

Regular Session 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 December 15, 2015 at 5:00 p.m.

Chairman Dobberteen called the meeting to order.

The Invocation was given by Commissioner Balog.

The Pledge to the American Flag was given.

The Clerk, Lindsay Oswald, called the roll and the following Commissioners were present:

Allen J. Balog

Donald Eaton

John L. Dobberteen

Commissioner Shaffer joined the meeting at 5:04 p.m. Commissioner Baker was absent.

Also present: Pat Yoder, Administrator/Controller, Joni Smith, Finance Director, and Teresa Doehring, Human Resources Director.

AGENDA

It was moved by Commissioner Balog and seconded by Commissioner Eaton that the agenda be approved as presented. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Eaton and seconded by Commissioner Balog that the minutes for December 1, 2015 be approved as presented. Motion carried.

COMMUNICATIONS

1. Resolution from White Pigeon Township, Re: In Support of a Dedicated Road Millage.
2. Letter from Michigan State Housing Development Authority, Re: Notice of Recapture of Grant Funds that were not expended.
3. Christmas Card from Michigan Association of Counties.
4. Minutes of the Commission on Aging Board meeting of November 18, 2015.
5. Minutes of the St. Joseph River Basin Commission meeting of September 1, 2015.
6. Newsletter from Enbridge – Enbridge Safety Report to the Community.

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

CITIZENS' COMMENT

Tim Carls of 63044 Klinger Lake Road in Centreville commented on the budget.

Gordon Evilsizor, Florence Township Supervisor, of 17770 Stears Road in White Pigeon commented on the need to fix Constantine Road.

Rebecca Shank of 385 S. Washington in Constantine commented on the lack of response to Mr. Evilsizor. She asked about matching funds.

2016 BUDGET – GENERAL APPROPRIATIONS ACT
RESOLUTION 20-2015

Mr. Yoder presented the 2016 budget resolution:

WHEREAS, Public Act 621 of 1978 otherwise known as the Uniform Budgeting and Accounting Act provides a system of unified procedures for the preparation and execution of budgets for units of local government; and

WHEREAS, the County Administrator/Controller has provided the recommended 2016 budget, as well as supporting documentation as required by Public Act 621; and

WHEREAS, it is the intent of the Board of Commissioners to provide for the solvency of County Fiscal Operations by adopting a General Appropriations Act as required by law; and

WHEREAS, it is the intent of the Board of Commissioners to articulate policy relative to monitoring, maintenance accounting and implementation of the General Appropriations Act as required by law; and

WHEREAS, it is the intent of the Board of Commissioners to continue its allocation for substance abuse services of 50% of the convention facility/liquor tax revenue; and

WHEREAS, the 2016 Budget is based on the intent of the Board of Commissioners to levy property tax millages as follows: County Operating 4.5482 (in July, 2016), 9-1-1 .50, Commission on Aging .75, Transportation .33, and County Roads 1.0; and

WHEREAS, the 2016 Budget has been apportioned to the various County departments in the categories of Total Personnel Services, Total Operating Expenditures, and Total Capital Expenditures; and

WHEREAS, the following County Budget Policy shall apply to the management of these categories:

Total Personnel Services (Wages and Fringe Benefits): Budgeted expenditures are predetermined by the Board of Commissioners. Permission of the Board of Commissioners is required for transfers to, from, or between line items within this category.

Total Operating Expenditures: Permission of the Board of Commissioners is required for transfers to or from line items within this category if the transfer is to or from a different category. Budgeted expenditures and transfers between line items within this category are at the discretion of management in accordance with the County Purchasing Policy. Commissioners have determined a list of approved dues that will be paid for 2016. Only those dues approved shall be paid from County funds.

Effective January 1, 2008 (amended 9/7/10) department managers and/or elected officials that desire to attend or have employees attend any training, conference or seminar out-of-state shall seek approval from the Board of Commissioners if the distance exceeds 150 miles from Centreville prior to incurring any expenses related to said out-of-state event. A written request shall be submitted to the Administrator's office detailing who will be attending, the specifics of the event to be attended, location, number of days to be gone, and total cost.

