



Cheboygan County Board of Commissioners

MISSION STATEMENT

Cheboygan County officials and staff efficiently provide public services with pride in an ethical and courteous manner through responsible management of county resources.

Organizational Meeting January 3, 2017 9:30 a.m.

Agenda

1. Call to Order by Clerk/Register
2. Roll Call
3. County Clerk Administers Oaths of Office to all Commissioners
4. Invocation/Pledge of Allegiance
5. Public Comment
6. Board Chairperson Term of Office
7. Clerk/Register Requests Nominations for Board Chairperson
8. Chairperson requests nominations for Vice-Chairperson
9. Board Chairperson and Vice-Chairperson are Sworn In
10. Reaffirmation of County Mission and Vision Statements
11. Committee Appointments
12. 2017 Meeting Calendar
13. 2017 Rules of Order
14. County Treasurer
 - 1) Resolution 17-01
 - 2) Resolution 17-02
15. Community Corrections Advisory Board – Reappoint Judge Pavlich, Judge Butts and Judge Barton
16. Adjourn to the Call of the Chair

CHEBOYGAN COUNTY MISSION STATEMENT

**CHEBOYGAN COUNTY OFFICIALS AND STAFF
WILL STRIVE TO PROVIDE PUBLIC SERVICES
IN AN OPEN AND COURTEOUS MANNER AND
WILL RESPONSIBLY MANAGE COUNTY RESOURCES.**

Adopted by Cheboygan County Board of Commissioners January 2, 2015



CHEBOYGAN COUNTY VISION STATEMENT

THE COUNTY OF CHEBOYGAN WILL STRENGTHEN
ITS POSITION AS A DIVERSE, FAMILY-ORIENTED
COMMUNITY WHILE PROMOTING A HIGHER QUALITY
OF LIFE, A SAFE ENVIRONMENT, BALANCED GROWTH
AND POSITIVE INTERACTION WITH ALL CITIZENS.

Adopted by Cheboygan County Board of Commissioners July 13, 2004
Revised June 15, 2011



2016 Assignments-Board of Commissioners

COMMITTEE	APPOINTMENT	MEETS	LOCATION	DAY/TIME
Airport Authority Board	Brown (Gouine alternate) Liaison	Bi-Monthly	Airport	1st Thur @ 5:15
Alcona Health Advisory Board	Gauthier	Monthly	Lincoln	2nd Thur @ 3:30
Ambulance Board	Wallace	Bi-monthly	Cheb Amblncl Grg	Last Wed @ Noon
Area Agency on Aging AAA	Allor Liaison	Monthly	Alpena	4th Mon @ 1:00 pm
Board Appointments & Procedures	*Gauthier, Wallace, Brown	As called	County Bldg	Varies
CCE 911 Board	Wallace (Redmond alternate)	Bi-Monthly	Petoskey	3rd Wed @ 3:00
CCE OEM Board	*Redmond	Quarterly	Petoskey	3rd Wed @ 1:30
Cheboygan Chamber Economic Roundtable	Gauthier	Monthly	Cheb Chamber	3rd Tues @ Noon
Cheboygan Cnty Council on Aging	Allor Liaison	Bi-monthly	Cheb Senior Cntr	2nd Thur @ 9:30
Community Corrections Advisory Board 511	Wallace	Quarterly	Gaylord M-Tech	3rd Fri @ 11:00 am
District #4 Health Board	Allor, Redmond (Gauthier, Matelski alternates w/vote)	Monthly	Rotates 4 Cnties	3rd Tues @ 10:00
Economic Development Corp/Brownfield	Matelski, Allor, Brown	Monthly	County Bldg	3rd Thur @ 1:00
Emergency Food & Shelter Program	Redmond	Varies	Salvation Army	Varies
Fair Board	Gouine (Redmond alternate)	Monthly	County Bldg	1st Mon @ 7:00
Finance Committee	*Redmond & Entire Board	Monthly	County Bldg	2nd Tues @ 9:30
LEPC/LPT	*Redmond, Allor	Quarterly	County Bldg	2nd Mon @ 10:00
MAC Workman's Comp Board/Safety	Redmond	Quarterly	Lansing	Varies
Millage Appropriation Committee	*Allor, Gouine, Matelski	As called	County Bldg	Varies
North Country Mental Health Board	Allor	Monthly	Petoskey/Bellaire	3rd Thur @ 2:30
NrthEast MI Cncl of Gvrnmnts NEMCOG	Wallace	Monthly	Gaylord	3rd Thur @ 10:00
NrthEast MI Consortium	Wallace	Quarterly	Atlanta	4th Mon @ 10:00 am
NrthEast MI Comm Services Agency NEMCSA	Gauthier	Monthly	Mostly Alpena	1st Fri @ Noon
Nrthrn Cheb Cnty Intermunicipalnty Plnng Comr	Gauthier, Gouine	Quarterly	Inverness Twp Hall	1st Mon @ 7:00 pm
Nrthrn Lakes Economic Dev Alliance NLEA	Gauthier	Bi-Monthly	Boyne City	3rd Thur @ 9:00
Nrthrn MI Regional Entity	Wallace	Bi-Monthly	Gaylord	1st Mon @ 10:00
Nrthrn MI Counties Association	Allor	Monthly	Grayling Twp Hall	3rd Mon @ 9:45-12:00
Pigeon River Advisory Council	Horrocks	Quarterly	Vanderbilt	3rd Fri @ 6:30
Planning Commission	Matelski (Allor alternate)	Monthly 2-3	County Bldg	1st & 3rd Wed @ 7:00
Plat Board	Redmond	As called	County Bldg	Varies
PIE&G	Matelski Liaison	Monthly	PIE&G Onaway	4th Tues @ 9:30 am
Re monumentation Peer Group Meetings	Redmond Liaison	As called	County Bldg	Varies
Soil Conservation Board	Gouine Liaison	Bi-Monthly	County Bldg	4th Tues @ 7:00 pm
Straits Area Narcotics Enforcement Team	Redmond (Wallace alternate)	Quarterly	Rotates Counties	3rd Thur @ 10:00
Straits Area Regional Ride	*Redmond, Gouine	Quarterly	County Bldg	4th Wed @ 10:00
Tax Allocation Board	Redmond	As called	County Bldg	Varies/Spring
Trailways Advisory Council	Gauthier	Monthly	County Bldg	4th Wed @ 8:30 am
Veterans Services	Gouine Liaison	As Called	County Bldg	Varies
Waterways Commission	*Redmond, Matelski	Monthly(8)	County Bldg	3rd Thur @ 8:00
Zoning Board of Appeals	Matelski (Brown alternate)	Monthly	County Bldg	4th Wed @ 7:00 pm



