

POLICIES & PROCEDURES COMMITTEE

Martin D. Marshall
County Administrator

301 N. Main St. Adrian, MI 49221
p: 517-264-4508 | f: 517-264-4512
lenawee.mi.us



MEMBERS

Dawn Bales, Nancy Jenkins-Arno, James Goetz

MEETING LOCATION

Airport Committee Room
2667 Cadmus Rd
Adrian, MI 49221

Agenda: Monday, February 7, 2022 – Immediately follows 1:30 pm Airport Commission

I. **Approval of Minutes** – December 6, 2021

Review the following Policies

<http://www.lenawee.mi.us/639/County-Policies-Guidelines>

- A. Parking Regulations
- B. Record Retention
- C. Vehicle Use Policy

II. **New Business**

Next month review of Green Initiative Policy & Emergency Guidelines

III. **Old Business**

IV. **Ready for recommendation**

- A. Investment Policy annual adoption (POL#2022-01)
- B. ~~Credit Card Issuance Policy amendment (POL#2022-02)~~

V. **Other Business**

VI. **Public Comment**

VII. **Adjournment**

LENAWEE COUNTY BOARD OF COMMISSIONERS

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

CHAIR

David Stimpson

(517) 264-4508

www.lenawee.mi.us



VICE-CHAIR

Terry Collins

Dawn Bales

Karol "KZ" Bolton

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POLICY#2019-014

COUNTY PARKING REGULATIONS

Date of Adoption: March 9, 1988

Date of Amendments: 05/99; 02/05; 05/10; 08/18, 03/19

Pursuant to MCL 46.201 as amended, the following has been adopted by the Lenawee County Board of Commissioners as the regulations pertaining to the various County parking lots:

1. **LOTS IDENTIFIED.** The parking lots subject to the regulations are lettered A through L and are identified by location and use in the table titled "*County Lots Listed Under Parking Regulations*". Limitations on parking within the lots are identified by signage or markings at lot entrances and/or individual parking spaces.
2. **PUBLIC LOTS.** As used in this regulation, "Public" means any individual using the parking lot for County business or conducting business with an office within a County building. Some public spaces have time limits and are identified by signage or markings.
3. **EMPLOYEE LOTS REQUIRING PERMITS.** Parking lots designated as employee lots are restricted to County employees or anyone whose vehicle has a parking permit issued by the County Administrator's Office.
4. **MULTIPLE USAGE LOT.** Multiple usage parking lots are available for use by the public and County employees. Parking permits are not required for these lots.
5. **DESIGNATED SPACES.** Designated reserved parking spaces are identified with individual signs and/or markings.
6. **POLICE VEHICLE SPACES.** Six (6) spaces in lot C are designated for police vehicle use and are so identified.
7. **HANDICAP PARKING.** Designated handicap parking spaces are located in lots adjacent to the historic Courthouse, Judicial Building, Human Services Building, Annex Building, and the Jail. Per Sections 257.674 and 257.675 of the Michigan Vehicle Code, only vehicles which carry a permit or license plate specially issued to handicapped persons by the Secretary of State's Office may utilize the designated handicap parking spaces. Any vehicle parked in such designated areas without a proper permit will be fined per State Law. Vehicles which carry a State issued handicap permit or license may use a handicap parking space in any of these lots.

