

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

2009 SESSIONS

JOURNAL 58

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January 8, 2009 Session

JANUARY 8, 2009 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Commissioners' Room of the County Services Building in the Township of Allegan on January 8, 2009, at 9:30 A.M. in accordance with the motion for adjournment of December 18, 2008, and rules of this Board; Joyce Watts, County Clerk-Register presiding.

The invocation was offered by District 8 Commissioner Jessup.

The County Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

| | | | |
|---------|--------------|----------|-----------------|
| DIST #1 | TERRY BURNS | DIST #7 | DON BLACK |
| DIST #2 | STEVE McNEAL | DIST #8 | TOM JESSUP |
| DIST #3 | PAUL VANECK | DIST #9 | FRITZ SPREITZER |
| DIST #4 | MARK DeYOUNG | DIST #10 | JON CAMPBELL |
| DIST #5 | DEAN KAPENGA | DIST #11 | LARRY JONES |
| DIST #6 | MAX THIELE | | |

TEMPORARY CHAIRPERSON - ELECTION

2/ The Clerk opened the nominations for election of a temporary chairperson for the organizational meeting.

Commissioner VanEck nominated Commissioner Campbell. No other nominations were made.

Moved by Commissioner Thiele, seconded by Commissioner Black to close the nominations and cast a unanimous ballot for Commissioner Campbell. The motion carried unanimously and the Clerk turned the meeting over to Commissioner Campbell.

LENGTH OF TERM - 1 YEAR

3/ Temporary Chairman Campbell called for discussion regarding the length of term for the Board Chairman. Statute sets a two-year term unless modified by the Board.

Moved by Commissioner Black, seconded by Commissioner Thiele to set a one-year term for Chairman. Motion carried.

PERMANENT CHAIRMAN - NOMINATIONS

4/ Temporary Chairman Campbell called for nominations for election of a permanent Chairman of the Board for 2009.

Commissioner Burns nominated Commissioner DeYoung
 Commissioner Black nominated Commissioner Jones
 Commissioner McNeal nominated Commissioner Campbell

Moved by Commissioner VanEck, seconded by Commissioner Black to close the nominations. Motion carried.

METHOD OF VOTING - SECRET BALLOT

5/ Moved by Commissioner Thiele, seconded by Commissioner Black to conduct the election by unsigned ballot as permitted by statute. Motion carried by roll call vote: Yeas - 10 votes.

Nays - 1 vote. Absent - 0 votes.

| | | | |
|---|--------------|---|-----------------|
| Y | TERRY BURNS | Y | DON BLACK |
| N | STEVE McNEAL | Y | TOM JESSUP |
| Y | PAUL VanECK | Y | FRITZ SPREITZER |
| Y | MARK DeYOUNG | Y | JON CAMPBELL |
| Y | DEAN KAPENGA | Y | LARRY JONES |
| Y | MAX THIELE | | |

Temporary Chairman Campbell appointed Commissioners Thiele and Black as tellers for the elections and they were duly sworn by the Clerk.

PERMANENT CHAIRMAN - COMMISSIONER JONES ELECTED

6/ Temporary Chairman Campbell stated that Commissioner Jones received a majority of the votes and declared Larry "Casey" Jones the 2009 Chairman of the Board of Commissioners for Allegan County, and turned the meeting over to him.

VICE-CHAIRMAN - COMMISSIONER DEYOUNG ELECTED

7/ Chairman Jones called for nominations for the election of a Vice-Chairman of the Board of Commissioners for 2009.

Commissioner VanEck nominated Commissioner DeYoung
 Commissioner Burns nominated Commissioner Kapenga
 Commissioner Spreitzer nominated Commissioner Jessup.

Moved by Commissioner Campbell, seconded by Commissioner VanEck to close the nominations and vote by signed ballot.

Motion carried.

Chairman Jones announced that Commissioners DeYoung and Kapenga received tie votes and a second ballot will be needed. A supplemental ballot was distributed with direction to cast a signed ballot for either Commissioner DeYoung or Commissioner Kapenga.

Chairman Jones announced that Commissioner DeYoung has been duly elected as the Vice-Chairman of the Board of Commissioners for 2009.

RULES OF ORGANIZATION AND PROCEDURE

8/ Moved by Commissioner Thiele, seconded by Commissioner VanEck to adopt the Rules of Organization and Procedure as presented.

There was discussion regarding reducing the number of meetings per month.

Moved by Commissioner McNeal, seconded by Commissioner Kapenga to amend Sec. 4b to read, "The Board of Commissioners of Allegan County **MAY** ~~shall~~ meet the first and/or third Thursdays . . ." and insert a new sentence stating that, "the decision to meet on the first and/or third Thursdays is to be made by the Chairman at least 7 days in advance of the meeting". This could be evaluated after the first quarter. **Motion carried** by roll call vote: Yeas - 7 votes. Nays - 4 votes. Absent - 0 votes

| | | | |
|---|--------------|---|-----------------|
| Y | TERRY BURNS | N | DON BLACK |
| Y | STEVE McNEAL | N | TOM JESSUP |
| Y | PAUL VanECK | N | FRITZ SPREITZER |
| Y | MARK DeYOUNG | Y | JON CAMPBELL |
| Y | DEAN KAPENGA | Y | LARRY JONES |
| N | MAX THIELE | | |

Moved by Commissioner McNeal, seconded by Commissioner Campbell to amend Sec. 6d to change "reconsider" to "rescind" and add, "and/or by members which were not present to vote on the question". Motion lost on roll call vote: Yeas - 2 votes. Nays - 9 votes. Absent - 0 votes.

| | | | |
|---|--------------|---|-----------------|
| N | TERRY BURNS | N | DON BLACK |
| Y | STEVE McNEAL | N | TOM JESSUP |
| Y | PAUL VanECK | N | FRITZ SPREITZER |
| N | MARK DeYOUNG | N | JON CAMPBELL |
| N | DEAN KAPENGA | N | LARRY JONES |
| N | MAX THIELE | | |

Moved by Commissioner McNeal, seconded by Commissioner Thiele to change the words in Sec. 6d from "reconsider" to "rescind" (in both places where the word reconsider appears). Motion carried by roll call vote: Yeas - 9 votes. Nays - 2 votes. Absent - 0 votes.

| | | | |
|---|--------------|---|-----------------|
| Y | TERRY BURNS | Y | DON BLACK |
| Y | STEVE McNEAL | N | TOM JESSUP |
| Y | PAUL VanECK | N | FRITZ SPREITZER |
| Y | MARK DeYOUNG | Y | JON CAMPBELL |
| Y | DEAN KAPENGA | Y | LARRY JONES |
| Y | MAX THIELE | | |

Moved by Commissioner McNeal, seconded by Commissioner Campbell to rescind Sec. 8d: ~~Per diem and mileage will be paid for attendance at Monthly Interdepartmental Meetings normally held the last Wednesday of each month.~~ Motion lost on roll call vote: Yeas - 4 votes. Nays - 7 votes. Absent - 0 votes.

| | | | |
|---|--------------|---|-----------------|
| Y | TERRY BURNS | N | DON BLACK |
| Y | STEVE McNEAL | N | TOM JESSUP |
| N | PAUL VanECK | N | FRITZ SPREITZER |
| Y | MARK DeYOUNG | Y | JON CAMPBELL |
| N | DEAN KAPENGA | N | LARRY JONES |
| N | MAX THIELE | | |

The **original motion** to adopt the Rules of Organization and Procedure as amended was **voted and passed** by roll call vote:

Yeas - 11 votes. Nays - 0 votes. Absent - 0 votes.