2017

Cheboygan County Commissioners

Calendar of Board Meetings

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PURPLE = 9:30 AM (mornings)

Tri-County—TBD

Calendar

MAC Conferences

March 27-29, 2017

Legislative Conference

(with MCMCFC)

Lansing Center/Radisson,

Lansing

Sept. 24-26, 2017

Annual Conference

(with MCMCFC)

Grand Hotel, Mackinac Island

**2017 RULES OF ORDER
BOARD OF COMMISSIONERS
CHEBOYGAN COUNTY, MICHIGAN**

1.0 AUTHORITY

These rules are adopted by the Board of Commissioners of the County of Cheboygan pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

2.0 MEETINGS

2.1 Organizational Meeting

The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the county clerk shall preside. As the first item of business the county clerk shall administer the oath of office to the commissioners if the oath has not previously been administered.

The second item of business shall be election of the chairperson of the board and the vice-chairperson. The terms of the offices of chairperson and vice-chairperson shall be for one (1) year. The clerk shall call for nominations for the office of chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the clerk shall order the roll of commissioners to be called. When one nominee receives a majority of the votes of the members elected and serving, that nominee shall be declared chairperson. The election of the board chairperson may be by secret ballot with the approval of a majority of commissioners present.

The newly elected chairperson shall assume the chair and proceed with the election to the office of vice-chairperson, which shall be conducted by roll call vote.

If the commissioners present shall not cast a majority for one nominee, the county clerk shall continue to preside until a majority of commissioners elects one of its members to be chairperson. The board of commissioners may proceed onto other agenda items, as they shall decide.

2.2 Regular Meetings

The county board shall meet on the second and fourth Tuesday of each month. At its first meeting in each calendar year, the board of commissioners shall establish its schedule of regular meetings for the balance of the year. The "Business" meeting shall be the second Tuesday of each month and the "Committee of the Whole" meeting shall be the fourth Tuesday of each month. Exceptions to the above will be dates set by State Statute. Most generally, items for board action will not be placed on the agenda of the committee of the whole meeting. The purpose of the committee of the whole meeting shall be presentations, department reports, and forum for addressing the board. Materials and information may be distributed at the Committee of the Whole meeting. If any regularly scheduled meeting falls on a legal holiday, the board will meet on

the next secular day that is not a holiday. All meetings of the board, regular, reconvened, special, and committee of the whole shall be adjourned to the call of the chair.

2.3 Reconvened Meetings.

All meetings adjourned to the call of the chair may be reconvened by the chair, following the notice required by Paragraph 3.3 of these Rules.

2.4 Special Meetings

The board of commissioners shall meet in special session upon a written petition to the county clerk and signed by no less than three (3) members of the board. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting.

2.5 Emergency Meetings

Emergency meetings of the board of commissioners may be held only in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members of the board of commissioners elected and serving decide that delay would be detrimental to efforts to lessen or respond to the threat.

2.6 Place of Meetings

Meetings of the board of commissioners shall be held in the chambers of the board of commissioners in the county courthouse unless public notice of the meeting states a different location. Whenever the regular meeting place of the board of commissioners shall appear inadequate for members of the public to attend, the chairperson may change the meeting location to a larger facility in the county. If the relocated meeting is called to order within 36 hours of the time when the previous meeting was adjourned to the call of the chair, then no additional public notice (other than posting the new location prominently on the door of the regular meeting place and at a location visible from the outdoors) is required under the open meetings act. If, however, the relocated meeting is called to order more than 36 hours after the previous meeting was adjourned to the call of the chair, then 18 hour notice is required as provided in Rule 3.3. The clerk shall also give notice of the change in the meeting place in a newspaper if time permits.

2.7 Time of Regular Meetings

The time of the regular meetings will be 9:30 a.m. and shall be stated in the regular schedule of meetings adopted under Rule 2.2.

2.8 Change in Schedule

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the members. In the event the board shall meet and a quorum is not present, the board, with the approval of those present, may adjourn the meeting to a later day and time provided that proper notice to members and the public is given.

3.0 PUBLIC NOTICE OF MEETINGS

The county clerk shall provide the proper notice for all meetings of the board of commissioners. Such notice shall be posted in a conspicuous location at the county courthouse visible from the outdoors and include, but not necessarily be limited to, the following:

3.1 Regular Meetings

Posting a notice within 10 days after the first meeting of the county board in each calendar year indicating the date, time, and place of the board's regularly scheduled meeting.

3.2 Schedule Change

Whenever the board shall change its regular schedule of meetings, a posting of notice of the change within three days following the meeting in which the change was made.

3.3 Reconvened, Special and Emergency Meetings

If the board chair reconvenes an adjourned meeting of the board of commissioners under Rule 2.3 or if the board schedules a special meeting under Rule 2.4 or an emergency meeting under Rule 2.5 a notice of such meeting shall be posted immediately. No meetings, except emergency meetings, shall be held until the notice has been posted in a conspicuous location at the county courthouse visible from the outdoors at least 18 hours prior to such meeting. In addition to posting the notice as provided herein, the county clerk, or his or her designee, shall deliver a notice of a reconvened or special meeting, which includes the purpose of the reconvened or special meeting, to the residence of each commission by personal delivery, facsimile transmission, email transmission, or registered mail no less than 18 hours prior to such special meeting.

