

Regular Session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commission Chambers on December 7, 2021 at 5:00 p.m.

Chair Allen called the meeting to order.

The Invocation was given by Commissioner Czajkowski.

Chair Allen led the Pledge of Allegiance.

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

Daniel R. Czajkowski	Kathy Pangle
Ken Malone	Dennis Allen

Commissioner Hoffmaster was absent.

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

AGENDA

Commissioner Pangle requested that the indigent defense contract addendum be added to the agenda.

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

MINUTES APPROVED

It was moved by Commissioner Pangle and seconded by Commissioner Malone that the minutes for November 16, 2021 be approved as presented. Motion carried.

COMMUNICATIONS

It was moved by Commissioner Pangle and seconded by Commissioner Czajkowski to place the communications on file as presented. Motion carried.

CITIZENS' COMMENTS

Rebecca Shank of 325 S. Constantine commented.

BUDGET PUBLIC HEARING

Chair Allen opened the floor to public comment at 5:07 p.m.

Hearing no comments, he closed the floor to public at 5:08 p.m.

AMEND 2021 APPORTIONMENT REPORT

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to accept the amended report. Motion carried 4-0 upon roll call vote.

ST. JOSEPH COUNTY BOARD RULES

It was moved by Commissioner Pangle and seconded by Commissioner Czajkowski to approve the amended board rules. Motion carried.

EMPLOYMENT AGREEMENT WITH TERESA DOEHRING

It was moved by Commissioner Pangle and seconded by Commissioner Malone to approve the employment agreement with Teresa Doehring as County Administrator. Motion carried 4-0 upon a roll call vote.

INDIGENT DEFENSE CONTRACT ADDENDUM

It was moved by Commissioner Malone and seconded by Commissioner Pangle to approve indigent defense contract addendum as presented. Motion carried.

RESOLUTION TO APPROVE AMENDED APPORTIONMENT REPORT
RESOLUTION 15-2021

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. 14-2021 on October 19, 2021; and

WHEREAS, an amendment to the tax spread is required which reflects a voted millage increase on November 2, 2021 for Nottawa Township: Road Millage Proposal of 1.0000 Mill; and

WHEREAS, an amendment to the tax spread is also required which reflects a correction of the Park Township Special Fire Operating Millage to be 0.8305 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 Pangle and seconded by Commissioner Czajkowski to adopt the resolution approving the apportionment report and waive second reading. Motion carried 4-0 upon a roll call vote.

GENERAL APPROPRIATIONS ACT
RESOLUTION 16-2021

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 2022 & 2023 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 2022 & 2023 Budget are based on the intent of the Board of Commissioners to levy property tax millages as follows: County Operating 4.5482, 9-1-1 .75, Commission on Aging .75, Transportation .33, County Roads 1.0 and Park & Recreation .25; and

WHEREAS, the 2022 & 2023 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 2022. 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 2022 & 2023 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 \$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 Malone and seconded by Commissioner Czajkowski to adopt the general appropriations act resolution to adopt the 2022/2023 budget. Motion carried 4-0 upon a roll call vote.

RENEWAL OF PARKS MILLAGE
RESOLUTION 17-2021

WHEREAS, the funding received to support the operation of St. Joseph County Parks is not adequate to maintain or expand St. Joseph County parks Facilities; and

WHEREAS, research has shown the positive impacts that parks and recreation can have on the physical, mental, and social health of individuals and their communities. Public parks provide a place for physical activity that helps to control obesity, boost the immune system, diminish the risk of disease and increase life expectancy not diminishing the social bonds that are improved when families recreate together; and

WHEREAS, St. Joseph County Parks are a public amenity involving little or no cost at which every county resident can enjoy the benefit of living in Michigan's Great Southwest; and

WHEREAS, under Public Act 90 the St. Joseph County Board of Commissioners may raise the funds for the improvement, maintenance or acquisition of public parks through an ad valorem property tax levy on property; and

WHEREAS, a millage of 0.25 mills for a period of four years would provide funding for the improvements, maintenance, and acquisition of St. Joseph County public parks.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the St. Joseph County Board of Commissioners approves the St. Joseph County Parks Millage to be assessed upon all property within the County of St. Joseph,

in the amount of 0.25 mills (\$0.25 per \$1,000 of taxable value) for a period of four (4) years (2022-2025). It is estimated that the revenue generated by this levy will be \$507,943 in the first year of the levy.

It was moved by Commissioner Czajkowski and seconded by Commissioner Malone to adopt the parks millage renewal resolution and waive second reading. Motion carried 4-0 upon a roll call vote.

NOMINATIONS/APPOINTMENTS

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to reappoint Cathi Abbs, Rick Shaffer, and Tracey Parker to the Animal Control Shelter Advisory Board. Motion carried.

It was moved by Commissioner Pangle and seconded by Commissioner Malone to reappoint Eric Shafer and Dan Czajkowski to the Board of Public Works. Motion carried.

It was moved by Commissioner Pangle and seconded by Commissioner Malone to reappoint County Treasurer Kathy Humphreys to the Building Authority Board. Motion carried.

It was moved by Commissioner Czajkowski and seconded by Commissioner Malone to appoint Kathy Pangle, Luke Nofsinger, Paul Stutesman, Lisa Martin, Edward MacKay, Gerald Loudenslager, Robert Pattison, David Marvin, Jeffrey Middleton, Kitty Buchner, Autumnne Keifer, Thomas Miles, David Tomlinson, Alek Haazk-Frost, Ryan Banaszak, and Barbara Howes to the Community Corrections Advisory Board. Motion carried.

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to appoint Lon Huffman, Edward L. Bell, and Joe Woodin to the Planning Commission. Motion carried.

ADMINISTRATOR'S REPORT

Ms. Doehring noted progress with union negotiations, open enrollment period for benefits, and ARPA funds including the final unrestricted funding level at \$3.2M.

FINANCE DIRECTOR'S REPORTS

There were no further reports.

COMMITTEE REPORTS

Law Enforcement

Chair Allen stated that the committee had not met.

Judiciary

Commissioner Malone stated that the committee had not met.

Physical Resources

Commissioner Malone stated that the committee had not met.

Executive/Committee of the Whole

Chair Allen stated that minutes were available.

Other

Commissioner Pangle commented on the COA holiday party.

Chair Allen commented on a rescheduled road committee.

Commissioner Malone commented on the Parks and Recreation Commission.

CHAIRMAN'S REPORT

Chair Allen commented on the budget process.

COMMISSIONERS' COMMENTS

Commissioner Malone commented on the budget process and the jury duty process.

Commissioner Czajkowski commented on the budget process.

ADJOURNMENT

At 5:49 p.m., it was moved by Commissioner Pangle and seconded by Commissioner Malone that the St. Joseph County Board of Commissioners adjourn until December 21, 2021 at 5:00 p.m. Motion carried.

Lindsay Oswald, County Clerk

Dennis Allen, Chairman