

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 20, 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	Don Eaton
John L. Dobberteen	Rick Shaffer
	Allen J. Balog

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

AGENDA

It was moved by Commissioner Eaton and seconded by Commissioner Baker to approve the agenda as presented. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Dobberteen and seconded by Commissioner Baker that the minutes for December 6, 2016 be approved as presented. Motion carried.

COMMUNICATIONS

Minutes of the Commission on Aging Board meeting of October 19 and November 16, 2016.

Christmas Card from Attorney John McGlinchey.

Newsletter from Southwest Michigan Land Conservancy – Fall 2016..

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

CITIZENS’ COMMENT

Carolyn Grace, Conservation District Director, thanked Commissioners Baker, Eaton, and Shaffer for their support throughout the years.

Tim Carls, 63044 Klinger Lake Road, commented on the budget and commission wages.

Dave Allen of St. Joseph County EDC noted the importance of economic development in the budget.

Undersheriff Mark Lillywhite commented on the jail partnering with the FQHC for some medical needs.

Erin Goff, Community Corrections Director, thanked Commissioner Baker for his years of service and support for the Community Corrections Advisory Board.

ADOPT 2017 BUDGET DOCUMENTS – GENERAL APPROPRIATIONS ACT RESOLUTION  
RESOLUTION 18-2016

Commissioner Shaffer presented the 2017 General Appropriations Act 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 2017 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 2017 Budget is based on the intent of the Board of Commissioners to levy property tax millages as follows: County Operating 4.5482 (in July 2017), 9-1-1 .75, Commission on Aging .75, Transportation .33 and County Roads 1.0; and

WHEREAS, the 2017 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 2017. 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 2017 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 Shaffer and seconded by Commissioner Eaton to adopt the resolution for the 2017 budget and waive second reading. Motion carried 5-0 upon a roll call vote.

#### AGREEMENT WITH MSU EXTENSION FOR SERVICES FOR 2017

It was moved by Commissioner Dobberteen and seconded by Commissioner Shaffer to approve agreement with MSU Extension. Motion carried 4-1 upon roll call vote with Commissioner Eaton dissenting.

#### CHILD CARE FUND PLAN AMENDMENT

It was moved by Commissioner Eaton and seconded by Commissioner Shaffer to approve the fund amendment. Motion carried.

#### MOU AMENDMENT 1 WITH MICHIGAN DHHS CHILD CARE FUND

It was moved by Commissioner Eaton and seconded by Commissioner Baker to approve the memorandum of understanding with the Department of Health and Human Services for the Child Care Fund.

#### eSTUDIO DESIGN CONTRACT EXTENSION

It was moved by Commissioner Dobberteen and seconded by Commissioner Eaton to approve the contract extension. Motion carried 5-0 upon a roll call vote.

#### AUDIT RECOMMENDATION AND CONTRACT

It was moved by Commissioner Dobberteen and seconded by Commissioner Eaton to approve the audit contract with Gabridge & Company for 2017, 2018, and 2019 audit services for a total of \$76,080. Motion carried 5-0 upon a roll call vote.

#### AUDIT ENGAGEMENT LETTER

It was moved by Commissioner Shaffer and seconded by Commissioner Baker to approve the audit engagement letter with Gabridge & Company. Motion carried.

FIRST BOARD MEETING IN JANUARY 2017

It was moved by Commissioner Dobberteen and seconded by Commissioner Eaton to set the first 2017 meeting for Tuesday, January 3 at 5 p.m. Motion carried.

MERS SERVICE CREDIT PURCHASE

It was moved by Commissioner Baker and seconded by Commissioner Shaffer to approve the MERS service credit purchase. Motion carried.

