MENOMINEE COUNTY CLERK & REGISTER OF DEEDS

MENOMINEE COUNTY COURTHOUSE, 839 TENTH AVENUE, MENOMINEE, MI 49858

CLERK (906) 863-9968
FAX (906) 863-5819

REGISTER OF DEEDS (906) 863-2822
FAX (906) 863-8839

MARC KLEIMAN
County Clerk and Register of Deeds

COUNTY CLERK STAFF
Carol Johnson, Chief Deputy
Mary DePas, Deputy
Lisa Frost, Deputy
Jessica White, Deputy

REGISTER OF DEEDS STAFF
Cindy Payne, Deputy
Joann Klumb, Deputy
Tom Faller, Deputy

COUNTY BOARD REORGANIZATIONAL MEETING

5:00 P.M. Tuesday, January 10, 2012

Courtroom A – Courthouse – Menominee, Michigan

AGENDA

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Oath of Office – Swearing In
E. Adoption of Agenda
F. Public Comment
G. Discussion/Adoption of:
   -Board Rules/By-Laws/Policies/Charters of Standing Committees
   -Election Procedures for Chairman and Vice-Chairman
H. Elections
   a. Chairman
   b. Vice-Chairman
I. Setting of Date, Time, Location of Board meetings
J. Establish Committee Assignments
   a. Appoint Commissioners to Standing Committees
K. Fiscal Resolutions
   a. Depository Resolution
   b. Deferred Payment Resolution
   c. Investment Policy Resolution
L. Informational Items
M Public Comment
N. Adjourn

COUNTY BOARD OF COMMISSIONERS
COUNTY BOARD MEETINGS

DRAFT

PROPOSED 2012 SCHEDULE

JANUARY	DATE	TIME	LOCATION
Re-Organization/COUNTY BOARD	January 10, 2012	5:00 PM	COURTROOM B
COUNTY BOARD	January 24, 2012	5:30 PM	COURTROOM B

FEBRUARY	DATE	TIME	LOCATION
COUNTY BOARD	February 14, 2012	5:30 PM	COURTROOM B
COUNTY BOARD	February 28, 2012	5:30 PM	COURTROOM B

MARCH	DATE	TIME	LOCATION
COUNTY BOARD	March 13, 2012	5:30 PM	COURTROOM B
COUNTY BOARD	March 27, 2012	5:30 PM	COURTROOM B

APRIL	DATE	TIME	LOCATION
COUNTY BOARD	April 10, 2012	5:30 PM	COURTROOM B
COUNTY BOARD - Equalization Session	April 10, 2012	after CB mtg	COURTROOM B
COUNTY BOARD	April 24, 2012	5:30 PM	COURTROOM B

MAY	DATE	TIME	LOCATION
COUNTY BOARD	May 8, 2012	5:30 PM	COURTROOM B
COUNTY BOARD	May 22, 2012	5:30 PM	COURTROOM B

JUNE	DATE	TIME	LOCATION
COUNTY BOARD	June 12, 2012	5:30 PM	Harris Twn. Hall
COUNTY BOARD	June 26, 2012	5:30 PM	Harris Twn. Hall

JULY	DATE	TIME	LOCATION
COUNTY BOARD	July 10, 2012	5:30 PM	Nadeau Twn. Hall
COUNTY BOARD	July 24, 2012	5:30 PM	Nadeau Twn. Hall

AUGUST	DATE	TIME	LOCATION
COUNTY BOARD	August 14, 2012	5:30 PM	Hermansville Twn.
COUNTY BOARD	August 28, 2012	5:30 PM	Hermansville Twn.

