Finance Agenda
Missaukee County Board of Commissioners
Finance Committee
105 S. Canal St. Lake City, MI
December 5, 2019 @ 4:00 PM

4:00 PM Opening and Roll Call
Public Comment**

4:05 PM Treasurer – Lori Cox
a. Financial Reports

4:15 PM Clerk/Register – Jessica Nielsen
a. Board Appointments

4:25 PM Administrator – Precia Garland
a. Recycling Millage Ballot Language Clarification
b. FY20 Budget – New Funds Creation & Budget Amendment
c. BOC Rules of Order – Updates
d. State Budget Cuts

Public Comment**
**Public Comment Rules authorized by the Missaukee County Board of Commissioners:** Each person recognized by the Chairman shall state their name for the record and will have a limit of 3 minutes to state an opinion. All opinions will be duly noted by the board & if requiring an answer will be addressed by the chairman first or his designee or in writing. The audience is asked not to interrupt at any time during public comment.
Memo From:
OFFICE OF
Jessica Nielsen, Missaukee County Clerk-Register

LINDA WESTDORP, CHIEF DEPUTY
ADRIANA FOWLER, DEPUTY
LISA RUELL, DEPUTY

111 S CANAL ST., BOX 800
LAKE CITY, MI 49651
PHONE: (231)899-4967
FAX: (231)839-3684

December 5, 2019

Re: Board Appointments
The following board appointments are requested:

**District Library Board:**
Brenda Morrissey (currently serving), new term ending 12/31/2023

**Remon Board:**
Dean Geers, County Representative, new term ending 12/31/2020
Dan Schripsema, Philip Case, Craig Mcvean, Bill Sikkema, new terms ending 12/31/2020

**CDBG Housing Committee:**
Precia Garland, Diane Campbell, Linda Hartshorne-Shafer, new terms ending 12/31/2020

**Requested Action:**
Make the board appointments for all positions stated above.

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**Other Boards with Vacancy or Terms Expiring:**

**Park Commission:**
Brian Getty, term ending 12/31/2019

**Networks Northwest:**
Lee Ballard, term ending 12/31/2019

**Discussion Item:** Missaukee County Soil Erosion and Sedimentation Control ordinance adopted May 11, 2010 determines the establishment of a Soil Erosion Board of Appeals which “consist of a representative of the Missaukee County Conservation District, Soil Erosion and Sedimentation Control agent and at least two other persons. The Board of Appeals has no authority to waive any requirements set forth in Part 91 of the rules promulgated under Part 91.”

To date, no such Board of Appeals has been established. It has been suggested this board be established, along with the appointment of two representatives from the Missaukee Conservation District, sedimentation control agent, and two other members, possibly members of the Board of County Commissioners.

Submitted by:
Jessica Nielsen
County Clerk/Register of Deeds
December 10, 2019

To: Missaukee County Board of Commissioners

From: Precia Garland, Administrator

RE: Minor clarification to proposed recycling millage ballot language

Upon electoral statute review of the proposed special recycling millage ballot language approved last month, it was noted a title for the proposal was excluded. There was also a redundant sentence that has been simplified. The revised proposal is as follows:

MISSAUKEE COUNTY PROPOSITION FOR RECYCLING MILLAGE

This proposal is for a new millage and will permit the County to levy up to 0.25 mill to provide funds for the operation and maintenance of a county recycling program.

Shall the Tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on the amount of ad valorem taxes which may be levied by the County of Missaukee, Michigan, against all taxable property in the County be increased by up to 25/100 of one (1) mill ($0.25 per $1,000 of taxable value) subject to reduction as provided by law, on the taxable value of such property for a period of ten (10) years, 2020 through 2029, inclusive, for the purpose of providing funds for the operation and maintenance of a recycling program including recycling education, household hazardous waste and electronics collections, and shall the Missaukee County Board of Commissioners be authorized to levy such millage for these purposes? If approved and levied in its entirety, this millage would raise an estimated $148,097 for Missaukee County in 2020. The proceeds of this levy would be disbursed to the County of Missaukee, and a portion may be disbursed to the Cities of McBain and Lake City to provide curbside recycling under contract with the County. To the extent required by law, a portion of this millage may be captured by and retained by the Downtown Development Authority/Tax Increment Finance Authority.

