

Minutes of a regular meeting of the Chippewa County Board of Commissioners, held at the Chippewa County Courthouse, 319 Court St., Sault Ste. Marie, Michigan, on the 19th day of November, 2018, at 5:30 pm.

PRESENT: Scott Shackleton, Don McLean, Jim Martin, Conor Egan and Robert Savoie

ABSENT: None

The following preamble and resolution were offered by Commissioner Savoie and supported by Commissioner Egan.

RESOLUTION NO. 18-27

**FISCAL YEAR 2019 BUDGET RESOLUTION
AND GENERAL APPROPRIATIONS ACT**

WHEREAS, the Chippewa County Board of Commissioners (“Board”) has examined the fiscal requests for 2019 of the various departments, agencies, courts, offices, and activities (“Activity Centers”) that it must legally finance or assist in financing; and

WHEREAS, the Board has taken into consideration the fact that there are required functions of county government or operations which must be budgeted at a serviceable level in order to provide statutory and constitutionally required services and programs; and

WHEREAS, the County Administrator, on behalf of the Board, has interviewed officials responsible for providing such mandated services to determined serviceable levels and the funds to sustain such levels; and

WHEREAS, the Board has determined the amount of money to be raised by taxation necessary for expenditures and liabilities for the 2019 fiscal year and has ordered that money to be raised by taxation within statutory and constitutional limitations; and

WHEREAS, the Uniform Budgeting and Accounting Act (Act 2, P.A. 1968, as amended, being MCL 141.421 through MCL 141.440a) requires that the Board enact a general appropriations act designed to meet county-funded expenditures.

NOW, THEREFORE, BE IT RESOLVED as follows:

1.

That the 2019 Chippewa County Budget for the General Fund which is incorporated by reference herein, is hereby adopted on a basis consistent with the Chippewa County Annual Budget Development Policy, subject to all County policies regarding the expenditure of funds as well as the conditions set forth in this resolution.

2. That the County Treasurer is hereby directed to collect millage for the County’s operations as follows:

a. Allocated Operating Millage	6.1500 mills
b. Voted Operating Millage for Roads	0.9879 mills
c. Voted Operating Millage for Fire and Ambulance	0.4275 mills
d. Voted Operating Millage for Recycling	0.5000 mills
f. Voted Operating Millage for Senior Program	0.4994 mills
g. Voted Operating Millage for Animal Shelter	0.1000 mills

3. 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 reasonable, necessary, and serviceable levels or at even more than adequate levels of performance.

4. That the amounts indicated in the following "Budgetary Detail" are hereby appropriated from the General Fund and other funds of Chippewa County according to the Activity Centers (Departments) contained in that detail which is incorporated herein by reference, and that such appropriations shall be restricted to the functioning of those Activity Centers (Departments) and by the provisions of this Act.

