

The **organizational meeting** of the Alcona County Board of Commissioners was held in the County Building in the City of Harrisville, Michigan on Wednesday, **January 4, 2017** at 10:00 A.M.

The meeting was called to order at 10:00 a.m. by County Clerk, Patricia Truman. The Pledge of Allegiance was given.

Commissioners present: Kathleen Vichunas, Craig Johnston, Carolyn Brummund, Adam Brege and Gary Wnuk. Also present: Patricia Truman, County Clerk and Cheryl Franks, County Treasurer.

The County Clerk called for nominations for Chairman of the Board for 2017.

Commissioner Brummund nominated Craig Johnston. Clerk called for further nominations, none were offered.

Motion by Brummund, seconded by Vichunas, to close nominations for Chairman and elect Craig Johnston as the Chairman of the Board for 2017 by unanimous vote.

MOTION CARRIED

At this time, Chairman Johnston took over running the meeting and called for nominations for Vice Chairman.

Chairman Johnston nominated Commissioner Kathleen Vichunas. Chairman called for further nominations, none were offered.

Motion by Wnuk, seconded by Brummund to close nominations for Vice Chairman and elect Kathleen Vichunas as Vice Chairman of the Board for 2017 by unanimous vote.

MOTION CARRIED

Motion by Brege, seconded by Wnuk to approve the minutes from the December 21, 2016 regular meeting with corrections.

MOTION CARRIED

PUBLIC COMMENT:

William Thompson, representing Alcona Recycle, presented a proposed contract for the 2017 county-wide clean up. Thompson also made a request to send out a communication to the local jurisdictions on the county letterhead. The board will review the documents for the next meeting.

Sheriff Atchison invited the two new commissioners to tour the jail facility.

Les Thomas presented a copy of the 4-H Showcase publication and thanked the board for their support.

NEW BUSINESS:

Motion by Brummund, seconded by Brege, to adopt Resolution #2017-01 as follows:

**INVESTMENT RESOLUTION
2017-01**

WHEREAS, Act 20 of the Public Acts of 1943, as amended, provided that “the Legislative or governing body of a County, City, Village or Township by Resolution, may authorize its Treasurer or other chief fiscal officer to invest surplus funds belonging to and under the control of the political subdivision, special assessment districts, or agency, board, or commission of a County” as follows:

- (a) In bonds and other direct obligations of the United States or an agency or instrumentality of the United States
- (b) In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a savings and loan association which is a member of the Federal Deposit Insurance Corporation or a credit union which is insured by the National Credit Union Administration, but only if this bank, savings and loan association, or credit union complies with subsection (2).

- (c) In commercial paper rated at the time of purchase within the highest classifications established by not less than 2 standard rating services and which matures not more than 270 days after the date of purchase. Not more than 50% of any fund may be invested in commercial paper at any time.
- (d) In United States Government or Federal Agency obligations repurchase agreements.
- (e) In Banker's Acceptances of United States banks.
- (f) In mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

WHEREAS, it is the intent of the County of Alcona to maximize its return on balances from time to time available in the various funds of the County; and,

WHEREAS, it has been the past practice of the County of Alcona to have its County Treasurer make immediate investment of available balances;

NOW, THEREFORE, BE IT RESOLVED that all such investments, heretofore made, are hereby ratified and validated;

BE IT FURTHER RESOLVED that; any and all transfers, withdrawals, liquidations, re-investments, redemptions or any like actions relating to any County assets including but not limited to bank accounts, certificates of deposits, bonds, investments of any kind, real property, personal property, commercial paper, stocks, etc., hereby requires authorization and verification by written signature from two county officials one of which shall include the County Treasurer or Deputy County Treasurer and the other shall be the Chairman of the Alcona County Board of Commissioners or the Vice Chairman.

