OSCEOLA COUNTY
BOARD OF COMMISSIONERS
BOARD MINUTES
NOVEMBER 21, 2017

The Osceola County Board of Commissioners meeting was called to order at 12:50 p.m. by Chairman Larry Emig in the Courthouse.

Roll call: Commissioners Larry Emig, Roger Elkins, Pam Wayne, Mark Gregory, Jack Nehmer, Alan Tiedt and Jill Halladay were present.

Commissioner Elkins 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: Karen Bluhm, County Clerk, spoke about the recent United Way Cake Auction.

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

**MOTION #2: Approve Board Minutes of November 7, 2017**
Motion by Commissioner Tiedt, seconded by Commissioner Nehmer, to approve the regular Board minutes of November 7, 2017 as presented. Motion carried with a voice vote.

**MOTION #3: Approval of Consent Agenda**
Motion by Commissioner Tiedt, seconded by Commissioner Gregory, to accept the following Committee recommendations of November 21, 2017.

**MOTION #3A: Accounts Payable**
Approve the accounts payable invoices for claims for the County in the amount of $64,017.34 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: E.M.P.G. Grant**
Approve the 2017 Emergency Management Department E.M.P.G. Grant as presented.

**MOTION #3C: Attorney Opinion Made Public**
Allow the Attorney opinion regarding medical examiner services to be made public.

**MOTION #3D: Budget Amendments and Cash Transfers**

<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>249.371.699.001</td>
<td></td>
<td>$ 8,000</td>
</tr>
<tr>
<td>Health Insurance-HRA</td>
<td>249.371.835.000</td>
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<td>$ 8,000</td>
</tr>
<tr>
<td>Transfer In</td>
<td>508.000.695.000</td>
<td></td>
<td>$ 39,500</td>
</tr>
<tr>
<td>Approp. Fund Balance</td>
<td>298.000.699.001</td>
<td></td>
<td>$ 39,500</td>
</tr>
<tr>
<td>Transfer Out</td>
<td>298.000.999.000</td>
<td></td>
<td>$ 39,500</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>508.000.980.019</td>
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<td>$ 39,500</td>
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<tr>
<td>Gas/Heat</td>
<td>280.120.920.000</td>
<td></td>
<td>$ 1,000</td>
</tr>
</tbody>
</table>
Cash transfer of $2,000 from the 263 Fund to the 245 Fund.
Cash transfer of $39,500 from the 298 Fund to the 508-Parks Fund.

MOTION #3E: Letter to AT&T
Write a letter to AT&T expressing the County’s displeasure in how the transfer of service and porting of numbers was handled and the additional charges incurred by the County during the transition.

MOTION #3F: Sale of Vehicles/C.O.A.
Sell two vehicles used at Commission on Aging for minimum bids of $150 or if unsold take for scrap.

MOTION #3G: C.O.A. Annual Senior Holiday Luncheon
Have the annual senior holiday luncheon on December 6th and close the C.O.A. office for services to allow staff to work the luncheon.

MOTION #3H: Entertainment/C.O.A. Holiday Luncheon
Approve Jake Slater to provide entertainment for the C.O.A. holiday luncheon for two hours at a cost of $650.

MOTION #3I: Animal Control Fees
Approve a change in Animal Control fees to $10.00 for cat/dog surrender and puppies and kittens at $5.00 each or maximum of $15.00 for a litter; Euthanasia will be $60 or $65 if the body is left with Animal Control.

MOTION #3J: Mailing Fee/Clerk’s Office
Set a mailing fee of $2.50 for Clerk’s office mailing of documents.
MOTION #3K: Flexible Spending Limit
Raise the Flexible Spending Account limit to $2,650.

RESOLUTION 2017-0010
2018 Budget/Appropriations Act

WHEREAS, the Osceola County Board of Commissioners ("Board") has examined the fiscal requests for 2018 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 2018 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 November 7, 2017, 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, 2018 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 1.0000 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>Medical Examiner</td>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td>Public Defender</td>
<td>Monthly</td>
<td></td>
</tr>
</tbody>
</table>
ALLOCATION  FREQUENCY                DATE
Cigarette Tax       Annually          Following Receipt
Law Library         Annually          January
Soil Conservation   Annually          April
Soldiers and Sailors Annually         April
Substance Abuse     Annually          Following Receipt
Various Fairs       Annually          As Requested
Child Care          As Due
District Health     As Due
Employee Fringe Benefits As Due
Insurances and Bonds As Due
Social Services     As Due
Utilities           As Due
Board Approved Contracts As Submitted
Cellular Telephones As Submitted
Health Insurance Employee Deductibles As Submitted
Jury Duty and Witness Fees As Submitted
Software and Network Support As Submitted
Veteran Burial Fees As Submitted
Vehicle Fuel Purchases As Submitted
Vehicle Registration Fees As Submitted
Work Crew Supervision Community Corr. As Submitted
Dues, Seminars and Training As Requested Within Budget
Department Postage  As Requested Within Budget
Newspaper Advertisements As Requested Within Budget
Petty Cash Reimbursement As Requested Within Budget

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 "2018 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, 2018. 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 2018 General Appropriations Act of Osceola County for all purposes under the law.

Moved by Commissioner Tiedt, seconded by Commissioner Gregory, to approve the consent agenda. Motion carried with seven (7) yes votes.

Board liaison reports given.

Board Comments: None.

Extended Public Comment: None.

Moved by Commissioner Nehmer, seconded by Commissioner Wayne, to adjourn at 1:37 p.m. Motion carried.

Karen J. Bluhm, County Clerk

Larry Emig, Chairman