

ALGER COUNTY
BOARD OF COMMISSIONERS

BOARD POLICY

Date Adopted: 01/03/1984
Revised Annually

Alger County is an Equal Opportunity Employer

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101 – PURPOSE OF THE BOARD POLICY MANUAL

The Alger County Board of Commissioners policy is intended to serve as a reference guide for the Board of Commissioners personnel, as well as those concerned with the legal, technical and economic aspects of Alger County's operation.

This manual incorporates all of the Board's policies into a single comprehensive guide. The information contained herein has been taken only from official actions of the County Board of Commissioners. On January 3, 1984, this policy manual was adopted as the Board's official policy statement. This should be regarded as the sole source on policy for the County of Alger.

In view of the frustration caused by numerous policy related problems, it is felt that this document will be useful to the County Commissioners, as well as improving accessibility considerably for all concerned. This policy manual is designed as a framework for existing county policies and to provide the capacity for change. The initial edition is skeletal in nature and has the capacity to grow and change as county government changes.

Ideas, comments and suggestions for change are encouraged. Such items may be submitted directly to the Board of Commissioners or to the Executive Committee at any regular meeting.

Initial distribution of this Board Policy Manual will be made to all county commissioners and department administrators. A copy of this manual shall be available for inspection at the County Clerk's Office.

102 – RULES OF PROCEDURE AT ALGER COUNTY BOARD MEETINGS:

The following agenda, designed to provide for complete and thorough discussion of all relevant county business, shall be adopted as a guideline for the conducting of the county business at each meeting of the Alger County Board of Commissioners:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Consent Agenda
 - a. Minutes
 - b. Agenda
6. Old Business
7. New Business
8. Financial Matters
 - a. Appropriations
 - b. Board Bills
 - c. Miscellaneous
9. Committee Reports
 - a. Executive
 - b. Other Committees
10. Correspondence
11. Board Comments
12. Staff Comments
13. Public Comment
14. Adjourn

In order that business be conducted in an orderly and efficient manner the public comment shall be restricted to the times provided within the rules of order. The regular order of business or any of these rules may be suspended at any meeting by two-thirds of any vote of the members present.

The Board at its lawfully held meetings shall be presented with an agenda prepared by the County Clerk. Any party wanting to appear before the Board on the agenda must make an appointment with the County Clerk at least two (2) days before the Board meeting. Amendments to the agenda at a full board meeting may be made only by unanimous vote of all commissioners present.

102 – WHAT RULES SHALL GOVERN:

The rules of parliamentary practice comprised in Robert's Rules of Order shall govern the Alger County Board of Commissioners in all cases to which they are applicable, provided that they are not in conflict with these rules or with state law.

102 – PROCEDURES OF MEETINGS:

1. Any members, desiring to speak, shall address the chair.
2. No person, other than a member, shall be allowed to address the Board, except by the consent of the chairman of the Board of Commissioners.
3. When two or more members address the chair at the same time, it shall be the duty of the chair to decide which shall be entitled to the floor.
4. Only the Board, Clerk and/or the Clerk's assistant, Prosecuting Attorney, Sheriff, Undersheriff, Administrator, and the Treasurer and/or the Treasurer's assistant, shall be seated on the backside of the table.
5. Committee services are set at \$40.00 per meeting with a maximum of fifteen (15) meetings per month, and mileage is the same as for the Board of Commissioners. Conferences do not constitute as any meetings.

*Can have up to twenty-two (22) meetings per month for those commissioners who have added committees. When those committees have ended, the number of meetings reverts to the original 15 meetings per month.

6. No regular meeting of the Alger County Board of Commissioners should last over three (3) hours.

103 – RIGHTS OF THE PUBLIC TO ADDRESS A MEETING:

The Open Meetings Act provides that a person shall be permitted to address a meeting of a public body. The law further provides that public bodies may establish rules, which regulate the conditions which the public may address the meeting. These rules must be reasonable, flexible and designed to encourage public expression and not to discourage or prohibit it.

The rules regulating the right of the public address may include such controls as the length of time any one person may be permitted to address the body, the portion of the agenda set aside for public address and a requirement that persons wishing to address the public body identify themselves and make it known ahead of time that they wish to address the body in order to facilitate the planning of time allotments to various portions of the agenda.

The Alger County Board of Commissioners stated that public comment session shall not last longer than 20 minutes for the total time and during public comment, persons may address the County Board through the recognition of the County Chair for no longer than two minutes per person. (Amended 01/02/1987)

104 – MINUTES

The Clerk of the Alger County Board of Commissioners must record all proceedings of the Board.