3.4 Notification to Media and Others

The county clerk shall notify, without charge, any newspaper or radio or television station of the board's meeting schedule, schedule changes, or reconvened, special or emergency meetings whenever such newspaper or radio or television station has filed with the clerk a written request for such notice. The clerk shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule, or reconvened, special and emergency meetings, but only upon their written request and agreement to pay the county for printing and postage expenses. With written consent of the persons or agencies requesting notification, notice may be made by facsimile transmission or email. In the absence of such consent, notices shall be made by first class mail.

4.0 QUORUM AND ATTENDANCE

4.1 Quorum

A majority of commissioners of the board elected and serving (four members) shall constitute a quorum for the transaction of ordinary business of the board.

4.2 Attendance

No member of the county board may absent himself or herself without first having notified the chairperson of his or her intent to be absent from a scheduled meeting.

5.0 AGENDA FOR REGULAR MEETINGS

The county clerk in conjunction with the administrator, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled commission meetings. Anyone desiring to place a matter on the agenda shall notify the clerk of such item by 12:00 noon on the Tuesday preceding the next regular meeting of the board. Documentation and information necessary for board action requests must be submitted by the above deadline. No item shall be placed on a board agenda unless the administrator has first reviewed the item, has sufficient information for recommendation to the board including finance director concurrence, and has made the determination as to the item being Business meeting or Committee of the Whole format. The chairperson of the board shall review and add or delete items as he/she considers proper. The board, except upon the consent of a majority of the members present, shall not consider items not received by the clerk of the board by the stated deadline.

5.1 Agenda for Reconvened, Special and Emergency Meetings

Whenever the board is called into a reconvened or special session pursuant to Rule 2.3 or Rule 2.4, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present and a majority concurs. The agenda for emergency meetings pursuant to Rule 2.5 shall be provided along with the notice of the meeting to commissioners, if time permits. At other times, the chairperson shall declare the agenda upon the approval of a majority of the members present.

5.2 Distribution of Agenda and Materials

Upon the completion of the agenda, the administrative secretary shall immediately distribute copies of the agenda together with copies of reports, explanations, etc., which relate to the matters of business on the agenda. Commissioners shall be entitled to receive such materials no later than two days prior to the next regular meeting. Committee of the Whole meetings typically will not necessitate packets of information unless an authorized action item is necessary. Agenda will be sent out prior to the meeting.

5.3 Consent Agenda (Defined)

The consent agenda shall consist of those matters that the commission has determined to be "routine" and usually are matters about which the board commonly concurs. Among such matters are the approval of minutes, approval of bills for payment, appointment of persons to budgeted and classified positions, correspondence, and other matters that the board of commissioners is required by statute or board rule to approve.

5.4 Consent Agenda – Procedure

The county clerk, in preparing the meeting agenda, shall list those matters under the heading of “consent agenda” and include the associated materials with those distributed to the members in accordance with Rule 5.2.

At a meeting of the commissioners for which a consent agenda has been prepared, the board, upon the motion of a commissioner, shall vote on the approval of the matters included under the consent agenda. Before putting the question to the commissioners, the chairperson shall permit the commissioners to remove from the consent agenda, those items on which they have questions or wish to debate. The chairperson shall then direct the clerk to remove such matters and place them in their usual place on the meeting’s agenda. A vote shall not be required to remove a matter from the consent agenda.

5.5 Order of Business (Business Regular Meeting)

The agenda shall be arranged in the following order:

1. Call to order
2. Roll Call
3. Invocation/Pledge of Allegiance
4. Approve Agenda
5. Approve Consent Agenda
6. Brief Citizens Comments (3 minutes per person)
7. Committee Reports
8. Old Business
9. New Business
10. Citizens Comments
11. Board Member Comments
12. Adjournment

5.6 Order of Business (Committee of the Whole Regular Meeting)

The agenda shall be arranged in the following order:

1. Call to Order
2. Roll Call
3. Invocation/Pledge of Allegiance
4. Approve Agenda
5. Citizens Comments
6. Scheduled Visitors/Department Reports
7. New Business
8. Board Matters for Discussion
9. Citizens Comments
10. Board Member Comments/Reports
11. Adjournment

6.0 CONDUCT OF MEETINGS

6.1 Chairperson

The person elected chairperson in the first meeting each year of the board of commissioners shall preside at all meetings of the board. The chairperson shall have the same privilege in voting as all other members. In the absence of the chairperson, the person elected vice-chairperson shall preside. If neither the chairperson nor the vice-chairperson is present, the clerk shall preside until the commissioners present elect a commissioner to preside during the absence of the chairperson and vice-chairperson.

6.2 Form of Address

Board members wishing to speak shall first obtain the approval of the chairperson and each person who speaks shall address the chairperson. Other persons at the meeting shall not speak unless recognized by the chairperson.

6.2.1 Rules for Citizen Comments to the Board

1. The public may only address the board at the time designated on the agenda.
2. The persons addressing the board shall, when requested, identify themselves.
3. Each member of the public addressing the board may speak for three (3) minutes unless they contact the county clerk and administrator by 12:00 noon on the Friday before the meeting and specify the purpose of the presentation and length of time requested (maximum time allowed 15 minutes per speaker or group). Purpose of the presentation may be determined to be committee of the whole meeting format by clerk and/or administrator.
4. The provisions above shall in no way impair the right of the chairperson, as presiding officer, under MCL 46.3

6.3 Disorderly Conduct

The chairperson shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the chairperson shall have determined whether the person is in order. If a person so engaged in a presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the board of commissioners. If the person shall continue to be disorderly and to disrupt the meeting, the chairperson may request the Sheriff, a deputy sheriff, or other police officer to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

7.0 RECORD OF MEETINGS

7.1 Minutes and Official Records

The county clerk shall be clerk of the board and shall be responsible for maintaining the official record and minutes of each meeting of the board. The minutes shall include all the actions and decisions of the board with respect to substantive (non-procedural) motions. The minutes shall include the names of

the mover and seconder and the vote of the commissioners. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The clerk shall maintain, in the office of the clerk, copies of each resolution and ordinance or other matter acted upon by the board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

7.2 Record of Discussion

The clerk shall not be responsible for maintaining a written record or summary of the discussion or comments of the board members nor of the comments made by members of the public. The clerk, though, shall be responsible for making an audio/visual tape recording of each meeting of the board of commissioners. Each such recording shall be maintained in the office of the clerk until the minutes are transcribed and formally approved by the board of commissioners. Thereafter, the recording may be erased or destroyed, unless the recording is pertinent to any pending or reasonably anticipated legal proceeding.

