

Regular Meeting of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commissioners' Room, Courthouse at the Village of Centreville, Michigan on November 21, 2017 at 5:00 p.m.

Chairman Balog called the meeting to order.

The Invocation was given by Commissioner Czajkowski.

The Pledge to the American Flag was given.

County Clerk Oswald called the roll and the following Commissioners were present:

| | |
|----------------------|----------------|
| Dennis Allen | Kathy Pangle |
| Daniel R. Czajkowski | Allen J. Balog |

Commissioner Dobberteen was absent.

Also present: Pat Yoder, Administrator/Controller; Teresa Doehring, Assistant County Administrator; and Ryan Post, Finance Director.

AGENDA

It was moved by Commissioner Allen and seconded by Commissioner Pangle to approve the agenda as presented. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Czajkowski and seconded by Commissioner Allen that the minutes for October 17, 2017 be approved as presented. Motion carried.

COMMUNICATIONS

Letter from Michigan Economic Development Corporation, Closeout of Community Development Block Grant #MSC-2012-1067-HOA.

Letter from City of Three Rivers, Notice of public hearing on November 21, 2017 to review a request from Armstrong International for establishing a Plant Rehabilitation District and an Industrial Facilities Exemption.

Letter from Michigan Public Service Commission, Notice of public hearing on November 28, 2017 to consider Indiana Michigan Power Company's power supply cost recovery plan.

Letter from Treasurer Judie Ratering, Quarterly Investment Reports for August, September and October, 2017.

Resolution from Alger County, Supporting Michigan Senate Bill 400 and Michigan House Bill 4651 amending the Emergency Telephone Service Enabling Act.

Resolution from Alger County, Opposing reduction of federal funding for Great Lakes Restoration Initiative.

Resolution from Livingston County, Opposing reduction of federal funding for Great Lakes Restoration Initiative.

Resolution from Missaukee County, Opposing reduction of federal funding for Great Lakes Restoration Initiative.

Resolution from Montmorency County, Re: Supporting Michigan Senate Bill 400 and Michigan House Bill 4651 amending the Emergency Telephone Services Enabling Act.

Resolution from Allegan County, Supporting State Fiscal Note Legislation.

Resolution from Gratiot County, Supporting the continued funding of Great Lakes Restoration Initiative.

Minutes of the Animal Control Advisory Board meeting of October 18, 2017.

Minutes of the Southcentral Michigan Planning Council meeting of September 5, 2017.

It was moved by Commissioner Pangle and seconded by Commissioner Allen that the communications be placed on file. Motion carried.

CITIZEN COMMENTS

There were no citizen comments.

REQUEST TO CLOSE COUNTY OFFICES

It was moved by Commissioner Allen and seconded by Commissioner Pangle to close County Offices for the Annual Christmas Luncheon on December 12, 2017 from noon until 1 p.m. Motion carried.

SET PUBLIC HEARING FOR 2018 BUDGET

It was moved by Commissioner Pangle and seconded by Commissioner Allen to set the budget hearing on December 5, 2017. Motion carried.

LETTERS OF UNDERSTANDING

It was moved by Commissioner Allen and seconded by Commissioner Pangle to approve the letters of understanding for the early retirement incentive with District Court Employees' Association and AFSCME General Unit, Circuit Court, and Family Court. Motion carried 4-0 upon a roll call vote.

COST ALLOCATION
RESOLUTION 17-2017

Commissioner Czajkowski presented the following resolution:

WHEREAS, St. Joseph County incurs central service overhead costs for core services, such as expenses for administrative, financial, insurance, utilities, security, and maintenance, which are provided to other governmental departments and not directly to the general public; and

WHEREAS, the Federal Office of Management and Budget (OMB) has approved a method for counties to recover these overhead costs which are provided for each of St. Joseph County's Special Revenue Funds, in OMB 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and

WHEREAS, this is an approved method of recovering central service expenses for St. Joseph County, pursuant to OMB 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and

WHEREAS, St. Joseph County has engaged the services of MGMT Consulting Group of Michigan, LLC.; whose cost allocation software is fully copyrighted to develop an indirect Cost Allocation Plan in conformance with OMB 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and full cost plan, in order to recover these costs from St. Joseph County's Special Revenue Funds.

NOW, THEREFORE, BE IT RESOLVED, that the St. Joseph County Board of Commissioners adopts the following:

Section 1. The Cost Allocation Plan be prepared annually; which has been prepared by MGMT Consulting Group of Michigan, LLC for Fiscal Year's 2015 and 2016, used to be charged for Fiscal Year's 2017 and 2018, which are both attached hereto and incorporated herein by this reference, is hereby adopted.

