

WEDNESDAY, APRIL 14, 2021

PRESENT: Comm. Stimpson, Bales, Bolton, Collins, Goetz, Jenkins-Arno, Tillotson, and Wittenbach

ABSENT: Comm. Lapham

ALSO PRESENT: Bob Knoblauch, Erin Van Dyke, Molly Mason, Troy Bevier, Craig Tanis, Scott Holtz, Jenny Escott, Martha Hall, Heidi Cannon, Julie Wetherby, Martin Marshall, Kim Murphy, and Roxann Holloway.

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

Comm. Collins moved to accept the agenda as amended, seconded by Comm. Bales. Motion CARRIED.

Comm. Collins moved to approve the minutes from the March 10, 2021, meeting, Comm. Bales seconded. Motion CARRIED.

Comm. Bolton moved to approve the minutes from the March 18, 2021, meeting, Comm. Goetz seconded. Motion CARRIED.

Communications were read.

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

Tuition Reimbursement Request: The tuition reimbursement request for T. Enriquez under the Tuition Reimbursement Policy process is APPROVED.

Budget Calendar: The 2022 budget calendar is APPROVED.

Delinquent Tax Fund Borrowing Resolution

RES#2021-08

WHEREAS, Lenawee County maintains a Delinquent Tax Revolving Fund that enables the County to obtain sufficient funds to pay local units of government the amount of delinquent property taxes returned to the County.

THEREFORE, BE IT RESOLVED that an advance from the Lenawee County General Fund via a transfer to the Delinquent Tax Revolving Fund be authorized in an amount not to exceed \$500,000.00 as of June 1, 2021, and

BE IT FURTHER RESOLVED that pursuant to Act 206, upon continuation of the fund, the County Treasurer is to act as agent for the County to administer the fund for 2021, and in this capacity receive administrative expenses in connection with the Fund, such sums as are provided by law subject to the following conditions: (a) interest at the rate of 2% payable to the general fund from June 1, 2021 through date of pay-off, and (b) payments back to the general fund beginning July 1, 2021, until the advance is fully paid which is anticipated to be paid off on or before August 28, 2021.

RES#2021-08 is ADOPTED.

Consumer Energy 800 Mhz Agreement: The participation agreement between Lenawee County and Consumers Energy to permit Consumers Energy to utilize the 800 MHz radio system for their communications is AUTHORIZED.

LENAWEE TRANSPORTATION CORPORATION

RES #2021-09

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

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

WHEREAS, a Project Authorization had been proposed (P19) which provides FY 2021 Section 5311 Operating assistance for such service, effective October 1, 2020, and expiring September 30, 2021, based on 36% of the estimated eligible costs, and, the maximum amount to be paid will not exceed 36% of the audited costs and if funds are insufficient to reimburse at 36% of the audited costs, a new reimbursement percentage will be calculated for all agencies, and,

WHEREAS, another Project Authorization, under the CARES Act, has been proposed which provides FY 2021 Section 5311 Operating assistance funding based on 8.7% of the estimated eligible costs and will be used to reimburse expenses from October 1, 2020 through September 30, 2021, and be it,

RESOLVED, that the Lenawee County Board of Commissioners does hereby approve the proposed Agreement no. 2017-0080, Authorization No. P20 for FY 2021 Section 5311 Operating Assistance, and be it,

FURTHER BE IT RESOLVED, that the monies from the grant be given to Lenawee Transportation in accordance with the terms of the Authorization No. P20, and,

HEREBY, authorize the Chairman and County Clerk to execute Authorization No. P20 for and on behalf of Lenawee County.

RES#2021-09 is ADOPTED.

Sobriety Court Recovery Coach: The agreement with McCullough Vargas for Recovery Coach services with funding provided by the BJA Grant is APPROVED.

LENAWEE COUNTY 2021 REPORT OF COUNTY EQUALIZATION

RES#2021-10

WHEREAS, it is the responsibility of the Lenawee County Board of Commissioners, under MCL 211.34, to equalize the value of Lenawee County each year, and

WHEREAS, in fulfillment of that responsibility the Lenawee County Board of Commissioners maintains the Lenawee County Equalization Department to advise and assist the board in equalization matters as provided in MCL 211.34(3), and

WHEREAS, the Lenawee County Equalization Department has reviewed the assessment rolls of the 26 assessment jurisdictions in Lenawee County and has recommended equalized values for each real property class and the personal property class as a whole as detailed in the attached 2021 Report of County Equalization.