8. **COMMISSIONER PARKING.** County Commissioners with a Commissioner's parking permit may park in any public, employee, or multiple usage lot.
9. **ISSUING OF PERMITS.** Parking permits shall be issued by the County Administrator's Office pursuant to guidelines established by the Physical Resources Committee. Permits are not transferable from an employee to another employee or person. All replacement permits must also be obtained through the County Administrator's Office. Parking stickers issued to County employees are to be affixed to the inside of the left rear window. Permits are not required for the Human Services Building lots.
10. **SIGNS.** All parking lots shall be posted with appropriate signs designating whether said lots are public or employee lots or restricted in some manner. Temporary changes to parking lot occupancies due to emergencies, training, construction or other events will be identified by appropriate signage.
11. **LOT RESTRICTION.** Lots are restricted to County business. No parking, trespassing or loitering is permitted during non-business hours. Parking is permitted during non-business hours for officially sanctioned meetings or on prior approval from the Administrator's Office. Skateboarding is prohibited at all times.
12. **ENFORCEMENT.** Parking and other violations of this regulation shall be subject to a civil sanction in the form of a fine plus any appropriate Court costs and processed pursuant to MCL 46.201 as amended. In addition, vehicles parked in violation of this regulation may be treated as a nuisance and abated by a Sheriff's deputy or police officer by towing, removal, and impoundment, to be returned only on payment of a reasonable impounding fee. Enforcement of the parking regulations is the responsibility of the County Sheriff.
13. **CURBS AND FIRELANES.** No parking shall be allowed in those areas designated by a sign as a fire lane and in those areas designated by yellow curbs.
14. **TEMPORARY PERMITS.** Temporary permits are available from the County Administrator's Office for use in lots requiring permits during specified times by temporary employees, persons working within the County premises for a limited time or special project, or for employees using a car on a temporary basis. Temporary permits are to be displayed on the dashboard.
15. **WAIVER OF REGULATIONS.** When, in the judgment of the County Board of Commissioners or its designee, it becomes impractical to enforce the parking regulations due to snow and ice conditions, or due to temporary emergency situations, the Board or its designee may temporarily waive the regulations in whole or in part for a specific period of time.
16. **EFFECTIVE DATE.** These regulations, as amended, will remain in effect until or unless rescinded by the County Board of Commissioners. As necessary, from time to time, the Board of Commissioners may further amend these regulations.

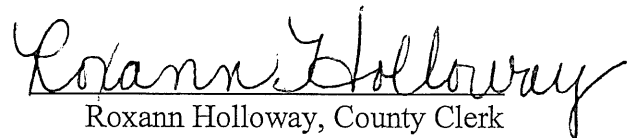
COUNTY LOTS LISTED UNDER PARKING REGULATIONS

Lot I.D.	Location	Type	Permit Required	Total # Of Spaces	# of Handicap
A	South of the Jail	Multiple Use	Yes	31	1
B	West of Judicial Building	Employee	Yes	45	0
C	Adjacent to Judicial Building, West off Maple Avenue	Public W/ Designated Spaces	No	24	0
D	Adjacent to Judicial Building, East off Maple Avenue	Public	No	35	3
E	West Side of Old Courthouse	Public (2 hr.) w/Designated Spaces	Yes	24	1
F	West Side of Annex Building	Employee	Yes	65	3
G	North Side of Judicial Building	Multiple Use	No	139	4
H	Off Winter Street North of the Title Company	Employee	Yes	11	0
I	Southeast Corner of Hunt and Winter Streets East of the Jail	Employee	No		
J	Human Services Building-West (Off Metcalf & Left)	Multiple Use	No	240	6
K	Human Services Building-East (Off Winter Street)	Multiple Use	No	259	12
L	Sheriff's Office Lot (secured lot north of Sheriff's Office)	Employee and handicapped visitor	No	22	0

PASSED BY ROLL CALL VOTE of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, September 11, 2019, in the Old County Courthouse, Adrian, Michigan.



David Stimpson, Chair



Roxann Holloway, County Clerk

The Records Management Manual for Local Governments is prepared by the State of Michigan and all County Departments are to follow the most current schedule for proper record storage, retention, and destruction.

According to the manual, Michigan law requires that all records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept, when they may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. All Retention and Disposal Schedules must be formally approved by the Records Management Services (DTMB), the Archives of Michigan (DNRE) and the State Administrative Board.

Section 491 of the Penal Code (MCL 750.491) declares the improper disposal of local government records to be a crime.

The general schedules may be found online at:

<http://www.michigan.gov/recordsmanagement/>

The **2010 Records Management Manual for Local Governments** is on file.

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POLICY#2019-013

MOTOR VEHICLE USE POLICY

Date of Adoption: March 9, 1988

Dates of Amendments: July 2007; April 2010

PURPOSE: The objective of this County Motor Vehicle Usage Policy is to establish uniform administrative regulations which standardize the procedures and reporting requirements utilized by departments and employees in the use of both County-owned and privately-owned vehicles in the conduct of official County business.

AUTHORITY: The Lenawee County Board of Commissioners.

APPLICATION: The regulations and procedures outlined in this policy statement are to apply to all County-owned vehicles assigned to individual departments and to all privately-owned vehicles used in the conduct of County business for which reimbursement is requested.

RESPONSIBILITY: The authority to assign vehicles, authorize reimbursement for the use of privately-owned vehicles on County business and the administration of this policy shall be the responsibility of elected officials and/or department heads. Vehicle assignment shall be made by the appropriate elected official and/or department head.

