

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 3, 2019 at 5:00 p.m.

Chairman Allen called the meeting to order.

The Invocation was given by Commissioner Czajkowski.

The Pledge to the American Flag was given.

Deputy Clerk Jill Ross called the roll, and the following Commissioners were present:

Allen Balog	Daniel R. Czajkowski
Kenneth L. Malone	Kathy Pangle
	Dennis Allen

Also present: Teresa Doehring, County Administrator; Angie Steinman, Finance Director.

AGENDA

It was moved by Commissioner Pangle and seconded by Commissioner Balog to add the resolution to the agenda to adopt the 2020-2021 St. Joseph County Budget.

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

MINUTES APPROVED

It was moved by Commissioner Czajkowski and seconded by Commissioner Pangle that the minutes for November 19, 2019 be approved as presented. Motion carried.

COMMUNICATIONS

Letter from Village of Centreville, Re: Notice of DDA informational meeting on December 5, 2019.

Letter from City of Sturgis, Re: Notice of public hearing on November 25, 2019 for consideration of a Commercial Rehabilitation District for 203 and 209 John Street.

Letter from Southwest Michigan Behavioral Health, Re: 2019 attendance record for Southwest Michigan Behavioral Health Board.

Resolution from Manistee County, Re: Requesting Coast of Great Lakes be declared disaster area.

Minutes of Community Action Board meeting of October 28, 2019.

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

CITIZENS' COMMENT

Jack Coleman of Park Township presented his candidacy for State Representative in the August 2020 election.

Carolyn Grace, St Joseph County Conservation Director, thanked commissioners for approval of the county budget.

Commissioner Czajkowski congratulated Ms. Grace for being recognized as Administrator of the Year by the Conservation District Employees of Michigan.

Rebecca Shank of 385 S. Washington in Constantine congratulated Carolyn Grace and voiced support for reappointment of Eric Shaffer to the Road Commission.

PUBLIC HEARING HELD ON 2020-2021 BUDGET

Tim Carls of Florence Township commented on the budget.

2020-2021 GENERAL APPROPRIATIONS ACT  
RESOLUTION 20-2019

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;

Whereas, the County Administrator/Controller has provided the recommended 2020 & 2021 budget, as well as supporting documentation as required by Public Act 621;

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;

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;

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;

Whereas, the 2020 & 2021 budgets are based on the intent of the Board of Commissioners to levy property tax millages as follows: County Operating 4.5482, 911 .75, Commission on Aging .75, Transportation .33, County Roads 1.0, and Park & Recreation .25;

Whereas, the 2019 Budget has been apportioned to the various County departments in the categories of Total Personnel Services, Total Operating Expenditures, and Total Capital Expenditures;

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 2020. 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 2020 & 2021 budget documents are at the discretion of management in accordance with the County Purchasing Policy. Permission of the Board of Commissioner is required to purchase items not previously approved if the request exceeds \$5,000. Non-budgeted capital requests under \$5,000 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 Pangle and seconded by Commissioner Czajkowski to adopt the resolution for the 2020-2021 Budget. Motion carried 3-2 upon a roll call vote with Commissioners Balog and Malone dissenting.

2019 APPORTIONMENT REPORT AMENDMENT AND RESOLUTION  
RESOLUTION 21-2019

**WHEREAS**, MCL 211.37 as amended, requires the County Board of Commissioners at their October session, to apportion the amount of property taxes to be raised by the various taxing jurisdictions; and

**WHEREAS**, the Board of Commissioners approved the tax spread containing the summary of requests for millages to be levied via resolution No. 17-2019 on October 15, 2019; and

**WHEREAS**, an amendment to the tax spread is required which reflects a voted millage increase on November 5, 2019 for St. Joseph County Intermediate School District: Area Career and Technical Education Proposal 1.0000 Mill; and

**WHEREAS**, an amendment to the tax spread is also required which reflects a voted millage increase on November 5, 2019 for Nottawa Township: Fire and Emergency Services Operating Millage Proposal 0.7500 Mill; and

**WHEREAS**, MCL 207.12, as amended, requires the Director of the County Tax Equalization Department to make and submit to the Department of Treasury, State Tax Commission, a detailed report of such actions by the County Board on a form prescribed by the Commission.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the St. Joseph County Board of Commissioners approves the attached amended summary of millage requests by the various taxing jurisdictions and further authorizes the Director of the St. Joseph County Tax Equalization Department to make, sign, and submit such forms as are required by law to the appropriate departments.

It was moved by Commissioner Malone and seconded by Commissioner Pangle to adopt the resolution. Motion carried 5-0 upon a roll call vote.

CONSIDERATION OF COURTS BUILDING RENOVATION BIDS

Ms. Doehring commented on interviews with three construction management service firms for consideration for the courts building renovation. Frederick Construction was outstanding in the interview process and bond proposal.

It was moved by Commissioner Balog and seconded by Commissioner Malone for Teresa Doehring to move forward in the process of the courts building renovation with Frederick Construction. Motion carried.

NOMINATIONS AND APPOINTMENT

It was moved by Commissioner Balog and seconded by Commissioner Pangle to reappoint Eric Shafer to the Road Commission Board for another six-year term ending December 31, 2025. Motion Carried.

It was moved by Commissioner Pangle and seconded by Commissioner Czajkowski to reappoint David Miars to the Board of Public Works for another three-year term ending in January 1, 2022. Motion Carried.

COUNTY ADMINISTRATOR'S REPORT

Ms. Doehring thanked Jill Ross for filling in for the County Clerk, Lindsay Oswald, as she was away at a Clerk Conference. She thanked Frederick Construction for their time and consideration for the court building renovation. Ms. Doehring expressed appreciation for the efforts of Ms. Steinman, Department Heads, and Commissioners on the budget.

FINANCE DIRECTOR'S REPORTS

Ms. Steinman presented the following reports:

Budget Amendments

There were none.

Bills

There were none.

COMMITTEE REPORTS

Law Enforcement

Commissioner Balog stated that the committee had not met.

Judiciary

Commissioner Malone stated that the committee had not met.

Physical Resources

Commissioner Allen noted the committee had met.

Executive/Committee of the Whole

Chairman Allen noted the committee had met and minutes were available.

Other Committees

Commissioner Malone stated that Parks and Recreation board will meet tomorrow night.

CHAIRMAN'S REPORT

Chairman Allen had nothing further to report.

COMMISSIONER COMMENTS

Commissioners thanked staff involved in the budget process.

ADJOURNMENT

At 5:58 p.m., it was moved by Commissioner Pangle and seconded by Commissioner Malone that the St. Joseph County Board of Commissioners adjourn until December 17, 2019 at 5:00 p.m. Motion Carried.

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Jill Ross, Deputy Clerk

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Dennis Allen, Chairman