



NEWAYGO COUNTY BOARD OF COMMISSIONERS  
1087 NEWELL STREET, WHITE CLOUD, MI 49349

MARCH 22, 2006

Meeting called to order by Chairman James Maike, Jr., at 9:30 A.M.

Prayer by Laurel J. Breuker, Newaygo County Clerk.

Pledge of Allegiance to the Flag led by Commissioner Wright.

PRESENT: Rosswell Fulton, Jr.; James Maike, Jr.; Stanley Nieboer;  
Daniel Powell; Timothy Purcell; Ronald Sanders; Adam Wright

06-143

MOTION BY FULTON, SECONDED BY POWELL, TO APPROVE THE AGENDA OF MARCH 22, 2006, WITH THE ADDITIONS OF A RESOLUTION SUPPORTING OUR TROOPS FOLLOWING APPROVAL OF THE MINUTES AND A CLOSED SESSION ON THE ADMINISTRATOR'S EVALUATION FOLLOWING MISCELLANEOUS. AYES-ALL. MOTION CARRIED.

06-144

MOTION BY FULTON, SECONDED BY NIEBOER, TO APPROVE THE BOARD OF COMMISSIONERS' MEETING MINUTES OF MARCH 8, 2006. AYES-ALL. MOTION CARRIED.

06-145

MOTION BY FULTON, SECONDED BY WRIGHT, TO APPROVE RESOLUTION #03-015-06 SETTING MARCH 26, 2006 AS "SUPPORT OUR TROOPS DAY." AYES-ALL. MOTION CARRIED.

06-146

MOTION BY WRIGHT, SECONDED BY FULTON, TO PLACE THE NAMES OF ANN BREWSTER, TODD ALAN KOOPMANS, ALBERT A. STEIL, HELEN TAUBE AND JOSEPHINE TOLIVER IN NOMINATION FOR THE NEWAYGO COUNTY MENTAL HEALTH BOARD; FOUR (4) TERMS EXPIRING APRIL 1, 2009. AYES-ALL. MOTION CARRIED.

ROLL CALL VOTE:

POWELL	BREWSTER	STEIL	TAUBE	TOLIVER
NIEBOER	BREWSTER	STEIL	TAUBE	TOLIVER
PURCELL	BREWSTER	STEIL	TAUBE	TOLIVER
FULTON	BREWSTER	STEIL	TAUBE	TOLIVER
WRIGHT	BREWSTER	STEIL	TAUBE	TOLIVER
SANDERS	BREWSTER	STEIL	TAUBE	TOLIVER
MAIKE	BREWSTER	STEIL	TAUBE	TOLIVER

Ann Brewster, Albert A. Steil, Helen Taube and Josephine Toliver are duly re-appointed to the Mental Health Board.

COMMITTEE REPORT/FINANCE/WRIGHT

06-084-2

MOTION BY FINANCE COMMITTEE, SECONDED BY POWELL, TO APPROVE RESOLUTION #03-009-06 REGARDING THE CREDIT CARD POLICY. AYES-ALL. MOTION CARRIED.

06-124-1

MOTION BY FINANCE COMMITTEE, SECONDED BY FULTON, TO ELIMINATE TWO CORRECTION OFFICER POSITIONS FROM THE JAIL MANNING TABLE AND REPLACE THEM WITH TWO CORPORAL POSITIONS. AYES-ALL. MOTION CARRIED.

06-128

MOTION BY FINANCE COMMITTEE, SECONDED BY POWELL, TO RATIFY THE SEMI-MONTHLY DETAIL ANALYSIS DATED MARCH 15, 2006, CHECK #23524 THROUGH CHECK #23746, FOR A TOTAL AMOUNT OF \$247,611.68. AYES-ALL. MOTION CARRIED.

06-129

MOTION BY FINANCE COMMITTEE, SECONDED BY NIEBOER, TO RATIFY THE FEBRUARY 2006 MONTHLY CHECK REGISTER IN THE AMOUNT OF \$2,402,404.37. AYES-ALL. MOTION CARRIED.

