

**AMENDED**  
**COUNTY OF GOGEBIC**  
**GENERAL APPROPRIATIONS ACT**  
**2018/19**

A resolution appropriating monies and adopting the 2018/19 Gogebic County General Fund budget.

The Gogebic County Board of Commissioners hereby resolves to adopt the attached 2018/19 General Fund Operating Budget by activity level and appropriates monies from the various County revenues to authorize expenditures in accordance with the General Fund expenditure detail.

The Board further resolves that an appropriation is not a mandate to spend, but shall limit the amount which may be spent for such purposes as are defined by the Board of Commissioners and which shall be limited to the 2018/19 fiscal year. In respect to line item expenditures, a department, agency, board, or commission, exceeding a line item expenditure amount, will notify the Board of Commissioners in writing with an appropriate explanation of why the line item appropriation has been exceeded.

The Board further resolves that no County department, agency, board, commission or unit whatsoever shall be authorized to expend funds from its General Fund appropriation in excess of the amount appropriated by the legislative body.

No official of the County may cause or create a debt or incur a financial obligation on behalf of the County unless authorized by the general appropriations act.

Any County department, agency, board, commission or unit whatsoever public or private which accepts a county appropriation shall do so subject to inspection and/or audit by the Gogebic County Board of Commissioners or its designee. The Board or its designee shall have access for the purpose of audit and examination, to any and all books, documents, papers and records of the recipient organization.

The County Treasurer and/or Clerk are hereby instructed to refuse their signature on county warrants, if sufficient funds are not available for those originally approved or amended in the general budget appropriations act. The Finance, Budgeting and Auditing Committee shall be notified in writing in advance if supplemental appropriations are necessary by the respective county department official to insure that no expenditure overdrafts occur.

**PURCHASING**

The following procedure will be adhered to when purchasing supplies for the various general fund departments:

Office Supplies:

- A. Frequently Used Supplies (Central Purchase) - The department head must submit only a requisition form to the Administrator's Office. The supplies available through central purchase are not directly charged to the department's budget. Individuals may obtain a list of all supplies in central purchase by contacting the Administrator's Office.
- B. Special Order Supplies/Equipment - The Administrator will furnish each department with Purchase Orders that will be kept in a secure environment by the department head.

The purchase order will be completed and signed by the department head with two (2) copies being sent to the Administrator's Office immediately.

- C. A Department Head must bring any purchase in excess of \$5,000.00 before the Board of Commissioners prior to making such purchase.

## **TRAVEL**

The County of Gogebic shall allow employee travel at county expense for employees or representatives who shall be required to transact official public business within or outside the county and when attending any meetings, conferences or training sessions which promote official county business. Travel regarding official public business transacted shall be authorized by the department head. In addition, all Board of Commissioner members are hereby authorized to attend all standing committee and agency meetings to which they have been appointed.

### Allowable Expense Form:

All expenses shall be documented and recorded with attached receipts whenever possible. A County Travel Expense Voucher is the required form.

### Transportation:

County employees or their representatives traveling at County expense will be compensated at the rate of \$.05 below the IRS rate per mile for use of their private automobiles. If two or more employees travel together, only one employee will be paid the mileage rate. Employees traveling by air, rail or other means of public transportation will be allowed an amount not more than the cost for tourist or coach class travel fares. Use of charter bus or rent-a-car will be granted upon approval of the Gogebic County Board of Commissioners with authorization prior to the actual travel.

### Lodging and Meals:

Employees authorized overnight lodging will be allowed actual cost for their lodging supported by receipts. Meal costs are not to exceed \$39.00 per day, with a maximum of \$9.00 for breakfast, \$12.00 for lunch and \$18.00 for dinner.

### Miscellaneous:

Employees may be reimbursed for telephone calls, parking fees, toll road fees, bridge fees, taxicab fares, bus fares, and other fees provided these expenses were for official business purposes only.

### Advances and Reimbursement:

All advances for travel shall be obtained by completing a County Travel Expense Voucher and submitting the department head approved voucher to the County Clerk's Office. To be reimbursed for the expenses over and above the advanced amount, or in the case where an advance was not obtained, a County Travel Expense Voucher must be completed and have the approval of the department head. The completed voucher must then be submitted to the County Clerk's Office prior to the claims and accounts meeting where it will be made eight (8) days later following the regular Gogebic County Board of Commissioners meeting.