The Alger County Clerk shall keep the minutes of each meeting of the Alger County Board of Commissioners. The said minutes shall include the date, time, place, members present, members absent, and any decisions made at the aforesaid meeting and the purpose or purposes for which a closed session was held. The minutes shall include all votes taken at the meeting. Minutes shall be public records open to public inspection and shall be available at the address hereby designated as the Office of the County Clerk, Courthouse Complex, Munising, Michigan. Copies of the minutes shall be available at the office of the County Clerk to the public at the reasonable estimated cost for printing and copying. Proposed minutes shall be available for public inspection at the Alger County Clerk's Office, Courthouse Complex, Munising, Michigan.

105 – OPEN MEETINGS ACT:

All meetings of the Alger County Board of Commissioners and its various committees shall be held in compliance with the Open Meetings Act, that being Public Act 1976, No. 267, M.C.L.A. 15.261 et.seq. The Open Meetings Act dictates that certain requirements must be met before a public body shall become involved in a meeting. “Public Body” is defined as including the Board and its various committees in a meeting. “Meeting” is defined as the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on public policy. The Open Meetings Act further provides as follows:

1. All meetings of a public body shall be open to the public and shall be held in a place available to the general public.
2. All decisions of a public body shall be made at a meeting open to the public.
3. All deliberations of a public body, constituting a quorum of its members, shall take place at an open meeting.
4. There shall be no condition precedent for a person to attend a public meeting.
5. A person shall be permitted to address a public body, under the rules established by the public body.
6. A person shall not be excluded from a public meeting, except for a breach of the peace, actually committed at the meeting.

It is hereby the policy of the Board to establish the following notice provisions with respect to public notice of meetings:

1. A public notice shall always contain the name of the public body to which the notice applies, its telephone number if one exists and its address.
2. A public notice for a public body shall always be posted at the office of the Alger County Clerk and any other locations considered appropriate by the public body.
3. A meeting of a public body shall not be held unless public notice is given, pursuant to the rules under the Open Meetings Act.
4. For regular meetings of the County Board of Commissioners there shall be posted within ten days after the first meeting of the Alger County Board of Commissioners, in each calendar year, a public notice stating the dates, times and places of its regular meetings.

5. If there is a change in the schedule of the regular meetings of a public body there shall be posted within three days after the meeting at which the change is made a public notice stating the new dates, times and places of its regular meeting.
6. For a rescheduled regular or special meeting of the Alger County Board of Commissioners or its committees a public notice stating the date, time and place of the meeting, shall be posted at least 18 hours before the meeting.
7. A meeting of the Alger County Board of Commissioners, which is recessed for more than 36 hours, shall be reconvened only after public notice, stating the date, time and place of the meeting, said notice being posted at least 18 hours before the meeting.
8. Nothing in this policy shall bar the Alger County Board of Commissioners from meeting in emergency session in the event of a severe or immanent threat to the health, safety and welfare of the public, when two-thirds of the members of the Board decide that delay would be detrimental to efforts to lessen or respond to the threat.

105 – OPEN MEETINGS ACT AS APPLIES TO COMMITTEE MEETINGS:

The statute defines “public body” to include a board and committees, which are empowered by the state constitution or other laws to exercise governmental or propriety authority.

Therefore, it is the general intent of the Alger County Board of Commissioners to apply to committee meetings the same requirements that the Open Meetings Act dictates for meetings of the full board. At any County Board meeting wherein a quorum of the full county board is not present, the committee chairperson, in his or her discretion may exclude the public or any individual from attendance at said committee meeting.

105 – CLOSED SESSIONS:

A two-thirds roll call vote of members elected shall be required to call a closed session, under the following circumstances:

1. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
2. To consult with the Board's attorney with regard to trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
3. To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. All interviews by the Alger County Board of Commissioners for employment or appointment to a public office shall be held in an open meeting and pursuant to this act except as otherwise provided in this subdivision.
4. To consider material exempt from discussion or disclosure by State or Federal statute. (MCL 15.268(h)) Section 8(h) has been interpreted to permit a public body to hold a closed session for consideration of a written legal opinion within the attorney-client privilege, but a closed session may not be held for consideration of an oral opinion.

Closed sessions may also be held by public bodies for the following reasons without a two-thirds roll call vote:

1. To consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against or to consider a periodic personnel evaluation of, a public officer, employee, staff member or individual agent, **if the named person requests a closed** hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered thereafter only in open sessions.
2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either of the negotiating parties requests a closed hearing.

