

Organizational 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 January 6, 2004, at 5:00 p.m.

County Clerk, Pattie S. Bender, acting as Temporary Chairman, called the meeting to order.

The Invocation was given by Commissioner Loudenslager.

The Pledge to the American Flag was given.

The Clerk, Pattie S. Bender, called the roll and the following Commissioners were present:

Eric Shafer	Gerald E. Loudenslager
John W. Bippus	Robin Baker
Monte Bordner	David J. Pueschel
John L. Dobberteen	

Also present were Judy West-Wing, Administrator/Controller, Dan Carey, Finance Director and Charles Cleaver, Human Resources Director.

ELECTION OF CHAIRMAN

The Temporary Chairman stated that nominations were in order for Chairman.

Commissioner Loudenslager nominated Commissioner Dobberteen.

There being no further nominations it was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the nominations be closed and an unanimous ballot cast for Commissioner Dobberteen for Chairman. Motion carried.

ELECTION OF VICE-CHAIRMAN

Chairman Dobberteen assumed the Chair and stated that nominations were in order for Vice-Chairman.

Commissioner Pueschel nominated Commissioner Bordner.

There being no further nominations it was moved by Commissioner Baker and supported by Commissioner Shafer that the nominations be closed and an unanimous ballot cast for Commissioner Bordner for Vice-Chairman. Motion carried.

AGENDA

It was moved by Commissioner Bippus and supported by Commissioner Loudenslager that the agenda be approved. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the minutes for December 16, 2003 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Update, December 19, 2003.
2. Letter from the City of Sturgis, Re: Notice of public hearing on December 17 to consider an Industrial Facilities Exemption Certificate to Vulcan Industries, Inc.
3. Letter from the Michigan Association of Counties, Re: MAC 2004 legislative conference, February 9-10, 2004.
4. Letter from Representative Rick Shaffer, Re: Thank you for resolution in support of postponing the income tax reduction for 2004.

5. Christmas card from Miller Design Group, Inc.
6. Resolution from Livingston County, Re: Opposing House Bill 5145 (amends Michigan's Public Health Code.)
7. Resolution from Hillsdale County, Re: Requesting the State Legislature reviews the funding process of the judicial court by local county governments.
8. Minutes of Commission on Aging Board meeting of November 19, 2003.

It was moved by Commissioner Loudenslager and supported by Commissioner Bordner that the communications be accepted and placed on file. Motion carried.

LIFE INSURANCE AND SICKNESS & ACCIDENT INSURANCE CARRIER

Charles Cleaver stated that 12% to 15% could be saved on a 2 year contract for life insurance and sickness and accident insurance by changing companies. He has done some research and he is recommending that we change from GE Financial Assurance Group to Fort Dearborn. The agent will be Dave Marsh of W.E. English Insurance of Three Rivers/Sturgis. Mr. Cleaver added that this agent submitted the exact same bid with the same company as A.W. Ayres Insurance Company of Sturgis and a drawing was held to determine which company should be selected.

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the Life Insurance and Sickness and Accident Insurance Carrier be Fort Dearborn with Dave Marsh of the W.E. English Insurance Company being the agent.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

LEASE AGREEMENT WITH 911/CENTRAL DISPATCH RENEWAL

Ms. West-Wing recommended approval of a renewal of a lease agreement with Central Dispatch for the land on which the building is located. The lease is for 5 years and Judy Nelson, Equalization Director, estimated the rental value of the land at \$788.

It was moved by Commissioner Bippus and supported by Commissioner Baker that the renewal of the Lease Agreement with 911/Central Dispatch be approved at \$788 per year for 5 years.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

FRIEND OF THE COURT ACCESS AND VISITATION GRANT

Ms. West-Wing stated that the Friend of the Court has been awarded a grant for \$15,000 for the monitored exchange program that the Circuit Court began in cooperation with the Domestic Assault Shelter. The State Court Administrator requires that the Friend of the Court administer the grant contract.

It was moved by Commissioner Baker and supported by Commissioner Bordner that we accept the grant contract in the amount of \$15,000 for the monitored exchange program.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

#### MEETING DATES

It was moved by Commissioner Loudenslager and supported by Commissioner Shafer that the Board meet on the first and third Tuesdays of each month at 5:00 p.m. with two exceptions - Monday, August 2nd and Monday, November 1st. Motion carried.