POLICY:

General Statement: The basic guideline of this policy shall be that the use of a County vehicle by an employee or the compensation for the use of a privately-owned vehicle will be only for official County business, and in compliance with the rules and regulations detailed in this policy.

Assignment of County-Owned Vehicles: All employees assigned a County-owned vehicle or permitted to drive a County-owned vehicle shall meet specific criteria established for vehicle assignment. The authority to assign vehicles rests with the elected official and/or department head. Vehicles will be assigned on the basis of functional requirements of the employee's position and should not be construed as being a substitute for other compensation or as a fringe benefit. Vehicles are assigned, and certain privileges in their use is granted, only as a means of providing effective management of County functions. Elected officials and/or department heads are to use the following established criteria when assigning vehicles to County employees:

Special Use Assignment – With Take Home Privileges: Vehicles are assigned under this classification in order to provide an employee with access to a County-owned vehicle for those employees whose duties and responsibilities require a vehicle be assigned which includes permanent take-home privileges.

Criteria for Assignment and Uses: A vehicle will be assigned to a position on a special use basis when:

- The responsibilities of that position require the routine and regular conduct of County business before or after normal working hours.
- Emergency use on a routine or regular basis will be required before or after normal working hours.
- The responsibilities of the position are such that it is to the convenience of the County to assign a vehicle.
- A demonstrated security risk warrants such assignment to protect County property.
- All employees assigned the use of a vehicle shall submit to a motor vehicle driving status and history check and only those County employees with acceptable driving records will be allowed the use of a vehicle.

Limited Use Assignment: Authorization to drive vehicles under this classification shall apply to those employees whose positions require routine utilization of a vehicle during normal working hours. Take home privileges are not permitted under normal circumstances under limited use assignment.

Criteria for Assignment and Use: Under this classification, authorization to drive County-owned vehicles will be assigned when:

- The nature of the vehicle use is routine, predetermined and predictable.
- The use of a private vehicle would be inappropriate.
- All employees assigned the use of a vehicle shall submit to a motor vehicle driving status and history check and only those County employees with acceptable driving records will be allowed the use of a vehicle.

On Call/Emergency Assignment: Vehicles may be assigned under this classification to those employees who are assigned “on call” duty beyond normal working hours in order to ensure a quick response to emergency or after-hour calls for service.

Criteria for Assignment and Use: Under this classification vehicles will be provided to those employees who periodically are assigned “on call” duty by their department head when:

- A demonstrated need for a County vehicle to ensure a quick response to an emergency or after-hour calls has been verified by the department head.
- Employee is designated to be “on call” for a specific function or purpose.
- Employees assigned the use of a vehicle shall submit to a motor vehicle driving status and history check and only those County employees with acceptable driving records will be allowed the use of a vehicle.

Employees meeting this criteria and “on call” will be allowed to drive the vehicle to and from work. Personal use of the vehicle is strictly prohibited.

Pool Assignment: Pool vehicles are for general use by County employees who do not have a vehicle assigned to their particular position. All County owned vehicles not otherwise assigned will be designated Pool Vehicles. Vehicles so designated may be assigned to a multi-department pool. Use of pool vehicles shall be monitored by the elected officials, department heads, and the Administrator’s Office. Under normal circumstances, take-home privileges are not authorized under pool vehicle use assignments. No pool vehicles are to be driven to or from work under normal circumstances.

Criteria for Assignment and Use:

- Employees shall be designated access to pool vehicles when their duties and responsibilities require occasional vehicle use, the nature and timing of which are unpredictable, varied and limited. Pool vehicle use is to be approved by the department head for each utilization.
- Employees designated access and requiring the use of a pool vehicle before 8:00 a.m., will be allowed to pick up the keys for that vehicle by making advance arrangements with the designated elected official and/or department head.
- All pool vehicles are to be returned to the appropriate County parking lot with keys returned to the designated department.
- All employees assigned the use of a pool vehicle shall submit to a motor vehicle driving status and history check and only those County employees with acceptable driving records will be allowed the use of a pool vehicle.

Regulation for Private Vehicle Use:

Purpose: The purpose of this Section shall be to provide for vehicle use when the duties and responsibilities of a position require vehicle use and a County-owned vehicle is not available or appropriate.