Section 2. St. Joseph County is hereby authorized to execute Certificate of Cost Allocation Plan in accordance with the requirements of OMB 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and full cost plan in order to recover indirect costs from applicable Special Revenue Funds.

Section 3. St. Joseph County is hereby authorized to utilize the annual Cost Allocation Plan to make preliminary charges annually, beginning in Fiscal Year 2017, for Special Revenue Funds for central services overhead costs. In addition, the following specific policies apply with the adoption of this resolution:

3.1 Indirect costs for all of St. Joseph County's Special Revenue will be identified in the Cost Allocation Plan.

3.2 Indirect costs will be charged to Special Revenue Funds that can legally be charged as identified in the cost allocation plan.

3.3 For those Special Revenue Funds who do not have the ability to support the payment of the full amount of indirect costs as identified in the Cost Allocation Plan, the St. Joseph County Board of Commissioners has the right to waiver the recovery of the indirect charges, in partial or in full.

Section 4. St. Joseph County is hereby authorized to have the Cost Allocation Plan regularly maintained and updated annually in order to effect the recovery of central service overhead costs from Special Revenue Funds in accordance with OMB 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and full cost plan, as it may be amended from time to time, no matter who prepares the annual fully copyrighted Cost Allocation Plan.

BE IT FURTHER RESOLVED that St. Joseph County shall begin to charge Special Revenue Funds central service costs as identified in the Cost Allocation Plan effective immediately upon adoption.

It was moved by Commissioner Czajkowski and seconded by Commissioner Allen to adopt the resolution. Motion carried 4 - 0 upon a roll call vote.

HIRING FREEZE FOR GENERAL FUND POSITIONS
RESOLUTION 18-2017

Commissioner Allen presented the following resolution:

WHEREAS, as a result of a continual increase in expenses for County operations and minimal increases in revenues, St. Joseph County must take significant measures to reduce expenses in an attempt to minimize projected budget deficit, and to reduce the number of positions facing layoff in future years.

NOW THEREFORE BE IT RESOLVED, the St. Joseph County Board of Commissioners is implementing a hiring freeze on all General Fund positions effective immediately.

BE IT FURTHER RESOLVED, that Department Managers who believe it is necessary to fill a position to maintain vital County services, can make a formal request to Human Resources and to the County Board of Commissioners.

BE IT FURTHER RESOLVED, that temporary employees or members of different bargaining units will not be substituted to perform daily functions of any bargaining unit positions that are affected by the hiring freeze.

BE IT FURTHER RESOLVED, the hiring freeze will continue as long as necessary and will be reviewed for continuation annually during the budget process.

It was moved by Commissioner Allen and seconded by Commissioner Pangle to adopt the resolution. Motion carried 4-0 upon a roll call vote.

ESTABLISHING A MERS HEALTH CARE SAVINGS PROGRAM
RESOLUTION 19-2017

Commissioner Czajkowski presented the MERS Health Care Savings Program Uniform Resolution.

It was moved by Commissioner Czajkowski and seconded by Commissioner Allen to adopt the resolution. Motion carried 4-0 upon a roll call vote.

PROCLAMATION HONORING J. PATRICK YODER
RESOLUTION 20-2017

Chairman Balog presented the following resolution:

WHEREAS, J. Patrick Yoder was appointed as St. Joseph County's first County Administrator in January 1991;

WHEREAS, J. Patrick Yoder was appointed as St. Joseph County's first County Controller in August 1992;

WHEREAS, J. Patrick Yoder resigned his position in March of 1994;

WHEREAS, to the delight of County Commissioners, J. Patrick Yoder returned as St. Joseph County Administrator/Controller in 2013;

WHEREAS, J. Patrick Yoder has professionally served as the chief administrative and fiscal officer for St. Joseph County during both segments of his career;

WHEREAS, under his purview St. Joseph County has been positively impacted by his guidance in numerous pioneering projects; and

WHEREAS, J. Patrick Yoder has assembled an innovative and cohesive management team in his succession that will continue to lead St. Joseph County in a progressive direction.

NOW THEREFORE BE IT RESOLVED, the St. Joseph County Board of Commissioners recognizes and expresses grateful appreciation to Pat Yoder for his creative thinking, wry smile, and many years of devoted public service and congratulates him on a well-deserved retirement.

BE IT FURTHER RESOLVED, this resolution be spread upon the proceedings of the St. Joseph County Board of Commissioners and be presented to Pat Yoder with sincere gratitude and appreciation.

It was moved by Commissioner Czajkowski and seconded by Commissioner Allen to adopt the resolution. Motion carried 4-0 upon a roll call vote.

