

Regular session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commission Chambers on January 4, 2022 at 5 pm.

County Clerk Lindsay Oswald called the meeting to order.

The invocation was given by Commissioner Czajkowski.

County Clerk Oswald called the roll, and the following commissioners were present.

Dennis Allen	Jared Hoffmaster
Daniel Czajkowski	Ken Malone
	Kathy Pangle

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

### **Election of Chair**

Chair Oswald stated that nominations were in order for Chair.

Commissioner Allen nominated Commissioner Pangle.

It was moved by Commissioner Allen and seconded by Commissioner Czajkowski that the nominations be closed, and a unanimous ballot cast for Commissioner Pangle for Chair. Motion carried.

### **Election of Vice-chair**

It was moved by Commissioner Allen and seconded by Commissioner Malone that Commissioner Czajkowski be appointed as vice-chair. Motion carried 5-0 upon a roll call vote.

### **Agenda**

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

### **Minutes**

It was moved by Commissioner Hoffmaster and seconded by Commissioner Malone to approve the minutes of December 21, 2021.

### **Public Comment**

Scott McGraw of Centreville introduced himself and stated he was running as a State House candidate.

Rebecca Shank of Constantine commented on the commission.

### **County Administrator's Report**

Ms. Doehring introduced Melissa Bliss as the new Community Corrections Coordinator.

### **Chairperson's Report**

Chair Pangle thanked commissioners for support as chair.

**Board Meeting Dates for 2022**

It was moved by Commissioner Hoffmaster and seconded by Commissioner Allen to approve the commission meeting schedule setting the third Tuesday of every month. Discussion included that additional meetings could be called if necessary. Motion carried 4-1 upon a roll call vote with Commissioner Malone dissenting.

**Executive Meeting Dates for 2022**

It was moved by Commissioner Hoffmaster and seconded by Commissioner Czajkowski to hold executive meetings the second Tuesday of the month at 8 am. Motion carried 4-1 upon a roll call vote with Commissioner Malone dissenting.

**Commissioner Comments**

Commissioner Hoffmaster thanked Melissa Bliss.

Commissioner Allen thanked commissioners for their service.

Commissioner Czajkowski commented on the chair position and thanked commissioners for their service.

**Adjournment**

It was moved by Commissioner Allen and seconded by Commissioner Hoffmaster to adjourn the meeting at 5:20 pm. Motion carried.

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Lindsay Oswald, County Clerk

Regular session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commission Chambers on January 18, 2022, at 5 pm.

Chair Pangle called the meeting to order.

The invocation was given by Commissioner Czajkowski.

County Clerk Oswald called the roll, and the following commissioners were present.

Daniel Czajkowski      Ken Malone  
Jared Hoffmaster      Kathy Pangle

Dennis Allen was absent.

Also present: Teresa Doehring, County Administrator

**Agenda**

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

**Minutes**

It was moved by Commissioner Hoffmaster and seconded by Commissioner Malone to approve the minutes of January 4, 2022. Motion carried.

**Public Comment**

Sue Dentler and Julie Wirtz commented on pandemic pay for employees.

**Community Mental Health and Substance Abuse Annual Report**

Chief Executive Officer Kristine Kirsch presented the report.

**Community Action Agency 2020 Annual Report**

Chief Executive Officer Michelle Williamson presented the report.

**Grant Report**

James Hissong presented the report.

**County Administrator's Report**

Ms. Doehring commented on ARPA funding.

**Committee Reports and Appointments**

It was moved by Commissioner Hoffman and seconded by Commissioner Malone to appoint Tina Cronkhite to the Transportation Authority with a term expiring April 1, 2023. Motion carried.

It was moved by Commissioner Hoffman and seconded by Commissioner Malone to assign the committee appointments as presented. Motion carried.

**2022 Agreement for Extension Services**

It was moved by Commissioner Malone and seconded by Commissioner Hoffmaster to approve the MSU-extension agreement. Motion carried.

**MERS Pension Addendums**

It was moved by Commissioner Malone and seconded by Commissioner Hoffmaster to approve the MERS addendums. Motion carried.

**Grant Writer Services Agreement**

It was moved by Commissioner Czajkowski and seconded by Commissioner Malone to approve the grant writer agreement with Grantmanship Consulting LLC. Motion carried.