Criteria for Assignment and Use: Employees required to use their privately-owned vehicle to conduct County business shall be advised of that requirement prior to employment. Such employees shall receive mileage reimbursement at the rate approved by the Board of Commissioners.

Authorization: Prior approval of the immediate supervisor is required to use a privately-owned vehicle in the conduct of County business for which mileage reimbursement is to be requested. The department head shall be responsible for ensuring that the employee or prospective employee has submitted to a motor vehicle driving status and history check. The department head must approve mileage reimbursement for use of a private vehicle.

Insurance Considerations: Employees required to use their use their privately-owned vehicle to conduct County business shall be advised to review their automobile insurance policy to ensure adequate coverage for the vehicle while being used for County business. No employee may use their privately-owned vehicle for County business, nor will the employee be reimbursed for such use, until the employee has read and acknowledged this policy.

Procedures for Implementation of the Vehicle Use Administration Regulation:

General Assignment: Designation of vehicle assignments will be in accordance with this policy based upon review of recommended vehicle use plans submitted by departments to the County Board of Commissioners.

Record Maintenance: The County Administrator's Office shall develop and maintain records sufficient to adequately insure all County vehicles assigned to departments. County departments must periodically submit to the County Administrator's Office information related to the primary use of vehicles and identify vehicles that are authorized to be taken home. Identification of employees authorized to take home vehicles and whether mileage is charged to the employee must also be provided.

Information that would identify law enforcement officers' addresses or would interfere with pending law enforcement investigations may be redacted from any request for such records.

Adequate records of private vehicles used will be maintained on a departmental basis to ensure accountability of public funds.

Motor vehicle driving status and history checks: Periodically, but no less than biennially, each elected official and/or department head shall obtain a driving record for each authorized employee and furnish that record to the County Administrator's Office. This information will be used to determine if an employee will continue authorization to use a County owned or a privately-owned vehicle on County business. If an employee accumulates five (5) or more violations points, the department head shall implement a corrective action plan to improve the employee's driving record and shall take any necessary precautions to ensure the safety of the general public and general interests of the County.

Authorized County Employee: To be eligible for continued authorization the employee must meet the following requirements:

- They are in possession of a valid Michigan or Ohio driver's license that is not suspended or revoked, and is not restricted in such a way as to conflict with duties that require use of their privately-owned vehicle.
- They have a satisfactory driving history with less than Five (5) current violation points. However, department heads may decide on a reduced number of points for the good of the operation of their specific department.
- Any employee whose vehicle operator's license is suspended, revoked or restricted in such a manner as to conflict with their job requirements of operating either a County-owned or privately-owned vehicle, or if an employee acquires five or more points on their license, that employee must immediately report the suspension, revocation or restriction to their department head. The department head shall immediately report the condition to the Administrator's Office.

Any employee who operates a vehicle on County business, while not being in possession of a current and valid Michigan or Ohio driver's license, or fails to report a suspension, revocation or restriction to their department head shall immediately be disallowed from using any County owned vehicle or privately-owned vehicle on County business and shall be disciplined appropriately, up to and including discharge. Department heads shall immediately report such condition to the Administrator's Office.

Prospective County Employee: A prospective County employee who will be required to operate a County owned or a privately-owned vehicle during hours of employment will be deemed employable and authorized to use a vehicle on County business only when they meet the following criteria:

- They are in possession of a valid Michigan or Ohio driver's license that is not suspended or revoked, and is not restricted in such a way as to conflict with duties that require use of their privately-owned vehicle.
- They have satisfactory driving with less than five (5) current violation points. However, department heads may decide on a reduced number of points, for the good of the operation of their specific department.

Reimbursement for Use of Private Vehicles: Upon authorization for use of a private vehicle, employees are required to document actual miles driven and will be reimbursed at the currently established rate. Actual miles will be defined as only those miles driven which are directly related to the official

County business. This definition does not include those miles required to transport employees between home and the primary work destination point.

Processing the Mileage Report for Reimbursement: The employee will complete a Travel Expense Voucher indicating the miles traveled and the amount requested for reimbursement. Upon signing the certificate verifying the accuracy of the mileage claimed, the employee will submit the report to the department head for approval.

The department head, upon approval, will sign the travel expense voucher to verify its accuracy and will forward it to the County Clerk's Accounts Payable Office requesting authorization of payment.

The Accounts Payable Office will authorize, upon receipt of the approved mileage certificate, payment in the amount shown, or if disapproved, return to the department head for further justification.

