

The regular meeting of the Sanilac County Board of Commissioners was called to order by Chairman Daniel Dean at 1:00 p.m., on Tuesday, May 21, 2019 in the Board of Commissioners' Chambers at 60 W. Sanilac Avenue, Sandusky, Michigan. The prayer was given by Commissioner Wyatt and the pledge was led by Chairman Dean. Roll call was taken. Members present: Bob Conely, Joel Wyatt, Jr., Joseph O'Mara, Gary Heberling and Daniel Dean. Quorum present. Administrator / Controller Tara Griffith also present.

Additions, Corrections and Deletions to the Agenda:

None.

Adoption of Agenda:

MOVED BY COMMISSIONER WYATT AND SECONDED BY COMMISSIONER CONELY THAT WE ADOPT THE AGENDA AS PRESENTED. Motion carried.

Approval of Minutes:

MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER O'MARA THAT WE APPROVE THE MINUTES OF MAY 7, 2019 AS PRINTED. Motion carried.

Communications and Introductions:

1. Minutes from the Sanilac County Parks Commission meeting held on May 7, 2019.
2. Public Meeting Notice of the Board of Trustees of the Michigan CLASS Investment Pool.
3. Minutes from the Sanilac County Drug Task Force Board meeting held on Monday, March 11, 2019.

Commissioner Reports:

Commissioners provided reports on meetings attended, local events in their districts and township meetings.

Administrator's Report:

- 2018 Audit: Anderson, Tackman were on site May 16th and 17th and completed testing on outstanding items for the audit. They will present the audit to the Board of Commissioners next month.
- USDA Pre-Applications Submitted: Worked with Melissa Mora regarding minor adjustments to the pre-application submitted for Construction, Land Use & Soil Erosion vehicle fleet. Grants will help with motor pool vehicle replacements. Four applications were submitted, each requesting one vehicle.
- MMRMA Liability Insurance Renewal: liability insurance coverage policy expires on July 1st this year. The claims activity for litigation is increased from

prior years. An additional \$27,000 was approved to the Retention Fund back in March. The renewal price of the insurance will be as 2018 of \$232,392. The distribution of net assets anticipated to increase to \$19,700 from \$9,384 in 2019. Previous years, the Board has directed the distribution into the retention fund.

Public Comments:

Trudy Bowers, County Treasurer, indicated she felt the proposed RFP policy on the agenda today is very cumbersome and is currently working with vendors for new furniture in the Treasurer's office. Trudy questioned if she needed to start the process over under this new policy. Chairman Dean advised her to continue, with any projects in their final stages would be acknowledged as such, because the new policy would be effective today, if approved.

Appointments to Standing Committee:

MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER O'MARA THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPOINTS LT. JOHN MOODY, AS SHERIFF'S OFFICE REPRESENTATIVE TO THE PENSION PLAN BOARD FOR A PARTIAL THREE (3) YEAR TERM, EXPIRING 05/01/2021. Motion carried.

County Commission Appointments to Boards:

None.

General Resolutions:

MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ADOPTS THE FOLLOWING:

RESOLUTION

SUPPORTING CONSTRUCTION OF A NEW STATE PSYCHIATRIC HOSPITAL IN TUSCOLA COUNTY TO REPLACE THE CURRENT CARO CENTER FACILITY

WHEREAS, During the 1990s, two thirds of the state-operated psychiatric hospitals serving Michigan citizens closed. Also of concern, is that from 2005 to 2010 the number of state psychiatric beds in Michigan decreased by nearly 50%; and

WHEREAS, in the absence of needed inpatient treatment and care, individuals in acute or chronic disabling psychiatric crisis increasingly are found in hospital emergency rooms and jails/prisons. These systems experience significant negative impacts as a result. Hospital emergency rooms are so overcrowded that some acutely ill patients wait days or even weeks for a psychiatric bed to open so they can be admitted; some eventually are released to the streets without treatment; and

WHEREAS, law enforcement agencies find service calls, transportation and hospital security for people in acute psychiatric crisis creating significant, growing demands on their officers straining public safety resources. More pressure is put on police officers with some jails/prisons containing a third or more of inmates with untreated mental illness; and

WHEREAS, the number of persons with mental illness who are homeless has increased. In some communities, officials have reported as many as two-thirds of their homeless population is mentally ill; and

WHEREAS, multiple studies and the facts identified above conclude there is a pressing need for long-term, inpatient psychiatric care in Michigan; and

WHEREAS, The Legislature responded to this crisis by providing \$115 million in state building authority financed construction for a new state psychiatric hospital, and decided that the facility would be built on the grounds of the current Caro Center in the FY 16-17 and 17-18 budget. Then-Governor Snyder concurred, by signing Public Act 107 of 2017, in July of that year; and

WHEREAS, On December 19, 2017, the State Administrative Board approved a \$5.4 million contract with Integrated Design Solutions, to design a new 200 bed, regional state psychiatric hospital (an increase from the current 150 beds at the Caro Center), on the site of the existing Caro Center, with an announcement by then State DHHS Director Nick Lyon “The State of Michigan made a commitment to the Caro community that the new psychiatric hospital would remain in the community, and we are keeping that promise;” and

WHEREAS, On October 19, 2018, then-Governor Snyder participated in a ground breaking for the new 225,000 square-foot state psychiatric hospital at the site of the current Caro Center. The new hospital was scheduled to be completed in 2021 and would replace the aging Caro facility. Over \$3 million in taxpayer funds have already been spent in preparation for construction at the Caro site; and

WHEREAS, On March 13, 2019, Governor Whitmer halted construction, and contracted with a private consulting firm, at the cost of \$277,000, to re-assess the location of a new state psychiatric facility, potentially delaying the availability of new psychiatric beds and the replacement of the aging Caro facility by another 2-4 years; and

WHEREAS, the facility is a vital economic engine for this entire region of Michigan. A recent economic impact study determined that the operation infuses \$54 million annually into the regional economy while directly employing 350 people and indirectly employing another 400 people, making it the second largest employer in Tuscola County; and

WHEREAS, relocation of the facility would have dramatic, devastating negative repercussions to businesses, schools and families living in communities throughout this region of the state. The area economy is already struggling from the previous closure of State Prisons; and

WHEREAS, in addition to its critical regional economic importance, by objective measures as previously documented in choosing this location, building the new facility on the site of the current Caro Center is best for the individuals needing inpatient psychiatric care and for the taxpayers of Michigan; and

WHEREAS, at the current location there is a 100-year community tradition of caring. Seventy percent of employees travel less than 30 miles to work. The site is centrally located for family visits and patient transportation with 80% of patients coming from Genesee, Oakland and Macomb Counties, just to the south of Tuscola County. The 600-acre site is already state-owned and infrastructure is already in place. County engineers determined the on-site water system can be economically upgraded to serve the new hospital. It is accessible to state highways and near area medical providers; and

WHEREAS, the difficulty in recruiting psychiatrists is not unique to Tuscola County and will be an issue that has to be dealt with no matter where a new facility is located.