Requested Action
It is requested that the Missaukee County Board of Commissioners consider approving the slightly revised special recycling millage ballot language as shown above for placement on the March 2020 ballot.
December 10, 2019

To: Missaukee County Board of Commissioners

From: Precia Garland, Administrator

RE: FY20 Budget – New Funds Creation and Budget Amendment – Brownfield Redevelopment Fund & Land Bank Fund

Introduction and Background
Earlier this year, Missaukee County approved the creation of a Brownfield Redevelopment Authority and a Land Bank Authority. Members to the board have been appointed and efforts are now underway to begin working on redevelopment projects. To enable these activities, it is necessary to create two new funds within the Missaukee County chart of accounts.

The two proposed funds for creation are:
- Brownfield Redevelopment Authority – Fund 243
- Land Bank Authority – Fund 245

Both funds will exist as component units within the county’s overall chart of accounts and fund structure, with the following proposed FY20 budget:

<table>
<thead>
<tr>
<th>243 - Brownfield Redevelopment Authority</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>243-000-402.00 Current Taxes</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>243-000-539.00 State of Michigan</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>243-000-684.00 Interest Earned</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>243-000-999.01 Appropriated Fund Balance</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>243-000-999.02 Transfer In</td>
<td>$</td>
<td>$ 20,000.00</td>
<td>$20,000.00</td>
<td>new fund</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$ 20,000.00</td>
<td>$20,000.00</td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>243-000-727.00 Stationary &amp; Supplies</td>
<td>$</td>
<td>$ 200.00</td>
<td>$200.00</td>
<td>new fund</td>
</tr>
<tr>
<td>243-000-801.03 Professional Services</td>
<td>$</td>
<td>$ 19,600.00</td>
<td>$19,600.00</td>
<td>new fund</td>
</tr>
<tr>
<td>243-000-805.00 Attorney Fees</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$ 20,000.00</td>
<td>$20,000.00</td>
<td></td>
</tr>
</tbody>
</table>

| 245 - Land Bank Authority                |         |         |           |                  |
| Revenue                                  |         |         |           |                  |
| 245-000-538.00 State of Michigan          | $       | $       | $         |                  |
| 245-000-684.00 Interest Earned            | $       | $       | $         |                  |
| 245-000-673.00 Sale of Capital Assets     | $       | $       | $         |                  |
| 245-000-699.01 Appropriated Fund Balance | $       | $       | $         |                  |
| 245-000-699.02 Transfer In               | $       | $ 4,558.00 | $4,558.00  | new fund         |
| Total                                    | $       | $ 4,558.00 | $4,558.00  |                  |
| Expenditures                             |         |         |           |                  |
| 245-000-727.00 Stationary & Supplies     | $       | $ 200.00 | $200.00   | new fund         |
| 245-000-801.03 Professional Services     | $       | $       | $         |                  |
| 245-000-805.00 Attorney Fees             | $       | $ 2,358.00 | $2,358.00  | new fund         |
| 245-000-930.00 Repairs                   | $       | $ 2,000.00 | $2,000.00  | new fund         |
| Total                                    | $       | $ 4,558.00 | $4,558.00  |                  |

| 293 - CDBG Housing                       |         |         |           |                  |
| Revenue                                  |         |         |           |                  |
| 293-000-676.00 Reimbursements            | $       | $ 24,558.00 | $24,558.00 | non-program income |
| Total                                    | $       | $ 24,558.00 | $24,558.00 |                  |
| Expenditures                             |         |         |           |                  |
| 293-000-999.12 Transfer Out              | $       | $ 24,558.00 | $24,558.00 | transfer to BRA & LBA |
| Total                                    | $       | $ 24,558.00 | $24,558.00 |                  |
As this proposed budget shows, revenues to fund the Brownfield Redevelopment Authority (BRA) and Land Bank Authority (LBA) are proposed from non-program income collected by the CDBG Housing Fund, related to a recent mortgage foreclosure. In the BRA Fund, the major anticipated expenditure is for professional consultant services to develop the Brownfield Redevelopment Plan. In the LBA Fund, legal fees and repair expenses are anticipated, associated with ownership of land bank property.

**Requested Action**

It is requested that the Missaukee County Board of Commissioners consider approving the Brownfield Redevelopment Authority and Land Bank Authority Funds and associated FY20 budgets.
December 10, 2019

To: Missaukee County Board of Commissioners

From: Precia Garland, Administrator

RE: BOC Rules of Order – 2019 Updates

Introduction and Background
The Missaukee County Board of Commissioners utilizes the attached Rules of Order to govern its general legislative activities. It is necessary to review these Rules of Order from time to time and make updates as appropriate. The last time the Rules of Order were reviewed and updated was 2016.