SEPTEMBER	DATE	TIME	LOCATION
COUNTY BOARD	September 11, 2012	5:30 PM	Stephenson Annex
COUNTY BOARD	September 25, 2012	5:30 PM	Stephenson Annex

OCTOBER	DATE	TIME	LOCATION
COUNTY BOARD	October 9, 2012	5:30 PM	Stephenson Annex
COUNTY BOARD	October 23, 2012	5:30 PM	Stephenson Annex

NOVEMBER	DATE	TIME	LOCATION
COUNTY BOARD	November 13, 2012	5:30 PM	COURTROOM B
COUNTY BOARD	November 27, 2012	5:30 PM	COURTROOM B

DECEMBER	DATE	TIME	LOCATION
COUNTY BOARD	December 11, 2012	5:30 PM	COURTROOM B
COUNTY BOARD	December 26, 2012	5:30 PM	COURTROOM B

2011 COMMITTEE ASSIGNMENTS

Road Commission
Mark Jasper

Delta-Men. Health Department
Mark Jasper
Bernie Lang

Intergovernmental Relations (MTA)
James Furlong

Department of Human Services (DHS)
Bernie Lang

Northpointe Behavior Health
Bernie Lang

UP Resource Conservation & Develop.
Charlie Meintz

Fair Board
Charlie Meintz

Park & Rec Committee
Mark Jasper
Charlie Meintz

Financial Hardship
Mark Jasper

Remonumentation
Mark Jasper

Six County Alliance/MI Works!
Bernie Lang
James Furlong

Pinecrest Liaison (no vote)
Charlie Meintz

Corrections Advisory Committee (CCAB)
Jim Pearson

E911 Governing Board
Jim Pearson

Airport Commission
James Furlong
Jim Pearson

Planning Commission
Jim Pearson

CUPPAD/CAA
Bernie Lang

UPCAP
Bernie Lang

Men. Business Dev. Corp
County Administrator
James Furlong

Personnel Committee
Jim Pearson

Finance Committee
Bernie Lang

Executive Committee
James Furlong
Jim Pearson
Bernie Lang

Local Emergency Planning Comm.
James Furlong (chairman of the board)

Library Liaison (no vote)
James Furlong

3 Way Road - Ad Hoc Committee
Jim Pearson
Charlie Meintz

2012 COMMITTEE ASSIGNMENTS

DRAFT

Road Commission
1

Delta-Men. Health Department
1
2

Intergovernmental Relations (MTA)
1

Department of Human Services (DHS)
1

Northpointe Behavior Health
1

UP Resource Conservation & Develop.
1

Fair Board
1

Park & Rec Committee
1
2

Financial Hardship
1

Remonumentation
1

Six County Alliance/MI Works!
1
2

Pinecrest (No vote Liaison)
1

Corrections Advisory Committee (CCAB)
1

Law Enforcement/Emergency Services
1

E911 Governing Board
1

BAMC Board of Directors
1

Airport Commission
1
2

Planning Commission
1

CUPPAD/CAA
1

UPCAP
1

Men. Business Dev. Corp
County Administrator
1 - Commissioner no vote

Personnel Committee
1-Chairman
2-Vice Chairman

Finance Committee
1-Chairman
2-Vice Chairman

Executive Committee
1-Chairman of Board
2-Chairman of Personnel
3-Chairman of Finance

Local Emergency Planning Comm.
1 - Chairman of the board

Library Liaison (no vote)
1

Ad.Hoc. Three Way Road Comm.
1
2

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858

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

RESOLUTION 2012-01

FOR THE COUNTY OF MENOMINEE DEPOSITORIES

WHEREAS, under the laws of the State of Michigan, Act No. 40 of the Michigan Public Acts of Michigan, 1st Extra Session, as amended (MCL 129-12), this Board is required to provide, by resolution, for the deposit of all public monies, including tax monies, belong to, or held for, the State, County or other political units coming into the hands of the County Treasurer, in one or more banks within the State.

THEREFORE BE IT RESOLVED THAT: (1) the Board of Commissioners of the County of Menominee hereby directs the Menominee County Treasurer to deposit all public monies, including monies and funds held for the State Board of Escheats or missing heirs, which is a legal depository as defined by State and/or Federal execute on behalf of the County any contracts with any bank or trust company or any corporation for the investment safekeeping or third party custodial ship, in any investment permitted by State Statute which is Act No. 20 of the Michigan Public Acts of 1943, as amended (MCL 129.91) or Federal law or regulation within the limits set therein.

Moved by _____, seconded by _____ that the resolution be adopted. Date: _____

Action:

Ayes:

Nays:

Absent:

I, Marc Kleiman, the duly qualified and acting Clerk of Menominee County, do hereby certify that the following resolution was adopted at a meeting of the County Board of Commissioners held on January 10, 2012; is on file; has not been amended, altered or revoked; and is in full force and effect.