NOW THEREFORE BE IT RESOLVED, the Sanilac County Board of Commissioners does hereby urge Governor Gretchen Whitmer, Department of Health and Human Services Director Robert Gordon, and members of the State Legislature, in response to a critical shortage of inpatient state psychiatric beds, continue with the construction of a new 200-bed, state psychiatric hospital on the grounds of the current Caro Center, in Tuscola County, as the best option for quality, accessible services to patients and their families, and as the best value to the taxpayers of Michigan and prevent devastating negative repercussions to businesses, schools and families living in communities throughout this region of the state; and

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to Governor Gretchen Whitmer, Department of Health and Human Services Director Robert Gordon, State Senator Kevin Daley, and State Representative Phil Green.

Discussion followed. Wil Morris, Director of Community Mental Health, addressed the Board regarding this matter. The Caro facility is a State Facility, which takes months to have a patient admitted. Sanilac County patients are normally placed in a local community hospital for treatment. The financial impact for Sanilac County would be that of local residents being employed at the agency.

Yes: Wyatt, O'Mara, Heberling, Conely and Dean. No: None. Resolution declared adopted.

MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER CONELY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ADOPTS THE FOLLOWING:

RESOLUTION

SANILAC COUNTY COMMUNITY MENTAL HEALTH

WHEREAS, the Sanilac County Board of Commissioners having entered into an enabling resolution to create the Sanilac County Community Mental Health Authority pursuant to Section 100 et seq. and Section 205 of the Mental Health Code, 1974 PA 258, as amended (MCL330.1100 et seq; MCL330.1205); and

WHEREAS, Sanilac County Community Mental Health (Sanilac CMH) is a community mental health authority of the county of Sanilac, organized under the terms of Section 204(a) of the Michigan Mental Health Code (the Code), (MCL330.1204[a]); and

WHEREAS, Section 116(b) of the Code (MCL330.1116[b]) requires that the Department of Community Health shift primary responsibility for the direct delivery of public mental health services from the state to a community mental health services program whenever the community mental health services program has demonstrated a willingness and capacity to provide an adequate and appropriate system of mental health services for the citizens of that service area; and

WHEREAS, Sanilac CMH has demonstrated such willingness and capacity to provide community mental health services for over the past 40 years and is properly certified as a community mental health services program under the terms of Section 232(a) of the Code (MCL330.1232[a]); and

WHEREAS, Section 202(1) of the Code (MCL330.1202[1]) requires that the state shall financially support, in accordance with chapter 3, community mental health services programs that have been established and that are administered according to the provisions of this chapter; and

WHEREAS, there are also established in the state entities known as Prepaid Inpatient Health Plans (PIHPs), which receive Medicaid funds and distribute them to Community Mental Health Services Programs and other Medicaid providers; and

WHEREAS, Appropriations Bill Public Act 207 of 2018, Article X, Part 2 Provisions Concerning Appropriations, General Sections, Behavioral Health Services, Section 928 (1) states, "Each PIHP shall provide, from internal resources, local funds to be used as a bona fide part of the state match required under the Medicaid program in order to increase capitation rates for PIHPs. These funds shall not include either state funds received by a CMHSP for services provided to non-Medicaid recipients or the state matching portion of the Medicaid capitation payments made to a PIHP."; and;

WHEREAS, Sanilac CMH and the county that it represents are not a state designated PIHP; and

WHEREAS, the county of Sanilac having a strong desire to keep local funding at the local level to meet the financial liability of the county pursuant to Section 302(1) of the Code (MCL330.1301[1]) and to respond to the behavioral health needs in this county; and so,

NOW THEREFORE BE IT RESOLVED, that the Sanilac County Board of Commissioners strongly supports the use of local county funds for local community mental health services as provided for under the Michigan Constitution and Michigan Mental Health Code; and

BE IT FURTHER RESOLVED, that the Sanilac County Board of Commissioners strongly urges its State Senate and House of Representatives members to eliminate similar language mentioned above in future State funding appropriations; and

BE IT FURTHER RESOLVED, that copies of this resolution be provided to Governor Gretchen Whitmer, Senator Dan Lauwers, Representative Shane Hernandez, Michigan Department of Health and Human Services Director Robert Gordon, Behavioral Health and Developmental Disabilities Administration Deputy Director Dr. George Mellos, and the Michigan Association of Counties.

THIS RESOLUTION was adopted by the Sanilac County Board of Commissioners at its regularly scheduled meeting on May 21, 2019.

Discussion followed. Wil Morris reviewed the budget requirements with the local monies forwarded to the State, and requested the Board to approve the resolution urging the change in legislation.

Yes: O'Mara, Conely, Heberling, Wyatt and Dean. No: None. Resolution declared adopted.

MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ADOPTS THE FOLLOWING:

RESOLUTION IMPOSING 2019 SUMMER PROPERTY TAX LEVY PURSUANT TO PUBLIC ACT 357 OF 2004, AND NOTICE OF CERTIFICATION OF SANILAC COUNTY ALLOCATED TAX RATE LEVY

WHEREAS, Sanilac County is authorized under the General Property Tax Act, Public Act 206 of 1893, as amended, to levy and collect County allocated property taxes; and

WHEREAS, the General Property Tax Act has been amended by Public Act 357 of 2004, being MCL 211.44a, to require all Michigan Counties to impose a summer property tax levy. The total number of mills allocated to the county are to be levied and collected as a summer property tax beginning in 2007.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Public Act 357 of 2004, Sanilac County's allocated mills shall be levied and collected on July 1, 2019, at the rate allocated after application of the "Headlee" millage reduction fraction, or 4.0482 mills; and

BE IT FURTHER RESOLVED, that the Treasurers that collect the state education tax in Sanilac County are directed to account for and deliver the total County allocated mills collected for 2019 in accordance with the provisions of Public Act 357 of 2004; and

BE IT FURTHER RESOLVED, that this Resolution constitutes certification of the levy of the County allocated mills and authorized collection of the County allocated mills on July 1, 2019, at the rate allocated after application of the "Headlee" millage reduction fraction, or 4.0482 mills; and

BE IT FURTHER RESOLVED, that the County Treasurer shall deliver a copy of this Resolution by first class mail to the Treasurers that collect the state education tax.

Yes: Heberling, Wyatt, Conely, O'Mara and Dean. No: None. Resolution declared adopted.

Committee Reports:

Greg Alexander, Drain Commissioner / Chairman of DPW, provided the Board with an update on the Worth Township Sewer project. All the pipes have been installed and working on the punch list to finish the project. Hookups have not been initiated yet.

Unfinished Business:

None.

New Business:

FA-062-19 MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER CONELY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2019 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED MAY 13, 2019, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$287,587.61. Motion carried.

FA-063-19 MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER CONELY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE FOLLOWING AMENDMENTS AND ESTABLISHES THE FOLLOWING ACCOUNTS:

2019 BUDGET AMENDMENTS

REVENUE:

EXPENSE:

Decrease:	636-228-704.000	Wages-Part Time Employees	\$ (21,892.00)
Increase:	636-228-702.000	Wages-Full Time Employees	\$ 21,892.00

FURTHER, ESTABLISH THE FOLLOWING ACCOUNTS:

- 224-280-759.000 Gas & Oil**
- 291-671-702.220 Director of Nursing Asst.**
- 291-671-702.221 Physical Therapist**
- 291-671-702.222 Physical Therapist Asst.**
- 618-253-276.000 Receipts Refundable**

Motion carried.

FA-064-19 MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE PAYMENT OF ADDITIONAL GENERAL FUND BANK ACCOUNT CHECKS CHARGED TO APRIL, 2019, AS FOLLOWS:

ADDITIONAL GENERAL FUND BANK ACCOUNT CHARGES FOR APRIL 2019	
\$376,839.98	ACH PAYMENTS
\$125,209.47	CHECKS
\$502,049.45	TOTAL

Motion carried.

FA-065-19 MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AUTHORIZES TRANSFERRING FUNDS OF \$8,000 FROM INSTITUTIONAL CARE TO INDEPENDENT LIVING FOR THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, AND FURTHER, AUTHORIZES THE BOARD CHAIRMAN SIGN THE NECESSARY DOCUMENT. Motion carried.

FA-066-19 MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AWARDS LOW BID TO PRO COMM INC., MT. PLEASANT, MICHIGAN AT A COST NOT TO EXCEED \$5,031.25, FOR THE PURPOSE OF INSTALLING A SECURITY AND LIGHTING PACKAGE FOR THE NEW 2019 FORD 15 PASSENGER TRANSIT VAN, WITH FUNDING FROM THE U.S. MARSHAL SERVICE CONTRACT. Motion carried.

FA-067-19 MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER CONELY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE FOLLOWING CONTRACTUAL TEMPORARY EMPLOYEE AGREEMENT AT \$10 PER HOUR FOR THE PURPOSE OF OBTAINING DATA POINTS FOR SANILAC COUNTY GIS SYSTEM OF ALL VETERANS GRAVES IN THE COUNTY:

SANILAC COUNTY VETERANS AFFAIRS

Effective: May 1, 2019
Job Category: Temporary Employee
Job Classification: Data collector
Hours: As Needed

Documentation to be Submitted:

- Time sheets are to be submitted to the office by 4:30 P.M. on Friday before the end of the two week pay period.

Duties:

- Obtaining data points for GIS system of all veterans graves in Sanilac County

Remuneration:

- The rate of pay will be \$ 10.00 per hour. Mileage will be reimbursed according to the Agency rate.

Agreement Period:

- This agreement will remain in effect until September 30, 2019. This agreement may be terminated at any time by either party for any reason. I have reviewed and fully understand the conditions of employment as set forth in this agreement.

Motion carried.

FA-068-19 MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AUTHORIZES THE INFORMATION / TECHNOLOGY DIRECTOR TO PURCHASE 49 COMPUTER WORKSTATIONS FOR JUVENILE, PROBATE, CLERK, EQUALIZATION, PROSECUTOR, DRAINS, SHERIFF AND CONSTRUCTION & LAND USE DEPARTMENTS FROM DELL AT A COST OF \$864.98 EACH, FOR A TOTAL COST NOT TO EXCEED \$42,384.02, WITH FUNDING FROM THE INFORMATION SYSTEMS TECHNOLOGY 2019 BUDGET, NUNC PRO TUNC TO 5/7. Motion carried.

FA-069-19 MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AUTHORIZES THE SHERIFF'S OFFICE TO PURCHASE CAMERAS, EQUIPMENT, LICENSING AND PROGRAMING AT A COST NOT TO EXCEED \$8,792, WITH FUNDING FROM THE COMMISSARY MISCELLANEOUS EQUIPMENT FUND. Motion carried.

FA-070-19 MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ADOPTS THE FOLLOWING POLICY:

Staff Training and Development Policy

Sanilac County recognizes the importance of having a skilled workforce in order to achieve strategic and operational plans and is committed to providing an environment that is conducive to effective performance and promotes training and development opportunities for all staff.

Department Managers understand the immediate educational needs of their departments and can request their staff attend training and development courses when funding is available within their budget, or grant opportunities become available. Training and development courses would be paid for by the County, and the employee would receive expense reimbursement as outlined in the Travel-Conference Policy.

Coursework must be taken through an accredited college or educational institution, or, must be job related. "Job-related" means training will provide the employee with the necessary academic training to complete their job duties and/or offer a direct benefit to their assigned department.