Total Capital Expenditures: Budgeted expenditures to the extent of the Board approved capital listing contained in the adopted 2016 budget documents are at the discretion of management in accordance with the County Purchasing Policy. Permission of the Board of Commissioners is required to purchase items not previously approved if the request exceeds \$2,500. Non-budgeted capital requests under \$2,500 shall be presented to the County Administrator/Controller in accordance with the County Purchasing Policy. Transfers between line items within this category shall be presented to the County Administrator/Controller for consideration.

NOW THEREFORE BE IT RESOLVED, the St. Joseph County Board of Commissioners hereby adopts the General Appropriations Act including such documents as the General Fund revenues and expenditures, special revenue budgets, elected officials' salary schedule, non-contract pay ranges, part-time wage schedule, capital budget, and Planning Enabling Act Capital Improvements Program for its financial operations.

It was moved by Commissioner Shaffer and seconded by Commissioner Balog to waive second reading and adopt the resolution approving the 2016 budget. Motion carried 4-0 upon roll call vote.

2016 REMONUMENTATION FEE SCHEDULE

It was moved by Commissioner Eaton and seconded by Commissioner Balog to approve the remonumentation fee schedule for 2016. Motion carried 4-0 upon a roll call vote.

ANIMAL CONTROL SHELTER ADVISORY BOARD BYLAWS AMENDMENT

Mr. Yoder noted the amendment added two additional at-large positions to the board membership.

It was moved by Commissioner Eaton and seconded by Commissioner Shaffer to approve the bylaws. Motion carried 4-0 upon roll call vote.

JAIL FEASIBILITY STUDY

Mr. Yoder noted the study would assist in meeting new statutory regulations.

It was moved by Commissioner Eaton and seconded by Commissioner Balog to approve the feasibility study at a cost of \$5,000. Motion carried 4-0 upon roll call vote.

LABOR AGREEMENT WITH DISTRICT COURT EMPLOYEES' ASSOCIATION

Ms. Doehring noted the contract was approved by the association.

It was moved by Commissioner Balog and seconded by Commissioner Shaffer to approve the labor agreement. Motion carried 4-0 upon roll call vote.

LABOR AGREEMENT WITH AFSCME UNITS

Ms. Doehring noted the contracts were ratified by the union.

It was moved by Commissioner Shaffer and seconded by Commissioner Balog to approve the labor agreement with the General Unit. Motion carried 3-1 upon roll call vote with Commissioner Eaton dissenting.

It was moved by Commissioner Balog and seconded by Commissioner Shaffer to approve the labor agreement with the Circuit Court-Friend of the Court Unit. Motion carried 4-0 upon roll call vote.

It was moved by Commissioner Balog and seconded by Commissioner Shaffer to approve the labor agreement with the Probate Court Unit. Motion carried 3-1 upon roll call vote with Commissioner Eaton dissenting.

It was moved by Commissioner Shaffer and seconded by Commissioner Balog to approve the labor agreement with the Circuit Court-Family Division. Motion carried 3-1 upon roll call vote with Commissioner Eaton dissenting.

LABOR AGREEMENT WITH POAM – 911 TELECOMMUNICATORS' ASSOCIATION

It was moved by Commissioner Shaffer and seconded by Commissioner Balog to approve the labor agreement. Motion carried 3-1 upon roll call vote with Commissioner Eaton dissenting.

EMPLOYEE HANDBOOK AMENDMENTS

Ms. Doehring noted the updates were to match the updated labor agreements.

It was moved by Commissioner Balog and seconded by Commissioner Shaffer to approve the handbook revisions. Motion carried 4-0 upon roll call vote.

MERS DEFINED BENEFIT PLAN AMENDMENT

Ms. Doehring noted the agreement amendment was to match the updated labor agreements.

It was moved by Commissioner Eaton and seconded by Commissioner Balog to approve the defined benefit plan adoption agreement. Motion carried 4-0 upon roll call vote.

MERS HYBRID PLAN AMENDMENT

Ms. Doehring noted the agreement amendment was to match the updated labor agreements.

It was moved by Commissioner Eaton and seconded by Commissioner Shaffer to approve the hybrid plan amendment agreement. Motion carried 4-0 upon roll call vote.

