2) members of the executive committee. Emergency Purchases shall be ratified at the next County Board meeting.

Amended: September 22, 1997

Amended: August 24, 2010

3.6 Service Contracts

It shall be the policy of the Board to enter into service agreements with the vendors of the various products the Board purchases upon the recommendation of the Finance Committee and/or County Administrator.

Amended: July 26, 2011

4.0 PAYMENT

4.1 Payment Request

All payment requests shall be forwarded to the County Clerk's office within 5 days of receipt by Department Heads, Elected Officials and Chief Fiscal Officer. The Clerk's office will then prepare a bills payable report to the County Administrator for approval. The County Administrator then submits the bills payable report to the County Board for approval.

Amended: March 25, 2002

Amended: August 24, 2010

4.2 Payments

Once the Board of Commissioners have approved payment, the County Clerk and Treasurer have 5 business days in which to mail payment to vendor.

Amended: March 25, 2002
Amended August 24, 2010

4.3 Standing Payment Approval

Certain types of purchases may be approved by the Board of Commissioners with a standing order. Below is a list of those types of purchases:

- Payroll
- Payroll Related Payments
- Insurance Coverage
- Utilities (all dept)
- All Court Related Fees
- All Trust and Agency Account Payments
- Sheriff's Dept Food Purchases
- Petty Cash Reimbursements
- Mental Health Vouchers
- Library Board Vouchers
- Dept. of Social Services Vouchers
- Purchases Approved By Chief Fiscal Officer
- Appropriation Payouts
- Operating Transfers

These expenditures will be reviewed and approved by the Chief Fiscal Officer on a biweekly or as needed basis.

Amended: September 22, 1997
Amended: May 22, 2000
Amended: August 22, 2005
Amended: August 24, 2010
Amended: July 26, 2011

5.0 PETTY CASH FUND

5.1 Establishment of Petty Cash Fund

Menominee County Board of Commissioners shall establish a petty cash fund in the County Clerk, District Court, Friend of Court, Treasurer, Parks, Child Care Fund, County Library and Register of Deeds offices in the amount not to exceed \$100.

Menominee County Board of Commissioners shall establish a petty cash fund in the Sheriff's department in the amount not to exceed \$1,000; At the Road Commission in the amount not to exceed \$150; and at the Parks in the amount not to exceed \$200

The Treasurers Office shall maintain two \$500 cash drawers for daily transactions; The Sheriff's office will maintain one \$1,000 cash drawer for daily transactions; The Parks office will maintain one \$100 cash drawer for daily transactions; The Administration office will maintain one \$50 cash drawer for

daily transactions; The Building Code Department will maintain one \$100 cash drawer for daily transactions.

Amended: September 22, 1997
Amended: August 24, 2010
Amended: November 10, 2015

5.2 Responsibility

The Clerk, District Court Judge, Friend of Court Dept. Head, Treasurer, Register of Deeds, Sheriff, Parks Manager, Judge of Probate Court, Road Commission Finance Director, County Librarian, Administration, and Building Code shall be responsible for the management and control of the petty cash fund within their department.

6.0 CONFLICTS OF INTERESTS

6.1 Employees/Public Officials

Refer to Section I, Subsection 2 of Menominee County Board of Commissioners' Bylaws, also, refer to MCL 15.321-15.323

7.0 VENDOR PROTESTS.

The term vendor protest shall mean an allegation that there has been a breach, misinterpretation, or improper application of these purchasing policies/guidelines. Prompt and just settlement of the protest is in the mutual interest of the County and Vendor. Therefore, a structure procedure has been developed to consider these protests.

Step 1. The vendor shall present the complaint orally to the County Administrator for resolution.

Step 2. If the protest is not settled at Step 1, the protest shall be reduced to writing and presented to the County Administrator and the Chairman of the County Board of Commissioners within 10 calendar days after answer to Step 1. The written protest shall include the following:

1. Name, address and telephone number of protestor.
2. Signature of protestor or its representative.
3. Identification of purchasing policy/guideline that was breached.
4. Form of relief being sought.

Step 3. If the protest is not settled at Step 2, the vendor may file a written protest to the Finance Committee of the County Board of Commissioners within 10 calendar days of receipt of the County Administrator's response. The Finance Committee will take up the protest at their next regularly scheduled meeting. The Finance Committee will recommend to the County Board of Commissioners whether the protest should be upheld or denied. The decision of the County Board of Commissioners is final.

Adopted: February 24, 1992
Amended: April 27, 1992
Amended: July 26, 1993
Amended: April 25, 1995
Amended: August 24, 2010

P91-5 POSTING FOR COMMITTEES.

Rescinded: July 26, 1993

P91-6 NATIONAL DUES

It shall be the policy of the Board to determine on an individual basis those requests for payment of membership dues in National Organizations by the various Departments of County Government.

Adopted: April 9, 1991

P91-7 SERVICE CONTRACTS

Adopted: April 9, 1991
Rescinded: July 26, 1993

P91-8 FISCAL OFFICER

It shall be the policy of the Board that the County Administrator shall be the Fiscal Officer of the Board. If not readily available in emergency situations, the chairperson of the Finance Committee, the chairperson of the Board of Commissioners and lastly the County Treasurer shall assume those responsibilities.

Adopted: April 9, 1991
Amended: April 27, 1992
Rescinded: July 26, 1993
Reinstated: August 24, 2010

P91-9 BOARD MAIL

Adopted: April 9, 1991
Rescinded: July 26, 1993

P91-10 BOARD COMMUNICATION

It shall be the policy of the Board that the official spokesperson of the Board shall be the Board's Chairperson or designee with the concurrence of the chair. Utterances of committees and individual Board members shall be clearly identified to the media and the public that those public statements are opinions of those committees or member(s) as the case may be and not positions of the Board.

Adopted: April 9, 1991
Amended: July 26, 1993

P91-11 ADVANCE PAYMENT FOR TRAVEL EXPENSES

Refer to Personnel Manual - Section entitled Travel Allowance.

Adopted: April 9, 1991
Amended: September 22, 1997
Amended: April 23, 2007

P91-12 PUBLIC COMMENT

It shall be the policy of the Board that for all meetings of the Board and all committee meetings of the Board which come under the jurisdiction of the Michigan Open Meetings Law that the following rules apply: speakers shall identify themselves and if representing a group, the name of the group, and shall state their address; a speaker shall be limited to five minutes; only one speaker may address the Board on behalf of a group; 30 minutes, if necessary, shall be devoted to public participation during the appropriate times on the agenda; (the first public comment on the agenda is noted as "statement, not debate, limited to five minutes per person on agenda items only) the Board reserves the right to extend the above mentioned time limits; a member of the public can request permission to address the Board relative to a particular item on the agenda at the time it is being considered by the Board or a Board member can yield the floor to a member of the public, under the constraints of the above mentioned time limits; these rules shall be available along with copies of the agenda, for those meetings at which a previously prepared agenda is available, at the time and place of the meeting.

Adopted: April 9, 1991
Amended: July 26, 2011

P91-13 COMMISSIONER COMPENSATION

A member of the County Board of Commissioners shall receive the compensation and mileage reimbursement fixed by resolution of the County Board of Commissioners. Changes in compensation shall become effective only at the time members of the County Board of Commissioners commence their terms of office after a general election. As used in this section, "compensation" shall not include mileage reimbursement.

Adopted: April 9, 1991
Amended: September 22, 1997

P91-14 UNEMPLOYMENT COMPENSATION

Michigan Employment Security Commission will be paid upon request. The County Administrator will review the monthly statement as received from Michigan Employment Security Commission and each Department Head will receive notices from the County Clerk's office.

Adopted: April 9, 1991
Amended: September 22, 1997
Amended: August 24, 2010

P91-15 RECORDING & VIDEO TELECONFERENCING EQUIPMENT

Any person requesting to use the recording/video equipment and its component parts in the Courtrooms must first receive authorization from the

County Administrator.

