

# LENAWEE COUNTY BOARD OF COMMISSIONERS

301 N. Main St. Courthouse ~ Adrian, MI 49221

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**POL#2026-02**

## **DUAL REVIEW OF NON-BUDGETED & NON-PERSONNEL EXPENSE-RELATED PROPOSALS**

### **Purpose**

To promote transparency, fiscal responsibility, and informed decision-making, this policy requires that all proposals involving non-personnel related expenditures that were not included in the annual budget undergo two separate readings before a final vote by the Lenawee County Board of Commissioners.

### **Scope**

This policy applies to all proposed expenditures, appropriations, financial commitments, and contracts presented to the Lenawee County Board of Commissioners, unless otherwise exempted under this policy or by law.

### **Policy Statement**

All non-budgeted, non-personnel related proposals over \$10,000 must be presented and read at **two separate regular Personnel/Ways and Means Committee meetings** before they may be acted upon or voted on. The intent is to allow time for review, public awareness, and thorough commissioner deliberation.

### **Procedure**

#### **1. First Reading**

- The proposal shall be introduced at a regular Personnel/Ways & Means Committee meeting.
- No final action or vote shall be taken at the time of the first reading.
- Commissioners may ask questions or request additional details.

#### **2. Review Period**

- A minimum of one full Board cycle (typically three-four weeks) must occur between the first and second readings.
- During this time, proposals must be made available to commissioners and the public for review and comment.

#### **3. Second Reading and Vote**

- The proposal shall be reintroduced at the next regular meeting or later.
- Commissioners may deliberate, propose amendments, and proceed to a vote.

**4. Emergency Exception**

- In documented emergency situations where delay would significantly harm public health, safety, operations, or county interests, the Board may, waive the two-reading requirement.
- Requires the approval of the Committee by a two-thirds (2/3) vote.

**5. Exemptions**

- The following are exempt from this policy unless the Board determines otherwise:
  - Expenditures already authorized in the adopted county budget;
  - Routine disbursements (e.g., payroll, utilities);
  - Purchases or contracts previously approved through a competitive bid process;
  - Amendments to existing contracts under threshold amounts (as defined by the Board).
  - Grant opportunities where the grant award is equal to the associated planned expenditures.

**Enforcement**

The Board Chair and County Administrator shall ensure all qualifying proposals follow this two-reading requirement. Items not meeting the conditions of this policy shall not be scheduled for a final vote unless granted an emergency exception per Section 4.

**Passed by Roll Call Vote** of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, February 11, 2026, in the Old Courthouse, Adrian, Michigan.

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James E. Van Doren, Chair

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Roxann Holloway, County Clerk