SET DATE FOR FIRST 2016 BOARD MEETING

It was moved by Commissioner Balog and seconded by Commissioner Eaton to set January 5, 2016 for the first board meeting in January of 2016. Motion carried.

COA NON-CONTRACT EMPLOYEES 2% WAGE INCREASE

Mr. Yoder noted the increase kept the non-contract employees in line with the union employees.

It was moved by Commissioner Balog and seconded by Commissioner Eaton to approve a 2% wage increase for COA non-contract employees retro to October of 2015. Motion carried 4-0 upon roll call vote.

NOMINATIONS AND APPOINTMENTS

It was moved by Commissioner Shaffer and seconded by Commissioner Eaton to appoint Lon Huffman, Edward Bell, and Joe Woodin to the Planning Commission with terms expiring January 1, 2019. Motion carried.

It was moved by Commissioner Shaffer and seconded by Commissioner Balog to appoint Eric Shafer and Don Eaton to the Board of Public Works with terms expiring January 1, 2019. Motion carried.

It was moved by Commissioner Shaffer and seconded by Commissioner Eaton to appoint the Honorable Jeffrey Middleton, Anthony Callaway, John McDonough, David Griffin, the Honorable Paul Stutesman, the Honorable David Tomlinson, Gina Wagner, Captain Kitty Buchner, Robin Baker, Kim Kramer, Thomas Miles, Howard Bush, Eddie MacKay, and the Honorable Robert Pattison to the Community Correction Advisory Board with terms expiring December 31, 2016. Motion carried.

It was moved by Commissioner Shaffer and seconded by Commissioner Eaton to appoint Steve Zarza and Edith Doenges to the Parks and Recreation Commission with terms expiring January 1, 2019. Motion carried.

ADMINISTRATOR'S REPORT

Mr. Yoder noted the National Center for State Courts had provided an update that there were changes to original recommendations based on the space requirements identified. More information would be available in a few weeks.

Mr. Yoder noted that the senior center project in Sturgis was on time and in budget and going well.

PERSONNEL REPORT

Ms. Doehring presented the following report:

Tara Lafler, Custodian, change from part-time to full-time effective January 1, 2016. (The rate of pay remains the same.)

Benjamin Brandenburg completed the police academy and commenced as full-time Road Patrol at \$21.52/hr. effective December 1, 2015.

Natasha Girard, COA In-Home Aide, has resigned effective November 19, 2015.

Gregory H. Musser has been hired as Animal Control Officer/Facility Supervisor at \$17.61/hr. (Nottley system, grade 5, step 2) effective January 4, 2016.

George Timm has been hired as COA Sub-Driver at \$9.27/hr. (COA system, grade 1, step 1) effective December 10, 2015.

It was moved by Commissioner Eaton and seconded by Commissioner Balog that the personnel report be approved. Motion carried.

FINANCE DIRECTOR'S REPORTS

Ms. Smith presented the following reports noting that the budget amendments included end of year housekeeping items:

Budget Amendments

MISCELLANEOUS:

The Board grants authorization to the Finance Director, after review by the County Administrator, to make any budget amendments necessary after the date of this board meeting to ensure that the County's budget is in compliance with State requirements.

SWIFT AND SURE GRANT FUND:

Increase State Reimbursement Grant (276-131-578.000)	\$ 313,000.00
Increase Office Supplies (276-131-727.000)	36,000.00
Increase Contractual Services (276-131-816.000)	250,000.00
Increase Travel Expense (276-131-860.000)	27,000.00

Note: To establish a 2015 budget.

GENERAL FUND:

Increase Budgeted Use of Fund Balance (101-390-676.000)	\$ 230,500.00
Increase Cade Lake Park Appropriation (101-001-965.102)	20,000.00
Increase Legal Attorney (101-101-802.000)	200,000.00
Increase Department of Corrections Office Supplies (101-151-727.000)	500.00
Increase Public Defender Additional Legal Expense (101-169-802.060)	10,000.00

Note: Year-end adjustments.

For Cade Lake, see below. Legal Attorney expense includes expenses due to MMRMA cases.

CADE LAKE FUND:

Increase Operating Transfers In (217-751-699.000)	\$ 20,000.00
Increase Contractual Services (217-751-816.000)	20,000.00

Note: To cover sewer consultation/engineering fees.