_____
Marc Kleiman, County Clerk

James Furlong *Bernie Lang*

Charlie Meintz *Jim Pearson* *Mark Jasper*

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RESOLUTION 2012-02

DEFERRED PAYMENT RESOLUTION

WHEREAS, Public Act 206 of 1893, allows for an eligible taxpayer, as defined in *PA 281 of 1967, chapter 9, subsections 206.501 through 206.532 of Michigan Compiled Laws*, to have interest, fee and penalty waived up to May 1 of the first year of delinquent tax if the taxpayer:

- Qualifies for the homestead property tax credit
- Has applied for homestead credit by February 15
- Has filed a copy of the tax credit form with the County Treasurer
- AND has not received the credit before March 1.

THEREFORE BE IT RESOLVED: That the Menominee County Board of Commissioners allow the County Treasurer to waive the interest, fee, and penalty to all people who qualify and comply with the said Act.

Moved by _____, seconded by _____ that the resolution be adopted. Date: _____

Action:

Ayes:

Nays:

Absent:

I, Marc Kleiman, the duly qualified and acting Clerk of Menominee County, do hereby certify that the following resolution was adopted at a meeting of the county Board of Commissioners held on January 10, 2012 ; is on file; has not been amended, altered or revoked; and is in full force and effect.

_____
Marc Kleiman, County Clerk

James Furlong *Bernie Lang*

Charlie Meintz *Jim Pearson* *Mark Jasper*

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COUNTY OF MENOMINEE
RESOLUTION 2012-03
AUTHORIZING INVESTMENT OF COUNTY FUNDS AND APPROVING COUNTY INVESTMENT POLICY

WHEREAS, pursuant to the provisions of Act No. 20 of the Public Acts of Michigan of 1943, as amended, ("Act 20") the Board of Commissioners of Menominee County may authorize the County Treasurer to invest County funds in certain investments; and

WHEREAS, This Board wishes to authorize such investments as are permitted by Act 20; and

WHEREAS, section 5 of Act 20 requires this Board of Commissioners in conjunction with the County Treasurer to adopt an investment policy which complies with the provisions of Act 20; and

WHEREAS, the County Treasurer has submitted a proposed Investment Policy which complies with the provision of Act 20.

NOW, THEREFORE BE IT RESOLVED that the Menominee County Board of Commissioners hereby authorizes that:

1. The investment policy attached hereto is approved.

2. The Menominee County Treasurer is authorized to invest funds of Menominee County pursuant to the Investment Policy.

3. Before executing an order to purchase or trade funds of Menominee County, the financial intermediary, broker, or dealer shall be provided with a copy of the Investment Policy and shall acknowledge receipt of the Policy and agree to comply with the terms of the Policy regarding buying or selling of securities by signing the attached form.

4. The Menominee County Treasurer shall provide **quarterly** a written report to the Menominee County Board of Commissioners concerning the investment of the funds.

5. The Menominee County Treasurer is authorized to rely on the continuing effect of this resolution until and unless it is specifically amended or rescinded by future resolution of the Menominee County Board of Commissioners.

6. This resolution supersedes all previous resolutions, parts of resolutions, and Menominee County Board Policy inconsistent with this resolution or with State law, and this resolution shall take effect immediately.

Marc Kleiman Menominee County Clerk	Date	Chairman Menominee County Board of Commissioners

James Furlong *Bernie Lang*

Charlie Meintz *Jim Pearson* *Mark Jasper*

MENOMINEE COUNTY INVESTMENT POLICY
To Comply With Act 20 PA 1943, as amended

BOARD OF COMMISSIONERS OF THE COUNTY OF MENOMINEE

SUBJECT: INVESTMENTS
ADOPTED BY THE BOARD OF COMMISSIONERS ON: _____

Purpose
It is the policy of the Menominee County Board of Commissioners to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the road commission and complying with all state statutes governing the investment of public funds.

Scope
This investment policy applies to all financial assets of the County. These assets are accounted for in the various funds of the County and include the general fund, debt service funds, and any other funds established by the County through the County Treasurer.