The attached version is marked up to show proposed updates, additions, and deletions.

Highlights include:
• Updating meeting location and time
• Eliminating redundant language regarding the duties of committees
• Revising deadlines and approval authority for agenda items
• Addressing cell phone use

Requested Action
It is requested that the Missaukee County Board of Commissioners consider approving the revised Rules of Order.
MISSAUKEE COUNTY BOARD OF COMMISSIONERS

RULES OF ORDER

I.

BOARD MEETINGS – TIME & PLACE

A. REGULAR AND ADJOURNED REGULAR MEETINGS. The Board shall convene for the purpose of holding meetings in the Missaukee County Courthouse-Admin in the City of Lake City or elsewhere at the discretion of the Chairperson, provided proper notice is given to the public pursuant to the Open Meetings Act, 1976 PA 267, as amended, as determined at the 1st meeting in January or each year. The January meeting will be the 2nd Tuesday of the month at 2:004:00 P.M.

B. SPECIAL MEETINGS. The Board shall convene for the purpose of holding special meetings upon the Call of the Chair or the Vice-Chair. The County Clerk shall immediately give written or oral notice thereof to each commissioner within 48 hours in one of the manners provided as follows:

- Via a confirmed facsimile transmission to the commissioner’s residence,
- Via email
- Via telephone

The Clerk shall post at least 18 hours before the meeting a public notice, as required by PA 267 of 1976.

C. MEETINGS ON LEGAL HOLIDAYS. Any regular or adjourned meetings of the Board, which falls on a legal holiday shall automatically be set over to the next working day that is not a legal holiday, at the same time and place indicated for the original meeting.

II.

CHAIRPERSON

A. ELECTION. At the first meeting of a newly elected Board, the first order of business shall be the administration of the Constitutional Oath of Office
by the County Clerk to the members elect, if this has not been previously accomplished. The County Clerk shall run the meeting until the Chairperson is elected. At the first meeting in each calendar year, the Board shall elect, from among its members, a chairperson and a vice-chairperson, who shall take office and assume their respective duties immediately upon their election. The concurrence of a majority of all members of the Board shall be necessary for election. Said officers shall hold their respective offices for a term of one (1) year, or until their successors are duly elected and qualified, as set forth above.

B. DUTIES. The chairperson (and during his/her absence, the vice-chairperson, then the Finance Committee Chairperson) shall preside at all meetings of the Board and shall decide all questions of order, subject to appeal to the Board. Upon his/her election, the chairperson will divide all appointments to standing, special, or outside committees and boards requiring Missaukee County Board of Commissioner representation, between all members of the Board of Commissioners. If a commissioner requests relief due to outside factors, then the Chairperson will ask other commissioners to cover those committees, boards, and or other appointments. The chairperson shall arbitrate all jurisdictional disputes between committees. The chairperson shall be an ex-officio member of every committee.

C. ORIENTATION SESSION. For the purpose of more fully informing the new members of the Board of Commissioners about the workings and procedures of Missaukee County government, the chairperson of the Board may provide for an orientation session, which may be convened in the month of January.

D. ADMINISTRATION OF OATHS. The Chairperson of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board or connected with the discharge of his/her duties, to issue subpoenas for witnesses, and to compel any person’s attendance in the same manner as Courts of Law.

III.

CLERK OF THE BOARD/OPEN MEETINGS ACT

A. OFFICIAL CLERK AND DUTIES. The duly elected Clerk of Missaukee County shall be the clerk of the Board. He/she or his/her duly
appointed deputy shall perform all duties pertaining to such office, as required by law.

B. **OPEN MEETINGS ACT POSTING.** The County Clerk shall perform all posting functions required by the Open Meetings Act, 1976 PA 267.

IV.

**COMMITTEES**

1. The Chairperson of the Board shall appoint the members of all committees, which appointments shall be confirmed by a majority of the Board present.
2. The Chairperson shall be an ex-officio member of every committee, but shall not have the right to vote in committee unless he/she is expressly named a member of that committee.
3. Standing Committees. The Board of Commissioners shall have the following standing committees with the following number of members:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance</td>
<td>Committee of the Whole</td>
</tr>
<tr>
<td>Law and Jail</td>
<td>Members: 3</td>
</tr>
<tr>
<td>Personnel</td>
<td>Members: 3</td>
</tr>
<tr>
<td>Building, Grounds</td>
<td>Members: 3</td>
</tr>
<tr>
<td>Claims and Accounts</td>
<td>Members: 3</td>
</tr>
<tr>
<td>Equalization</td>
<td>Members: 3</td>
</tr>
<tr>
<td>Safety</td>
<td>Members: 3</td>
</tr>
<tr>
<td>Recycling</td>
<td>Members: 2</td>
</tr>
<tr>
<td>Executive Committee</td>
<td>Members: 3</td>
</tr>
</tbody>
</table>