DRUG COURT FUND:

Increase State Reimbursement Grant (278-131-578.000)	\$ 10,000.00
Increase Contractual Services (278-131-816.000)	10,000.00

Note: To establish a 2015 budget.

GENERAL FUND:

Increase Budgeted Use of Fund Balance (101-390-676.000)	\$ 315,000.00
Increase Juvenile Child Care Fund Appropriation (101-001-965.070)	210,000.00
Increase DHS Child Care Fund Appropriation (101-001-965.120)	105,000.00

Note: Establish 2015 appropriation. Had been waiting on establishment of 12/31/14 fund balance and to monitor 2015 activity.

It was moved by Commissioner Shaffer and seconded by Commissioner Eaton to approve the budget amendments. Motion carried.

Per Diem and Expenses

Robin Baker – 6 half days 11/18 x2, 12/2, 12/4, 12/9, 12/10 & 1 full day 11/23	\$ 395.00
Allen Balog – 8 half days 11/18 x3, 12/4, 12/8 x2, 12/9, 12/10	\$ 400.00
John Dobberteen – 6 half days 11/20, 11/23, 11/30, 12/9, 12/11, 12/14	\$ 300.00
Rick Shaffer – 9 half days 11/18, 11/19 x2, 11/24, 11/25, 12/3, 12/9 x2, 12/14 & 1 full day 11/20	<u>\$ 545.00</u> \$1,640.00
Robin Baker Expenses	\$ 269.68
Allen Balog Expenses	\$ 158.70
Rick Shaffer Expenses	<u>\$ 179.40</u> \$ 607.78

It was moved by Commissioner Shaffer and seconded by Commissioner Eaton to approve payment of the per diem and expenses. Motion carried.

Financial Statement

	Revenues		Expenditures
Year to Date – November 30, 2015	\$ 17,373,456.56	\$	17,918,975.41
Available Balance	\$ 5,049,245.44	\$	4,503,726.59
Percent of total budgeted funds earned year to date:	81.26%		
Percent of total budgeted funds expended year to date:	90.63%		

It was moved by Commissioner Eaton and seconded by Commissioner Shaffer to approve the financial statement. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Chairman Dobberteen stated that the Committee had not met.

Judiciary

Commissioner Eaton stated that the Committee had not met.

Physical Resources

Commissioner Balog stated that the Committee had not met.

Executive/Committee of the Whole

Chairman Dobberteen stated that the Committee had met.

CHAIRMAN'S REPORT

Chairman Dobberteen wished everyone a Merry Christmas and Happy New Year.

CITIZEN'S COMMENTS

Tim Carls of 63044 Klinger Lake Road in Centreville commented on snow removal and a road millage survey phone call he had received.

Lynn Coursey, Commission on Aging Director, invited the Commission to attend the COA open house and noted that the senior center construction was moving along well. She also thanked the Sheriff's Department for being able to work with the jail in providing Meals on Wheels. She reported that the agency was able to provide 80% more meals at the same cost because of the collaboration and that the program's success was being duplicated in Allegan County.

COMMISSIONERS' COMMENTS

Commissioner Shaffer noted that the budget process was started in the summer and thanked Mr. Yoder and Ms. Smith for all their work.

Commissioner Shaffer mentioned that it would be helpful to provide education regarding county boards, how they operate, and the need for volunteers.

Commissioner Shaffer asked Mr. Yoder to send a letter of thanks to Susan Martin, State Representative Aaron Miller's Chief of Staff, on behalf of the County. He noted her many years of service to the County.

Commissioner Balog noted the Road Commission's next meeting.

Commissioner Eaton thanked Stoney Summey, Veteran's Service Director, for placing wreaths on veterans' graves in the Fort Custer National Cemetery and for help with a community blood drive.

ADJOURNMENT

At 5:34 p.m., it was moved by Commissioner Shaffer and seconded by Commissioner Eaton that the St. Joseph County Board of Commissioners adjourn until January 5, 2016 at 5:00 p.m. Motion carried.

Lindsay Oswald, County Clerk

John L. Dobberteen, Chairman