APPROVING QUALIFIED SERVICE CREDIT PURCHASES UNDER MERS PLAN  
RESOLUTION 19-2016

Commissioner Shaffer presented the resolution for MERS service credit:

WHEREAS, St. Joseph County is a participating municipality under the Municipal Employees Retirement Act and Restated Plan Document for the benefit of employees, retirees and beneficiaries covered under the plan; and

WHEREAS, the St. Joseph County Board of Commissioners desires to make available to eligible employees the ability to purchase additional service credit as provided under Plan Sections 18 and 19; and

WHEREAS, the St. Joseph County Board of Commissioners has previously adopted a written policy which provides for the uniform application of the provisions of Plan Sections 18 and 19 to all eligible employees:

BE IT RESOLVED, that the St. Joseph County Board of Commissioners approves and hereby authorizes the Human Resource Director to execute requests for additional service credit under Plan Sections 18 and 19, provided such requests comply with the terms and conditions of Sections 18 and 19, and the Board's Policy for Uniform Application of Plan Sections 18 and 19.

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

ST. JOSEPH COUNTY TRAFFIC SAFETY COMMISSION  
RESOLUTION 20-2016

Commissioner Shaffer presented the resolution for the traffic safety committee:

WHEREAS, the St. Joseph County Board of Commissioners established the St. Joseph County Comprehensive Traffic Safety Commission on May 7, 1976 which became effective June 1, 1976.

NOW BE IT RESOLVED, the St. Joseph County Board of Commissioners hereby adopts this resolution to disband the St. Joseph County Comprehensive Traffic Safety Commission and re-establish the Traffic Safety Programs, Guidelines and Services through its Committee system.

BE IT FURTHER RESOLVED, to maintain the current court cost revenues through the cooperation of the 3-B District Court.

BE IT FURTHER RESOLVED, to merge the Traffic Safety Programs, Guidelines and Services through the St. Joseph County Commission's Law Enforcement Committee.

BE IT FURTHER RESOLVED, the Law Enforcement Committee, in addition to the assigned Commissioners, shall include the St. Joseph County Sheriff, Undersheriff, Prosecuting Attorney, Michigan State Police Representative and a Representative of a St. Joseph County Police Agency.

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

It was moved by Commissioner Baker and seconded by Commissioner Shaffer to appoint Judge Middleton as chair, Anthony Callaway, John McDonough, David Griffin, Judge Stutesman, Judge Tomlinson, Judge Pattison, Gina Wagner, Kitty Buchner, Kim Kramer, Tom Miles, Howard Bush, and Eddie MacKay to the Community Corrections Advisory Committee. Motion carried.

It was moved by Commissioner Shaffer and seconded by Commissioner Eaton to reappoint Jeff Knautz and Steve Houts to the Parks and Recreation Commission with terms expiring January 1, 2020. Motion carried.

It was moved by Commissioner Dobberteen and seconded by Commissioner Eaton to reappoint Linda Leensvaart to the Central Dispatch Policy Board with a term expiring December 31, 2018. Motion carried.

It was moved by Commissioner Shaffer and seconded by Commissioner Eaton to reappoint Kristina Derovin and appoint Ruth Perry to the Animal Control Advisory Board with terms expiring December 31, 2019. Motion carried.

ADMINISTRATOR’S REPORT

Mr. Yoder had nothing further to report.

HUMAN RESOURCES DIRECTOR’S REPORT

Ms. Doehring noted open enrollment had been completed for 2017 using an online portal.

FINANCE DIRECTOR’S REPORT

Ms. Smith presented the following reports:

Budget Amendments

<b>General Fund</b>	<b>Expense</b>
DEPARTMENT OF CORRECTIONS - OFFICE SUPPLIES (101-151-727.000)	500
PUBLIC DEFENDER - ADDITIONAL LEGAL EXPENSE (101-169-802.060)	500
RDSS - FICA (101-664-715.000)	1,000
RDSS - TRAVEL EXPENSE (101-664-860.000)	7,500
RDSS - WAGES - JUV DETENTION SPECIALIST (101-664-706.360)	12,000
RDSS - WORKER'S COMPENSATION (101-664-716.100)	500
COUNTY CCF - CONTRACTUAL SERVICES (101-662-816.000)	5,000
COUNTY CCF - WAGES - JUV DETENTION SPECIALIST (101-662-706.360)	1,500
APPROPRIATIONS - CHILD CARE FUND APPROPRIATION (101-001-965.070)	100,000
COUNTY CCF - CELLULAR TELEPHONE SERVICE (101-662-850.010)	(1,500)
Revenue	
FUND BALANCE - OPERATING TRANSFERS IN (101-390-699.001)	135,000
RDSS - MISCELLANEOUS REVENUE (101-664-696.000)	21,000
FUND BALANCE - BUDGETED USE OF FUND BALANCE (101-390-676.000)	(29,000)
<b>Parks Fund</b>	
Expense	
- LAND IMPROVEMENT (208-751-974.000)	15,000
Revenue	
- MISC STATE GRANT (208-751-579.000)	15,000
<b>Central Dispatch Fund</b>	
Expense	
- MAPS (211-911-982.010)	18,000
- COMMUNICATIONS EQUIPMENT (211-911-977.010)	52,000
Revenue	
- OPERATING TRANSFERS IN (211-911-699.000)	70,000
<b>Central Dispatch Wireless Fund</b>	
Expense	
- COMPUTER HARDWARE (212-912-984.000)	(70,000)
- OPERATING TRANSFERS OUT (212-912-999.000)	70,000
<b>Animal Shelter Donation Fund</b>	
Expense	
- EQUIPMENT GENERAL (254-430-977.000)	6,000
- BOARD & VET FEES (254-430-826.000)	4,000
Revenue	
- GENERAL DONATIONS (254-430-674.000)	10,000
<b>Community Corrections Grant Fund</b>	
Expense	
- CCAB - COGNITIVE CHANGE (261-229-846.010)	12,000
- CCAB - DAY REPORTING (261-229-846.011)	15,000
- FICA (261-229-715.000)	1,000
- MERS - HYBRID (261-229-718.020)	1,500
- HEALTH INSURANCE (261-229-716.000)	2,000
- WAGES - SUPERVISOR (261-229-706.140)	18,000
- OPT OUT WAIVER (261-229-721.010)	500
Revenue	
- STATE C.C.A.B. GRANT (261-229-557.000)	50,000

**Local Officer's Training Fund**

## Expense

- SEMINAR & EMPLOYEE TRAINING (264-351-862.000) 8,000  
 - OPERATING TRANSFERS OUT (264-351-999.000) 10,000

## Revenue

- BUDGETED USE OF FUND BALANCE (264-351-676.000) 18,000

**Contractual Law Enforcement Fund**

## Expense

- WAGES - HOLIDAY PAY (ST & OT) (266-301-711.000) 3,000  
 - FICA (266-301-715.000) 3,000  
 - MERS - SHERIFF & CORRECTIONS (266-301-718.050) 3,000  
 - HEALTH INSURANCE (266-301-716.000) 6,000  
 - WAGES - DEPUTIES (266-301-706.130) 7,000  
 - WAGES - CONTRACTUAL DEPUTY (266-301-706.350) 30,000

## Revenue

- SECURITY SERVICE REIMBURSEMENT (266-301-580.500) 52,000

**Adult Drug Court Fund**

## Expense

- OTHER SUPPLIES (278-131-743.000) 15,000  
 - TRAVEL EXPENSE (278-131-860.000) 25,000  
 - CONTRACTUAL SERVICES (278-131-816.000) 140,000