Adopted: April 9, 1991
Amended: July 26, 2011

P91-16 EMPLOYEE DISCIPLINE

Many situations involving employee discipline, whether the employee was an employee of the Board or an employee supervised by another elected official, ultimately become issues to which the county via the County Board must respond.

It shall be the policy of the Menominee County Board of Commissioners that all incidents in which an employee is involved in a possible disciplinary action, whether by the Board or by another elected official, will be brought to the attention of the County Administrator by the appropriate supervisor of the employee in question prior to discipline being administered. This will be brought to the County Administrator through the use of the County Personnel Action Form within one (1) business day. The County Administrators Office will then distribute the Personnel Action Form as follows within one (1) business day of receiving the form: Original with Attachments - Personnel Records; Copy without attachments - Employee, Department Head(s), Payroll, County Board of Commissioners.

Furthermore, court documents which affect the employment conditions and status of any employee shall be brought to the attention of the County Board members as soon as is practical (notify committee Chair within one working day of the date upon which the document becomes official).

Adopted: Aug 12, 1991
Amended: Sept. 9, 1991
Amended: July 26, 1993
Amended: September 25, 2000

P91-17 EMPLOYEE RECLASSIFICATION

Adopted: April 9, 1991
Rescinded: April 24, 2012

P91-18 EMPLOYEE REQUESTS FOR PERKS

In order to better manage employee availability to the public at their customary work site, a system of prior approval needs to be instituted.

It shall be the policy of the Menominee County Board of Commissioners that requests for comp time, vacation time, overtime and attendance at conferences will have the prior approval of the employee's department head. The Administrator will make requests to Personnel committee. Non-supervised employees will establish and post regular hours during which they will be available to the public. Non-supervised employees shall notify the Clerk's office and the County Administrator when they will not be in their office during the

regular posted hours. It is the Board's intent to establish regular office hours to facilitate availability to the public. Any other employees who do not have a supervisor shall make these requests to the County Administrator at least two weeks in advance. Requests for the County vehicle for conference travel shall be requested through the County Administrator's office.

Adopted: April 1, 1991
Amended: April 27, 1992
Amended: April 25, 1995
Amended: August 24, 2010

P91-19 AUTHORIZATION FOR PAY OF PART TIME EMPLOYEE BENEFITS

Adopted: April 1, 1991
Rescinded: April 24, 2012

P93-1 LITIGATION COSTS CHARGE BACK

Elected Officials whose personnel practices and/or actions in personnel matters which results in lawsuits against the County may have the costs of these actions charged back against their departmental budget or may recoup cost through the individual.

Adopted: February 22, 1993
Amended: September 22, 1997

P93-2 REVENUES IN EXCESS OF ORIGINAL BUDGET

When a recipient of county funds realizes an increase in their actual revenue over budgeted revenues, the County Board at its discretion may reduce the County appropriation up to the amount of the excess revenue.

Adopted: February 22, 1993
Amended: September 22, 1997

P93-3 EMPLOYEE TRAINING

The County will pay the cost of seminars, educational classes, computer training, or other employee training to perform the duties of the employees' job description. The employees' department head must give prior approval and money for such training and seminars must be available in the department budget.

Adopted: July 26, 1993
Amended: September 25, 2000

P94-4 PERSONNEL MANUAL

See manual adopted by Board on June 28, 1993 and its subsequent amendments.

Adopted: July 26, 1993
Amended: September 22, 1997
Amended: April 23, 2007

P97-1 RESIGNATION POLICY

Adopted: February 24, 1997
Rescinded: April 3, 2012

P97-2 RETIRING ELECTED OFFICIAL HEALTH INSURANCE

It shall be the Policy of the Board to terminate the health insurance coverage for retiring elected officials immediately upon the end of elected officials' term of office.

Adopted: February 24, 1997

P98-1 COMPUTER USAGE POLICY

See policy approved by the County Board on May 25, 2010. (Attachment B)

Adopted: February 23, 1998 (Not Found)
Amended: May 25, 2010

P98-2 INVESTMENT POLICY

Resolutions authorizing investment of County Funds and Approving the County Investment Policy are approved by the County Board on a yearly basis at the re-organizational meeting.

Adopted: August 24, 1998
Amended: July 28, 2009 (Resolution 09-16)
Amended: August 24, 2010

P98-3 CREDIT CARD POLICY

See Resolution 98-13 Menominee County Credit Card Policy approved by the County Board on August 24, 1998. (Attachment C)

Adopted: August 24, 1998

P98-4 FAX POLICY

Amended: August 24, 2010
Rescinded: November 10, 2015

P98-5 NON-SUFFICIENT FUNDS (NSF) CHECKS

There will be a \$35 charge for all NSF checks issued to Menominee County. The Menominee County Treasurers Office will be responsible for the collection of all NSF checks and the NSF charges. NSF collection activity will accrue to the County Treasurers budget. If a NSF check is not collectible, the County Treasurers office will notify the applicable department so they correct their records accordingly. The statement, "A \$35 fee will be charged for all NSF checks issued to Menominee County" shall be posted in County offices which receive payment by check.

Adopted: October 26, 1998
Amended: August 24, 2010

P2000-1

EMPLOYEE AGREEMENTS/CONTRACTS

Agreements or contracts with employees or bargaining units will be strictly followed by Department Heads, Elected Officials, and the Administrator. All contracted services or benefits for employees will require Department Heads, Elected Officials, and the Administrator to not deviate from the procedures established for the service or benefit. Should a situation come up that may require special consideration the solution for the situation must first be brought before the Board of Commissioners for approval.

Adopted: February 28, 2000

P2000-2

PAYROLL/TIME SHEETS

All Departments will be required to submit their pay roll sheets with a break down of each employee's time under the following columns:

- V (vacation)
- S (sick days)
- P (personal days)
- H (holidays)

Each Department will be required to notify the County Administrators office of any changes or additions to their respective employee's vacation, sick days, and personal days due to anniversary, contract, agreement, or other reason not covered.

The County Clerks office will be the official place to hold record of each employee's vacation, sick days, and personal days.

Adopted: February 28, 2000

Amended: March 25, 2002

Amended: August 24, 2010

P2000-3

WAIVER OF HEALTH INSURANCE

Adopted: March 27, 2000

Rescinded: April 24, 2012

P2000-4

DOUBLE HEALTH INSURANCE COVERAGE

Adopted: April 11, 2000

Rescinded: April 24, 2012

P2000-5

COMMITTEE OF THE WHOLE

Committee of the Whole shall meet for relative county business as needed by request of the County Board. The Chairperson of the County Board of Commissioners will call the meeting to order and preside over the following:

- Pledge of Allegiance
- Roll Call
- Approval of Agenda
- Approval of Previous Meeting Minutes

Public Comment (Statements not debate, limited to 5 min. per person on agenda items only)
Department Head Reports/Comments

The next part of this meeting (business items) will be chaired by the County Administrator. Should the County Administrator not be able to attend, the Chairperson of the County Board of Commissioners will preside. Items to be addressed at this meeting will be arranged by the County Administrator's office. Commissioners, Department Heads, or Elected Officials may have items placed on the agenda by submitting a written request to the County Administrators office.

Recommendations from the Committee of the Whole will be brought to the next regularly scheduled or special meeting of the Menominee County Board of Commissioners.

Should the Committee of the Whole request additional work on an item be performed by the respective standing committee members, they will follow the direction of the Committee of the Whole in order to present a recommendation for the next regularly scheduled or special meeting of the Menominee County Board of Commissioners. If the Committee of the Whole wishes an item may be tabled until the next Committee of the Whole meeting. Emergency action items may be added to the agenda with a 2/3 vote approval of the board of commissioners.

