

Board Conference Room
October 25, 2018
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 25, 2018 at 11:30 a.m.

Roll was called by the Clerk. Present: Mr. Gustafson, Mr. Byl, Mr. Brown, Mr. Sebolt, Ms. Meyette, Mr. Walker, and Mr. Powers. Absent: None.

Moved by Mr. Brown and seconded by Mr. Sebolt to approve the minutes of the October 11, 2018 meeting as presented. Voice vote. Motion carried.

Sheriff Mast asked for a few minutes of the Board's time to introduce Mr. Larry Abraham and Mr. Ronald Trachet, Regulation Agents, Michigan Department of Corrections (DOC). They conducted a Staffing Analysis on August 28 -- 29, 2018 of the County Jail.

Sheriff Mast explained that he is trying to stay within statutory guidelines of jail operations and presented some of the realities his department is dealing with.

Mr. Abraham stated that he has worked in Law Enforcement for twenty-five years. The goal of Staffing Analysis is for the Jail to operate as safely and efficiently as possible. Many factors are considered in order to operate an efficient and productive jail, to include: the design of the jail, number of duties the corrections staff must perform, average daily jail population, number of bookings/releases per year, inmate visitation and classes/program for the inmates.

After conducting the analysis, it was recommended that the facility should have more than 2 officers on duty at one time. There are currently 2 officers on duty that work a 12 hour shift. (Please see 11/8/18 minutes for revision)

Mr. Walker asked if the number of hours worked on a shift affected the number of officers. Mr. Abraham stated that it really does not change the number of officers that should be working on a shift.

Ms. Meyette noted that Sheriff Mast has tried to do what he can to meet the budget. There needs to be solutions for staffing the Jail and for compliance for security reasons.

Mr. Byl asked about the concept of housing inmates out of the county. Would there be a cost savings there? Mr. Abraham replied there are a lot of hidden costs involved and he would not recommend housing inmates out.

Mr. Trachet will try to work with the Sheriff's Department to help them find solutions. Current staffing levels are trying. There is definitely some shortfalls, challenges, and safety issues with the current staffing levels. He noted that the officers are very dedicated and the goal is the elimination of liability.

Chairperson Powers opened the Public Hearing on the County of Oceana's FY 2019 Budget Hearing at 11:52 a.m. for the purpose of obtaining public input on the proposed FY 2019 Budget.

Mr. Byl, Finance Committee Chairperson, reported that the committee acting as a Committee of the Whole has prepared for the Board's consideration the proposed 2019 Budget of General Fund Revenues and Expenditures in the total amount of \$10,643,738. Suggested notes to share during the hearing:

- The General Fund's unassigned cash reserves in the amount of \$437,949 has been allocated to achieve a balanced budget.
- Total projected property tax revenue is approximately 3.26% higher than the prior year.
- Total projected expenditures are approximately 4% higher than the prior year.
 - **Note:** One FOC employee was moved from the General Fund to the FOC Fund, helping to lower the projected expenditures in the General Fund.
- Some capital and technology improvement expenditures are included in the budget.
- Pension liability remains a focus of the Board's attention.

Additionally, the Finance Committee, acting as a Committee of the Whole, has prepared for the Board's consideration the proposed 2019 Budget of Special Revenues and Expenditures in the total amount of \$25,600,379.

- A new fund (Fund #260) is established for the indigent defense compliance program which will receive funding from the county and state of Michigan.

Therefore, the total recommended 2019 Budget is \$36,244,117.

Additionally, the Finance Committee, acting as a Committee of the Whole, has prepared for the Board's consideration the proposed 2019 Position Allocation List and Salary & Wage Scale. Suggested notes to share during the hearing:

- No new positions are funded for FY 2019, except for one corrections officer to be paid for by the state of Michigan within the indigent defense program.
- The budget does not include a salary or wage increase for elected and appointed officials and their non-represented employees.
- The budget does include wage increases in accordance with the collective bargaining agreements currently in effect.