**FINANCE COMMITTEE** -It shall be the duty of this committee to:

A. Study and advise the Board about all appropriations for State, County, and general purposes.
B. Review and recommend to the Board a budget for county operating expenses by a date specified in a Board Resolution for the ensuing year.
C. Study and advise the Board with respect to all matters and decisions pertaining to bonds, investments, and insurance of the county, its officials, employees, and agents.
D. Study and advise the Board with respect to all financial contracts not otherwise provided for by resolution and/or Board rules.
E. Study and advise the Board with respect to apportionment of all tax levies, erroneous land descriptions, and the need for correction of the tax rolls.

F. Study and advise the board with respect to all grants submitted for approval by the Board, including any grant in which the county has direct and indirect involvement.

G. Act as liaison to the Board regarding the following county departments: Treasurer, Equalization, Road Commission, Building and Grounds, and County Clerk/Register of Deeds.

PERSONNEL COMMITTEE – It shall be the duty of this committee to:

A. Ensure implementation of standing Board policies affecting the various county departments, offices, and agencies with which the committee serves as liaison regarding personnel matters.

B. Study and advise the Board with respect to matters of long range planning regarding personnel matters.

C. Study and advise the Board with respect to all matters dealing with compensation, wages and salaries for all county officers and employees whose salaries are not fixed by law.

D. Study and advise the Board on all matters relating to labor relations and the relationship between the county and its employees. Union negotiations will not be part of this committee’s responsibilities.

E. Act as liaison to the Board of the following County departments, offices and agencies: Drain Commissioner, Data Processing, Board of Park Trustees, Board of Public Works, Board of Canvassers, Elections Scheduling Committee, Board of Elections Commissioners, MSU Extension Service, Health Department, Veterans Park, Veterans Affairs and Community Mental Health Board, Plat Board, Family Independence Agency and Commission on Aging.

LAW AND JAIL COMMITTEE – It shall be the duty of this committee to:

A. Study and advise the Board with respect to all matters pertaining to the law enforcement and judicial system within the County.

B. Recommend action on any and all complaints or requests of the Circuit Court, District Court, Probate Court, Probation Department, Jury Commission, Office of Prosecuting Attorney, Office of Emergency Operations, and Sheriffs Department.

C. May investigate possible liability issues in the jail or law enforcement areas.
BUILDING AND GROUNDS COMMITTEE – It shall be the duty of this committee to:

A. Prepare a list of maintenance items necessary for all county buildings.
B. Study and advise the Board as to the acquisition, disposition, construction, and repairs of all county buildings and grounds. Also recommend acquisition and disposal of all county equipment, furniture, and supplies.
C. Periodically review buildings and grounds for safety compliance.
D. Work with the county’s insurance inspectors and county’s safety officer to ensure all areas of concern are addressed.
E. Recommend action on all claims submitted to the county for payment.
F. Act as liaison to the Board for the following county departments: custodian, building inspector, and planning commission.

CLAIMS AND ACCOUNTS COMMITTEE – It shall be the duty of this committee to:

A. Review any and all claims submitted the County for payment on a weekly basis.
B. Sign weekly invoice distribution reports
C. Recommend action for approval for claims to the Board.

SAFETY COMMITTEE – It shall be the duty of this committee to:

A. Meet as necessary to discuss safety issues that arise concerning any County owned building or property.
B. Periodically review buildings and grounds for safety compliance.
C. Act as liaison to the Board for all County Departments regarding safety policies and concerns.

EQUALIZATION COMMITTEE – It shall be the duty of this committee to:

A. Review yearly county equalization and apportionment reports as submitted by the Equalization Department.
B. Recommend action for approval for equalization and apportionment reports to the Board.
C. Act as the liaison to the Board for the Equalization Department.

RECYCLING COMMITTEE – It shall be the duty of this committee to:

A. Oversee the functions and management of the recycling center as needed or requested by the Committee or Recycling Center Director or manager.
B. Act as the liaison to the Board for the Recycling Center and staff.
**EXECUTIVE COMMITTEE** – It shall be the duty of this committee to:

A. Be comprised of the Chairpersons of the following: Board of County Commissioners, Personnel Committee, and Finance Committee.