After agenda items are taken care of, the County Administrator will turn the meeting back over to the Chairperson of the Menominee County Board of Commissioners. The Chairperson will resume the meeting with the following items:

Public Comment (limited to five minutes)
Adjournment

Adopted: June 26, 2000
Amended: March 25, 2002
Amended: September 23, 2002
Amended: September 27, 2004
Amended: August 22, 2005
Amended: August 24, 2010
Amended: July 26, 2011
Amended: April 9, 2013

P2000-6

AUDIO RECORDING OF MEETINGS

Policy on Recording Committee of the Whole and Regular Monthly Board Meetings - It will be the policy of the Menominee County Board of Commissioners to keep an audio recording of its regular monthly meetings and committee of the whole meetings, and while every attempt will be made to make clear and audible recordings, the county cannot be responsible for undetected human/mechanical error that may occur during the recording process. These recordings will be kept in the County Administrators office for

a period of one year. Anyone may listen to these recordings after arranging it with the Office of the County Administrator. A transcript of any of these recordings will be made available only if a simple majority of the full board approves it. Should a copy of a recording be requested, it will be provided at the cost according to County Policy P2003-01 (Public Records Copy Fees)

Adopted: September 25, 2000
Amended: March 25, 2002
Amended: September 27, 2004
Amended: August 24, 2010

P2001-01 FOIA COORDINATOR

All FOIA requests will be received at the Office of the County Administrator. Any requests received by Department Heads will be immediately forwarded to the FOIA Coordinator for receipting and tracking. The request will be copied to all interested parties and the maintaining Official will provide the requested information. Only specific FOIA's will be reviewed by the County Attorney at the discretion of the FOIA Coordinator.

The information requested will be provided, or a reason for the denial of the request will be given to the person, through the Office of the County Administrator. The Administrator will be responsible for the flow of information within the time lines established by the Act, the information request is filed with the county.

Adopted: January 22, 2001
Amended: March 25, 2002
Amended: August 24, 2010

P2001-02 DISPOSAL OF SURPLUS PROPERTY

It will be the policy of the Chief Fiscal Officer to follow these steps in disposing of County surplus property.

1. County property to be disposed of must first be declared as surplus by the Department Head having custody of the property.
2. The County Administrator will make available to all County Departments the list of available surplus property, which may be assigned to any department having a governmental use for it.
3. Any surplus property not reassigned to other departments will be presented to the Board of Commissioners for a declaration of surplus. That property will then be disposed of in a public manner to be determined by the Board. (Exception: In the case of working dogs (K-9), upon decommission of the dog, the K-9 handler has first rights to the dog.)

Adopted: May 21, 2001
Amended: April 9, 2013

P2001-03 REPORT TO WORK

It will be the policy of all Employees (except Road Patrol Deputies) to report to their primary work site first before being dispatched to other work sites. Seasonal

adjustments to this policy can be made by the Department Head With the approval of the county administrator.

Adopted: May 21, 2001

P2002-01 DEDUCTIBLE REIMBURSEMENT PROGRAM

Adopted: August 26, 2002

Rescinded: April 3, 2012

P2003-01 PUBLIC RECORDS FEES

It shall be the policy of Menominee County that any individual or citizen who requires a copy of public records will be charged by the fee schedule on Menominee County Resolution, 2015-10 unless supervened by State Law. (Attachment D)

Adopted: June 23, 2003

Amended: August 24, 2010

Amended: July 26, 2011

P2006-01: MAINTAINING PRIVACY WHEN DISCLOSING PUBLIC RECORDS

Michigan's Social Security Number Privacy Act ("SSNPA") prohibits a local governmental agency or department from publicly displaying all or more than 4 sequential digits of an individual's social security number. "Publicly display" means to exhibit, hold up, post, make visible and set out for open view, including, but not limited to, open view on a computer device, computer network, website, or other electronic medium or device, to members of the public or in a public manner. This prohibition does not apply to a use of all or more than 4 sequential digits of an individual's social security number that is authorized or required by state or federal statute, rule, or regulation, by court order or rule, or pursuant to legal discovery or process.

The SSNPA, as well as the Disclosure of Personal Information on Documents Act, also prohibits a state agency or local governmental unit from delivering an envelope or package on the outside of which personal information is placed or on the inside of which personal information is placed that is visible from the outside of the envelope or package.

The Freedom of Information Act (FOIA) allows a public entity to exempt from disclosure information or records that would disclose the social security number of an individual.

Therefore, Menominee County may post or make available electronic copies of public records, in compliance with the SSPA and the FOIA. Menominee County shall not post on its website, or otherwise publicly display, an individual's social security number in connection with the public record unless such display is specifically authorized or required by state or federal statute, rule, or regulation, by court order or rule, or pursuant to legal discovery or process. It is also the policy of Menominee County to exempt from disclosure information or records

that would disclose the social security number of an individual in response to a FOIA request.

In addition, pursuant to the Privacy Act of 1974, whenever the Menominee County Clerk or Register of Deeds requests an individual's social security number, that request shall be accompanied by written notice containing the following: 1) whether the disclosure is mandatory or voluntary, 2) by what statutory or other authority the social security number is solicited, and 3) what uses will be made of it.

The County's policy with respect to the disclosure of social security numbers in relation to specific documents maintained by the County Clerk and Register of Deeds is described below.

Vital Records

It may be necessary for an individual to provide a social security number in connection with a vital record (certificates or registrations of birth, death, marriage, or divorce, acknowledgment of parentage, or related data), which is maintained by the County Clerk. Michigan's Public Health Code prohibits a person from disclosing a social security number collected for the purposes of administering the system of vital statistics. Therefore, no social security numbers shall be disclosed in association with the subsequent disclosure of a vital record.

Voter Registration Records

The Michigan Election Law prohibits a county clerk from disclosing personally identifying information contained in a voter registration record. Therefore, no social security numbers or any other identifying information shall be disclosed in association with the production of voter registration information.

Veterans' Discharges

The Record of Veterans' Discharges Act requires the County Clerk to record and index discharges from the armed forces. However, the information that is to be made available to the general public is limited to the name, rank, unit of military service, dates of military service, and medals and awards received. Therefore, no other information, including an individual's social security number, shall be disclosed.

Register of Deeds

The Register of Deeds is required to accept for filing any record that contains the minimum requirements for recording an instrument:

- 1) The name of each person purporting to execute the instrument is legibly printed, typewritten or stamped beneath the original signature or mark of the person

- 2) A discrepancy does not exist between the name of each person as printed, typewritten, or stamped beneath their signature and the name as recited in the acknowledgment or jurat on the instrument
- 3) The name of any notary public whose signature appears upon the instrument is legibly printed, typewritten, or stamped upon the instrument immediately beneath the signature of that notary public
- 4) The address of each of the grantees in each deed of conveyance or assignment of real estate, including the street number address or the post office address is legibly printed, typewritten, or stamped on the instrument
- 5) The instrument complies with the formatting requirements set forth in MCL 565.201(1) (e) or (f).

The Register of Deeds is required by statute to furnish proper and reasonable facilities for the inspection and examination of the records and files in his/her office during usual business hours. The custodian of the records and files may make reasonable rules and regulations with reference to the inspection and examination of the records and files as is necessary to protect the records and files and to prevent interference with the regular discharge of the duties of the register of deeds.

An individual requesting to inspect and examine recorded instruments will be required to present a picture ID and to sign-in at the office of the register of Deeds, providing his/her name, address, phone number, and purpose for inspection and examination. Should an individual request a copy of a recorded instrument that contains a social security number; the Register of Deeds or his/her agent shall copy the instrument, redacting the social security number from the copy.

Adopted: January 23, 2006

P2006-02 PAYMENT OF ELECTION BILLS

It is the policy of Menominee County that the following schedule for payment of election bills will be as listed below:

-All government entities, including Menominee County, will pay all those elections expenses in the gubernatorial and presidential cycles as enumerated in Michigan state election law. (County pays for ballots, marking utensils; tally sheets/poll books, etc. Townships and cities pay for the cost of the election workers, etc.)