#### EXECUTIVE COMMITTEE MEETING DATES

It was moved by Commissioner Shafer and supported by Commissioner Bordner that the Executive Committee meet on the Friday before each commission meeting at 8:00 a.m. in the History Room. Motion carried.

#### CLOSED SESSION

It was moved by Commissioner Bordner and supported by Commissioner Loudenslager that the Board go into closed session to discuss POAM contract negotiations.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

#### OPEN SESSION

The Board resumed business in open session.

It was moved by Commissioner Loudenslager and supported by Commissioner Bippus that the negotiations with POAM proceed as discussed in closed session.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

#### DISTRICT HEALTH APPROPRIATION

Commissioner Bippus presented the following resolution:

#### RESOLUTION NO. 1-2004

WHEREAS, St. Joseph County is a member of the Tri-County Board of District Health; and

WHEREAS, St. Joseph County has budgeted \$368,290.00 in 2004 to finance a portion of the Board of District Health; and

WHEREAS, it would be convenient and appropriate to make transfers in an orderly fashion.

NOW, THEREFORE BE IT RESOLVED, that the County Treasurer of St. Joseph County be respectfully directed to make regular and equal transfers for 2004 around the 1<sup>st</sup> of every month in the amount of \$30,690.83 with a final transfer of \$30,690.87.

It was moved by Commissioner Bippus and supported by Commissioner Bordner that the resolution be adopted and 2nd reading waived.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Resolution adopted.

#### FAMILY INDEPENDENCE AGENCY APPROPRIATION

Commissioner Bippus presented the following resolution:

#### RESOLUTION NO. 2-2004

WHEREAS, St. Joseph County appropriates monies for St. Joseph County Family Independence Agency and St. Joseph County Family Independence Agency Child Care; and

WHEREAS, St. Joseph County has budgeted \$14,200.00 for 2004 Family Independence Agency and \$110,000.00 for 2004 Family Independence Agency Child Care.

NOW, THEREFORE BE IT RESOLVED, that the County Treasurer of St. Joseph County be respectfully directed to make the following transfers in 2004: \$110,000.00 for Family Independence Agency Child Care on January 7, 2004 and quarterly transfers in the amount of \$3,550.00 for Family Independence Agency around the first of March, June, September and December, 2004.

It was moved by Commissioner Bippus and supported by Commissioner Loudenslager that the resolution be adopted and 2nd reading waived.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Resolution adopted.

#### NOMINATIONS/APPOINTMENTS

#### Southwest Michigan Substance Abuse Advisory Council

It was moved by Commissioner Bordner and supported by Commissioner Loudenslager that Douglas Lockwood be appointed to the Substance Abuse Advisory Council for a 3 year term to expire January 1, 2007. Motion carried.

#### COMMITTEE REPORTS

#### Law Enforcement

Commissioner Bippus stated that the next meeting of the Law Enforcement Committee would be January 15th at 3:00 p.m. at the Sheriff's Department.

### Judiciary

Commissioner Bordner stated that the next Judiciary Committee Meeting is scheduled for January 14th at noon. Ms. West-Wing stated that she had talked to Chief Judge Michael Cherry today and suggested that the meeting be re-scheduled for February 11th at the same time as most people that attend the Judiciary Committee have been subpoenaed to testify in Judge Noecker's hearing scheduled to begin January 13th. More information to come.

### Physical Resources

Ms. West-Wing stated that there are some HVAC issues at the jail and there is a Physical Resources Committee Meeting scheduled for January 8th at 2:00 p.m.

### Executive Committee

There was no meeting of the Executive Committee held.

### Parks and Recreation

Commissioner Bordner stated that he talked to Parks and Recreation Director, Dave Rachowicz, and he said that the Cade Lake project is moving along rapidly. Most of the excavating is completed and they are progressing well on the restroom building. They have a Parks and Recreation Commission meeting this week.

