

IONIA COUNTY BOARD OF COMMISSIONERS
October 14, 2014
Regular Meeting
4:00 p.m.

The Chair called the meeting to order and led with the Pledge of Allegiance.

Members present: Lynn Mason, Larry Tiejema, Jim Banks, Brenda Cowling-Cronk, Scott Wirtz, Jack Shattuck and Julie Calley

Others present: Ken Bowen, David Hodges, Randy Zenk, Sug Pinnow, Jim Valentine, Melissa Eldridge, Diane Adams, Judy Clark, Karen Bota, Tom Thelen, John Bush, Dale Miller, Walter Barnes, Stephanie Fox and Tonda Rich

Approval of Agenda

Moved by Cowling-Cronk, supported by Wirtz, to approve the agenda as presented. Motion carried by voice vote.

There was no public comment.

Consent Calendar

A. Approve minutes of the previous meeting(s)

Hearing no objections, the Chair declared the Consent Calendar approved.

New Business

A. Moved by Banks, supported by Tiejema, to open up the Public Hearing on the proposed 2015 budget. Motion carried by voice vote.

Chair Calley opened up the floor for any comments on the 2015 budget.

County Administrator, Stephanie Fox, summarized the proposed budget stating:

- The 2015 health insurance rates are lower this year
- General Fund transfer to the Child Care Fund is \$397,259
- General Fund transfer of \$121,139 to continue with the secured entrance for the Courthouse
- General Fund Appropriation for the Friend of the Court in the amount of \$5,671. The personnel allocation includes a part-time position of 20 hours per week
- ICEA allocation for 2015 is \$21,050
- MSU Extension allocation of \$52,179
- Included in the budget is a proposed 2% increase for the top step of each wage scale.

Fox thanked the Board, as well as, the elected officials, department heads and employees for their assistance with the preparation of the 2015 budget.

Commissioner Tiejema acknowledged the allocation for the countywide recycling program and further voiced his concerns with the child care and court security funds.

Commissioner Mason commented on the requested allocation from ICEA which was \$25,000.

Fox stated that included in the budget is an amount set aside for capital improvements and once the new Physical Plant Director settles in, she will go over the Capital Improvement Fund with him.

Commissioner Banks stated that ICEA is good for the county and is in favor of the allocation and any increase the County may be able to give in the future.

Moved by Banks, supported by Tiejema, to close the public hearing on the 2015 budget at 4:14 p.m. Motion carried by voice vote.

- B. Moved by Tiejema, supported by Shattuck, to adopt the 2015 Ionia County General Appropriations Act Resolution.

Moved by Mason to take \$3,050 from the Child Care Fund and allocate it to ICEA. Motion died due to lack of support.

Commissioner Mason thanked Melissa Eldridge and Commissioner Wirtz for their efforts in getting a countywide recycling program started.

Chair Calley called for a roll call vote on the Resolution. The Resolution was adopted by the following roll call vote: yes – all. The Resolution is as follows:

RESOLUTION TO ADOPT THE
2015 IONIA COUNTY GENERAL APPROPRIATIONS ACT
2014-12

WHEREAS, the Uniform Budgeting and Accounting Act ("UBAA"), Public Act 621 of 1978, as amended, requires that each local unit of government adopt a balanced budget for all required funds; and,

WHEREAS, The County Administrator has received input from officials responsible for providing mandated services to determine serviceable levels and the funds to sustain such levels, and has reported these requests to the Board of Commissioners acting as Committee-of-the-Whole along with recommended funding levels; and,

WHEREAS, The Ionia County Board of Commissioners ("Board") has examined the requests and recommendations and has taken into consideration the fact that there are certain required

functions of county government or operations that must be budgeted at a serviceable level in order to provide statutory and constitutionally required services and programs.

NOW, THEREFORE, BE IT RESOLVED, that the County Treasurer is hereby directed to collect 4.6434 mills for the County's general operations, which may be subject to future amendment based on changes in the Headlee Millage Reduction Fraction and finalized Taxable Values.

BE IT FURTHER RESOLVED, that this budget reflects a reasonable allocation of available resources to the various County departments, boards, and agencies, and allows for all mandated services, programs, and activities, including the courts and the constitutional and statutory offices, to be performed at and above reasonable, necessary, and serviceable levels.