-In special elections-not gubernatorial/presidential elections-in which the county has participated with a county-wide ballot proposal, the following will be paid for by the County Board of Commissioners. A pro-rated share (with the other entities sponsoring the election) of the costs will be borne for –

- programming
- legal notices
- election supplies + kits
- postage
- Board of Canvassers

(Example: if the county sponsors an election with four other entities (schools, townships, etc.) then each will pay one-fifth (1/5) of the above named costs. If the

County sponsors an election with one other entity, then each will pay one-half (1/2) of the costs.)

-Government entities sponsoring special elections – townships, cities, school districts, etc. – will be charged back the cost of ballots on a pro-rated basis as a percentage of the total number of ballots ordered. (Example: 2,500 ballots for an entity of total 10,000 ordered for an election, charge back will be 25% of total cost of ballots.)

-In all cases the cost of the election workers will be borne by the cities/townships as per MCL 168.682

Adopted: January 23, 2006

P2010-01 CREDIT CARD PAYMENTS

Menominee County has approved acceptance of credit card payments by Menominee County Offices. See Resolution 2010-18 (Attachment E)

Adopted: September 28, 2010

P2011-01 Enhanced Access to Digital Public Records Policy (Attachment F)

Adopted: November 22, 2011

CHARTERS OF STANDING COMMITTEES

Alcoholic Beverages at ANY public meeting or holding any public meetings at an establishment which serves alcoholic beverages is strictly prohibited by the Menominee County Board of Commissioners.

All non County Board committee members appointed by the Menominee County Board may receive a meeting fee. The meeting fee will be determined by each committee, the meeting fee will not exceed fifty dollars (\$50) per meeting. Mileage allowance shall be provided at the IRS rate per mile. (Refers to committees under the direct supervision of the County Board.)

Adopted: July 26, 2011
Amended: April 9, 2013
Amended: November 10, 2014

A. COMMITTEE OF THE WHOLE SHALL:

Meet for relative county business as needed by request of the County Administrator, Finance Chairman, or Personnel Chairman.

Amended: April 9, 2002
Amended: August 24, 2010
Amended: July 26, 2011

B. FINANCE COMMITTEE SHALL:

Consist of four (4) members of the Menominee County Board of Commissioners. Shall not be the chairman of the County Board and not a member of the Personnel Committee.

Receive reports and recommendations from the County Administrator and make such recommendations affecting all financial matters of the County to the Board.

Ascertain and determine the amount of money to be raised for County purposes for the ensuing year; apportion such amount and also the amount of the State tax and indebtedness of the county to the State (if any) among the several townships in proportion to the valuation of the taxable property as determined by the State Tax Commissioner.

Examine all certificates, statements, papers, and records submitted to the Board showing the monies to be raised in the several townships for school, highway, drain, townships, or other purposes.

Determine such amounts of money proposed to be raised as shall be authorized by law to be spread upon the assessment roll of the proper townships and cities.

Ascertain and recommend to the Board for the October session such salaries as it may propose for all elected officials of the county.

With the assistance of the director of Taxation & Equalization Dept., for the April session, examine the rolls of the townships and cities and ascertain whether the real and personal property in said townships and cities had been equally and uniformly assessed, and shall equalize the same by adding or deducting from the valuation of the taxable property in any township or city such amounts as in their judgment will represent the true cash value.

Prepare and submit at the first County Board session in July a preliminary budget of all expenses and revenues. The final budget shall be ready for approval in September at the last County Board meeting.

Receive and examine the Auditor General's Annual Statement of rejected taxes and submit to the Board at its' August meeting a proper resolution for effecting the reassessment and collection of such taxes.

The Finance Committee may review all purchase orders and claims against the County on a monthly basis. A complete report of monthly bills will be submitted to the full Board monthly.

Shall see that the purchasing policies and guidelines are implemented and enforced.

The following Boards and Commissions may authorize payment, as necessary, while remaining within their respective budgets; Library Board & Veterans' Trust.

Shall annually review all Rules and Policies of the Board in regard to all financial activity of the County.

Amended: April 9, 2002
Amended: August 24, 2010
Amended: July 26, 2011
Amended: April 9, 2013

C. DEPARTMENT OF HUMAN SERVICES (DHS) SHALL:

Receive and hear all communications and reports concerning the Department of Human Services and Northpointe Behavioral Healthcare and submit such reports as it may have from time to time to the Board for appropriate action and advice.

Amended: August 24, 2010

D. PINECREST BOARD OF DIRECTORS SHALL:

Receive and hear all communications and reports concerning the Pinecrest Medical Care Facility and submit any reports and recommendations which it may have to the Board.

Amended: August 24, 2010

E. LAW ENFORCEMENT, CRIMINAL JUSTICE, EMERGENCY SERVICES & ACT 347 SHALL:

Meet at the direction of the Committee of the Whole

Maintain close contact with the County Prosecutor, County Sheriff, District Judge and Magistrate and make such recommendations regarding the functions thereof, as it may from time to time deem necessary.

Keep the County Board informed of the functions of Emergency Services within the County, anytime deemed necessary.

Amended: April 9, 2002

F. DELTA-MENOMINEE COUNTY HEALTH DEPARTMENT BOARD OF HEALTH SHALL:

Consist of two (2) Board Members appointed annually by the County Board and one non-Board member to be appointed by the Board for a three year term and shall supervise the public programs of the County and shall sit as members of the Delta-Menominee County Health Department Board.

Amended: September 22, 1997

Amended: August 24, 2010

G. PERSONNEL COMMITTEE SHALL:

The personnel committee shall consist of four (4) members of the county Board of Commissioners. Shall not be the chairman of the County Board and not a member of the Finance Committee. Negotiate, administer and recommend employee contracts. Review and establish employee job descriptions and classifications. Review and make recommendations to the Board in regard to County Personnel Manual. Set review dates for contract employees; develop an objective and measurable evaluation system for contract employees. Assist in the development of secession plans for future vacancies at the Department Head level. Collaborate with Department Heads and Elected Officials to develop interdepartmental cross training.

Amended: September 22, 1997

Amended: April 9, 2002

Amended: August 24, 2010

Amended: July 26, 2011

Amended: April 9, 2013

Amended: August 27, 2013

Amended: November 10, 2014

H. CENTRAL UPPER PENINSULA PLANNING AND DEVELOPMENT REGIONAL COMMITTEE (CUPPAD) SHALL:

Amended: August 24, 2010

Rescinded: April 9, 2013

I. SIX COUNTY EMPLOYMENT ALLIANCE/MI-WORKS SHALL:

The mission of the Michigan Works! Association is to provide leadership and services, and promote quality and excellence for the advancement of Michigan's Workforce Development System and its customers and professionals.

Amended: August 24, 2010

J. UPPER PENINSULA COMMISSION FOR AREA PROGRESS (UPCAP) SHALL:

Established in 1961, UPCAP (the Upper Peninsula Commission for Area Progress) is a tax-exempt 501(c)(3) charitable regional organization responsible for development, coordination, and provision of human, social, and community resources within the 15 counties of the Upper Peninsula of Michigan. In 1974, UPCAP was designated as the Region XI (U.P.) Area Agency on Aging whose purpose is to advocate for and provide services to older adults residing in the Upper Peninsula.

Amended: August 24, 2010

K. COMMUNITY ACTION COMMITTEE (CAA) SHALL:

Provide opportunities for people of all ages and means to improve their quality of life through advocacy, education, housing, nutrition, volunteerism and support services.

Amended: August 24, 2010

L. AIRPORT COMMITTEE SHALL:

Represent the County Board on the Airport Commission. Menominee County members to the Commission will number the same as Marinette County membership. Presently the Bylaws of the Airport Commission state that there will be three (3) members representing each County. Two (2) members shall be County Board members and one (1) member at large from each County. All members are appointed by their respective County Boards. This Commission will remain in effect as long as the Twin County airport is operated by both Counties of Menominee and Marinette.