7.3 Request for Remarks to Be Included

Any commissioner may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Comments to be included in the record shall be provided in writing by the member.

7.4 Public Access to Meeting Records

The county clerk shall make available to members of the public the records and minutes of the board meetings in accordance with the Michigan Open Meetings Act and the Michigan Freedom of Information Act. Board minutes, prepared but not approved by the board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the board shall be available within five business days of the meeting at which they were approved. The county clerk will place an ad in local newspapers of general circulation advising that the approved minutes are available at the clerk's office and also posted on the county website.

8.0 COMMITTEES

8.1 Appointment

Each year, following the election of the board chairperson, the chairperson shall appoint commissioners to boards and committees either as a member or as a liaison. The board chairperson shall be an ex officio member of all boards and committees without a vote.

Upon the motion of any board member, and approval by a majority of the board, the board may discharge a committee from further consideration of any matter.

8.2 Committee Meetings

A majority of the members of a committee shall constitute a quorum. Because a committee is included within the definition of a public body under the Michigan Open Meetings Act and because each committee is appointed by the board

chairperson, each committee shall comply with the provisions of the Michigan Open Meetings Act and the Freedom of Information Act.

8.3 Exercise of Governmental Function

A committee shall not exercise a governmental function as defined by the open meetings act in a meeting not open to the public unless the open meetings act permits the action to be considered in executive session closed to the public. The responsibility of each committee is to make recommendations to the board of commissioners and to report matters considered and rejected as well as those considered and recommended.

9.0 EXECUTIVE MEETINGS (CLOSED SESSION)

9.1 The vote to hold an executive meeting shall be recorded in the minutes of the meeting at which the decision was made.

9.2 The board of commissioners may meet in executive session, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:

9.2.1 To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.

9.2.2 To consult with its attorney regarding 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 county board.

9.2.3 To meet with an attorney to consider the attorney's written opinion.

9.2.4 To review the specific contents of an application for employment to a county position and the applicant requests that the application remain confidential. Whenever the board meets to interview an applicant, the meeting shall be open to the public.

9.2.5 Other Reasons

9.2.5.1 The board may also meet in executive session for the following reasons without the requirement of a two-thirds vote:

9.2.5.2 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. If the person rescinds his/her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.

9.2.5.3 To consider strategy connected with the negotiation of a collective bargaining agreement.

9.3 Minutes, Executive Meetings

For each executive meeting, the county clerk shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The clerk shall destroy the minutes after one year and one day have passed after the meeting at which the board approved the minutes of the meeting at which the board voted to hold the executive meeting.

10.0 PROCEDURAL MOTIONS AND RESOLUTIONS

10.1 Statement by Chairperson, Motions, and Resolutions

No motion or resolution shall be entertained unless the same is seconded. No motion or resolution shall be adopted until the presiding officer states the motion. All motions, except procedural motions and resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

10.2 Non-debatable Motions

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

10.3 Motion to reconsider

The motion to reconsider shall be in order on any question that the board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken. The motion to reconsider shall be made only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the board has adopted a motion to reconsider, however, motions to amend shall be in order.

10.4 Motion to clear the floor

The motion to clear the floor may be made by the chairperson or a member, whenever procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

10.5 Temporary suspension of the rules

These rules may be suspended temporarily at any time by vote of two-thirds of the members elected and serving to achieve any legal objective of the board in a legal manner.

10.6 Appeal rulings of the chairperson

Any commissioner may appeal the ruling of the chairperson. On all appeals receiving a second, the question shall be, "Shall the decision of the chairperson stand as the decision of the county board of commissioners?"

11.0 VOTING

11.1 Abstaining from voting

Except as provided herein, whenever the chairperson puts a question to the members, every commissioner present shall vote on the question. No member present shall abstain from voting "yes" or "no". If there is a conflict of interest which prevents a board member present from voting, the nature of such conflict of interest shall be stated on the record and its existence confirmed by the board chairperson with the advice of the board's legal counsel. Once the conflict of interest is confirmed, the board member with the conflict of interest shall abstain from voting.

11.2 Roll call votes

The names and votes of commissioners shall be recorded on board actions to adopt final measures such as ordinances, resolutions, appointment or election of officers, etc. A roll call vote shall be taken on other motions and actions at the request of any board member.

11.3 Votes Required

Procedural and other questions arising at a meeting of the commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

12.0 PARLIAMENTARY AUTHORITY

Generally Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law. The legal counsel to the board shall serve as the board's parliamentarian and shall advise the presiding officer regarding rules of procedure.

Rules adopted by the Cheboygan County Commissioners at the organizational meeting held on January 3, 2017.

Chairperson

**2017 RULES OF ORDER
BOARD OF COMMISSIONERS
CHEBOYGAN COUNTY, MICHIGAN**

1.0 AUTHORITY

These rules are adopted by the Board of Commissioners of the County of Cheboygan pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

2.0 MEETINGS

2.1 Organizational Meeting

The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the county clerk shall preside. As the first item of business the county clerk shall administer the oath of office to the commissioners if the oath has not previously been administered.

