

Board Conference Room
October 24, 2019
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 24, 2019 at 11:33 a.m.

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

Mr. Sobie, Oceana County Administrator; Ms. Anderson, Oceana County Clerk; and John Cavanagh, Oceana's Herald-Journal correspondent were also present.

Moved by Mr. Gustafson and seconded by Mr. Sebolt to approve the minutes of the October 10, 2019 minutes as presented.

Voice vote. Motion carried.

Mr. George Sadler, Weare Township resident questioned why a tax is not added to each Electric Forest Festival ticket as a source of revenue.

Chairperson Powers opened the Public Hearing on the County of Oceana's FY 2020 Budget Hearing at 11:35 a.m. for the purpose of obtaining public input on the proposed FY 2020 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 2020 Budget of General Fund Revenues and Expenditures in the total amount of \$10,669,763. Regarding the budget,

- The General Fund's unassigned cash reserves in the amount of \$402,879 has been allocated to achieve a balanced budget.
- Total projected property tax revenue is approximately 2.53% higher than the prior year.
- Current pension payments are 8.4% higher than the prior year.
- Pension liability is increasing and 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 2020 Budget of Special Revenues and Expenditures in the total amount of \$25,827,309.

Therefore, the total recommended 2020 Budget is \$36,493,072.

Mr. Byl stated that he is disappointed with the Governor's line item vetoes as it directly affects the County negatively due to the cuts in revenues.

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 13, 2019.

<u>Source</u>	<u>Purpose</u>	<u>Maximum Allowable Millage Levy</u>	<u>July 1, 2019 Millage Levy</u>	<u>December 1, 2019 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	1.0000
Voted	Veterans	.1000	.0000	.1000
Voted	9-1-1	.1398	.0000	.1398
Voted	MCF Building Debt Retirement	.5	.0000	.2000
Current Maximum Allowable Millage Rates Under Headlee & MCL 211.34		10.9693		
2019 Oceana County Summer & Winter Millage Rates			5.7500	4.9193
2019 Oceana County Total Millage Rate			= 10.6693	

Chairperson Powers asked for any public comment on the proposed 2020 Budget. Mr. Byl commented that the Medical Care Facility is able to collect up to .5 mill, but only collected .2 mill as that was what was needed for the current debt service. There being no further comment, Chairperson Powers closed the Public Hearing at 11:42 a.m.

Chairperson Powers stated that the proposed 2020 General Fund revenues and expenditures reflect an amount of \$10,669,763; the Special revenues and expenditures reflect an amount of \$25,827,309 for a total recommended budget of \$36,493,072.

RESOLUTION NO. 1 – AFFIRMATION OF APPOINTMENT OF DEPUTY MAGISTRATE

Moved by Mr. Gustafson and seconded by Mr. Walker to affirm the appointment made by 78th District Court Judge Kevin Drake of Ms. Suncerae Adams as the Chief Clerk/Deputy Magistrate effective October 14, 2019. The position is entitled to the same fringe benefits currently in effect for all other full-time employees.

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

Motion carried.

RESOLUTION NO. 2 – APPROVAL OF EMPLOYEE CONTRIBUTION TO HEALTH SAVINGS ACCOUNT

Moved by Mr. Gustafson and seconded by Mr. Byl to approve the recommendation of the County Administrator to include in the fiscal year 2020 budget contributions to health savings accounts for eligible employees who are enrolled in the Blue Care Network HSA HMO \$3,000 plan, as described below, in accordance with IRS guidelines:

- For non-union employees:
 - Enrollment in the single plan: \$2,118.33
 - Enrollment in the two-person plan: \$3,020.43
 - Enrollment in the three or more plan: \$4,531.91
- For represented employees in the FOP and POAM:

- Enrollment in the single plan: \$2,457.95
- Enrollment in the two-person plan: \$3,794.21
- Enrollment in the three or more plan: \$5,514.20

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

Motion carried.

