

Board Conference Room
October 27, 2016
Board of Commissioners Minutes

The regular meeting of the Oceana County Board of Commissioners was called to order by Chairperson Powers in the Board Conference Room on Thursday, October 27, 2016 at 2:00 p.m.

Roll was called by the Clerk. Present: Mr. Walker, Mr. Brown, Mr. Byl, Mr. Gustafson, Mr. Sebolt and Mr. Powers. Absent: Ms. Kolbe.

Moved by Mr. Walker and seconded by Mr. Sebolt to approve the minutes of the October 13, 2016 meeting as presented. Voice vote. Motion carried.

Chairperson Powers opened the Public Hearing on the County of Oceana's Proposed 2017 General Fund Budget and Salary Schedule at 2:02 p.m.

Finance Committee Chairperson Byl reported that the Finance Committee, acting as a Committee of the Whole, has prepared for the Board's consideration the proposed 2017 Budget of the General Fund Revenues and Expenditures in the total amount of \$10,362,530 with the following notes:

- The General Fund's unassigned cash reserves in the amount of \$90,278 has been allocated to achieve a balanced budget.
- A transfer-in of \$650,000 from surplus delinquent tax and foreclosure funds has been allocated to achieve a balance budget (\$450,000) and to make a supplemental payment towards the County's general (non-Sheriff) unfunded pension liability (\$200,000).

Additionally, the Finance Committee has prepared for the Board's consideration the proposed 2017 Position Allocation List and Salary Scale with the following notes:

- The budget does not include a county-wide pay increase for elected and appointed officials and their respective employees. Labor contracts for Sheriff and EMS employees have not been finalized to know if wages or other economic benefits will change.
- No new positions have been added to the budget.
- The county will continue to follow the "hard cap" requirement of Public Act 152 of 2011, regarding healthcare costs. Additionally, employees will be required to pay healthcare premiums that exceed the "hard cap".

Commissioners Powers reported that the property tax millage rates to be levied are a subject of the public hearing as follows:

Source	Purpose	July 1, 2016 Millage Levy	December 1, 2016 Millage Levy
Allocated	County Operating	5.6708	0
Voted	MCF Operating	0	2.4847
Voted	Ambulance Operating	0	.9948
Voted	Council on Aging Operating	0	.7493
Voted	Veterans Affairs	0	.1000
Voted	Mason/Oceana 9-1-1	0	.1398
TOTAL		5.6708	4.4686
			=10.1394

Commissioners Powers asked for public comment on the proposed 2017 Budget and Position Allocation List and Salary Scale.

There being no public comments, Chairman Powers declared the Public Hearing on the County of Oceana's 2017 General Fund Budget and Salary Schedule closed at 2:07 p.m.

RESOLUTION NO. 1 – ADOPTION OF A COUNTY-WIDE VOLUNTEER POLICY

Moved by Mr. Gustafson and seconded by Mr. Walker to adopt the Oceana County Volunteer Policy, Application Form, and Volunteer Release of Liability Form, to be applied to all Oceana County departments, programs, boards, committees, and commissions, effective immediately.

Roll call vote: Mr. Gustafson-yes; Mr. Walker-yes; Mr. Byl-yes; Mr. Brown-yes; Mr. Sebolt-yes; and Mr. Powers-yes. Absent: Ms. Kolbe.

Motion carried.

RESOLUTION NO. 2 – REAPPOINTMENT OF ANIMAL CONTROL OFFICER AND DEPUTY ANIMAL CONTROL OFFICER

Moved by Mr. Brown and seconded by Mr. Byl to reappoint Mr. Michael Garcia as Oceana County Animal Control Officer and Mr. Mike Nielsen as Oceana County Deputy Animal Control Officer for the period January 1, 2017 through December 31, 2018. Said appointments retain the at-will employment status of both employees.

Roll call vote: Mr. Brown-yes; Mr. Byl-yes; Mr. Sebolt-yes; Mr. Gustafson-yes; Mr. Walker-yes; and Mr. Powers-yes. Absent: Ms. Kolbe.

Motion carried.

RESOLUTION NO. 3 – TERMINATION OF INDEPENDENT CONTRACTOR AGREEMENT

Moved by Mr. Gustafson and seconded by Mr. Brown that the Independent Contractor Agreement between Oceana County and Mr. Thomas H. Story, licensed plumbing and mechanical contractor, is terminated upon mutual agreement of both parties, effective December 19, 2016. Mr. Story shall continue to be responsible for completing all required inspections for which a permit application has been made and permit fees have been collected as required by the original agreement. Further, the County Administrator is authorized to fill the vacancy.