Objectives
The primary objectives, in priority order, of the County's investment activities shall be:
__ Deposits and Investment Risk--deposits and investments shall have sufficient safety and diversity to assure that the County's exposure to credit risk and interest rate risk is low. Deposit and investment risk definitions are included later in this policy.
_ Safety--safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.
__ Diversification--the investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
__ Liquidity--the investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
__ Return on Investment--the investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Delegation
The Menominee County Treasurer is designated as the investment officer of Menominee County and is responsible for carrying out investment decisions and activities.

Authorized Investments
The investment of surplus funds shall be as follows:
__ In bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
__ In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution.
__ In commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and which matures not more than 270 days after the date of purchase.
__ In United States government or federal agency obligation repurchase agreements consisting of bonds, securities, and other obligations of the United States.
__ In bankers' acceptances of United States banks.
__ In obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.

The board approves the following financial institutions as depositories of County funds:
mbank
Stephenson National Bank
Nicolet National Bank
First National Bank & Trust
Menominee County Credit Union
Tri County Credit Union
Bank of America
Citizens Bank
UBS Financial Services Inc.
MBS Multi-Bank Securities Inc.
Also any other qualified institutions recommended by the County Treasurer.

Objectives: safety, liquidity, and return on investment

The primary objectives, in priority order, of the County's investment activities shall be:

Safety
The protection of investment principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio by diversifying holdings and maturities to mitigate both credit risk and interest rate risk.

Credit Risk
The County will minimize the credit risk, the risk of loss due to the failure if the security, issuer or backer by:
_Limiting investments to the safest types of securities.
_Pre-qualifying financial institutions with which the County will do business
_Diversifying the portfolio so that potential losses on individual securities would be minimized
_Maintaining credit ratings on all holdings

Interest Rate Risk
The County will minimize the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates by structuring the portfolio to meet the cash requirement of ongoing operations, thereby mitigating the need to liquidate securities at a loss prior to maturity. In addition, investments past three years in maturity will be made to coincide as nearly as practicable with the expected use of the funds.

Concentration Risk
The County will minimize the risk in placing a large portion of the portfolio with single security issuer by limiting the exposure to 5% of the total portfolio at time of purchase. This requirement does not apply to investments issued by the U.S. government, investments in mutual funds and external investment pools, and other pooled investments.

Custodial Credit Risk
The County will minimize custodial credit risk by using only financial institutions meeting a pre-qualification evaluation and holding securities in the County's name.

Foreign Currency Risk
The County will only invest in US dollar denominated securities.

Liquidity
The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring mature concurrent with cash needs to meet anticipated demands.

Return on Investment

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Safekeeping, Custody, And Prudence

The investment officer shall recommend financial institutions for approval for the safekeeping of County funds based on an evaluation of the performance and solvency of the institution, as well as past performance in exercising due care and prudence in managing the custody of County funds held in trust, if applicable. The investment officer shall periodically evaluate approved and potential financial depositories and shall make recommendations as to appropriate changes in approved depositories when warranted.
In determining safekeeping and custody qualifications, financial institutions document a minimum capital requirement of at least $10,000,000 and at least five years of operation. All financial institutions and brokers/dealers shall be prequalified by supplying the following:

_ Audited financial statements
_ Proof of NASD certification or FDIC insurance
_ Proof of state registration
_ Certification of having read, understood and agreement to comply with the Menominee County investment policy.

"Financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state or the United States.

The investment officer shall annually examine the financial condition and registrations of qualified financial institutions and brokers/dealers by obtaining annual updates of the information listed above.

The investment officer shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived. The standard of prudence to be used shall be the "fiduciary" standard and shall be applied in context of managing an overall portfolio.

All security transactions shall be held by the Menominee County Treasurer and evidenced by a safekeeping receipt.

The investment officer shall produce quarterly reports for the Board of Commissioners, listing by fund each investment within the fund.
_ The report should disclose the amount of investment, the institution, maturity date, and interest rate and be prepared in a manner that will allow the Board of Commissioners to ascertain whether investment activities during the reporting period have conformed to the investment policy.
A summary of all investments shall be shown at the end of each report, listed by institution and type of investment.
A yearly report for the fiscal year will be provided to the board.

_____
Chairperson

_____
Clerk