



CLERK

Jill M. Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

Board of Commissioners

CHAIRPERSON

Jeffrey Dontz

VICE-CHAIRPERSON

Karen Goodman

Margaret Batzer

Eric Gustad

Pauline Jaquish

Nikki Koons

Richard Schmidt

PERSONNEL COMMITTEE

Friday, March 5, 2021
9:00 A.M.

Courthouse & Government Center
Board of Commissioner's Room

AGENDA

1. Call to Order
2. Public Comment
3. Manistee County Credit Card Policy (APPENDIX A)
4. Manistee County Planning Director Position (APPENDIX B)
5. Update on Classification and Compensation Study w/ Nottley
6. Other items from Committee members
7. Adjournment

Manistee County Credit Card Policy

Manistee County credit cards are provided to individuals as a means of making business purchases. The following policies and procedures are important to assure proper oversight of expenses and avoid any tax consequences for the employee.

1. Manistee County credit cards will be issued to approved staff only and with approval of the Board of Commissioners.
2. Credit cards will be subject to appropriate limits based upon the employee's position and job responsibilities.
3. Credit cards will be used only for business purposes. Personal purchases of any type are not allowed.
4. The following purchases are not allowed:
 - Alcoholic beverages/tobacco products
 - Controlled substances
 - Capital equipment and upgrades over \$2,000.
 - Construction, renovation, or installation
 - Items or services on term contracts
 - Maintenance agreements
 - Personal items or loans
 - Rentals (other than short-term autos)
 - Telephones, related equipment, or services
5. Cash advances on credit cards are *not* allowed.
6. Cardholders will be required to sign the Manistee County Cardholder Agreement, indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

Procedures

1. Detailed receipts must be retained and attached to the credit card statements. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.

2. Monthly statements, with attached detailed receipts, must be submitted to the Administrator's Office, within ten days of receipt of the statement to enable timely payment of amounts due. The cardholder will be responsible for any late payment fees incurred by the Manistee County due to the cardholder's failure to timely submit statements with the appropriate substantiation.
3. All monthly statements submitted for payment must have the appropriate account number(s) and the associated amounts clearly written on the statement. Multiple purchases charged to the same account number must be subtotaled. Cards may be designated to have all expenses charged to a specific account number, with exceptions noted on the monthly statement, if desired.
4. Cardholders should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the Administrator's Office. Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales taxes should not be paid where the purchases are for more substantial expenditures or are repetitively incurred.

MANISTEE COUNTY CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the following
(Name of Cardholder)

credit card: _____ / _____ - _____ - _____ - _____
(Type of Credit Card) (Credit Card Number)

I understand that improper use of this card may result in disciplinary action, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Manistee County Credit Card Policy agreement.

I acknowledge receipt of said Agreement and Policy and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of Manistee County and that the County will be liable to _____ for all charges made on this card.
(Name of Credit Card Company)

I will strive to obtain the best value for Manistee County when purchasing merchandise and/or services with this card.

As a holder of this card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Administrator/Controller or Finance Officer, upon demand, during the period of my employment. I further agree to return the card immediately upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the County will be entitled to reimbursement from me of such purchases. The County shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature _____ Date _____
(Cardholder)

Accounting Department use only:	
Date _____	Amount approved \$ _____
Signature _____	
(Administrator's Office)	

Lisa Sagala

From: Nancy Baker
Sent: Wednesday, March 3, 2021 12:53 PM
To: Lisa Sagala
Subject: Mike

1. **Planning Director Position**

Mr. Rishel stated Mr. Szokola stepped into the position of County Planner since the departure of Mr. Carson. He has been under the title of Planning Director Interim.

Ms. Batzer moved, seconded by Mr. Landis to recommend Mr. Szokola as the County Planning Director. This was a unanimous endorsement from the Planning Commission members.

Roll call vote:

**Yes: Ms. Becker-Witt, Mr. Batzer, Mr. Landis, Ms. Batzer, Mr. Zaring,
Ms. Goble and Mr. Rishel**

No: None

Nancy Baker
Planning Secretary/Assistant to Planner
Manistee Co Planning Building
395 3rd St, Manistee, MI 49660
231-398-3576; fax 231-398-3526
nbaker@manisteecountymi.gov