BE IT FURTHER RESOLVED that; The Alcona County Treasurer's office shall provide to the Alcona County Board of Commissioners an updated monthly financial statement of all county investments that shall contain the account name and address of the financial institution or bank in which Alcona County funds are deposited and shall contain the amount and length of time of the amount invested;

BE IT FURTHER RESOLVED that; The Treasurer shall cause to happen that all banks, investment houses and holders of County Funds shall annually provide signatures of agreement of compliance with applicable County Finance Policies and Procedures as well as maintain compliance with all applicable State and Federal statutes and regulations.

**Roll call: Yes- Vichunas, Johnston, Brummund, Brege and Wnuk. No- None
MOTION CARRIED 5-0**

Motion by Vichunas, seconded by Wnuk, to adopt Resolution #2017-02 as follows:

**RESOLUTION ON ELECTRONIC TRANSACTIONS
#2017-02**

WHEREAS, Electronic payments of public funds are required for some federally mandated transactions of public funds, and electronic payments have become a commonly accepted practice by banks and other financial institutions, and

WHEREAS, Public Act 738 of 2002, effective December 30, 2002, authorizes counties to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and

WHEREAS, PA 738 authorizes a County Treasurer to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments (ACH) including, but not limited to, the national automated clearing house association and the federal reserve system, and

WHEREAS, The Alcona County Board of Commissioners deems that it is in the best interest of the county to make certain County financial transactions by electronic payments as described in PA 738.

NOW, THEREFORE BE IT HEREBY RESOLVED, that the Alcona County Board of Commissioners authorizes the County to utilize electronic transactions in compliance with the written procedures and internal controls developed and adopted by the Treasurer as the County's ACH policy and presented to the Alcona County Board of Commissioners;

AND FURTHER, All electronic transfers shall require two signatures; that of the Treasurer, or Deputy Treasurer and the Chairman of the Board of Commissioners.

**Roll call: Yes- Vichunas, Johnston, Brummund, Brege and Wnuk. No- None
MOTION CARRIED 5-0**

Motion by Vichunas, seconded by Brege, to adopt Resolution #2017-03 as follows:

**MANAGEMENT OF IMPREST CASH
RESOLUTION #2017 - 03**

Imprest Cash is defined as money belonging to the Treasurer but held by a department for management of payment for services or sales rendered at that time and through that specific department. These services or sales are defined as payment for copies, payment for plat books, issuance of a permit within the Building Department, payment for passports, court fees and other items within the Clerk's office, faxes, and other items within various departments. These payments, held with Imprest Cash, are considered daily cash receipts and are submitted to the Treasurer's office by transmittals. Imprest Cash is never used for incidental costs within a department.

Authorization and creation for an individual department to hold Imprest Cash shall be determined and approved by the County Treasurer. The County Treasurer shall evaluate a Department's need for maintaining an Imprest Cash fund and shall only approve those where it is the efficient method of handling the revenue they receive.

All cash and/or checks received within a Department and being placed as cash with the Imprest Cash fund will cause a receipt to be generated for each and every transaction. The receipt, whether written by hand or generated on a computer, shall be offered to the payee and shall include not less than the name of the Department issuing the receipt, the sequential number of the receipt, date, name of individual paying and amount being paid, purpose of payment and whether it is cash or check including check number.

Departments shall transmit to the Treasurer, their daily cash receipts not less than monthly or when the amount becomes approximately 200% of the base Imprest Cash as allocated for the Department. A recording of the daily cash receipt shall be provided with each deposit made by the Department to the Treasurer.

Each department shall maintain a reporting format where all daily cash receipts, remaining with Imprest Cash, are entered. This may be a traditional paper format, or be recorded on a computer spreadsheet. Either the paper format or computer spreadsheet shall be submitted with the weekly, monthly, or periodic, report to the Treasurer.