Chairperson Powers reported that the property tax millage rates to be levied are a subject of the public hearing as follows. The millage rates were adopted by the Board of Commissioners during the Truth-in-Taxation Hearing held June 14, 2018.

<u>Source</u>	<u>Purpose</u>	<u>Maximum Allowable Millage Levy</u>	<u>July 1, 2018 Millage Levy</u>	<u>December 1, 2018 Millage Levy</u>
Allocated	County Operating	5.7500	5.7500	.0000
Voted	MCF Operating	2.4847	.0000	2.4847
Voted	Ambulance Operating	.9948	.0000	.9948
Voted	Council on Aging Operating	1.0000	.0000	.7500
Voted	Council on Aging	.2500	.0000	.2500
Voted	Veterans	.1000	.0000	.1000
Voted	9-1-1	.1398	.0000	.1398
Voted	MCF Building	.4969	.0000	.2000
Current Maximum Allowable Millage Rates Under Headlee & MCL 211.34		11.2162		
2018 Oceana County Summer & Winter Millage Rates			5.7500	4.9193
2018 Oceana County Total Millage Rate			= 10.6693	

Chairperson Powers asked for any public comment on the proposed 2019 Budget and Position Allocation List and Salary & Wage Scale. He asked for public comments two more times. There being none, Chairperson Powers closed the Public Hearing at 11:59 a.m.

Chairperson Powers stated that the proposed 2019 General Fund revenues and expenditures reflect an amount of \$10,643,738; the Special revenues and expenditures reflect an amount of \$25,600,379 for a total recommended budget of \$36,244,117.

RESOLUTION NO. 1 – APPOINTMENTS/REAPPOINTMENTS TO COUNTY BOARDS AND COMMISSIONS

Moved by Mr. Sebolt and seconded by Mr. Gustafson to make the following appointments and reappointments to county boards and commissions as follows:

- Reappoint Commissioner Robert Walker to the Oceana County Board of Public Works for a three-year term beginning 01/01/2019 and expiring 12/31/2021
- Reappoint Commissioners Dean Gustafson, Jim Brown, and Martha Meyette to the West Michigan Shoreline Regional Development Committee for a one-year term beginning 01/01/2019 and expiring 12/31/2019
- Reappoint Mr. Gayle Forner to the Oceana County Economic Development Corporation Board for a six-year term beginning 01/01/2019 and expiring 12/31/2024

Voice vote: Motion carried.

RESOLUTION NO. 2 – APPROVAL OF THE 2018 APPORTIONMENT REPORT

Moved by Mr. Byl and seconded by Mr. Brown 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, villages and school districts for the 2019 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 by law, 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 2018 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. Brown-yes; Mr. Gustafson-yes; Ms. Meyette-yes; Mr. Sebolt-yes; Mr. Walker-yes; and Mr. Powers-yes. Absent: None.

Motion carried.

RESOLUTION NO. 3 – ADOPTION OF THE FY 2019 BUDGET

Moved by Mr. Byl and seconded by Mr. Walker to adopt the FY 2019 General Fund Budget as follows:

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 2 of 1968, 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 2019 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 18, 2018, and a public hearing on the proposed budget was held on October 25, 2018; and

WHEREAS, the Oceana County voters authorized millages of 0.1400 of a mill for 911, 0.1000 of a mill for Veterans Affairs, 1.0000 of a mill for Council on Aging operating, 0.2500 of a mill for Council on Aging, 0.9948 of a mill for Ambulance, 2.4870 of a mill for the Medical Care Facility, and 0.5000 of mill for Medical Care Facility debt retirement; and

WHEREAS, the Board of Commissioners authorized, in June and October 2018, 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 2019 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, 0.7500 of a mill for Council on Aging operating, 0.2500 of a mill for Council on Aging, 0.9948 of a mill for Ambulance, 2.4847 of a mill for the Medical Care Facility, and 0.2000 of a mill for Medical Care Facility debt retirement; and

