

**BRANCH COUNTY BOARD OF COMMISSIONERS
DECEMBER SESSION (SECOND DAY)
December 19, 2019**

1/ The Board of Commissioners of the County of Branch met, pursuant to adjournment, in the Commissioners meeting room at the Courthouse, on Thursday, December 19, 2019.

Vice-Chairman Norris called the meeting to order at 4:00 pm.

Present: Commissioners Leonard Kolcz, Tom Matthew, Randall Hazelbaker, and Terri Norris, County Clerk Teresa Kubasiak, Administrator Bud Norman.

Absent: Commissioner Ted Gordon

Administrator Norman led the Board in the Pledge of Allegiance.

2/ Motion by Commissioner Hazelbaker seconded by Commissioner Kolcz, to approve the agenda. MOTION CARRIED.

3/ Motion by Commissioner Kolcz seconded by Commissioner Matthew, to approve the minutes of the December 10, 2019 Board Meeting. MOTION CARRIED

4/ Motion by Commissioner Matthew, seconded by Commissioner Hazelbaker, to approve the 2020 Staffing Plan. MOTION CARRIED

5/ Motion by Commissioner Matthew, seconded by Commissioner Kolcz, to hold the 2020 Organizational Meeting on January 2, 2020, at 9:30 am. MOTION CARRIED

At 4:05pm Vice-chairman Norris opened public hearing to hear comments regarding the 2020 General Fund Budget. No comments were made, so the hearing was closed at 4:06pm

6/ Motion by Commissioner Hazelbaker, seconded by Commissioner Kolcz, to approve the Bills and Accounts in the amount of \$301,221.78. MOTION CARRIED

7/ Motion by Commissioner Hazelbaker, seconded by Commissioner Kolcz, that approval is given to the County Planning Commission to contract with the Southcentral Michigan Planning Council to update the county master plan, not to exceed \$20,000 with half the cost being billed in 2020 and the additional amount to be billed in 2021. MOTION CARRIED

8/ Motion by Commissioner Hazelbaker, seconded by Commissioner Matthew, to approve the 2020 and 2021 Juvenile Defender Contract. MOTION CARRIED

9/ Motion by Commissioner Hazelbaker, seconded by Commissioner Kolcz, to approve a 2.5% increase for the Non-Union and Elected Wage employees for 2020. MOTION CARRIED

10/ Motion by Commissioner Hazelbaker, seconded by Commissioner Kolcz, that the 2020 General Fund Budget is approved in the amount of \$13,698,973.02. MOTION CARRIED

11/ Motion by Commissioner Hazelbaker, seconded by Commissioner Kolcz, that the 2020 Special Fund Budget is approved in the amount of \$42,920,092.55. MOTION CARRIED

12/ Motion by Commissioner Hazelbaker, seconded by Commissioner Matthew, that authorization is given to approve the 2020 General Fund Appropriations Act resolution in the amount of \$13,698,973.02.

2019-19

RESOLUTION ADOPTING 2020 GENERAL FUND APPROPRIATIONS ACT

WHEREAS, the Branch County Board of Commissioners has prepared and submitted, in accordance with Public Act 612 of 1978 (MCL 141.421-141.445), a proposed 2020 General Fund Expenditure/Revenue Budget; and

WHEREAS, in accordance with Public Act 43 of 1963 (MCL 141.434), a public hearing was held on December 17, 2019, at 4:05 p.m. for the purpose of reviewing the proposed 2020 General Fund Budget; and

WHEREAS, it is the intent of the Branch County Board of Commissioners to levy property tax millage as follows: County Operating 4.7552, Commission on Aging Operating 0.4907, Commission on Aging Facility 0.2424, 911 Operating 0.9998, Jail and Law Enforcement .4999, BATA 0.3435, Library 1.1047, Veterans Relief 0.0999, and New Jail 1.2500; and

NOW THEREFORE BE IT RESOLVED by the Branch County Board of Commissioners that there is hereby appropriated for the budgetary centers within the General Fund, a total Expenditure/Revenue Budget of **\$13,698,973.02** for the fiscal year 2020. All monies herein appropriated shall be expended in conformity with statutory provisions pertaining thereto and rules, regulations and resolutions adopted by this Board where applicable, and all appropriations/transfers out shall be made on a demonstrated need basis on schedules as recommended by the Finance Committee; and

BE IT FURTHER RESOLVED THAT the individual department budgets and budgetary centers are appropriated on a line item basis as approved by this Board; and

BE IT FURTHER RESOLVED THAT effective January 1, 2020, the Branch County Board of Commissioners hereby authorizes the following:

1. That the General Fund Department Heads, with the exception of salary, employee fringe benefits, contractual labor, and capital outlay items, shall have the authority to transfer up to five thousand (\$5,000.00) dollars between line items within the budgetary centers in each fund so as not to over expend total budgetary amounts;
2. That the County Administrator/Controller, with the exception of salary, employee fringe benefits, contractual labor, and capital outlay items, shall have the authority to transfer up to twelve thousand (\$12,000.00) dollars between line items within budgetary centers in each fund as not to over expend total budgetary center amounts. Transfers between \$7,500.00 and \$12,000.00 are to be brought before the Finance Committee as an item of information explaining the reason for the transfer;
3. That the payment of any bill or charge from any budgetary center line item that will create a line item deficit is prohibited from being processed until such General Fund Department Head submits a completed transfer sheet to the Accounts Payable Office or gains approval from the Branch County Board of Commissioners;
4. That the General Fund Department Heads shall obtain the approval of the Branch County Board of Commissioners for capital equipment items not previously approved if the cost is equal to or exceeds one thousand (\$1,000.00) dollars;
5. That the County Administrator/Controller shall have the authority to make purchases in amounts up to two thousand five hundred (\$2,500.00) dollars for office equipment from the General Fund #101-850-970.00 capital outlay line;
6. That the County Administrator/Controller shall have the authority to approve requests for advance payment for employees to attend conferences and training where such conferences and training are in the best interests of, or essential to, County operations, subject to the budgetary center's approved budget. All out-of-state travel, conferences, and training must have prior approval from the Branch County Board of Commissioners;

7. That the County Administrator/Controller and County Treasurer shall have the authority to create General Fund and Special Fund line item numbers as needed for the purpose of budgetary and accounting maintenance, with the exception that any additional appropriation to the newly created line items shall require approval from the Branch County Board of Commissioners; and
8. That the County Administrator/Controller and County Treasurer shall have the authority to make appropriate transfers to balance the General Fund and Special Fund budget line items on, or prior to, December 31, 2020.

Upon roll call vote the results were as follows:

Yes – Kolcz, Hazelbaker, Matthew, Norris – 4

No – 0

Absent: Gordon

MOTION CARRIED

13/ Commissioner Kolcz, seconded by Commissioner Hazelbaker, to approve and forward to the State of Michigan, the farmland applications submitted by Duane & Gayle Clover for the three separate properties located on Dewsenberry Road in Bronson Township. **MOTION CARRIED**

14/ Commissioner Kolcz, seconded by Commissioner Matthew, to approve and forward to the State of Michigan, the farmland application submitted by Stephen & Dawn Clover for property located on Kosmerick Road in Bronson Township. **MOTION CARRIED**

Committee/Liaison Reports:

Matthew – attended the Public Health meeting and the Road Commission meeting; attended the Maple Lawn meeting and toured the building. He stated that an open house will be scheduled.

Norris – attended the Public Health meeting with Commissioner Matthew.

15/ Motion by Commissioner Hazelbaker, seconded by Commissioner Kolcz, to adjourn at 4:24 pm. **MOTION CARRIED**

Chairman

Clerk