The **Organizational Meeting** of the Alcona County Board of Commissioners was held in the County Building in the City of Harrisville, Michigan on **Monday**, **January 4, 2021** at 2:00 p.m.

The meeting was called to order at 2:03 p.m. by County Clerk, Stephany Eller.

The Pledge of Allegiance was given.

Commissioners present: Carolyn Brummund, Adam Brege, Dan Gauthier, William Thompson and Terry Small. Also present: Stephany Eller, County Clerk and Cheryl Franks, County Treasurer.

The County Clerk referenced Resolution #2019-12 Resolution Electing Board Chairman Annually and called for nominations for Chairman of the Board of Commissioners for 2021.

Dan Gauthier nominated Adam Brege and William Thompson nominated Carolyn Brummund. Votes were cast by secret ballot and Adam Brege was declared Chairman.

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

Adam Brege nominated Dan Gauthier and Carolyn Brummund nominated William Thompson.

Chairman Brege called for further nominations. None were offered. Votes were cast by secret ballot and Dan Gauthier was declared Vice-Chairman.

NEW BUSINESS:

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

Roll Call: Yes – Brege, Brummund, Gauthier, Small and Thompson No – None

MOTION CARRIED

Motion by Thompson, seconded by Small, to accept the nominations as voted for Chairman and Vice Chairman.

Roll Call: Yes – Gauthier, Thompson, Small, Brege and Brummund No – None

MOTION CARRIED

Motion by Gauthier, seconded by Small, to adopt resolution #2021-01 as follows:

DEPOSIT RESOLUTION #2021-01

WHEREAS, Act No. 40 of the Michigan Public Acts of 1932, as amended, (hereinafter referred to as Act 40) provides for the deposit of County public monies in certain financial institutions as shall be authorized by the Board of Commissioners; and,

WHEREAS, the Board of Commissioners wish to authorize the Treasurer to deposit the County's public monies in the following depositories;

Huron Community Bank
MBank

THEREFORE BE IT RESOLVED, by the Board of Commissioners of the County of Alcona as follows:

(1) The County Treasurer, of the County of Alcona, is hereby authorized to deposit County public monies in **Huron Community Bank** and **MBank** pursuant to Act No. 40.

(2) The term "public monies", as used in the Resolution, shall mean those monies as defined in Act No. 40.

(3) This Resolution shall remain in effect until and unless repealed by a future Resolution of the Board of Commissioners of the County of Alcona.

Roll Call: Yes – Thompson, Small, Gauthier, Brummund and Brege No – None

MOTION CARRIED

Motion by Brummund, seconded by Thompson, to remove former Chairman Craig Johnston from the bank accounts and add new Chairman Adam Brege.

Roll Call: Yes – Gauthier, Brummund, Brege, Thompson and Small No – None

MOTION CARRIED

Motion by Gauthier, seconded by Thompson, to adopt Resolution #2021-02 as follows:

INVESTMENT RESOLUTION #2021-02

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 – Brummund, Thompson, Small, Brege and Gauthier No- None

MOTION CARRIED

Motion by Brege, seconded by Small, to adopt Resolution #2021-03 as follows:

RESOLUTION ON ELECTRONIC TRANSACTIONS #2021-03

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.

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 County Clerk, or Deputy County Clerk, or Chairman of the Board of Commissioners.

Roll call: Yes - Gauthier, Brummund, Small, Thompson and Brege No - None

MOTION CARRIED

Motion by Thompson, seconded by Gauthier, to adopt Resolution #2021-04 as follows:

MANAGEMENT OF IMPREST CASH #2021-04

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 until amended or repealed by a future Resolution of the Board of Commissioners of the County of Alcona

Roll Call: Yes – Small, Brummund, Brege, Thompson and Gauthier No – None

MOTION CARRIED

Motion by Gauthier, seconded by Thompson, to adopt Resolution #2021-05 as follows:

FRAUD RISK MANAGEMENT POLICY #2021-05

WHEREAS, it is the duty of the Alcona County Board of Commissioners to protect its financial investments utilizing applicable Michigan State Statues, 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 a 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 FURHTER RESOLVED, that this Resolution shall remain in effect until amended or repealed by a future Resolution of the Board of Commissioners of the County of Alcona

Roll Call: Yes – Small, Gauthier, Brege, Thompson and Brummund No – None

MOTION CARRIED

Motion by Small, seconded by Thompson, to adopt Resolution #2021-06 as follows:

RESOLUTION FOR FEE WAIVER #2021-06

BE IT RESOLVED, that the Alcona County Board of Commissioners waive, until May 1, 2021, the collection fees and interest in excess of those charges prior to February 15, 2021 on the 2020 property taxes currently being collected. This exemption applies only to senior citizens, paraplegics, eligible servicemen, veterans, the 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, 2021.

Roll Call: Yes – Brege, Brummund, Thompson, Gauthier and Small No - None

MOTION CARRIED

Motion by Brummund, seconded by Gauthier, to set the building closure for Christmas Eve on Friday, December 24th and Christmas Day on Monday, December 27th and New Year's Eve on Friday, December 31st and New Year's Day on Monday, January 3, 2022.

Roll Call: Yes – Thompson, Gauthier Small, Brege and Brummund No – None
MOTION CARRIED

Motion by Brummund, seconded by Small, to designate the Alcona County Review as the newspaper of record for the County for 2021.

Roll Call: Yes – Gauthier, Brummund, Brege, Small and Thompson No - None

MOTION CARRIED

Motion by Thompson, seconded by Small, to set for the Board the mileage reimbursement rate at $.50 per mile and the per diem rate at $35.00 for a half day and $60.00 for a full day for 2021.

Roll Call: Yes – Gauthier, Thompson, Brummund, Small and Brege No - None

MOTION CARRIED

Motion by Thompson, seconded by Small, to set the County employee mileage reimbursement rate at $.50 per mile for 2021.

Roll Call: Yes – Brummund, Brege, Small, Gauthier and Thompson No – None

MOTION CARRIED

Motion by Brege, seconded by Thompson, to post that the ADA requirements will require a 15-day notice in writing to the County Clerk's office so that the necessary, reasonable, auxiliary aids and services can be provided at the meetings.

Roll Call: Yes – Small, Brege, Brummund, Thompson and Gauthier No – None

MOTION CARRIED

Meeting adjourned at 2:42 p.m. until the next scheduled **Regular Meeting** on **January 6, 2021** at 10:00 a.m.

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Clerk Chairman