A roll call vote and the purpose or purposes for calling the closed session is required to be entered into the minutes of the meeting at which the vote is taken. During the closed session, a separate set of minutes is required to be taken. The minutes are required to be retained by the clerk of the public body. However, they are not to be made available to the public and shall only be disclosed as required by a civil action. The minutes are permitted to be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved. A public body may call a second closed meeting to approve the minutes of a closed session to ensure they are not disseminated to the public.

106 – NUMBER OF MEETINGS

The Alger County Board of Commissioners shall meet for the Committee of the Whole meetings on the second Monday of each month at 4:00 p.m.

*If a meeting falls on a Holiday, then the meeting will be held the day after.

The Alger County Board of Commissioners shall meet for the regular meeting as follows:
The third Monday of each month at 4:00 p.m.

*If a meeting falls on a Holiday, then the meeting will be held the day after.

The Alger County Board of Commissioners may, by majority vote, recess a meeting and set a date for completion of such regular meeting.

Further, special meetings may be called by any board member, with the consent of one-third of the board. (M.C.L.A. 46.10) The request for a special meeting shall be in writing, shall be addressed to the County Clerk, and shall specify the time, date, place and purpose of the meeting. Upon the reception of a request, the clerk shall give notice to each of the commissioners in the manner required by the bylaws or rules of the county board of commissioners or, if the bylaws or rules do not specify the manner for giving notice to each of the commissioners, by causing notice to be delivered to the commissioners personally, or by leaving the notice at the residence of the commissioner, or by mailing a copy of the notice to his or her post office address by certified mail with return receipt requested, at least 10 days before the time of the meeting.

201 – COMPENSATION

Compensation for use of personal vehicles on county business shall be made at the current January IRS rate of \$.58 cents per mile. Meals shall be reimbursed at the rate of \$10 for breakfast, \$15 for lunch and \$25 for supper with a maximum amount of \$50 per day; or with the amount not to exceed \$50 per day if at a conference. A per diem of \$40.00 per meeting shall be paid to each commissioner. Conferences do not constitute as meetings. A conference is defined as having to register to attend and pay a registration fee.

201 (a) – COMPENSATION FOR COUNTY ROAD COMMISSION MEMBERS

In accordance with the Guide to Michigan County Government, Fourth Edition (2007), Chapter 12 “Transportation, Water, and Environmental Management”, pages 343-344 “Power of the Road Commission”, the following compensation for County Road Commission members will apply:

- 1) The Alger County Board of Commissioners is to set the compensation level of the Alger County Road Commission members.
- 2) The Alger County Road Commission members will be compensated at the same monthly salary and meeting per diem as the Alger County Board of Commissioners.
- 3) The Alger County Clerk will notify the Alger County Road Commission of changes as required.
- 4) The salaries are charged to the Alger County Road Commission Treasury.

202 – PURCHASING POLICY:

It is the intent of the Alger County Board of Commissioners to maintain certain control regarding extraordinary expenditures made by each county department. Therefore, it shall be the policy of the Alger County Board of Commissioners that all purchases made by any county department in the amount of \$500.00 or more must have the prior approval of the Finance Committee. Purchases made by any county department in the amount of \$1,000.00 or more must have the approval of the Finance Committee and the approval of the entire Board of Commissioners prior to purchase, by majority vote. “Annual cost for leased equipment shall be considered in determining the value limits stated in this section.”

There is **no splitting** invoices or purchases of any items to circumvent this policy.

203 – BIDDING PROCEDURES:

All sales, purchases or contracts for purchase of services, wherein the estimated amount of cost of \$1,000.00 or more, shall be placed out on bids. However, if it is deemed that it is in the best interest of the public that a purchase be authorized contrary to the aforementioned rule, the Alger County Board of Commissioners may, by majority vote, authorize a purchase. There shall be strict compliance with all notice provisions and deadlines when bids are called for and received. The County of Alger requires sealed competitive bidding for any contract of \$20,000.00 or more except a contract for professional services or emergency repairs or services exempted pursuant to a written policy adopted or approved by the County. No additional bids shall be opened or accepted after the deadline set by the Board for receiving bids. The Board, unless otherwise resolved, reserves the right to accept any bid or reject them all.