In the event an educational course and any associated direct and indirect costs for an employee to attend exceeds \$2,000, the following information must be included in the Department Manager's written request for Finance & Administration Committee approval, as outlined on the attached Staff Training Request Form:

1. Description of educational course and how it will benefit the department.
2. Name and title of employee attending course and why identified employee was selected.
3. Identify educational provider or accredited college.
4. Duration of course and whether or not course will take place during employee's scheduled work hours.
5. Total cost of educational course, as well as any reimbursements provided upon successful completion of course.
6. Fair disclosure of total cost of training. This includes estimated employee wages/benefits for course or course work during scheduled work hours.

Upon completion of any Board approved staff training, Department Managers must submit a final report illustrating the outcome of training, knowledge gained and actual cost of training. Cost of training should include the cost of course, less any reimbursements, as well as employee wages/benefits for course hours or course work conducted during scheduled work hours. To ensure training received is a benefit to the entire department, final report should include goal setting and succession planning for sharing knowledge gained.

Yes: Conely, Heberling, Wyatt, O'Mara and Dean. No: None. Motion carried.

FA-071-19 MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER WYATT THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ADOPTS THE AMENDMENTS TO THE PURCHASING POLICY, AS FOLLOWS:

<p style="text-align: center;">PURCHASING POLICY Amended: 2/3/99 (FA-014-99) Amended: July 2002 Amended: March 13, 2008 (FA-062-08) Amended: August 13, 2013 (FA-160-13) Amended: January 6, 2015 (NFA-002-15) Amended: July 24, 2018 (FA-102-18) Amended: January 1, 2019 (NFA-046-18) Amended:</p>

1. PURPOSE

This Policy establishes procedures for the purchase of all supplies, merchandise, and articles and services for the operation and maintenance of all Sanilac County offices and departments in a manner that provides maximum open and free competition. The intent is to accomplish this objective while minimizing administrative costs of implementing the policy.

2. AUTHORITY

The authority to establish this Policy is with the Sanilac County Board of Commissioners. The Policy may be changed at the discretion of the Sanilac County Board of Commissioners.

3. APPLICATION

This policy applies to all departments of the County of Sanilac with the following exclusions: Sanilac County Road Commission, Sanilac County Community Mental Health, Sanilac County Medical Care Facility, Sanilac County Health Department, Sanilac County Department of Health and Human Services and Drain Funds. For the purposes of this policy these operations are autonomous and have established separate purchasing policies. (Some of these operations may utilize central purchasing services of the County for paper.)

4. SCOPE

The Policy shall apply to the purchase of equipment, capital improvements, construction, supplies, repair work, lawn maintenance, etc.

Professional assistance such as legal services, computer consultants, auditing, engineers, architects etc. is not required to be bid but may be bid at the discretion of the Sanilac County Board of Commissioners. Similarly, because of the costs of preparing specifications and necessary information, bidding of County insurances and fringe benefits such as health/dental, and life insurance are not required to be bid upon renewal but may be bid at the discretion of the Board of Commissioners.

5. DISCLOSURE

Sanilac County Board of Commissioners requires fair disclosure on total cost of purchase, including any direct or indirect costs associated with items presented to the Finance & Administration Committee for approval.

6. IMPLEMENTATION

Copy paper purchases are centralized and are to be conducted through the Administrator's Office. Certain other items may be decentralized and delegated to be purchased directly by departments but only in accordance with the provisions of this Policy. Inquiry shall be made with the Administrator's Office to determine whether an item will be purchased centrally or delegated to be purchased by individual departments. Purchases over \$2,000.00 require Board of Commissioners approval before the item is purchased.

It is the intent of the Policy to purchase like equipment items as a package rather than purchasing individually when and if savings can be realized. Inquiry shall be made with the Administrator's Office to determine whether budgeted items will be bid as a package.

Related items shall not be separated into individual purchases to circumvent certain bidding requirements.

7. RELATIONSHIP OF BUDGET AND PURCHASING

Departmental equipment/capital improvement requests shall be made as part of the annual budgeting process. In some situations, these items may be budgeted in certain special revenue funds or in departments other than the one making the request.

The amount requested by the department to be budgeted should be based on estimates received from vendors or other resource materials. It is the Board's intent to budget as close as possible to actual costs.

Equipment/capital improvement items that will cost \$2,000.00 or more shall not be purchased from departmental operating budgets unless authorization has been given by the Board of Commissioners or Administrator through the budgeting process or other Board actions. (Supplies, printing, and postage line items are not intended by the Board as major equipment/capital improvement items.) The exception to this is any computer hardware/software which must be approved through the BOC. Departments must present such requests to the ITPC Committee first. They shall then be reviewed by the Administrator.

8. REQUEST FOR PROPOSAL SPECIFICATIONS FOR DOLLAR AMOUNTS OVER \$2,000

Written specifications of Request for Proposals must be posted to the County's website for items anticipated to cost over \$2,000.00. Specifications shall be the same for all bidders and must accompany completed Sanilac County Request for Proposal Form (Exhibit 1). It is not necessary to provide additional documentation if written specifications can be outlined clearly in the space provided within the RFP Form. For lower cost items, written specifications are not required. Because of expertise required in certain situations, assistance in developing specifications may be obtained from vendors

and other sources as necessary, or RFP can be written to outline intended usage/purpose of requested item.

In order to more efficiently administer the county purchasing policy it will be necessary to utilize the following procedure for all items which exceed \$2,000 in cost.

1. All specifications for items over \$2,000.00 must be posted to the County's webpage.
2. Bids of \$20,000 or more shall be sealed if performance/design requirements are very specific, and no material deviations are accepted. The department manager's interpretation of the competitiveness of the market and whether bidders are willing to price competitively, should be factored into requesting sealed bids. Sealed bids must be submitted to the department which is requesting the bid.
3. Bid openings require a combination of at least two County employees or committee/board members be present.
4. Bids will be compiled and presented to the Finance & Administration Committee for review and recommendation to move to the Board of Commissioners for approval.

9. BRAND SPECIFICATIONS

Certain brands or types of items may be specified in bid specifications in order to meet certain desired quality standards.