Roll call vote: Mr. Gustafson-yes; Mr. Brown-yes; Mr. Walker-yes; Mr. Byl-yes; Mr. Sebolt-yes; and Mr. Powers-yes. Absent: Ms. Kolbe.

Motion carried.

RESOLUTION NO. 4 – ADOPTION OF THE 2016 APPORTIONMENT REPORT

Moved by Mr. Byl and seconded by Mr. Sebolt to adopt the following resolution:

WHEREAS, the Oceana County Board of Commissioners has examined a summary of all millages to be spread in the City of Hart, townships and school districts for the 2017 tax year; and

WHEREAS, the Oceana County Equalization Department has determined that all of the applicable compiled laws; that is, Headlee, Truth-in-Assessing; Truth-in-Taxation and Truth-in-Equalization have been followed by all of the governmental units levying property taxes with Oceana County and documentation of compliance, as required bylaw, is on file in the Equalization Department.

WHEREAS, copies of the aforementioned documents are also on file with the County Clerk.

NOW, THEREFORE, BE IT RESOLVED: That the 2016 Apportionment Report of Oceana County millage rates, as calculated and compiled by the Oceana County Equalization Department, is approved and that the Oceana County Equalization Director is authorized to complete and sign Michigan Department of Treasury Form L-4402 to be submitted to the Michigan Department of Treasury in a timely fashion.

Roll call vote: Mr. Byl-yes; Mr. Sebolt-yes; Mr. Walker-yes; Mr. Gustafson-yes; Mr. Brown-yes; and Mr. Powers-yes. Absent: Ms. Kolbe.

Motion carried.

RESOLUTION NO. 5 – BUDGET AMENDMENT

Moved by Mr. Walker and seconded by Mr. Byl to amend the 2016 General Fund Budget by \$10,000 from \$10,323,221 to \$10,333,221 to reflect an increase in personal property tax revenue to be applied to costs related to processing winter tax bills and auditing prior year millage rates. The County Administrator is authorized to make the necessary budget amendment as follows:

Revenues:

Increase Current Personal Property Tax – 101-253-403.000 by \$10,000 from \$250,000 to \$260,000

Expenditures:

Increase Other Contractual Services – 101-257-821.000 by \$10,000 from \$25,889 to \$35,889

Roll call vote: Mr. Walker-yes; Mr. Byl-yes; Mr. Sebolt-yes; Mr. Brown-yes; Mr. Gustafson; Mr. Powers-yes. Absent: Ms. Kolbe.

Motion carried.

RESOLUTION NO. 6 – APPROVAL OF REMONUMENTATION PEER REVIEW AGREEMENTS FOR 2016

Moved by Mr. Walker and seconded by Mr. Brown to approve the Remonumentation and Peer Group Member Agreements and to appoint the following Land Surveyors to the Peer Group:

Name/Address	Name/Address	Name/Address
Sammy S. Barnett, PS 16923 8572 S. Branch Road Branch, MI 49402 T 231-898-2234	Patrick Johnson, PS 47956 Wetherell Land Surveying PO Box 219, 510 Michigan Ave. Baldwin, MI 49304 T 231-745-3441	Noah Penn, PS 57973 Points West Land Surveying, LLC 1872 Tall Oaks Drive W. Ludington, MI 49431 T 231-740-4102

The Agreements are for the period January 1, 2016 through December 31, 2016. Each Peer Group Member shall be compensated for services performed under the Agreements in the amount of \$345.00 per meeting.

Pursuant to Section 9 of P.A. 345 of 1990, known as the "State Survey and Remonumentation Act," the Oceana County Board of Commissioners is authorized to contract with licensed surveyors and is required to do so by the Monumentation and Remonumentation Plan for Oceana County.

The sole function of the Peer Group is the ratification of the corners presented by the Monumentation Surveyor under the County Monumentation Plan.

Roll call vote: Mr. Walker-yes; Mr. Brown-yes; Mr. Byl-yes; Mr. Sebolt-yes; Mr. Gustafson-yes; and Mr. Powers-yes. Absent: Ms. Kolbe.

Motion carried.

