

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 December 19, 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	John L. Dobberteen
Daniel R. Czajkowski	Kathy Pangle
	Allen J. Balog

Also present: Teresa Doehring, County Administrator; and Ryan Post, Finance Director.

AGENDA

Chairman Balog requested that a year-end budget amendment be added to the agenda.

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

MINUTES APPROVED

It was moved by Commissioner Pangle and seconded by Commissioner Allen that the minutes for December 5, 2017 be approved as presented. Motion carried.

COMMUNICATIONS

Copy of letter from Rodney Chupp to Governor Rick Snyder, Re: Response to Tim Carls' letter dated November 27, 2017.

Letter from Vic Eichler, Re: Thank you for continued support of Parks.

Letter from State Department of Health and Human Services, Re: St. Joseph County's 2017-18 annual plan and budget for Child Care Fund is approved.

Newsletter from Southwest Michigan Land Conservancy, Re: Winter 2017 edition.

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

CITIZEN COMMENTS

Steve Zarza, 27152 Banker Street of Sturgis, commended the Commission for its support of parks. He noted the talent that recreation such as the parks and water ways plan may draw.

Jim Stuck, chair of the River Country Recreational Authority, thanked the Commission for its support of the parks, making recreation opportunities available, and providing the vision to increase quality of life.

Ken Jones, chair of the EDC, noted that he was a resident because of things like the water ways and growing parks system. He thanked the Commission for the economic development impact the parks make, noting the challenge in attracting and building talent.

Tim Sylvane, 58528 Kerr Creek Road of Three Rivers, thanked the Commission for its support of the parks systems.

Jeff Pant, 30749 Fawn River Road, noted the parks bringing people in from all over and thanked the Commission for its support.

Merritt Brown, 7726 XY Avenue in Schoolcraft, noted his use of the county recreation opportunities over the past 35 years. He noted the high quality of the county waterways and thanked the Commission for its support.

Rick Cordes, 19425 Thompson Lane in Three Rivers, commented on the amazing initiative in the recreation focus in the county. He noted the pride, place, and draw of the parks.

Tim Carls, 63044 Klinger Lake Road of Centreville, questioned the value tourists bring to the local economy and the road commission's financial records.

Don Eaton, 31040 Findley in Sturgis, commented on the need to have revenue meet the cost of expenses within the general fund and noted that the parks improvements were not completed with general fund dollars. He noted that human capital and natural resources were the area's greatest strengths.

Rebecca Shank, 385 S. Washington of Constantine, commented on public comment time and the role parks have in economic development and standard of living.

ADOPTION 2018 BUDGET
RESOLUTION 23-2017

Commissioner Dobberteen presented the following 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 2018 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 2018 Budget is based on the intent of the Board of Commissioners to levy property tax millages as follows: County Operating 4.5482 (in July 2018), 9-1-1 .75, Commission on Aging .75, Transportation .33, County Roads 1.0 and Park & Recreation .25; and

WHEREAS, the 2018 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 2018. Only those dues approved shall be paid from County funds.

Total Capital Expenditures: Budgeted expenditures to the extent of the Board approved capital listing contained in the adopted 2018 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, or his designee, in accordance with the County Purchasing Policy. Transfers between line items within this category shall be presented to the County Administrator/Controller, or his designee, 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 Dobberteen and seconded by Commissioner Allen to adopt the resolution and waive second reading.

Discussion included that Commissioner Pangle would not be voting for the budget because of its inclusion of the parks and recreation millage.

Motion carried 4-1 upon a roll call vote with Commissioner Pangle dissenting.

END OF YEAR BUDGET AMENDMENT

It was moved by Commissioner Dobberteen and seconded by Commissioner Czajkowski to authorize the Finance Director after review by the County Administrator to make any budget amendments necessary after the date of this board meeting to ensure the County's budget is in compliance with State requirements. Motion carried 5-0 upon a roll call vote.