The following rules as amended are:

COUNTY OF ALLEGAN

Rules of Organization and Procedure

of the

Allegheny County Board of Commissioners

Revised and Adopted: January 4, 1993 [Journal 39.6-15/11]
 [Addendum A RE: Committee of the Whole adopted April, 28, 1994: Journal 41.199-201/58]
 Amended: January 13, 1994 [Journal 41.3-4/6]
 Amended: October 27, 1994 [Journal 41.424/32]
 Amended: January 5, 1995 [Journal 42.7/11]
 Amended: June 22, 1995 [Journal 42.260/35]
 Amended: January 11, 1996 [Journal 43.4-5/10]
 Amended: June 26, 1997 [Journal 44.330/28; 341/33]
 Amended: January 2, 2003 [Journal 52.6-11/5]
 [Revisions adopted January 9, 2003: Journal 52.13-22/29]
 Amended: January 8, 2004 [Journal 53.3-9/7]
 Amended: March 24, 2005 [Journal 54.197-203/36]
 Amended: January 5, 2006 [Journal 55.4/11]
 Amended: July 27, 2006 [Journal 55.492-499/44]
 Amended: January 11, 2007 [Journal 56.26-32/38]
 Amended: February 1, 2007 [Journal 56.85/86]
 Amended: February 15, 2007 [Journal 56.95-96/41]
 Amended: February 22, 2007 [Journal 56.117/57]
 Amended: June 28, 2007 [Journal 56.280-281/51]
 Amended: January 3, 2008 [Journal 57.5/14]
 Amended: January 8, 2009 [Journal 58.3-4/8]

RULES OF ORGANIZATION AND PROCEDURE of the ALLEGAN COUNTY BOARD OF COMMISSIONERS

RULES OF ORGANIZATION

1. **THE BOARD OF COMMISSIONERS** shall meet on the first business day of the new calendar year, except as otherwise ordered by the Board, elect two (2) officers, the Chairperson and the Vice-Chairperson and adopt its "Rules of Organization and Procedure" for that year [MSA 5.323]. The Board Chairperson and Vice-Chairperson shall serve a one (1) year term and be chosen annually at the Board Organizational Meeting. The fourth Thursday in September shall be set as the Annual Board of Commissioners Meeting for the year to be held in the evening, per Act 156 of 1851, 46 1, Sec 1.1.

2. BOARD OFFICERS

a. CHAIRPERSON

Statutory Powers and Duties [MSA 5.323]

- i. Presides at all Board meetings during the year, if present.
- ii. Administers oaths and issues subpoenas. [MSA 5.323]
- iii. Signs Contracts [MSA 5.323], Board minutes, [MSA 5.352] and certifies the equalized tax rolls. [MSA 7.52]
- iv. Appoints Directors of Economic Development Corporation with advice and consent of Board [MSA 5.352 (4)] and Boards of determination under Chapter 4 (County Drains) and Chapter 19 (Consolidated districts) of the drain code. [MSA 11.1072, 11.1441]
- v. Decides and signs denials of requests for public records (or in writing designates someone else to do so) under the Freedom of Information Act. [MSA 4.18016]
- vi. Serves on drainage Boards under Chapter 20 (intra-county drains) and Chapter 21 (inter-county drains) of the drain code [MSA 11.1464, 11.1515]
- vii. Reviews, with other officers, the Sheriff's determination of jail overcrowding. [MSA 28.1748-2]

Other Duties

- viii Serves ex-officio on all committees.
- ix. Appoints Board committees
- x. Makes other county appointments subject to Board approval.
- xi. Shall preserve order and shall decide questions of order subject to approval of the Board.
- xii. Shall vote on all questions taken by roll call vote, except on appeals from the Board on decision of the chair.
- xiii. Duties of the Board Chairperson may be expanded by the Board of Commissioners for the duration of the term.

b. VICE CHAIRPERSON

Statutory Powers and Duties

- i. Presides over Board meetings if Chairperson is absent. [MSA 5.323]
- ii. Serves on drainage Board under Chapter 20 (intra-county drains) of the drain code, when county commission member is disqualified. [MSA 11.1464]

Other Duties

- iii. Serves ex-officio on all Board committees.
- iv. Shall sign necessary documents for county if the Chairperson is not available.

c. CLERK-OF-THE-BOARD

- i. Shall be the County Clerk, or in the Clerk's absence a Deputy Clerk
- ii. Duties - As specified by law. [MSA 5.324, MSA 5.330, MSA 5.325, MSA 5.352]

3. BOARD COMMITTEES

Standing, advisory, and special use committees shall be appointed by the Chairperson and are subject to Board approval; each committee is to have a Chairperson and Vice-Chairperson. The number of members on any committee, special use committee or advisory committee shall not exceed one (1) less than a majority number of those elected and serving on the full Board of Commissioners. Any items for Board Committees are to be submitted through the same work flow process as regular meetings.

STANDING COMMITTEES

- i. **FINANCE COMMITTEE** - General duties to include auditing, claims, equalization, investments, revenue sharing and special appropriations. [MSA 5.571] The Director of Finance shall be the chief financial officer of the county. [P.A. 621 of 1978]
- ii. **COUNTY SERVICES COMMITTEE** - General duties to include liaison with elected and appointed county officials, liaison with townships, cities, and villages, building and grounds maintenance, publicity and printing, Board rules, legislation, drains and building codes.
- iii. **HUMAN RESOURCES COMMITTEE** - Duties to include labor negotiations, fringes, personnel rules, affirmative action, vacancies and employee classifications.
- iv. **HEALTH SERVICES COMMITTEE** - Considers issues pertaining to public and environmental health.

ADVISORY COMMITTEES

- v. **LAW COMMITTEE** - Provides liaison with the sheriff's department, prosecuting attorney, and judicial offices.
- vi. **SOUTHWEST MICHIGAN AREA REGION THREE (S M A.R.T.)** - Attends district meetings of participating counties.

- vii. MULTI-AGENCY COLLABORATIVE COMMITTEE – Represents the County in meeting with various human service agencies.
 - viii. PLANNING COMMISSION – shall review projects involving the expenditure of funds by a county board, department, or agency for the acquisition of land, the erection of structures, the extension, construction, or improvement of any physical facility by any proposed location and extent, and shall report and advise on such projects to the Board of Commissioners and the department or agency submitting the proposal before any work is initiated [per 125.105 § 5(9) of P.A. 282 of 1945 County Planning].
- b. SPECIAL USE COMMITTEES - To perform specific functions or projects that may be authorized by resolution of the Board of Commissioners and appointed by the Chairperson, to remain in existence until completion of the project or function.
- c. DUTIES OF STANDING COMMITTEES AND CHAIRPERSONS
 - i. Each committee Chairperson may appoint committee members to meet with the various Boards or commissions under its jurisdiction when necessary. The members so appointed shall report their finding to the whole committee.
 - ii. Each committee Chairperson shall be responsible for keeping a written record of committee proceedings.
 - iii. Any commissioner who serves on an outside board/commission is responsible for distributing copies of the minutes or other relevant materials to the other members of the Board of Commissioners. Should those materials become supporting documentation to any discussion/action at a meeting of the Board/Committee, the material should be submitted to Administration to be placed in the Board packet prior to the meeting.
 - iv. Standing committees, to whom matters have been referred, shall report a statement of fact and their opinion to the Board.