B. Meet as needed and address emergency or pressing issues at the discretion of the Committee members.

**A. GENERAL DUTIES OF STANDING COMMITTEES.**

In addition to the foregoing, the Standing committees shall perform the following other duties:

1. Each standing committee shall review all appropriation requests most directly related to its functions.

2. Each standing committee shall report to the Board upon all matters referred to the committee by the Board, except such matters as are expressly referred to the Committee for STUDY ONLY.

3. Each standing committee shall act as liaison between the Board and the various county offices, boards and agencies respecting matters under the jurisdiction of the committee as prescribed by these Rules, except as the Board otherwise directs.

4. Each standing committee shall have and perform such other duties as the Board, from time to time, may require.

**B. SPECIAL COMMITTEES.**

There shall be, in addition to the standing committees, such other special committees as the Chairperson, from time to time, may appoint and establish subject to approval by the Board. The membership of all such special committees shall automatically be vacated upon the succession to office of a new Chairperson to the Board.

**C. COMMITTEE MEETINGS.**
A quorum is required to conduct business. A quorum shall consist of the majority of the committee’s members. In order for a committee to move a matter to the Board of Commissioners for consideration, a majority vote of the quorum is required.

V.

CONDUCT OF BOARD MEETINGS

A. QUORUM. A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County. Questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary.

B. ORDER OF BUSINESS.

1. Agenda
   
   a. Call to Order and Roll Call
   b. Prayer and the Pledge Of Allegiance
   c. Approval of Minutes, Correspondence
   d. Addition of Items to the Agenda
   e. Limited Public Comment*
   f. New and Miscellaneous Business
   g. Committee Reports
   h. Late Committee Reports and Late Individual Resolutions
   i. Special Orders of the Day
   j. Consideration and Allowance of Claims
   k. Limited Public Comment*
   l. Adjournment

*Public Comment Times: A time shall be set aside for members of the public to address the Board of Commissioners during each regular and special meeting of the Board, and during any of its committee meetings. Each person shall be limited to one three-minute comment per period during the meeting.
Such time limits shall not be applied to a person asked to appear before the Board to address a topic of business, make a presentation, give a report or answer questions from the Board.

2. **Specific Agenda Priorities.** All matters shall be placed upon the agenda of the Board, at the discretion of the Chairperson, by the County Clerk, and County Administrator, within a specific section as listed above.

3. **Agenda Deadline**
   All information to be placed on the agenda must be received by the County Clerk no later than noon on the Thursday–Friday before the regularly scheduled Board meetings. No committee report or individual resolutions other than reports on routine claims, shall ordinarily be considered unless a copy thereof has been mailed to each Commissioner with the agenda or otherwise delivered to each Commissioner not later than the third day prior to the meeting. Late items shall be distributed to all Commissioners at the beginning of the board meeting and shall be announced by title and added to the agenda with appropriate agenda numbers. A five minute recess shall be granted at the request of any Commissioner prior to the consideration of late items. Late individual resolutions shall ordinarily be referred to Committee. Late committee reports shall not be considered unless an explanation is given as to why immediate action is necessary and a motion is made and carried to allow immediate consideration of the report.

C. **RIGHTS AND DUTIES OF MEMBERS:**

a. **Speaking priorities.** The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, shall have the right to speak for up to three minutes, after the formal introduction but prior to any discussion of the matter on the floor. In any case where there may be more than one sponsor to a particular motion, resolution, ordinance or report, it shall be at the discretion of the Chairperson which person shall exercise the right given by this rule to first speak on the pending matter. Each Commissioner shall be limited to speak for a three-minute time limit per recognition by
the Chairperson. Before speaking, each member shall address himself/herself to the Chairperson. If two or more members seek recognition to speak at the same time, the chairperson shall designate the order in which they shall speak. No member shall speak more than twice on the same question except upon special permission by the board, provided, however, that the Chairperson of a committee shall not be restricted in his/her right to discuss matters upon which he/she is reporting his/her committee’s activities and recommendations. No member, while addressing the Board, shall be interrupted, except to be called to order and thereupon, he/she shall immediately cease talking and be seated. Every Commissioner shall vote on all questions unless excused by the Chairperson. The Chairperson shall vote on all questions unless excused by the Board.