**SALARIES**

The salaries of the elected and appointed county officials for 2018/19 are as follows:

Position:

Administrator	\$51,544.00
Clerk/Register of Deeds	\$52,504.00
Drain Commissioner	\$ 2,000.00
*** Emergency Management Coord.	\$23,554.00
Equalization Director	\$48,500.00
Magistrate/Administrator/Clerk	\$45,000.00
Magistrate	\$36,462.00
Probation /Drug Court Officer	\$38,500.00
Prosecuting Attorney	\$75,811.00
** Prosecuting Attorney Assistant	\$56,500.00
Sheriff	\$60,087.00
* Treasurer	\$48,700.00
Undersheriff	\$56,040.00
Cooks	\$ 12.00/hr.
ORV Officer	\$ Union Contract
Marine/Snowmobile Officer	\$ Union Contract
**** Circuit Court	State Standardization
Probate/ District Court	State Standardization

- \*doesn't include retirement
- \*\*includes CRP
- \*\*\*includes Data Processing
- \*\*\*\*shared on prorated basis with Ontonagon County

Elected officer's salaries as set forth in this budget, and as adjusted at a future date, are for all time performance and are in lieu of any and all payments and/or fees payable by this County for the performance of their duties as prescribed by law. All fees collected by County officials during the performance of their official duties will be deposited to the General Fund of the County per the requirements of Section 45.402 of the Compiled Laws of 1970 (as amended). Excluded from this qualification are per diems in connection with the various boards wherein a statutory provision exists for paying per diems to elected officials.

Chairman of the Board of Commissioners (base salary)	\$445.00 per month
Chairman of Finance Committee (base salary)	\$395.00 per month
Commissioner (base salary)	\$320.00 per month
Each separate Standing Committee Meeting	\$35.00 per meeting
Each Out-of-County Meeting or Conference	\$45.00 per day

All elected and appointed officials of the County, excluding Board of Commissioner members, will be given the opportunity to participate in the hospitalization plan with the cost of such plan to be paid by Gogebic County unless otherwise indicated by special employment guidelines previously adopted.

## COMMISSIONER INSURANCE

In compliance with MCLA 20 46.415 May 5<sup>th</sup>, 2005, effective January 1<sup>st</sup>, 2007, County Commissioners who wish to receive the County hospitalization coverage will pay the entire amount.

Also, effective January 1<sup>st</sup>, 2007, Commissioners will no longer be entitled to any payment in lieu of hospitalization insurance coverage, nor reimbursement for optical coverage.

## NEW NON-UNION HIRES

Any new non-union employee hired after 10/1/2017, shall contribute 10% of their health insurance premium for medical coverage only. This does not apply to current General Fund County employees, also including those in the Retirement Office, Forestry & Parks Commission, Friend of the Court and Airport.

Effective 10/1/2017, part time employees shall not receive any benefits.

Effective 1/1/2010, Retiree Health Care will not be available to any new non union hires and Elected and Appointed Officials.

## AUTHORIZED STAFFING LEVELS

The Board of Commissioners by the adoption of the 2018/19 General Fund Budget hereby establishes and authorized the following staffing levels for all County Departments:

DEPARTMENT	FULL TIME EQUIVALENT NUMBER OF POSITIONS
Administrator	1.0
Circuit Court	2.0
Probate/District Court	6.0
Clerk/Register of Deeds	4.43
Equalization	1.0
Prosecuting Attorney	3.0
Treasurer	2.0
Building/Grounds	2.0
Sheriff Department	23.0
Marine Law	0
ORV Officer	0
Snowmobile Patrol	0
Cooperative Extension	0

## FEE SCHEDULE

Equalization Department and Data Processing	Department:
Tax Statements	Actual Cost
Name and Address Change	Actual Cost
Description Corrections	Actual Cost
Map Corrections	Actual Cost
Assessment Roll Sheets	Actual cost
Data Processing Service Charge	
Local Units of Government - 2 billings	\$1.10 per parcel

Local Units of Government - 1 billing	\$ .80 per parcel	
Delinquent Roll Sheets	Actual Cost	
Warrants and Certificates	Actual Cost	
Personal Property Statements	Actual Cost	
Cremation Permit Fee	\$75.00	
Real Estate and Appraisal Firms		
Copies of Deed	\$ 1.00	
Copies of Appraisal Cards	\$ 3.00	
Copies of Map:	\$ 3.00 per page	
Assessment Print Out	\$1.00	
Assessment Print off w/Legal	\$1.50	
Faxing:	\$ .50 per page	
Assessment Roll	\$170.00 per unit or	
	\$1,530.00 per County	
Shape File	\$500.00	
Clerk's Office Fee Schedule		
Vital Records	\$10.00	
Additional Copies of the Same Record	\$ 5.00	
Treasurer's Office Fee Schedule		
Delinquent Tax Sheet	\$ 2.25 minimum	
Current Tax Sheet	\$ 1.00	
Legal Description	\$ 1.00	
Photocopies/Fax	\$ 1.00	
Tax Certifications - (up to 25 parcels. Each additional parcel @ \$.20 each)	\$5.00	
District Court		
Work Crew Fees	\$3.00/hour/person	
Animal Control Fee Schedule		
Licenses		
1 year license – Male - \$6.00;	Female - \$6.00;	Unsexed - \$4.00
2 year license – Male - \$11.50;	Female - \$11.50;	Unsexed - \$7.50
3 year license – Male - \$17.00;	Female - \$17.00;	Unsexed - \$11.00
Soil Erosion Sedimentation Control Permit Fees (changed 2/24/2010)		
<u>Residential</u>	<u>Commercial</u>	
\$150.00/Acre	\$150.00/Acre	
3 mandatory site inspections included	3 mandatory site inspections included	
<u>Sand or Gravel Pits</u>	<u>Permit Extension</u>	
\$150.00/Acre	One year at no charge	
<u>After the Fact Permits</u>		
\$250.00/Acre		

No fee shall be charged to persons conducting business with offices or officers of Gogebic County unless such fees are expressly provided for by law of the State of Michigan or by resolution adopted by the Gogebic County Board of Commissioners. All prior resolutions pertaining to the levy of fees of any office or officer of Gogebic County are hereby rescinded.