RESOLUTION NO. 7 – ADOPTION OF THE FY 2017 BUDGET

Moved by Mr. Sebolt and seconded by Mr. Byl to adopt the FY 2017 budget as follows:

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, as amended, indicates that the Legislative body shall adopt a balanced budget for all funds by passing an Appropriations Act; and

WHEREAS, this resolution shall be known as the Fiscal Year 2017 General Appropriation Act; and

WHEREAS, pursuant to State law, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on October 20, 2016, and a public hearing on the proposed budget was held on October 27, 2016; and

WHEREAS, the Oceana County voters authorized millages of 0.1400 of a mill for 911, 0.1000 of a mill for Veterans Affairs, 0.7500 of a mill for Council on Aging, 0.9948 of a mill for Ambulance, and 2.4870 of a mill for the Medical Care Facility; and

WHEREAS, the Board of Commissioners will authorize, in June 2017, a general property tax levy on all real and personal property within the County upon the current tax roll for County general operations; and

NOW, THEREFORE, BE IT RESOLVED, that the Oceana County Board of Commissioners hereby adopts the Fiscal Year 2017 General Appropriations Act; and

BE IT FURTHER RESOLVED, that the Oceana County Board of Commissioners approves a levy of 0.1398 of a mill for 911, 0.1000 of a mill for Veterans Affairs, 0.7493 of a mill for Council on Aging, 0.9948 of a mill for Ambulance, and 2.4847 of a mill for the Medical Care Facility; and

BE IT FURTHER RESOLVED, that the 2017 Oceana County General Fund (#101) budget of 10,362,530 be adopted by line-item; and

BE IT FURTHER RESOLVED, that all other fund budgets (Special Revenue and Debt Service totaling \$27,037,760) be adopted by line-item, for a total 2017 budget of \$37,400,290; and

BE IT FURTHER RESOLVED, that any amendment to increase a salary and/or a Capital Outlay line- item in excess of \$2,500.00 shall be approved by the Board of Commissioners;
And

BE IT FURTHER RESOLVED, that any amendment to increase the total budget of any fund or department in excess of \$2,500.00 shall be approved by the Board of Commissioners except that any amendment to decrease the General Fund Contingency shall be approved by the Board of Commissioners; and

BE IT FURTHER RESOLVED, that the County Administrator be authorized to make such other budget amendments as necessary with the exception of those specified in this resolution; and

BE IT FURTHER RESOLVED, the approved Position Allocation List and Salary Scale contained in this resolution shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent or temporary, full time or part time, position not on the Position Allocation List and Salary Scale; and

BE IT FURTHER RESOLVED, that as position vacancies occur during the budget year, the County Administrator shall be authorized to approve court and department requests to refill positions. All court and department requests to create a new position not currently included in the Position Allocation List and Salary Scale shall only be approved by specific Board of Commissioners authorization; and

BE IT FURTHER RESOLVED, that certain positions contained in the Position Allocation List and Salary Scale which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving those budgeted revenues; and

BE IT FURTHER RESOLVED, that in the event that some outside funding is not received or the County is notified that it will not be received, said positions shall be considered not funded and removed from the approved Position Allocation List and Salary Scale if the Board of Commissioners does not act to appropriate funds from County sources; and

BE IT FURTHER RESOLVED, that it is understood that revenues and expenditures may vary from those which are currently contemplated and may be changed from time to time by the Board of Commissioners during the 2017 fiscal year, as deemed necessary. Consequently, there may be a need to increase or decrease various portions of the budget and/or impose labor-related cost reduction measures due to unforeseen financial changes; therefore, the Board of Commissioners reserves the right to change the approved Position Allocation List and Salary Scale at any time. County Elected Officials and County Department Heads shall abide by whatever changes are made by the Board of Commissioners, if any, relative to the approved positions and the number of employees stated in the Position Allocation List and Salary Scale; and

BE IT FURTHER RESOLVED, that the salaries of County employees including the County's Elected Officials are established according to the Position Allocation List and Salary Scale contained in this resolution; and

BE IT FURTHER RESOLVED, the line-item appropriations which represent the estimated costs of operating the Courts in 2017 are contingent upon reimbursements to Oceana County by the State of Michigan in accordance with MCL 600.151(b). County appropriations to the Courts, in accordance with Public Act 374 and 375 of 1996, are made contingent upon conformance to all county policies and procedures regarding court personnel and the expenditure of funds; and

BE IT FURTHER RESOLVED, that all County Elected Officials and County Department Heads shall abide by all applicable policies set by the Board of Commissioners including but not limited to budgets, purchasing, travel, and per diems; as well as the Oceana County Personnel Policies, and that budgeted funds for these purposes are appropriated contingent upon compliance with all County policies; and