10. POLICY WAIVER

The Administrator/Controller or Designee should be contacted as soon as a department determines that an emergency purchasing situation exists. Emergency Purchases must follow a special procedure in order to obtain goods or services that exceed the requirement for written bids or competitive solicitation to meet an emergency. An emergency is defined as a situation involving public health, public safety, or cases where immediate expenditure is necessary for repairs to County property to protect against further loss or damage, to prevent or minimize serious disruption in County services, or to insure the integrity of County records. Emergency conditions may result from fires, explosions, adverse weather conditions, or epidemic conditions. They may also result from untimely breakdown, damage, or loss of equipment vital to the health and safety of county employees and county residents, and vital to the continuation of county operations.

In true emergency situations, the County's purchasing policy provides that purchasing procedures, including bidding requirements, may be waived if it becomes important for an emergency transaction to be completed within a certain time. Effort is made to accelerate or modify normal procedures to accommodate an emergency rather than to eliminate a procedure. Examples of such efforts include requesting quotations verbally or by email.

The Board Chair or Finance Chair, after consulting with the Administrator/Controller or Designee, may approve emergency transactions in excess of \$2,001 but less than \$10,000 on behalf of the Board of Commissioners. If the amount of the emergency transaction exceeds \$10,000, the Administrator/Controller must consult with all Board members who can reasonably be contacted before approving the emergency action.

11. PRE-APPROVAL VARIANCE FROM PURCHASING POLICY

The County realizes the savings associated with purchasing goods through government auction websites, and understands time is of the essence when bidding on auctioned goods. In the event the purchasing policy delays a department's ability to secure goods for purchase on government auction websites, the Department Manager can request pre-approval from the Board of Commissioners for a specific item, used or new, with a not to exceed value. Upon the Board's authorization to enable purchasing when the item becomes available, the Department Manager has the ability to secure the purchase with a bid that does not exceed the pre-authorized Board approved limit.

Advance planning of supplies can assist Department Managers with identifying needed items which can be purchased well under actual cost on government auction websites. Departments can provide items of interest to the Board of Commissioners for pre-authorized approval on purchase amounts not to exceed a specific threshold. It may be necessary to identify a source of funding for items requesting pre-approval on.

12. USED EQUIPMENT

If used equipment is being purchased bids are not required. Because used equipment can vary in age, conditions, etc. bid comparisons would not be possible.

13. FIXED ASSETS

When equipment is purchased, it is the responsibility of the department for which the equipment was purchased to comply with the County fixed asset policy.

14. INFORMATION TECHNOLOGY

All information/technology equipment/capital improvement items should be requested by Elected/Appointed Officials as part of the annual budgeting process. Equipment requests will be reviewed by the Sanilac County Information/Technology Planning Committee and budget recommendations forwarded to the Sanilac County Board of Commissioners. Departments purchasing computer equipment need to contact the Information Technology Director to ensure proper bidding procedures are met and to schedule setup and installation.

The Information Technology Director will annually submit to the Sanilac County Information/Technology Planning Committee a brand list for computers and printers for

bidding purposes. The County reserves the right to determine brand names, select types of equipment and installation vendors.

15. RECORDKEEPING

All bids received must be retained for documentation purposes following the State of Michigan’s Record Retention Schedule. The State of Michigan requires the following retention timeline:

- **Bids or Quotes Not Awarded:** Until the bid is awarded plus 2 years
- **Bids or Quotes Awarded:** Until the contract with the awarded vendor expires (or: purchase date of item), plus 6 years

Whenever possible, a file will be maintained of bid specifications for various items in order to assist in future purchases of like items.

16. BID SUBMITTAL DEADLINE

Bids received after stated deadlines outlined in the Request for Proposals form will not be considered.

17. DISCLAIMER

Sanilac County reserves the right to reject any and all bids and choose the bid that is in the best interests of the County. Any vendor or parties who bid under this Policy are doing so of their own free will and without liability to the County.

A bid may be awarded to a higher bidder for reasons such as, but not limited to, quality, service, reliability, convenience, dependability, etc.

18. REQUIREMENTS FOR BID DOLLAR RANGES

Sanilac County Purchasing Policy Requirements for Bid Dollar Ranges						
	<i>Written Specifications</i>	<i>RFP Posted to Website</i>	<i>Other Acceptable Advertising Methods</i>	<i>Bids Required</i>	<i>Sealed Bids</i>	<i>Submit Bids to Finance & Admin Committee & BOC for approval/award</i>
<i>\$2,000 or less</i>	No	No	N/A	Encourage to conduct price comparisons	N/A	N/A
<i>\$2,001 - \$5,000</i>	Yes	Yes	Mail, email or fax. Newspaper advertising is <u>not</u> required.	3 written bids, if possible	No	Yes
			Any combination			

\$5,001 - \$19,999	Yes	Yes	of direct contact advertisement such as mail, email, fax, newspaper advertisements	3 written bids, if possible	No	Yes
\$20,000 and above	Yes	Yes	Any combination of direct contact advertisement such as mail, email, fax, newspaper advertisements	3 written bids, if possible	Manager can request sealed bids during RFP Process	Yes

(1ST AMENDMENT) MOVED BY COMMISSIONER O’MARA AND SECONDED BY COMMISSIONER WYATT TO AMEND THE POLICY UNDER #4. SCOPE – TO STATE AS FOLLOWS: “ALL PROFESSIONAL SERVICES (LEGAL, INSURANCE, ACCOUNTING, ENGINEERING, ARCHITECTURE ETC.) FOR WHICH THE COUNTY (ALL UNITS) SPENDS OVER \$10,000 ANNUALLY TO A FIRM, NEEDS TO BE BID OUT AT LEAST ONCE EVERY 3 TO 5 YEARS IN ACCORDANCE WITH THE RFP AND PURCHASING POLICY. IF THE FIRSTS PRICING INCREASE MORE THAN 2.5% ANNUALLY THE COUNTY WILL SEEK BIDS FROM AT LEAST THREE OTHER FIRMS.” Roll call on first amendment: Yes: Conely, Heberling, Wyatt, O’Mara and Dean. First amendment approved.