06-130

MOTION BY FINANCE COMMITTEE, SECONDED BY POWELL, TO APPROVE THE NEWAYGO COUNTY BUDGET REPORT WITH BUDGET AMENDMENTS AND TRANSFERS FOR THE MONTH OF FEBRUARY 2006. AYES-ALL. MOTION CARRIED.

06-131

MOTION BY FINANCE COMMITTEE, SECONDED BY FULTON, TO PAY OUT MID-SOUTH SUBSTANCE ABUSE COMMISSION'S PORTION OF THE 2006 NEWAYGO COUNTY P.A. 2 OF 1986 "LIQUOR TAX" FUNDS IN THE AMOUNT OF \$69,219.50 FROM FUND 101-631-8359. AYES-ALL. MOTION CARRIED.

06-132

MOTION BY FINANCE COMMITTEE, SECONDED BY POWELL, TO APPROVE RESOLUTION #03-006-06 IN SUPPORT OF SENATE BILL 868, WHICH WOULD ALLOW ANY REVENUE GENERATED FROM PROPERTY SALES TWO YEARS OLD AND OLDER TO BE ACCESSIBLE TO THE COUNTY BOARD FOR TRANSFER INTO THE GENERAL FUND ALLOWING MORE REVENUE TO FUND COUNTY EXPENSES. AYES-ALL. MOTION CARRIED.

06-133

MOTION BY FINANCE COMMITTEE, SECONDED BY NIEBOER, TO APPROVE RESOLUTION #03-014-06 IN REGARDS TO PARCEL NO. 62-21-07-300-012 AND AUTHORIZE THE BOARD CHAIRMAN TO SIGN ANY AND ALL OF THE NECESSARY DOCUMENTS. AYES-ALL. MOTION CARRIED.

06-134

MOTION BY FINANCE COMMITTEE, SECONDED BY POWELL, TO APPROVE ORDINANCE NUMBER 01/2006 TO ADMINISTER AND ENFORCE THE MICHIGAN PLUMBING CODE AND AUTHORIZE THE BOARD CHAIRMAN TO SIGN ANY AND ALL OF THE NECESSARY DOCUMENTS. AYES-ALL. MOTION CARRIED.

06-135

MOTION BY FINANCE COMMITTEE, SECONDED BY SANDERS, TO APPROVE RESOLUTION #03-007-06 FOR ROAD PATROL OPERATING MILLAGE RENEWAL TO BE SUBMITTED TO THE ELECTORATE AT THE PRIMARY ELECTION TO BE HELD ON AUGUST 8, 2006. AYES-ALL. MOTION CARRIED.

06-136

MOTION BY FINANCE COMMITTEE, SECONDED BY SANDERS, TO APPROVE RESOLUTION #03-008-06 FOR COMMISSION ON AGING OPERATING MILLAGE RENEWAL TO BE SUBMITTED TO THE ELECTORATE AT THE PRIMARY ELECTION TO BE HELD ON AUGUST 8, 2006. AYES-ALL. MOTION CARRIED.

06-137

MOTION BY FINANCE COMMITTEE, SECONDED BY POWELL, TO APPROVE RESOLUTION #03-013-06 IMPLEMENTING A HIRING FREEZE.

06-137-1

MOTION BY FULTON, SECONDED BY PURCELL, TO AMEND MOTION #06-137 TO INCLUDE A SIX MONTH DEADLINE IN THE RESOLUTION. AYES-ALL. MOTION CARRIED.

VOTE ON MOTION #06-137, AS AMENDED:

TO APPROVE RESOLUTION #03-013-06 IMPLEMENTING A HIRING FREEZE WITH A SIX MONTH DEADLINE TO BE INCLUDED IN THE RESOLUTION.

AYES-ALL. MOTION CARRIED.

06-138

MOTION BY FINANCE COMMITTEE, SECONDED BY PURCELL, TO APPROVE THE ATTACHED DAILY POLICY. AYES-ALL. MOTION CARRIED.

06-139

MOTION BY FINANCE COMMITTEE, SECONDED BY PURCELL, TO APPROVE THE PAYMENT IN LIEU OF RETIREMENT POLICY DATED MARCH 2006. AYES-ALL. MOTION CARRIED.