BE IT FURTHER RESOLVED, that the Oceana County Personnel Policies shall apply to all employees and elected officials who are not covered under a collective bargaining agreement or who function under a policy manual which has been jointly approved by the County Board of Commissioners and an Elected Official who has co-employer status; And

BE IT FURTHER RESOLVED, that the Oceana County Board of Commissioners will continue to follow the "hard cap" requirement of Public Act 152 of 2011 regarding health care costs and County employees will be required to pay healthcare premiums that exceed the "hard cap;" and

BE IT FURTHER RESOLVED, that the County Administrator shall be authorized to make year-end transfers between Departments or Funds or with such amounts that may be available in the Contingency of the General Fund, as may be necessary to ensure that departments do not end the 2017 fiscal year in a deficit condition. Any such transfer will be reported to the Board of Commissioners at their next regularly scheduled meeting.

Roll call vote: Mr. Sebolt-yes; Mr. Byl-yes; Mr. Walker-yes; Mr. Gustafson-yes; Mr. Brown-yes; and Mr. Powers-yes. Absent: Ms. Kolbe

Motion carried.

RESOLUTION 8 – 2016 GENERAL FUND BUDGET AMENDMENT

Moved by Mr. Byl and seconded by Mr. Sebolt to amend the 2016 General Fund Budget by \$14,000 from \$10,333,221 to \$10,347,221 to cover costs related to elections. The County Administrator is authorized to make the necessary budget amendment as follows:

Revenues:

Increase Election Reimbursement – 101-215-672.000 by \$14,000 from \$10,000 to \$24,000

Expenditures:

Increase Supplies - 101-262-727.000 by \$1,000 from \$6,500 to \$7,500
Increase Printing and Binding – 101-262-728.000 by \$13,000 from \$50,000 to \$63,000

Roll call vote: Mr. Byl-yes; Mr. Sebolt-yes; Mr. Brown-yes; Mr. Walker-yes; Mr. Gustafson-yes; and Mr. Powers-yes. Absent: Ms. Kolbe.

Motion carried

RESOLUTION NO. 9 – AUTHORIZATION FOR DRAIN COMMISSIONER TO CHARGE A \$25.00 FEE FOR SOIL EROSION PERMITS

Moved by Mr. Walker and seconded by Mr. Brown to authorize the Oceana County Drain Commissioner to charge a \$25.00 fee for soil erosion permits for the installation and maintenance of sea walls, in accordance with Part 91 of the Natural Resources and Environmental Protection Act (P.A. 451 of 1994 as amended).

Roll call vote: Mr. Walker-yes; Mr. Brown-yes; Mr. Gustafson-yes; Mr. Byl-yes; Mr. Sebolt-yes; and Mr. Powers-yes. Absent: Ms. Kolbe.

Motion carried.

RESOLUTION NO. 10 – ESTABLISHMENT OF AN ADDITIONAL EMPLOYEE-FUNDED SUPPLEMENTAL RETIREMENT 457 INVESTMENT OPTION FOR MEDICAL CARE FACILITY EMPLOYEES

Moved by Mr. Brown and seconded by Mr. Walker to approve the recommendation of the Oceana County Department of Health and Human Services Board to allow employees of the Oceana County Medical Care Facility, to establish another employee-funded supplemental retirement 457 investment option through the Michigan Employees' Retirement System of Michigan.

Roll call vote: Mr. Brown-yes; Mr. Walker-yes; Mr. Gustafson-yes; Mr. Byl-yes; Mr. Sebolt-yes; Mr. Powers-yes. Absent: Ms. Kolbe.

Motion carried.

Bid Proposals were opened and read for snowplowing and/or snow removal services on a "per hour" or "per plowing" basis for the 2016/2017 winter season for the following locations:

1. County Building Parking Lot
2. Sheriff's Department Parking Lot
3. Driveway Entrance to Sheriff's Office
4. County Annex Building, 314 State Street, Hart, Michigan
5. District Health Department #10, 3986 N. Oceana Drive, Hart, Michigan
6. Oceana County Emergency Ambulance Service, 3966 N. Oceana Drive, Hart, Michigan
7. Oceana County Emergency Ambulance Service, 562 S. State Street, Shelby, Michigan
8. Storage Building, (North and West sides), 3970 N. Oceana Drive, Hart, Michigan
9. Oceana County Animal Shelter, 2185 W. Baseline Road, Shelby, Michigan
10. Mason/Oceana 911, 9160 N. Oceana Drive, Pentwater, Michigan (optional)