(2ND AMENDMENT) MOVED BY COMMISSIONER O’MARA TO INCLUDE THE FOLLOWING WORDING IN THE POLICY: “FOR ALL MECHANICAL, REPAIR, BUILDING MAINTENANCE, AUTOMOTIVE AND EQUIPMENT SERVICES, THE COUNTY WILL ESTABLISH A PREFERRED PROVIDED LIST OF EACH SERVICE CATEGORY AND ESTABLISH PRICING GUIDELINES FOR EACH MAJOR SERVICE CATEGORY AND ESTABLISH A FIXED RATES PER HOUR FOR GENERAL SERVICES. WE SHOULD AIM TO HAVE AT LEAST 3 SERVICE PROVIDERS IN EACH SERVICE CATEGORY AND ADD QUALIFIED PROVIDERS AS THEY PRESENT THEMSELVES. ALL PRICING LISTS SHALL BE UPDATED ANNUALLY. EACH OF THE PROVIDERS WILL INVOICE THE COUNTY EVERY MONTH AND RECEIVE PAYMENT DIRECTLY FROM THE COUNTY’S ACCOUNTS PAYABLE DEPARTMENT.” Discussion followed. Motion died for lack of support.

Roll call on Purchasing Policy with 1st Amendment Wording included. Yes: O’Mara, Wyatt, Conely, Heberling and Dean. None. Motion carried.

PURCHASING POLICY
Amended: 2/3/99
(FA-014-99)

Amended: July 2002
Amended: March 13, 2008 (FA-062-08)
Amended: August 13, 2013 (FA-160-13)
Amended: January 6, 2015 (NFA-002-15)
Amended: July 24, 2018 (FA-102-18)
Amended: January 1, 2019 (NFA-046-18)
Amended:

1. PURPOSE

This Policy establishes procedures for the purchase of all supplies, merchandise, and articles and services for the operation and maintenance of all Sanilac County offices and departments in a manner that provides maximum open and free competition. The intent is to accomplish this objective while minimizing administrative costs of implementing the policy.

2. AUTHORITY

The authority to establish this Policy is with the Sanilac County Board of Commissioners. The Policy may be changed at the discretion of the Sanilac County Board of Commissioners.

3. APPLICATION

This policy applies to all departments of the County of Sanilac with the following exclusions: Sanilac County Road Commission, Sanilac County Community Mental Health, Sanilac County Medical Care Facility, Sanilac County Health Department, Sanilac County Department of Health and Human Services and Drain Funds. For the purposes of this policy these operations are autonomous and have established separate purchasing policies. (Some of these operations may utilize central purchasing services of the County for paper.)

4. SCOPE The Policy shall apply to the purchase of equipment, capital improvements, construction, supplies, repair work, lawn maintenance, etc.

ALL PROFESSIONAL SERVICES (LEGAL, INSURANCE, ACCOUNTING, ENGINEERING, ARCHITECTURE ETC.) FOR WHICH THE COUNTY (ALL UNITS) SPENDS OVER \$10,000 ANNUALLY TO A FIRM, NEEDS TO BE BID OUT AT LEAST ONCE EVERY 3 TO 5 YEARS IN ACCORDANCE WITH THE RFP AND PURCHASING POLICY. IF THE FIRSTS PRICING INCREASE MORE THAN 2.5% ANNUALLY THE COUNTY WILL SEEK BIDS FROM AT LEAST THREE OTHER FIRMS.

The Policy shall apply to the purchase of equipment, capital improvements, construction, supplies, repair work, lawn maintenance, etc.

5. DISCLOSURE

Sanilac County Board of Commissioners requires fair disclosure on total cost of purchase, including any direct or indirect costs associated with items presented to the Finance & Administration Committee for approval.

6. IMPLEMENTATION

Copy paper purchases are centralized and are to be conducted through the Administrator's Office. Certain other items may be decentralized and delegated to be purchased directly by departments but only in accordance with the provisions of this Policy. Inquiry shall be made with the Administrator's Office to determine whether an item will be purchased centrally or delegated to be purchased by individual departments. Purchases over \$2,000.00 require Board of Commissioners approval before the item is purchased.

It is the intent of the Policy to purchase like equipment items as a package rather than purchasing individually when and if savings can be realized. Inquiry shall be made with the Administrator's Office to determine whether budgeted items will be bid as a package.

Related items shall not be separated into individual purchases to circumvent certain bidding requirements.

7. RELATIONSHIP OF BUDGET AND PURCHASING

Departmental equipment/capital improvement requests shall be made as part of the annual budgeting process. In some situations, these items may be budgeted in certain special revenue funds or in departments other than the one making the request.

The amount requested by the department to be budgeted should be based on estimates received from vendors or other resource materials. It is the Board's intent to budget as close as possible to actual costs.

Equipment/capital improvement items that will cost \$2,000.00 or more shall not be purchased from departmental operating budgets unless authorization has been given by the Board of Commissioners or Administrator through the budgeting process or other Board actions. (Supplies, printing, and postage line items are not intended by the Board as major equipment/capital improvement items.) The exception to this is any computer hardware/software which must be approved through the BOC. Departments must present such requests to the ITPC Committee first. They shall then be reviewed by the Administrator.

8. REQUEST FOR PROPOSAL SPECIFICATIONS FOR DOLLAR AMOUNTS OVER \$2,000

Written specifications of Request for Proposals must be posted to the County's website for items anticipated to cost over \$2,000.00. Specifications shall be the same for all bidders and must accompany completed Sanilac County Request for Proposal Form (Exhibit 1). It is not necessary to provide additional documentation if written specifications can be outlined clearly in the space provided within the RFP Form. For lower cost items, written specifications are not required. Because of expertise required in certain situations, assistance in developing specifications may be obtained from vendors and other sources as necessary, or RFP can be written to outline intended usage/purpose of requested item.

In order to more efficiently administer the county purchasing policy it will be necessary to utilize the following procedure for all items which exceed \$2,000 in cost.

1. All specifications for items over \$2,000.00 must be posted to the County's webpage.
2. Bids of \$20,000 or more shall be sealed if performance/design requirements are very specific, and no material deviations are accepted. The department manager's interpretation of the competitiveness of the market and whether bidders are willing to price competitively, should be factored into requesting sealed bids. Sealed bids must be submitted to the department which is requesting the bid.
3. Bid openings require a combination of at least two County employees or committee/board members be present.
4. Bids will be compiled and presented to the Finance & Administration Committee for review and recommendation to move to the Board of Commissioners for approval.