GENERAL FUND

<u>ACTIVITY CENTER</u>	<u>REVENUE</u>	<u>EXPENDITURE</u>
GENERAL FUND REVENUE	12,994,134	---
101 - COMMISSIONERS	---	55,357
131 - 50TH CIRCUIT COURT	---	499,291
132 - 50TH CIRCUIT COURT JUVENILE COURT	---	304,213
136 - DISTRICT COURT	---	562,422
141 - FRIEND OF THE COURT	---	507,268
147 - JURY BOARD	---	6,481
148 - PROBATE COURT	---	491,915
149 - BAILIFF	---	167,024
167 - PUBLIC DEFENDER	---	227,564
172 - COUNTY CONTROLLER	---	328,946
174 - INFORMATION SYSTEMS	---	394,478
191 - ELECTIONS	---	39,328
215 - COUNTY CLERK	---	301,653
225 - EQUALIZATION	---	233,197
229 - PROSECUTING ATTORNEY	---	596,208
230 - SUPPORT COORDINATOR	---	86,336
231 - CRIME VICTIM ADVOCATE	---	105,135
236 - REGISTER OF DEEDS	---	328,771
245 - REMONUMENTATION GRANT	---	125,755
253 - TREASURER	---	339,727
257 - MSU EXTENSION	---	121,351
265 - BUILDING AND GROUNDS	---	295,455
275 - DRAIN COMMISSIONER	---	1,049
280 - SOIL CONSERVATION DISTRICT	---	26,000
284 - COUNTY SURVEYOR	---	36,726
285 - PLAT BOOK	---	0
286 - GIS MAPPING	---	25,000
301 - SHERIFF DEPARTMENT	---	1,275,325
306 - CONCEALED WEAPONS BOARD	---	0
331 - MARINE	---	24,000
342 - SNOWMOBILE PATROL GRANT	---	32,941
343 - O.R.V. ENFORCEMENT GRANT	---	32,000
344 - A.T.V. EDUCATION GRANT	---	0
351 - CORRECTIONAL FACILITY	---	2,751,911
360 - ANIMAL CONTROL	---	260,079
400 - REGIONAL PLANNING COMMISSION	---	23,200
605 - CONTAGIOUS DISEASES	---	0
610 - HEALTH BOARD	---	0
611 - BUILDING AUTHORITY - HEALTH DEPARTMENT	---	0
631 - SUBSTANCE ABUSE	---	85,947
648 - MEDICAL EXAMINER	---	85,000
649 - HEALTH DEPARTMENT CIGARETTE TAX	---	0
681 - VETERAN'S AFFAIRS	---	75,583
861 - RETIREES HOSPITALIZATION	---	480,000
865 - INSURANCE	---	275,000
869 - TERMINATION PAY	---	0
874 - PLAT BOARD	---	0

877 - RURAL BUS PROGRAM	---	30,000
878 - LEGAL SERVICES	---	15,000
879 - AUDIT	---	28,000
880 - CAPITAL OUTLAY	---	0
881 - TELEPHONE	---	0
882 - RECORD COPIER	---	14,000
883 - POSTAGE METER	---	3,200
885 - COMPUTER	---	282,762
886 - COST ALLOCATION PLAN	---	3,500
887 - OFFICE FURNITURE / EQUIPMENT	---	0
889 - RURAL ADDRESSING	---	0
890 - CONTINGENCIES	---	0
966 - HEALTH DEPARTMENT FUND	---	157,801
969 - ECONOMIC DEVELOPMENT CORPORATION	---	38,685
970 - MENTAL HEALTH - CLINIC	---	171,334
972 - P.I.L.T. FUNDS - TOWNSHIPS	---	30,000
973 - CHILD CARE - PROBATE	---	267,737
974 - SOCIAL SERVICES FUND	---	0
975 - SOCIAL SERVICES - CHILD CARE	---	0
976 - LAW LIBRARY FUND	---	0
980 - ROAD PATROL	---	118,101
981 - VEHICLES	---	65,000
982 - CONSTRUCTION CODE FUND	---	33,620
983 - COMMUNITY CORRECTIONS	---	0
986 - CORRECTIONS OFFICER TRAINING	---	0
990 - E-911 - FUND 212 TRANSFER	---	0
992 - HAZARDOUS WASTE FACILITY	---	0
993 - SAULT DRAIN DISTRICT	---	0
997 - HEALTH INSURANCE FUND (GASB)	---	0
998 - CORRECTION OFFICERS TRAINING (264)	---	52,700
998 - TRIDENT TASK FORCE	---	91,499
998- DRUG COURT	---	5,000
998 - Snowmobile Trail Marker TRANSFER	---	0
TOTAL REVENUE AND EXPENDITURES	12,994,134	13,015,573
Beginning Year Delinquent Tax Fund	9,571,560	0
Ending Year Delinquent Tax Fund	0	9,571,560
Beginning Year Fund Balance	4,824,135	0
Ending Year Fund Balance	0	4,802,696
TOTAL BUDGET	27,389,828	.