**Animal Control Spay / Neuter Grant**

It was moved by Commissioner Malone and seconded by Commissioner Hoffmaster to approve the grant agreement as presented. Motion carried.

**Deputy Medical Examiner Appointments**

It was moved by Commissioner Malone and seconded by Commissioner Hoffmaster to approve the appointments of Dr. Patrick Hansma and Dr. Jared Brooks as deputy medical examiners replacing Drs. Brown and Shattuck. Motion carried.

**Community Mental Health and Substance Abuse Services Appropriation Resolution 1-2022**

WHEREAS, St. Joseph County appropriates monies for St. Joseph County Community Mental Health and Substance Abuse Services of St. Joseph County; and

WHEREAS, St. Joseph County has budgeted \$257,268.00 for Community Mental Health and Substance Abuse Services of St. Joseph County for 2022.

NOW, THEREFORE BE IT RESOLVED, that the County Treasurer of St. Joseph County be respectfully directed to make quarterly transfers of \$64,317.00 in 2022 to Community Mental Health and Substance Abuse Services of St. Joseph County around the first of the month for the months of January, April, July, and October 2022.

It was moved by Commissioner Malone and seconded by Commissioner Hoffmaster to adopt resolution 1-2022. Motion carried 4-0 upon a roll call vote.

**Community Health Agency Appropriation Resolution 2-2022**

WHEREAS, St. Joseph County is a member of the Branch-Hillsdale-St. Joseph Community Health Agency (CHA); and

WHEREAS, St. Joseph County is committed to supporting programs that provide access to appropriate health care services for low-income residents of St. Joseph County; and

WHEREAS, St. Joseph County has budgeted \$313,836.00 in 2022 to finance a portion of the Community Health Agency; and

WHEREAS, in 2015 St. Joseph County and the Community Health Agency entered into a building lease agreement for 1110 Hill Street, Three Rivers, for an annual rent of \$1.00 per year payable by January 15th; and

WHEREAS, it would be appropriate to reduce the appropriation by \$1.00 to represent the yearly rent payment.

NOW, THEREFORE BE IT RESOLVED, that the St. Joseph County Treasurer is respectfully directed to make quarterly transfers at the direction of the CHA. The CHA will determine the amounts and the timing for each quarterly transfer.

It was moved by Commissioner Malone and seconded by Commissioner Hoffmaster to adopt resolution 2-2022. Motion carried 4-0 upon a roll call vote.

**Budget Amendments**

It was moved by Commissioner Hoffmaster and seconded by Commissioner Malone to approve the budget amendments as presented. Motion carried.

**Commissioner Comments**

There was no further business.

**Adjournment**

It was moved by Commissioner Hoffmaster and seconded by Commissioner Malone to adjourn the meeting at 6:08 pm. Motion carried.

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Lindsay Oswald, County Clerk

Regular session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commission Chambers on February 15, 2022, at 5 pm.

Vice-chair Czajkowski called the meeting to order.

The invocation was given by Commissioner Czajkowski.

Deputy County Clerk Abby Fader called the roll, and the following commissioners were present.

Dennis Allen	Jared Hoffmaster
Daniel Czajkowski	Ken Malone

Kathy Pangle was absent.

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

### **Agenda**

Commissioner Hoffmaster asked that the Fisher Lake item be removed from the agenda.

Commissioner Allen asked that the EMT classes be added to the agenda.

It was moved by Commissioner Hoffmaster and seconded by Commissioner Malone to approve the agenda as amended. Motion carried.

### **Minutes**

It was moved by Commissioner Hoffmaster and seconded by Commissioner Allen to approve the minutes of January 18, 2022. Motion carried.

### **CDBG Cares Grant Public Hearing**

Vice-chair Czajkowski opened the public hearing at 5:05 p.m. Hearing no comments, he closed the public hearing at 5:06 p.m.

### **Public Comment**

There were no comments.

### **Chair Presentation**

Vice-chair Czajkowski presented a plaque to Commissioner Allen for his service as chair.

### **Central Dispatch Annual Report**

Central Dispatch Director Dennis Brandenburg presented the report.

### **MSU-E Annual Report**

MSU-E Director Julie Pioch presented the report.

### **County Administrator's Report**

Ms. Doehring commented on ARPA funding.

**Committee Reports and Appointments**

It was moved by Commissioner Hoffmaster and seconded by Commissioner Malone to appoint John Fair and Larry Rice to the Agricultural Board with a term expiring in 2025 and Dan Czajkowski with a term expiring in 2023. Motion carried.