## Revenue

- STATE REIMBURSEMENT GRANT (278-131-578.000) 65,000  
 - MISCELLANEOUS FEDERAL GRANTS (278-131-505.000) 115,000

**Child Care Fund**

## Expense

DHHS CCF - IN-HOME CARE COMPONENT (292-663-844.105) 39,528  
 COUNTY CCF - LIFE INSURANCE (292-662-717.000) 195  
 COUNTY CCF - WORKER'S COMPENSATION (292-662-716.100) 503  
 COUNTY CCF - DENTAL INSURANCE (292-662-716.010) 1,112  
 COUNTY CCF - SICK PAYOUT (292-662-725.011) 1,268  
 COUNTY CCF - S & A INSURANCE (292-662-716.020) 1,519  
 COUNTY CCF - WAGES - JUV DETENTION SPECIALIST (292-662-706.360) 2,359  
 COUNTY CCF - MERS - HYBRID (292-662-718.020) 3,590  
 COUNTY CCF - WAGES - OVERTIME (292-662-712.000) 3,859  
 COUNTY CCF - WAGES - COMM SERVICE COORD (292-662-706.365) 5,625  
 COUNTY CCF - WAGES - ACCOUNT CLERK (292-662-706.110) 10,551  
 COUNTY CCF - WAGES - DEPT HEAD/DIRECTOR (292-662-705.010) 11,800  
 COUNTY CCF - FICA (292-662-715.000) 11,983  
 COUNTY CCF - HEALTH INSURANCE (292-662-716.000) 14,267  
 COUNTY CCF - WAGES - SUPERVISOR (292-662-706.140) 16,980  
 COUNTY CCF - WAGES - CASE WORKERS (292-662-706.150) 95,332  
 COUNTY CCF - CCF-RESOURCE FAMILY SUPPORT (292-662-844.600) 2,570  
 COUNTY CCF - OPT OUT WAIVER (292-662-721.010) 2,843  
 COUNTY CCF - BASIC GRANT COUNSELING (292-662-844.140) 15,235  
 COUNTY CCF - COMMUNITY CARE (292-662-844.400) 971  
 COUNTY CCF - COMMUNITY SERVICE (292-662-844.100) 8,564  
 COUNTY CCF - COUNSELING (292-662-844.130) 80,800  
 COUNTY CCF - ELECTRONIC MONITORING (292-662-844.070) 5,258  
 COUNTY CCF - EMERGENCY NEEDS (292-662-844.120) 490  
 DHHS CCF - FAMILY FOSTER CARE (292-663-844.010) 114,823  
 DHHS CCF - INDEPENDENT LIVING (292-663-844.050) 1,880  
 COUNTY CCF - INTENSIVE PROBATION (292-662-844.090) 8,397  
 DHHS CCF - OTHER COUNTY INSTITUTION (292-663-844.030) 1,379  
 COUNTY CCF - OTHER COUNTY INSTITUTION (292-662-844.030) 277,496  
 COUNTY CCF - PREVENTATIVE EDUCATION (292-662-844.500) 3,262  
 COUNTY CCF - PRIVATE INSTITUTIONS (292-662-844.040) 2,864  
 JDT - DAY TREATMENT PROGRAM (292-661-844.300) 20,806  
 JDT - DENTAL INSURANCE (292-661-716.010) 626  
 JDT - FICA (292-661-715.000) 11,154  
 JDT - HEALTH INSURANCE (292-661-716.000) 17,589  
 JDT - LIFE INSURANCE (292-661-717.000) 87  
 JDT - MERS - HYBRID (292-661-718.020) 6,819  
 JDT - OPT OUT WAIVER (292-661-721.010) 317  
 JDT - S & A INSURANCE (292-661-716.020) 612  
 JDT - UTILITIES - ELECTRIC (292-661-921.000) 2,976  
 JDT - UTILITIES - GAS (292-661-922.000) 861  
 JDT - UTILITIES - WATER (292-661-923.000) 431