MEETING DATE

It was moved by Commissioner Dobberteen and seconded by Commissioner Czajkowski to set the next meeting for January 2, 2018 at 5 p.m. Motion carried.

NOMINATIONS AND APPOINTMENTS

There were no nominations and appointments.

ADMINISTRATOR AND PERSONNEL REPORT

Ms. Doehring acknowledged Mr. Post for his work with the budget.

FINANCE DIRECTOR'S REPORTS

Mr. Post presented the following reports:

Budget Amendments

GENERAL FUND #101

Expenditures:

Department	Description	Account	Amount
County Commission	Legal Attorney	#101-101-802.000	25,000
District Court	MERS - General Def Benefit	#101-136-718.010	5,638
	Salary - Accum Sick & Vac	#101-136-725.010	1,386
	Computer Maint/Svc Contract	#101-136-931.020	(37,000)
	Computer Hardware	#101-136-984.000	(67,000)
Probate Court	Wages - Judge	#101-148-704.000	1,061
	Wages - Part Time	#101-148-707.000	574
	MERS - General Def Benefit	#101-148-718.010	481
Juvenile Branch	Wages - Part Time	#101-149-707.000	5,925
	Wages - Overtime	#101-149-712.000	2,726
	Health Insurance	#101-149-716.000	9,606
	Dental Insurance	#101-149-716.010	369
	Worker's Compensation	#101-149-716.100	131
	MERS - General Def Benefit	#101-149-718.010	2,143
Department of Corrections	Office Supplies	#101-151-727.000	750
Public Defender	Public Defender	#101-169-802.030	1
Administration	Wages - Dept Head/Director	#101-172-705.010	1,616
	Worker's Compensation	#101-172-716.100	21
	MERS - General Def Benefit	#101-172-718.010	442
	MERS - Hybrid	#101-172-718.020	173
	Opt Out Waiver - Flexible Benefit	#101-172-721.010	78
	Sick Payout	#101-172-725.011	30,329
Elections	Computer Maint/Svc Contract	#101-191-931.020	(37,100)
Finance	Wages - Dept Head/Director	#101-212-705.010	1,083
	FICA	#101-212-715.000	274
	Health Insurance	#101-212-716.000	3,646
	Dental Insurance	#101-212-716.010	109
	MERS - General Def Benefit	#101-212-718.010	495
	MERS - Hybrid	#101-212-718.020	69
	Salary - Accum Sick & Vac	#101-212-725.010	4,762
	Sick Payout	#101-212-725.011	4,008
	Office Supplies	#101-212-727.000	324
	Seminar & Employee Training	#101-212-862.000	3,695
	Computer Maint/Svc Contract	#101-212-931.020	2,639
	Furniture/Fixtures	#101-212-978.000	375
	Computer Hardware	#101-212-984.000	170
County Clerk	Worker's Compensation	#101-215-716.100	28
	Life Insurance	#101-215-717.000	66
	MERS - Hybrid	#101-215-718.020	3,072

	Opt Out Waiver - Flexible Benefit	#101-215-721.010	1,858
	Computer Maint/Svc Contract	#101-215-931.020	(137,000)
Equalization	Dental Insurance	#101-225-716.010	650
	MERS - General Def Benefit	#101-225-718.010	518
Geography Information Sys.	S & A Insurance	#101-227-716.020	623
	MERS - General Def Benefit	#101-227-718.010	491
Prosecutors Office	Health Insurance	#101-229-716.000	2,857
	Sick Payout	#101-229-725.010	7,783
	Furniture/Fixtures	#101-229-978.000	5,935
Register of Deeds	Salary - Accum Sick & Vac	#101-236-725.010	3,165
County Treasurer	Health Insurance	#101-253-716.000	3,750
	MERS - General Def Benefit	#101-253-718.010	1,068
Cooperative Extension	MERS - Hybrid	#101-257-718.020	1,000
	Salary - Accum Sick & Vac	#101-257-725.010	5,910
	Sick Payout	#101-257-725.011	2,540
Information Technology	MERS - Hybrid	#101-258-718.020	1,987
	Salary - Accum Sick & Vac	#101-258-725.010	17,033
	Sick Payout	#101-258-725.011	3,030
Buildings & Grounds	Wages - Overtime	#101-265-712.000	378
	Dental Insurance	#101-265-716.010	488
	MERS - General Def Benefit	#101-265-718.010	1,902
	Salary - Accum Sick & Vac	#101-265-725.010	2,505
	Building Repair & Maintenance	#101-265-930.000	3,188
	Jail Kitchen Equip Repair & Maint	#101-265-931.005	6,936
Courts Building Security	Wages - Holiday Pay	#101-266-711.000	13,810
	Wages - Overtime	#101-266-712.000	2,083
Marine Safety Patrol	Wages - Deputies	#101-331-706.130	15,952
	FICA	#101-331-715.000	1,221
	Worker's Compensation	#101-331-716.100	292
Jail & Turnkey	Medical Supplies	#101-351-760.000	40,000
Animal Control	Wages - Secretary	#101-430-706.250	399
	Wages - Asst A/C Officer	#101-430-706.400	491
	Wages - Overtime	#101-430-712.000	156
	Health Insurance	#101-430-716.000	591
	Worker's Compensation	#101-430-716.100	40
	MERS - General Def Benefit	#101-430-718.010	441
	Opt Out Waiver - Flexible Benefit	#101-430-721.010	1,732
	Board & Vet Fees	#101-430-826.000	5,109
Medical Examiner	M.E. Ordered Transportation	#101-648-835.000	9,570
	Autopsies	#101-648-839.000	10,000
Child Care - Juvenile	Wages - Juv Detention Specialist	#101-662-706.360	3,233
	FICA	#101-662-715.000	243
	Worker's Compensation	#101-662-716.100	58
	MERS - General Def Benefit	#101-662-718.010	17
	Contract Svc: Cost Plan	#101-662-816.070	3,000
RDSS	Wages - Juv Detention Specialist	#101-664-706.360	26,062
	FICA	#101-664-715.000	2,034
	Worker's Compensation	#101-664-716.100	512
	Travel Expense	#101-664-860.000	15,000
Veterans Affairs	Burial Fee	#101-681-833.000	5,000
Veterans Services	Wages - Secretary	#101-682-706.250	904
	MERS - General Def Benefit	#101-682-718.010	430
	Other Supplies	#101-682-743.000	1,591
	Contractual Services	#101-682-816.000	4,870
Economic Development	Wages - Assistants	#101-728-706.100	(12,766)
	Wages - Part Time	#101-728-715.000	(776)
	S & A Insurance	#101-728-716.020	(309)
	Worker's Compensation	#101-728-716.100	(19)
	Life Insurance	#101-728-717.000	(36)
	MERS - Hybrid	#101-728-718.020	(3,177)
	Opt Out Waiver - Flexible Benefit	#101-728-721.010	(1,058)
	Salary - Accum Sick & Vac	#101-728-725.010	4,073
	Sick Payout	#101-728-725.011	(346)
Utilities & General Insurance	Electric - CT House & CTS Building	#101-872-921.010	(15,000)
	Electric - County Jail	#101-872-921.040	(7,000)
	Gas - Courts Building	#101-872-922.020	(19,000)
	Gas - County Jail	#101-872-922.040	(14,763)
Total General Fund Expenditures Increase/(Decrease)			5,424

Revenue:

Department	Description	Account	Amount
Veterans Services	Misc State Grant	#101-682-579.000	3,300
	General Donations	#101-682-674.000	2,124
Total General Fund Revenue Increase/(Decrease)			5,424

Parks & Recreation #208

Expenditures:	Description	Account	Amount
	Wages - Dept Head/Director	#208-751-705.010	4,985
	Wages - Per Diem	#208-751-708.000	1,094
	Printing	#208-751-728.000	1,600
	Cost of Goods Sold	#208-751-799.500	1,050
	Utilities	#208-751-920.000	2,500
	Equipment Repair & Maintenance	#208-751-931.000	2,400
Total Parks & Recreation Expenditures Increase/(Decrease)			13,629

Revenue:	Description	Account	Amount
	Services Provided to the Public	#208-751-627.000	7,206
	Rental Income	#208-751-669.000	4,123
	General Donations	#208-751-674.000	2,300
Total Parks & Recreation Revenue Increase/(Decrease)			13,629

Meyer-Broadway #213

Expenditures:	Description	Account	Amount
	Wages - Part Time	#213-751-707.000	6,529
Total Meyer-Broadway Expenditures Increase/(Decrease)			6,529

Revenue:	Description	Account	Amount
	Services Provided to the Public	#213-751-627.000	4,597
	Proceeds From Vendors/Machines	#213-751-647.100	1,782
	Rental Income	#213-751-669.000	150
Total Meyer-Broadway Revenue Increase/(Decrease)			6,529

Friend of the Court #215

Revenue:	Description	Account	Amount
	Statutory Fees	#215-141-612.000	(1,100)
	Friend of the Court Fee-Support	#215-141-612.011	(800)
	Budgeted Use of Fund Balance	#215-141-676.000	1,900
Total Friend of the Court Revenue Increase/(Decrease)			-

Cade Lake #213

Expenditures:	Description	Account	Amount
	Utilities	#217-751-920.000	4,769
Total Cade Lake Expenditures Increase/(Decrease)			4,769

Revenue:	Description	Account	Amount
	Services Provided to the Public	#217-751-627.000	4,769
Total Cade Lake Revenue Increase/(Decrease)			4,769

Animal Shelter Donation Fund #254

Expenditures:	Description	Account	Amount
	Land	#254-430-970.000	9,000
Total Animal Shelter Donation Fund Expenditures Increase/(Decrease)			9,000

Revenue:	Description	Account	Amount
	Budgeted Use of Fund Balance	#254-430-676.000	9,000
Total Animal Shelter Donation Fund Revenue Increase/(Decrease)			9,000

It was moved by Commissioner Dobberteen and seconded by Commissioner Allen to approve the budget amendment. Motion passed.

Per Diem and Expenses

Allen Balog - 4 category 1: 11/29, 12/7, 12/11, 12/12 & 1 category 2: 12/14	295.00
Daniel Czajkowski - 2 category 1: 11/29, 12/4	100.00
Kathy Pangle - 5 category 1: 11/27, 12/5, 12/7, 12/11, 12/14	<u>250.00</u>
	\$645.00

Allen Balog	\$101.65
Daniel Czajkowski	24.61
Kathy Pangle	<u>103.79</u>
	\$230.05

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

Financial Statement

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

COMMITTEE REPORTS

Law Enforcement

Chairman Balog stated that the Committee had not met.

Judiciary

Commissioner Dobberteen stated that the Committee had not met.

Physical Resources

Commissioner Dobberteen stated that the Committee had not met.

Executive/Committee of the Whole

Chairman Balog stated that the committee had not met.

CHAIRMAN'S REPORT

Chairman Balog thanked the speakers for their positive comments and the staff for all the hard work in 2017.

COMMISSIONERS' COMMENTS

Commissioner Czajkowski commented on the parks and recreation millage being a small part of the bigger picture.

ADJOURNMENT

At 5:37 p.m., it was moved by Commissioner Allen and seconded by Commissioner Pangle that the St. Joseph County Board of Commissioners adjourn until January 2, 2018 at 5:00 p.m. Motion carried.

Lindsay Oswald, County Clerk

Allen J. Balog, Chairman