RESOLUTION NO. 11 – ACCEPTANCE OF 2016/2017 WINTER SEASON SNOWPLOWING AND SNOW REMOVAL BIDS

Moved by Mr. Brown and seconded by Mr. Walker to accept the following bid proposals for snowplowing and snow removal services for the 2016/2017 winter season:

	LOCATION DESCRIPTION	NAME, ADDRESS, PHONE #	SNOWPLOWING AMOUNT PER PLOWING	SNOW REMOVAL AMOUNT CHARGED (IF APPLICABLE)	SALTING PER INSTANCE
#1	County Building Parking Lot	Hallack Contracting	\$72.00	\$90 (dump) \$105 (loader)	\$44.00
#2	Sheriff's Dept. Parking Lot	Hallack Contracting	Included w/#1	Included w/#1	Included w/#1
#3	Driveway Entrance to Sheriff's Office	Hallack Contracting	Included w/#1	Included w/#1	Included w/#1
#4	County Annex Building	Hallack Contracting	\$42	Included w/#1	\$25
#5	DHD #10	Hallack Contracting	\$72	\$90 (dump) \$105 (loader)	\$44
#6	Oceana EMS Hart, MI	Hallack Contracting	Included w/#5	Included w/#5	Included w/#5
#7	Oceana EMS Shelby, MI	Pete Roskam	\$40	\$60	\$25
#8	Storage Building	Hallack Contracting	\$10 w/#5 and #6	No Snow Removal Necessary	No Salting Necessary
#9	Animal Shelter	Beckman Brothers	\$18.95	No Snow Removal Necessary	No Salting Necessary
#10	Mason/Oceana 911	n/a	n/a	No Snow Removal Necessary	No Salting Necessary

Roll call vote: Mr. Brown-yes; Mr. Walker-yes; Mr. Gustafson-yes; Mr. Byl-yes; Mr. Sebolt-yes; and Mr. Powers-yes. Absent: Ms. Kolbe.

Motion carried.

RESOLUTION NO. 12 – PAYMENT OF CLAIMS

Moved by Mr. Byl and seconded by Mr. Gustafson to approve the payment of claims in the tentative amounts as follows:

AMBULANCE FUND	130,500.92
PUBLIC IMPROVEMENT FUND	8,850.41
BUILDING DEPARTMENT FUND	8,810.42
CRIMINAL JUSTICE TRAINING FUND	-0-
GIS	-0-
TOTAL FORECLOSURE FUND	3,121.53

VETERAN AFFAIRS	5,131.36
MEDICAL RESERVE CORP FUND	998.91
AUTOMATION FUND R.O.D.	99.98
LOCAL CORR. OFFICERS TRAINING FUND	229.50
GENERAL FUND	<u>330,142.77</u>
TOTAL	\$487,885.80

and to authorize the County Clerk to draw warrants and the County Treasurer to pay the same.

Roll call vote: Mr. Byl-yes; Mr. Gustafson-yes; Mr. Walker-yes; Mr. Brown-yes; Mr. Sebolt-yes; and Mr. Powers-yes. Absent: Ms. Kolbe.

Motion carried.

COMMISSIONER REPORTS

Commissioner Sebolt stated that he attended the Department of Veteran’s Affairs meeting yesterday (October 26) and there was some discussion about the Annex Building and future plans of possibly relocating.

Mr. Sobie added that with regard to the Annex Building, there is currently one employee that works for the offices of Emergency Management, Building Department and EDC. She splits her time between those offices and it was recommended that instead of going to three different offices, she be situated in one office, but continue to help the other two. That way she will have one location and one desk to work from.

Commissioner Gustafson related that a few other Commissioners, Mr. Sobie and he attended the West Michigan County Alliance Meeting this past Monday in Manistee. He felt the meeting was very informative and good discussion was held.

Commissioner Byl recently met with State Representative Jon Bumstead, the new DEQ Director, and DNR officials regarding sewer systems for the Silver Lake area. The \$30,000 Step Grant has been assured which will help with the cost of the engineers. All avenues are being considered in resolving the Silver Lake sewer issues.

Chairperson Powers asked if there was any further business to come before the Board. There being none, the meeting adjourned at 2:50 p.m.

Rebecca J. Griffin, County Clerk

Date

Mr. Powers, Chairperson

