

**ALGER COUNTY BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

August 20, 2012

Minutes are subject to corrections and approval

Pursuant to recess, the Alger County Board of Commissioners convened in the conference room of the county building at 4:00 p.m. on the above date.

The meeting was called to order by Chairman Doucette with the following Commissioners present: Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Absent ó none.

The Board of Commissioners said the Pledge of Allegiance.

Public comment session was open. There was no public comment from the floor; thus, the public comment session was closed.

It was moved by Commissioner VanLandschoot and seconded by Commissioner Mattson to approve the agenda as presented. Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays - none. Absent ó none.

It was moved by Commissioner VanLandschoot and seconded by Commissioner Pullen to approve the Committee of the Whole minutes of July 9, 2012, and the Regular Board of Commissioners minutes of July 16, 2012. Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

Tony Grahovac was present with an update on Community Corrections. Tony stated that presently he had 17 people on the 511 program in Alger County making 67 total participants in the 511 program since the time that he had taken over. He added that this has saved 314 days in the jail. He went on to say that there have been 34 participants in the 511 program in Schoolcraft County since its initiation for a savings to them of 370 jail days. He explained that Schoolcraft County has a lot more felons that are eligible for the program and they are working 12 to 14 hour days which knocks off their jail time quickly. He did add that Alger County would soon be catching up to those numbers as a couple more of the felons have become eligible for the program. Also through the program they have put one club on, and three tethers which also saved the County on jail days. Tony said that he had met with Judge Luoma regarding sentencing for drunk drivers. In the past, twenty-four hours was the normal length of community service that was ordered with drunk driving. Now because of the 511 program the community service ordered for this offense would be sixty hours and up to seventy-two hours depending on the level of intoxication. He added that the airport itself was a never-ending effort because of all of the mowing that needed to be done. There was a brief discussion on the possibility of having the airport hayed next year. Commissioner Rondeau stated that one of his neighbors would rent a twelve foot brush hog to the program. Tony concluded by stating that starting in October there would be a charge of \$1.67 per man, per hour with a cap of \$70 per day. They are doing this to recoup gasoline costs for the mowers, weed whips, etc.

It was moved by Commissioner Pullen and seconded by Commissioner Mattson to approve payment of the Honeywell invoices as presented with payment to come from the Capital Improvement Fund #404. Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, VanLandschoot, and Doucette. Nays ó Commissioner Rondeau. Absent ó none.

A motion was made by Commissioner VanLandschoot and seconded by Commissioner Mattson to have the chair sign the engagement letter and accept the fee agreement to retain Attorney Burkhardt. Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

It was moved by Commissioner VanLandschoot and seconded by Commissioner Pullen to sign the letter of support regarding mandated services per the Headlee Amendment; and that this letter shall go out as a resolution. Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

A motion was made by Commissioner VanLandschoot and seconded by Commissioner Rondeau to approve the Grant Application for the CUP (Central U.P.) Community Corrections Program. Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none. Commissioner Doucette added that due to this being very time sensitive, the grant letter had been forwarded already, but that it was necessary to also send a copy of these board minutes showing that the grant application had been approved.

It was moved by Commissioner VanLandschoot and seconded by Commissioner Mattson to approve county credit cards with each having a purchase limit of \$3,000 and approval of the following Alger County Credit Card Use Policy Resolution:

Credit Card Use

ALGER COUNTY CREDIT CARD USE POLICY RESOLUTION

At a regular meeting of the Alger County Board of Commissioners, the following preamble and resolution was offered by _____ and was supported by _____ :

WHEREAS, [Public Act 266 of 1995](#) authorizes the County to be a party to a credit card arrangement if the County Board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Alger County Board of Commissioners deems that it is in the best interest of the County to make certain County financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of county credit cards:

(a) The Alger County Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the County's credit card policy.

(b) County credit cards may be used only by an officer or employee of the designated departments of the County for the purchase of goods or services for the official business of the County.

Purchase limit up to \$3,000.00 for travel, meals, accommodations, or other necessary purchases as needed while on County business (*excluding expenses incurred in operating a privately owned automobile*)

- gas, oil and other necessary expenses incurred in operating a county-owned vehicle
- other County business expense within the purchase policy

(c) Alger County officers and employees who use a purchasing credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Alger County Clerk. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Alger County Clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to the Alger County Clerk upon termination of his or her employment or service with the county.

(f) The Alger County Clerk shall maintain a list of all credit cards owned by Alger County, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Alger County Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Alger County Board.

(g) The County Board shall not approve a payment to the entity issuing the credit cards until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a County credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the Alger board:

- verbal counseling
- written reprimand
- suspension
- termination
- reimbursement to the county for unauthorized expenditures.

Upon a roll call vote, the following voted:

AYE: ____ NAY: ____

The Alger County Board declared the resolution adopted.

Attested by:

County Clerk

Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

A brief discussion took place regarding the authorization of payment of travel expenses involved in the appeal of unemployment determinations and redeterminations. Commissioner Pullen asked if it were possible to use the video conferencing equipment in the courtroom as to save traveling costs for the County. Commissioner Doucette will explore this possibility. A motion was made by Commissioner Pullen and seconded by Commissioner Mattson to authorize the payment of costs incurred by the County during this process. Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

Old business was next. There was none.