BE IT FURTHER RESOLVED, that the appropriations for the General Fund and Special Revenue Funds are adopted at the Fund level, and that the amounts indicated in the accompanying detail are hereby appropriated from the appropriate funds of the County of Ionia according to the activities and accounts contained in that detail, incorporated herein by reference, and that such appropriations shall be restricted in accordance with board policies to the purpose described in the title of the accounts specified in the detail and by the provisions of this Act (program summaries are provided for information only).

BE IT FURTHER RESOLVED, that the following restrictions and obligations shall apply to these appropriations and anyone who accepts funds pursuant to this Act or otherwise incurs expenditures in expectation of County funding shall be deemed to have agreed to these restrictions and obligations:

1. All terms in this Act shall have the meaning assigned to them by the Uniform Budgeting and Accounting Act. The term "budgetary center" includes all courts and offices of the courts receiving funds through this General Appropriations Act.
2. The County Administrator shall serve as the Chief Administrative Officer and the Fiscal Officer, as defined in the UBAA.
3. All budgetary centers receiving funds herein shall abide by the UBAA and the Uniform Chart 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.
4. The amounts appropriated herein shall be paid from the County Treasury at the time and in the manner provided by law, in this Act, and other applicable policies or resolutions of the Board, whether enacted to date or subsequently adopted.
5. 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 resolution or policy of the Board.

6. Each budgetary center shall limit expenditures within the appropriations authorized herein and shall not attempt to expend funds at a rate which will eventually result in a deficit in any account without prior approval of the Board, except as otherwise provided by law. All expenditures of county funds and other funds under the control of any budgetary center shall be expended only for the purposes attached to the accounts and within the various policies of the Board, including any applicable collective bargaining agreements, and personnel policies that are approved by the Board of Commissioners. The County of Ionia shall only be responsible for the payment of purchases made in accordance with the provisions of MCLA 46.13b, Act 58 of 1909, the UBAA, and any policies or resolutions of the Board, whether enacted to date or subsequently adopted.

7. No overtime shall be paid without advance approval of the Board. Where a budgetary center has been given an overtime line item, the administrator for that budgetary center shall have the authority to approve overtime within the budgetary limits set by the Board within this Act, or subsequent amendments to this Act. If the total amount of overtime in any given month exceeds 1/12th of the amount allocated, the administrator for that budgetary center shall submit to the Board of Commissioners in writing a detailed report outlining why overtime for that month exceeded 1/12th of the allocation.

8. Only essential travel will be permitted as stated in the County Personnel Policy and the County Travel Policy. Conferences must be in the best interest of the County. The County will not reimburse employees for the expenses incurred by the employee's spouse or family members attending a conference.

9. All memberships and dues shall be paid out of the appropriate budgetary center.

10. Court-related consultants (expert witnesses), jurors, witnesses, and attorney fees, have been placed in established budgetary centers. Approval of all expenditures related to these accounts shall remain with the appropriate court in accordance with the limits set for appropriations as authorized in this Act and any subsequent amendment to this Act.

11. The County Administrator shall be authorized to transfer appropriations between line items within an activity upon request of an activity administrator under the following limitations:

- A. Funds may not be transferred from supplies and services to wages and benefits for the purpose of creating permanent positions.
- B. Such transfers shall be reported in writing to the Board of Commissioners.

12. The County Administrator shall be authorized to transfer appropriations among activities within a fund upon the request and/or with the written consent of the activity administrators allocating and receiving the funds, according to the following limitations:

- A. Funds may not be transferred from supplies and services to wages and benefits for the purpose of creating permanent positions.
- B. No activity shall allocate or receive more than \$10,000 in any transfer.
- C. Such transfers shall be reported in writing to the Board of Commissioners.

13. The County Administrator shall be authorized to make year-end transfers among activities or funds or with such amounts that may be available in the Contingency of the General Fund, as may be necessary to insure that activities or funds do not end the fiscal year in a deficit condition. All such transfers shall be recorded in the official financial records of the County through the normal accounting process. The County Administrator shall consult with and receive written approval from the Chairman and the Vice-Chairman of the Board of Commissioners before authorizing year-end transfers, and shall submit in writing a record of the transfers to the Board of Commissioners.