SPECIAL REVENUE FUNDS

FUND	ACTIVITY	PROJECTED	PROJECTED
		BEG. YEAR FUND BAL.	END. YEAR FUND BAL.
145 - 50TH CIRCUIT COURT PROBATION AND PAROLE	REV.	20,000	36,701
	EXP.	20,000	36,701
146 - 50TH CIRCUIT COURT DRUG COURT	REV.	89,750	256
	EXP.	89,750	256
147 - CONSTRUCTION CODE REVOLVING ACCOUNT	REV.	108,620	0
	EXP.	108,620	0
148 - DRUG COURT - DISTRICT COURT	REV.	14,000	0
	EXP.	14,000	0
152 - HUD MSC 02-731-HO GRANT	REV.	40,000	39,611
	EXP.	40,000	39,611
166 - FAMILY COUNSELING SERVICES	REV.	3,350	120
	EXP.	3,350	120
207 - TITLE III FUNDING (OES)	REV.	25,776	0
	EXP.	25,776	0
208 - STATE TRAINING FUND DISPATCHERS	REV.	11,232	13,292

	EXP.	11,232	13,292
209 - OPERATION STONEGARDEN	REV.	117,223	0
	EXP.	117,223	0
210 - COUNTY AMBULANCE ACCOUNT	REV.	467,903	2,362
	EXP.	467,903	2,362
211 - OFFICE OF EMERGENCY SERVICES	REV.	187,491	64,296
	EXP.	176,088	75,698
212 - ENHANCED 911 EMERGENCY TELEPHONE SYSTEM	REV.	943,893	0
	EXP.	943,893	0
215 - F.O.C. RELATED CHILD SUPPORT COLLECTIONS	REV.	18,537	131,666
	EXP.	0	150,203
216 - COMMUNITY SERVICE FUND	REV.	35,000	11,958
	EXP.	35,000	11,958
225 - CORRECTIONAL FACILITY MAINTENANCE FUND	REV.	4,000	720,210
	EXP.	55,640	668,570
226 - BUILDING MAINTENANCE FUND	REV.	0	103,253
	EXP.	0	103,253
229 - SUPERIOR TWP 2000 IMPROVEMENTS MAINT	REV.	12,755	77,617
	EXP.	12,755	77,617
230 - CHIPPEWA COUNTY RECYCLING	REV.	568,787	185,936
	EXP.	683,912	70,811
232 - OFFICE OF COMMUNITY CORRECTIONS	REV.	135,000	98,913
	EXP.	160,014	73,899
235 - COMMUNITY ACTION SENIOR MEALS	REV.	568,105	0
	EXP.	568,105	0
255 - HOMESTEAD PROPERTY TAX EXEMPTION	REV.	1,200	655
	EXP.	655	1,200
256 - REGISTER OF DEEDS AUTOMATION FUND	REV.	38,500	67,594
	EXP.	40,041	66,053
258 - DRUG FORFEITURE FUND	REV.	5,000	27,407
	EXP.	6,000	26,407
259 - CCSD SALVAGE VEHICLE	REV.	2,000	6,228
	EXP.	500	7,728
260 - MIDC INDIGENT DEFENSE FUND	REV.	285,724	0
	EXP.	285,724	0
262 - ROAD PATROL CONTRACT	REV.	171,051	0
	EXP.	171,051	0
263 - CPL - CLERKS OFFICE	REV.	18,000	23,941
	EXP.	11,190	30,752
264 - LOCAL CORRECTIONS OFFICER'S TRAINING	REV.	63,400	12,350
	EXP.	63,400	12,350
266 - SHERIFF REVOLVING FUND - PARK PATROL	REV.	2,400	9,910
	EXP.	2,400	9,910
267 - ROAD PATROL OVERTIME FUNDING	REV.	80,000	40,467
	EXP.	78,212	42,255
268 - SHERIFF SPECIAL PROJECTS FUND	REV.	1,500	4,395
	EXP.	2,000	3,895
269 - LAW LIBRARY	REV.	3,855	1,274
	EXP.	3,855	1,274
272 - MARINE LIVERY INSPECTION FUND	REV.	116	1,501
	EXP.	0	1,617
273 - TRIDENT TASK FORCE	REV.	91,499	0
	EXP.	91,499	0
274 - SHERIFF LAW ENFORCEMENT FUND	REV.	3,600	3,968
	EXP.	3,600	3,968
277 - HIGHWAY SAFETY FUND	REV.	24,763	0
	EXP.	24,763	0
278 - YOUTH ALCOHOL FUND	REV.	0	0
	EXP.	0	0
279 - OHSP - SEAT BELT GRANT	REV.	3,518	0
	EXP.	3,518	0