Commissioner Malone provided an update on the Judiciary Committee.

Commissioner Hoffmaster provided an update on the Transportation Authority.

**Jail Medical Services**

It was moved by Commissioner Hoffmaster and seconded by Commissioner Malone to approve the proposal as presented. Motion carried.

**Municipal Contracts**

It was moved by Commissioner Allen and seconded by Commissioner Malone to approve contracts as presented. Motion carried.

**Materials Management Grant**

It was moved by Commissioner Malone and seconded by Commissioner Hoffmaster to approve the grant agreement as presented. Motion carried.

**COA Compensation Study**

It was moved by Commissioner Hoffmaster and seconded by Commissioner Malone to approve the agreement for the compensation study. Motion carried.

**CIP Approval**

It was moved by Commissioner Malone and seconded by Commissioner Hoffmaster approve the CIP plan as presented. Motion carried.

**EMT Classes for First Responders**

Commissioner Allen asked that ARPA funds be used for first responders EMT classes. No action was taken.

**Commissioner Comments**

There was no further business.

**Adjournment**

It was moved by Commissioner Hoffmaster and seconded by Commissioner Malone to adjourn the meeting at 6:14 pm. Motion carried.

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Lindsay Oswald, County Clerk

Regular session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commission Chambers on March 15, 2022, at 5 pm.

Chair Pangle called the meeting to order.

The invocation was given by Commissioner Czajkowski.

Deputy County Clerk Abby Fader called the roll, and the following commissioners were present.

Daniel Czajkowski      Ken Malone  
   Kathy Pangle

Commissioners Allen and Hoffmaster were absent.

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

**Agenda**

Chair Pangle asked that audit engagement letter be added to the agenda.

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to approve the agenda as amended. Motion carried.

**Minutes**

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to approve the minutes of February 15, 2022. Motion carried.

**Public Comment**

Loralee Knepper of Mendon commented on animal control.

John Lindsey commented on the Road Commission.

**Presentations**

GIS Director Jerry Happel presented the Geographic Information Systems 2021 annual report.

Prosecuting Attorney David Marvin presented the Prosecutor's Office 2021 annual report.

COA Director Pam Riley presented the Commission on Aging 2021 annual report.

**County Administrator's Report**

Ms. Doehring commented on the annual reports.

**Committee Reports and Appointments**

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to appoint Thomas Lowry to the Community Corrections Board with a term expiring December 31, 2022. Motion carried.



**Transportation Authority Millage Renewal  
Resolution 3-2022**

Whereas, St. Joseph County Transportation Authority requested that the St. Joseph County Board of Commissioners consider a millage ballot question to be placed on the August 2022 ballot; and

Whereas, the ballot question is for a renewal of the current millage.

Now, therefore be it resolved, that the St. Joseph County Board of Commissioners hereby approves the following ballot question language for a special election to be called and held in August of 2022:

Shall the Constitutional limitation upon the total amount of taxes which may be assessed in one year upon all property within the County of St. Joseph, State of Michigan be renewed at .33 of a mill, that being 33.00 cents, (.33), on each one thousand dollars, (\$1,000.00) of the taxable valuation of real property for a period of four years, 2023, 2024, 2025, 2026, inclusive, for the sole purpose of an operation millage for the St. Joseph County Transportation Authority for the continuation of transportation services? It is estimated that if this tax levy were spread in 2023 it would generate \$720,535.00 in revenue.

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to adopt the resolution and waive second reading. Motion carried 3-0 upon roll call vote.

**Assessing Solutions Inc. Contract**

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to approve the contract as presented. Motion carried.

**MERS Defined Benefit Plan Adoption**

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to approve the plan adoption agreement as presented. Motion carried.

**2022 Covered Bridge Days**

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to approve the use request of county property for July 15-16, 2022. Motion carried.