14. The Personnel Allocations contained in this budget shall limit the number of permanent full time equated (FTE) employees who can be employed, and no funds are appropriated for any position not listed in the Personnel Allocations. In addition, the job position titles, pay classifications, and full time equated designations for each position are deemed to be the correct classifications and are hereby incorporated into the Personnel Allocations, and any modification of employment classifications may be done only through authorization by the Board of Commissioners.

15. The Board of Commissioners reserves the right to change the Personnel Allocations and the 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 Personnel Allocations. When a position becomes vacant, it shall not be filled without the express authorization of the Board of Commissioners.

16. Positions that are listed under Personnel Allocations that are supported by grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving the budgeted revenues. Upon notification that budgeted funding of a position shall not be received, the elected official or department head shall immediately notify the County Administrator, who shall notify the Board of Commissioners, and that position shall be immediately removed from the Personnel Allocations once the outside funding has been exhausted.

17. Line item appropriations that represent the estimated costs of operating the Ionia County trial courts are contingent upon reimbursements to Ionia County by the State of Michigan in accordance with MCLA 600.151(b).

18. 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 immediately and automatically revert to General Fund Contingency, unless otherwise authorized by the Board without limitation, or by the County Administrator under the following limitations:

A. Temporary full-time or part-time positions or overtime may be allocated by the County Administrator at the request of a department head as long as the funds are available within a department's wage line item. Any such positions shall be considered employees as determined by IRS regulations and, as such, shall be paid by the County through the normal payroll process.

19. Contracts for goods or services must be authorized for signature by the Board of Commissioners in accordance with Board Policy. All such contract negotiations shall be coordinated with the County Administrator. No expenditure of funds for such contracts shall take place until the Board of Commissioners has authorized contract signatures.

20. Salaries established for the following elected county officials are deemed to be the total salary for each official and inclusive of any statutory fees, per diems, or other payments.

Prosecuting Attorney	\$ 86,591
Sheriff	\$ 77,511
Clerk	\$ 53,263
Treasurer	\$ 53,263
Drain Commissioner	\$ 53,263
Register of Deeds	\$ 53,263

21. The County Administrator is hereby authorized to execute transfers from one fund to another that are specifically allocated in this General Appropriations Act or any amendments thereof that are adopted by the Board of Commissioners.

BE IT FURTHER RESOLVED, that funds earmarked within the General Fund Designated Fund (102) shall not be expended without specific authorization from the Board of Commissioners and approval for the release of those funds by the County Administrator, with the following exception: the County Administrator is authorized to expend up to \$10,000 from any item in which funds were earmarked by the Board of Commissioners as long as the expenditure is consistent with the intent for which the funds were earmarked. Such authorization shall be reported to the Board of Commissioners, and must be made in accordance with relevant policies adopted by the Board of Commissioners, including but not limited to the County Purchasing Policy.

BE IT FURTHER RESOLVED, that revenue received by the County under Public Acts 106 and 107, 1985, (Convention Facility Tax revenue) shall not be used to reduce the County's operating millage as defined by P.A. 2, 1986. In accordance with P.A. 2 of 1986, 50 percent of the actual Convention Facility Tax revenue not used to reduce the County's operating tax rate shall be appropriated to substance abuse agencies as recommended by the appropriate Substance

Abuse Advisory Council appointed by the Board of Commissioners, with the remaining revenues to be deposited into the County's General Fund.

BE IT FURTHER RESOLVED, that revenue received from the County under Public Act 264 of 1987, (Health and Safety Fund Act) shall not be used to reduce the County's operating millage, and that 12/17th of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be appropriated to the Ionia County Health Department, with the remaining revenues to be deposited into the County's General Fund.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the following individuals or appointed boards to incur obligations and expend funds from the so mentioned Special Revenue Funds:

Commission on Aging Board for the Commission on Aging Fund
Soldiers and Sailors Relief Board for the Soldiers and Sailors Relief Fund
Veterans Trust Fund Board for the Veterans Trust Fund
Central Dispatch Advisory Board for the Central Dispatch Fund
Chief Circuit Court Judge and Friend of the Court for the Friend of the Court Fund
Board of Commissioners for all other Special Revenue Funds

except that in recognition of the fact that the Ionia County General Fund is ultimately responsible for balancing all deficit funds, expenditures from the aforementioned funds shall occur with the following limitations:

1. In the event that it becomes apparent that the actual and probable revenues from all sources expected by a Fund are less than the estimated revenues, including applicable surplus, upon which expenditures are based, the managing board or individuals responsible for the Fund shall be required to cause the total expenditures to not exceed the total of revised estimated revenues. Any such anticipated reduction in revenue shall be reported to the Board of Commissioners in writing as soon as it becomes apparent that such a reduction will occur.
2. Managing boards or individuals shall not increase expenditures beyond those appropriated without prior approval of the Board of Commissioners, even if it becomes evident that revenues, plus available surplus, are exceeding estimated amounts and such additional expenditures could feasibly be made.
3. Employment contracts shall not become effective until first reviewed and approved by the Board of Commissioners. All employment contract negotiations shall be coordinated with the County Administrator, who shall serve as the lead negotiator for all contract negotiating teams.

BE IT FURTHER RESOLVED, that this Act shall become effective January 1, 2015. The Board may amend this Act at any time and any appropriation made hereunder may be increased or decreased at the Board's discretion.

- C. Moved by Tiejema, supported by Cowling-Cronk, to adopt the Resolution and Intergovernmental Agreement to Manage Floodplain Development for the National Flood Insurance Program for Easton Township. The Resolution was adopted by the following roll call vote: yes – all. The Resolution is as follows:

**MICHIGAN COMMUNITY RESOLUTION AND INTERGOVERNMENTAL
AGREEMENT TO MANAGE FLOODPLAIN DEVELOPMENT FOR THE NATIONAL
FLOOD INSURANCE PROGRAM
2014-13**

Community A: Easton Township

Community/Entity B: Ionia County

WHEREAS, Community A desires to participate in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, reducing public expenditures and providing for the availability for flood insurance and federal funds or loans within its community.

WHEREAS, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:

1. Flood or Flooding means:
 - a. A general and temporary condition of partial or complete inundation of normally dry land areas from 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
 - b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a) (1) of this definition.
2. Flood Hazard Boundary Map (FHBM) means an official map of a community, as may have been issued by the FEMA, where the boundaries of the areas of the flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E.
3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).
4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances *such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.

6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

WHEREAS, the Stille-Derossett-Hale Single State Construction Code Act”, Act No. 230 of the Public Acts of 1972, as amended, (construction code act), along with its authorization of the state construction code composed of the Michigan Residential Code and the Michigan Building Code [and its Appendices (specifically Appendix G)] contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

WHEREAS, by the action dates of this document, Community/Entity B affirms/agrees on behalf of Community A to function as the designated enforcing agency to discharge the responsibility of administering, applying, and enforcing the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, to all development within Community A’s political boundaries, and

WHEREAS, Community A and Community/Entity B enforce floodplain regulations of the construction code act, and Community A wishes to ensure that the administration of that code complies with requirements of the NFIP, and

NOW THEREFORE, to maintain eligibility and continued participation in the NFIP,

1. Community A and Community/Entity B agree that Community/Entity B’s officially designated enforcing agency for the construction code act, Ionia County Building Inspector (insert position title), be directed to administer, apply, and enforce on Community A’s behalf the floodplain management regulations as contained in the state construction code (including Appendix G) and to be consistent with those regulations, by:
 - a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area, and areas with potential flooding, and
 - b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and
 - c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, Community/Entity B shall implement the following applicable codes according to their terms:
 - i) Appropriate portions and referenced codes and standards of the current Michigan Residential Code.
 - ii) Appropriate portions and referenced codes and standards of the current Michigan Building Code.
 - iii) Appendix G of the current Michigan Building Code.
 - d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.