204 – THE ANNUAL AUDIT:

The Alger County Board of Commissioners believes that the Constitution of the State of Michigan requires an annual independent financial and compliance audit of the books and accounts of the several officers, agents and departments of the county, the cost of which should be the responsibility of the State of Michigan. However, the County Board is cognizant that the State of Michigan has historically failed to provide such audits and has, in fact, disputed the existence of the requirements for state payment. The Board of Commissioners recognized that there is a distinction between the responsibility for paying for an audit and the responsibility to assure that a full scope, all funds audit is conducted. The Board of Commissioners is also cognizant of the fact that as a condition to the receipt of Federal Revenue Sharing it has issued a legally binding assurance to the federal government that it will comply with certain applicable audit standards. Therefore, the Alger County Board of Commissioners directs the County Clerk to arrange for the Annual external independent audit for the books and accounts of the several officers, agents and departments of the county, and the public issuance of a resulting financial opinion.

The County Clerk shall arrange for the said annual external independent audit on a bid basis. Acceptance or rejection of any bid shall be governed by the rules within this policy regarding bidding procedures.

Alger County is to comply with the Uniform Guidance Policies and Procedures Federal Awards Administration adopted February 19, 2019.

205 – BUDGET CONTROL/EXPENDITURES:

The general statute governing county budgetary is the State Uniform Budgeting and Accounting Act. In addition to the provisions of the state statute, general statements concerning the Board's intent regarding the administration of year's budget is set out in the Annual Appropriations Act. The Alger County Board of Commissioners wishes to amplify the general conditions of state law and those contained in the Appropriations Act by specifically directing the Alger County Clerk's office not to authorize or participate in the expenditure of funds, except as authorized by the Annual General Appropriations Act. The Board recognizes that in addition to possible Board Sanctions or willful disregard of this policy, state statute M.C.L.A. Sec. 141.437-440 provides for civil liability for violations of the Annual Appropriations Act.

The Board must approve all amendments to the budget. Prior to amendments, a letter must be given to the Clerk, Treasurer, and Administrator explaining the budget amendment both on the revenue and expenditure categories. The Clerk is then hereby authorized to set a finance meeting to review the amended request with a recommendation coming from the Finance Committee to the full Board.

Regardless of whether a budget amendment would be necessary, no requests for unscheduled salary increases will be received or considered other than during the annual budgetary process

All legal bills are to be reviewed by the Audit Committee.

205 – BUDGET AMENDMENTS:

In recognition that each year's adopted budgets are financial operating plans, based on projections and estimates, which must be made well in advance of actual departmental operations, and in recognition that changing conditions occasionally dictate that financial projections and estimates must be changed and the resulting financial plans must also be changed, the Board of Commissioners acknowledges that in certain instances amendments may be necessary and proper.

To facilitate orderly consideration of budget amendments from various county departments and budgetary units, the Board hereby directs that any department or budgetary unit seeking a budgetary amendment shall first submit such request to the Finance Committee. The request for budgetary amendment must be in writing and copies submitted to the Alger County Clerk, Alger County Treasurer, and Alger County Administrator, at least twenty-four hours in advance of a Finance Committee meeting. Upon receiving a request for budgetary amendment, the Finance Committee will first determine if the budgetary problem can be resolved by a budget transfer. If a transfer is not possible, or advisable, the Finance Committee shall then review the requested budget amendment and make a recommendation to the full board.

206 – DEPOSITORIES:

Act 40 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. The County Treasurer of the County of Alger is authorized by means of this policy to deposit county public monies in any of the financial institutions listed below:

Huntington Bank

Peoples State Bank of Munising, Michigan

Embers Credit Union, Munising, Michigan

Chatham-Eben Co-Op Federal Credit Union, Chatham, Michigan

The term “public monies” as used in this policy shall mean those monies as are defined in “Act 40”.

206 – INVESTMENTS:

WHEREAS, Act. No. 20 of the Michigan Public Acts of 1943, as amended (“Act 20”), authorizes county treasurers to invest county surplus funds in certain specified investments; and

WHEREAS, this Board of Commissioners wishes to authorize the County Treasurer to invest surplus funds of the County in those investments permitted by Act 20;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF ALGER AS FOLLOWS:

1. The County Treasurer of the County of Alger is hereby authorized to invest surplus funds of the County in any one or more of the investments permitted by Section 1 of Act. 20
2. The County Treasurer of the County is authorized to rely upon the continuing effect of this resolution until and unless it is specifically amended or repealed by a future resolution of the Board of Commissioners of the County.
3. All resolutions and parts of resolutions inconsistent with this resolution are repealed.

301 – APPOINTMENTS – BOARD OF COMMISSIONS:

The term of office for all appointments to boards and commissions shall begin on January 1st.

In addition to the listing made available through the Clerk's Office, during the months of September and October of each year, the County Board of Commissioners will notify citizens of all openings on boards and commissions occurring in December of that year using the following methods:

1. news releases to newspaper, radio
2. notice of vacancies during County Board Meetings

Eligibility Requirements

All applicants must be residents of Alger County and must have an application on file with the Alger County Clerk's Office. Applications will be accepted at all times but must be submitted to the County Clerk by November 1 of each year for consideration for appointment in December. All applications will be kept on file for a period of one year.