**Dissolution of Animal Control Advisory Board  
Resolution 4-2022**

WHEREAS, Article II, of the Bylaws for St. Joseph County Animal Control Shelter Advisory Board ("Bylaws") provide, in part, that the Board of Directors (the Board) operates pursuant to the rules promulgated under P.A. 339 of 1919 as amended. In addition to P.A. 339 of 1919, the Department is also responsible for enforcement of the St. Joseph County Animal Control Ordinance and its provisions as amended on June 19, 2001. The Animal Control Division is managed by the County Sheriff, and,

WHEREAS, Article II, of the Bylaws further provide that that while the voluntary Animal Control Shelter Advisory Board functions under no specific statutory authority and has been given no authority, it is created at the discretion of the Board of Commissioners for specific and limited purposes to educate,

manage fundraisers and also act as a community liaison for the Sheriff's Department and Animal Control and can be dissolved by majority vote of the Board of Commissioners at any time, and,

WHEREAS, Article IV, the Board, The Animal Control Shelter Advisory Board shall consist of ten (10) members, with confirmation of such appointment or removal by a majority vote of the Board of Commissioners, and,

WHEREAS, the Board now desires to rescind and dissolve the St. Joseph County Animal Control Advisory Board.

NOW, THEREFORE, BE IT RESOLVED THAT the St. Joseph County Animal Control Advisory Board is hereby rescinded and dissolved as of March 15, 2022.

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to adopt the resolution and waive second reading. Motion carried 3-0 upon roll call vote.

**American Rescue Plan Act Capital Improvement Appropriations  
Resolution 5-2022**

WHEREAS, on March 11, 2021, the United States Congress passed the American Rescue Plan Act of 2021 ("ARPA"), which provides fiscal relief funds to state and local governments, and other program areas aimed at mitigating the continuing effects of the COVID-19 Pandemic; and

WHEREAS, ARPA is intended to provide support to local governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses; and

WHEREAS, ARPA includes State and Local Fiscal Recovery Funds ("Fiscal Recovery Funds") to replace lost public sector revenue and provide government services up to the amount of revenue loss due to the pandemic; support the COVID-19 public health and economic response by addressing impacts on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector; provide premium pay for eligible workers performing essential work; and invest in water, sewer, and broadband infrastructure; and

WHEREAS, the United States Department of Treasury has adopted the Final Rule as guidance regarding the use of the Fiscal Recovery Funds; and

WHEREAS, St. Joseph County is being awarded \$11,841,542 of Fiscal Recovery Funds and may allocate those funds as allowed by the terms and conditions of ARPA; and

WHEREAS, Fiscal Recovery Funds must be allocated by December 31, 2024 and fully expended by December 31, 2026; and

WHEREAS, the Board of Commissioners formed an ARPA advisory committee and received recommendations from the committee on how to allocate ARPA funds; and

WHEREAS, this resolution is intended as a statement of intent of the Board to expend the County's ARPA Funds in accordance with Federal law and guidance, for the current critical needs and priorities for which there is consensus as set forth below; and

WHEREAS, specific expenditures will be approved in accordance with State and Federal laws and the County's board rules.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the St. Joseph County Board of Commissioners authorizes allocation of ARPA funds in the following amounts and for the stated purposes:

1. \$4,000,000 for budget stabilization, to be used to address shortfalls in the County's budgets for any of the fiscal years 2023, 2024, 2025, and 2026 as needed.
2. \$2,000,000 for County capital expenditures.
3. \$4,000,000 for renovations and improvements to the County's Courts Building.
4. \$1,000,000 to be allocated through a competitive grant process to other local units of government and nonprofit agencies within the county to address ARPA eligible pandemic needs.
5. \$841,542 to be allocated by the Board of Commissioners at a later date for ARPA eligible purposes.

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to adopt the resolution and waive second reading. Motion carried 3-0 upon roll call.

**Capital Improvement Program (CIP)**

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to approve the CIP plan as presented. Motion carried.

**Audit Engagement Letter**

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to approve the audit engagement letter with Gabridge & Co. Motion carried.

**Commissioner Comments**

Commissioner Pangle commented on the ARPA Funds and stated that she may run again, but that would be her last term.

Commissioner Malone commented on the ARPA Funds.

Commissioner Czajkowski stated that he does not plan on running again.

**Adjournment**

It was moved by Commissioner Malone and seconded by Commissioner Czajkowski to adjourn the meeting at 6:23 pm. Motion carried.

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Lindsay Oswald, County Clerk

Regular session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commission Chambers on April 19, 2022, at 5 pm.

Chair Pangle called the meeting to order.

The invocation was given by Commissioner Czajkowski.

County Clerk Lindsay Oswald called the roll, and the following commissioners were present.