BE IT FURTHER RESOLVED, that the 2019 Oceana County General Fund (#101) budget of \$10,643,738 be adopted by line-item as described in this resolution; and

BE IT FURTHER RESOLVED, that all other fund budgets (Special Revenue and Debt Service funds totaling \$25,600,379) be adopted by line-item as described in this resolution, for a total Fiscal Year 2019 budget of \$36,244,117; 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 Account 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 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

BE IT FURTHER RESOLVED, that as position vacancies occur during the budget year, and as budget constraints allow, 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 shall only be approved by specific Board of Commissioners authorization; and

BE IT FURTHER RESOLVED, that certain positions contained in the Position Allocation List 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 if the Board of Commissioners does not act to appropriate funds from County sources to cover the shortfall; 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 2019 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, it is within the Board of Commissioners authority to change the approved Position Allocation List 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

BE IT FURTHER RESOLVED, that the salaries and wages of County employees, including the County's Elected Officials, shall follow the salary and wage rates for non-represented employees approved by the Board of Commissioners and effective January 1, 2018, unless otherwise authorized by resolution; and

BE IT FURTHER RESOLVED, collective bargaining agreements in effect for Fiscal Year 2019 that establish salary and wage rates shall be followed for represented employees; and

BE IT FURTHER RESOLVED, the line-item appropriations which represent the estimated costs of operating the Courts in Fiscal Year 2019 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 Policy Handbook, 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 Policy Handbook shall apply to all employees and elected officials, including those who function under a policy manual or agreement that 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 County Administrator shall be authorized to make year-end transfers between Departments or Funds or with such amounts that may be available in the General Fund Contingency Account, as may be necessary to ensure that departments do not end Fiscal Year 2019 in a deficit condition. Any such transfer shall be reported to the Board of Commissioners at their next regularly scheduled meeting or as soon thereafter.

**2019 GENERAL APPROPRIATION ACT SUMMARY
GENERAL FUND**

Dept # / Description	Revenue
402-449 Taxes	\$7,287,244
450-500 Licenses & Permits	\$28,180
501-538 Federal Grants	\$378,750

539-579	State Grants	\$1,168,757
580-599	Contrib. from Local Units	\$0
600-654	Charges for Services	\$1,020,104
655-663	Fines and Forfeitures	\$13,400
664-670	Interest and Rent	\$80,770
671-697	Other Revenue	\$219,084
699	Transfers In	\$9,500
	Operating Transfers In - "100%" Tax Payment Funds	\$0
401	Previous Year-End Balance (unassigned fund balance)	\$437,949

Total Available Revenue \$10,643,738

**2019 GENERAL APPROPRIATION ACT SUMMARY
GENERAL FUND**

Dept # / Description	Expenditure	
101	General	\$484,876
101	Board of Commissioners	\$201,026
131	Circuit Court	\$422,861
132	Circuit Ct. Probation/Parole	\$3,000
136	District Court	\$379,584
141	Friend of the Court	\$403,552
148	Probate Court	\$282,454
172	County Administrator	\$215,029
202	County Auditing	\$22,400
215	County Clerk	\$291,429
216	Jury Board	\$1,238
228	Data Processing	\$94,000
229	Technology Department	\$102,941
245	State Survey/Remonumentation	\$46,356
248	General Services	\$853,127
249	Plat Board	\$597
250	Microfilming	\$1,500
253	County Treasurer	\$240,253
257	Equalization	\$259,254
261	MSU Extension	\$154,133
262	Elections	\$7,786
265	Courthouse and Grounds	\$243,422
267	Prosecuting Attorney	\$383,700
268	Register of Deeds	\$192,288
275	Drain Commission	\$151,461
280	Soil Conservation District	\$20,000