The second item of business shall be election of the chairperson of the board and the vice-chairperson. The term of the chairperson shall be for two (2) years, while the term for the vice-chairperson shall be for one (1) year. The clerk shall call for nominations for the office of chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the clerk shall order the roll of commissioners to be called. When one nominee receives a majority of the votes of the members elected and serving, that nominee shall be declared chairperson. The election of the board chairperson may be by secret ballot with the approval of a majority of commissioners present.

The newly elected chairperson shall assume the chair and proceed with the election to the office of vice-chairperson, which shall be conducted by roll call vote.

If the commissioners present shall not cast a majority for one nominee, the county clerk shall continue to preside until a majority of commissioners elects one of its members to be chairperson. The board of commissioners may proceed onto other agenda items, as they shall decide.

2.2 Regular Meetings

The county board shall meet on the second and fourth Tuesday of each month. At its first meeting in each calendar year, the board of commissioners shall establish its schedule of regular meetings for the balance of the year. The "Business" meeting shall be the second Tuesday of each month and the "Committee of the Whole" meeting shall be the fourth Tuesday of each month. Exceptions to the above will be dates set by State Statute. Most generally, items for board action will not be placed on the agenda of the committee of the whole meeting. The purpose of the committee of the whole meeting shall be presentations, department reports, and forum for addressing the board. Materials and information may be distributed at the Committee of the Whole meeting. If any regularly scheduled meeting falls on a legal holiday, the board will meet on

the next secular day that is not a holiday. All meetings of the board, regular, reconvened, special, and committee of the whole shall be adjourned to the call of the chair.

2.3 Reconvened Meetings.

All meetings adjourned to the call of the chair may be reconvened by the chair, following the notice required by Paragraph 3.3 of these Rules.

2.4 Special Meetings

The board of commissioners shall meet in special session upon a written petition to the county clerk and signed by no less than three (3) members of the board. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting.

2.5 Emergency Meetings

Emergency meetings of the board of commissioners may be held only in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members of the board of commissioners elected and serving decide that delay would be detrimental to efforts to lessen or respond to the threat.

2.6 Place of Meetings

Meetings of the board of commissioners shall be held in the chambers of the board of commissioners in the county courthouse unless public notice of the meeting states a different location. Whenever the regular meeting place of the board of commissioners shall appear inadequate for members of the public to attend, the chairperson may change the meeting location to a larger facility in the county. If the relocated meeting is called to order within 36 hours of the time when the previous meeting was adjourned to the call of the chair, then no additional public notice (other than posting the new location prominently on the door of the regular meeting place and at a location visible from the outdoors) is required under the open meetings act. If, however, the relocated meeting is called to order more than 36 hours after the previous meeting was adjourned to the call of the chair, then 18 hour notice is required as provided in Rule 3.3. The clerk shall also give notice of the change in the meeting place in a newspaper if time permits.

2.7 Time of Regular Meetings

The time of the regular meetings will be 9:30 a.m. and shall be stated in the regular schedule of meetings adopted under Rule 2.2.

2.8 Change in Schedule

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the members. In the event the board shall meet and a quorum is not present, the board, with the approval of those present, may adjourn the meeting to a later day and time provided that proper notice to members and the public is given.

3.0 PUBLIC NOTICE OF MEETINGS

The county clerk shall provide the proper notice for all meetings of the board of commissioners. Such notice shall be posted in a conspicuous location at the county courthouse visible from the outdoors and include, but not necessarily be limited to, the following:

3.1 Regular Meetings

Posting a notice within 10 days after the first meeting of the county board in each calendar year indicating the date, time, and place of the board's regularly scheduled meeting.

3.2 Schedule Change

Whenever the board shall change its regular schedule of meetings, a posting of notice of the change within three days following the meeting in which the change was made.

3.3 Reconvened, Special and Emergency Meetings

If the board chair reconvenes an adjourned meeting of the board of commissioners under Rule 2.3 or if the board schedules a special meeting under Rule 2.4 or an emergency meeting under Rule 2.5 a notice of such meeting shall be posted immediately. No meetings, except emergency meetings, shall be held until the notice has been posted in a conspicuous location at the county courthouse visible from the outdoors at least 18 hours prior to such meeting. In addition to posting the notice as provided herein, the county clerk, or his or her designee, shall deliver a notice of a reconvened or special meeting, which includes the purpose of the reconvened or special meeting, to the residence of each commission by personal delivery, facsimile transmission, email transmission, or registered mail no less than 18 hours prior to such special meeting.

3.4 Notification to Media and Others

The county clerk shall notify, without charge, any newspaper or radio or television station of the board's meeting schedule, schedule changes, or reconvened, special or emergency meetings whenever such newspaper or radio or television station has filed with the clerk a written request for such notice. The clerk shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule, or reconvened, special and emergency meetings, but only upon their written request and agreement to pay the county for printing and postage expenses. With written consent of the persons or agencies requesting notification, notice may be made by facsimile transmission or email. In the absence of such consent, notices shall be made by first class mail.

4.0 QUORUM AND ATTENDANCE

4.1 Quorum

A majority of commissioners of the board elected and serving (four members) shall constitute a quorum for the transaction of ordinary business of the board.

4.2 Attendance

No member of the county board may absent himself or herself without first having notified the chairperson of his or her intent to be absent from a scheduled meeting.

5.0 AGENDA FOR REGULAR MEETINGS

The county clerk in conjunction with the administrator, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled commission meetings. Anyone desiring to place a matter on the agenda shall notify the clerk of such item by 12:00 noon on the Tuesday preceding the next regular meeting of the board. Documentation and information necessary for board action requests must be submitted by the above deadline. No item shall be placed on a board agenda unless the administrator has first reviewed the item, has sufficient information for recommendation to the board including finance director concurrence, and has made the determination as to the item being Business meeting or Committee of the Whole format. The chairperson of the board shall review and add or delete items as he/she considers proper. The board, except upon the consent of a majority of the members present, shall not consider items not received by the clerk of the board by the stated deadline.