Amended: August 24, 2010

M. REMONUMENTATION COMMITTEE SHALL:

Receive reports and recommendations from the Re-monumentation Committee, Grant Administrator and County Representative and make such recommendations affecting the implementation of the County Re-monumentation Plan to the County Board.

Amended: August 24, 2010

N. PARKS & RECREATION COMMITTEE SHALL:

The Menominee County Parks & Recreation Committee is an advisory committee whose purpose is to provide advice, direction, and recommendations to the Parks Manager, County Administrator and Menominee County Board of Commissioners. The Committee has no final authority or responsibility for policy making or administration. Bylaws for Parks and Recreation Committee shall hereby be incorporated.

Reinstated: September 22, 1997

Amended: August 24, 2010

O. COUNTY PLANNING COMMISSION SHALL:

Consist of one (1) Board member. Also Six (6) non-Board members who serve a three

year term with right of succession. They shall have their powers and duties as set forth in P.A. 33 of 2008, as amended, being the MI Planning Enabling Act, (MCL 125.3801 et seq.); and P.A. 110 of the Public Acts of 2006, as amended, being the MI Zoning Enabling Act, (MCL 125.3101 et seq.)

Amended: September 22, 1997

Amended: July 26, 2011

P. EXECUTIVE COMMITTEE SHALL:

Consist of the Board Chair, Finance Committee Chair, and Personnel Committee Chair. They shall meet on items that are not covered under any other committee. Shall also annually and/or as needed to review bylaws, rules and polices.

Amended: April 25, 1995

Q. MENOMINEE COUNTY COMMUNITY COLLABORATIVE BOARD SHALL:

The Collaborative board meets on a monthly. They discuss community programs such as the Healthy Youth Coalition, Early on, Strong Families/Safe Children, Housing, Suicide Prevention, Early Childhood, Childrens Trust Fund and Medical Care Access coalition. The County Administrator shall represent the County Board and report to the county board as necessary.

Adopted: September 22, 1997

Amended: April 9, 2002

Amended: August 24, 2010

R. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) SHALL:

Investigate the potential for hazardous chemical and other possible accidents or threats in the community. Review, improve and implement plans to deal with such occurrences. Integrate such plans into the main County Emergency Operations Plan (EOP). Disseminate information obtained under Title III to the general public. The County Board Chairman shall serve on this committee.

Adopted: September 22, 1997

Amended: August 24, 2010

Amended: July 26, 2011

S. E-911 GOVERNING BOARD SHALL:

The E-911 Governing Board shall develop rules and procedures for the Menominee County E-911 service area. The Governing Board shall be composed of one representative of the following agencies: Menominee City Fire Dept., Menominee Co. Fire Fighters Assoc., Menominee Co. Sheriff Dept., Emergency Medical Services, Menominee City Police Dept., Michigan State Police, Menominee Co. Board of Commissioners, Menominee City Council, Menominee Co. Township Assoc., Stephenson City Council, Stephenson City Police Dept., Stephenson City Fire Dept., Hannahville Police Dept., Paramedic Services, Citizen Representative.

Adopted: May 22, 2000

T. MENOMINEE BUSINESS DEVELOPMENT CORPORATION SHALL:

Consist of the County Administrator and an Appointed Commissioner. This Committee will establish a county wide economic development committee and participate in related issues.

Adopted: April 9, 2002
Amended: August 24, 2010
Amended: July 26, 2011

U. UPPER PENINSULA RESOURCE CONSERVATION & DEVELOPMENT COUNCIL (UPRC&D) SHALL:

The Upper Peninsula Resource Conservation & Development Council (UP RC&D) is a non-profit corporation whose vision is to promote the conservation of the natural resources of the Upper Peninsula for the benefit of its current and future residents. The Council will strive for a balance between the management of natural resources to protect the environment, and the implementation of economic development activities in order to sustain economy for the region. We will identify resource conservation and land use issues, and work with local communities to address these concerns.

Amended: August 24, 2010

V. NORTH POINTE BEHAVIORAL HEALTH CARE BOARD OF DIRECTORS SHALL:

Annually examine and evaluate the mental health needs of Menominee, Dickinson and Iron Counties and the public and non-public service necessary to meet those needs. Review and approve an annual plan and budget for the program. Take action to secure private, federal and other public funds as the Board determines necessary to help support the program. Submit to each Board of Commissioners a request for County funds to support the program as set forth in Article XII of the Interlocal Agreement (the "Agreement"). Such request shall be in the form and at the time determined by each Board of Commissioners.

Amended: August 24, 2010

W. FAIR BOARD SHALL:

The Menominee County Fair Board is in place to oversee the operations of the Fair. The Board Members attend a monthly meeting, possibly twice a month when the Fair gets close.

The Board assists in Fair preparations and out at the Fairgrounds (Shakey Lakes Park) during Fair weekend, which is "usually" the third (3rd) weekend in July.

The Fair Board consists of 5 Menominee County residents and a County Commissioner. The five residents are appointed by the Menominee County Board for a 3-year term.

Amended: August 24, 2010

X. FINANCIAL HARDSHIP COMMITTEE SHALL:

This committee is made up of the County Treasurer, a representative from the Department of Human Services and the commissioner appointed by the Chairman of the County Board. The Treasurer's objective is to assist delinquent taxpayers to fulfill their Real Property Tax obligation to avoid foreclosure. Foreclosure may be deferred in cases of substantial financial hardship. The person requesting that property be withheld from the petition for foreclosure because of a substantial financial hardship must hold the title to the property. It is the responsibility of this committee to meet and discuss foreclosed homes in Menominee County and offer an alternative to foreclosure if possible.

Amended: August 24, 2010

Y. COMMUNITY CORRECTIONS ADVISORY BOARD (CAAB) SHALL:

As a West-Central U.P. (WCUP) Regional Community Corrections Advisory Board Member (CAAB), responsibilities include quarterly attendance to Board Meetings. From time to time, the WCUP program may also call on board members for additional assistance as it relates to representing the West-Central U.P. Regional Community Corrections Advisory Board in your local area.

The Community Corrections Program provides local Circuit and District Courts with community-based sentencing alternatives, and operates under the guidance of the West-Central U.P. Regional Community Corrections Board.

Amended: August 24, 2010

Z. TECHNICAL ADVISORY COMMITTEE (TAC) SHALL:

The Subcommittee for Alternative On-site Wastewater Treatment Systems was formed from the full Technical Advisory Committee whose 12 members were appointed by the Menominee and Delta Boards of Commissioners in 2007.

The subcommittee meets as often as necessary to draft and review proposed sections of the Delta & Menominee Counties Sanitary Code Technical Manual and to review alternative technologies to determine if the technology meets the minimum requirements for use in Delta and Menominee Counties.

Amended: August 24, 2010

AA. LIBRARY BOARD SHALL:

Be a body corporate and shall be authorized to contract for the leasing, construction, or maintenance of buildings or quarters, including the acquisition of sites, to house the county library service, and to do any other thing necessary for the conducting of the county library service, the cost of the county library service to be a charge against the county library fund.

Amended: August 24, 2010

BB. BUILDING CODE – COUNSTRUCTION BOARD OF APPEALS SHALL:

The board of appeals shall hear the appeal and render and file its decision with a statement of reasons for the decision with the enforcing agency from whom the appeal was taken not more than 30 days after submission of the appeal.

Amended: August 24, 2010

CC. BOARD OF CANVASSERS SHALL:

The board is responsible for canvassing and certifying primaries and elections held in the county. In specified instances, county canvassing boards are required to forward the results obtained for primaries and elections to the Board of State canvassers in Lansing. The Board is responsible for conducting recounts of votes cast at primaries and elections held at the county. The board is responsible for resolving any allegations malfunctioning voting equipment may have affected the outcome of the vote in an office appearing on the ballot.