JDT - WAGES - ACCOUNT CLERK (292-661-706.110)	1,760
JDT - WAGES - ASSISTANTS (292-661-706.100)	90,172
JDT - WAGES - DEPT HEAD/DIRECTOR (292-661-705.010)	3,934
JDT - WAGES - SUPERVISOR (292-661-706.140)	51,166
JDT - WORKER'S COMPENSATION (292-661-716.100)	369
Revenue	
COUNTY CCF - STATE BASIC GRANT (292-662-578.100)	15,000
DHHS CCF - STATE REIMBURSEMENT GRANT (292-663-578.000)	78,805
DHHS CCF - OPERATING TRANSFER IN (292-663-699.000)	78,805
COUNTY CCF - STATE REIMBURSEMENT GRANT (292-662-578.000)	392,186
COUNTY CCF - OPERATING TRANSFERS IN (292-662-699.000)	392,186
<b>Forfeiture &amp; Foreclosure Fund</b>	
Expense	
- CONTRACTUAL SERVICES (514-213-816.000)	(50,000)
- OPERATING TRANSFERS OUT (514-209-999.001)	135,000
Revenue	
- AUCTION PROCEEDS (514-213-647.700)	85,000

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

It was moved by Commissioner Dobberteen and seconded by Commissioner Baker 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.

Per Diem and Expenses

Robin Baker - 8 half days: 11/16 x 3, 11/17, 12/08, 12/14, 12/21 x 2 full days 11/28, 12/15	\$590.00
Allen Balog - 12 half days: 11/16, 11/17, 11/21, 11/29, 11/30, 12/7, 12/8 x 3, 12/13, 12/14, 12/20 & 1 full day: 12/15	695.00
Don Eaton 3 half days: 11/22, 11/29, 12/8	150.00
Rick Shaffer - 6 half days: 11/17, 11/29, 11/30 x 2, 12/7, 12/14 & 1 full day: 11/28	<u>395.00</u>
	\$1,830.00

Robin Baker	\$ 295.38
Allen Balog	164.16
Don Eaton	
Rick Shaffer	<u>137.16</u>
	\$ 596.70

It was moved by Commissioner Dobberteen and seconded by Commissioner Eaton to pay the per diem and expenses. Motion carried.

Financial Statement

	Revenue	Expenses
Year to Date – November 30, 2016	\$ 17,593,954.94	\$16,728,635.57
Available Balance	\$ 1,537,644.06	\$ 2,402,963.43

Percent of total budgeted funds earned year to date: 91.96%  
Percent of total budgeted funds expended year to date: 87.44%

It was moved by Commissioner Shaffer and seconded by Commissioner Baker to accept the financial statement and place it on file.

COMMITTEE REPORTS

Law Enforcement

Chairman Balog stated the committee had not met.

Judiciary

Commissioner Baker stated the committee had not met.

Physical Resources

Chairman Balog noted the committee had not met.

Executive / Committee of the Whole

Chairman Balog noted the committee had met and minutes are available.

CHAIRMAN'S REPORT

Chairman Balog and Commissioner Dobberteen presented certificates of recognition to Commissioners Eaton, Baker and Shaffer for the service they had provided to the community.

CITIZENS' COMMENTS

Gordon Evilsizor, Florence Township Supervisor, commented on the possibility of a road solution and thanked the outgoing commissioners.

Lynn McCleod, 3620 Middlebury, Kalamazoo, thanked Commissioner Baker and commented on a former FOIA request.

Mr. Carls commented on the Boundary Commission meeting regarding the sports complex.

Chairman Balog noted the County Commission was not involved in the sports complex site location and that the Boundary Commission process was between the City of Three Rivers and Lockport Township.

COMMISSIONER COMMENTS

Commissioner Eaton thanked Sheriff Balk and Undersheriff Lillywhite for the information over the past 6 years.

Commissioner Baker thanked everyone that voted and commented on the wonderful people that were working for the good of the County.

Commissioner Dobberteen asked about discussing Southwest Michigan First at the next executive meeting. He thanked Commissioners Baker, Eaton, and Shaffer for their service.

Commissioner Shaffer thanked everyone for the privilege to serve and his family for their sacrifices. He also thanked all the people that served through the County's boards.

ADJOURNMENT

At 5:49 p.m., it was moved by Commissioner Shaffer and seconded by Commissioner Dobberteen that the St. Joseph County Board of Commissioners adjourn until January 3, 2017 at 5:00 p.m. Motion carried.

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Lindsay Oswald, County Clerk

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Allen J. Balog, Chairman