BOARD OF COMMISSIONERS’
TENTATIVE AGENDA
DECEMBER 2, 2014
BOARD ROOM

11:00 a.m.  Call to Order
Roll Call
Communications
Brief Public Comment (3 minute limit)
Employee Comment
Approval of Agenda
Approval of Board minutes for November 18, 2014

NEW BUSINESS
Consent Agenda & Other Recommendations

COMMITTEE REPORTS
Board Comments
Extended Public Comment (6 minute limit)

PUBLIC COMMENT
The Board welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed:
   At the beginning and at the end of each board meeting, there is time to receive public comment from the audience.
   If you wish to address the Board, we ask that you stand, give your name and present your concern.
   If you wish to speak while the Board is addressing a specific issue, you are asked to make arrangements ahead of time with the Board Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the board meeting, please notify the County Clerk at (231) 832-3261 or the Board of Commissioner’s Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time for arrangements to be made.
OSCEOLA COUNTY
BOARD OF COMMISSIONERS
BOARD MINUTES
NOVEMBER 18, 2014

The Osceola County Board of Commissioners meeting was called to order at 11:53 a.m. by Chairman Larry Emig at the Courthouse.

Roll call: Commissioners Halladay, Sikkema, Stoner, Emig, Tiedt, Elkins and Wayne were present.

Chairman Emig offered prayer and then led everyone in the Pledge of Allegiance to the United States of America.

Communications: None.

Brief Public Comment: None.

Employee Comment: Karen Bluhm, County Clerk, reminded everyone she would be participating in this year’s United Way Cake Auction and asked for their support.

**MOTION #1: Approve Board Agenda**
Motion by Commissioner Tiedt, support by Commissioner Sikkema, to approve the agenda as amended. Motion carried with a voice vote.

**MOTION #2: Approve Board Minutes of November 4, 2014**
Motion by Commissioner Elkins, support by Commissioner Halladay, to approve the regular Board minutes of November 4, 2014 as presented. Motion carried with a voice vote.

**County Apportionment Report**
Rosie McKinstry, Equalization Director, presented an amended County Apportionment Report. She explained the various millage changes occurring as a result of the election results of November 4, 2014.

**MOTION #3: Amended Apportionment Report**
Moved by Commissioner Tiedt, supported by Commissioner Sikkema to approve the 2014 Amended Apportionment Report as presented by the Equalization Department and authorize the Chairman to sign the L-4029. Motion carried with seven (7) yes votes.

**MOTION #4: Approval of Consent Agenda**
Motion by Commissioner Wayne support by Commissioner Sikkema, to accept the following Committee recommendations of November 18, 2014.

**MOTION #4A: Sigma Spectrum Agreement**
Approve the agreement, Sigma Spectrum Purchase Order Terms and Conditions, and authorize the Chairman to sign.

**MOTION #4B: Transfer of Equipment/Region 6**
Accept an LTV 1200 ventilator to use from Region 6 with the County responsible for annual maintenance.
MOTION #4C: Storage of Trailer for Region 6
Approve storing an 18 foot enclosed trailer with disaster equipment for Region 6.

MOTION #4D: Prosecutor's Victim Rights Grant
Approve the Prosecutor’s Victim Rights Grant and authorize the Chairman to sign.

MOTION #4E: County Exchange of Equipment/District Court
Approve Judge Grant’s request to exchange her laptop for leaving all of her office equipment.

MOTION #4F: Payment for New Commissioner Training
Approve the New Commissioner Training for the Commissioner Elects with payment to come from the Board’s Conference and Travel line-items.

RESOLUTION 2014-0010
2015 Budget/Appropriations Act

WHEREAS, the Osceola County Board of Commissioners ("Board") has examined the fiscal requests for 2015 of the various departments, agencies, courts, offices, and activities ("budgetary centers") which it must legally finance or assist in financing; and

WHEREAS, the Board has taken into consideration the facts that there are required functions of county government or operations that must be budgeted at a serviceable level to provide statutory and constitutionally required services and programs; and

WHEREAS, the Board has interviewed officials responsible for providing such mandated services to determine serviceable levels and the funds to sustain such levels; and

WHEREAS, the Board has determined the amount of money to be raised by taxation necessary for expenditures and liabilities for the 2015 fiscal year and has ordered that money to be raised by taxation within statutory and constitutional limitations; and

WHEREAS, the Uniform Budgeting and Accounting Act, Act No. 2 of the Public Acts of Michigan of 1968, as amended ("UBAA"), requires that the Board enact a general appropriations act designed to meet county-funded expenditures; and

WHEREAS, the Board of Commissioners conducted a public hearing on the proposed budgets on October 21, 2014, in the Commissioners room;

NOW THEREFORE BE IT RESOLVED, that the County Treasurer is hereby directed to collect 6.4035 mills for the period January 1st to December 31st, 2015 on all real and personal taxable property in the County of Osceola for the general operating budget; 1.0000 mill for the purpose of Road Patrol, 1.3300 mills for the purpose of Emergency Medical Services (Ambulance) and .8000 mill for the purpose of Commission on Aging.
BE IT FURTHER RESOLVED, that the amounts indicated in the attached "Budgetary Detail" are hereby appropriated from the General Fund and other funds of Osceola County according to the activities and accounts contained in that detail that is incorporated herein by reference, and that such appropriations shall be restricted to the purpose described in the title of the accounts specified in the detail and by the provisions of this Act.

BE IT FURTHER RESOLVED, that the following activities and accounts are allocated monies as budgeted in the General Fund, in such manner and at such times as prescribed, and furthermore, the County Clerk is authorized to pay the claims:

<table>
<thead>
<tr>
<th>ALLOCATION</th>
<th>FREQUENCY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Payroll</td>
<td>Bi-weekly</td>
<td></td>
</tr>
<tr>
<td>Public Defender</td>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td>Medical Examiner</td>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td>As Due</td>
<td></td>
</tr>
<tr>
<td>Employee Fringe Benefits</td>
<td>As Due</td>
<td></td>
</tr>
<tr>
<td>Insurances and Bonds</td>
<td>As Due</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>As Due</td>
<td></td>
</tr>
<tr>
<td>District Health</td>
<td>As Due</td>
<td></td>
</tr>
<tr>
<td>Social Services</td>
<td>As Due</td>
<td></td>
</tr>
<tr>
<td>Community Mental Health</td>
<td>Quarterly</td>
<td>Jan, Apr, Jul, Oct</td>
</tr>
<tr>
<td>Law Library</td>
<td>Annually</td>
<td>January</td>
</tr>
<tr>
<td>Various Fairs</td>
<td>Annually</td>
<td>As Requested</td>
</tr>
<tr>
<td>Soldiers and Sailors</td>
<td>Annually</td>
<td>April</td>
</tr>
<tr>
<td>Soil Conservation</td>
<td>Annually</td>
<td>Following Receipt</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>Annually</td>
<td>Following Receipt</td>
</tr>
<tr>
<td>Cigarette Tax</td>
<td>Annually</td>
<td></td>
</tr>
<tr>
<td>Department Postage</td>
<td>As Requested Within Budget</td>
<td></td>
</tr>
<tr>
<td>Petty Cash Reimbursement</td>
<td>As Requested Within Budget</td>
<td></td>
</tr>
<tr>
<td>Newspaper Advertisements</td>
<td>As Requested Within Budget</td>
<td></td>
</tr>
<tr>
<td>Dues, Seminars and Training</td>
<td>As Requested Within Budget</td>
<td></td>
</tr>
<tr>
<td>Board Approved Contracts</td>
<td>As Submitted</td>
<td></td>
</tr>
<tr>
<td>Cellular Telephones</td>
<td>As Submitted</td>
<td></td>
</tr>
<tr>
<td>Vehicle Fuel Purchases</td>
<td>As Submitted</td>
<td></td>
</tr>
<tr>
<td>Veteran Burial Fees</td>
<td>As Submitted</td>
<td></td>
</tr>
<tr>
<td>Jury Duty and Witness Fees</td>
<td>As Submitted</td>
<td></td>
</tr>
<tr>
<td>Vehicle Registration Fees</td>
<td>As Submitted</td>
<td></td>
</tr>
<tr>
<td>Work Crew Supervision For Comm. Cor.</td>
<td>As Submitted</td>
<td></td>
</tr>
<tr>
<td>Software and Network Support</td>
<td>As Submitted</td>
<td></td>
</tr>
<tr>
<td>Health Insurance Employee Deductibles</td>
<td>As Submitted</td>
<td></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the funds be allocated as may be appropriated by budget action of the Board of Commissioners for Public Safety and funds may be transferred by the County Treasurer in accordance with such budget and as scheduled:

General Fund - Sheriff             | Annually          | Following Request         |
BE IT FURTHER RESOLVED, that the Committee of the Whole of the Board of Commissioners may advance any quarterly or annual payment as provided in the foregoing schedule should such a request from an agency be made, provided sufficient funds are available to meet the advanced payment;

BE IT FURTHER RESOLVED, that the County Treasurer shall deposit and maintain all funds that may be received in a banking institution(s) licensed to conduct business in the State of Michigan;

BE IT FURTHER RESOLVED, that in the case of a natural or man-made disaster within the County where a state of emergency is declared by action of the Board of Commissioners or by such other County Official as may be allowed by law or County Ordinance, the County may pledge its full faith and credit to protect the public safety and welfare to such extent deemed to be appropriate by the Board of Commissioners;

BE IT FURTHER RESOLVED, that the following regulations shall apply to these appropriations, and budgetary centers shall be deemed to have agreed to these restrictions and obligations by accepting funds pursuant to this Act or otherwise incurring expenditures in expectation of County funding:

1. All terms in this Act shall have the meaning assigned to them in the UBAA. The term "budgetary center" includes all courts receiving funds through this Act.

2. All budgetary centers receiving funds herein shall abide by the UBAA and the Uniform Charts of Accounts referenced therein. Each administrative officer in charge of a budgetary center shall promptly provide the fiscal officer with all information that the fiscal officer considers necessary and essential to the preparation of a County budget for the ensuing fiscal period.

3. The amounts appropriated herein shall be paid from the County Treasurer at the time and in the manner provided by law and other applicable policies or resolutions of the Board, whether enacted to date or subsequently adopted.

4. Expenditures and revenues shall be recorded and reported in the manner provided by law. Fees and other money received by budgetary centers shall be forwarded promptly to the County Treasurer and credited to the appropriate County Fund, except as otherwise provided by this Act or by any other act of the Board.

5. Except as otherwise provided by law, each budgetary center shall limit expenditures within the appropriations authorized herein and shall not attempt to expend funds at a rate that will eventually result in a deficit in any account without the approval of the Board. Further, all expenditures of county funds and other funds under the control of any budgetary center, except as otherwise provided by law, shall be expended only for purposes attached to the accounts and within the various policies of the Board of
Commissioners, including, but not limited to purchasing policy, applicable collective bargaining agreements, applicable personnel policies, and the "2015 Expenditure Procedures," the latter being attached hereto and specifically approved by the Board. The County of Osceola shall only be responsible for the payment of purchases made as provided by law.

6. In the event the State of Michigan fails to provide certain revenue transfer payments as required by state law and/or contractual agreements between the State and Osceola County, the specific programs funded by such state revenue transfer payments shall bear the full impact of such revenue reduction. In the event the State defaults or otherwise fails to provide general, unrestricted revenue transfer payments, the Board, upon the recommendation of the Committee of the Whole, shall allocate said revenue reductions in its legislative judgment. The Osceola County Board of Commissioners cannot, and will not absorb the program costs created by revenue transfer payment defaults by the State of Michigan.

7. If a budgetary center desires an additional appropriation or a transfer between accounts it shall forward a detailed request to the Board or its representative describing the proposed budgetary amendment or transfer and the reasons for the action. No funds may be transferred between accounts without Board approval or Committee of the Whole approval as established by policy.

8. Except as otherwise provided by law, the number of positions noted for certain budgetary centers in their salary account appropriations shall be the maximum staffing level authorized to be drawn from such accounts. No budgetary center shall maintain more employees on the payroll than the maximum specified for the appropriate account. Further, if a budgetary center employs at any time fewer employees than the maximum specified for the appropriate account in this Act, unexpended appropriations in an amount identified with the unfilled position(s) by payroll records shall revert to the General Fund contingency account.

9. This Act shall become effective January 1, 2015. This Act may be amended by the Board at any time and any appropriations made hereunder may be increased or decreased in the Board's discretion.

