

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 June 20, 2017 at 6:00 p.m.

Chairman Balog called the meeting to order.

The Invocation was given by Commissioner Czajkowski.

The Pledge to the American Flag was given.

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

Dennis Allen	John L. Dobberteen
Daniel R. Czajkowski	Kathy Pangle
	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 Dobberteen and seconded by Commissioner Allen to approve the agenda as presented. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Czajkowski and seconded by Commissioner Pangle that the minutes for June 6, 2017 be approved as presented. Motion carried.

COMMUNICATIONS

Letter from the Sturgis Neighborhood Program, Re: Notice that public comment is open until June 21 on its notice of intent to release funds for the MSHDA HOME grant.

Letter from Maner Costerisan, P.C., Re: Copy of audit for 2015-2016 for the E911 Technical Surcharge Pool for St. Joseph County 911 Service District.

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

CITIZENS' COMMENT

Charlene Zavala of 16916 Bridgette Drive in Three Rivers commented on residential areas not being the place to have a sports complex.

Lynn McLeod of 3620 Middlebury in Kalamazoo commented on the need to adhere to the sports complex agreements.

Rebecca Shank of 385 Washington in Constantine reported that Pure Michigan Vice-president Dave Lorenz would be visiting the Silliman house. She also noted that the website had "coming soon" on the Discover St. Joseph County Link.

Doug Bingaman of 423 Walnut in Three Rivers commented on the City of Three Rivers moving forward with design engineering for the sports complex and funding.

COUNTY MILLAGE RATE REQUEST (L-4029)

It was moved by Commissioner Dobberteen and seconded by Commissioner Czajkowski to approve the L-4029 form. Motion carried.

2016 ANNUAL AUDIT

Joe Verlin from Gabridge & Company presented the audit, noting that financial reports had been timely and accurate. He reported that the County was in stable financial condition.

It was moved by Commissioner Dobberteen and seconded by Commissioner Pangle to accept the audit and place it on file. Motion carried.

SET BOARD MEETING DATES (JULY THROUGH DECEMBER)

It was moved by Commissioner Dobberteen and seconded by Commissioner Allen to set the meetings at 5 p.m. on the first and third Tuesdays of the month, excluding July 4th. Motion carried 4-1 with Commissioner Pangle dissenting.

NOMINATIONS/APPOINTMENTS

There were no nominations or appointments.

ADMINISTRATOR'S REPORT

Mr. Yoder had nothing further to report.

PERSONNEL REPORT

Ms. Doehring had nothing further to report.

FINANCE DIRECTOR'S REPORTS

Ms. Smith presented the following report:

Budget Amendments

GENERAL FUND	
Increase IT Furniture (101-258-978.000)	6,000
Decrease IT Wages-Dept Head/Director (101-258-705.010)	(4,000)
Decrease IT Wages-Programmer (101-258-706.420)	(2,000)
Note: To use wage savings to fund furniture needed to get IT all into one area and out of the historic fireplace room	
CORRECT 6/6/17 AMENDMENT FOR COMMUNITY CORRECTIONS INTERN COMMUNITY CORRECTIONS ADVISORY BOARD	
Decrease Budgeted Use of Fund Balance (261-229-676.000)	(3,800)
Increase Transfers In (261-229-699.000)	3,800
SJC COMMUNITY CORRECTIONS PROGRAM	
Increase Budgeted Use of Fund Balance (262-229-676.000)	3,800
Increase Transfers Out (262-229-999.000)	3,800
CORRECT 6/6/17 AMENDMENT FOR ESTABLISHMENT OF MUNICIPAL LOAN FUND	
GENERAL FUND	
Increase Transfers In (101-390-699.000)	200,000
Increase Transfers Out (101-390-999.002)	200,000
Note: Monies must run thru the general fund and not directly from the Tax Payment Fund to the Municipal Loan Fund	
CORRECT ACCOUNTING ERROR	
TAX PAYMENT FUND	
Increase Operating Transfers Out (516-253-999.000)	41,667
Increase Budgeted Use of Fund Balance (516-253-676.000)	41,667
GENERAL FUND	
Increase Operating Transfers In (101-728-699.000)	41,667
Increase Economic Development Appropriation (101-728-965.150)	41,667
ECONOMIC DEVELOPMENT FUND	
Increase Miscellaneous Revenue (244-728-696.000)	41,667
Increase Contractual Services (244-728-816.000)	41,667
Note: This is an expense that should have been accrued to 2016. Because it wasn't it needs to be treated as a 2017 expense.	
COMMISSION ON AGING	
Increase Building & Land Acquisition (273-672-971.100)	200,000
Increase Budgeted Use of Fund Balance (273-672-676.000)	200,000
Note: To acquire the former Three Rivers Inn property. This includes delinquent taxes & fees as well as 2017 summer & winter taxes.	

