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

MENOMINEE COUNTY BYLAWS:
Amended: 11/21/05
Amended: 6/22/10

MENOMINEE COUNTY BOARD RULES:
Amended: 8/22/05
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CHARTERS OF STANDING COMMITTEES:
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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.

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

Sub. Section 2. Interest in transactions; exceptions. (MSA 6.323) Sec. 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 section 30a of this act.

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

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

Section 2. Special meetings, procedure; notice; Open Meetings Act, compliance: (MSA 5.330) Sec. 10.
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 the County Administrator, the Board Chair and at least one other Board member. The notice will be posted at least eighteen (18) hours before the start of the meeting.

Amended: March 25, 2002
Amended: June 22, 2010

Section 3. Quorum and Majority: (MSA 5.323)
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.

MSA 5.323(1) 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: June 22, 2010

ARTICLE VI: Committees.

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 and NorthPointe Behavorial Healthcare; Bay Area Medical Center; CUPPAD, UPCAP, CAA; Airport; County Planning Commission; Corrections Advisory Board; Six County Alliance/MI-Works; Remonumentation; Solid Waste Planning; LEPC; Parks and Recreation Committee; Fair Board; UPRC&D; Financial Hardship; Finance; Personnel; Executive, Menominee Business Development Corporation.

Amended: September 22, 1997
Amended: March 25, 2002
Amended: November 21, 2005
Amended: June 22, 2010

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 IV 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. Refer to Article IV, Sec. 5.

Section 6. Commissioners, other Elected Officials or County Employees appointed by the Board to various internal and external boards, committees and commissions shall serve for one year. 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.

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 June 22, 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: June 22, 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: June 22, 2010

ATTESTED TO:

Gary Eichhorn, 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: June 22, 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 June 22, 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: June 22, 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. Public Comment (Statements, not debate, limited to five minutes per person on agenda items only.)
F. Approval of Previous Minutes
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. Closed Session if needed
M. Approval of Closed Session Minutes
N. Public Comment
O. Commissioner Comment (limited to 5 minutes)
P. 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: June 22, 2010

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 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 June 22, 2010

R91-9 Travel/Expense reimbursements, Commissioners

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

R-91-10 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. A commissioner shall not be entitled to receive more than $100.00 for unrelated meetings held on any one day. 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.

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

R91-11 The mileage allowance shall be the IRS rate per mile. Meal allowance shall be breakfast, up to $7.50; lunch, up to $10.00; dinner, up to $17.50.

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

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: June 22, 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 vote of the full Board for approval.

Adopted: April 9, 1991
Amended June 22, 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. Commissioners will be reimbursed for those meetings at the established reimbursement rate through the regular reimbursement procedure.

Adopted: April 9, 1991
Amended: October 22, 1993

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 seventh (7^{th}) 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: June 22, 2010

R91-17 All presentations are limited to twenty (20) minutes unless longer time is deemed necessary by a 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: June 22, 2010

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

Adopted: June 22, 2010

R91-19 New Business (Discussion Only) 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 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: June 22, 2010

R91-20 Commissioner Comment is limited to five (5) minutes.

Adopted: June 22, 2010

MENOMINEE COUNTY POLICIES

P91-1 COUNTY CAR

The county cars if available will to be utilized by all persons traveling on the behalf of the County outside of Menominee County. Requests for the cars shall be made through the County Administrator. He/she shall determine priority in the event that more than one person requests the car. 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 car and shall see that the car is fueled and checked prior to being released. The Buildings and Grounds Department shall also 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 June 22, 2010

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: June 22, 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: June 22, 2010

P91-4

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; Remonumentation; 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 manual (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 Manual. 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, Extension 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: June 22, 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: June 22, 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.

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 and the pink copy is retained in the Administrator's office.

Amended: March 25, 2002
Amended: June 22, 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 purchase 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: June 22, 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 Buildings and Grounds Committee, Finance Committee and/or County Administrator.

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: June 22, 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 June 22, 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
Appropriations - 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: June 22, 2010

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.

Amended: September 22, 1997
Amended: June 22, 2010

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, and County Librarian 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 MCL15.322-15.323, MSA 4.17000(52) - 4.17000(53).