Amended: August 24, 2010

DD. MENOMINEE COUNTY ELECTION COMMISSION SHALL:

Be made up of the Probate Judge, County Clerk and the County Treasurer. They are responsible for approval of ballots for elections; they will meet if there is a recall for clarity hearing determinations. Two members shall be a quorum for the transaction of business.

Amended: August 24, 2010

EE. U.P. STATE FAIR AUTHORITY SHALL:

Be responsible for coordinating and providing a variety of services related to the U.P. State Fair and the fairgrounds for the citizens of the Upper Peninsula of Michigan.

Amended: August 24, 2010

FF. BUILDINGS AND GROUNDS COMMITTEE SHALL:

Consist of 2 County Commissioners, 2 members at large, 1 building code member, 1 buildings and grounds member.

Meet at the direction of the Committee of the Whole/County Board. Have general supervision of all real and personal property of Menominee County.

Re-adopted: April 9, 2013

GG. NORTHCARE NETWORK – SUBSTANCE USE DISORDER BOARD SHALL:

Consist of one (1) member appointed by each of the 15 Upper Peninsula Counties. Advise and make recommendations regarding NorthCare Network's budgets for substance use disorder treatment or prevention using non PA 2 (liquor tax) funds.

Advise and make recommendations regarding contracts with substance use disorder treatment or prevention providers.

Adopted: November 10, 2014

HH. NEGOTIATIONS COMMITTEE SHALL:

Consist of one member of the Personnel Committee and one member of the Finance Committee. To meet as needed for negotiations.

Adopted: November 10, 2014

9. Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment).

10. List any family members who are or have been employed by Menominee County or are or have been elected to County offices.

11. Is this an application for reappointment? Yes _____ No _____

If yes, how many years have you served on this board? _____

Please indicate your attendance record for the term(s) served _____ / _____
No. of meetings attended No. of meetings held

Comments/clarification (only if necessary)

12. Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.

13. I hereby apply for appointment to _____ and do swear or affirm that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

Signature _____

Name (Print or Type) _____

Note: Applicants may attach additional information pertaining to this application for appointment.

- Resume
- Letter of Reference
- Letter of Intent

Menominee County Computer Policy

Purpose

The purpose of the electronic mail (e-mail) system and Internet access is to assist Menominee County conduct day to day business activities. This document sets forth the policies regarding the use of the e-mail, the Internet, and other electronic communications equipment. The purpose of this policy is to outline the acceptable use of computer equipment to protect the employee and Menominee County. Inappropriate use exposes Menominee County to risks including virus attacks, compromise of network systems and services, data loss, and legal issues. It is the responsibility of every computer user to be aware of this policy and to conduct their activities accordingly.

Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at Menominee County, including all personnel affiliated with third parties. This policy applies to all equipment owned or leased by Menominee County. Only Menominee County employees who have an e-mail account and passwords are permitted to use these systems. E-mail accounts will only be established once the employee has read the Menominee County's Computer Policy and signed the Computer Policy Statement of Understanding.

Upon termination of employment, that user's e-mail account and privileges will be revoked.

Roles & Responsibilities

Menominee County's administration office shall be responsible for establishing, maintaining, and monitoring all municipality-provided e-mail accounts. Requests for new Internet access accounts must be approved by the administrator or his designee. It is the responsibility of each user to retain to or purge e-mail at their workstation in accordance with applicable records retention law. Employees will not be held responsible for receipt of unsolicited non-business related e-mail ("spam"), but shall be obligated to delete such messages promptly.

The County Administrator or his designee is the only one who can authorize software installation on the counties computer system.

Menominee County may monitor Internet traffic, examine any or all computer files or stored data and may read e-mail and other communications at any time. Additionally, Menominee County Information Services may periodically perform or authorize random security and risk assessments of County computer systems.

The County may allow occasional personal use of the computer systems, provided such use does not interfere with the flow of business. Users are expected to exercise good judgment and restraint in their personal use of the County computer system. Department Heads and Elected Officials will utilize their discretion within their respective departments to monitor and allow personal use of the computer system.

Ownership

All electronic communication, and all other data and information transmitted by, received from, or stored in these systems, pertaining to Menominee County business are the property of Menominee County. E-mail messages either composed or received in this system may be subject to Freedom of Information Act.

Prohibited Uses

Certain uses of Menominee County's e-mail system are not allowed. Use of the Internet includes all restrictions that apply to the use of e-mail and other electronic equipment. Any activity that is illegal is a violation of Menominee County policy.

Activities that violate Menominee County Computer Policy include but are not limited to:

- Attempting to access or accessing another user's data or system or a restricted resource without proper authorization
- Password sharing
- Releasing or sending any programs and/or files that have the potential to damage or harm the County system or network
- Sending hoax messages, with or without the use of another person's identification
- Unauthorized access to data or files
- Engaging in harassing, threatening, racist, intimidating or otherwise offensive behavior through use of the County computer system or network
- Altering any form of communication with intent to hide the user's identity or with intent to impersonate another
- Downloading, installing or using unlicensed or unauthorized software
- Copying, selling or distributing software owned by Menominee County
- Altering, changing, modifying or deleting any software owned by Menominee County without authorization
- Accessing Internet chat sites unless needed in order to perform job duties
- Using the Internet to buy, sell, trade or barter for anything of value for personal use – this provision does not apply to employment related items
- Attempting to subvert or circumvent restrictions placed on computer system use
- Establishing any e-mail account other than the account provided by the Menominee County exchange server
- Using e-mail for any purpose which violates State and Federal laws
- Using e-mail or file sharing technology in a way that violates copyright laws
- Use of Internet radio and/or other streaming video or audio application unless needed in order to perform job duties
- Using e-mail to circumvent the Open Meetings Act
- Browsing or use of restricted content web sites unless needed in order to perform job duties
- Downloading of non-business related data
- Downloading of non-approved applications programs
- Using e-mail for commercial purposes other than the business of the Menominee County
- Unauthorized use of e-mail for purposes of lobbying, or for solicitation
- Creating offensive, disruptive, or malicious messages. These include, but are not limited to, messages which contain profanity, sexually explicit content, race, national

- origin or gender specific comments, threats, or harassment
- Using e-mail for religious or political activities or other similar purposes
- Using the e-mail system for gambling, betting pools, or investment clubs
- Creating or forwarding chain letters
- Job hunting
- Union Business including e-mail and Internet communications
- Engaging in any e-mail activity that would create liability for the Menominee County

Passwords

Each employee's password is confidential, but each employee must understand this does not suggest the workstation is for personal confidential communications or suggest the e-mail is personal property of the employee. Passwords shall be kept secure. Authorized users are responsible for the security of their passwords and accounts. Employees shall not do anything to inhibit access to an employee's workstation by the system administrator. Employees shall log-off or lock their workstation (control-alt-delete) when unattended. Employees who share their Internet passwords with others and/or leave their computers unattended and logged in/unlocked with an open web browser may be held responsible for any consequent unauthorized usage.

Violation of Policy

Employees found in violation of this policy will be subject to progressive discipline in accordance with the Menominee County Personnel Manual.

Menominee County Computer Policy Statement of Understanding

This confirms I have been given and understand the Menominee County Computer Policy. I understand e-mail communications are to be utilized for the conducting of Menominee County business and not for personal communications. As an employee of Menominee County I understand I am not permitted to retrieve access or store any electronic communications other than the electronic communications authorized to perform the duties of my job. I further understand all electronic communication information and systems are the property of Menominee County. I acknowledge that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt or storage of information in this equipment including information for personal purposes.

I consent to and acknowledge Menominee County may monitor my use of equipment at its discretion. The monitoring may include but not limited to printing and reading of all electronic communications leaving, entering or stored in the Menominee County system. I am aware that any violation of the Computer Policy could be cause for disciplinary actions, up to and including discharge from employment or criminal prosecution.

Menominee County does reserve the right to amend or change its Computer Policy at anytime with the approval of the County Board of Commissioners.

By signing below the employee indicates the Computer Policy has been read and understood. This statement of understanding is acknowledged by the following employee.