Appointment Procedure – FULL TERM VACANCIES

The application and any supporting documents of all applicants will be made available to the County Board members by the first board meeting in November of each year. Nominations for appointments to boards and commissions shall be made during the County Board's regular meeting in December. During the County Board's regular meeting in December, appointments will be made only from those nominated by a vote of the County Board. During the voting at the December Board meeting, the following procedure will be utilized.

If, after the first vote, no person(s) receives a majority of votes from the commissioners present, the person with the least number of votes will be dropped from the ballot. This procedure will continue until a person(s) receives a majority of votes from the Commissioners present.

The appointees will be notified by mail following appointment. A letter of appreciation will be sent out to all applicants not appointed. In a case where no applicants for a board or commission are on file, procedure may be delayed for one (1) month, during which the public will be notified of the need for new applicants.

Appointment Procedures – PARTIAL TERM VACANCIES

Openings on boards or commissions, for whatever reason, for partial terms will be filled by the following procedure: resignations will be accepted and acted upon by the Board of Commissioners at any regular Board meeting. Once each year, in November, and upon the request of the Board, an official list of applicants (those on file, plus any new applicants) will be sent to the members of the Board of Commissioners. At any regular Board meeting, nominations can be made only from those names appearing on the official list, to fill partial term openings. In the event the official list contains no qualified applicants for current partial term openings, a special limited purpose advertisement will be placed in the newspaper. In the event the partial term vacancy can only be filled from a special category such as “elected officials,” a direct notice to eligible appointees may be substituted for a limited purpose advertisement. The applications resulting from said advertisement or notice will promptly be added to the official list.

At the Board meeting next succeeding nomination from the official list, appointment will be made using the following procedure:

If, after the first vote, no person(s) receives a majority of votes from the commissioners present, the person with the least number of votes will be dropped from the ballot. This procedure will continue until a person(s) receives a majority of votes from the Commissioners present.

Recognition of Services

The Board of Commissioners shall recognize the services to the County by members of Boards and Commissioners by issuance of a letter and/or certificate of service.

Conflict with State Law

If any provision of this policy is in conflict with state law, with respect to terms, qualifications, method of appointment, or any other factor relative to the appointment, said provision shall be deemed repealed and the remainder of the policy shall continue in force.

302 – BOARD POLICY ON PUBLICITY:

The Freedom of Information Act, MSA 4.1801 (1) et. seq., makes public most county papers made, used or kept “in the performance of an official function.” It permits charging a cost base fee for providing copies and provides that reasonable rules may be made to protect the originals and prevent excessive and unreasonable interference.

However, numerous exceptions permit denying access to certain records: for example, to protect the right of privacy of certain law enforcement information, etc. The law provides that the Board chairperson must decide and sign denials or designate someone else to do so. (1979 OAG #5500)

In compliance with the Freedom of Information Act the Board hereby designates the County Clerk to be responsible for the dissemination of any information in compliance with the Freedom of Information Act. The Alger County Clerk shall ensure that accurate information is disseminated under the act.

303 – CORRESPONDENCE:

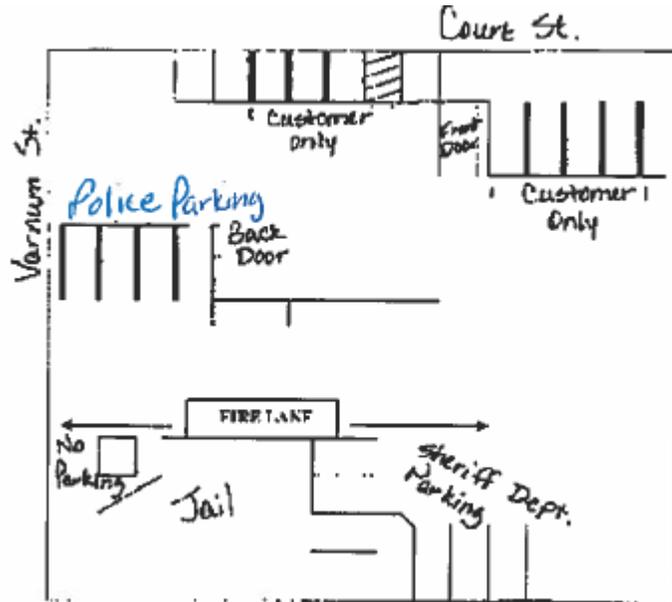
All correspondence from the County Board to legislatures and other elected officials must have the prior approval of the Chairman of the Alger County Board of Commissioners.