301	Sheriff	\$2,359,893
331	Marine Law	\$105,546
332	Snowmobile Enforcement	\$32,724
333	Road Patrol	\$88,502
351	Jail	\$1,181,703
426	Emergency Management	\$107,467
430	Animal Control	\$163,284
445	Drains - Public Benefit	\$20,126
528	Transfer Station/Recycling	\$228,203
537	Airport	\$118,072
605	Contagious Diseases	\$500
648	Medical Examiner	\$70,931
720	Housing Commission	\$5,000
721	Planning Commission	\$14,220
728	Economic Development Corp.	\$50,000
865	Insurance	\$166,000
870	Unemployment Compensation	\$7,000
899	Tax Tribunal Refunds	\$6,000
969	Dept. of Health and Human Serv	\$9,000
970	Child Care	\$208,300
971	Community Mental Health	\$130,000
972	Contingency	\$70,000
973	Family Counseling	\$2,500
974	Law Library	\$11,500
975	Parks and Recreation	\$29,000

Total Expenditures

\$10,643,738

**2019 GENERAL APPROPRIATION ACT SUMMARY
SPECIAL REVENUE AND DEBT SERVICE FUNDS**

Fund # / Description	Budget	
208	Parks and Recreation Fund	\$37,050
210	Ambulance Fund	\$1,277,352
211	GIS Fund	\$6,330
213	WM Field Rail Trail	\$0
214	Court Improvement Fund	\$12,000
215	Friend of the Court Fund	\$54,844
218	Animal Care Fund	\$13,100
245	Public Improvement Fund	\$0
246	Animal Control Bldg Improve	\$0
249	Building Department Fund	\$318,643
251	Interim Elderly Fund	\$27,828
252	County Land Bank Authority	\$2,000

254	Foreclosure Fund	\$427,279
255	Homestead Denials	\$9,800
256	Register of Deeds Auto Fund	\$37,750
260	Indigent Defense	\$268,124
261	Mason/Oceana E-911	\$365,632
262	Victim Services Fund	\$1,010
263	Concealed Pistol Licensing Fund	\$12,100
264	Local Corrections Ofc Trng Fund	\$10,050
267	K-9 Unit	\$6,500
269	Law Library Fund	\$15,000
275	Senior Citizen Tax Fund	\$1,204,636
277	CDBG Fund	\$200
287	MCF Depreciation Fund	\$301,800
288	Parks & Rec Matching Grant	\$50
290	Oceana/Mason DHHS Fund	\$9,000
292	Child Care Fund	\$463,600
293	Veterans Affairs Fund	\$132,658
294	Veterans Trust Fund	\$0
298	Technology and Innovation Fund	\$146,500
320	Criminal Justice Training Fund	\$1,748
353	Co Airport Terminal Debt Serv	\$23,050
357	Mason-Ocean 911 Debt Retire	\$0
360	Ambulance Debt Retirement	\$23,750
391	MCF Building Debt Retirement	\$243,600
405	Capital Projects – Equip Replace	\$180,852
408	Parks & Rec Capital Projects	\$0
512	S.W. Medical Care	\$19,816,283
520	100% Tax Pmt – 2010	\$0
521	100% Tax Pmt – 2011	\$0
522	100% Tax Pmt – 2012	\$0
523	100% Tax Pmt – 2013	\$0
524	100% Tax Pmt – 2014	\$0
525	100% Tax Pmt – 2015	\$0
526	100% Tax Pmt – 2016	\$0
527	100% Tax Pmt – 2017	\$0
528	100% Tax Pmt – 2008	\$0
529	100% Tax Pmt – 2009	\$0
535	Housing Commission	\$5,000
595	Sheriff Department Commissary	\$15,000
639	Drain Equip. Revolving	\$0
711	Cemetery Trust	\$0
715	MCF Endowment Fund	\$0
721	Library	\$130,250
725	FOC Child Support Dep Acct	\$10