- e. Assisting in the delineation of flood hazard areas; provide information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintain flood proofing and lowest floor construction records, and cooperate with other officials, agencies, and persons for floodplain management.
 - f. Advising FEMA of any changes in community boundaries, including appropriate maps, and
 - g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevation to which structures have been floodproofed.
2. Community A and Community/Entity B assure the Federal Insurance Administrator (Administrator) that they intend to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to assure Community A's compliant participation in the program.
 3. Community A further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its Floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

FURTHER BE IT RESOLVED, both communities declare their understanding that, until this resolution is rescinded or Community A makes other provision to enforce the construction code act:

1. Community/Entity B must administer and enforce the construction code act in accordance with the terms and the conditions contained herein, and
 2. For Community A to continue its participation in the NFIP, the construction code act must be administered and enforced according to the conditions contained herein.
- D. In compliance with provisions of Sec 31 of Chapter 2 of Act No. 40 of the Public Act of 1956, Drain Commissioner John Bush presented the 2014 Annual Drain Report covering the period of September 1, 2013 through August 31, 2014. The Report lists the new, unfinished, constructed and cleaned out drains, as well as, lake levels, drain repair work, inspections and maintenance. Moved by Shattuck, supported by Cowling-Cronk, to accept the 2014 Annual Drain Report as presented. Motion carried by voice vote.
 - E. Moved by Banks, supported by Wirtz, to approve filling the Abstractor/Mapper position for the Mapping and Description Department starting at a Grade 7, Step 1, effective immediately. Motion carried by voice vote.
 - F. Moved by Mason, supported by Cowling-Cronk, to approve the Agreement between Michigan Department of Community Health FY 14/15 and Ionia County Board of

Commissioners on behalf of the Ionia County Health Department and authorize the signature of Ken Bowen, Public Health Officer. Bowen stated that this agreement is for funding to operate the department. Motion carried by voice vote.

- G. Moved by Tiejema, supported by Wirtz, to approve filling the District Court Probation Officer position starting at a Grade 10, Step 1, effective immediately. Motion carried by voice vote.
- H. Sheriff Dale Miller and Walter Barnes, IT Director, discussed an Additional Services Agreement with New World Systems. Barnes stated that the servers at the Sheriff's Department are in immediate need to be replaced and the agreement before the Board is for the transfer of data from the old servers to the new servers. Moved by Tiejema, supported by Cowling-Cronk, to approve the Additional Services Agreement between Ionia County and New World Systems in an amount not to exceed \$16,500. Motion carried by voice vote.
- I. Moved by Mason, supported by Wirtz, to approve the 2014-2015 Clean Sweep Program Grant Agreement between Ionia County and the Michigan Department of Agriculture in the amount of \$28,000 and authorize appropriate signatures. Motion carried by voice vote.
- J. Moved by Wirtz, supported by Shattuck, to approve the Ionia County Commission on Aging FY 2014 AAAWM Nutrition Contract Amendment for the increase of \$1,029 for congregate meals and \$234 for home delivered meals and authorize appropriate signatures. Motion carried by voice vote.
- K. Moved by Shattuck, supported by Wirtz, to approve the 2015-2016 Deputy Contract and authorize appropriate signatures. Motion carried by voice vote.
- L. Moved by Mason, supported by Tiejema, to approve the contract with Maximus Consulting for the preparation of a Cost Allocation Plan for plan years 2013, 2014 and 2015 for the Health Department, Friend of the Court and the Child Care Fund at a fee of \$9,000 per year. Motion carried by voice vote.
- M. The Chair acknowledged the five (5) PA 116 Farmland Applications filed by Douglas Klahn and David Klahn and also the three (3) PA 116 Farmland Applications filed by Brent and Nina Butler. The Chair further noted the appointments to be made to the Department of Human Services Board that will be on the agenda for the October 28th meeting.

Chairperson's report

- 1) Congratulated the County Administrator on her recent marriage and further thanked her for the work that went into the preparation of the 2015 budget.

County Administrator’s report

- 1) Thanked the Board on their work during the budget process.
- 2) Welcomed Joe Cusack as the new Physical Plant Director

Public Comment

Central Dispatch Director, Jim Valentine, announced an open house at Central Dispatch on October 21st and October 29th from 1 – 3 p.m. and 5 – 7 p.m. (both days) and invited the public to attend.

Other Reports

Commissioner Shattuck stated that he and the Commissioners have been invited to do a walk through at the new hospital.

Moved by Cowling-Cronk, supported by Wirtz, to adjourn the meeting at 5:10 p.m. Motion carried by voice vote.

Julie Calley, Chair

Tonda Rich, Clerk

Minutes approved on