4. RULES OF ORDER

- a. REGULAR MEETINGS: The Board of Commissioners of Allegan County shall meet the second and fourth Thursdays of each month as posted (see agenda Format A).
- b. BOARD PLANNING SESSIONS: The Board of Commissioners of Allegan County may meet the first and/or third Thursday of each month to conduct planning, policy review and other time sensitive matters (see agenda Format B). The decision to meet on the first and/or third Thursday is to be made by the Chairman at least 7 days in advance of the meeting.
- c. SPECIAL MEETINGS: Special meetings may be set by one of the following methods:
 - i. Called by the Board at a regular meeting.
 - ii. At the "Call of the Chairperson"
 - iii. By the Clerk-of-the-Board upon receipt of a written request signed by 1/3 of the Board members. Upon receipt of the request, the Clerk-of-the-Board shall immediately give notice to each of the members by telephonic or other communication at least 24 hours before the time of reconvening and upon giving public notice in accordance with the Open Meetings Act
- d. START OF MEETING: The Chairperson shall take the chair at the time specified in the meeting notice; the Board shall then be called to order and the roll of members called.
- e. QUORUM: A majority of the members elected and serving shall constitute a quorum for the transaction of the ordinary business of the county. [MSA 5.323] All questions which arise at the meeting shall be determined by a vote of a majority of the commissioners present, except upon final passage or adoption of any measure or resolution or the allowance of any claim against the county, in which case, a majority of all members elected and serving shall be necessary. [MSA 5.323]
- f. AGENDA FORMAT FOR REGULAR MEETINGS (Format A):
 - i. Agenda items must be submitted to County Administration not less than ten (10) **business** days prior to the next scheduled Regular Meeting to be considered for placement on the agenda.
 - ii. During the meeting of the Board, the order of business shall be as follows:
 - (1) Call to order
 - (2) Opening Prayer
 - (3) Pledge of Allegiance
 - (4) Roll call
 - (5) Communications

- (6) Approval of minutes
- (7) Public participation
- (8) Additional agenda items
- (9) Approval of the agenda
- (10) Presentations
- (11) Proclamations
- (12) Informational Sessions
- (13) Administrative Reports
- (14) Consent Items
- (15) Action Items
- (16) Discussion Items
- (17) Appointments
- (18) Elections
- (19) Public participation
- (20) Round table
- (21) Adjournment

g. AGENDA FORMAT FOR BOARD PLANNING SESSIONS (Format B):

- (1) Call to Order
- (2) Opening Prayer
- (3) Pledge of Allegiance
- (4) Roll Call
- (5) Public Participation
- (6) Additional Agenda Items
- (7) Approval of Agenda
- (8) Discussion Items
- (9) Other Items
- (10) Public Participation
- (11) Adjournment

h. INFORMATION FLOW TO THE BOARD MEMBERS:

- i. INFORMATIONAL SESSIONS: Departmental Information Sessions or presentations from public or other agencies will be given a specific time and duration; twenty (20) minute maximum, including a question/answer period. Departments will be asked to supply their presentation to the Board prior to their scheduled date to allow the Board's review and an opportunity to supply questions to departments in advance of their presentation.
 - ii. REGULAR MEETING PACKETS: On the Friday before each Board meeting, County Administration will provide the Board with a written recommendation and relative background information within the meeting packet for each item to be addressed by the Board. Any questions or additional information needed by Board members should be directed to County Administration by the Tuesday prior to the meeting, and that information shall be provided back to all Board members before the meeting.
 - iii. ACTION ITEMS/ADDITIONS TO AGENDA: At the discretion of the County Administrator and/or Board Chairman, items requiring immediate action can be added to the agenda until noon on the Tuesday prior to the scheduled Board Meeting. The Board will receive a revised agenda by the end of business that same day should any items have been added. If no changes have been made, the meeting packet previously sent should be considered the final agenda for the meeting. Items to be considered by the Board after noon on Tuesday must be added to the agenda at the beginning of the meeting by a two-thirds (2/3) majority vote.
 - iv. DISCUSSION ITEMS: Items can be of a specific nature in which action will be required at a future meeting and/or of a broader nature requiring discussion on subsequent agendas. Following discussion of each item, the Board Chairman should clarify the intent of further action or discussion needed.
- i. PUBLIC ATTENDANCE: All Board meetings shall be open to the public, closed meetings may be held only for the following purposes: [MSA 4.1800.11,5.321]
- i. To consider the evaluation, dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public official, employee, staff member, or individual agent, when the named person requests a closed hearing.
 - ii. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing
 - iii. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
 - iv. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting could have a detrimental financial effect on the litigating or settlement position of the public body.

- v. To review the specific content or an application for employment or appointment to a public office when the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to public office shall be held in an open meeting, according to the Open Meetings Act.
- vi. To consider material exempt from discussion or disclosure by a state or federal statute. The Michigan Court of Appeals has ruled that a Board may be in closed session to consider the opinion of its attorney [93 MICH AP 100(1979)]. Except for purposes (1) and (2), a 2/3 roll call vote of all members elected or appointed and serving is required to call a closed meeting
- j. PUBLIC PARTICIPATION - The right of public address is granted by the Open Meetings Act under rules established and recorded by the Board of Commissioners. [MSA 4.1800 (13) & (5)] the public will be allowed to address the Board of Commissioners within the following restrictions:
 - i. During the public participation portion(s) of the agenda
 - ii. Name and address must be given before speaking.
 - iii. The purpose of the statement must be revealed.
 - iv. A maximum of five (5) minutes will be granted for comments
 - v. Any exception to the rules will be at the discretion of the Chairperson.

