

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 March 15, 2016 at 5:00 p.m.

Chairman Balog called the meeting to order.

The Invocation was given by Commissioner Shaffer.

The Pledge to the American Flag was given.

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

Robin Baker	Donald Eaton
John L. Dobberteen	Rick Shaffer
	Allen J. Balog

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

AGENDA

Chairman Balog asked that the Health and Wellness Program Incentive be added to the agenda.

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

MINUTES APPROVED

It was moved by Commissioner Dobberteen and seconded by Commissioner Eaton that the minutes for March 1, 2016 be approved as presented. Motion carried.

COMMUNICATIONS

Report from James Hissong, Community Development Coordinator, Re: February 2016 Grant Activity.

Minutes of the Animal Control Advisory Board meeting of February 17, 2016.

Minutes of the Commission on Aging meeting of February 17, 2016.

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

CITIZENS' COMMENT

There were no citizen comments.

PUBLIC HEARING – MICHIGAN DNR GRANT APPLICATIONS

Community Development Director James Hissong noted the public hearing was for the St. Joseph County Water Trail from the Michigan Department of Natural Resources Trust Fund; the Cade Lake County Park Improvements from the Land and Water Conservation Fund; and the Nottawa Park Playground from the Recreation Passport Grant Program.

At 5:03, Chairman Balog opened the floor for public comment.

Hearing no comments, it was moved by Commissioner Eaton and seconded by Commissioner Shaffer to close the floor to public comment. Motion carried.

DRAIN COMMISSION'S ANNUAL REPORT

Drain Commissioner Jeff Wenzel presented the Drain Commission's Annual Report noting the permitting and inspection processes.

Commissioner Shaffer thanked Mr. Wenzel for the report and the level of professionalism in the office.

It was moved by Commissioner Dobberteen and seconded by Commissioner Baker to place the 2015 annual report on file. Motion carried.

CENTRAL DISPATCH'S ANNUAL REPORT

Central Dispatch Director Dennis Brandenburg noted projects completed in 2015 including a new recorder for creating reports. He reported that calls were up, and attributed it to the increase in traffic stops which led to the related decrease in traffic accidents. Mr. Brandenburg commended staff for involvement in the community.

It was moved by Commissioner Eaton and seconded by Commissioner Baker to place the 2015 annual report on file. Motion carried.

RECREATION FACILITY AGREEMENT WITH CITY OF STURGIS

Sturgis City Manager Michael Hughes presented the site plan for the softball complex and agreement for \$1,626,163. He noted Atlantic Packaging had committed \$200,000, and the City of Sturgis had committed \$200,000.

It was moved by Commissioner Dobberteen and seconded by Commissioner Eaton to approve the facility agreement for \$1,626,163 with the City of Sturgis.

Discussion included the major projects that the County Commission had made a decision to move forward with quality of life projects and this was one of the projects that also had economic development effects. Motion carried 4-1 upon a roll call vote with Baker dissenting.

EMPLOYEE HANDBOOK REVISION

Ms. Doehring noted the revision allowed out-of-state travel without additional approval for training approved during the budget process.

It was moved by Commissioner Dobberteen and seconded by Commissioner Shaffer to approve the handbook revision. Motion carried.

CONSERVATION DISTRICT'S FUNDING REQUEST TO CLEAR DEADFALL IN COUNTY RIVERS

Conservation District Director Carolyn Grace explained the cleanup program planned for 2016.

It was moved by Commissioner Dobberteen and seconded by Commissioner Baker to appropriate \$15,000 to the Conservation District for river clearing. Motion carried.

MOU WITH CITY OF THREE RIVERS FOR TRAIL TO MEYER BROADWAY PARK

Mr. Hissong noted the MOU would assist the City of Three Rivers with its grant application.

It was moved by Commissioner Dobberteen and seconded by Commissioner Eaton to approve the Memorandum of Understanding with the City of Three Rivers. Motion carried.

NOTTAWA PARK SEPTIC SYSTEM/RESTROOM CONSTRUCTION

Mr. Yoder noted a quote was received from Jones Petrie Rafiinski to complete the project.

It was moved by Commissioner Dobberteen and seconded by Commissioner Baker to approve the engineering phase for the septic system and restroom construction at \$12,000. Motion carried.

HEALTH AND WELLNESS PILOT PROGRAM

Ms. Doehring noted the program included incentive for employee participation.

It was moved by Commissioner Eaton and seconded by Commissioner Shaffer to approve the incentive program allowing a personal day to be granted for participation in the program. Motion carried.

TRUST FUND GRANT FOR
WATER TRAIL LAUNCH SITES
RESOLUTION 7-2015

Commissioner Shaffer presented the following resolution:

WHEREAS, St. Joseph County supports the submission of an application titled “St. Joseph River Water Trail” to the Michigan Natural Resources Trust Fund for the development of two accessible docks, one located at the Covered Bridge Farm County Park and one located at Reed River Park in the Village of Mendon; and

WHEREAS, the proposed application is supported by St. Joseph County’s five-year approved Parks and Recreation Plan; and

WHEREAS, St. Joseph County has made a financial commitment to the project in the amount of \$16,250 matching funds, in cash and/or force account.

NOW THEREFORE BE IT RESOLVED, that the St. Joseph County Board of Commissioners hereby authorizes submission of a Michigan Department of Natural Resources Trust Fund Application for \$46,250, and further resolves to make available its financial obligation amount of \$16,250 (26%) of a total \$62,500 project cost, during the 2017-2018 fiscal year.

It was moved by Commissioner Shaffer and seconded by Commissioner Eaton to adopt the resolution and waive second reading. Motion carried 5-0 upon a roll call vote.

