

**LAPEER COUNTY BOARD OF COMMISSIONERS
THIRD SESSION OF THE OCTOBER SESSION
November 9, 2017
9:00 A.M.**

Chairman Roy called the meeting to order at 9:09 a.m. in the Commission Chambers on the lower level of the County Complex Building. Commissioner Henning opened the meeting with prayer. The Pledge of Allegiance was recited.

Present:	Cheryl A. Clark	District #1
	Gary Roy	District #2
	Dyle Henning	District #3
	Lenny Schneider	District #4
	Rick Warren	District #5
	C. Ian Kempf	District #7
Absent:	Linda M. Jarvis	District #6

Chairman Roy congratulated Theresa M. Spencer, County Clerk on being voted the Clerk of the Year at the recent Michigan Township Association – Lapeer County annual dinner.

AGENDA

The agenda and draft minutes from the October 26, 2017 Regular Board Meeting were reviewed.

367-17

Motion by Kempf, supported by Warren, to accept the agenda with the addition of a discussion regarding the Thanksgiving week meeting, and the deletion of a closed session. Motion carried.

368-17

Motion by Clark, supported by Henning, to approve the October 26, 2017 Regular Board Meeting Minutes. Motion carried.

**PUBLIC HEARING
REGARDING THE
2018-2019 BIENNIAL OPERATING BUDGETS**

Chairman Roy announced that the purpose of the public hearing is to listen to comments from the public regarding the 2018-2019 Biennial Operating Budgets.

Chairman Roy declared the public hearing in session and opened the floor to the public for comments. No comments were received. Chairman Roy declared the public hearing closed.

369-17

Motion by Clark, supported by Kempf, to adopt the following General Appropriations Act Resolution and adopt the 2018-2019 Biennial Budgets:

**LAPEER COUNTY MICHIGAN
GENERAL APPROPRIATION ACT**

**RESOLUTION TO AMEND & ADOPT THE BIENNIAL BUDGET
FOR**

JANUARY 1, 2018 TO DECEMBER 31, 2018 (AMEND)

AND

JANUARY 1, 2019 TO DECEMBER 31, 2019 (ADOPT)

ON

NOVEMBER 9, 2017

- WHEREAS,** In 2003, the County Board of Commissioners directed that a biennial budget process be established in an effort to improve the efficiency of the complex budget process, reduce time in the respective departments necessary for budget preparation, and to enhance fiscal planning and stability; and,
- WHEREAS,** Section 16 of the "Uniform Budgeting and Accounting Act" requires that an appropriation act be adopted by this County Board of Commissioners in order to implement the operating budgets of the County of Lapeer for FY 2018 and FY 2019; and,
- WHEREAS,** The Lapeer County Board of Commissioners is the statutorily designated "legislative body" for the County Budget function under the Uniform Budgeting and Accounting Act (MCL 141.421); and,
- WHEREAS,** All County Elected Officials, Judges and appointed Department Heads were afforded the opportunity to appear before the County Board of Commissioners to discuss their budget request; and,
- WHEREAS,** The Board of Commissioners has taken into consideration the fact that certain mandatory functions of County government or operations must be budgeted at serviceable levels in order to provide statutory and constitutionally required services and programs, and that other essential and non mandatory services are budgeted to meet operational and community needs; and,
- WHEREAS,** Fifty percent (50%) of the proceeds of the Convention Facilities/Liquor Tax revenue received from the State are used for the specific purpose of substance abuse prevention programs in the County; and,

(Resolution and General Appropriation Act continued)

WHEREAS, A public notice was published in a newspaper of general circulation on June 4, 2017 and a public hearing was held on June 15, 2017, consistent with the "Truth in Taxation Act," to consider increasing the operating tax millage rate by 0.1969 mills for FY 2017 and,

WHEREAS, The Board of Commissioners at a regular meeting on June 15, 2017 adopted the following tax rates to be levied for the 2017 tax year/2018 budget year for a County levy of 3.7421 including extra voted millage as summarized below based on the 2015 Taxable Value \$ 2,806,696,697, for a total millage rate of 6.1476:

<u>Purpose</u>	<u>Millage</u>	<u>Revenue</u>
<u>General Government</u>	3.7421	\$ 10,502,940
Total Allocated Millage	3.7421	\$ 10,502,940
Emergency Medical Services (Voted through 2019)	.9935	\$ 2,788,453
Veterans (Voted through 2023)	.0987	\$ 277,021
E-911 (Voted through 2019)	.7407	\$ 2,078,920
Medical Care Facility Operating (Voted through 2027)	.3258	\$ 914,422
<u>Senior Citizen (Voted through 2018)</u>	.2468	\$ 692,693
Total extra voted Millage	2.4055	\$ 6,751,509
<u>Total Millage</u>	<u>6.1476</u>	<u>\$ 17,254,449</u>

WHEREAS, The revenue projections in the 2018/2019 Budget are reduced to reflect the estimated amount of captured revenue by Tax Increment Finance Authorities and Downtown Development Authorities in local jurisdictions as summarized below:

FY 2018	<u>Est. Millage Rev.</u>	<u>Est. Captured Rev.</u>	<u>Est. Net Rev.</u>
General Government	\$ 10,502,940	\$ 532,896	\$ 9,970,044
Veterans	\$ 277,021	\$ -0-	\$ 277,021
E-911	\$ 2,078,920	\$ -0-	\$ 2,078,920
Medical Care Facility	\$ 914,422	\$ 323	\$ 914,099
Senior Services	\$ 692,693	\$ 244	\$ 692,449
EMS	\$ 2,788,453	\$ -0-	\$ 2,788,453
Total	\$ 17,254,449	\$ 533,463	\$16,720,986

(Resolution and General Appropriation Act continued)

FY 2019	<u>Est. Millage Rev.</u>	<u>Est. Captured Rev.</u>	<u>Est. Net Rev.</u>
General Government	\$ 10,713,000	\$ 532,896	\$10,180,104
Veterans	\$ 280,000	\$ -0-	\$ 280,000
E-911	\$ 2,120,000	\$ -0-	\$ 2,120,000
Medical Care Facility	\$ 930,000	\$ 323	\$ 929,677
Senior Services	\$ 706,000	\$ 244	\$ 705,756
EMS	\$ 2,844,000	\$ -0-	\$ 2,844,000
Total	\$ 17,593,000	\$ 533,463	\$17,059,537

WHEREAS, The voters have supported “special milages” (eg. for seniors, veterans, 911, Medical Care Facility, EMS) that various Public Acts allow local units of government to supersede by partially “capturing” revenue that may consequently not be available for the extra voted program as noted above; and,

WHEREAS, A Committed Fund Balance is established for self funding of \$8,500,000, and a transfer from the Delinquent Tax Revolving Fund of \$2,500,000 for FY 2018 and \$2,500,000 for FY 2019 is hereby authorized; and,

WHEREAS, State Revenue Sharing in the amount of \$1,696,446 is anticipated for FY 2018, and the amount for FY 2019 is estimated at \$1,696,446; and,

WHEREAS, Pursuant to MCL 141.412, section 2, a notice regarding the proposed budget was published in a newspaper of general circulation on October 29, 2017 and was placed on display in the County Clerk’s office and online from October 30 through November 8, 2017, and a public hearing was conducted on November 9, 2017; and,

THEREFORE, BE IT RESOLVED, that the FY 2017 and FY 2018 Lapeer County Budgets as summarized below are hereby adopted on a fund and activity basis for the General Fund and for all other funds, subject to all statutory and County policies regarding the expenditure of funds and the conditions set forth in this Resolution:

	<u>2018 Amended Budget</u>	<u>2019 Budget</u>
General Fund	\$ 20,737,913	\$ 20,838,740
Special Revenue Funds	\$ 34,929,992	\$ 35,313,006
Debt Service Funds	\$ 3,644,290	\$ 3,644,290
TOTALS	<u>\$ 59,312,195</u>	<u>\$ 59,796,036</u>

BE IT FURTHER RESOLVED, that an Assigned fund balance (GF) is established in the amount of \$500,000 for FY 2018 and \$500,000 for FY 2019 and,

BE IT FURTHER RESOLVED, that the Board of Commissioners direct the Controller/Administrator to present necessary changes to the 2018 budget to the Board prior to the beginning of fiscal year 2018 for final adoption; and,

(Resolution and General Appropriation Act continued)

BE IT FURTHER RESOLVED, that Department Heads are advised that certain line item transfers with the respective budgets will not be authorized; and,