5. RULES OF FORM

- a. Every member, previous to speaking upon a question shall address the chair. When two or more members speak at once, the chair shall designate the member who shall be first to speak.
- b. When a member is speaking on any question before the Board, the member shall not be interrupted except to be called to order. A member called to order shall immediately be silent unless permitted to explain, and the Board, if appealed to, shall decide the case. If there is no appeal, the decision of the chair shall stand.
- c. No motion shall be debated or put in the minutes unless the same be seconded. It shall be stated by the Chairperson before debate, and any such motion shall be reduced to writing if any members desires it, or at the request of the Chairperson or Clerk-of-the-Board.
- d. After a motion is stated by the Chairperson, it shall be deemed to be in possession of the Board, but may be withdrawn at any time by permission of the Board. All motions, resolutions or amendments shall be entered in the Board proceedings unless withdrawn.
- e. When a question is under debate, no motion shall be received but to adjourn, to call the previous question, to table, to postpone indefinitely, to postpone to a day certain, to refer and to amend, which several motions shall have precedence in the order in which they are stated.
- f. The motion to adjourn shall always be in order, and the motion to table shall be decided without debate. A motion simply to adjourn shall be understood to mean for the day only. When the Board adjourns, the members shall keep their seats until the Chairperson announces the adjournment.
- g. When the previous question is called and when seconded, a 2/3rds vote is required for passage. The next vote shall be upon possible amendments and then upon the main question. The motion for the previous question shall put an end to all debate.
- h. If the question being discussed contains several points, any member may request to have it divided.
- i. All petitions, memorials and requests addressed to the Board shall be in writing and presented to the Chairperson for appropriate action.
- j. In all cases, every written report, resolution, or motion shall have the name of the proper committee, the commissioner moving and the commissioner seconding the same shall be entered in the Board proceedings.
- k. A commissioner wishing to have his/her comments entered in the Board proceedings shall submit the comment in writing to the Clerk-of-the-Board.
- l. Any measure or motion having been placed on special orders for some future time shall not be taken up prior to that time except by unanimous consent of the members present.

6. VOTING

- a. When a roll call vote is taken, every member shall vote except when excused by the Chairperson
- b. A vote on any question shall be taken by roll call vote when called for by any member of the Board or at the discretion of the Chairperson
- c. In the event of a tie vote of the Board upon any matter presented to them for consideration, the motion or proposal does not pass for lack of a majority approval; the matter, however, may be proposed to the Board for reconsideration in the identical, similar or revised form at any time, to be voted on by the same number of Commissioners, or more, present at the time of the tie vote.

- d. A motion to rescind any question may be made on any day of any session, provided that it be moved and seconded by members who voted with the majority, but there must be as many members present, or more as there were when the matter to be rescind was first voted upon.
- e. The Clerk-of-the-Board shall vary the order of calling the roll for voting of the Board at each session.
- f. The Clerk-of-the-Board shall include in the minutes of Board meetings the names of Commissioners voting nay and yea on all roll call votes that are not unanimous.

7. MISCELLANEOUS RULES

- a. The Clerk-of-the-Board shall print in the Board proceedings a report of the total of claims against the different funds as they are submitted each month by the finance committee, rather than a detailed report of the individual claims.
- b. A copy of the completed agenda of the monthly Board proceedings shall be provided to each county commissioner, each township supervisor and each city clerk as soon as possible by the Clerk-of-the-Board. A copy of the minutes of the monthly Board proceedings shall be available for the public at the County Clerk's office. The monthly Board proceedings shall be approved by the Board as written with any necessary corrections.
- c. County ordinances that have been enacted by the Board shall be numbered for reference in the following manner: The first ordinance, 1001; the second, 1002; the third, 1003 and so forth.
- d. The Board shall not elect and fill vacancies on any Board or commission at the meeting the Board receives first notification. The Administrator shall be responsible for placing on the agenda a month in advance the offices that will be voted upon at the subsequent meeting.
- e. Any commissioner who shall be absent from a session shall upon his arrival report his presence to the Clerk-of-the-Board.
- f. As a courtesy, a Commissioner that will knowingly be absent from an official proceeding of the Board shall notify the Chairperson or the Administrative Office as soon as possible prior to said meeting.
- g. No commissioner, while a member of the Board shall be eligible to election or appointment to any other County office or position, the election of which is within the jurisdiction of the County Board of Commissioners. [MSA 5.323]
- h. Any situation, which may arise and is not covered by the rules as adopted by the Board, shall be determined on the basis of Robert's Rules of order. These rules shall apply at all times except in cases where they may be in conflict with Michigan State Statutes.
- i. No rule of the Board shall be suspended, altered or amended without concurrence of the majority of all members elect.
- j. Any suggested changes in the Board rules shall be initially referred to a Board of Commissioners Meeting as a discussion item only, and consider those changes no later than one month after the proposed amendment was submitted.

8. PER DIEM GUIDELINES

- a. Per diem will be paid for regular County Board meetings and committee meetings.
- b. Per diem will be paid when authorized by the Board Chairperson or Committee Chairperson for special activities.
- c. Per diem will be paid when a member represents the Board of Commissioners at a meeting other than a County Board or Committee meeting when appointed to do so by the Chairperson or the Board of Commissioners.
- d. Per diem and mileage will be paid for attendance at Monthly Interdepartmental Meetings normally held the last Wednesday of each month.
- e. Members will be paid at the same rate as other members of the Boards and commissions when they are members of those Boards and commissions.
- f. The County Board of Commissioners will set the amount of per diem to be paid to County Commissioners for attendance at meetings consistent with their responsibilities. Two (2) or more meetings in one (1) day will be considered one (1) full day. One (1) meeting in one (1) day four (4) hours or more will be considered one (1) full day. One (1) meeting in one (1) day less than four (4) hours will considered one half (1/2) day. Travel time is included.
- g. Board or Commission meetings other than County Board or Committee meetings held prior to or

after regular County Board of Commission meetings (Board or Committee meetings) – normal per diem may be claimed for each, but only actual mileage may be charged.

- h. Each Commissioner will be responsible to submit all necessary records and audit their own monthly reports for compensation.
- i. Compensation for County Board meetings or County Board Committee meetings will not exceed the established per diem amount for any one (1) day. (Committees – Finance, County Services, Human Resources, Law, S.M.A.R.T., Multi-agency Collaborative, or Health Services Committee and/or any Committee for which per diem is paid for by the County Board of Commissioner's budget).
- j. Per diem and mileage shall be paid to Commissioners attending MAC annual conferences (maximum two per year per Commissioner).
- k. Per diem and mileage shall be paid to County Commissioners who are appointed to the MAC Board of Directors, MAC standing committees, and MAC work groups requesting Board participation which have been confirmed by the Board of Commissioners.
- l. Per diem and mileage for all other conference and/or related training shall be reimbursed as pre-authorized by the Board of Commissioners.
- m. Commissioners shall be reimbursed for their per diem and mileage when they attend district specific or Commissioner prerogative type meetings when the same has been pre-authorized by the Board of Commissioners.

