BOARD OF COMMISSIONERS’
TENTATIVE AGENDA
NOVEMBER 17, 2015
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 3, 2015

NEW BUSINESS

COMMITTEE REPORTS
Consent Agenda
Non-Consent Agenda

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.
The Osceola County Board of Commissioners meeting was called to order at 11:15 a.m. by Chairman Larry Emig at the Courthouse.

Roll call: Commissioners Halladay, Nehmer, Emig, Tiedt, Elkins, Gregory and Wayne were present.

Chairman Emig offered a prayer.

Chairman Emig led everyone in the Pledge of Allegiance to the United States of America.

Communications: None.

Brief Public Comment: None.

Employee Comment: None.

**MOTION #1: Approve Board Agenda**  
Motion by Commissioner Nehmer, seconded by Commissioner Gregory, to approve the agenda as presented. Motion carried with a voice vote.

**MOTION #2: Approve Board Minutes of October 20, 2015**  
Motion by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the regular Board minutes of October 20, 2015 as presented. Motion carried with a voice vote.

**MOTION #3: Approval of Consent Agenda**  
Motion by Commissioner Elkins, seconded by Commissioner Nehmer, to accept the following Committee recommendations of November 3, 2015.

**MOTION #3A: Accounts Payable**  
Approve the accounts payable invoices for claims for the County in the amount of $43,097.50 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 #3B: Housing Rehabilitation Program**  
Approve the Osceola Housing Rehabilitation Program and authorize the Chairman and Vice-Chairman to sign.

**MOTION #3C: Overtime in the Prosecutor’s Office**  
Authorize overtime in the County Prosecutor’s office with funds transferred from within his budget or contingencies to cover for another employee’s FMLA leave of absence.

**MOTION #3D: Evart Fire Station**  
Join the Evart Fire Department in exploring options for expansion of the existing Evart Fire Hall for jointly housing the Fire Department and County E.M.S. station.
RESOLUTION 2015-0010
2016 Budget/Appropriations Act

WHEREAS, the Osceola County Board of Commissioners ("Board") has examined the fiscal requests for 2016 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 2016 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 20, 2015, 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, 2016 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:
ALLOCATION                        FREQUENCY                        DATE
General Payroll                  Bi-weekly                          
Public Defender                  Monthly                          
Medical Examiner                 Monthly                          
Child Care                       As Due                          
Employee Fringe Benefits         As Due                          
Insurances and Bonds             As Due                          
Utilities                        As Due                          
District Health                  As Due                          
Social Services                  As Due                          
Community Mental Health          Quarterly Jan, Apr, Jul, Oct
Law Library                      Annually January
Various Fairs                    Annually As Requested
Soldiers and Sailors             Annually April
Soil Conservation                Annually April
Substance Abuse                  Annually Following Receipt
Cigarette Tax                    Annually Following Receipt
Department Postage               As Requested Within Budget
Petty Cash Reimbursement         As Requested Within Budget
Newspaper Advertisements         As Requested Within Budget
Dues, Seminars and Training      As Requested Within Budget
Board Approved Contracts         As Submitted
Cellular Telephones              As Submitted
Vehicle Fuel Purchases           As Submitted
Veteran Burial Fees              As Submitted
Jury Duty and Witness Fees       As Submitted
Vehicle Registration Fees        As Submitted
Work Crew Supervision For Comm. Corr. As Submitted
Software and Network Support     As Submitted
Health Insurance Employee Deductibles As Submitted

**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 "2016 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, 2016. 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 2016 General Appropriations Act of Osceola County for all purposes under the law. (see attached and county website)

**MOTION #3E: 2016 Supplement**
Provide a supplement in the 2016 budget to the following positions so they receive $500 as an increase in wages, not affecting their placement in the Classification and Compensation study or rates of pay being:
- Equalization – Deputy Equalization Director/Property Description Clerk (approx. $355);
- Register of Deeds – Chief Deputy Register of Deeds (approx. $337);
- Treasurer – Chief Deputy Treasurer (approx. $337);
- Clerk - County Clerk (approx. $280);
- Circuit Court Clerk – Chief Deputy County Clerk (approx. $337);
- Maintenance – Maintenance Working Supervisor (approx. $307);
- Probate Court – Probation Officer (approx. $271);
- Probate Court – Probation Officer (approx. $320).

**MOTION #3F: Budget Amendments & Cash Transfers**
Approve the budget amendments and cash transfers as presented.

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**MOTION #31: Youth Attention Center**
Approve up to $10,000 from the 148 Family and Probate Court budget to pay Mecosta County for additional funds required for the YAC program.

Motion to approve the consent agenda from the Committee of the Whole meeting of November 3, 2015 is carried with seven (7) yes votes.

**MOTION #4: Prepaid Cash Disbursements**
Moved by Commissioner Tiedt, second by Commissioner Gregory, to approve the payment of prepaid cash disbursements for the County in the amount of $1,365,504.73, 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.

Liaison reports given.

Extended Public Comment: None.

Employee/Board Comment: None.
Moved by Commissioner Gregory, seconded by Commissioner Nehmer to adjourn at 12:01 p.m.

______________________________  ____________________________
Courtney Causey, Deputy Clerk      Larry Emig, Chairman