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 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: June 22, 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: June 22, 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 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

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: June 22, 2010

P91-15 RECORDING EQUIPMENT - COURTROOM "B".

Any person wishing to use the recording equipment and its component parts in Courtroom "B" must first receive authorization from the Judge of Probate.

In the event of his or her absence or unavailability, the Register of Probate is authorized to grant such permission. Every person using any such recording equipment shall enter their name, the date, and the times of their use in a log to be maintained near said equipment.

Adopted: April 9, 1991

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.

Refer to Personnel Manual - Section entitled Classification Plan.

Adopted: April 9, 1991
Amended: April 27, 1992
Amended: July 26, 1993
Amended: September 22, 1997

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 car 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 June 22, 2010

P91-19 AUTHORIZATION FOR PAY OF PART TIME EMPLOYEE BENEFITS.

Refer to Personnel Manual - Section entitled Employment Status - Regular Employees or Temporary Employees.

Adopted: April 1, 1991
Amended: September 22, 1997
Amended: June 22, 2010

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 departments 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
Refer to Personnel Manual - Section entitled County Policies - Resignation.

Adopted: February 24, 1997
Amended: September 22, 1997
Amended: June 22, 2010

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.

Adopted: February 23, 1998 Not Found
Amended: June 22, 2010

P98-2 INVESTMENT POLICY
See Resolution 98-12 Authorizing Investment of County Funds and Approving County Investment Policy approved by the County Board on a yearly basis at the reorganizational meeting.

Adopted: August 24, 1998
Amended: July 28, 2009 (Resolution 09-16)
Amended: June 22, 2010

P98-3 CREDIT CARD POLICY
See Resolution 98-13 Menominee County Credit Card Policy approved by the County Board on August 24, 1998.

P98-4 FAX POLICY
Anyone using any county fax machine for non-county business will be charged $1.00 for incoming and outgoing faxes. These rates are all inclusive of costs.

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: June 22, 2010

P2000-1 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 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)

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: June 22, 2010

P2000-3 If an eligible employee has health insurance available from another source, they may waive coverage and receive $100 ($200 effective 10/08, and $300 effective 10/09. Individual/union contracts prevail) per month in lieu of such coverage. Employees waiving coverage may be limited to re-enrolling only during open enrollment periods or as allowed by the employers health insurance carrier.

Adopted: March 27, 2000
Amended: June 22, 2010

P2000-4 If both a husband and wife, or an employee and dependent are employees of the County, a payment provision in the amount of $100 ($200 effective 10/08, and $300 effective 10/09. Individual/union contracts prevail) per month will be offered to one of the employees in lieu of health insurance coverage. Those employees shall not be permitted to have double health insurance coverage from the same or different options noted in this article.

Adopted: April 11, 2000
Amended: June 22, 2010

P2000-5 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
Public Comment
Department Head Reports/Comments
Approval of Agenda
Approval of Previous Meeting Minutes

The next part of this meeting 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. Emergent 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
Adjournment

Adopted: June 26, 2000
Amended: March 25, 2002
Amended: September 23, 2002
Amended: September 27, 2004
Amended: August 22, 2005
Amended: June 22, 2010

P2000-6

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: June 22, 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 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: June 22, 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.

Adopted: May 21, 2001

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

Effective March 1, 2005, the County Health Plan is Michigan Blue Cross/Blue Shield Community Blue PPO Plan 3 with a $10/$40 Prescription Drug Card Co-pay and a 3 month drug mail order rider (MOPD) (Individual/union contracts prevail)

The Employer has agreed to reimburse employees for the PPO Plan 3 in-network deductible of $250 for single and $500 for full family until September 30, 2008. Effective October 1, 2008 the employer obligation to reimburse deductible shall be limited to only the $250 in-network single deductible for the employee. (Individual/union contracts prevail)

Adopted: August 26, 2002
Adopted: March 1, 2005
Amended: June 22, 2010

P2003-01 PUBLIC RECORDS COPY 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 following schedule unless supervened by State Law or Menominee County FOIA Resolution 02-04. If copies are mailed, actual mailing costs will be added.