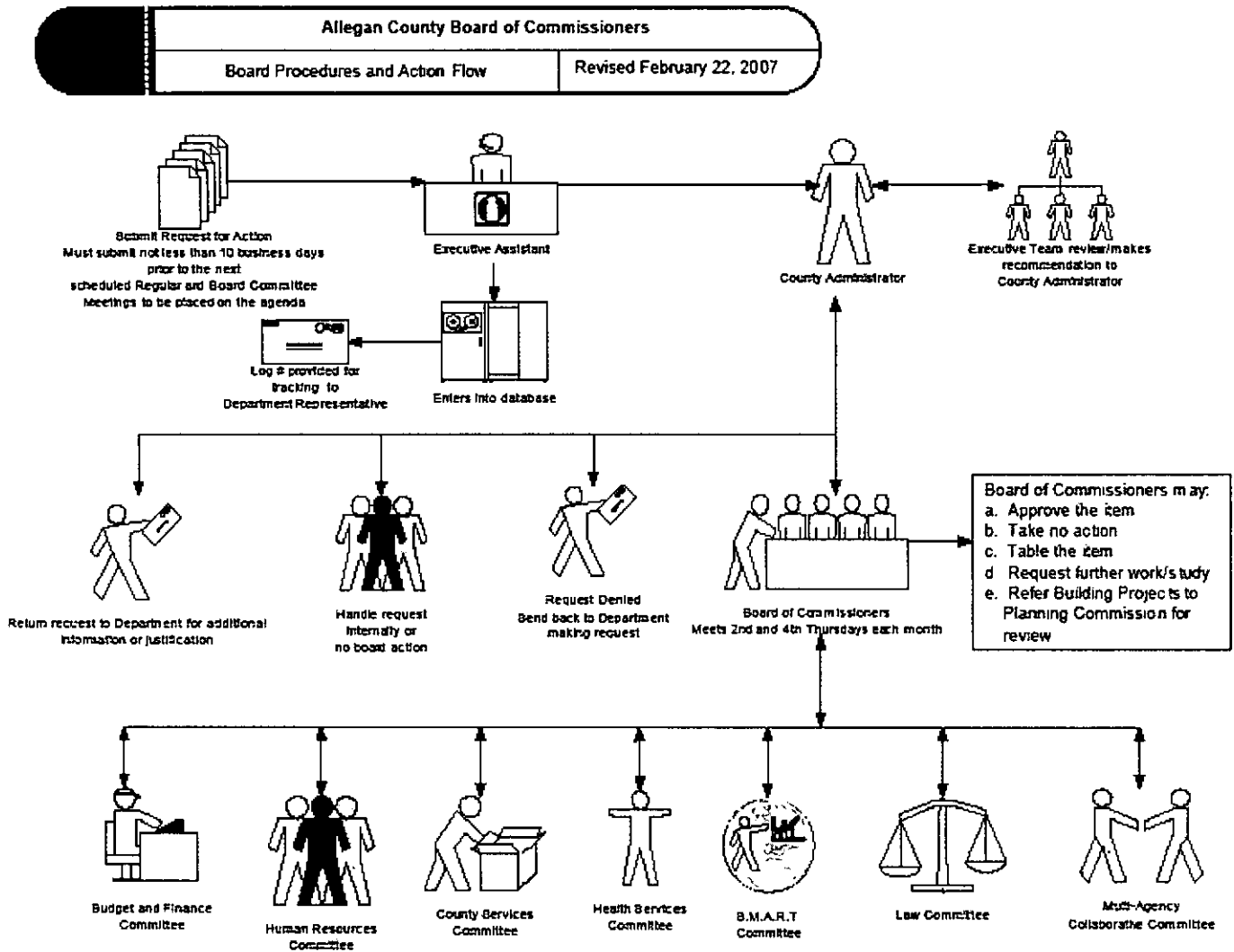
Flow Chart: See Attached Form

9. CLARIFICATION OF VOTING ON COMMITTEE RELATED MATTERS

When a matter is brought by a standing committee to the Board of Commissioners meeting and a vote is taken, all Commissioners present will vote on the issue. When the committee meets separately [different day, different room], only committee members will vote on the issue before the committee.

- a. To be considered by the Board of Commissioners, items from Department Heads and Countywide Elected Officials will be submitted with complete documentation (see attached Request for Action [RFA] Form) to the County Administrator's Office. The Executive Assistant to the Board will receive the request, log it into the RFA database and forward the request to the County Administrator for action. A log number will be transmitted to the requestor so that they may refer to it when communicating with the Administrator. The Administrator will review the request and take one of the following actions:
 - i. Request additional information as needed before making recommendation or taking action.
 - ii. Approve or deny items under the authority of the Administrator. Items denied may be appealed in writing to the Chairperson of the Board of Commissioners detailing specific reasons why an item should be considered. Requests for consideration/appeal must be received within 10 business days from the receipt of the denial.
 - iii. May be submitted to Standing or Advisory Committees.
 - iv. Report items requiring action to the Board with recommendation/resolution on disposition of action.
- b. Instructions for Standing Committees:
 - i. Items which have been referred to a standing committee will be addressed by its Chairperson according to the following format.
 - (a) Status of items referred to the committee (completed, in progress or if an item can not be completed in the designated time an extension can be granted or for additional study).
 - (b) Other/Open discussion
 - ii. Motions to dispose of the items will be entertained by the standing committee Chairperson upon completion of any and all discussion and shall be voted upon by all members present to:
 - (a) Refer items to the County Administrator to be placed on a Board of Commissioners agenda for action or denial.
 - (b) Return items to the Administrator for investigation or to obtain additional information and/or clarification from the requesting department.
 - (c) Refer an agenda item to another committee for further research and/or action.
- c. Instructions for County Administrator:
 - (i) When the standing committee(s) completes all required actions the County Administrator will:
 - (a) Coordinate with the Executive Assistant to ensure the database is current
 - (b) Place the approved item on the next Board of Commissioners agenda for further discussion/action.
- d. The Board shall, after receiving all input from the standing committees and the County Administrator do one of the following.
 - (i) Approve the item.
 - (ii) Take no action – Deny the request.
 - (iii) Table the request for a future date.

(iv) Return to committee for further work or forward to another committee for work/study.



BREAK - 11:35 A.M.

9/ Upon reconvening at 11:45 A.M., the following Commissioners were present: Commissioner Burns, McNeal, VanEck, DeYoung, Kapenga, Thiele, Black, Jessup, Spreitzer, Campbell and Jones.

Absent - none.

REVIEW CODE OF ETHICS

10/ Moved by Commissioner McNeal, seconded by Commissioner Black to reaffirm the Code of Ethics as presented. Motion carried by roll call vote: Yeas - 9 votes. Nays - 2 votes.

Absent - 0 votes.

- | | | | |
|---|--------------|---|-----------------|
| Y | TERRY BURNS | Y | DON BLACK |
| Y | STEVE McNEAL | Y | TOM JESSUP |
| Y | PAUL VanECK | N | FRITZ SPREITZER |
| Y | MARK DeYOUNG | Y | JON CAMPBELL |
| Y | DEAN KAPENGA | Y | LARRY JONES |
| N | MAX THIELE | | |

BUDGET POLICY - ADOPTED AS PRESENTED

11/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to adopt the Budget Policy.

Moved by Commissioner McNeal, seconded by Commissioner Black to amend the first sentence of Section 6.1 to read:

6.0 Personnel Guidelines:

6.1 The percentage of increase in the general fund budgeted total compensation from FY 2009 budgeted vs FY 2010 budgeted shall be held to no more than the percentage of increase in general fund budgeted revenue from FY 2009 budgeted revenue from FY 2009 budgeted vs 2010 budgeted (excluding fund balance).

and

6.3 Administration will demonstrate how personnel recommendations compare to the guideline outlined in 6.1 and provide recommendations regarding balancing of the overall budget.

Discussion ensued regarding whether to accept the recommendation of the Administrator in the draft version or to implement the amendments as offered.