304 – HOURS OF COURTHOUSE OPERATION:

Official business hours for the Alger County Courthouse will be 8:00 a.m. to 4:00 p.m., with the understanding that all offices will remain opened from 12:00 p.m. to 1:00 p.m., on Monday through Friday. Utilization of Courthouse facilities for public functions other than meetings of the County Board of Commissioners and its Sub-Committees will require approval by the County Clerk’s Office. The building will be locked at 4:00 p.m. unless meetings have been properly scheduled. No smoking on premises. (See Addendum 401 Smoking Policy)

PARKING POLICY

There are to be no employees parking on the Courthouse Complex that is marked for customer parking only, in the fire lane, or where the sheriff’s department is. Employees may use all other parking spaces.



305 – UNIFORM VEHICLE POLICIES:

All county vehicles will be used for official county business only by an authorized representative of Alger County. Authorization will be made by the administrator of the department to which the vehicles are assigned.

Hands-free use only on electronic equipment, except as in the performance of job duties.

306 – UTILITY RATE INCREASES:

The statutory framework governing operation of public utilities in the State of Michigan generally requires that local units of government be provided with notice of proposed utility rate increases. The statute or administrative rules typically contain a response time with a deadline for receipt of comment. Because of the nature of County Board and Committee operations, the scheduling of various Committee meetings frequently does not permit comment by the County Board in a timely manner. Thus, in many instances Alger County's comments are not considered because it does not adhere to the schedule. Because of the aforementioned problem, it will henceforth be the policy of the Alger County Board of Commissioners to direct its chairperson to automatically enter the appropriate objections and/or protests to all public utility rate increases for which the deadline dictates County Board comments would not otherwise be considered.

307 – ORDINANCES:

Proposed ordinances may be introduced by a committee of the Board or any interested citizen. Ordinances must be referred to the following agencies, prior to Board consideration: the Alger County Prosecuting Attorney, the Alger County Clerk, and the members of the Executive Committee of the Alger County Board of Commissioners. Any ordinances submitted shall be referred by the Alger County Prosecuting Attorney to the Executive Committee, with recommendations. The ordinance process will be followed by statute.

308 – RESOLUTIONS:

Anyone desiring to seek Board consideration of a resolution shall submit the said proposed resolution to the Resolutions Committee for its consideration. All resolutions must be submitted to the Resolutions Committee for consideration at least seven (7) days in advance of a county board meeting. Further, copies of any resolutions that contain matters which may have legal implications shall simultaneously be forwarded to the Alger County Prosecuting Attorney's office. All resolutions submitted to the Board shall not be considered unless the above procedure is followed. However, if it is deemed in the public's best interest the Alger County Board of Commissioners, by unanimous vote of commissioners present, may consider resolutions submitted in violation of these rules.

Every resolution shall be in writing and read by the clerk or member of the Board.

309 – PROFESSIONAL LICENSES, FEES, CERTIFICATIONS AND DUES:

The Board of Commissioners recognizes that employment of conscientious and qualified professionals is in the interest of county taxpayers. The Board further recognizes that active participation in professional and public interest organizations is typically a characteristic of a dedicated and conscientious professional. The Board is aware that to practice or participate in certain specialties or professions requires license, fees, certification and/or dues. Therefore, it is the policy of the Alger County Board of Commissioners to get prior approval from the board in order to pay or provide for reimbursement of professional licenses, fees, certifications or dues, which are necessary for an individual to practice or participate in his/her occupational specialty or profession. However, the Board will only authorize payment when such fees, dues or certifications are necessary for the employee to participate in their current job. Costs associated with training or certification for a higher or different job are not covered and will not be paid by the County.

310 – HOUSING FEES – ALGER COUNTY JAIL:

The Sheriff and the county Board have deemed that in certain instances it is beneficial to house individuals in the Alger County Jail other than those sentenced from the Alger County Courts. Such prisoners may be those in the official custody of state or federal authorities or may be individuals, who are in the jurisdiction of other courts, either convicted or awaiting trial, who, for personal reasons, wish to serve their sentence in the Alger County Jail. In such instances, it is the policy of the Alger County Board of Commissioners that the responsible authority or individual be charged a housing fee. It is recognized that in the case of state and federal prisoners, such housing fees will be determined by housing agreements periodically negotiated with the appropriate authorities. In the case of persons who would otherwise be assigned to other county jails the arrangement is by reciprocal agreement between the two counties.

In negotiating inmate housing arrangements with the state and federal government and in developing reciprocal agreements with other counties the Sheriff is requested as nearly as possible to recover the actual cost to Alger County for providing housing.

The County Board has determined that the cost of housing and feeding a prisoner shall be determined as nearly as possible by the Sheriff. The Board hereby directs that in cases where the prisoner is given a work-pass, said prisoner shall reimburse the County of Alger for the approximate amount of the actual cost of providing housing where the appropriate court has ordered.

311 – POLICY CHANGES:

Proposals to change County policy may be submitted by any individual, provided such proposals:

- are in writing
- outline the proposed changes either in literal or conceptual terms;
- contain rationale supporting the proposed change;
- are signed by the individual proposing policy changes;

All such proposals submitted to the County Board or any County officer or employee shall be referred to the Executive Committee for consideration, review and recommendation to the full Board of Commissioners. When a proposed policy change is received by the Executive Committee, it will as soon as possible, be referred for analysis and report to the Prosecuting Attorney, the County Clerk and Treasurer:

- The Prosecuting Attorney in conducting an analysis shall determine if the proposed policy change is within the authority of the Board of Commissioners to enact; and shall also determine the potential legal impact, both positive and negative, if the proposed change is enacted.
- The County Clerk, Treasurer, and Administrator, in conducting an analysis, will review the proposed change to determine the impacts both positive and negative, on County finances and operation, if the proposed change is enacted.

The Prosecuting Attorney, the County Clerk, Treasurer, and Administrator shall submit to the Executive Committee any concerns or recommendations they may have. An adoption of a proposed change may be recommended, with proposed revised language to be considered by the Executive Committee.

**ADDENDUM
401
SMOKING POLICY**

It is the policy of the Alger County Board of Commissioners, that the Alger County Courthouse Complex, jail, and garage are non-smoking buildings, except as in designated areas.

Smoking is prohibited in all enclosed areas within this worksite without exception. This includes common work areas, conference and meeting rooms, private offices, elevators, hallways, medical facilities, employee lounges, stairs, restrooms, employer owned or leased business vehicles, and all other enclosed facilities.

Smoking shall be prohibited near entrances, windows and ventilation systems of all worksites and public places where smoking is prohibited by this regulation. Any individual who owns, manages, operates or otherwise controls the use of any premises subject to jurisdiction under this regulation shall establish a no smoking area which extends a reasonable distance from any entrances, windows and ventilation systems to any enclosed areas where smoking is prohibited; such reasonable distance shall be a distance sufficient to insure that persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke and to insure that tobacco smoke does not enter the building or facility through entrances, windows, ventilation systems or any other means. All smoking trash receptacles shall be placed outside the no smoking area in order to discourage smoking in these areas.

ADDENDUM 402

POLICY FOR DRUG-FREE WORKPLACE

SECTION 1:

It is the policy of the County of Alger that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on all premises on which county programs are conducted. Violations of this prohibition will result in the imposition of serious disciplinary sanctions against offending employees, up to and including permanent discharge.

SECTION 2:

There is hereby established a drug-free awareness program by which county employees may be informed about:

- a. The dangers of drug abuse in the workplace;
- b. The county's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

SECTION 3:

Each county employee who is engaged in the performance of the grant requiring compliance under the Drug-Free Workplace Act shall be given a copy of the statement set forth in Section 1.

SECTION 4:

Each county employee identified in Section 3 shall be notified that, as a condition of employment under the grant, the employee will –

- a. Abide by the terms of the statement set forth in Section 1; and
- b. Notify his or her immediate supervisor in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such drug conviction.

SECTION 5:

The County shall, within ten days after receiving notice of a conviction as described in Section 4(b), notify any federal agency from which the county has received a grant to perform work on a worksite where the workplace drug violations giving rise to such convictions occurred.

SECTION 6:

The County shall, within thirty days after receiving notice of a conviction as described in Section 1(b), take one of the following actions with respect to any employee who is so convicted:

- a. Take appropriate disciplinary action against such an employee, up to and including termination; or
- b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(Adopted 01/03/96)

ADDENDUM 403

AMERICANS WITH DISABILITIES POLICY

The County of Alger acknowledges that all of its buildings and facilities are in compliance with the Americans with Disabilities Act.

The County hereby resolves to abide by all of the requirements of the Americans with Disabilities Act.

ADDENDUM 404

ALGER COUNTY SEXUAL HARASSMENT POLICY

The County of Alger is committed to providing all citizens and employees with an environment, which is safe, comfortable and productive. Sexual harassment in any form will not be tolerated.