General Rules and Regulations Pertaining to Vehicle Use By County Employees: The following rules and regulations are established as a supplement to all rules and regulations contained in this and other administrative and personnel policies. The rules and regulations contained herein apply to all County employees who are authorized to use a County owned vehicle or who are compensated for the use of their privately-owned vehicle in the conduct of County business. Any employee in violation of these rules may be disallowed from using any County owned vehicle or privately-owned vehicle on County business and shall be disciplined appropriately, up to and including discharge.

Personal Use of County Vehicles: Under no circumstances will County owned vehicles be used for personal business. The only exception to this general rule is that employees may use a County vehicle for transportation to and from an eating establishment only if a meal period occurs during the employee's normal working hours and the employee, due to a particular vehicle assignment, has no access to a private vehicle.

County Vehicle Use: The Employee Must. . .

- Ensure that the County vehicle is in proper operating condition at all times. Any malfunctions should be reported immediately to the department head.
- Be in such physical condition to assure safe operation of the vehicle and to prevent a hazard to the driving public.
- Inform the immediate supervisor of any condition which presents a safety hazard to either the employee or the general public in the operating of a vehicle.
- Obey all applicable laws and ordinances and use seat belts while operating County owned vehicles or privately-owned vehicles on County business.

New Employees: Authorized Use of County Vehicles Required

If a current employee is assigned a County vehicle as part of his or her job duties and terminates employment, the employee who replaces the terminated employee will only be authorized to use a County vehicle following review and approval by the designated department head and/or County committee.

Private Vehicle Use When Used for County Business: The Employee Must. . .

- Possess a current and valid motor vehicle operator's license issued by the State of Michigan or State of Ohio appropriate for the size and type of vehicle operated.

- Ensure that the vehicle is currently licensed by the State of Michigan or State of Ohio and insured pursuant to State statute.
- Be the owner, lessor or bailee of the vehicle and operator of all mileage for which reimbursement is claimed.
- Have use approved as required by all Sections of this Policy.

Specific Practices Prohibited:

- The operation of a County vehicle or privately-owned vehicle for which mileage reimbursement is claimed while under the influence of alcohol or any other substance which impairs judgement or motor coordination.
- The transportation of alcohol or any controlled substance in a County vehicle or privately-owned vehicle for which mileage reimbursement is claimed, while in the conduct of County business. (This prohibition does not apply to Sheriff and public safety activities where the transportation of such materials is in furtherance of law enforcement duties and responsibilities.)
- The operation of a vehicle, in the conduct of County business, which results in the violation of any traffic regulation.
- The operation of a vehicle in such a manner that could result in property or bodily damage either to the County or the public due to careless or negligent operation of the part of the employee.
- May not smoke or vape any product inside a County vehicle. May not engage in any activity similar to or related to smoking or vaping inside a County vehicle. May not chew tobacco or any similar or related product inside a County vehicle.
- While using a private vehicle for County business with another individual in the vehicle, an employee may not:
 - May not smoke or vape any product
 - May not engage in any activity similar to or related to smoking or vaping
 - May not chew tobacco or any similar or related product

Accident Reporting Requirements:

All accidents involving County vehicles or privately-owned vehicles being used for County business and for which mileage reimbursement is claimed must be reported immediately to the Administrator's Office and the appropriate law enforcement agency.

Any damage to County vehicles, interior or exterior, including scratches and minor dents, must be reported to an employee's supervisor immediately. Continued authorization to use County vehicles is dependent upon responsible and respectful treatment of County resources.

Any violation of the Rules and Regulations contained herein may result in disciplinary action.

Vehicle Markings:

Purpose: To clearly identify County-owned vehicles at all times when in the conduct of County business except for security purposes.

Criteria for Marking: All County vehicles, except certain law enforcement vehicles and vehicles identified as appropriate for no markings, are to be marked with County emblems.

Markings – Type: All County marked vehicles shall have a standard marking which is visible at night.

Non-allowed Markings: No County vehicles shall contain any markings, signs, names or any other visible features not previously approved and necessary to identify the vehicle for its intended purpose. Such non-allowed markings, signs, names or any other visible features shall not appear on the surface of County vehicles including but not limited to side panels, hood, roof, doors, windows, trunk, bumpers, license plates, tires.

Monitoring Responsibilities: The responsibility for monitoring the compliance of this Administrative Policy has been assigned to the County Administrator or his/her designee.