06-140

MOTION BY FINANCE COMMITTEE, SECONDED BY PURCELL, TO RAISE THE MILEAGE REIMBURSEMENT RATE FROM \$.405 TO \$.445 FOR ALL COUNTY DEPARTMENTS EFFECTIVE APRIL 1, 2006. AYES-ALL. MOTION CARRIED.

06-141

MOTION BY FINANCE COMMITTEE, SECONDED BY POWELL, TO ACCEPT THE ADMINISTRATOR'S RECOMMENDATION TO HIRE RUSS KOLSKI, CONTINGENT UPON

REFERENCE AND BACKGROUND CHECK, AT UP TO A GRADE 05, STEP 04, AS THE NEWAYGO COUNTY EMERGENCY SERVICES DIRECTOR AND AUTHORIZE THE ADMINISTRATOR TO EFFECTUATE THIS PROCESS. AYES-ALL. MOTION CARRIED.

Brent Yeager of Pridnia LaPres, PLLC, reported to the Board on the FY 2005 Audit; specifically addressing the Comprehensive Annual Financial Report for the Year Ended September 30, 2005.

MISCELLANEOUS COMMITTEE REPORT/WRIGHT - Attended the NCEDO (Newaygo County Economic Development Office) meeting yesterday; also attended the MAC (Michigan Association of Counties) Economic Development and Taxation meeting.

MISCELLANEOUS COMMITTEE REPORT/PURCELL - Attended a Mental Health Building Project meeting.

MISCELLANEOUS COMMITTEE REPORT/POWELL - Attended the Planning/Zoning Commission meeting last night.

MISCELLANEOUS COMMITTEE REPORT/NIEBOER - Attended a Land Use Management meeting yesterday with Land Use Educator, Ryan Coffey.

MISCELLANEOUS COMMITTEE REPORT/FULTON - Provided a copy of the Results of the Newaygo County Comprehensive Development Land Use Plan Survey as presented to the Planning/Zoning Commission. Land Use Educator, Ryan Coffey, will be holding an Intergovernmental Summit on May 20<sup>th</sup> at the Shack. Attended a West Michigan Shoreline Regional Development Commission meeting on Monday. Also attended the Mental Health Building Project meeting last Friday.

MISCELLANEOUS COMMITTEE REPORT/MAIKE - Attended the Michigan Northern Counties Association meeting in Grayling on Monday.

ADMINISTRATOR'S REPORT/LAKE  
06-147

MOTION BY FULTON, SECONDED BY PURCELL, TO EXTEND THE HOMESTEAD AUDIT CONTRACTOR AGREEMENT BETWEEN THE COUNTY OF NEWAYGO AND KATHRYN A. WAY D/B/A BITELY CONSULTING FOR THE TERM OF APRIL 1, 2006 THROUGH SEPTEMBER 30, 2006 (SIX MONTHS), AND AUTHORIZE THE CHAIRMAN OF THE BOARD AND THE EQUALIZATION DIRECTOR TO SIGN ANY AND ALL OF THE NECESSARY DOCUMENTS. AYES-ALL. MOTION CARRIED.

06-148

MOTION BY PURCELL, SECONDED BY WRIGHT, TO EXTEND THE INDEPENDENT CONTRACTOR AGREEMENT WITH VICKI L. MAYO CLEANING SERVICES FOR NINE MONTHS (THROUGH DECEMBER 31, 2006) ON THE FOLLOWING BUILDINGS:

- ADMINISTRATION \$1,350.00

- DISPATCH & CIRCUIT COURT PROBATION \$ 900.00
- FIA BUILDING \$1,800.00
- DISTRICT #10 HEALTH DEPARTMENT \$1,250.00
- DRAIN & BUILDING INSPECTORS BLDG. \$ 925.00

THE COST IS ON A PER MONTH BASIS, AND AUTHORIZE THE CHAIRMAN OF THE BOARD AND THE COUNTY ADMINISTRATOR TO SIGN ANY AND ALL OF THE NECESSARY DOCUMENTS. AYES-ALL. MOTION CARRIED.