Sexual harassment is any unwanted sexual attention pressed on an unwilling person by supervisor, department head or employee. Sexual harassment is further defined as follows:

1. Sexual relations, innuendoes or sexual contact, or the perceived threat of such, which is not freely or mutually agreeable to both parties.
2. The continued or repeated verbal abuse of sexual nature, including but not limited to sexually explicit statements, sexually suggestive objects or pictures, propositions of a sexual nature, sexually degrading words used to describe a supervisor(s), department head(s), employee(s) or contractor(s) of the County of Alger.
3. Any threat of, insinuation of or implication of such that the lack of sexual submission will adversely affect the employee's advancement, assigned duties, or other conditions that affect the employee's status.

BE IT, THEREFORE, RESOLVED, that the County of Alger hereby adopts a policy forbidding all forms of sexual harassment at any of its facilities, buildings and grounds.

ADDENDUM 405

COUNTY OF ALGER EQUAL EMPLOYMENT OPPORTUNITY

OVERALL POLICY

Alger County and the Alger County Board of Commissioners reaffirms adherence to a non-discrimination policy. This policy shall mean in its application by the Alger County Board and Alger County that:

It is the policy that Alger County will not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex or age, and that employees are treated, during employment, without regard to their race, color, national origin, religion, sex or age. This requirement shall apply to, but not be limited to the following; employment; upgrade or demotion; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for any training or apprenticeship and participation in recreational and educational activities. The County shall comply with all applicable statutes and requirements on equal opportunity and shall be governed by the provisions of such statutes and rules including enforcement provisions.

The County shall comply with the regulations pursuant to the provisions of Title VI of the Civil Rights Act of 1964. An employee of the County whose job or participation requires direct involvement in its projects must be willing to follow those operational procedures established as policy by the governing body and administrative direction.

CONTRACTS WITH CONSULTANTS AND BANKS

All persons of firms or banks contracting in any manner with the County of Alger shall be required to file an affidavit of Equal Employment Opportunity and so state in any executed contract.

IMPLEMENTATION

It shall be the responsibility of the Chairman of the County as the Compliance Officer to insure implementation of its Equal Employment Opportunity Policy.

Dated: _____

Jerry Doucette, Chairperson
Alger County Board of Commissioners
Compliance Officer

ADDENDUM 406

EMPLOYMENT INFORMATION

1. There will be a one-week time span for replacement of lost checks.
2. Vacation shall be used in the year it is earned.
3. The Building and Grounds Committee shall consist of at least one (1) Commissioner from either District 2 or 3, and one (1) other as appointed by the Chairperson to make a two-member committee.
4. Recurring board bills may be paid prior to board approval at the audit meeting in order to avoid interest and/or penalties.
5. In the event of multi-county employees, there may always be a contract with all counties involved. This contract will involve all aspects of employment, including retirement benefits and longevity and must be updated every two years.
6. Pay checks may be picked up from the delivery boxes in the Clerk's office after 11:30 a.m. on pay day. Department Heads will be notified if there is a delay.
7. The following are to comply with the county's auditors:

With regard to unsigned time sheets under direction of the Alger County Board of Commissioners to the clerk: Paychecks are not to be issued without a designated signature approving the time sheet. This includes anyone who accrues time including salaried employees.

Elected Officials need to make the clerk's office aware of who in their office besides themselves is authorized to sign time sheets and set up a chain of designees.

ALSO

Any questions to our auditors must first be discussed with either the treasurer or the clerk. Please do not make telephone calls to the auditors, for any reason, without following this chain of command.

ADDENDUM 407

NEPOTISM POLICY

Personnel shall not advocate an immediate family member for appointment, employment, promotion, or advancement. An employee, volunteer, trainee, intern shall not appoint, employ, promote, or advance a relative to any position over which he or she has supervisory responsibility.

For the purpose of this section, the term “immediate family” means mother, father, step-parents, foster parents, brother, sister, wife or husband, children, step-children, foster children, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren, or a member of the employee’s household.

With the exception of any summertime help of enrolled college students during summer break.

ADDENDUM 408

Credit Card Use ALGER COUNTY CREDIT CARD USE POLICY RESOLUTION

At a regular meeting of the Alger County Board of Commissioners held August 20, 2012, the following preamble and resolution was offered by Commissioner VanLandschoot and was supported by Commissioner Mattson:

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 card 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: Commissioners Mattson, Pullen, Rondeau, VanLandschoot, and Doucette. NAY: None.

The Alger County Board declared the resolution adopted.

Attested by:

County Clerk