281 - MMOG GRANT	REV.	8,380	0	
	EXP.	8,380		0
282 - ANIMAL CONTROL MILLAGE	REV.	113,757	184,904	
	EXP.	88,500		210,161
285 - ANIMAL SHELTER DONATIONS	REV.	40,000	158,334	
	EXP.	49,000		149,334
287 - FIA APPROPRIATION	REV.	19,200	1,158	
	EXP.	19,200		1,158
291 - CHILD CARE FUND - SOCIAL SERVICES	REV.	0	48,904	
	EXP.	0		48,904
292 - CHILD CARE FUND - PROBATE	REV.	478,737	0	
	EXP.	478,737		0
296 - HEALTH INSURANCE	REV.	625,000	0	
	EXP.	625,000		0

DEBT SERVICE FUNDS

	REVENUE	EXPENDITURE	BEGINNING	ENDING
363 - 2000 SUPERIOR TOWNSHIP IMPROVEMENTS BOND F	0	0	34,600	34,600
364 - 2000 SUPERIOR TOWNSHIP IMPROVEMENTS DEBT F	25,768	25,768	0	0
373 - NEW JAIL EXPANSION DEBT	0	0	0	0
374 - 2010 BOND REFINANCING	0	0	0	0
376 - CITY OF SSM 2011 REFUNDING	295,838	295,838	0	0
377 - CITY OF SSM 2013 REFUNDING	567,419	567,419	0	0
472 - ROSS-HOKOLA DRAINAGE DISTRICT	0	0	7,503	7,503

- 5 That the County Clerk is authorized to certify the following claims within such budgeted allocations and to process a warrant for payment and upon receipt of such warrant the County Treasurer is authorized to pay the claims within such budgeted allocations:

<u>ALLOCATION</u>	<u>FREQUENCY</u>	<u>DATE</u>
General Payroll	Bi-weekly	
Employee Fringe Benefits	As due	
Insurances and Bonds	As due	
Loan/Bond Payments	As due	
Utilities	As due	
District Health	Monthly	1 st of Month
Jail Medical Retainer	Monthly	15 th of Month
Medical Examiner	Monthly	15 th of Month
Copier Leases	Monthly	1 st of Month
Child Care	Quarterly	January, April, July, October
Law Library	Quarterly	January, April, July, October
Cigarette Tax	Annually	Following Receipt
Social Services	Annually	October
Soil Conservation	Annually	April

6. That funds be allocated as may be appropriated by budget action of the Board of Commissioners for the Public Improvements and Capital Fund for capital equipment and projects, and to include the amounts due for the payment of purchase agreements and bond payments as scheduled.
- 7 That funds be allocated as may be appropriated by budget action of the Board of Commissioners. The funds may be transferred by the County Treasurer and/or the County Administrator's Office in accordance with such budgets.

That the following regulations shall apply to these appropriations and Activity Centers (Departments). All Departments, budget administrators, and other agencies and organizations receiving County funds shall be deemed to have agreed to these restrictions and obligations by accepting funds pursuant to this Act or otherwise incurring expenditures in expectation of County funding.

- a. All terms in the Act shall have the meaning assigned to them in the Uniform Budget and Accounting Act. The term "Activity Center" includes all courts receiving funds through this Act.
- b. All Activity Centers (Departments) receiving funds herein shall abide by the Uniform Budget and Accounting Act, and that any modification, addition or deletion of such amounts hereby adopted shall be done in accordance with the policies and procedures established by the Board of Commissioners. Each administrative officer in charge of an Activity Center shall promptly provide the County Administrator with all information which the Administrator considers necessary and essential to the preparation of a County budget for the ensuing fiscal period.
- c. All purchases and travel shall be in accordance with the Chippewa County Purchasing, Contracts and Sales Policy (Policy No. 320) and Travel and Business Expenses Policy (Policy No. 410).
- d. The amounts appropriated herein shall be paid from the County Treasury at the time and in the manner provided by law and other applicable policies or resolutions of the Board, whether enacted to date or subsequently adopted.
- e. Expenditures and revenues shall be recorded and reported in the manner provided by law. Fees and other money received by Activity Centers (Departments) 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 act of the Board.
- f. Except as otherwise provided by law, each Activity Center (Department) 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 Activity Center without the approval of the Board. Further, all expenditures of County funds and other funds under the control of any Activity Center, except as otherwise provided by law, shall be expended only for purposes attached to the line-items and within the various policies of the Board of Commissioners, including, but not limited to purchasing policy, applicable collective bargaining agreements and applicable personnel policies. The County of Chippewa shall only be responsible for the payment of purchases made as provided by law and/or policy.
- g. In the event that State of Michigan fails to provide certain revenue transfer payments as required by state law and/or contractual agreements between the State and Chippewa County, the specific programs funded by such state revenue transfer payment shall bear the full impact of such revenue reduction. In the event the State defaults or otherwise fails to provide general, unrestricted revenue transfer payments, the Board, upon the recommendation of the Finance, Claims and Accounts Committee, shall allocate said revenue reduction in its legislative judgment.