D. MOTIONS, RESOLUTIONS AND COMMITTEE REPORTS.

No motion shall be debated or voted upon unless seconded. The Chairperson before debate shall then state it. Any motion may, with the permission of the members who moved and seconded it, be amended or withdrawn at any time before the same has been adopted. Every motion shall be put in writing at the request of any member of the Board. All motions, resolutions, committee reports and amendments or substitutions thereto shall be entered at large upon the minutes unless withdrawn. Each recommended ordinance introduced should be headed by a title of twenty-five words or less briefly describing or identifying it. Each title shall begin with the words “An Ordinance...” If such title is lacking, the Clerk of the Board shall return it to the Commissioner who submitted it. Each recommended ordinance introduced and referred to committee, postponed or tabled before its substance is voted upon shall be printed in the minutes by title only unless otherwise ordered by the majority of the members elect.
1. **Voting.** The vote on any question shall be taken by a yea and nay roll call when called for by any member of the Board. Closed sessions may be held, provided the Open Meetings Act, 1976 PA 267, is adhered to. Each member present shall be required to vote on every question unless excused by a majority vote of the members of the board. Secret ballot voting is allowed only on the question of electing the chair and vice-chair of the board.

2. **Order of Precedence of Motions.** When a motion is seconded before the Board, no other motion shall be received except the following:

   a. To adjourn – not debatable.
   b. To rise to a question of privilege – not debatable.
   c. To lay on the table – not debatable.
   d. To call for the previous question – not debatable.
   e. To limit or extend limits of debate.
   f. To postpone to a certain day.
   g. To commit or refer or re-commit to a committee.
   h. To amend.
   i. To postpone indefinitely.
   j. To reconsider (may be debated if original motion was debatable).

   The above motions shall have precedence in the order named.

3. **Motions to Adjourn.** A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board, or when a member has the floor; provided, that there shall be other intervening business or a change in the circumstances between the two motions to adjourn.

4. **Amendments.** No motion or proposition not germane to a subject under consideration shall be admitted under color of an amendment. Commissioners shall give all amendments in writing or orally to the clerk. If oral, the clerk shall write it out and read it back prior to a vote being taken on the matter.
5. **Reports and Motions Requiring Signatures.** All reports of committees shall be in writing and the names of the members of such committees concurring in such reports shall be noted thereon. Every written resolution or motion shall contain the name of the member or members introducing the same.

6. **Resolutions and Ordinances.** Resolutions shall be considered in the order in which they are received unless otherwise ordered by the Board. All resolutions and motions for the appropriation of money and all proposed County ordinances should be presented to the Board in writing.

7. **Division of Question.** Upon request by any member, any question before the Board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.

8. **Motions to Reconsider.** A motion for the reconsideration of any question shall be in order if made the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made; providing, however, that a second reconsideration of any question or a reconsideration at a later day may be had with the consent of two-thirds (2/3) of the members elected and serving, but in such event the moving member shall file written notice of his/her intention to move for a reconsideration in the office of the Clerk of the Board at least one day before making such a motion.

8.9. **Use of Cell Phones.** During meetings of the board, including committee meetings, all cell phones or other electronic devices shall be turned off or set to “mute” or “vibrate” in order to avoid disruption. Commissioners choosing to answer cell phone calls shall leave the table, and if necessary, the room, in order to avoid disruption. Notices of board and committee meetings shall include a request that all cell phones or other electronic devices be turned off or set to “mute” or “vibrate” in order to avoid disruption during the meeting. Disruption of a meeting by inappropriate use of a cell phone may be addressed in the same manner as other inappropriate disruptions.
E. **APPEAL FROM DECISION OF CHAIR.**

When an appeal is taken from the decision of the Chair, the member taking the appeal shall be allowed to state his/her reason for doing so. The question shall be then immediately put in the following form: “Shall the ruling of the Chair be sustained?” The question shall be determined by a majority vote of the members present, except the Chairperson shall not preside over such a vote.

F. **REFERRAL TO COMMITTEES.**

It shall be the duty of the Chairperson to refer all petitions, communications, resolutions, motions and other business that may come before the board to the proper committee unless an objection is made by some member, in which event a motion made and adopted with reference to the subject shall preclude the Chairperson’s action.

1. All referrals to committee shall be in one of the following forms:

   a. **General Referral.** Any referral which must be referred back to the Board after the Committee has reviewed or studied the matter shall be referred to as a general referral.

   b. **Referral for Information.** Any referral, which need not be reported back to the Board by the Committee to which it is referred, shall be called a referral for information.