RESOLUTION NO. 3 – APPROVAL OF 2019 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 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 2019 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. Sebolt - yes; Mr. Gustafson – yes; Mr. Walker – yes; Ms. Meyette - yes; and Mr. Powers - yes.

Motion carried.

RESOLUTION NO. 4 – ADOPTION OF FISCAL YEAR 2020 BUDGET

Moved by Mr. Byl and seconded by Mr. Walker to adopt the FY 2020 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 2020 General Appropriations 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 17, 2019, and a public hearing on the proposed budget was held on October 24, 2019; and

WHEREAS, the Oceana County voters authorized millages of 0.1400 of a mill for Mason-Oceana 911, 0.1000 of a mill for Veterans Affairs, 1.0000 mill for Council on Aging, 0.9948 of a mill for Ambulance,

2.4870 mills 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 2019, 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 2020 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 Mason-Oceana 911, 0.1000 of a mill for Veterans Affairs, 1.0000 mill for Council on Aging, 0.9948 of a mill for Ambulance, 2.4847 mills for the Medical Care Facility, and 0.2000 of a mill for Medical Care Facility debt retirement; and

BE IT FURTHER RESOLVED, that the 2020 Oceana County General Fund (#101) budget of \$10,669,763 be adopted by line-item activity as described in this resolution; and

BE IT FURTHER RESOLVED, that all other fund budgets (Special Revenue and Debt Service funds totaling \$25,827,309) be adopted by line-item activity as described in this resolution, for a total Fiscal Year 2020 budget for all funds of \$36,493,072; and

BE IT FURTHER RESOLVED, that any amendment to increase an employee wage or 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 on 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 2020 fiscal year, as deemed necessary. Consequently, there may be a need to increase or decrease various portions of the budget and 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 salary 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, 2020, unless otherwise authorized by resolution; and

BE IT FURTHER RESOLVED, collective bargaining agreements in effect for Fiscal Year 2020 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 2020 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 handbook or agreement that has been jointly approved by the Board of Commissioners and an Elected Official who has co-employer status; and

BE IT FINALLY 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 2020 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.

2020 GENERAL APPROPRIATION ACT SUMMARY

GENERAL FUND

Acct # / Description	Revenue
402-449 Taxes	\$7,147,911
450-500 Licenses & Permits	\$29,170
501-538, 591 Federal Grants	\$416,550
539-579 State Grants	\$1,220,322
580-599 Contrib. from Local Units	\$0
600-654 Charges for Services	\$1,017,425

655-663	Fines and Forfeitures	\$15,500
664-670	Interest and Rent	\$71,370
671-698	Other Revenue	\$316,971
699	Transfers In	\$31,665
401	Previous Year-End Balance (unassigned fund balance)	\$402,879
Total Available Revenue		\$10,669,763

2020 GENERAL APPROPRIATION ACT SUMMARY

GENERAL FUND

Dept # / Description	Expenditure
101-000 General	\$509,878
101 Board of Commissioners	\$237,739
131 Circuit Court	\$502,023
132 Circuit Ct. Probation/Parole	\$3,000
136 District Court	\$358,258
141 Friend of the Court	\$418,088
148 Probate Court	\$289,460
172 County Administrator	\$241,059
202 County Auditing	\$22,400
215 County Clerk	\$273,205
216 Jury Board	\$1,238
228 Data Processing	\$51,500
229 Technology Department	\$100,889
245 State Survey/Remonumentation	\$46,356
248 General Services	\$846,461
249 Plat Board	\$597
250 Microfilming	\$1,500
253 County Treasurer	\$248,134
257 Equalization	\$253,104
261 MSU Extension	\$147,266
262 Elections	\$88,250
265 Courthouse and Grounds	\$281,151
267 Prosecuting Attorney	\$391,347
268 Register of Deeds	\$190,522
275 Drain Commission	\$140,269
280 Soil Conservation District	\$20,000
301 Sheriff	\$2,399,557
331 Marine Law	\$113,094