### Central Dispatch Policy Board

Commissioner Bippus stated that the Central Dispatch Policy Board met this morning and an issue came up concerning the classification of a new position at Central Dispatch. Commissioner Bippus stated that the change in the make up of the committee was discussed at both budget work sessions and he was under the understanding that they were going to discuss this with Attorney Cohl at the work session on February 5th and that the "old" committee should take care of issues before that date. He wondered what the understanding was of the other Board members. Chairman Dobberteen stated that he understood that the new committee was formed and so did Commissioner Bordner. Commissioner Bippus stated that decisions cannot be made during work sessions and if a committee is formed with Commissioners on it then it needs to be approved by the Board at a regular meeting. He said that this is a Board rule and this type of committee that was formed a long time ago was appointed by the Administrator which was correct because there were no Commissioners on the committee and now he sees the Board becoming a part of an administrative function. He stated that this is a complete shift in policy.

Ms. West-Wing stated that all of the requests that she has can wait until after February 5th and Mr. Goldberger, Central Dispatch Director, stated that his could also wait until then.

It was the consensus that this be discussed further at the February 5th worksession.

### Website Committee

Commissioner Shafer stated that the Website Committee met today and essentially Phase II of the website development has been completed. There are a couple of minor things that will be worked on and the committee is going to wait on recommendations on Phase III until after the technology study is completed. He also stated that Flowerfield Township's website is linked to ours and suggested to the other Commissioners that if one of their jurisdictions has a website and would like to be linked to the County's it can be done and they should call the IT department.

### PERSONNEL REPORT

Ms. West-Wing presented the following report:

#### NEW HIRE:

Jody J. Miller has been hired as part-time Telecommunicator at \$7.50/hr. effective January 14, 2004.

#### TEMPORARY/SEASONAL EMPLOYMENT:

Stacey Snider-Perkins to work temporary, part-time for Animal Control at \$7.25/hr. effective January 2, 2004.

Kathy Bennett to work temporary, part-time for Register of Deeds at \$8.00/hr. effective January 6, 2004.

Marilyn Richardson to work temporary, part-time for the Sheriff's Department at \$8.75/hr. effective January 6, 2004.

MISCELLANEOUS:

Michael Haydon, Telecommunicator, change from part time to full time at \$13.57/hr. (6-month step) effective January 13, 2004.

Erin Langworthy change from temporary, part-time to full-time Cartographer at \$11.45/hr. (grade 5, minimum) effective January 20, 2004.

Catherine Wittenberg, part-time Telecommunicator, increase rate of pay to \$8.75/hr. effective January 2, 2004. (Ms. Wittenberg has completed her training.)

Dennis Brandenburg, Sergeant, is on medical leave commencing December 16, 2003 under the Family and Medical Leave Act of 1993.

Chad Spence, Sergeant, was on family leave from December 17 through December 31, 2003 under the Family and Medical Leave Act of 1993.

It was moved by Commissioner Bordner and supported by Commissioner Loudenslager that the personnel report be approved. Motion carried.

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

LOAN:

Short-term loan of \$2,000.00 from General Fund to St. Joseph County Soil Conservation District to be paid back by mid-January 2004.

FROM APPROPRIATION:

\$103,792.00 from Parks and Recreation Appropriation to Parks and Recreation Fund.

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the budget adjustments be approved. Motion carried.

BILLS

Mr. Carey presented the following bills for payment:

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Winter Tax Bond	\$ 3,844.00	\$
Short Term Loan	2,000.00	
Prepaid Expenses	62,441.23	
Prepaid Insurance	66,718.00	
Appropriations	30,500.24	
County Commission	1,531.55	5,738.65
Circuit Court		22,442.00
District Court	1,044.98	78,646.79
Friend of the Court	5,353.34	37,603.73
Jury Commission	99.48	
Probate Court	1,738.20	20,443.42
Juvenile Branch	10,976.82	44,410.27
Appeals Court	4,503.11	1,700.22