Non-Employees in a County Vehicle: People who are not employees of the County of Lenawee are strictly prohibited from operating any and all County vehicles.

Use of the Airport courtesy vehicle will be exempt from the requirements of this paragraph upon approval of the Airport Manager or his/her designee.

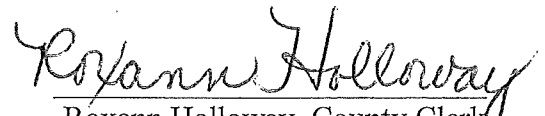
ADMINISTRATIVE PROCEDURES

Exceptions. Any exceptions or unusual circumstances that are not provided for in this policy must have specific prior approval in writing from the appropriate County standing committee.

PASSED BY ROLL CALL VOTE of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, August 14, 2019, in the Old County Courthouse, Adrian, Michigan.



David Stimpson, Chair



Roxann Holloway, County Clerk



LENAWEE COUNTY
MICHIGAN

Action Request Form

To: Policies & Procedures

Date of meeting: February 7, 2022

FROM: Erin VanDyke

Title: County Investment Policy

DEPT: County Treasurer

Description of request	The Lenawee County Investment Policy is to be adopted by the Board of Commissioners on an annual basis. This investment policy applies to all financial assets of the County. These assets are accounted for in the various funds of the county and include the general funds, special revenue funds, debt service funds and capital project funds, (unless bond ordinances and resolutions are more restrictive), enterprise funds, internal service funds, trust and agency funds and any new fund established by the County. There have been no changes from the previous year policy. <i>Request:</i> Recommend adoption of the Lenawee County Investment Policy resolution.
Amount Requested:	
Account Number:	
List Attachments:	Resolution

Prepared by EV/rb

Upcoming agenda items shall be reported to the Administrator at least seven **(7) days prior** to the meeting. All supporting information shall be submitted to the Administrator's Office no later than **3:30 pm the day preceding** the meeting, or by noon on the day of scheduled evening meetings. Exceptions may only be approved by the Chairperson, or in his/her absence, the Vice Chairperson of that Committee.

LENAWEE COUNTY BOARD OF COMMISSIONERS

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POL#2022-001

LENAWEE COUNTY INVESTMENT POLICY

To comply with Act 20 PA 1943, AS AMENDED

It is the policy of Lenawee County to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the County and comply with all state statutes governing the investment of public funds.

This investment policy applies to all financial assets of the County. These assets are accounted for in the various funds of the county and include the general funds, special revenue funds, debt service funds and capital project funds, (unless bond ordinances and resolutions are more restrictive), enterprise funds, internal service funds, trust and agency funds and any new fund established by the County.

The primary objectives, in priority order, of the County's investment activities shall be:

Safety--Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification--The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity--The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment--The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Authority to manage the investment program is derived from the following: Lenawee County Board of Commissioners' most current resolution designating depositories and M.C.L. 48.40 requiring the County Treasurer to be the custodian of the County's funds. Management responsibility for the investment program is hereby delegated to the Lenawee County Treasurer who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, cash purchase or delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral / depository agreements and banking service contracts. No person shall engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Lenawee County Treasurer. The Lenawee County Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the subordinate officials.

Investment Policy

Date of Original Adoption: February 12, 2003

Date of Amendments: 2/18/04 *Annually reviewed and adopted in January since 2008*

The County of Lenawee is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:

1. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
2. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution meeting all criteria as a depository of public funds contained in the state law.
3. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
4. In United States government or federal agency obligation repurchase agreements.
5. Bankers Acceptances on United States banks.
6. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
7. Mutual funds registered under the investment company act of 1940, title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
 - a. The purchase of securities on a when-issued or delayed delivery bases.
 - b. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - c. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
8. Investment pools organized under the surplus funds investment pool act, 1982, PA367, MCL129.11 to 129.118.
9. The investment pools organized under the local government investment pool act, 1985 PA121, MCL 129.141 to 129.150.

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the County shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

PASSED BY ROLL CALL VOTE of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, February 9, 2022, in the Old County Courthouse, Adrian, Michigan.

David Stimpson, Chair

Roxann Holloway, County Clerk

INVESTMENT POLICY ADDENDUM:

PROCEDURE FOR INVESTMENT IN FINANCIAL INSTITUTION CERTIFICATES OF DEPOSIT

Investment funds can be allocated to competing Banks, Savings and Loans and Credit Unions who will put these funds to work in the county for their owners--the citizens of Lenawee County.