1. Photo Copies
   $ .30 per page - letter sized copy (8 1/2 x 11)
   $ .35 per page - legal sized copy (8 1/2 x 14)
   $ .45 per page - ledger sized copy (11 x 17)

2. Telefaxed Copies - $1.00 for incoming & outgoing faxes (P98-4)
3. Certified Copies - $2.00 per page
4. Cassette Tapes/CD's - $5.00 per cassette/CD
5. Board meeting packets - $20.00 per packet
6. Research fee - The hourly wage of the lowest paid county employee capable of retrieving the information necessary to comply with a request under the FOIA

Adopted: June 23, 2003
Amended: June 22, 2010

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).

A social security number is not required for recording by the Register of Deeds.

The Register of Deeds cannot reject an instrument for recording that complies with these five requirements because of the content of the instrument. Thus, should the Register of Deeds receive an instrument for recording that contains an individual's social security number, the Register of Deeds shall notify the individual presenting the, instrument that the social security number is not necessary but will become public record once recorded. If the individual insists on presenting the document without redacting the social security number, the instrument will be recorded as is. (However, as indicated above, pursuant to the SSNPA, the social security number will not be posted on the Register of Deeds' website.)

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 MCLA 168.682.

Adopted: January 23, 2006

CHARTERS OF STANDING COMMITTEES

A. COMMITTEE OF THE WHOLE SHALL:

Meet for relative county business as needed by request of the County Board.

Amended: April 9, 2002
Amended: June 22, 2010

B. FINANCE COMMITTEE SHALL:

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 August session 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: June 22, 2010

C. DEPARTMENT OF HUMAN SERVICES AND NORTHPOINTE BEHAVIORAL HEALTHCARE COMMITTEE 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.

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.

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. 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

G. PERSONNEL COMMITTEE SHALL:

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.

Amended: September 22, 1997
Amended: April 9, 2002
Amended: June 22, 2010

H. BAY AREA MEDICAL CENTER SHALL:

Act as liaison committee to Bay Area Medical Center Board of Directors.

I. CUPPAD, SIX COUNTY ALLIANCE/MI-WORKS, UPCAP COMMITTEE AND COMMUNITY ACTION COMMITTEE SHALL:

Attend meetings and keep the County Board informed and knowledgeable as to the employment and training needs in Menominee County.

J. 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 to be appointed - elected 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.

K. REMONUMENTATION COMMITTEE SHALL:

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

L. PARKS & RECREATION COMMITTEE SHALL:

Bylaws for Parks and Recreation Committee shall hereby be incorporated.

Reinstated: September 22, 1997
Amended: June 22, 2010

M. COUNTY PLANNING COMMISSION SHALL:

Consist of two (2) Board members. Also five (5) non-Board members who serve a three year term with right of succession. They shall supervise County planning program directed toward economic, social and physical development of the County.

Amended: September 22, 1997

N. 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

O. MENOMINEE COUNTY COMMUNITY COLLABORATIVE BOARD SHALL:

The County Administrator shall represent the County Board and report to the county board as necessary.

Adopted: September 22, 1997
Amended: April 9, 2002

P. 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.

Adopted: September 22, 1997

Q. 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

R. MENOMINEE BUSINESS DEVELOPMENT CORPORATION SHALL:

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

Adopted: April 9, 2002
Amended: June 22, 2010

S. UPPER PENINSULA RESOURCE CONSERVATION & DEVELOPMENT COUNCIL (UPRC&D)

T. NORTH POINTE BEHAVIORAL HEALTH CARE BOARD OF DIRECTORS

U. FAIR BOARD

V. FINANCIAL HARDSHIP

W. CORRECTIONS ADVISORY BOARD (CAD)

X. TECHNICAL ADVISORY COMMITTEE (TAC)

Y. LIBRARY BOARD

Z. MENOMINEE COUNTY TASK FORCE

AA. BUILDING CODE – COUNSTRUCTION BOARD OF APPEALS

BB. BOARD OF CANVASSERS

CC. MENOMINEE COUNTY ELECTION COMMISSION

DD. PLAT BOARD

EE. U.P. STATE FAIR AUTHORITY