COMMUNITY DEVELOPMENT BLOCK GRANT FUND  
 Increase Miscellaneous Appropriations (274-826-965.020) 2,500  
 Increase Budgeted Use of Fund Balance (274-826-676.000) 2,500  
 Note: Gardner School restoration

Increase Miscellaneous Appropriations (274-826-965.020) 9,600  
 Increase Budgeted Use of Fund Balance (274-826-676.000) 9,600  
 Note: Acquire M-86 duplex for Veterans transitional housing

REGISTER OF DEEDS AUTOMATION FUND  
 Increase Wages - Part Time (256-236-707.000) 1,200  
 Increase FICA (256-236-715.000) 100  
 Decrease Contingency (256-236-941.000) 1,300  
 Note: Intern for the Register Of Deeds Office. Previous intern approved in February

GENERAL FUND  
 Increase Clerk's part time wages (101-215-707.000) 1,200  
 Increase Clerk's FICA (101-215-715.000) 100  
 Decrease Elections Printing (101-191-728.000) 1,300  
 Note: Intern for the Clerk's office

General Fund fund balance analysis:  
 Preliminary Fund 101 12/31/16 fund balance 3,112,444  
 Budget Stabilization Fund 1,856,700  
 2017 budgeted use of General Fund fund balance (2,867,626)  
 2017 ytd budget amendments affecting General Fund (70,832)  
 Budgeted 12/31/17 General Fund fund balance 2,030,686

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

Per Diem and Expenses

Allen Balog - 7 category 1: 5/17, 5/18, 5/23, 5/24, 5/31, 6/13, 6/14 & 2 category 2: 5/25, 6/7	\$540.00
Kathy Pangle - 5 category 1: 5/17, 5/25, 5/31 x 2, 6/10 & 1 category 2: 6/6	<u>345.00</u>
	\$885.00
Allen Balog	222.04
Kathy Pangle	<u>80.25</u>
	\$302.29

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

Financial Statement as of May 31, 2017

	Year-to-Date	Remaining	Budget Used
Revenue	\$4,698,486.70	\$16,567,234.30	22.09%
Expenses	\$5,131,871.78	\$16,133,849.22	24.13%

It was moved by Commissioner Allen and seconded by Commissioner Pangle to place the report on file. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Chairman Balog stated that the Committee had not met.

Judiciary

Commissioner Dobberteen stated that committee had not met.

Physical Resources

Commissioner Dobberteen stated that the Committee had not met.

Executive/Committee of the Whole

Chairman Balog stated that the minutes were available.

CHAIRMAN'S REPORT

Chairman Balog noted that the facility agreement clock had not started yet and that the County would not release more funds until the State Boundary Commission had a final ruling and legal counsel approved.

Chairman Balog thanked Mr. Verlin and Ms. Smith for the audit report and noted it was Ms. Smith's last meeting. He thanked her for all her work and the budgeting process she had implemented.

COMMISSIONERS' COMMENTS

Commissioner Czajkowski encouraged people to visit Sand Lake and commented on the excellent job that the Parks and Recreation department had done.

Chairman Balog thanked Community Development Coordinator James Hissong for his contributions to the communities in the County noting that he had accepted a position elsewhere.

ADJOURNMENT

At 6:44 p.m., it was moved by Commissioner Pangle and seconded by Commissioner Allen that the St. Joseph County Board of Commissioners adjourn until July 18, 2017 at 5:00 p.m. Motion carried.

-----  
Lindsay Oswald, County Clerk

-----  
Allen J. Balog, Chairman