G. **DISCHARGE OF COMMITTEE.**

The Board may, by a majority vote of its members, discharge any committee from further consideration of any matter referred to the committee for general referral if the motion to discharge was prepared and properly placed upon the meeting agenda at which action is desired. Any motion to discharge that does not appear on the agenda of the meeting at which action is desired, shall require a two-thirds (2/3) vote of all members elected and serving for passage.

H. **MOTION TO CLEAR THE FLOOR.**

If, in the judgment of the Chairperson, there is a confusion of Parliamentary procedure existing, the Chair shall have the right
to request a “motion to clear the floor” which motion, if made and seconded, shall be undebateable, shall take precedence over all other motions, shall be forthwith put by the Chair and, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn. The motion to clear the floor shall not be reconsidered; but its passage shall not limit the right of any member to move the reconsideration of any other matter in the same manner as, but for the passage of the motion to clear the floor, would be in accordance with these Rules.

1. **MOTION TO RECONSIDER.**
   This motion prevents anything being done as a result of the vote it proposes to reconsider. It can only be made on the day the vote it proposes to reconsider was taken. It must be made by a member who voted with the prevailing side. Any member may second it. It may be made while any other question is pending; even if another member has the floor, or after it has been voted to adjourn if the chair has not announced adjournment. The motion to reconsider cannot be amended, postponed indefinitely, or committed. If the reconsideration is laid on the table or postponed indefinitely, the question to be reconsidered and all adhering questions go with it. It is undebateable only when the motion to be reconsidered is undebateable.

**JL.**

**PUBLIC MEETINGS.**

Board meetings shall be open to the public as required by the Open Meetings Act, 1976 PA 267, as amended. When necessary, the board shall enter into closed session to discuss confidential matters as permitted by the Open Meetings Act, 1976 PA 267, as amended.

**JK.**

**COMMENTS FROM THE FLOOR.**

Only members of the Missaukee County Board of Commissioners shall be given the floor to speak during any Board meeting except:

1. Anyone who desires to speak under the Limited Public Comments section as included on any meeting agenda; and
2. County officials and/or county employees may speak with the consent of the majority of the Board members present; and

3. Any person who, with the consent of the Chairperson of the Board may address the Board. A committee chairperson or a majority of any Board committee may give permission for anyone to address a committee at an appropriate place on the agenda for the purpose of a presentation at said meeting.

4. Public comment shall be limited to no more than three minutes per individual and at the times designated as stated above, except where extended privileges are granted by the chair.

Kt.

PARLIAMENTARY AUTHORITY.
Roberts Rules of Order shall govern all questions of procedures which are not otherwise provided by these Rules, or by State Law.

VI.
FINANCE

A. SALARIES. The salary of each elected official shall be fixed by the Board according to the provisions of the law.

B. BOARD COMPENSATION. Members of the Board and its committees shall be compensated for their duties and their committee work at such rates and such amounts as the Board, by resolution, in accordance with State Law, shall determine.

C. EXTRA COMPENSATION. The Board shall not grant or authorize extra compensation to any public official, agent or contractor after the services have been rendered or the contract entered into.

D. BUDGET LIMITATIONS. Except as may be otherwise required by law or Board Resolution, no County Board, agency, or officer whose budget is in whole or in part subject to the
jurisdiction of the Board shall exceed or commit itself to exceed its budget or any line item thereof without prior approval of the Board.

VII.

ADMINISTRATION

A. **ASSISTANCE TO THE CHAIRPERSON.** The Clerk to the Board shall provide such secretarial and stenographic assistance to the Chairperson of the Board and to the Chairperson of each committee in the performance of their Board authorized duties as they may reasonably request.

B. **NOTICE OF BOARD ACTION.** When the Board has acted upon a written request or demand for action presented to the Board from other than among its membership, the Clerk shall promptly notify the person or agency making the request or demand of the Board’s action thereon.

C. **SCHEDULE OF CLAIMS.** At the end of each regular and adjourned regular meeting of the Board, the Chairperson of the Claims and Accounts Committee shall provide each member with a schedule of the claims to be considered for allowance or disallowance if they request it. A motion requesting payment of claims may be made immediately after report and discussion.

D. **MINUTES.** A copy of the minutes of each Board meeting shall be prepared and emailed and/or put in each commissioner’s box by the Clerk as soon as possible immediately after each meeting of the Board. The County Clerk or his/her designee shall prepare minutes as required by the Open Meetings Act, 1976 PA 267, as amended.