BE IT FURTHER RESOLVED, that all persons responsible for the Administration of this budget be duly advised of the contents of Public Act 621 of 1978, as amended, and their respective appropriations and responsibilities to not authorize or participate in the expenditures of funds except as authorized by this General Appropriations Act; and,

BE IT FURTHER RESOLVED, that to ensure compliance with the Uniform Budgeting Act, all Officials and employees of Lapeer County shall follow Claim Processing and Purchasing Procedures and the Personnel Manual as adopted and amended by the Board of Commissioners and that the budgeted funds are appropriated contingent upon compliance with said Purchasing Procedures and Personnel Manual; and,

BE IT FURTHER RESOLVED, that the approved employee positions on the Position Control Maintenance File shall limit the number of employees who shall be employed and no funds are appropriated for any position or employee not on the "Approved Position Control Maintenance File." Further, there may be a need to increase or decrease various positions within the Budget and/or impose a hiring freeze and/or reduction in staff due to unforeseen financial changes; therefore, the "Approved Position Control List" may be changed from time to time by the Board and/or the Board may impose a hiring freeze. The County elected officials and the County department heads shall comply with changes affected by the Board, if any, relative to the approved positions and the number of employees stated in the Position Control List; and,

BE IT FURTHER RESOLVED, that this budget does not authorize any compensation adjustment(s) without expressed authority of the Board of Commissioners; and,

BE IT FURTHER RESOLVED, that certain positions authorized in this budget which are supported in part by grants or other sources of outside funding are only approved contingent upon the County receiving the budgeted revenues. A Department Head responsible for program administration shall immediately notify the Controller/Administrator in the event outside funding is not received or the County is notified that such funding has been discontinued or reduced; and,

BE IT FURTHER RESOLVED, that since the County revenues and expenditures may vary from those contemplated, the Board of Commissioners may adjust the budget during the fiscal year as deemed necessary; and

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to automatically reduce a department budget each time a reduction is made in Federal, State, or local funds. The affected department head shall promptly take the necessary corrective action to reduce expenditures as a result; and,

BE IT FURTHER RESOLVED, that as a result substantial funding reductions by the State, the secondary road patrol budget (PA 416) and the table of organization is reduced by one position; and,

(Resolution and General Appropriation Act continued)

BE IT FURTHER RESOLVED, that the County Controller/Administrator is hereby authorized to make budgetary transfers within the various funds and to authorize expenditures in accordance with the budgetary procedures established by the Board of Commissioners; and,

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize, that as long as the balance in the Budget Stabilization Fund is under the amount allowed by Michigan Public Act 30 of 1978, that the fund be allowed to accrue interest earning without a separate Board motion; and,

BE IT FURTHER RESOLVED, that all County Departments include indirect cost as determined by the most recent Cost Allocation Plan in all applications for Federal and State grants and further; where Indirect Costs are not included in the approved grant budget, a memorandum explaining the reason for not including them in the grant must be submitted with the Request for Action to approve the grant; and,

BE IT FURTHER RESOLVED, that all grant submissions to the Board of Commissioners shall clearly indicate the minimum required match and if any requirements exist in the grant that require the County to continue the program when the grant concludes; and,

BE IT FURTHER RESOLVED, that to ensure compliance with all Board policy and procedures, that all Grants will be brought before the Board of Commissioners at a regularly scheduled meeting, both application authorization prior to submitting Grant request, and again for Grant Acceptance approval prior to accepting any and all grants; and,

BE IT FURTHER RESOLVED, that to ensure compliance with all Board policy and procedures, that all Contracts will be brought before the Board of Commissioners at a regularly scheduled meeting for authorization, and only the Board of Commissioners as the governing body can enter into a Contract for the County, or any of its Departments; and,

BE IT FURTHER RESOLVED, that pursuant to the Uniform Budgeting Act, the Board of Commissioners designates the County Controller/Administrator as the Chief Administrative Officer and Budget Officer pursuant to MCLA 141.421 et. Seq., with the authority to administer such duties in connection with said budget, and as may be from time to time, delegated to the Office of Controller by this Board; and,

BE IT FURTHER RESOLVED, that the County Treasurer and/or County Controller/Administrator are authorized to borrow between funds within the common (general) bank account of the County within the guidelines as established by the Board of Commissioners.