### **PHOTOCOPYING/FAXING FEES - (Effective 8/28/96) (Revised 9/25/96)**

Certified - established by statute per page  
Freedom of Information - Twenty-five cents (\$.25) per page  
General Public - \$1.00 per page  
Fax for all - \$1.00 per page

### **HOURLY FEE FOR CONFERENCE ROOM**

Gogebic County will charge an hourly rate for use of the Conference Room/Law Library/Jury Room of the Courthouse. This fee would be assessed for all users with the exception of those who qualify as non-profit or otherwise have been granted free access by the Gogebic County Board of Commissioners. The hourly fee is \$20.00 per hour.

### **VIDEO CONFERENCING EQUIPMENT:**

A fee of \$100 per hour with a two-hour minimum is to be charged for the use of the County's video conferencing equipment with the dollars to be put back into the Data Processing budget.

### **ADVERTISING RATES FOR GOGEBIC COUNTY'S WEB SITE**

Gogebic County is offering businesses and services an opportunity to advertise on the County's official web site. Tracking of the County's web site over the last 4 years has revealed widespread use by individuals many living outside the area that needs information on doing business within the Gogebic County area. Courthouse Staff have over the years been contacted by phone from individuals who have used the web site as a source of reference for information on entities within the area who provide legal, real estate, building construction and other research needs.

By providing a link from the County site to a business site or having Gogebic County host a business-advertising page, individuals wishing to do business within Gogebic County would have an efficient means of being put in touch with perspective customers.

Three types of Advertising are available:

**List** a perspective business from the County web page at an annual fee of \$35.00 per year. There are no links or web pages with just a list. Your business is simply listed on the County web site with a phone number.

**Single link** for a specific County web page to your web site is \$80.00 per year.

**Multiple links** from several County pages to your web site \$120.00 per year.

Your **web page** hosted on Gogebic County web site is \$175.00 per year. You have a page or pages written by a web developer and have those pages reside on the County Web Server.

## **CRIMINAL HISTORY CHECKS**

Criminal History Checks will be \$25.00 each.

## **MEDICAL EXAMINER/MEDICAL EXAMINER INVESTIGATOR**

The fee to be paid to the medical examiner and/or deputy medical examiners of Gogebic County will be \$30.00 per call plus \$.05 under the IRS rate per mile for every mile traveled for the performance of their duties. The Medical Examiner Investigator is on an on-call basis at a cost of \$30.00 per call. Anything over two hours would be an additional \$15.00 per hour. Mileage is also \$.05 less than the IRS rate per mile.

## **PERSONNEL HIRING PROCEDURES**

Whenever a position becomes vacant in any office or department by reason of resignation, retirement, death, or for any other reason, the Gogebic County Board of Commissioners will be notified in writing of such vacancy by the department head. Any position that has been vacated as stated above will not be filled until a request has been made in writing and approval granted by the Gogebic County Board of Commissioners.

Whenever a position becomes vacant within the County or a new position is created by the Gogebic County Board of Commissioners, the Gogebic County Administrator is instructed to post the position vacancy as prescribed by the union contracts. If no employee applies for the vacant position, the County Administrator is instructed to advertise the vacancy in a newspaper of general circulation for three (3) consecutive days. In addition, as a means of making notice of vacancies available to handicapped citizens, three (3) - thirty (30) second radio announcements will also be made.

The County Administrator is instructed to accept all interested applicants and to furnish each applicant with suitable forms to apply for said position. The County Administrator will then refer them to the department head for their final selection.

Upon selection of the qualified applicant by the department head, the department head will notify the Gogebic County Board of Commissioners of their final selection for ratification by the County Board of Commissioners. The department head (elected or appointed) will be solely responsible for notifying all unsuccessful candidates.

## **COURTHOUSE OFFICE HOURS**

The general service offices of the County shall be open on all business days as follows:

Monday thru Friday - 8:30 A.M. to 4:30 P.M. including the noon hour unless otherwise altered by the Board of Commissioners.

The County Board of Commissioners requests that all County Courthouse Offices remain open during the noon hour.

## **EXPENDITURES**

The following are prepaids authorized by the County Board: jury fees, witness fees, child care, jury board (postage, etc.) hospitalization, optical reimbursement, prescription reimbursement, payroll, restitution, payroll withholding, life insurance, and employee travel.

**Respectfully submitted:**

- 1) George Peterson III
- 2) Dan Siirila
- 3) Joe Bonovetz
- 4) Bob Orlich
- 5) Jim Oliver
- 6) Tom Laabs
- 7) Jeff Wasley

Juliane M. Giackino, Administrator