NOW THEREFORE, BE IT RESOLVED that the Lenawee County Board of Commissioners adopts the equalized values as recommended by the equalization department in the attached 2021 Report of County Equalization, and

BE IT FURTHER RESOLVED that the Lenawee County Board of Commissioners appoint the Lenawee County Equalization Director, Marchelle L DeLong, to represent the County of Lenawee in equalization matters before the Michigan State Tax Commission.

RES#2021-10 is ADOPTED.

SERVICE ANIMAL PROCLAMATION

PRO#2021-003

There are thousands of Pet Partners therapy animal teams serving in communities across the United States; and

WHEREAS, Pet Partners has designated April 30 as National Therapy Animal Day; and
WHEREAS, Pet Partners therapy animal teams in the Town of Tecumseh play an essential role in improving human health and well-being through the human-animal bond; and
WHEREAS, Pet Partners therapy animal teams make millions of visits per year in settings such as hospitals, nursing homes, schools and hospice; and
WHEREAS, Pet Partners therapy animal teams interact with a variety of people in our community including veterans, seniors, patients, students facing literacy challenges, and those approaching end of life; and
WHEREAS, these exceptional therapy animals who partner with their human companions bring comfort and healing to those in need.

THEREFORE, BE IT RESOLVED that the Lenawee County Board of Commissioners publicly salute the service of therapy animal teams in our community and in communities across the nation.

BE IT FURTHER RESOLVED that the Lenawee County Board of Commissioners proclaims April 30, 2021 as *National Therapy Animal Day* in Lenawee County.

PRO#2021-003 is ADOPTED.

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

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

LENAWEE COUNTY DECLARATION OF EMERGENCY ORDER **RES#2021-11**

WHEREAS, Lenawee County, along with the State of Michigan and the United States, is affected by a public health crisis as a result of the coronavirus which causes COVID 19 and various variants to the virus, and,

WHEREAS, in response to the pandemic, Lenawee County Board of Commissioners Chair David Stimpson declared a local state of emergency on March 24, 2020, and,

WHEREAS, the Lenawee County Board of Commissioners has recognized the adverse impact and the pervasive spread of the virus and has periodically extended the state of emergency, and,

WHEREAS, the current extension of the state of emergency is scheduled to expire on April 30, 2021, and,

WHEREAS, the virus is still very active in the community making it desirable to limit the number of people gathered together and to encourage reasonable mitigation practices such as social distancing while still conducting the necessary functions of governance, and,

WHEREAS, pursuant to the Open Meetings Act (MCL 15.263a1b), public bodies may conduct meetings virtually if a local state of emergency exists incorporating their jurisdiction, and,

WHEREAS, the Lenawee County Board of Commissioners wish to protect our Lenawee County community and support local public bodies in performance of their required functions, and,

WHEREAS, the Lenawee County mass vaccination clinics, a key element of virus suppression, are being operated under the emergency declaration by the emergency management office.

THEREFORE, BE IT RESOLVED that the Lenawee County Board of Commissioners does hereby extend the Declaration of Emergency, first declared on March 24, 2020, until July 31, 2021, and

BE IT FURTHER RESOLVED that this action be sent to local public bodies to notify them of their options in holding public meetings and that a copy of the resolution be forwarded to the Michigan Association of Counties.

Discussion followed. Motion CARRIED by the following Roll Call Vote: YEAS (7) Comm. Bales, Bolton, Collins, Goetz, Stimpson, Tillotson and Wittenbach NAYS (1) Comm. Jenkins-Arno.

Comm. Bolton moved to approve the following proclamation, Comm. Wittenbach seconded,

NATIONAL COUNTY GOVERNMENT MONTH-APRIL 2021

PRO#2021-002

WHEREAS, the nation's 3,069 counties, parishes and boroughs serving more than 300 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties provide public health services, administer justice, keep communities safe, foster economic opportunities and much more; and

WHEREAS, Lenawee County and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

WHEREAS, under the leadership of National Association of Counties President Gary Moore, NACo is demonstrating how "Counties Matter," especially in supporting residents and businesses during the coronavirus pandemic; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

WHEREAS, from public health and safety to criminal justice, from services to seniors and veterans to recycling and parks; your county government is building for the future, Building Lenawee for a better tomorrow.

NOW, THEREFORE BE IT RESOLVED THAT the Board of Commissioners, do hereby proclaim April 2021 as National County Government Month and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

Motion CARRIED by Unanimous Roll Call Vote.

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

PUBLIC SAFETY TELECOMMUNICATIONS WEEK

PRO#2021-004

WHEREAS, emergencies can occur at any time which require Police, Fire and/or emergency medical services; and

WHEREAS, when an emergency occurs, the prompt response of law enforcement, firefighters, and paramedics is critical to the protection of life and preservation of property; and

WHEREAS, professional Telecommunicators are the single vital link for our law enforcement officers, firefighters, and emergency medical services by monitoring their activities by radio, providing them accurate up-to-date information and ensuring their safety; and

WHEREAS, professional Telecommunicators are not as visible as the men and women who arrive at the scene of emergencies; and

WHEREAS, each Telecommunicator has exhibited compassion, understanding, and professionalism during the performance of their job in the past year which was extremely challenging because of the pandemic.

THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby proclaim the week of April 11 – 17, 2021, as *Public Safety Telecommunicators Week* throughout Lenawee County in honor and recognition of our Telecommunicators and the vital contributions they make to the safety and well-being of our citizens.

Motion CARRIED by Unanimous Roll Call Vote.

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

VOLUNTEER RECOGNITION

PRO#2021-005

WHEREAS the Lenawee County Board of Commissioners take this opportunity to recognize the impact of volunteer service and the power of volunteers to tackle society's greatest challenges, to build stronger communities and be a force that transforms our community.

WHEREAS, our County government could not function without volunteers who serve on our boards, commissions, task forces, and services to our community; and

WHEREAS, everyday volunteers help shape the policies that keep our County heading in the right direction and their impact can be felt throughout the community; and

WHEREAS, there are thousands of volunteers in our community who give their time and effort to help others through their church, community organizations, service clubs, schools, hospitals, charitable organizations and other worthy endeavors; and

THEREFORE, the Lenawee County Board of Commissioners applaud those people and causes that inspire us to serve, recognizing and thanking volunteers who lend their time, talent and voice to make a difference in our communities.

Motion CARRIED by Unanimous Roll Call Vote.

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

Comm. Bales reported from the Human Services Committee.

Comm. Bolton reported from the Rules & Appointments Committee.

Comm. Collins reported from the Criminal Justice Committee.

Comm. Stimpson reported from the Physical Resources Committee.

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

Comm. Bales moved to approve March 11, 2021 thru April 8, 2021, total vouchers for payment in the amount \$5,366,987.22 with the general fund's portion being \$670,191.99, Comm. Goetz seconded. Motion CARRIED.

Comm. Bales reported from the Policy & Procedure Committee.

Comm. Bales moved to approve the Cash Handling Policy, Comm. Jenkins-Arno seconded,

LENAWEE COUNTY CASH HANDLING POLICY

POL#2021-003

PURPOSE AND SCOPE

This policy governs the handling of County Cash, as directed by MCLA 48.35 et seq. empowering the County Treasurer to be responsible for County funds and MCLA 46.11 empowering the County Board of Commissioners to establish rules and regulations in reference to the management of the interest and business of the county. The term "County Cash" applies to currency, coins, checks, credit card payments, electronic payment media and other negotiable instruments payable in money to the County. All moneys which come into the hands of any County Officer or employee pursuant to this policy are public moneys and steps shall be taken to ensure its safekeeping. MCL 750.490.

AUTHORITY IN COUNTY TREASURER

The County Treasurer is authorized to promulgate rules, subject to approval by the Board of Commissioners and prior written notification to the County Clerk and Finance Officer, for establishing the following procedures:

§ Receipt, handling and deposit by Elected Officials and employees of County Cash into the County Treasurer;

- \$ Method of documentation on all such transactions;
- \$ Regular reporting to the County Treasurer;
- \$ Certifying and rescinding qualification by the County Treasurer of all County employees who are authorized to receive or handle County moneys in the regular course of their employment or departmental activities;
- \$ Inspection of departmental cash records, including overages or shortages; and
- \$ Inspection of departmental practices and procedures in handling County Cash.

The County Treasurer may enforce these rules through on-site inspections; by rescinding qualification of any employee who fails to comply with the Rules as adopted and, in the event of noncompliance by a department or employee, requiring that payments be authorized by the County Treasurer, or deposited at his/her office.