GENERAL FUNDEXPENDITURESPAYROLL

Administration	\$		\$	11,964.45
Finance Department		1,289.37		10,870.61
County Clerk				22,649.06
Equalization Department				15,010.47
Human Resources		60.00		3,916.82
Geographic Information Systems		682.50		6,671.63
Prosecutor's Office		2,179.94		39,849.59
Central Services		15,674.04		8,241.94
Register of Deeds		67.15		11,831.96
County Treasurer				15,305.17
Cooperative Extension		917.02		7,037.80
Information Technology		1,835.18		7,653.37
Buildings & Grounds		8,498.31		15,094.00
Courts Building Security		101.55		3,816.40
Drain Commission				3,537.23
Sheriff Department		12,182.87		90,262.23
Sheriff Reserves		1,260.92		
Marine Patrol		103.16		
Jail & Turnkey		25,409.18		97,504.68
Planning Commission		3,112.50		
Emergency Services		125.55		4,540.61
Animal Control		763.98		9,297.24
Board of Public Works		803.36		783.97
Medical Examiners		1,225.00		
Child Care - Probate		6,278.01		926.66
Department of Veterans' Affairs		30.00		
Veterans Services				522.19
Utilities & General Services		25,766.23		
Totals	\$	299,116.77	\$	598,273.16

OTHER FUNDSEXPENDITURESPAYROLL

County Road Commission	\$	611,582.42	\$	
Parks & Recreation		4,010.62		6,399.38
Emergency 911 Service		15,663.80		53,498.89
Central Dispatch - Wireless		4,338.40		1,395.15
Meyer Broadway/Coon Hollow Park		9,479.99		1,844.72
Friend of the Court				1,204.64
Family Counseling		756.25		
Cade Lake Park		1,129.06		
State Court - Caseflow Assistance		125.13		
Waste Management Fund				
County Commission		6,250.00		
Resource Recovery Program		598.08		292.49
Traffic Safety Program Fund		24,947.35		
Economic Development Fund		2,415.55		9,160.46
Register of Deeds Automation Fund		1,187.56		
Victims' Rights Advocate Fund				3,512.16
Community Corrections Advisory Board		5,906.67		4,538.27
Community Corrections Program		690.32		279.90
Drug Law Enforcement Fund		734.97		

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Law Enforcement Fund	\$ 92.59	\$ 21,056.44
Secondary Road Patrol	152.00	8,330.32
Law Library Fund	1,197.80	
Commission on Aging	32,318.37	42,963.12
Community Development Block Grant	1,813.02	
Family Independence Agency	71,061.43	
Child Care - Probate Court	29,717.66	2,987.81
Child Care - Family Independence Agency	11,622.65	
Veterans' Trust Fund	1,087.18	215.30
Facilities Maintenance Fund	3,318.00	
BPW #14 Constantine Village Sewer Construction	2,667.31	
Tax Payment Fund	1,993.50	
Inmate Store	592.65	
Three Rivers Community Center	2,524.14	562.06
COA Gadabouts	10.62	
Long Lake Level Revolving Fund	5.49	
Flexible Benefits Insurance Fund	124,579.22	
Totals	<hr/>	<hr/>
	\$ 974,569.80	\$ 158,241.11
Grand Total	\$ 1,273,686.57	\$ 756,514.27
General Fund Operating Expenditures		
Pre-Authorized	\$299,116.77	
Accounts Payable	0.00	
	\$ 299,116.77	
General Fund Payroll Expenditures	\$ 598,273.16	
Other Funds Operating Expenditures		
Pre-authorized	\$974,569.80	
Accounts Payable	\$ 974,569.80	
Other Funds Payroll Expenditures	<u>158,241.11</u>	
Total Recorded for the Month	\$ 2,030,200.84	

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the bills be approved for payment. Motion carried.

#### CHAIRMAN'S REPORT

Chairman Dobberteen thanked everyone for the vote of confidence of electing him Chairman and he is looking forward to a good year.

#### MISCELLANEOUS

Commissioner Bippus stated that he would be in Florida during the next Commission meeting.

Commissioner Shafer thanked Chairman Dobberteen for being Chairman.

Commissioner Loudenslager congratulated Chairman Dobberteen. He reminded everyone of the MAC Conference to be held February 9th and 10th. He also thanked the Land Resource Centre, the Register of Deeds and the Courthouse Girls for the wonderful Christmas luncheon.

Commissioner Bordner congratulated Chairman Dobberteen and stated that he is looking forward to another year of positive changes.

ADJOURNMENT

It was moved by Commissioner Loudenslager and supported by Commissioner Bordner that the St. Joseph County Board of Commissioners adjourn until January 20, 2004 at 5:00 p.m. Motion carried.

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Pattie S. Bender, County Clerk

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John L. Dobberteen, Chairman