9. BRAND SPECIFICATIONS

Certain brands or types of items may be specified in bid specifications in order to meet certain desired quality standards.

10. POLICY WAIVER

The Administrator/Controller or Designee should be contacted as soon as a department determines that an emergency purchasing situation exists. Emergency Purchases must follow a special procedure in order to obtain goods or services that exceed the requirement for written bids or competitive solicitation to meet an emergency. An emergency is defined as a situation involving public health, public safety, or cases where immediate expenditure is necessary for repairs to County property to protect against further loss or damage, to prevent or minimize serious disruption in County services, or to insure the integrity of County records. Emergency conditions may result from fires, explosions, adverse weather conditions, or epidemic conditions. They may also result from untimely breakdown, damage, or loss of equipment vital to the health and safety of

county employees and county residents, and vital to the continuation of county operations.

In true emergency situations, the County's purchasing policy provides that purchasing procedures, including bidding requirements, may be waived if it becomes important for an emergency transaction to be completed within a certain time. Effort is made to accelerate or modify normal procedures to accommodate an emergency rather than to eliminate a procedure. Examples of such efforts include requesting quotations verbally or by email.

The Board Chair or Finance Chair, after consulting with the Administrator/Controller or Designee, may approve emergency transactions in excess of \$2,001 but less than \$10,000 on behalf of the Board of Commissioners. If the amount of the emergency transaction exceeds \$10,000, the Administrator/Controller must consult with all Board members who can reasonably be contacted before approving the emergency action.

11. PRE-APPROVAL VARIANCE FROM PURCHASING POLICY

The County realizes the savings associated with purchasing goods through government auction websites, and understands time is of the essence when bidding on auctioned goods. In the event the purchasing policy delays a department's ability to secure goods for purchase on government auction websites, the Department Manager can request pre-approval from the Board of Commissioners for a specific item, used or new, with a not to exceed value. Upon the Board's authorization to enable purchasing when the item becomes available, the Department Manager has the ability to secure the purchase with a bid that does not exceed the pre-authorized Board approved limit.

Advance planning of supplies can assist Department Managers with identifying needed items which can be purchased well under actual cost on government auction websites. Departments can provide items of interest to the Board of Commissioners for pre-authorized approval on purchase amounts not to exceed a specific threshold. It may be necessary to identify a source of funding for items requesting pre-approval on.

12. USED EQUIPMENT

If used equipment is being purchased bids are not required. Because used equipment can vary in age, conditions, etc. bid comparisons would not be possible.

13. FIXED ASSETS

When equipment is purchased, it is the responsibility of the department for which the equipment was purchased to comply with the County fixed asset policy.

14. INFORMATION TECHNOLOGY

All information/technology equipment/capital improvement items should be requested by Elected/Appointed Officials as part of the annual budgeting process. Equipment requests will be reviewed by the Sanilac County Information/Technology Planning Committee and budget recommendations forwarded to the Sanilac County Board of Commissioners. Departments purchasing computer equipment need to contact the Information Technology Director to ensure proper bidding procedures are met and to schedule setup and installation.

The Information Technology Director will annually submit to the Sanilac County Information/Technology Planning Committee a brand list for computers and printers for bidding purposes. The County reserves the right to determine brand names, select types of equipment and installation vendors.

15. RECORDKEEPING

All bids received must be retained for documentation purposes following the State of Michigan’s Record Retention Schedule. The State of Michigan requires the following retention timeline:

- Bids or Quotes **Not Awarded**: Until the bid is awarded plus 2 years
- Bids or Quotes **Awarded**: Until the contract with the awarded vendor expires (or: purchase date of item), plus 6 years

Whenever possible, a file will be maintained of bid specifications for various items in order to assist in future purchases of like items.

16. BID SUBMITTAL DEADLINE

Bids received after stated deadlines outlined in the Request for Proposals form will not be considered.

17. DISCLAIMER

Sanilac County reserves the right to reject any and all bids and choose the bid that is in the best interests of the County. Any vendor or parties who bid under this Policy are doing so of their own free will and without liability to the County.

A bid may be awarded to a higher bidder for reasons such as, but not limited to, quality, service, reliability, convenience, dependability, etc.

18. REQUIREMENTS FOR BID DOLLAR RANGES

Sanilac County Purchasing Policy Requirements for Bid Dollar Ranges						
	<i>Written</i>	<i>RFP</i>	<i>Other Acceptable</i>			<i>Submit Bids to Finance &</i>

	<i>Specifications</i>	<i>Posted to Website</i>	<i>Advertising Methods</i>	<i>Bids Required</i>	<i>Sealed Bids</i>	<i>Admin Committee & BOC for approval/award</i>
<i>\$2,000 or less</i>	No	No	N/A	Encourage to conduct price comparisons	N/A	N/A
<i>\$2,001 - \$5,000</i>	Yes	Yes	Mail, email or fax. Newspaper advertising is <u>not</u> required.	3 written bids, if possible	No	Yes
<i>\$5,001 - \$19,999</i>	Yes	Yes	Any combination of direct contact advertisement such as mail, email, fax, newspaper advertisements	3 written bids, if possible	No	Yes
<i>\$20,000 and above</i>	Yes	Yes	Any combination of direct contact advertisement such as mail, email, fax, newspaper advertisements	3 written bids, if possible	Manager can request sealed bids during RFP Process	Yes

Approved with amendment.

FA-072-19 MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER CONELY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY ADOPTS THE REQUEST FOR PROPOSALS (RFP) DISTRIBUTION POLICY, AS FOLLOWS:

MOVED BY COMMISSIONER O'MARA AND SECONDED BY COMMISSIONER WYATT TO INCLUDE THE 1ST AMENDMENT WORDING AS FOLLOWS UNDER #4 SCOPE: ALL PROFESSIONAL SERVICES (LEGAL, INSURANCE, ACCOUNTING, ENGINEERING, ARCHITECTURE ETC.) FOR WHICH THE COUNTY (ALL UNITS) SPENDS OVER \$10,000 ANNUALLY TO A FIRM, NEEDS TO BE BID OUT AT LEAST ONCE EVERY 3 TO 5 YEARS IN ACCORDANCE WITH THE RFP AND PURCHASING POLICY. IF THE FIRSTS PRICING INCREASE MORE THAN 2.5% ANNUALLY THE COUNTY WILL SEEK BIDS FROM AT LEAST THREE OTHER FIRMS. Yes: Conely, Heberling, Wyatt, O'Mara and Dean. No: None. Amendment approved.