NOMINATIONS AND APPOINTMENTS

It was moved by Commissioner Pangle and seconded by Commissioner Allen to appoint Larry Diekman and Mary Kleczynski to the Local Emergency Planning Committee. Motion carried.

It was moved by Commissioner Allen and seconded by Commissioner Czajkowski to appoint Gregg Dohm, Robert Horton, Rick Shaffer, and Kathy Pangle to the Planning Commission. Motion carried.

ADMINISTRATOR’S REPORT

Mr. Yoder thanked the Commission for its support and noted the smooth transition to Ms. Doehring as the Administrator.

PERSONNEL REPORT

Ms. Doehring thanked Mr. Yoder for his service and support.

FINANCE DIRECTOR’S REPORTS

Mr. Post presented the following reports:

Budget Amendments

BUDGET FOR INSPECTION AND EVALUATION OF UTILITY SYSTEMS AT BROADWAY COMMISSION ON AGING

| | |
|--|--------|
| Increase Use of Fund Balance (#273-672-676.000) | 22,292 |
| Increase Broadway Startup Costs (#273-672-981.000) | 22,292 |

Note: To record \$22,292 amendment to Commission on Aging budget 1st amended at 08/15/17 BOC meeting. Purpose of amendment is for inspection and evaluation of utility systems prior to activation.

ADJUST BUDGETED FY 2016/2017 TRI-COUNTY CONVENTION FACILITIES TAX GENERAL FUND

| | |
|---|-------|
| Increase Convention Facility Tax--Tri Co (#101-253-577.010) | 6,852 |
| Increase Substance Abuse Appropriation (#101-001-969.100) | 6,852 |

Note: Adjust expenditure & revenue line items to reflect correspondence from state dated 5/17/2017.

It was moved by Commissioner Allen and seconded by Commissioner Czajkowski to approve the budget amendments. Motion carried.

Bills

| Expenditure Type | General Fund | Other Funds | Total |
|------------------|-------------------|-------------------|-------------------|
| Operating | 880,601.21 | 6,718,788.59 | 7,599,389.80 |
| Payroll | <u>719,759.21</u> | <u>257,142.27</u> | <u>976,901.48</u> |
| | 1,600,360.42 | 6,975,930.86 | 8,576,291.28 |

It was moved by Commissioner Allen and seconded by Commissioner Pangle to approve payment of the bills. Motion carried.

Per Diem and Expenses

| | |
|---|---------------|
| Dennis Allen - 4 category 1: 10/25, 10/31, 11/2, 11/16 | \$ 200.00 |
| Allen Balog - 10 category 1: 10/19, 10/25, 10/27, 10/31, 11/2, 11/8, 11/10, 11/14, 11/15 x 2 | 500.00 |
| Daniel Czajkowski - 3 category 1: 10/3, 11/15, 11/16 | 150.00 |
| Kathy Pangle - 10 category 1: 10/18, 10/23, 10/25, 10/31, 11/7 x 2, 11/8, 11/13, 11/14, 11/15 | <u>500.00</u> |
| | \$1,350.00 |
| | |
| Dennis Allen | \$ - |
| Allen Balog | 147.66 |
| Daniel Czajkowski | 24.61 |
| Kathy Pangle | <u>143.38</u> |
| | \$315.65 |

It was moved by Commissioner Czajkowski and seconded by Commissioner Pangle to approve the per diem and expenses. Motion carried.

Financial Statement

| | Revenues | Expenditures |
|---------------------------------|-----------------|-----------------|
| Year to Date – October 31, 2017 | \$16,155,416.21 | \$14,292,062.21 |
| Available Balance | \$16,957,170.34 | \$ 4,916,615.66 |

Percent of total budgeted funds earned year to date: 73.86%
Percent of total budgeted funds expended year to date: 77.52%

It was moved by Commissioner Allen and seconded by Commissioner Czajkowski to accept the financial statement and place it on file. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Chairman Balog stated that the Committee had not met.

Judiciary

Chairman Balog stated that minutes were available.

Physical Resources

Commissioner Czajkowski stated that the Committee had not met.

Executive/Committee of the Whole

Chairman Balog stated that the minutes were available.

Community Mental Health

Commissioner Pangle provided an update.

CHAIRMAN'S REPORT

Chairman Balog thank Mr. Yoder for his years of service.

COMMISSIONERS' COMMENTS

Commissioners Allen and Czajkowski thanked Mr. Yoder for his service.

ADJOURNMENT

At 5:21 p.m., it was moved by Commissioner Czajkowski and seconded by Commissioner Allen that the St. Joseph County Board of Commissioners adjourn until December 5, 2017 at 5:00 p.m. Motion carried.

Lindsay Oswald, County Clerk

Allen J. Balog, Chairman