LAND AND WATER CONSERVATION FUND FOR
CADE LAKE PLAYGROUND, WALKWAY, AND DOCK
RESOLUTION 8-2015

Commissioner Shaffer presented the following resolution:

WHEREAS, St. Joseph County supports the submission of an application titled, “Cade Lake County Park Improvements ” to the Land and Water Conservation Fund for the development of an extended playground, paved walkway, and accessible dock; and

WHEREAS, the proposed application is supported by St. Joseph County’s five-year approved Parks and Recreation Plan; and

WHEREAS, St. Joseph County has made a financial commitment to the project in the amount of \$62,500 matching funds, in cash and/or force account.

NOW THEREFORE BE IT RESOLVED, that the St. Joseph County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Grant Application for \$62,500, and further resolves to make available its financial obligation amount of \$62,500 (50%) of a total \$125,000 project cost, during the 2017-2018 fiscal year.

It was moved by Commissioner Shaffer and seconded by Commissioner Eaton to adopt the resolution and waive second reading. Motion carried 5-0 upon a roll call vote.

RECREATION PASSPORT GRANT FOR
NOTTAWA COUNTY PARK
RESOLUTION 9-2015

Commissioner Shaffer presented the following resolution:

WHEREAS, St. Joseph County supports the submission of an application titled, "Nottawa Park Playground" to the Recreation Passport Grant Program for the development of an extended playground at Nottawa County Park; and

WHEREAS, the proposed application is supported by St. Joseph County's five-year approved Parks and Recreation Plan; and

WHEREAS, St. Joseph County has made a financial commitment to the project in the amount of \$25,000 matching funds, in cash and/or force account.

NOW THEREFORE BE IT RESOLVED, that the St. Joseph County Board of Commissioners hereby authorizes submission of a Recreation Passport Grant Program Application for \$45,000, and further resolves to make available its financial obligation amount of \$25,000 (36%) of a total \$70,000 project cost, during the 2017-2018 fiscal year.

It was moved by Commissioner Shaffer and seconded by Commissioner Eaton to adopt the resolution and waive second reading. Motion carried 5-0 upon a roll call vote.

NOMINATIONS AND APPOINTMENTS

There were no nominations or appointments made.

ADMINISTRATOR'S REPORT

Mr. Yoder had nothing further to report.

HUMAN RESOURCE DIRECTOR'S REPORT

Ms. Doehring had nothing further to report.

FINANCE DIRECTOR'S REPORTS

Ms. Smith presented the following reports:

Budget Amendments

GENERAL FUND:

Increase Clerk's Dues & Subscriptions (101-101-803.000)	\$ 195.00
Increase Budgeted Use of Fund Balance (101-390-676.000)	195.00

Note: Dues for International Institute of Municipal Clerks, approved by Board 2/16/16.

COUNTY FACILITIES & MAINTENANCE FUND:

Increase Land Improvements (406-253-974.000)	\$103,750.00
Increase Budgeted Use of Fund Balance (406-253-676.000)	103,750.00

Note: MDNR Trust Fund Grant for River Trail Launch Sites; Land & Water Conservation Grant for Cade Lake Improvements; Recreation Passport Grant for Playground Equipment at Nottawa Park

It was moved by Commissioner Dobberteen and seconded by Commissioner Baker to approve the budget amendments. Motion carried.

Per Diem and Expenses

Robin Baker – 10 half days 2/17 x2, 2/18, 2/24, 3/02, 3/03, 3/09, 3/10 3/14, 3/15	\$ 500.00
Allen Balog – 6 half days 2/17, 2/18, 2/24, 3/03, 3/08 x2 & 1 full day 3/01	\$ 395.00
John Dobberteen – 4 half days 2/24, 3/04, 3/08, 3/09	\$ 200.00
Rick Shaffer – 9 half days 2/17, 2/18, 2/23, 3/02, 3/03, 3/09, 3/10 x2, 3/14 & 1 full day 2/22	<u>\$ 545.00</u> \$1,640.00
Robin Baker Expenses	\$ 157.14
Allen Balog Expenses	\$ 178.74
John Dobberteen Expenses	\$ 51.84
Rick Shaffer Expenses	<u>\$ 195.48</u> \$ 583.20

It was moved by Commissioner Baker and seconded by Commissioner Eaton that per diem and expenses be paid. Motion carried.

Financial Statement

	Revenues	Expenditures
Year to Date – February 29, 2016	\$ 1,988,457.65	\$ 2,567,796.52
Available Balance	\$ 14,624,812.35	\$ 14,046,473.48
Percent of total budgeted funds earned year to date:	11.97%	
Percent of total budgeted funds expended year to date:	15.46%	

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

COMMITTEE REPORTS

Law Enforcement

Chairman Balog stated that the Committee had not met.

Judiciary

Commissioner Baker stated that the Committee had met and minutes were available.

Physical Resources

Chairman Balog stated that the Committee had not met.

Executive/Committee of the Whole

Chairman Balog stated that minutes had been distributed.

CHAIRMAN'S REPORT

Chairman Balog thanked the public that attended.

CITIZEN'S COMMENTS

There were no citizen comments.

COMMISSIONERS' COMMENTS

Commissioner Shaffer appreciated how well the Commission had been working with the Soil Conservation District and the energy Ms. Grace and Parks and Recreation Director Jaymes MacDonald had brought to the water trails project.

ADJOURNMENT

At 5:37 p.m., it was moved by Commissioner Shaffer and seconded by Commissioner Eaton that the St. Joseph County Board of Commissioners adjourn until April 5, 2016 at 5:00 p.m. Motion carried.

Lindsay Oswald, County Clerk

Allen J. Balog, Chairman