5.1 Agenda for Reconvened, Special and Emergency Meetings

Whenever the board is called into a reconvened or special session pursuant to Rule 2.3 or Rule 2.4, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present and a majority concurs. The agenda for emergency meetings pursuant to Rule 2.5 shall be provided along with the notice of the meeting to commissioners, if time permits. At other times, the chairperson shall declare the agenda upon the approval of a majority of the members present.

5.2 Distribution of Agenda and Materials

Upon the completion of the agenda, the administrative secretary shall immediately distribute copies of the agenda together with copies of reports, explanations, etc., which relate to the matters of business on the agenda. Commissioners shall be entitled to receive such materials no later than two days prior to the next regular meeting. Committee of the Whole meetings typically will not necessitate packets of information unless an authorized action item is necessary. Agenda will be sent out prior to the meeting.

5.3 Consent Agenda (Defined)

The consent agenda shall consist of those matters that the commission has determined to be "routine" and usually are matters about which the board commonly concurs. Among such matters are the approval of minutes, approval of bills for payment, appointment of persons to budgeted and classified positions, correspondence, and other matters that the board of commissioners is required by statute or board rule to approve.

5.4 Consent Agenda – Procedure

The county clerk, in preparing the meeting agenda, shall list those matters under the heading of “consent agenda” and include the associated materials with those distributed to the members in accordance with Rule 5.2.

At a meeting of the commissioners for which a consent agenda has been prepared, the board, upon the motion of a commissioner, shall vote on the approval of the matters included under the consent agenda. Before putting the question to the commissioners, the chairperson shall permit the commissioners to remove from the consent agenda, those items on which they have questions or wish to debate. The chairperson shall then direct the clerk to remove such matters and place them in their usual place on the meeting’s agenda. A vote shall not be required to remove a matter from the consent agenda.

5.5 Order of Business (Business Regular Meeting)

The agenda shall be arranged in the following order:

1. Call to order
2. Roll Call
3. Invocation/Pledge of Allegiance
4. Approve Agenda
5. Approve Consent Agenda
6. Brief Citizens Comments (3 minutes per person)
7. Committee Reports
8. Old Business
9. New Business
10. Citizens Comments
11. Board Member Comments
12. Adjournment

5.6 Order of Business (Committee of the Whole Regular Meeting)

The agenda shall be arranged in the following order:

1. Call to Order
2. Roll Call
3. Invocation/Pledge of Allegiance
4. Approve Agenda
5. Citizens Comments
6. Scheduled Visitors/Department Reports
7. New Business
8. Board Matters for Discussion
9. Citizens Comments
10. Board Member Comments/Reports
11. Adjournment

6.0 CONDUCT OF MEETINGS

6.1 Chairperson

The person elected chairperson of the board of commissioners shall preside at all meetings of the board. The chairperson shall have the same privilege in voting as all other members. In the absence of the chairperson, the person elected vice-chairperson shall preside. If neither the chairperson nor the vice-chairperson is present, the clerk shall preside until the commissioners present elect a commissioner to preside during the absence of the chairperson and vice-chairperson.

6.2 Form of Address

Board members wishing to speak shall first obtain the approval of the chairperson and each person who speaks shall address the chairperson. Other persons at the meeting shall not speak unless recognized by the chairperson.

6.2.1 Rules for Citizen Comments to the Board

1. The public may only address the board at the time designated on the agenda.
2. The persons addressing the board shall, when requested, identify themselves.
3. Each member of the public addressing the board may speak for three (3) minutes unless they contact the county clerk and administrator by 12:00 noon on the Friday before the meeting and specify the purpose of the presentation and length of time requested (maximum time allowed 15 minutes per speaker or group). Purpose of the presentation may be determined to be committee of the whole meeting format by clerk and/or administrator.
4. The provisions above shall in no way impair the right of the chairperson, as presiding officer, under MCL 46.3

6.3 Disorderly Conduct

The chairperson shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the chairperson shall have determined whether the person is in order. If a person so engaged in a presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the board of commissioners. If the person shall continue to be disorderly and to disrupt the meeting, the chairperson may request the Sheriff, a deputy sheriff, or other police officer to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

7.0 RECORD OF MEETINGS

7.1 Minutes and Official Records

The county clerk shall be clerk of the board and shall be responsible for maintaining the official record and minutes of each meeting of the board. The minutes shall include all the actions and decisions of the board with respect to substantive (non-procedural) motions. The minutes shall include the names of

the mover and seconder and the vote of the commissioners. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The clerk shall maintain, in the office of the clerk, copies of each resolution and ordinance or other matter acted upon by the board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

7.2 Record of Discussion

The clerk shall not be responsible for maintaining a written record or summary of the discussion or comments of the board members nor of the comments made by members of the public. The clerk, though, shall be responsible for making an audio/visual tape recording of each meeting of the board of commissioners. Each such recording shall be maintained in the office of the clerk until the minutes are transcribed and formally approved by the board of commissioners. Thereafter, the recording may be erased or destroyed, unless the recording is pertinent to any pending or reasonably anticipated legal proceeding.

7.3 Request for Remarks to Be Included

Any commissioner may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Comments to be included in the record shall be provided in writing by the member.

7.4 Public Access to Meeting Records

The county clerk shall make available to members of the public the records and minutes of the board meetings in accordance with the Michigan Open Meetings Act and the Michigan Freedom of Information Act. Board minutes, prepared but not approved by the board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the board shall be available within five business days of the meeting at which they were approved. The county clerk will place an ad in local newspapers of general circulation advising that the approved minutes are available at the clerk's office and also posted on the county website.

8.0 COMMITTEES

8.1 Appointment

Each year, following the election of the board chairperson, the chairperson shall appoint commissioners to boards and committees either as a member or as a liaison. The board chairperson shall be an ex officio member of all boards and committees without a vote.