Date: _____

Name (Print): _____

Employee Signature: _____

"Menominee - Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858-3000

Paul Bertagnoli - Administrator
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839
TDD (Michigan Relay Center) 1-800-649-3777

P98-13

MENOMINEE COUNTY CREDIT CARD POLICY

August 24, 1998

The County Administrator is responsible for the issuance, accounting, monitoring, and retrieval and for overseeing compliance with the credit card policy.

The credit card may be used only by individuals designated by the County Administrator or Finance Chair for the purchase of goods or services for the official business of Menominee County.

The individual using the credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase, and the official business. The credit card may only be used for out-of-county expenses as follows: lodging, meals, tools, emergency auto expense, fuel, purchases, commercial transportation expense, and rental vehicles. The credit card may only be used for in-county expenses as follows: Emergency auto expense, fuel purchases.

Credit cards can be obtained from major retailers upon amendment to this policy. Currently credit card accounts are authorized for the following retailers: Best Buy, Sam's Club.

The individual who is issued the card is responsible for its protection and custody and shall immediately notify the County Administrator if the card is lost or stolen.

The individual must immediately surrender the card upon termination of employment.

The County Administrator will maintain a system of internal control to monitor the use of credit cards.

The County Administrator or Elected Official or Department Head of the designated individual will approve credit card invoices before payment.

The balance, including interest due on an extension of credit under the credit card arrangement shall be paid for within 60 days of the initial statement date. The local unit shall comply with this provision of the credit card policy.

Misuse of credit cards shall be subject to discipline or criminal prosecution.

Warren Suchovsky - Chairman

Patricia Anderson - Vice Chairman

Attachment C

Mike Jasper

Bernie Lang

Judy Smorov

Leonard Therriault

Michael Utter

This policy will be incorporated as a subsection of Menominee County purchasing policy
(P 98-13)

The total combined authorized credit limit of all credit cards issued shall not exceed 1% of
Menominee County's total budget.

Approved:

Warren Suchovsky
Warren Suchovsky, Chairman
Menominee County Board of Commissioners

Barbara Morrison
Barbara Morrison
Menominee County Clerk

8-24-98
Date

8-24-98
Date

Menominee - Where the best of Michigan begins

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858-3000

Paul Bertagnoli - Administrator
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Fax: (906) 863-8839
TDD (Michigan Relay Center) 1-800-649-3777

RESOLUTION 98-13

WHEREAS; Pursuant to the provisions of Public Act 266 of Michigan of 1995; and

WHEREAS; The Board of Commissioners of Menominee County may authorize the use of credit cards by designated individuals for appropriate expenses; and

WHEREAS; The Menominee County Board wishes to authorize the use of credit cards as permitted by PA 266; and

WHEREAS; Section 3 of PA 266 requires this Board of Commissioners to adopt by resolution a policy which complies with the provisions of Act 266;

BE IT THEREFORE RESOLVED The Menominee County Board of Commissioners hereby adopts the Menominee County Credit Card Policy.

Approved:


Warren Suchovsky, Chairman
Menominee County Board of Commissioners


Barbara Morrison
Menominee County Clerk

8-24-98
Date

8-24-98
Date

Warren Suchovsky - Chairman

Attachment C
Patricia Anderson - Vice Chairman

Mike Jasper

Bernie Lang

Jud. McIntosh

Leonard Theriault

"Menominee - Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858

Brian R. Bousley - County Administrator
Sherry DuPont - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

MENOMINEE COUNTY RESOLUTION

2015-10

Establishing the Fee Structure for Public Record Requests

BE IT RESOLVED, that the Menominee County Board does hereby adopt the following fee schedule for establishing the proper charge for public records under Public Act 442 of 1976, Freedom of Information Act. (MCL 15.234)

For complete Menominee County FOIA procedures and guidelines, go to [www.menomineecounty.com / forms & documents](http://www.menomineecounty.com/forms&documents). Search under the Letter F, for FOIA.

I. Duplication

- A. Photo Copies and Electronic copies of documents:
 - \$.10 per page - letter sized copy (8 1/2 x 11)
 - \$.10 per page - legal sized copy (8 1/2 x 14)
 - \$.20 per page - ledger sized copy (11 x 17)
- B. Telefaxed/scanned copies:
 - \$.10 per page for incoming & outgoing faxes/scans
- C. Certified copies:
 - \$1.00 per page plus department specific fees for certification
- D. Recording fees:
 - \$2.00 per CD/Cassette tape
 - \$350 Electronic Database Disc (Equalization)
- E. Mailing Fees:
 - If copies are mailed, actual mailing costs will be added
- F. Subscription Fees: (Subscriptions are valid for up to 6 months)
 - \$.10 per page - letter size copy (8 1/2 x 11)
 - \$.10 per page - legal sized copy (8 1/2 x 14)
 - \$.20 per page - ledger sized copy (11 x 17)

II. Labor Fees

Labor charges incurred to make copies or create other digital media; labor incurred to search for and locate public records; labor incurred to separate and delete exempt from non-exempt materials; calculated in 15 min increments.

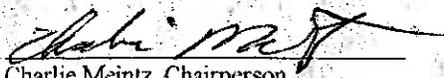
III. Deposit

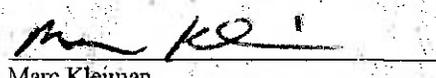
If the anticipated charges for a request record will exceed \$50, a good faith deposit of one-half of the total anticipated charges shall be required.

IV. Waiver of Fees

If an individual submits an affidavit stating that he or she is receiving public assistance or is able to state facts showing inability to pay fees because of indigence, a copy of a public record shall be furnished without charge for the first \$20 of the fee for each request.

Motion by Commissioner Furlong, supported by Commissioner Nelson to adopt above resolution at a regular meeting of the Menominee County Board of Commissioners, this 23rd day of June, 2015.


Charlie Meintz, Chairperson
Menominee County Board of Commissioners


Marc Kleiman
Menominee County Clerk

ATTACHMENT D
Bernie Lang Charlie Meintz - Chairperson Larry Schei - Vice Chairperson James Furlong
Raymond Williams John Nelson William Cech Gerald Piche Jan Hafeman

"Menominee - Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 7th Avenue
Menominee, Michigan 49858-3000

Brian R. Bousley - County Administrator
Sherry Smith - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

RESOLUTION 2010-18

APPROVAL OF ACCEPTANCE OF CREDIT CARD PAYMENTS BY MENOMINEE COUNTY OFFICES

WHEREAS, Michigan Public Act 280 of 1995 authorizes counties to accept payments by financial transaction devices such as credit cards, debit cards and electronic funds transfer cards; and

WHEREAS, GovPayNet offers a service in which citizens can make payments by credit card for an additional fee that is assessed to the cardholder; and

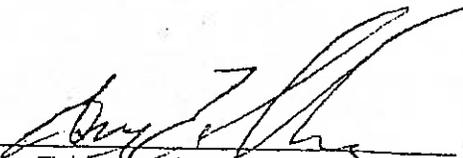
WHEREAS, the Menominee County Offices have expressed an interest in entering into an agreement with GovPayNet to offer this payment option at no cost to the county in their respective offices; and

WHEREAS, in accordance with Section 3 of the Act, the Treasurer has determined that this type of financial transaction device payment is acceptable, subject to the internal policies and procedures that have been developed by the involved offices;

THEREFORE BE IT RESOLVED, that the County Board of Commissioners of the County of Menominee authorizes the acceptance of credit card payments by all Menominee County Offices;



Marc Kleiman, County Clerk



Gary Eichhorn, Chairman of the Board

9-28-10
Date:

9-28-10
Date:

Gary Eichhorn - Chairperson

Charlie Meintz - Vice Chairperson

Attachment E

Bernie Lang

James Furlo

Garry Anderson

ENHANCED ACCESS TO DIGITAL PUBLIC RECORDS POLICY

APPROVED

11/22/11

Menominee County, Michigan October
2011

Purpose: This policy is established, pursuant to the authority, guidelines, and provisions of the Enhanced Access to Public Records Act, 1996 P.A. 462 MCL 15.443 *et seq.*, as amended. The purpose of this Policy is: 1) to establish the definitions and operational provisions for a policy on enhanced access to digital public records, 2) to authorize the establishment of a fee schedule and to establish conditions for its waiver, and 3) to set forth a disclaimer as to all express and implied warranties regarding the access to or the use of public records for which enhanced access is provided.