The primary concern is for the safety of the principal. Only depositories that meet the quality standards described in this policy shall be considered for investments. The highest yield consistent with the above standards shall be assured by following the competitive bidding procedures. No more than 10% of the county's total investments may be in a single institution above the federal deposit insurance coverage amount.

BIDDING PROCEDURES

The County Treasurer shall competitively bid all County of Lenawee Investments that are not managed by a professional management firm. He/She shall in all cases attempt to keep all County of Lenawee investments in financial institutions which are located within the County of Lenawee. The following procedures shall be followed:

- A. All financial institutions wanting to be on the "Bidders" list will be notified annually, in writing, by the Lenawee County Treasurer if they qualify to bid on County of Lenawee investments.
- B. Every day that investments are to be made, telephone calls will be made by the County Treasurer or his/her representative to each financial institution qualified to bid on County of Lenawee Investments detailing the amount and maturity date for each account being invested. This call is to be made no later than 11:00 a.m.
- C. At the time of the 11:00 a.m. call, mentioned in "b" above, each financial institution will notify the County Treasurer's office whether or not they wish to submit a bid on the various amounts. In lieu of this a bank may, in writing, notify the County Treasurer that they wish to be on the bidders list for a certain period of time (monthly, all year, etc) and note any special situations a special call is needed.
- D. Winning bids will be awarded by 12:00 a.m. by a telephone call to the winning bidder. Wire transfer instructions will be processed by the County Treasurer's Office from the various accounts to transfer funds to the winning bidder by 2:00 p.m.
- E. Financial institutions will prepare safekeeping receipts or Certificate of Deposit for each investment made and transmit to the County of Lenawee no later than the following day as proof of purchase. (Note: bidding results by financial institutions will be available at the Treasurer's office by telephone at any time).
- F. Bids will be awarded to the highest bidder, except where the bidder already holds 10% or more of county funds. Tie bids will be broken in the following order:
 1. If all parties to the tie bid agree, the total investment will be allocated as equally as possible to all bidders. (All parties must agree to "hold" the quoted interest rate bid to use this method of tie breaking.)
 2. If case (1) above does not resolve the tie bid situation, an investment will be made in an overnight investment and rebid the next day.

MINIMUM BANK STANDARDS

1. Liquid assets, as a percentage of total assets, must be 25% or more;
Our ratio is _____%
2. Gross loans, as a percentage of total assets, must be 75% or less;
Our ratio is _____%
3. Loan loss reserves, as a percentage of gross loans, must be 1% or more;
Our ratio is _____%
4. Borrowed funds, as a percentage of total assets, must be 10% or less;
Our ratio is _____%
5. Equity capital, as a percentage of total assets, must be 7% or more;
Our ratio is _____%
6. Equity growth must be 8% or more;
Our ratio is _____%
7. Return on assets must equal .75%;
Our ratio is _____%
8. Equity growth must be proportionate to asset and deposit growth;
Our ratio is _____%
9. County funds on deposit in any one bank shall not exceed 50% of that bank's capital, surplus and undivided profits account; 50% in your case would be \$_____.



LENAWEE COUNTY
MICHIGAN

Action Request Form

To: Policies & Procedures

Date of meeting: February 7, 2022

FROM: M. Marshall, Administrator

Title: Credit Card Acceptance Policy

DEPT: County Administrator

Description of request	Summary: The current credit card acceptance policy has been reviewed and amended to reflect current policy procedures. Request: Please review the amended policy. If you have any comments or concerns notify the Administrator before February 28th. The draft policy will be brought back next month for consideration.
Amount Requested:	n/a
Account Number:	n/a
List Attachments:	Current Credit Card Acceptance Policy Proposed Credit Card Acceptance Policy

Prepared by MM/bb

Upcoming agenda items shall be reported to the Administrator at least seven **(7) days prior** to the meeting. All supporting information shall be submitted to the Administrator's Office no later than **3:30 pm the day preceding** the meeting, or by noon on the day of scheduled evening meetings. Exceptions may only be approved by the Chairperson, or in his/her absence, the Vice Chairperson of that Committee.