REQUEST FOR PROPOSALS (RFP) DISTRIBUTION POLICY
Adopted:

1. PURPOSE

This policy provides a framework for the distribution of Request for Proposals to ensure transparency, fairness and provide for communication avenues which will allow for multiple vendors to participate.

2. AUTHORITY

The authority to establish this Policy is with the Sanilac County Board of Commissioners. The Policy may be changed at the discretion of the Sanilac County Board of Commissioners.

3. APPLICATION

This policy applies to all departments of the County of Sanilac, including the following Component Units: Medical Care Facility, Health Department & Drain Funds.

4. SCOPE

This policy shall apply to the need to purchase equipment, capital improvements, construction, supplies, repair work, maintenance, etc. for all purchases within the outlined parameters below, and is intended to align with the existing purchasing policy in place at noted component units and Sanilac County.

Department	Cost
County of Sanilac Departments	\$2,001 and higher
Health Department	\$2,001 and higher
Medical Care Facility	\$5,001 and higher
Drain Funds	\$5,000 and higher

ALL PROFESSIONAL SERVICES (LEGAL, INSURANCE, ACCOUNTING, ENGINEERING, ARCHITECTURE ETC.) FOR WHICH THE COUNTY (ALL UNITS) SPENDS OVER \$10,000 ANNUALLY TO A FIRM, NEEDS TO BE BID OUT AT LEAST ONCE EVERY 3 TO 5 YEARS IN ACCORDANCE WITH THE RFP AND PURCHASING POLICY. IF THE FIRSTS PRICING INCREASE MORE THAN 2.5% ANNUALLY THE COUNTY WILL SEEK BIDS FROM AT LEAST THREE OTHER FIRMS.

5. REQUEST FOR PROPOSAL WRITTEN SPECS & DISTRIBUTION

Items identified in the policy’s Scope require written specifications for Request for Proposals (RFP). RFP’s must be posted to the County’s website. Completed RFP’s can be emailed to Information Technology or Administration for posting on the County’s website. Specifications shall be the same for all bidders and must accompany completed Sanilac County Request for Proposal Form (Exhibit 1). It is not necessary to provide

additional documentation if written specifications can be outlined clearly in the space provided within the RFP Form. Because of the expertise required in certain situations, assistance in developing specifications may be obtained from vendors and other sources as necessary, or RFP can be written to outline intended usage/purpose of requested item. Departments are encouraged to utilize multiple methods of communicating available RFP's to interested parties. It is mandatory for RFP's to be posted on the County's website, and in addition, RFP's can be emailed, mailed, faxed, hand delivered, advertised, etc.

6. COMPLETION OF REQUEST FOR PROPOSAL FORM

The Request for Proposal Form (RFP) acts as a cover page and must accompany all RFP's. It is at the Department's discretion as to how long they will accept bids (Minimum requirement of one-week), whether the department wishes to hold a pre-bid information review, and how the department will accept submitted bids (mail, email, fax, hand deliver, etc.).

Bids of \$20,000 or more shall be sealed if performance/design requirements are very specific, and no material deviations are accepted. The department manager's interpretation of the competitiveness of the market and whether bidders are willing to price competitively, should be factored into requesting sealed bids.

Bid openings require a combination of at least two County employees or committee/board members be present.

7. RECORDKEEPING

All bids received must be retained for documentation purposes following the State of Michigan's Record Retention Schedule. The State of Michigan requires the following retention timeline:

- Bids or Quotes **Not Awarded**: Until the bid is awarded plus 2 years
- Bids or Quotes **Awarded**: Until the contract with the awarded vendor expires (or: purchase date of item), plus 6 years

Whenever possible, a file will be maintained of bid specifications for various items in order to assist in future purchases of like items.

8. BID SUBMITTAL DEADLINE

Bids received after stated deadlines outlined in the Request for Proposals form will not be considered.

9. DISCLAIMER

Sanilac County reserves the right to reject any and all bids and choose the bid that is in the best interests of the County. Any vendor or parties who bid under this Policy are doing so of their own free will and without liability to the County.

A bid may be awarded to a higher bidder for reasons such as, but not limited to, quality, service, reliability, convenience, dependability, etc.

Roll call on Policy with 1st Amendment included. Yes: Wyatt, Conely, Heberling, O'Mara and Dean. No: None. Motion carried.

FA-073-19 MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER CONELY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY AWARDS LOW BID TO "THE FIRE STORE" FOR THE PURCHASE OF 32 PIECES "EMERGENCY SCENE AHEAD" SIGNS WITH STANDS, AT A COST OF \$8,526.68 FROM THE EMERGENCY MANAGEMENT BUDGET, WITH 100% FUNDING REIMBURSED BY THE REGION 3 HOMELAND SECURITY GRANT FIDUCIARY. Discussion followed. Todd Hillman, Emergency Management Director, advised the Board the lowest bid must be awarded according to the requirements of Homeland Security. Motion carried.

Public Comments:

Lt. Nick Romzek from the Sheriff's Department supports the concept of having yearly bids for contractors to secure hourly rates for services performed.

Closed Session:

MOVED BY COMMISSIONER WYATT AND SECONDED BY COMMISSIONER CONELY THAT WE GO INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING LABOR MATTERS AT 2:12 P.M. Yes: Wyatt, Conely, Heberling, O'Mara and Dean. No: None. Motion carried.

MOVED BY COMMISSIONER WYATT AND SECONDED BY COMMISSIONER HEBERLING THAT WE RETURN TO REGULAR SESSION AT 3:04 P.M. Motion carried.

MOVED BY COMMISSIONER HEBERLING AND SECONDED BY COMMISSIONER CONELY THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE CLOSED MINUTES OF MAY 7, 2019. Motion carried.

Adjournment:

MOVED BY COMMISSIONER CONELY AND SECONDED BY COMMISSIONER HEBERLING THAT WE ADJOURN AT 3:09 P.M. Motion carried.

Daniel Dean, Chairman

Denise McGuire, County Clerk