All resolutions finally adopted by the board in each calendar year shall be consecutively numbered immediately by the Clerk of the Board in the order of their adoption, which number shall be prefixed with the last two digits of the year of its adoption and a hyphen. Thus, the third resolution adopted in 2003 would be designated “RESOLUTION NO. 03-3.” As each resolution
is finally adopted, the Clerk of the Board shall assign its proper number, which shall appear at the head of said resolution as finally adopted in the minutes as shown above.

E. **BUDGET AND SALARY DETAIL.**
When the tentative budget and when the budget itself is submitted to the Board by the Finance Committee, each member of the Board shall be provided with a copy of the full budget and salary schedule and such other information as required in the Uniform Budgeting Act, 1978 PA 621.

VIII.

**ROBERTS RULES OF ORDER**

The rules of parliamentary practice contained in Robert’s Rules of Order shall govern in all questions of procedure that are not provided for in these Rules of Order or by statute.

**AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES**

i. These Rules may be amended, suspended, or rescinded only by a majority vote of all of the Commissioners elect. They shall remain in effect until rescinded or amended.

ii. Any amendment to these Rules properly presented to the Board of Commissioners and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.

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December 10, 2019

To: Missaukee County Board of Commissioners

From: Precia Garland, Administrator

RE: State Budget Cuts

Introduction
As you know, the State of Michigan’s FY2020 budget included over 140 line-item vetoes by Governor Whitmer, which if not restored through a supplemental appropriation, are expected to affect the Missaukee County FY20 budget as follows:

- Secondary Road Patrol Grant - $39,425
- Child Care Funding - $40,000
- State PILTs - $190,854
- Diverted Felons (Jail) - $30,000
- TOTAL = $240,279; 4.6% of General Fund FY20 revenues; $170,279 direct impact to GF; 3.3% of GF FY20 revenues

It should be noted that the child care funding and diverted felons cuts will not directly impact the General Fund; the direct impact will be to the Child Care and Jail Expansion Funds, respectively. However, the child care revenue loss will likely result in the need to subsidize from the General Fund. The Jail Expansion Fund has the capacity to draw from fund balance during this fiscal year to cover this loss.

Talks between the legislature and the governor are continuing regarding possible supplemental appropriations to reverse at least some of these budget cuts. The most promising restoration talk to date is regarding the Secondary Road Patrol Grant funding. Assuming road patrol funding is restored, the direct GF budget cut total will be $130,854.

Current FY20 Budget Status & Fund Balance
The FY20 GF budget was approved with a $98,861 fund balance appropriation; $27,600 of this amount serving as an extra payment to MERS, leaving $71,261 planned to cover the operating gap.

While audit figures will not be available until March 2020, our preliminary General Fund estimates indicate a black bottom line, plus $238,000 in revenues over expenses that will go to fund balance. Not counting FY19, General Fund balance committed to budget stabilization is $732,100; unassigned fund balance is $735,905.

FY20 Budget Amendment Options
Given the state budget cuts, which at this point appear likely to range between $131,000 - $170,000 in direct GF impact, the following budget amendments could be considered (note – this is not an exhaustive list):
1. No amendment – Assuming the current worst-case, direct and indirect cut scenario of $240,000, nearly enough reserves are available from FY19 operations to cover this gap ($238,000).
2. Amendment/budget cut options:
   a. MSU Extension agreement can be terminated with 120 days notice. Agreement is $41,308. Entire MSU Extension budget is $74,465. Cost savings = approx. 50%, $37,200
   b. Due to cost savings with 911 Computer Aided Dispatch, reallocate $25,000 from 401 Capital Projects Fund (transfer in from DTRF) to General Fund.
   c. Staffing – There are no desirable cuts to staffing. Departments are staffed extremely lean and any cuts would result in a notable decrease in service provided and increased strain on existing staff, which could cause turnover. If the secondary road patrol grant is eliminated, then eliminating that position might be considered. GF share is $66,000 annually. While extremely valuable to our community, participation in the TNT program is not mandated. If we keep the officer, but drop TNT participation, an annual savings of $12,000 results. Eliminating the program and officer saves $97,000 annually.
   d. Furlough Day – One furlough day per month by GF paid employees (excluding jail and dispatch) for the remaining nine months of FY20 would save approximately $40,000.

Requested Action
It is requested that the Missaukee County Board of Commissioners provide direction on what budget amendment(s) it desires to implement, given the state budget cuts. Given this direction, a corresponding budget amendment will be presented for BOC action in January.