Moved by Commissioner Spreitzer, seconded by Commissioner Jessup to stop the debate to vote on the offered amendments. Motion to stop the debate carried by roll call vote: Yeas 11 - votes. Nays - 0 votes. Absent - 0 votes.

The motion to amend the budget policy lost on roll call vote: Yeas - 3 votes. Nays - 8 votes. Absent - 0 votes.

| | | | |
|---|--------------|---|-----------------|
| N | TERRY BURNS | Y | DON BLACK |
| Y | STEVE McNEAL | N | TOM JESSUP |
| N | PAUL VanECK | N | FRITZ SPREITZER |
| N | MARK DeYOUNG | N | JON CAMPBELL |
| Y | DEAN KAPENGA | N | LARRY JONES |
| N | MAX THIELE | | |

The original motion to adopt the budget policy as presented passed by roll call vote: Yeas - 10 votes. Nays - 1 vote. Absent - 0 votes.

| | | | |
|---|--------------|---|-----------------|
| Y | TERRY BURNS | Y | DON BLACK |
| N | STEVE McNEAL | Y | TOM JESSUP |
| Y | PAUL VanECK | Y | FRITZ SPREITZER |
| Y | MARK DeYOUNG | Y | JON CAMPBELL |
| Y | DEAN KAPENGA | Y | LARRY JONES |
| Y | MAX THIELE | | |

The 2009 Budget Policy is as follows:

Allegan County Policy

Title: Budget
Document Code: FN1
Department: Finance/Administration
Effective Date: January 8, 2009
Approved: January 8, 2009
Type of Action: Supersedes Other Board Resolutions Dealing With Budget Policy

Subject Title: Budget Policy

- 1.0 Purpose:** The purpose of the Budget Act is to require that Allegan County adopt balanced budgets, to establish responsibilities and define the procedure for the preparation, adoption and maintenance of the budget, and to require certain information for the budget process. It is thus to provide budgetary procedures and guidelines for Allegan County government in order to secure sound financial health for the governmental unit.
- 2.0 Organizations Affected:** All departments and activities that fall under the purview of the Allegan County governmental unit.
- 3.0 References:** Michigan Department of Treasury Uniform Budget Manual
- 4.0 Definitions:**
- 4.1 **Administrative Officer:** an individual employed or otherwise engaged by Allegan County to supervise a budgetary center.
- 4.2 **Allotment:** a portion of an appropriation which may be expended during a certain period of time.
- 4.3 **Appropriation:** an authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.
- 4.4 **Building Infrastructure Capital:** buildings, roofs and roads.
- 4.5 **Budget:** a plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds of Allegan County and the proposed means of financing the expenditures. Budget does not include any of the following:
- 4.5.1 A fund for which Allegan County acts as a trustee or agent;
- 4.5.2 An internal service fund;
- 4.5.3 An enterprise fund;
- 4.5.4 A capital project fund;
- 4.5.5 A debt service fund.
- 4.5 **Budgetary Center:** a general operating department of Allegan County or any other department, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the Allegan County Board of Commissioners.
- 4.6 **Capital Outlay:** a disbursement of money that results in the acquisition of, or addition to, fixed assets.
- 4.7 **Chief Administrative Officer:** means the county administrator of a county
- 4.8 **Deficit:** an excess of liabilities and reserves of a fund over its assets.
- 4.9 **Disbursement:** a payment in cash.
- 4.10 **Expenditure:** the cost of goods delivered or services rendered, whether paid or unpaid, including expenses, debt retirement not reported as a liability of the fund from which retired, or capital outlay.
- 4.11 **Fund Balance:** Fund balance is created when any of the county funds has money left over at the end of the fiscal year from either under spending the budget or taking in additional revenue.
- 4.12 **General Appropriations Act:** the budget as adopted by the legislative body or as otherwise given legal effect pursuant to a charter provision in effect on the effective date of this

section.

- 4.13 **Legislative Body:** means the county board of commissioners of a county.
- 4.14 **Operational Capital:** over \$5,000, useful life greater than 5 years.
- 4.15 **PTO Payout:** yearly amount paid out that is in excess of the established maximums.
- 4.16 **Surplus:** Unencumbered balances of appropriations for the prior fiscal year on hand at the close of the fiscal year.

5.0 Policies:

- 5.1 Debt or other obligations shall not be entered into unless the debt is permitted by law.
- 5.2 Expenditures shall not be made in excess of the amount authorized in the budget.
- 5.3 Funds may not be applied or diverted for purposes inconsistent with the appropriations.

6.0 Personnel Growth Comparisons:

- 6.1 The percentage of increase in the general fund budgeted total compensation from FY2009 budgeted vs. FY2010 budgeted shall be measured against the percentage of increase in general fund budgeted revenue from FY2009 budgeted vs. FY2010 budgeted (excluding fund balance). Formula equals (2010 budgeted revenue minus 2010 beginning fund balance) divided by (2009 budgeted revenue minus 2009 beginning fund balance).
- 6.2 Administration will provide a personnel budget with status quo staffing levels as well as all department requested additions and/or changes as recommended by Administration.
- 6.3 Administration will demonstrate how personnel recommendations compare to the measurement outlined in 6.1 and provide recommendations regarding balancing of the overall budget.

7.0 Budget Parameters:

- 7.1 The FY2010 budget shall be presented based on balancing general fund revenues to general fund expenses excluding beginning and ending fund balances
- 7.2 That Zero (\$0) will be budgeted in a specific line item to be applied to the general fund reserves for FY2010.
- 7.3 That following the annual county financial audit, any General Fund budget surplus identified from the preceding fiscal year shall be distributed in the following manner:
 - 7.3.1 The General Fund will be allocated that portion of the surplus that would maintain the General Fund Reserves at a level equal to ten percent (10%) of the current year's General Fund operating budget;
 - 7.3.2 If the conditions in the preceding paragraph are met, then an allocation from the remaining annual General Fund budget surplus shall be transferred to the Budget Stabilization Fund to maintain that fund at its statutorily permissible maximum;
 - 7.3.3 If the conditions in the two preceding paragraphs are met, then an allocation from the remaining General Fund budget surplus shall be transferred to the Paid Time Off (PTO) to maintain the fund at a level of one hundred percent (100%) of the liability identified in the most recent County financial audit;
 - 7.3.4 If the conditions in the three preceding paragraphs are met, then fifty percent (50%) of the balance of the remaining annual budget surplus shall be transferred to the Capital Improvement Fund-Jail Building Project and the remaining fifty percent (50%) allocated to Capital Improvement Fund - Buildings and Infrastructure;
 - 7.3.5 Table of Minimum Balances;

| Fund Title | Fund # | Types of Uses | Minimum Threshold |
|------------|--------|---------------|-------------------|
|------------|--------|---------------|-------------------|

| | | | |
|--------------------------------|------|--|--|
| General Operating Fund Balance | 1010 | General County Operations | 10% of G. F. expense budget including Fund Balance |
| Budget Stabilization | 2570 | Monies may be used to cover a general fund deficit, to prevent a reduction in services, to cover expenses of a natural disaster and more | Maximum allowed by statute |
| PTO | 2580 | To fund the year end liability of accrued PTO | Fully fund the PTO accrued liability |
| Capital Improvement | 2450 | Used for capital projects as determined by the BOC | \$0 |
| Delinquent Tax Revolving | 6160 | Monies are used for the settlement of delinquent taxes with the local taxing units. The county purchases the delinquents taxes from the local units. Currently this is about 8.3 million each year | 150% of current year settlement |

7.4 Funds allocated from the General Operating Fund for operational capital purchases will be set at two percent (2%) of the 2010 proposed General Fund - Expense Operating Budget (excluding fund balance) and will be transferred to the capital improvement project fund. One hundred percent (100%) of operational capital will be funded from the capital improvement project fund (2450). One hundred percent (100%) of building and infrastructure projects will be funded from the Capital Improvement Fund - Buildings and Infrastructure and shall not exceed .75% of General Fund Expense Operating Budget (excluding Fund Balance);

7.5 Capital projects will be budgeted and reviewed separately from a departments operational and/or personnel budget. Capital requests will be submitted according to the current year's budget guidelines. Capital projects are to be budgeted on a project basis, not a specific dollar amount. Any remaining funds available after a project is completed are to remain in the fund where they were originally allocated and will not be available for use unless specifically reallocated by the county board of commissioners. Requests must include the following criteria:

- Description
- Useful Life
- Funding Source
- Replacement/New/Reconstructed (rebuilt)
- Plan for Old Unit
- Location
- Use
- Back Up for \$ Request

7.6 The General Operating Fund Contingency account will be established at an amount not to exceed two percent (2%) of the total General Operating Fund expense budget excluding budgeted fund balance;

7.7 PTO payout expenditures shall be budgeted within each activity. Funding for this budgeted expenditure will be accomplished through an operating transfer from the PTO liability fund to the corresponding fund and activity incurring the PTO expense;

7.8 The 2010 mileage reimbursement rate will set at the IRS rate and subject to the appropriate County Policy (511-Travel and Training);

7.9 Other items as determined by the Allegan County Board of Commissioners will be included in the development of the 2010 Operating Budget and recorded on the "Allegan County 2010 Budget Decision Summary Form" (FN1-Form G) which will become a permanent part of this budget policy document.

8.0 Process:

The budget development process will consist of six major steps.

8.1 **Submission of Goals & Objectives statement.** This will be prepared by each Department Head for each activity for which they have budgetary responsibility.

8.2 **Revenue Projections.** Revenue estimates will be prepared and submitted by line item

from each Department Head.

- 8.3 **Personnel Changes.** Personnel change requests (new positions/reclassification requests/other changes) will be prepared by the Department Head and submitted to the Human Resource Director for review and recommendation.
- 8.4 **Position File Review.** HR/Fin will develop for departmental approval the position file outlining each position to be budgeted and the total compensation attached to each position. These would be status quo positions only.
- 8.5 **Capital Requests.** Projects \$5,000 and over will be considered Capital requests. Any items under \$5,000 should be worked into the operation portion of a department's budget. Capital requests will include a summary description, revenue source, any ongoing expense, and useful life.
- 8.6 **Operational Requests.** Departmental operational requests will consist of a department's operational line items 727.00.00 through 969.99.99.
- 8.7 **Core Service Expense/Revenue Budget.** Based on the identified core services submitted from item 8.1, departments will provide a line item cost breakdown (expenses and revenues) for each core service.

Each department and County agency will be supplied the necessary documents and schedules in order to complete each step of the process.

Finance and Human Resource Departments are always available to provide assistance at all levels of the budget development process.

| BUDGET ITEM | 2010 BUDGET PROCESS | DATE |
|---------------------------------------|--|-------------------------|
| Planning - Issues, goals & objectives | MID meetings | 2009 January - March |
| 2010 Budget Policy | BOC Approval (Org Meeting) | January 8 |
| Budget Policy/Worksheets | MID Meeting (distribution*) | January 28 |
| | *All 2010 budget documents available on Finance website | |
| G&O/Core Service | DH return to ADM for review | April 17 |
| | Planning Session | May 7 |
| | BOC Discussion | May 14 |
| | BOC Approval | May 28 |
| Revenue | DH return to ADM for review | May 15 |
| | Planning Session | June 4 |
| | BOC Discussion | June 11 |
| | BOC Approval | June 25 |
| Personnel (New Requests Only) | DH return to ADM for review | May 29 |
| Capital | DH return to ADM for review | May 29 |
| | Planning Session | June 18 |
| | BOC Discussion | June 25 |
| | BOC Approval | July 16 |
| Personnel (Status Quo Only) | DH return to ADM for review | July 20 |
| New and Status Quo | Planning Session | Aug. 6 |
| | BOC Discussion | Aug. 13 |
| | BOC Approval | Aug. 27 |
| Operational Expense | DH return to ADM for review | July 1 |
| | Planning Session | August 6 |
| | BOC Discussion | August 13 |
| | BOC Approval | August 27 |
| Budget | ADMINISTRATION submits Truth in Taxation (TNT) public hearing notice in publication of general circulation | May 29 |
| | EQUALIZATION submits millage levy (TNT) documentation to Administration | June 2 |
| | Public Hearing appears in paper (minimum of 6 days prior to TNT hearing) | June 4 |
| | BOC adopts TNT resolution setting County millage rates | June 11 |

| | | |
|------------------|--|-----------------|
| | Planning Session (draft) | September 3 |
| | BOC Discussion (proposed) | September 10 |
| | BOC Approval (Move final) | September 24 |
| | ADMINISTRATION submits public hearing notice in publication of general circulation | September 25 |
| | Public Hearing appears in paper (minimum of 6 days prior to hearing) | October 1 |
| | BOC Adopts Final Budget at Annual Meeting (P.A. 156 of 1851 MCL 46.1), Public Hearing, adopt millage and General Appropriations Act Resolution & Elected Officials Salaries (including Board of Commissioners) | October 8 |
| Next Year Budget | Review policy | November 5 |
| | BOC ORGANIZATIONAL MEETING - Approve 2011_budget policy | January 7, 2010 |

9.0 Recommended Budget: The recommended budget for the general fund and special revenue funds must include for each fund:

- 9.1 Actual expenditures for the most recently completed fiscal year;
- 9.2 Projected expenditures for the current fiscal year (to be arrived at by using actual expenditures to date and projecting expenditures to the end of the fiscal year);
- 9.3 An estimate of the expenditures in the next fiscal year;
- 9.4 Actual revenue for the most recently completed fiscal year;
- 9.5 Projected revenue for the current fiscal year (to be arrived at by using actual revenue to date and projecting revenues to the end of the fiscal year);
- 9.6 An estimate of the revenue in the next fiscal year;
- 9.7 Beginning and ending fund balance for each year;
- 9.8 An estimate of the amounts needed for deficiency, contingent, or emergency purposes;
- 9.9 Other data relating to fiscal conditions that the chief administrative officer has used in the budget development.
- 9.10 Other considerations that may be useful in analyzing the future financial needs of Allegan County.
- 9.11 Form or document outlining the various decision points made through the budget (including but not limited to wage adjustments for non-bargaining employees).

10.0 Budget (General Appropriations Act):

The legislative body of each local unit must pass a general appropriations act (budget) for the general fund and each special revenue fund.