Credit Card Acceptance Policy

POL#2005

Date of Adoption: December 1997

Date of Amendments: Health Department 12/03; Jail 07/05

Last Review 07/05

A. County– December 10, 1997

Whereas, Public Act 280 of 1995 authorizes the acceptance of payment by credit card, debit card or electronic transfer cards for amounts collected by the County, provided the same is authorized by the Board of Commissioners, and

Whereas, acceptance of such devices for certain payments collected by the County has been determined to be to the benefit of the citizens of Lenawee County, and

Whereas, the County Treasurer has recommended that an agreement be entered into with United Bank and Trust to process payments by financial transaction devices for the County, and

Whereas, this matter has been reviewed by the County Treasurer, County Administrator, Prosecuting Attorney, and Personnel/Ways & Means Committee.

Therefore Be It Resolved that the Lenawee County Board of Commissioners hereby authorizes the County Treasurer to accept payment by financial transaction devices for certain fees and amounts collected by the County, and

Be It Further Resolved that payment of current and delinquent real and person property taxes, special assessments and bond, trust and restitution transactions is specifically exempted from the use of financial transaction devices, and

Be It Further Resolved that the County Treasurer is authorized to determine the specific fees and collections that are eligible for payment by these methods and to make program modifications as needed, and

Be It Further Resolved that the Board of Commissioners will periodically review and evaluate this program and make policy modifications as needed.

B. Health Department – December 10, 2003

Comm. Tillotson moved that the request of the Health Department to accept credit card payments for services provided by the Health Department be approved per guidelines established by the County Treasurer and County Commission policy, Comm. Bolton seconded, Motion CARRIED.

C. County Jail – July 13, 2005

Whereas, Public Act 280 of 1995 authorizes the acceptance of payment by credit card, debit card or electronic transfer cards for amounts collected by the County, provided the same is authorized by the Board of Commissioners, and

Whereas, The County Board of Commissioners has previously authorized the acceptance of credit cards by District Court and the Health Department, and

Whereas, It has been determined that the acceptance of credit cards by the County Jail would assist in the collection of fees and charges that are due and payable, and

Whereas, The inmate accounts for which credit cards would be accepted at the Jail include, but are not limited to, room and board, health care, property damage, education materials, copies, non-sufficient funds check charges and finance charges.

Therefore Be It Resolved, On Wednesday, July 13, 2005 the Lenawee County Board of Commissioners authorized the Lenawee County Jail to accept credit, debit or electronic transfer cards for payments in accordance with guidelines established by the County Treasurer and existing County Commission policy.

LENAWEE COUNTY BOARD OF COMMISSIONERS

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

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VICE-CHAIR

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POLICY#2022-0xx

CREDIT CARD ACCEPTANCE POLICY

The following Credit Card Acceptance Policy supersedes any other credit card acceptance policy, and/or any amendments to that policy, previously adopted by the Lenawee County Board of Commissioners.

WHEREAS, Public Act 266 of 1995 authorized the acceptance of payment by credit card, debit card, or electronic transfer cards for amounts collected by the County, provided the same is authorized by the Board of Commissioners, and

WHEREAS, Acceptance of such devices for certain payments collected by the County has been determined to be to the benefit of the citizens of Lenawee County, and

WHEREAS, The Board of Commissioners has designated the County Administrator, the Chief Financial Officer of the County, as the primary administrator of the credit card program, and

WHEREAS, The credit card program must include internal controls that allow for monitoring credit card(s) transactions,

NOW THEREFORE BE IT RESOLVED, That the Lenawee County Board of Commissioners authorize credit cards for use in official county business in accordance with the attached policy, which is authorized and shall become a part of this resolution upon adoption.

PURPOSE

To facilitate efficient and effective financial operations and to safeguard County funds, it is beneficial and desirable to utilize credit cards for certain financial transactions. While the use of credit cards make certain transactions more efficient, it is necessary to provide effective controls to ensure that cards are accepted appropriately and are subject to review. This policy provides for the oversight of credit cards acceptance in official County business.

CREDIT CARD PROGRAM OVERSIGHT

1. The County Administrator shall serve as the primary administrator of the credit card acceptance program
2. Requests to receive payment by credit card will be submitted by County offices to the Administrator's Office
3. The County Administrator may authorize departmental acceptance of credit card payments, approve third party providers, and audit compliance with this policy
4. The process of receipting and reporting monies from credit card payments shall be reviewed and approved by the County Treasurer
5. A list of approved third party providers will be maintained by the Administrator's Office

David Stimpson, Chair

Roxann Holloway, County Clerk