332	Snowmobile Enforcement	\$32,505
333	Road Patrol	\$91,102
351	Jail	\$1,190,994
426	Emergency Management	\$116,149
430	Animal Control	\$167,342
445	Drains - Public Benefit	\$11,600
528	Transfer Station/Recycling	\$278,812
537	Airport	\$99,422
605	Contagious Diseases	\$975
648	Medical Examiner	\$87,017
720	Housing Commission	\$0 ¹
721	Planning Commission	\$11,500
728	Economic Development Corp.	\$50,000
865	Insurance	\$170,000
870	Unemployment Compensation	\$0
899	Tax Tribunal Refunds	\$3,500
969	Dept. of Health & Human Serv	\$0 ²
970	Child Care	\$0 ²
971	Community Mental Health	\$130,000
972	Contingency	\$50,000
973	Family Counseling	\$2,500
974	Law Library	\$0 ²
975	Parks and Recreation	\$0 ²
Total Expenditures		\$10,669,763

Budgetary note:

¹Housing appropriation directly from the CDBG Fund.

²General Fund transfers to these “departments” can be found under 101 – General in the table.

2020 GENERAL APPROPRIATION ACT SUMMARY

SPECIAL REVENUE AND DEBT SERVICE FUNDS

Fund # / Description	Budget	
208	Parks and Recreation Fund	\$38,220
210	Ambulance Fund	\$1,153,575
211	GIS Fund	\$11,130
213	WM Field Rail Trail	\$0
214	Court Improvement Fund	\$0
215	Friend of the Court Fund	\$62,816
218	Animal Care Fund	\$11,100

245	Public Improvement Fund	\$0
246	Animal Control Bldg Improve	\$0
249	Building Department Fund	\$348,685
251	Interim Elderly Fund	\$27,828
252	County Land Bank Authority	\$185
254	Foreclosure Fund	\$0
255	Homestead Denials	\$1,665
256	Register of Deeds Auto Fund	\$67,500
259	Emergency Mgmt Reserve Corp	\$500
260	Indigent Defense	\$533,162
261	Mason/Oceana E-911	\$369,727
262	Victim Services Fund	\$900
263	Concealed Pistol Licensing Fund	\$6,500
264	Local Corrections Ofc Trng Fund	\$9,600
267	K-9 Unit	\$21,500
269	Law Library Fund	\$15,000
275	Senior Citizen Tax Fund	\$1,235,346
277	CDBG Fund	\$15,000
287	MCF Depreciation Fund	\$500,000
288	Parks & Rec Matching Grant	\$0
290	Oceana/Mason DHHS Fund	\$9,000
292	Child Care Fund	\$509,890
293	Veterans Affairs Fund	\$172,776
294	Veterans Trust Fund	\$0
298	Technology and Innovation Fund	\$115,820
320	Criminal Justice Training Fund	\$1,500
353	Co Airport Terminal Debt Serv	\$22,400
357	Mason-Ocean 911 Debt Retire	\$0
360	Ambulance Debt Retirement	\$28,150
391	MCF Building Debt Retirement	\$242,300
405	Capital Projects – Equip Replace	\$38,190
408	Parks & Rec Capital Projects	\$0
512	S.W. Medical Care	\$19,103,334
516	Delinquent Tax Revolving Fund	\$0
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	\$510,000
526	100% Tax Pmt – 2016	\$402,000
527	100% Tax Pmt – 2017	\$200
528	100% Tax Pmt – 2018	\$200

529	100% Tax Pmt – 2019	\$3,100
535	Housing Commission	\$5,000
595	Sheriff Department Commissary	\$70,000
639	Drain Equip. Revolving	\$0
721	Library	\$163,500
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
891	Drain Construction Fund	\$0
Total Special Revenue Funds		\$25,827,309

County Elected Officials’ Annual Salary for FY 2020

(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; Mr. Sebolt - yes; Ms. Meyette - yes; Mr. Walker – yes; Mr. Brown – yes; Mr. Gustafson - yes; and Mr. Powers - yes.