THE CHIPPEWA COUNTY BOARD OF COMMISSIONERS CANNOT, AND WILL NOT, ABSORB THE PROGRAM COSTS CREATED BY REVENUE TRANSFER PAYMENT DEFAULTS BY THE STATE OF MICHIGAN.

- h. If an Activity Center (Department) desires an additional appropriation, it shall forward a detailed request to the County Administrator's Office describing the proposed budgetary amendment or transfer and the reasons for the action. The matter will then be presented to the Board of Commissioners through its Finance, Claims and Accounts Committee. No funds may be transferred between Activity Centers (Departments) without prior Board approval.**
- i. Except as otherwise provided by law, the number of positions noted for certain Activity Centers (Departments) in the approved Employee Roster included with the budget shall be the maximum staffing level authorized to be drawn from such line-item. No Activity Center shall maintain more employees on the payroll than the maximum specified for the appropriate account. In addition, the job position titles, pay classifications, and full-time equated designations for each position are deemed to be the correct classifications, and any modification of employment classifications shall be done in conformance with established Board policy. Further, if an Activity Center employs at any time, fewer employees than the maximum specified for the appropriate line item in this Act, unexpended appropriation in the amount identified with the unfilled position(s) by payroll records shall immediately and automatically revert to the General Fund Contingency Activity Center (Department No. 890).**
- j. It is understood that revenues and expenditures may vary from those that are currently contemplated and may be changed from time to time by the Board of Commissioners during the 2018 fiscal year, as deemed necessary. Consequently, there may be a need to increase or decrease various portions of the budget and/or impose a hiring freeze and/or impose layoffs due to unforeseen financial changes; therefore, the Board of Commissioners reserves the right to change the approved Employee Roster and/or impose a hiring freeze at any time. 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 Employee Roster.**
- k. Positions on the Employee Roster that are supported by a grant, cost sharing, reimbursement, or other source of outside funding, are only approved contingent upon the County receiving the budgeted revenues. Upon notification that budgeted funding of a position will not be received, the Elected Official or Department Head shall immediately notify the County Controller and Finance, Claims and Accounts Committee, and that position shall be immediately removed from the Employee Roster if funding is exhausted.**
- l. The County Administrator's Office and/or County Treasurer shall be authorized to make year-end transfers of up to \$100,000 between Departments or Funds or with such amounts that may be available in the General Fund, as may be necessary to insure that departments do not end the 2017 fiscal year in a deficit condition.**
- m. This Act shall become effective January 1, 2018, and may be amended by the Board at any time. Any appropriations made hereunder may be increased or decreased in the discretion of the Board.**
- n. This Act and attachments as incorporated by reference herein and all amendments hereto shall constitute the 2018 General Appropriations Act for Chippewa County for all purposes under the law; and approved at the highest level possible.**

A VOTE WAS TAKEN AS FOLLOWS

AYES: Scott Shackleton, Don McLean, Jim Martin, Conor Egan and Robert Savoie

NAYS: None

RESOLUTION DECLARED ADOPTED.



Scott Shackleton, Chairman, County Board of Commissioners



Catherine C. Maleport, County Clerk

STATE OF MICHIGAN)
) ss
COUNTY OF CHIPPEWA)

I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the County



Catherine C. Maleport, County Clerk