The general appropriations act (budget) must:

- 10.1 state the total mills to be levied and the purpose for each millage levied (truth in budgeting act);
- 10.2 include amounts appropriated for expenditures to meet liabilities for the ensuing fiscal year in each fund;
- 10.3 include estimated revenues by source in each fund for the ensuing fiscal year;
- 10.4 a line item budget is not required.

The budgeted expenditures, including an accrued deficit, shall not exceed budgeted revenues, including available surplus and the proceeds from bonds or other obligations issued under the fiscal stabilization act, Act 80 of 1981 MCL 141.1001 et al.).

11.0 Budget Amendments:

- 11.1 The general appropriations act may permit the chief administrative officer to make transfers within limits between appropriations.

- 11.2 The Chief Administrative Officer is authorized to make budget transfers up to \$25,000.00 as long as no additional appropriation is required from contingency or fund balance. Budget adjustments made or areas of concern that are being monitored will be reported at least quarterly to the Board of Commissioners.
- 11.3 The Department Heads are required to report budgetary variations in operational line items when it becomes apparent that the initial appropriation of funds will be insufficient to cover the anticipated expenditures needed to maintain the level of service. These transfers are permitted for operational line items 727.00.00 through 969.99.99 only.
- 11.4 Budget transfers requiring an additional appropriation will require Board approval.
- 11.4.1 The legislative body must amend the budget as soon as a deviation is apparent.
- 11.4.2 Amendments to the approved budget (general appropriations act) must not cause estimated total expenditures, including any accrued deficit, to exceed total estimated revenues, including any available surplus.
- 11.4.3 The chief administrative officer may recommend, and the legislative body will approve, any amendments to the general appropriations act required.
- 12.0 Budget Practices:**
- 12.1 Budgeted funds in the following line items are not available for reallocation by the department:
- 701.00.00 through 726.99.9 - Salaries/Wages/Benefits
 - 748.00.00 - Gas, Oil, Grease & Antifreeze
 - 810.01.00 - Legal-Court Appt/Other Legal (except as outlined in Administrative Order No.1998-5 - Chief Judge Responsibilities; Local Intergovernmental Relations)
 - 920.00.00 - Public Utilities
- 12.2 Expenditures should always be expensed to the appropriate line item regardless of available line item balance.
- 12.3 Each department is responsible for the budget oversight of their budget.
- 12.4 All expenditures are subject to the Allegan County Purchasing Policy.
- 12.5 No payment will be released by the Finance Department if the operational portion of an activity is over budget except as authorized by the County Board of Commissioners.
- 13.0 Responsibilities:**
- 13.1 The Chief Administrative Officer of Allegan County shall:
- 13.1.1 have final responsibility for budget preparation;
- 13.1.2 present the budget to the legislative body;
- 13.1.3 have control of expenditures under the budget and the general appropriations act;
- 13.1.4 transmit the recommended budget to the legislative body according to an appropriate time schedule developed by the Allegan County Board of Commissioners;
- 13.1.5 submit the recommended budget with a suggested general appropriations act to implement the budget.
- 13.2 **The legislative body:**
- 13.2.1 will have adequate time to review and approve the recommended budget and may request necessary information for consideration of the budget;
- 13.2.2 will hold a public hearing as required by the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275 prior to final approval of the budget;
- 13.2.3 will pass a general appropriations act, consistent with the uniform chart of accounts prescribed by the Department of Treasury, as formal approval of the budget for the General Fund and each Special Revenue Fund;
- 13.2.4 shall determine the amount of money to be raised by taxation necessary to defray the expenditures and meet the liabilities of Allegan County for the

ensuing fiscal year; shall order that money to be raised by taxation, within statutory and charter limitations; and shall cause the money raised by taxation to be paid into the funds of Allegan County (Section 16[6] of the Uniform Budgeting and Accounting Act).

- 13.3 The budgetary centers of Allegan County (Department heads and other administrative officers) will provide necessary information to the chief administrative officer for budget preparation.
- 13.4 The time schedule shall allow adequate time for review and adoption by the legislative body before commencement of the budget year.
- 14.0 Appendices:
- 14.1 FN1-Form A (Departmental Concerns and Pressures for 2010 Worksheet).
 - 14.2 FN1-Form B (Department Descriptive Statement Worksheet)
 - 14.3 FN1-Form C (Department Goals & Objectives Worksheet)
 - 14.4 FN1-Form D (Position Request/Change Worksheet)
 - 14.5 FN1-Form E (Capital Requests Worksheet)
 - 14.6 FN1-Form F (Contractual Services Worksheet)
 - 14.7 FN1-Form G (Allegan County 2010 Budget Decision Summary Form Worksheet)
 - 14.8 Core services (Template Pending)
 - 14.9 General Appropriations Act Resolution (Template Pending)
 - 14.10 Truth and Taxation Resolution (Template Pending)
- 15.0 Created: May 2007
- 16.0 Updated: February 14, 2008
- Updated: January 8, 2009

STANDING COMMITTEES - CONTINUE UNTIL THE FIRST MEETING IN FEBRUARY.

12/ Moved by Commissioner Thiele, seconded by Commissioner VanEck to continue the membership on standing committees until the first meeting in February to give the Chairman time to make appointments for confirmation by the Board. Motion carried.

UNFINISHED BUSINESS AND SPECIAL ORDERS OF THE DAY

13/ Administrator Sarro stated that the items on the planning session agenda have basically been covered and the meeting could be canceled. He stated he could contact the Assistant Prosecutors and let them know that we would hold the closed session next week at the regular session. He reported that the Firefighters have requested that the Board fill the vacancy on the 911 Policy Board and he has applications from the individuals they are recommending as member to the policy board and the alternate.

ADJOURN THE ORGANIZATIONAL MEETING/CONVENE THE PLANNING SESSION

14/ Moved by Commissioner Thiele, seconded by Commissioner Campbell to adjourn the Organizational meeting and convene the Planning session. Motion carried.

MOVE TO DISCUSSION

15/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to dispense with the opening ceremonies and move directly to the Discussion portion of the agenda. Motion carried.

911 POLICY BOARD - APPOINTMENT

16/ Chairman Jones announced the appointment of Cal Haverdink, 6115 - 146th Avenue, Holland, MI 49423, to fill the unexpired term of John Blok on the 911 Operational Policy & Procedure Committee; term to expire July 31, 2010. Ron Horsting will serve as the Alternate as recommended by the firefighters.

Moved by Commissioner Thiele, seconded by Commissioner Burns to confirm the appointments as made. Motion carried.

PUBLIC PARTICIPATION - COMMENTS

17/ Chairman Jones opened the meeting to public participation and the following individual offered comments:

1. Naomi Whetzel congratulated the Board on the changes made and she hopes everyone focuses on getting along and getting things done.

ADJOURNMENT UNTIL JANUARY 15, 2009 AT 1:00 P.M.

18/ Moved by Commissioner Thiele, seconded by Commissioner Campbell to adjourn until January 15, 2009 at 1:00 p.m. The motion carried and the meeting was adjourned at 1:20 p.m.


Clerk-Register