A motion was made by Commissioner VanLandschoot and seconded by Commissioner Pullen to authorize payment to Pathways for their quarterly mental health payment in the amount of \$8,305 (101-649-969.000). Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

It was moved by Commissioner Pullen and seconded by Commissioner VanLandschoot to authorize the convention facility tax ó substance abuse payment to Northcare Network in the amount of \$8,439 (101-631-969.000). Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

A motion was made by Commissioner Pullen and seconded by Commissioner Mattson to approve payment of all of the board bills as recommended by the Committee of the Whole. Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

It was moved by Commissioner VanLandschoot and seconded by Commissioner Rondeau to approve the financial report for all funds. A full 30-page report is available upon request with the Treasurer. Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

A motion was made by Commissioner VanLandschoot and seconded by Commissioner Mattson to amend the general fund revenues in the amount of \$25,000 in Transfer in From Foreclosure Fund (101-100-446.000). Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

It was moved by Commissioner VanLandschoot and seconded by Commissioner Rondeau to amend the general fund expenditures in the amount of \$25,000 in the Brownfield account (101-420-969.000). Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

A motion was made by Commissioner VanLandschoot and seconded by Commissioner Rondeau to authorize the Treasurer to transfer \$25,000 from Brownfield (101-420-969.000) into the Brownfield Authority Fund #795. Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

It was moved by Commissioner Pullen and seconded by Commissioner VanLandschoot to authorize the Treasurer to amend the revenues in the amount of \$62,674.00 as follows:

AUGUST 20, 2012	
TRANSFER FROM FORECLOSURE FUND	\$ 8,500.00
TRANSFER TO GENERAL FUND:	
POSTAGE ACCT	4,500.00
TRANSFER IN FORECLOSURE	4,000.00
(CLERICAL \$4,000.00 & POSTAGE \$4,500)	
TRANSFER FROM LIMESTONE SUMMER TAX	1,800.00
TRANSFER TO GENERAL FUND	
TRANSFER IN SUMMER TAX COLLECTION	1,800.00
(ADMIN FEE & \$2.50 PER PARCEL)	
TRANSFER FROM CTY SURVEY AND REMON.	3,774.00
TRANSFER TO GENERAL FUND	
TRANSFER IN REMON. ADMIN	3,774.00
TRANSFER FROM HOMESTEAD AUDIT FUND	600.00
TRANSFER TO GENERAL FUND	
TRANSFER IN HOMESTEAD TAX	600.00
TRANSFER FROM WIRELESS 911	36,000.00
TRANSFER TO GENERAL FUND	
TRANSFER IN WIRELESS 911	36,000.00
TRANSFER FROM BUILDING DEPT	3,500.00
TRANSFER TO GENERAL FUND	
TRANSFER IN RENT	3,500.00
TRANSFER FROM F.O.C. FUND	8,500.00
TRANSFER TO GENERAL FUND	
TRANSFER IN F.O.C. FUND	8,500.00

Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays ó none. Absent ó none.

There were no miscellaneous items.

There were no resolutions.

Committee reports were next. Commissioner VanLandschoot discussed AMCAB and stated that he had pictures of houses that had work done to them for Commissioners Pullen and Rondeau. These pictures were of the finished products within those districts. Commissioner VanLandschoot also had information regarding the American Recovery and Reinvestment Act (ARRA). Commissioner Rondeau stated that he had taken care of the airport projects. Commissioner Doucette said that they did hold a Brownfield meeting, and that they had come to an agreement on the work to be done at Lammis Corner. He also stated that Elizabeth Coyne has shown interest in helping to write grants. He concluded by saying that the second notices for cost allocation had been sent out to MSU, the Library, Commission on Aging, and the Road Commission. He also had a letter from the Road Commission asking that we set up another meeting with them concerning the cost allocation. It was discussed that the topic of this upcoming meeting with the Road Commission be put on the agenda for the August 23, 2012 Special Board Meeting. It was also noted that as this was a Special Board Meeting, a complete agenda would be put out.

There was no correspondence.

There were no Board comments.

Staff comments were next. Pam Johnson stated that she had reports ready for the attorney and that she had made copies for any of the Board members who would like to see them prior to the Special Board Meeting. Sheriff Hughes asked if it were possible for him to meet with the board regarding budgets sometime prior to the Special Board Meeting as he would be downstate at that time and would not be able to attend. It was discussed that due to schedules there would not be a good time for another meeting prior to the Special Board Meeting. Sheriff Hughes also said that he had talked with Jeff Nemacheck from Compudyne about moving some of the computer stuff from this building next door.

Public comment session was open. There was no public comment from the floor; thus, the public comment session was closed.

A motion was made by Commissioner VanLandschoot and seconded by Commissioner Pullen to adjourn this meeting. Motion carried by the following vote: Ayes ó Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. Nays - none. Absent ó none.

Jerry Doucette, Chairman
Alger County Board of Commissioners

Mary Ann Froberg
Alger County Clerk