Upon the motion of any board member, and approval by a majority of the board, the board may discharge a committee from further consideration of any matter.

8.2 Committee Meetings

A majority of the members of a committee shall constitute a quorum. Because a committee is included within the definition of a public body under the Michigan Open Meetings Act and because each committee is appointed by the board

chairperson, each committee shall comply with the provisions of the Michigan Open Meetings Act and the Freedom of Information Act.

8.3 Exercise of Governmental Function

A committee shall not exercise a governmental function as defined by the open meetings act in a meeting not open to the public unless the open meetings act permits the action to be considered in executive session closed to the public. The responsibility of each committee is to make recommendations to the board of commissioners and to report matters considered and rejected as well as those considered and recommended.

9.0 EXECUTIVE MEETINGS (CLOSED SESSION)

9.1 The vote to hold an executive meeting shall be recorded in the minutes of the meeting at which the decision was made.

9.2 The board of commissioners may meet in executive session, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:

9.2.1 To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.

9.2.2 To consult with its attorney regarding 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 county board.

9.2.3 To meet with an attorney to consider the attorney's written opinion.

9.2.4 To review the specific contents of an application for employment to a county position and the applicant requests that the application remain confidential. Whenever the board meets to interview an applicant, the meeting shall be open to the public.

9.2.5 Other Reasons

9.2.5.1 The board may also meet in executive session for the following reasons without the requirement of a two-thirds vote:

9.2.5.2 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. If the person rescinds his/her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.

9.2.5.3 To consider strategy connected with the negotiation of a collective bargaining agreement.

9.3 Minutes, Executive Meetings

For each executive meeting, the county clerk shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The clerk shall destroy the minutes after one year and one day have passed after the meeting at which the board approved the minutes of the meeting at which the board voted to hold the executive meeting.

10.0 PROCEDURAL MOTIONS AND RESOLUTIONS

10.1 Statement by Chairperson, Motions, and Resolutions

No motion or resolution shall be entertained unless the same is seconded. No motion or resolution shall be adopted until the presiding officer states the motion. All motions, except procedural motions and resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

10.2 Non-debatable Motions

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

10.3 Motion to reconsider

The motion to reconsider shall be in order on any question that the board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken. The motion to reconsider shall be made only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the board has adopted a motion to reconsider, however, motions to amend shall be in order.

10.4 Motion to clear the floor

The motion to clear the floor may be made by the chairperson or a member, whenever procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

10.5 Temporary suspension of the rules

These rules may be suspended temporarily at any time by vote of two-thirds of the members elected and serving to achieve any legal objective of the board in a legal manner.

10.6 Appeal rulings of the chairperson

Any commissioner may appeal the ruling of the chairperson. On all appeals receiving a second, the question shall be, "Shall the decision of the chairperson stand as the decision of the county board of commissioners?"

11.0 VOTING

11.1 Abstaining from voting

Except as provided herein, whenever the chairperson puts a question to the members, every commissioner present shall vote on the question. No member present shall abstain from voting "yes" or "no". If there is a conflict of interest which prevents a board member present from voting, the nature of such conflict of interest shall be stated on the record and its existence confirmed by the board chairperson with the advice of the board's legal counsel. Once the conflict of interest is confirmed, the board member with the conflict of interest shall abstain from voting.

11.2 Roll call votes

The names and votes of commissioners shall be recorded on board actions to adopt final measures such as ordinances, resolutions, appointment or election of officers, etc. A roll call vote shall be taken on other motions and actions at the request of any board member.

11.3 Votes Required

Procedural and other questions arising at a meeting of the commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

12.0 PARLIAMENTARY AUTHORITY

Generally Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law. The legal counsel to the board shall serve as the board's parliamentarian and shall advise the presiding officer regarding rules of procedure.

Rules adopted by the Cheboygan County Commissioners at the Organizational Meeting held on January 3, 2017.

Chairperson

Cheboygan County Board of Commissioners' Meeting

January 3, 2017

Title: Depository Resolution 17-01 and Investment Resolution 17-02, Investment Policy

Summary: The Deposit Resolution, Investment Resolution and Investment Policy are the same resolution and policy that is presented every two years for approval by this Board. Although the past resolutions and policy remain in effect unless they are amended or rescinded by a future resolution of the Board of Commissioners I will make it my practice to renew these resolutions and policy every two years.

Financial Impact: None

Recommendation: Adoption of Depository Resolution 17-01, Investment Resolution 17-02 and approve County Investment Policy

Prepared by: Buffy Jo Weldon

Department: County Treasurer

**DEPOSITORY RESOLUTION 17-01
FOR CHEBOYGAN COUNTY**

WHEREAS, under the laws of the State of Michigan, Act No. 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12), this Board is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or held for, the State, County or other political units coming into the hands of the County Treasurer, in one or more banks, savings and loan associations or credit unions within the State.

THEREFORE BE IT RESOLVED that: the Board of Commissioners of Cheboygan County hereby directs the Cheboygan County Treasurer to deposit all public monies, including monies and funds held for the State Board of Escheats or missing heirs, coming into the hands of the County Treasurer in any bank, savings and loan association or credit union within the State which is a legal depository as defined by State and/or Federal law.

Moved by Commissioner _____ and seconded by Commissioner _____ that the foregoing resolution be adopted.

Date: 01/03/17

Action: AYES _____ NAYS _____ ABSENT _____

STATE OF MICHIGAN)
) ss.
CHEBOYGAN COUNTY)

CERTIFICATION

The undersigned, being duly qualified and acting Clerk of the County of Cheboygan, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Cheboygan County Board of Commissioners at its regular meeting held on the 3rd day of January, 2017, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 as amended, and that minutes of such meeting were kept and will be or have been made available as required thereby.