Motion carried.

RESOLUTION NO. 6 – APPROVAL OF HOMELAND SECURITY AGREEMENT

Moved by Mr. Walker and seconded by Mr. Sebolt to enter into the Homeland Security Grant Program Intergovernmental Agreement between the West Michigan Regional Medical Consortium (WMRMC) and Oceana County for the purpose of delineating the relationship and responsibilities between WMRMC and Oceana County and the Region 6 Homeland Security Governing Board with regards to the 2017 Homeland Security Grant Program and 2018 Homeland Security Grant Program and use of grant program funds, purchase or reimbursement of services with grant program funds and/or reimbursement for certain salaries and/or backfill/overtime costs with grant program funds.

WMRMC was designated Fiduciary for the 2017 Homeland Security Grant Program and 2018 Homeland Security Grant Program by the Region 6 Homeland Security Governing Board and accepted the position of Fiduciary and, as a result, entered into the 2017 Homeland Security Grant Program Agreement and 2018 Homeland Security Grant Program with the State of Michigan. WMRMC and the Region 6 Homeland Security Planning Board are sub-grantees. This agreement is a prerequisite to any 2017 Homeland Security Grant Program and 2018 Homeland Security Program funds being awarded to Oceana County.

The Oceana County Board of Commissioners hereby designates the County Administrator as the authorized official of Oceana County to execute the intergovernmental agreement on behalf of the county; designates the Oceana County Emergency Management Coordinator to execute the Transfers of Ownership; and, accepts and binds Oceana County to the terms and conditions of the agreement.

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

Motion carried.

RESOLUTION NO. 7 – PAYMENT OF CLAIMS

Moved by Mr. Byl and seconded by Mr. Gustafson to approve the payment of claims for October 24, 2019 in the tentative amounts as follows:

AMBULANCE FUND	249,677.45
FRIEND OF THE COURT FUND	1,819.21
GIS FUND	-0-
PUBLIC IMPROVEMENT	-0-
BUILDING DEPARTMENT	12,498.94
TECHNOLOGY	4,555.02
FORECLOSURE	750.00
K-9 UNIT	-0-
VETERANS AFFAIRS	4,289.33
MEDICAL RESERVE	-0-
AUTOMATION FUND – R.O.D.	-0-
INDIGENT DEFENSE FUND	3,831.28
LOCAL CORR OFFICERS TRNG FUND	-0-
CRIMINAL JUSTICE TRNG	-0-
VICTIMS SERVICES	-0-
CAPITAL PROJ-EQUIP REPLACEMENT	790.00
GENERAL FUND	418,012.32
TOTAL	696,223.55

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

Motion carried.

Commissioners' Reports

Mr. Sebolt reported that there was a brief update on the progress of the Longbridge Road project at the Road Commission meeting this week. He stated that Egle has requested a hydrology study to be completed before the application is approved. The study should be completed by the end of the week. Mr. Sebolt stated that he was able to meet the new member of the Veterans Affairs Committee, Derek VanBaale. He indicated that Mr. VanBaale will be a good fit.

Mr. Gustafson expressed the continued frustration regarding Longbridge Road.

Mr. Walker mentioned that he attended the bi-monthly meeting for the West Michigan Forensic Pathology Board. He indicated that Lisa Kaspriak, Medical Examiners Group has been in contact with some Upper Peninsula County officials that have expressed the need to find competent medical examiners. Ms. Kaspriak has proposed to offer medical examiner services with those in the UP on an "as needed" basis. The details of this proposal are still in the planning stage.

Mr. Sebolt asked Mr. Sam Nelson, State Republican Party, whether the Governor's line item vetoes would be reinstated. Mr. Nelson indicated that he has not had heard as yet.

Chairperson Powers asked if there was any further business to come before the Board. There being none, the meeting adjourned at 12:09 p.m.

Amy L. Anderson, Oceana County Clerk

Date

Mr. Powers, Chairperson