This Resolution shall remain in effect through December 31, 2017 or until and unless repealed by a future Resolution of the Board of Commissioners of the County of Alcona

**Roll call: Yes- Vichunas, Johnston, Brummund, Brege and Wnuk. No- None
MOTION CARRIED 5-0**

Motion by Brege, seconded by Vichunas, to adopt Resolution #2017-04 as follows:

**FRAUD RISK MANAGEMENT POLICY
RESOLUTION # 2017-04**

WHEREAS, it is the duty of the Alcona County Board of Commissioners to protect its financial investments utilizing applicable Michigan State Statutes, and,

WHEREAS, it is the obligation and responsibility for the Board to be knowledgeable of all investments, money transfers, revenues and expenditures, and

WHEREAS, it is the responsibility for the Board to have a policy to perform and maintain these responsibilities:

NOW, THEREFORE BE IT RESOLVED, the following process shall be incorporated into the daily, monthly, quarterly, and annual activities as appropriate and as directed from time to time through the actions of the Board of Commissioners.

BE IT FURTHER RESOLVED, the County Chair and Treasurer will be responsible for the verification of any and all transactions of money, investments (CD's bonds, etc.) and will validate these transactions for the financial institutions and will also make these institutions aware that the Chairman of the Board will be provided a copy within 7 to 10 days of transaction which he will initial indicating his concurrence and return to the Treasurer.

BE IT FURTHER RESOLVED, the monthly Financial Statement for "Other Funds", as prepared by the County Treasurer's office, will be given to each Department as applicable, the County Board of Commissioners and all other Commissions that are reported through the County Treasurer. These statements will be provided prior to the close of the following month.

BE IT FURTHER RESOLVED, the Financial Statements, as provided by our financial institutions will be submitted on a quarterly basis to the Board of Commissioners for their review and concurrence as a Board at their next regular meeting.

BE IT FURTHER RESOLVED, that this Resolution shall remain in effect through December 31, 2017 or until and unless repealed by a future Resolution of the Board of Commissioners of the County of Alcona

Motion by Wnuk, seconded by Vichunas to approve Resolution #2107-05 as follows:

**RESOLUTION ON FEE WAIVER
#2017-05**

BE IT RESOLVED, that the Alcona County Board of Commissioners waive, until May 1, 2017, the collection fees and interest in excess of those charges prior to February 15, 2017, on the 2016 property taxes currently being collected. This exemption applies only to senior citizens, paraplegics, eligible servicemen and veterans, and blind and totally and permanently disabled as defined in the State Income Tax Act who have filed Homestead Property Tax Credit prior to February 15, 2017.

**Roll call: Yes- Vichunas, Johnston, Brummund, Brege and Wnuk. No- None
MOTION CARRIED 5-0**

Motion by Brummund, seconded by Vichunas, to set the regular meetings of the Board on the 1st and 3rd Wednesday of each month commencing at 10:00 a.m. MOTION CARRIED

Motion by Vichunas, seconded by Wnuk, to designate the Alcona County Review as the newspaper of record for the County for 2017. MOTION CARRIED

Motion by Brege, seconded by Wnuk to set the mileage reimbursement rate at \$0.50/per mile and the per diem rate at \$35 for half day and \$60 for full day. MOTION CARRIED

Motion by Vichunas, seconded by Brege to post that the ADA requirements that will require a 15 days' notice to the County Clerk's office, so that the necessary, reasonable, auxiliary aids and services can be provided at the meetings. MOTION CARRIED

Motion by Johnston, seconded by Brummund, to approve pre-authorized claims and open claims presented for payment between 12/14/16 thru 12/29/2016, including check numbers 128545 to 128695 in the amount of \$137,420.72 and E-check number 555 to 559 in the amount of \$161,734.98 for a grand total of \$299,155.70.

Roll Call: Yes-Vichunas, Johnston, Brummund, Brege and Wnuk. No-None. MOTION CARRIED 5-0

Chairman Johnston made committee assignment for the personnel, finance and building & ground committee. Former commissioner Boyat was assigned to the Oscoda-Wurtsmith Airport Authority Board and former commissioner Phillips was assigned to the Thunder Bay Transportation Authority board. Further committee assignments will be made at the next meeting.

Committee reports were presented.

Commissioner Vichunas presented a draft copy of the Contract for Services in regards to the printing of tax statements for the local jurisdictions.

Meeting adjourned at 11:10 a.m. until the next scheduled meeting on January 18, 2017.

Clerk

Chairman