

IONIA COUNTY BOARD OF COMMISSIONERS

Regular Meeting

October 11, 2011

3:30 p.m.

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

Members present: Mason, Lower, Vroman, Tiejema, Banks, Calley and Shattuck

Others present: Tom Thelen, JoAnne Eakins, Jim Valentine, Cheryl O'Connor, Jon Szerlag, Jeff Radike, Don Lehman, Don Ransom, Diane Adams, Sug Pinnow, Lisa McCafferty, Stephanie Hurlbut and Tonda Rich

Approval of Agenda

The Chair noted the following addition to the agenda: Added item K. under New Business. Moved by Lower, supported by Tiejema, to approve the amended agenda. 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. 2012 Budget Hearing

Moved by Tiejema, supported by Vroman, to open up the Public Hearing at 3:35 p.m. on the 2012 Budget for Ionia County. Motion carried by voice vote.

Commissioners' voiced their comments on the budget/budget process. No comments were made from the public.

Moved by Lower, supported by Tiejema, to close the Public Hearing at 3:50 p.m. Motion carried by voice vote.

B. Moved by Tiejema, supported by Vroman, to adopt the 2012 Ionia County General Appropriations Act. Motion carried by the following roll call vote: yes – all. The Resolution is as follows:

**RESOLUTION TO ADOPT THE
2012 IONIA COUNTY GENERAL APPROPRIATIONS ACT
2011-8**

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 Interim 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 Interim and/or 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 Interim and/or 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 Interim and/or 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 Interim and/or 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 Interim and/or 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. There is a hiring freeze imposed on all positions listed in the Personnel Allocations that are funded through the General Fund, or that are funded wholly or in part by an appropriation from the General Fund. 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 Interim and/or 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 Interim and/or County Administrator under the following limitations:
 - A. Temporary full-time or part-time positions or overtime may be allocated by the Interim and/or 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 Interim and/or 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	\$ 84,893
Sheriff	\$ 75,991
Clerk	\$ 52,219
Treasurer	\$ 52,219
Drain Commissioner	\$ 52,219
Register of Deeds	\$ 52,219

21. The Interim and/or 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 Interim and/or County Administrator, with the following exception: the Interim and/or 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:

Park Advisory Board for the Parks & Recreation Fund
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 Interim and/or 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, 2012. 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 Mason, supported by Banks, to adopt the Resolution Authorizing the Spreading of Millage. Motion carried by the following roll call vote: yes – all. The Resolution is as follows:

**RESOLUTION AUTHORIZING THE SPREADING OF MILLAGE
2011-9**

WHEREAS, the township and city assessors have certified to the county the various millage rates to be applied to the taxable valuation for the year 2011, including those to be spread for the county, township, city, state education tax, school, intermediate school, special education, community college and drains and special assessments, and

WHEREAS, the governing body of each taxing jurisdiction has certified that the requested tax levy rates have been reduced, if necessary, in compliance with the state constitution (Article 9, Section 31) and that the requested tax levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e and 211.24, and

WHEREAS, the constitutional 50 mill limitation is not violated in any local unit of government, and

WHEREAS, the equalization director has made available for board review, copies of these certificates, and

WHEREAS, upon examination of the certificates showing the millage rates and appropriate amounts of money to be raised in the several townships and cities for the county, township, city, state education tax, school, drain and other purposes, the information, as certified, appears to be correct, and

WHEREAS, no objections have been made to raising any such moneys by any taxpayer to be affected thereby

THEREFORE, BE IT RESOLVED, that the Ionia County Board of Commissioners directs that such of the several amounts of millage proposed to be levied for the county, township, city, state education tax, school, drains and all other purposes as shall be authorized by law, be spread upon the 2011 assessment rolls of the various townships and cities in Ionia County, and

BE IT FURTHER RESOLVED, that each of the township and city assessors be allowed to correct any clerical errors they may find in their respective rolls, and

BE IT FURTHER RESOLVED, that the board chair and clerk be authorized to sign the 2011 Tax Warrants as submitted by township and city assessors.

- D. Moved by Banks, supported by Calley, authorizing the combining of the temporary part-time Administrative Assistant position in the Equalization Department and the permanent full-time Account Clerk position in the Treasurer's Office to one

permanent full-time employee to be shared equally between the two offices, with 50% of the wage and benefit costs to come from each budget. Motion carried by voice vote.

- E. Moved by Mason, supported by Vroman, to approve the agreement with Michigan State University for educational services provided by Michigan State University Extension, and approve the Annual Work Plan for the period of January 1, 2012 thru December 31, 2012. Motion carried by voice vote.

Moved by Banks, supported by Vroman, to approve the umbrella agreement, allocating \$5,000 for the salary/benefits of the position for November and December of 2011. Motion carried by voice vote.

- F. Moved by Tiejema, supported by Banks, to approve the amended AAAWM Contract 61.54-4a, which awarded the Commission on Aging an additional \$113 in NSIP funding for 2011, and to transfer \$2,000 from congregate meals to home delivered meals. Motion carried by voice vote.

- G. Moved by Mason, supported by Tiejema, authorizing the increase in the number of hours worked by the WIC Technician, from .60 to .80 FTE. Motion carried by voice vote.

Moved by Mason, supported by Lower, authorizing the increase in the number of hours worked by the Outreach position from .60 to .80 FTE. Motion carried by voice vote.

- H. Moved by Mason, supported by Calley, to approve the Memorandum of Understanding between the County of Ionia and the City of Belding for use of Belding City Hall as a secondary location for County operations and authorize the Chairperson's signature. Motion carried by voice vote.

- I. Moved by Mason, supported by Lower to approve the agreement between Ingham Health Plan Corporation and Ionia Health Plan and Ionia County Health Department and authorize the Chairperson's signature. Motion carried by voice vote.

- J. Moved by Tiejema, supported by Mason, to approve the budget amendment for the Sheriff's Department as presented. Motion carried by voice vote.

- K. Moved by Banks, supported by Vroman, to approve the Mid-West Michigan Trail Authority Budget for September 2011 through December 2012. Motion carried by voice vote.

Chairperson’s Report

- 1) With the adoption of the 2012 budget, the Chair requested the discussion concerning the Interim County Administrator position be put on the next agenda.

Interim County Administrator’s Report

- 1) Brief update on the Animal Shelter open house
- 2) Both the IT positions have been filled

There was no public comment.

Moved by Lower, supported by Calley, to adjourn the meeting at 4:28 p.m. Motion carried by voice vote.

Jack Shattuck, Chair

Tonda Rich, Clerk

Minutes approved on:
