

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 February 7, 2017 at 6:00 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 Lindsay 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: Joni Smith, Finance Director, and Teresa Doehring, Human Resources Director.

AGENDA

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

MINUTES APPROVED

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

COMMUNICATIONS

Letter from Michigan Department of Health and Human Services, Re: St. Joseph County's 2016-17 annual plan and budget for Child Care Fund is approved.

Letter from the City of Sturgis, Re: Notice of public hearing on February 2, 2017 to consider creating an Industrial Development District for Michigan Tool Works on Wade Street.

Letter from County Treasurer Judith Ratering, Re: Copy of Quarterly Investment Reports for October, November and December, 2016.

Minutes of the Community Action Board meetings of November 28, December 19, and January 7, 2017.

Minutes of the Animal Control Advisory Board meeting of November 16, 2016.

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

CITIZENS' COMMENT

Tim Carls of 63044 Klinger Lake Road thanked Chairman Balog for the answers from his questions at the last meeting and commented on the road commission and cell phone policy.

Lynn McLeod, 3620 Middlebury in Kalamazoo, commented on the sports complex and facility agreement.

Sherrie Nowicki of 56235 Buffalo Drive in Three Rivers commented on the recreational facility agreement.

VIRTUAL PRIVATE NETWORK USAGE AND ACCESS POLICY

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

COMMUNITY DEVELOPMENT BLOCK GRANT SUBORDINATION AGREEMENT

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

REQUEST FOR INTERN IN THE REGISTER OF DEEDS

It was moved by Commissioner Czajkowski and seconded by Commissioner Pangle to approve intern position. Motion carried.

NOMINATIONS/APPOINTMENTS

It was moved by Commissioner Allen and seconded by Commissioner Pangle to appoint Daniel Czajkowski with a term expiring March 6, 2018; Roger Gentz with a term expiring March 6, 2020; and Carroll Parmeter with a term expiring March 6, 2020 to the Agricultural Preservation Board. Motion carried.

It was moved by Commissioner Allen and seconded by Commissioner Pangle to appoint Thomas Brady to the Industrial Development Authority Board with a term expiring March 1, 2021. Motion carried.

It was moved by Commissioner Pangle and seconded by Commissioner Allen to appoint William Thompson to the Veterans' Affairs Board with a term expiring March 1, 2021. Motion carried.

It was moved by Commissioner Allen and seconded by Commissioner Pangle to appoint Rodney Chupp to the Road Commission with a term expiring December 31, 2022. Motion carried.

ADMINISTRATOR'S REPORT

Ms. Doehring had nothing further to report.

PERSONNEL REPORT

Ms. Doehring had nothing further to report.

FINANCE DIRECTOR'S REPORTS

Ms. Smith presented the following report:

Budget Amendments

CHILD CARE FUND (CCF)/JUVENILE DAY TREATMENT (JDT)	
Decrease JDT Indirect Costs paid by General Fund (292-661-580.950)	40,616
Decrease non-JDT Indirect Costs paid by General Fund (292-662-580.950)	20,809
Increase State Reimbursement Grant (292-662-578.000)	61,425

Note: To correct the 1/17/17 amendment to record child care fund indirect costs as shown on the amended state child care fund budget.

The 1/17/17 amendment did not take into account the increased state grant revenue which will be received as a result of the \$122,850 of allowable indirect costs.

GENERAL FUND

Increase Commissioner Dues & Subscriptions (101-101-803.000)	158
Increase Budgeted Use of Fund Balance (101-390-676.000)	158

Note: Sturgis Chamber of Commerce Dues

PURCHASE OF A NEW LIVE SCAN FINGERPRINT MACHINES WITH MMRMA GRANT

GENERAL FUND

Increase District Court Equipment (101-136-980.000)	4,245
Increase Clerk Equipment (101-215-980.000)	<u>4,245</u>
	8,490

Increase Budgeted Use of Fund Balance (101-390-676.000)	2,245
Increase District Court Miscellaneous Revenue (101-136-696.000)	2,000
Increase Clerk Miscellaneous Revenue (101-215-696.000)	2,245
Increase Clerk Transfers In (101-215-699.000) from Fund 263	<u>2,000</u>
	8,490

CONCEALED PISTOL LICENSING FUND

Increase Transfers Out (263-000-999.000)	2,000
Decrease Contingency (263-000-941.000)	(2,000)

Note: This project was started in 2016 and was initially approved at the 10/18/16 board meeting. The grant covers a live scan unit for the Sheriff's Department as well. The purchase of that unit was finalized in 2016. The second unit was received in 2017 so the amendment needs to be re-done in 2017.