801	Drain Fund	\$0
802	Drain Revolving Fund	\$0
843	Crystal Pond Lake Impr Board	\$0
848	Stony Lake Board	\$0
851	Drain Debt Service Fund	\$0

Total Special Revenue Funds \$25,600,379

County Elected Officials' Annual Salary for FY 2019

(Presented in accordance with Public Act 154 of 1879 as amended)

Treasurer	\$56,259
Drain Commissioner	\$56,259
Register of Deeds	\$56,259
Clerk	\$58,680
Sheriff	\$81,645
Prosecuting Attorney	\$103,316

Roll call vote: Mr. Byl-yes; Mr. Walker-yes; Ms. Meyette-yes; Mr. Sebolt-yes; Mr. Gustafson-yes; Mr. Brown-yes; and Mr. Powers-yes. Absent: None.

Motion carried.

RESOLUTION NO. 4 – ACCEPTANCE OF GRANT AWARD FOR INDIGENT DEFENSE

Moved by Mr. Walker and seconded by Mr. Gustafson to authorize the County Administrator to accept and sign all necessary documents for the forthcoming annual grant award from the State of Michigan for the purpose of complying with the Michigan Indigent Defense Commission Act, Public Act 93 of 2013.

The annual grant award will change from year to year based on actual costs to provide indigent defense services. Beginning with the State of Michigan's 2018-2019 fiscal year, the grant award shall not exceed \$284,887.

Roll call: Mr. Walker-yes; Mr. Gustafson-yes; Mr. Byl-yes; Mr. Brown-yes; Mr. Sebolt-yes; Ms. Meyette-yes; Mr. Powers-yes. Absent: None.

Motion carried.

RESOLUTION NO. 5 - PAYMENT OF CLAIMS

Moved by Mr. Byl and seconded by Mr. Walker to approve the payment of claims for October 11, 2018 in the tentative amounts as follows:

AMBULANCE FUND	\$ 439,493.52
GIS FUND	158.97
PUBLIC IMPROVEMENT FUND	-0-
BUILDING DEPARTMENT FUND	16,390.52
TECHNOLOGY	138.00
ANIMAL CONTROL BUILDING	-0-
TOTAL FORECLOSURE FUND	-0-
K-9 FUND	-0-

VETERAN AFFAIRS	4,885.38
MEDICAL RESERVE CORP	-0-
AUTOMATION FUND R.O.D.	109.98
CAPITAL PROJECTS EQUIP. REPL.	5,380.00
LOCAL CORR. OFFICERS TRAINING FUND	-0-
CRIMINAL JUSTICE TRAINING	-0-
GENERAL FUND	<u>294,673.79</u>
TOTAL	\$761,230.16

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

Roll call vote: Mr. Byl-yes; Mr. Walker-yes; Mr. Brown-yes Ms. Meyette-yes; Mr. Gustafson-yes; Mr. Sebolt-yes; and Mr. Powers-yes. Absent: None.

Motion carried.

PUBLIC COMMENTS – there were no public comments at this time.

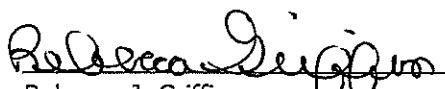
COMMISSIONER REPORTS

Commissioner Walker commented that he is hoping for a good outcome from the November 6, 2018 General Election.

Commissioner Byl noted that staff at the Michigan State University Extension Office met yesterday and they have appointed a new director to replace Mr. Mike Krauch. The gentlemen, Mr. Kelly, who comes from Australia, will begin employment December 1, 2018.

Mr. Sobie reminded all Commissioners of the West Michigan County Alliance meeting to be held this Monday, October 29, in Baldwin. Social hour begins at 6:00 p.m.

Chairperson Powers asked if there was any further business to come before the Board. There being none, the meeting recessed at 12:24 p.m.


 Rebecca J. Griffin
 Oceana County Clerk

11-8-18
 Date


 Mr. Powers, Chairperson