The Administrator reported that Everett Township has voted against the Sports Park Lease. A recent service update has resulted in computer/server issues.

PUBLIC COMMENT: Newaygo County Treasurer, Holly Moon, spoke on Senate Bill 868.

MISCELLANEOUS/WRIGHT - Met with Representative Hansen, together with Commissioner Nieboer, the Administrator, and Sheriff Mercer, regarding HB5800, which relates to the correctional facility in Lake County.

MISCELLANEOUS/MAIKE - Established a Newaygo County Mapping Committee, a temporary committee, to report to the Physical & Economic Development Committee, consisting of the following members: Phil Oaks, Roman Miller, Richard Kooistra, Kelly Smith, Darren Laclair, James Maike, Jr., Duane Cruzan, and Pete LeFavour.

06-149  
MOTION BY FULTON, SECONDED BY NIEBOER, TO GO INTO CLOSED SESSION AT 10:18 A.M. TO DISCUSS THE ADMINISTRATOR'S EVALUATION UPON THE EMPLOYEE'S REQUEST. Chairman Maike declared a closed session at 10:18 A.M. to discuss the Administrator's Evaluation.

06-150  
MOTION BY PURCELL, SECONDED BY POWELL, TO RETURN TO OPEN SESSION AT 10:40 A.M. AYES-ALL. MOTION CARRIED.

06-151  
MOTION BY POWELL, SECONDED BY PURCELL, TO ADJOURN THE MEETING AT 10:40 A.M. AYES-ALL. MOTION CARRIED.

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LAUREL J. BREUKER  
NEWAYGO COUNTY CLERK

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JAMES MAIKE, JR., CHAIRMAN  
NEWAYGO COUNTY BOARD OF COMMISSIONERS

ATTACHMENT – MOTION #06-138



## Policy and Procedures

**SUBJECT:** Accounts Payable/Invoices – Dailies (Processed on Tuesdays and Thursdays/weekly)

**BACKGROUND:** The County Board of Commissioners approves accounts payable on a semi-monthly basis. During the semi-monthly process the Board of Commissioners have the opportunity to review payments made prior to the checks being distributed.

When payment is made outside of the semi-monthly process the check is distributed prior to board review/approval. It is the desire of the Board of Commissioners to establish a policy that will allow payments to be made on a daily basis if it is a benefit to County finances and/or operations.

**POLICY:** An Accounts Payable/Invoice that is processed in the proper manner and due prior to the next scheduled semi-monthly pay date may be paid as an Accounts Payable – Daily.

Nothing in this policy shall be interpreted to contravene state statute or the authority granted there under.

The County Clerk is authorized to process accounts payables/dailies under this policy for the following items:

- Utility Payments (Telephone, Electric, etc.)
- Credit Card Payments
- Insurance Payments
- Courts - Bonds, Fines, Costs
  - Case Transactions/Transfers
  - Restitution
  - Collections payable to the State
  - Jury, Witness Fees
- County Payroll
- Veterans Affairs Department for veterans relief
  - (Emergency Payments)
- Drain Commissioner Funds 801, 802, and 638
- Veterans Trust Fund Account for veterans relief
  - (Emergency)
- Senior Meals

- Trust and Agency Accounts (701)
- Tax Revolving funds (516)
- Refunds to individuals/companies/entities/organizations

The County Clerk is authorized to make payments not exceeding \$25,000.00. If the payment exceeds \$25,000.00 the County Clerk is required to obtain the signature of both the County Administrator and the Chair of the County Finance Committee.\*

The County Clerk has the right to exercise discretion on any and all payments processed as a daily. The County Clerk may seek the approval, recommendation and/or opinion of the County Administrator at any time.

## **PROCEDURE:**

### ENTRIES

Entries will be made by the County Clerk staff for all payments except those falling under the scope of Administration, Payroll, and Information Services.

### APPROVALS

County Clerk is responsible for Level 1 and Level 2 approvals within New World financial software.

County Treasurer is responsible for Level 3 approvals within New World financial software.

County Administrator is responsible for posting the journal entries within New World financial software.

**\*General Appropriations Act limits Administrative approvals for transfers to \$25,000.00**