DUTIES OF COUNTY PERSONNEL

Any County officer or employee who receives County Cash in the normal scope and course of his/her duties, shall:

- A. County cash shall be:
 - 1. Balanced daily.
 - 2. A deposit prepared daily.
 - 3. Deposit delivered daily to County Treasurer or designated courier drop-off location.
- B. County cash shall be kept separate and apart from the individual's own money and shall not be commingled with the individual's own money, nor with the money of any other person, firm or corporation, pursuant to MCL 750.490.
- C. Comply with rules promulgated by the County Board of Commissioners for handling and processing of County Cash and for documentation and dissemination of records and with departmental internal procedures.
- D. Minimize manual paper transactions and recording/reporting. Increase electronic payment mechanisms such as wire transfers, credit and debit card payments and recording/reporting.
- E. Notify the employee's supervisor, County Financial Officer, and County Treasurer of any loss or theft of County money immediately upon discovery. Written notice shall be given to them no later than twenty-four (24) hours after discovery.
- F. Be subject to disciplinary action (determined by appropriate Elected Official or Department Head) up to and including termination for failure to comply with departmental policies, adopted Board rules, collective bargaining agreements and/or duties described in this policy. Misappropriation of funds may result in criminal prosecution.

QUALIFICATION OF RECEIVERS AND CASHIERS

Only persons who are qualified shall receive and handle County Cash on a regular basis in the scope and course of their employment. Department Heads shall, in the first instance, designate and train employees in their department as to proper cash handling practices consistent with this policy. As a condition to qualification, the County Treasurer may require that the employee complete a course of instruction or training and/or pass an examination on the secure processing of money, consistent with the County Board adopted rules, procedures and applicable departmental rules.

DEPARTMENT DIRECTORS SHALL COMPLY WITH THE FOLLOWING PROCEDURES

- A. Assign the receiving of County Cash only to those persons who are qualified to perform those functions.
- B. Maintain a system of procedures, documentation and reporting on receipt handling and deposit of County funds consistent with the County Board of Commissioners' policy.

- C. Notify the County Financial Officer and County Treasurer of any continuing pattern of loss in excess of twenty dollars (\$20.00), or theft of County Cash immediately upon discovery. In the event of potential theft or other recurring type of irregularity, the County Prosecutor's Office shall be notified. Written notice shall be given no later than twenty-four hours after discovery.
- D. Allow the Treasurer or his/her designee to make on-site inspections and observe the processing of County Cash, and to make inspections of departmental collection records when it appears County policy may not be adhered to.

STARTUP CASH/ PETTY CASH

Departments who take payments from the public are in need of startup cash for their cash drawers. **Start up cash is “cash approved by the Board of Commissioners on a case by case basis for use as start-up funds in cash drawers for making change for customers. No expenses should come out of this cash and the amount approved should always be the amount in the drawer after balancing at the end of each day.”** To obtain or increase start up cash, the County Treasurer must be notified, and the department must prepare a resolution and cover letter stating the need and reasons for the request. The disbursement issuing the cash is set up as an asset in the County's books and tracked. It is the responsibility of the County Treasurer to annually confirm the start up cash with the departments. The County Treasurer has the authority to do onsite audits of the startup cash at any time.

Departments may need Petty Cash to make incidental purchases. While this practice is discouraged the County realizes there are extenuating circumstances that warrant this process. **Petty Cash is “cash approved the Board of Commissioners on a case by case basis for use to make incidental purchases where there is an immediate need and the purchase cannot be charged at the point of service. The total of the receipts in the drawer, plus the cash in the drawer, must always equal the total authorized Petty Cash Fund.”** To obtain or increase Petty Cash, the department must notify the County Treasurer, and prepare a resolution and cover letter stating the need and reasons for the request. The expenditures cannot exceed the amount approved for the Petty Cash Fund. The expenditures cannot cause the budgeted line items to be exceeded. It is the responsibility of the County Treasurer to annually confirm the Petty Cash with the departments. The County Treasurer has the authority to do onsite audits of the Petty Cash at any time.

Motion CARRIED.

Comm. Wittenbach reported from the Parks & Recreation Committee.

Comm. Bales reported from the Road Commission.

Comm. Bolton reported from the Lenawee Department of Aging.

Comm. Goetz reported from the Solid Waste Coordinating Committee.

Comm. Bales reported from the Airport Commission.

Comm. Bolton reported from Michigan Works.

Comm. Tillotson reported from the CMHPSM.

Comm. Collins reported from the Veterans Affairs Board.

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

Comm. Collins reported from the Health Board.

Administrator Marshall announced that the Lenawee Community Foundation has selected the Health Department to receive the Pillar Award and commended them for their continued leadership throughout the covid pandemic.

Comm. Wittenbach reported from MAC-General Government.

Comm. Goetz moved to adjourn at 2:39 P.M. Comm. Bolton seconded. Motion CARRIED.

Roxann Holloway, County Clerk

David Stimpson, Chair