10. This Act and attachments as incorporated by reference herein and all amendments hereto shall constitute the 2015 General Appropriations Act of Osceola County for all purposes under the law. (see attached and county website)

MOTION #4G: County Comparisons/Wages
To concur with Mr. Nottley’s recommendations to be used for the Wage/Classification Study.

MOTION # 4H: Budget Amendments, Cash Transfer and Journal Entries Report
Approve the following budget amendments, cash transfer and Journal Entries Report from the Treasurer for October 2014.
<table>
<thead>
<tr>
<th>Description</th>
<th>Line Item</th>
<th>Decrease</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approp. Fund Balance</td>
<td>282.120.699.001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td>282.120.721.001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td>280.120.721.001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>280.120.989.000</td>
<td>$ 1,563</td>
<td></td>
</tr>
<tr>
<td>Workers Comp. Capital-Vehicles</td>
<td>210.000.722.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>101.315.722.000</td>
<td>$ 240</td>
<td></td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>260.120.722.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Permits</td>
<td>249.371.479.000</td>
<td></td>
<td>$ 1,155</td>
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<tr>
<td>Workers Comp.</td>
<td>249.371.722.000</td>
<td></td>
<td>$ 55</td>
</tr>
<tr>
<td>Equip. Maint &amp; Repair</td>
<td>249.371.931.000</td>
<td></td>
<td>$ 1,000</td>
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<tr>
<td>Postage</td>
<td>249.371.726.000</td>
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<td>$ 100</td>
</tr>
<tr>
<td>ABS Ins. Claims</td>
<td>101.861.835.000</td>
<td></td>
<td>$ 30,000</td>
</tr>
<tr>
<td>Telephone</td>
<td>101.290.850.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heat</td>
<td>101.290.920.000</td>
<td>$ 12,000</td>
<td></td>
</tr>
<tr>
<td>Conting. Utilities</td>
<td>101.890.999.003</td>
<td></td>
<td>$ 1,000</td>
</tr>
</tbody>
</table>

Transfer In 215               215.000.695.000 $ 16,346
Transfer In 249               249.371.695.001 $ 1,245
Coordinator                   101.102.721.001 $ 7,901
District Ct.                  101.136.721.001 $ 13,844
Dist. Ct. Probation           101.155.721.001 $ 8,648
Info. Tech.                   101.228.721.001 $ 3,845
Treasurer                     101.253.721.001 $ 4,247
Equalization                  101.257.721.001 $ 1,949
Bldg. & Gds.                  101.265.721.001 $ 2,512
Register of Deeds             101.268.721.001 $ 16,090
Prosecutor                    101.283.721.001 $ 2,663
Pros. Vict. Rights            101.284.721.001 $ 2,423
Sheriff                       101.301.721.001 $ 7,506
Jail                          101.351.721.001 $ 35,288
FOC                           215.000.721.001 $ 16,346
Bldg. Insp.                   249.371.721.001 $ 1,245
Transf. Out-215               101.965.999.012 $ 16,346
Transf. Out 249               101.965.999.033 $ 1,245

Cash Transfer of $17,591 from the 101 General Fund and $16,346 to the 215 Friend of the Court Fund and $1,245 to the 249 Building Department.

Motion to approve the consent agenda items as presented was approved with seven (7) yes votes.
MOTION #5: Payment of Accounts Payable
Moved by Commissioners Tiedt, supported by Commissioner Sikkema, to approve the accounts payable invoices for claims for the County in the amount of $47,990.33 and recommend the several amounts scheduled therein be allowed, also that the Clerk of this Board be allowed to draw orders on the County Treasurer for the same. Motion carried with six (6) yes votes and one (1) no vote. Voting yes: Commissioners Halladay, Emig, Tiedt, Sikkema Elkins, and Wayne. Voting no: Commissioner Stoner.

MOTION #6: West Michigan Regional Planning Commission Appointment
Moved by Commissioner Tiedt, supported by Commissioner Wayne, to re-appoint Roger Elkins (public), Dan Massy (public) and Morris Langworthy (private) to the West Michigan Regional Planning Commissioner for the 2015 calendar year. Motion carried with unanimous voice vote.

Liaison reports given by Board members.

Extended Public Comment: None.

Board Comment: None.

Motion by Commissioner Sikkema, supported by Commissioner Wayne, to adjourn the meeting at 12:44 p.m. Motion carried.

Karen Bluhm, County Clerk
Larry Emig, Chairman