COMMISSION ON AGING

Decrease Property Taxes (273-667-403.000)	8,457
Decrease Property Taxes (273-687-403.000)	620
Decrease Property Taxes (273-692-403.000)	1,472
Decrease Property Taxes (273-693-403.000)	1,860
Increase Property Taxes (273-672-403.000)	12,409
Decrease Use of Fund Balance (273-672-676.000)	12,409
Decrease Wages Department Head (273-667-705.010)	3,667
Increase Wages Department Head (273-692-705.010)	3,667
Decrease Wages Administration (273-667-706.901)	3,446
Decrease Wages Administration (273-687-706.901)	574
Decrease Wages Administration (273-692-706.901)	5,744
Decrease Wages Administration (273-693-706.901)	1,722
Decrease FICA (273-667-715.000)	545
Decrease FICA (273-687-715.000)	44
Decrease FICA (273-692-715.000)	159
Decrease FICA (273-693-715.000)	132
Decrease Health Insurance (273-667-716.000)	451
Increase Health Insurance (273-692-716.000)	451
Decrease Dental Insurance (273-667-716.010)	18
Increase Dental Insurance (273-692-716.010)	18
Decrease S & A Insurance (273-667-716.020)	41
Increase S & A Insurance (273-692-716.020)	41
Decrease Workers Comp (273-667-716.100)	27
Decrease Workers Comp (273-687-716.100)	2
Decrease Workers Comp (273-692-716.100)	8
Decrease Workers Comp (273-693-716.100)	6
Decrease Life Insurance (273-667-717.000)	5
Increase Life Insurance (273-692-717.000)	5
Decrease IRA/SEP (273-667-718.100)	257
Increase IRA/SEP (273-692-718.100)	257

Note: To reallocate In Home staff hours budgeted to actual usage in each department.

COMMISSION ON AGING

Decrease Use of Fund Balance (273-672-676.000)	13,127
Decrease Wages Administration (273-672-706.901)	11,329
Decrease FICA (273-672-715.000)	866
Decrease S & A Insurance (273-672-716.020)	96
Decrease Workers Comp (273-672-716.100)	43
Decrease IRA/SEP (273-672-718.100)	793

Note: To reappropriate hours budgeted for the administrative secretary (pay grade 6) to a full-time receptionist (pay grade 3)

REGISTER OF DEEDS AUTOMATION FUND

Increase Wages - Part Time (256-236-707.000)	1,200
Increase FICA (256-236-715.000)	100
Decrease Contingency (256-236-941.000)	1,300

Note: Intern for the Register of Deeds Office

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

Bills

Expenditure Type	General Fund	Other Funds	Total
Operating	611,409.26	2,334,466.17	2,945,875.43
Payroll	<u>765,178.69</u>	<u>247,377.46</u>	<u>1,012,556.15</u>
	1,376,587.95	2,581,843.63	3,958,431.58

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

COMMITTEE REPORTS

Law Enforcement

Chairman Balog stated that the Committee had not met.

Judiciary

Chairman Balog stated that the Committee had not met.

Physical Resources

Chairman Balog stated that the Committee had not met.

Executive/Committee of the Whole

Chairman Balog stated that the Committee had met and minutes were available.

Commissioners Pangle and Allen commented on the hazardous waste collection on April 22, 2017 at the fairgrounds.

CHAIRMAN'S REPORT

Chairman Balog thanked Victim Rights Advocate Linda Baker for her 31 years at the County and thanked Mr. Chupp for applying for the Road Commissioner position.

COMMISSIONERS' COMMENTS

Commissioner Allen thanked Road Commissioner Yunker for his service on the Road Commission.

ADJOURNMENT

At 6:25 p.m., it was moved by Commissioner Czajkowski and seconded by Commissioner Pangle that the St. Joseph County Board of Commissioners adjourn until February 21, 2017 at 6:00 p.m. Motion carried.

Lindsay Oswald, County Clerk

Allen J. Balog, Chairman