Roll Call Vote: Clark, aye; Jarvis, absent; Kempf, aye; Schneider, aye; Warren, aye; Henning, aye; Roy, aye. 6 ayes, 1 absent. Motion carried.

It was noted that the Commissioner Mileage/Expense Sheets are in the packet for review.

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES – Victor Martin, Director of E-911 Central Dispatch gave an update regarding Smart 911.

Undersheriff Howe gave a brief update regarding Department statistics and events for the week of 11//17 through 11//17, including the following highlights:

31 Arrests			
1 from Almont 0 from DNR 1 from Dryden 1 from Imlay City 4 from Lapeer City 21 from Sheriff 1 from MSP 2 from Metamora 0 from MDOC	18 Felony 24 Misdemeanor 1 Civil	25 Male 6 Female	1 Suicidal/Mental Health 12 Needing Medical Assistance 3 Detoxing
227 Traffic stops			
69 Car Crashes/Accidents			
3 Personal Injury 0 Fatality			

Theresa M. Spencer, County Clerk gave an update regarding the November 7, 2017 Special Election.

PUBLIC TIME – No comments were received.

370-17

Motion by Schneider, supported by Warren, to refer the Sheriff's Department request to purchase training equipment to the November 16, 2017 Committee of the Whole Meeting with authority to act. Motion carried.

371-17

Motion by Kempf, supported by Warren, to refer the Personnel Committee's update regarding the Job Descriptions/Rye Reviews to the December 7, 2017 Regular Board Meeting. Motion carried.

372-17

Motion by Clark, supported by Henning, to cancel the November 22, 2017 Regular Board Meeting, and give the November 16, 2017 and November 30, 2017 Committee of the Whole Meetings authority to act; and further, to authorize the County Controller/Administrator to process payroll for November 24, 2017. Motion carried.

373-17

Motion by Clark, supported by Kempf, to appoint Kathy Haskins, R.N., B.S.N., MPH, Director/Health Officer of the Lapeer County Health Department, to the Michigan Association for Local Public Health (MALPH) Board, as the Lapeer County Health Department representative; and further, to authorize the Chair/Vice-Chair to sign said form. Motion carried.

374-17

Motion by Clark, supported by Kempf, to authorize the Lapeer Court to accept the Mental Health Court Grant for Fiscal Year 2018. Motion carried.

375-17

Motion by Clark, supported by Kempf, to approve and accept the 2018 Remonumentation Grant, as submitted; and further, to authorize Craig Horton, Chief Financial Officer/Assistant Administrator to sign said Grant. Motion carried.

376-17

Motion by Clark, supported by Kempf, pursuant to action taken at the October 26, 2017 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the November 2, 2017 meeting of the Committee of the Whole:

Motion by Clark, supported by Warren, to approve the contractual employment agreement for temporary Environmental Health Director, as submitted by the Health Department. Motion carried.

Motion carried.

377-17

Motion by Clark, supported by Kempf, to approve the one-page (Administration) Budget Amendment, as submitted by the Sheriff's Department. Motion carried.

378-17

Motion by Clark, supported by Kempf, to approve the one-page (Jail/Feeding Prisoners) Budget Amendment, as submitted by the Sheriff's Department. Motion carried.

379-17

Motion by Clark, supported by Kempf, to authorize the Chairman to sign a letter of Support and Commitment to I-69 Thumb Region Regional Prosperity Initiative. Motion carried.

380-17

Motion by Clark, supported by Kempf, to approve the County's Audit Motion for disbursements dated November 10, 2017, based upon the signature of the County Controller/Administrator or Chief Financial Officer/Assistant Administrator; and further, to approve the Road Commission Audit Motion for disbursements dated November 9, 2017, based upon the signatures of the Road Commission Chairman and Finance Director. Roll Call Vote. Clark, aye; Kempf, aye; Schneider, aye; Warren, aye; Henning, aye; Jarvis, absent; Roy, aye. 6 ayes, 1 absent. Motion carried.

PUBLIC TIME – Erick Pearson, Managing Director of the Road Commission gave an update regarding the 2017 projects.

The Commissioners gave brief reports on meetings and conferences that they have recently attended, as well as upcoming meetings and events.

Chairman Roy declared the meeting recessed. 9:56 p.m.

Gary Roy, Chairman
Board of Commissioners



Theresa M. Spencer, County Clerk
Clerk of the Board