County Clerk

DATED: January 3, 2017

COUNTY OF CHEBOYGAN

At a regular meeting of the Board of Commissioners of the County of Cheboygan, Michigan, held on the 3rd day of January, 2017, at 9:30 a.m., Eastern Standard time, in the Cheboygan County Building in Cheboygan, Michigan, there were:

PRESENT: _____

ABSENT: _____

The following resolution was offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION 17-02
AUTHORIZING INVESTMENT OF COUNTY FUNDS
AND APPROVING COUNTY INVESTMENT POLICY**

WHEREAS, pursuant to the provisions of Act No. 20 of the Public Acts of Michigan of 1943, as amended, ("Act 20") the Board of Commissioners of the County of Cheboygan may authorize the County Treasurer to invest County Funds in certain investments; and

WHEREAS, this Board wishes to authorize such investments as are permitted by Act 20; and

WHEREAS, section 5 of Act 20 requires this Board of Commissioners in conjunction with the County Treasurer to adopt an investment policy which complies with the provisions of Act 20; and

WHEREAS, the County Treasurer has submitted a proposed Investment policy which complies with provisions of Act 20.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF CHEBOYGAN as follows:

1. The County Treasurer is authorized to invest funds of the County of Cheboygan in investments authorized by Act 20.
2. The Investment Policy attached hereto as Appendix 1 is approved and shall take effect on January 3, 2017.
3. Before executing an order to purchase or trade the funds of the County of Cheboygan, a financial intermediary, broker or dealer shall be provided with a copy of the County's Investment Policy and shall acknowledge receipt of the Investment Policy and agree to comply with the terms of the Investment Policy regarding the buying or selling of securities by executing the form attached as Appendix 2.

4. The County Treasurer is authorized to rely on the continuing effect of this resolution until and unless it is specifically amended or rescinded by a future resolution of the Board of Commissioners.
5. This resolution shall take effect immediately.
6. A vote on the foregoing resolution was taken and was as follows:

AYES: _____

NAYS: _____

ABSTENTION: _____

ABSENT: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF CHEBOYGAN)

CERTIFICATION

The undersigned, being duly qualified and acting Clerk of the County of Cheboygan, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Cheboygan County Board of Commissioners at its regular meeting held on the 3rd day of January, 2017, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 as amended, and that minutes of such meeting were kept and will be or have been made available as required thereby.

County Clerk

DATED: January 3, 2017

APPENDIX 1

CHEBOYGAN COUNTY INVESTMENT POLICY To Comply With Act 20 PA 1943, as amended

1.0 PURPOSE:

It is the policy of Cheboygan 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.

2.0 SCOPE:

This investment policy applies to all transactions involving the financial assets and related activity of the County except for its employee pension funds and its employee deferred compensation funds which are organized and administered separately. These assets are accounted for in the various funds of the County and include the general fund, special revenue funds, debt service funds and capital project funds (unless bond ordinances and resolutions are more restrictive), enterprise funds, internal service funds, special assessment funds, trust and agency funds and any new fund established by the County, unless specifically exempted by the governing body.

3.0 OBJECTIVES:

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

3.1 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.

3.2 Diversification—The investments will be diversified by specific maturity, dates, individual financial institution (s) or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

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

3.4 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.

4.0 DELEGATION OF AUTHORITY:

Authority to manage the investment program is derived from MCL 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 Cheboygan County Treasurer who shall establish procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except under the terms of this policy and the procedures established by the Cheboygan County Treasurer. The Cheboygan County Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5.0 ETHICS AND CONFLICTS OF INTEREST:

The Treasurer and other employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

6.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:

Depositories: Deposits made by the County with financial institutions consist of checking accounts, savings accounts, and certificates of deposit. It is understood by the County that for FDIC deposit insurance purposes, all funds in deposit form with one financial institution are added together and insured up to a maximum of \$250,000 in demand deposits and \$250,000 in time deposits regardless of the number of accounts involved. It is the policy of the County to manage the risk by establishing procedures to evaluate the creditworthiness of the financial institutions and to diversify by setting concentration limits for each financial institution where funds are placed in deposit form. The County does not expect to manage this risk by limiting deposits with each financial institution to \$250,000.

7.0 AUTHORIZED INSTRUMENTS:

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

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, savings accounts, deposit accounts, or depository of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of this State or the United States.
- (c) Commercial paper rated at the time of purchase within the 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.
- (d) Repurchase agreements consisting of instruments listed in (a) above. Repurchase agreements shall be negotiated with dealers or financial institutions with whom the County has negotiated a Master Repurchase Agreement. Repurchase Agreements must be signed with the bank or dealer and must contain provisions comparable to those outlined in the Public Security Association's model Master Repurchase Agreement.
- (e) Bankers' acceptances of United States Banks.
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated investment grade by not less than 1 standard rating service.
- (g) 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 the authority to purchase only investment vehicles that are legal for direct investment by the County. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
- (h) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118.
- (i) Investment pools through an inter-local agreement under the urban cooperation act of 1967, (Ex Sess) PA 7, MCL 124.501 to 124.512.

8.0 MATURITIES AND DIVERSIFICATION:

Liquidity shall be assured through practices ensuring that disbursement, payroll, and bond payable dates are covered through maturing investments or marketable US Treasury issues.

It is the policy of the County to diversify its investment portfolio. Assets held in the pooled funds and other investment funds shall be diversified to eliminate the risk of loss resulting from the over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities.

9.0 SAFEKEEPING and CUSTODY:

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

10.0 PRUDENCE:

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.

11.0 REPORTS:

The Treasurer shall prepare quarterly investments reports. These reports shall be filed with the Board of Commissioners not later than sixty days following the end of each calendar quarter.

APPENDIX 2

**ACKNOWLEDGMENT OF RECEIPT OF INVESTMENT POLICY
AND AGREEMENT TO COMPLY**

I hereby certify that I have received the Investment Policy of Cheboygan County, have personally read the Investment Policy, and agree to comply with the terms of the Investment Policy regarding the investment of the County funds. Any investment not conforming with your investment policy will be disclosed promptly.

Institution

Address

Authorized Official & Title

Signature

Date