DEFINITIONS

- A. "The act" shall be interpreted as the Michigan Enhanced access to Public Records Act, 1996 P.A. 462
- B. "County" shall refer to the County of Menominee, Michigan.
- C. "Digital Ortho-photography" shall be interpreted as a digital image geo-referenced to the earth's surface, captured at an altitude to display natural and man-made features at varying scales and resolutions.
- D. "Enhanced access" shall be interpreted as providing digital access to public records (that currently exist in digital format, specifically GIS Data and Tax Records) for public inspection, purchase, or copying by digital means. "Enhanced access" does not include the transfer of ownership of a public record, and does not include public records that do not currently exist in digital format (hardcopy).
- E. "Geographic Information System" or "GIS" shall be interpreted as being an informational unit, system, or network capable of producing customized maps based upon a digital representation of geographical data.
- F. "Operating Expense(s)" includes, but is not limited to, the County's direct cost of creating, compiling, extracting, storing, maintaining, processing, providing, upgrading, or enhancing information or data in a form available for enhanced access, including the cost of computer hardware, software, data storage media, system development, employee time, and the actual cost of supplying the information or record(s) in the form requested by the purchaser.
- G. "Person" shall be interpreted as that term as defined in Section 2 of the Freedom of Information Act No. 442 of the Public Acts of 1976, being Section 15.232 of the Michigan Compiled Laws.
- H. "Public Body" shall be interpreted as the term as defined in Section 2 of the Freedom of Information Act No. 442 of the Public Acts of 1976, being Section 15.232 of the Michigan Compiled Laws.

- I. "Public Record" shall be interpreted as that term as defined in Section 2 of the Freedom of Information Act No. 442 of the Public Acts of 1976, being Section 15.442 of the Michigan Compiled Laws. Not all public records are available in digital format.
- J. "Reasonable Fee" shall be interpreted as a charge calculated to enable a public body to recover over time only those operating expenses directly related to the public body's provision of enhanced access.
- K. "Software" shall be interpreted as that term as defined in Section 2 of the Enhanced Access to Public Records Act, Act No. 462 of the Public Acts of 1996, being Section 15.442 of the Michigan Compiled Laws.

II AUTHORIZATION

- A. Pursuant to the Act, all Menominee County government public bodies may provide enhanced access for the inspection, copying, or purchasing of a public record that is not confidential or otherwise exempt by law from disclosure. [Sec. 3(1) (a); Sec. 3(3)].
- B. This policy does not require Menominee County public bodies to provide enhanced access to any specific public record, if the public record sought is not available through the Menominee County enhanced access system or not available in digital format. [Sec. 3(4)].
- C. County elected officials, department heads, agencies, boards, commissions and councils legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of a public record shall select which public records may be made available through enhanced access.
- D. Matters to be considered in determining which public records shall be made available through enhanced access include, but are not limited to, the following:
 - 1. Elected officials, department heads, agencies, boards, commissions, councils and other county public bodies legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of a public record have the responsibility, authority and accountability for the management of public record information.
 - 2. Menominee County government, in trust for the people of Menominee County, has a duty to ensure ownership of information products and county created intellectual property is protected, maintained, and enhanced.
 - 3. Menominee County will not release information that may be confidential, proprietary or for which it has signed a non-disclosure agreement.

III FEES

- A. It is the policy of Menominee County to charge a reasonable fee for providing access to:
1. A GIS.
 2. The output from a GIS.
 3. Digital Ortho-photography and related products.
 4. Property records and related information.
 5. Property Tax records (current and delinquent), and equalization information.
 6. Any and all types of additional information the County deems necessary.
- B. It is the policy of Menominee County to periodically assess and establish a reasonable fee to charge for access, enhanced or otherwise, to various forms available through technological advancements, improvements, or enhancements or upgrades to existing technology (i.e. online access via the Internet, direct dial-in service to a Menominee County computer, server, information system, etc., electronic mail, CD-ROM, DVD, Optical Archive, solid state drive, storage device, media, paper products, and labels generated by computerized means).
- C. Access to and/or output from a County GIS may be provided to another public body for the official use of that other public body without charging a fee to that other public body, upon approval of the Menominee County Board of Commissioners.
- D. Except as otherwise provided by act or statute, all persons shall be charged the reasonable fee approved by the Menominee County Board of Commissioners for enhanced access to a public record or for access to a GIS or the output from a GIS.
- E. Fees to be charged for enhanced access may be reduced or waived in instance where the request is for the public good. Examples may include, but are not limited to the following instances or occurrences:
1. The information is critical to public health or safety;
 2. The information is required for non-profit research purposes such as academic or public interest research;
 3. The information is required to meet legal, programmatic or governmental objectives;
 4. The information explains rights, entitlements and/or obligations of individuals;
 5. The cost of administering the fees would exceed the revenue to be collected;
 6. The reasonable fee established would have a serious detrimental impact on the financial position of particular groups or classes of users;
 7. The reasonable fee established would limit the number of users enough to compromise achieving program or other governmental objectives.

- F. Any and all waivers or fee reductions shall be decided by the Director or Head of the appropriate County Department legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of a public record(s) in question.
- G. Upon authorization by the Menominee County Board of Commissioners, the County may enter into agreements with other public bodies to provide enhanced access to public records, to provide access to a GIS, or to obtain output from a GIS, at a reduced fee or at no fee, in accordance with the requirements of Section 3 of the Enhanced Access to Public Records Act.
- H. This policy does not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public or where the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

IV DISCLAIMER

- A. This policy does not obligate Menominee County, its elected officials, department heads, agencies, boards, commissions, councils and other county public bodies to provide enhanced access to any specific public record if such public record has not been selected for enhanced access availability pursuant to *Subsection II. C.* of this policy.
- B. Recipients of enhanced access receive all information "S IS". Menominee County, its elected officials, officers, department heads, employees, agencies, boards, commissions, councils, volunteers, contractors or its public bodies, make no warranties of any kind, whether express or implied, including but not limited to warranties of accuracy, fitness for a particular purpose, or of a recipient's right to use such public records or information. Recipients are solely responsible for investigating, resisting, litigating and settling such complaints, including the payment of any damages, costs, or attorney's fees, unless the Menominee County Board of Commissioners, by resolution adopted by a majority of those elected and serving, elects to participate in the process at the County's expense. Furthermore, Menominee County, its elected officials, officers, department heads, agencies, boards, commissions, councils, volunteers, contractors, or its public bodies shall not be liable for any inaccuracy or omissions in such information or data and may require recipients to sign a general disclaimer to this affect.
- C. Except for the Menominee County Board of Commissioners, by resolution adopted by a majority of those elected and serving, no officer, official, employee, or agent is authorized to make warranties, express or implied, including but not limited to warranties of accuracy, ownership, title, fitness for any particular purpose, or of a recipient's right of use regarding the enhanced public records of Menominee County, its government information systems, or as to the product or output of those systems.

Menominee County Contractor Checklist

County Project/Service: _____

Name of Contractor: _____

Address: _____

Phone/Email: _____

___ Proof of Liability Insurance (provide copy)

___ Proof of Workers' Comp Insurance (provide copy)

___ What State Licenses does your company hold (please provide below)

___ List any subcontractors that will be utilized on project/services (please provide below)

___ Timeframe for project/service (please provide scope of work)

Received by: _____
Name of Menominee County Employee and Title

Date: _____

ATTACHMENT G