Dennis Allen	Ken Malone
Daniel Czajkowski	Jared Hoffmaster
	Kathy Pangle

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

### **Agenda**

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

### **Minutes**

It was moved by Commissioner Hoffmaster and seconded by Commissioner Allen to approve the minutes of March 15, 2022. Motion carried.

### **Public Comment**

Road Commission Director John Lindsey commented on the ARPA funding.

Rebecca Shank, 385 S. Washington, Constantine, commented on ARPA funds.

### **Presentations**

Drain Commissioner Jeff Wenzel presented the Drain Commission 2021 annual report.

### **County Administrator's Report**

Ms. Doehring commented on the ARPA public meeting and online survey. Ms. Doehring commended Central Dispatch Director Dennis Brandenburg for his service and introduced new Director Stacy Bowers.

### **Committee Reports and Appointments**

It was moved by Commissioner Allen and seconded by Commissioner Hoffmaster to appoint Damon Knapp with a term expiring March 31, 2023 and reappoint Darci Skrzyniarz, Cathi Abbs, Antony Heiser, and Dennis Allen to the Community Mental Health Board with terms expiring March 31, 2025. Motion carried.

It was moved by Commissioner Allen and seconded by Commissioner Hoffmaster to appoint Michael O'Rourke to the Solid Waste Board with a term expiring September 1, 2023. Motion carried.

It was moved by Commissioner Hoffmaster and seconded by Commissioner Allen to appoint Diana Liston to the Transportation Board Authority with a term expiring April 1, 2023. Motion carried.

It was moved by Commissioner Czajkowski and seconded by Commissioner Hoffmaster to reappoint Bill Walters with a term expiring March 1, 2023 and Dave Nelson with a term expiring March 1, 2026 to the Veterans' Affairs Board. Motion carried.

### **2022 Equalization Report**

#### **Resolution 6-2022**

WHEREAS, MCL 211.34(1) requires the County Board of Commissioners to meet in April each year to determine county equalized valuations; which equalization shall be completed and submitted along with the tabular statement required by Section 5 of Act No. 44 of the Public Acts of 1911, as amended no later than May 1 of each year; and

WHEREAS, the assessment rolls of the various assessment jurisdictions have been reviewed by the various local Boards of Review throughout the County of St. Joseph and submitted to your Equalization Department in the appropriate timely manner; and

WHEREAS, those assessment rolls have been audited and balanced by your Equalization Department in accordance with the laws of the State of Michigan and the guidelines of the State Tax Commission; the results of such being listed on the attached equalization report and on the prescribed Michigan Department of Treasury Form L-4024 (County Equalization Directors Report of County Equalization).

NOW, THEREFORE, BE IT HEREBY RESOLVED that the St. Joseph County Board of Commissioners approves the County Equalized Valuations as indicated within the attached equalization report a cumulative total for Real Property of \$3,109,026,700 (Three Billion, One Hundred Nine Million, Twenty-Six Thousand, Seven Hundred Dollars) and a cumulative total for Personal Property of \$295,677,795 (Two Hundred Ninety-Five Million, Six Hundred Seventy-Seven Thousand, Seven Hundred Ninety-Five Dollars). The combined total of Real and Personal Property of the Cities and Townships in St. Joseph County is \$3,404,704,495 (Three Billion, Four Hundred Four Million, Seven Hundred Four Thousand, Four Hundred Ninety-Five Dollars).

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

#### **Michigan Indigent Defense Commission Grant**

Ms. Steinman noted that the grant was amended to reduce the County's contribution and increase the grant amount.

#### **Capital Improvement ARPA Funding Strategy List**

It was moved by Commissioner Czajkowski and seconded by Commissioner Malone to approve the capital improvement funding list as presented for plat map document restoration; mobile command center tow vehicle; Building and Grounds vehicle; and fleet car. Motion carried 5-0 upon roll call vote.

#### **Budget Amendments**

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

**Commissioner Comments**

Commissioner Malone commented on the request for ARPA funds.

Commissioner Hoffmaster commented on the Transportation Authority Millage in August.

Commissioner Czajkowski commented on the process for approving and spending funds.

Commissioner Allen commented on the road committee meeting and Central Dispatch Director transition.

Chair Pangle commented on activities happening in the County.

**Adjournment**

It was moved by Commissioner Allen and seconded by Commissioner Hoffmaster to adjourn the meeting at 5:36 pm. Motion carried.

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Lindsay Oswald, County Clerk