

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 January 15, 2013 at 5:00 p.m.

Chairman John L. Dobberteen called the meeting to order.

The Invocation was given by Commissioner Balog.

The Pledge to the American Flag was given.

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

Allen Balog  
Robin Baker

Donald Eaton  
John L. Dobberteen

Absent: Rick Shaffer

Also present were Judy West-Wing, Administrator/Controller, Joni Smith, Finance Director and Elishia Arver, Human Resources Director.

#### AGENDA

Chairman Dobberteen requested that a request from the Prosecutor to fill a vacant Assistant Prosecutor's position be added to the agenda.

It was moved by Commissioner Baker supported by Commissioner Eaton that the agenda be approved as amended. Motion carried.

#### MINUTES APPROVED

It was moved by Commissioner Baker and supported by Commissioner Eaton that the minutes for January 2, 2013 be approved. Motion carried.

#### COMMUNICATIONS

1. Letter from Judith Ratering, County Treasurer, Re: Consistent with PA 211 of 2007, the County Treasurer has a valid bond of not less than \$1,000,000.
2. Investment Activity reports from Judith Ratering, County Treasurer for October, November and December 2012 in compliance with PA 213 of 2007.

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

#### CITIZENS COMMENTS

Robert Holt, 30440 Lafayette, Sturgis requested that a public hearing be held on the Sturgis Senior Center Project.

#### ROAD COMMISSION UPDATE

Commissioner Shaffer was present at this time.

John Bippus, Chairman of the Road Commission, gave an update including a power point presentation regarding plans for road and bridge construction. He also spoke about their new equipment and equipment that they share with Cass County. He remarked that their joint venture with Cass County is going very well.

Also, present were Christopher Bolt, Engineer-Manager/CEO; John Lindsay, Shop Foreman; Rick Anderson and Eric Shafer, Road Commissioners; and Julie Mayuiers, Clerk of the Road Commission.

They work with townships to determine road priorities and their engineering department is putting together a three-year plan.

Progress Reports on projects are completed daily by the area foreman. They have established Workplace Improvement Committees with Mr. Bolt leading the charge.

They have service requests (formerly complaints) for the public to complete. Each one submitted will be answered.

This past year they did some community outreach and had a presence at the fair. They also spoke about safety to the Hoppin Elementary students in Three Rivers.

He showed an image of a boat launch in Cass County that was built by the Road Commission with the permission of the property owner. This was installed adjacent to a bridge that was also built by the Road Commission. Mr. Bippus stated that he would like to see more cooperation like this in St. Joseph County too.

They now have 11 wing plows which actually causes less damage to mail boxes; and they hope to increase these to 14 in the next year or two.

Mr. Bippus mentioned that costs continue to rise while revenues decrease.

They have joint Board meetings with Cass County on a quarterly basis.

Commissioner Shaffer thanked the Road Commission for the great job that they do and he thinks that the agreement with Cass County is a good idea and he also suggested that the Legislature may pass legislation that would allow for district-wide cooperation.

It was moved by Commissioner Shaffer and supported by Commissioner Baker that the Road Commission update be accepted. Motion carried.

#### REQUEST TO FILL VACANT FRIEND OF THE COURT ACCOUNT CLERK POSITION

It was moved by Commissioner Baker and supported by Commissioner Eaton that the vacant Friend of the Court Account Clerk position be filled. Motion carried.

#### REQUEST TO FILL VACANT CORRECTIONS OFFICER POSITION

It was moved by Commissioner Eaton and supported by Commissioner Baker that the vacant Corrections Officer position be filled. Motion carried.

#### REQUEST TO FILL VACANT DEPUTY DISTRICT COURT CLERK POSITION

It was moved by Commissioner Eaton and supported by Commissioner Baker that the vacant Deputy District Court Clerk position be filled. Motion carried.

#### REQUEST TO FILL VACANT ASSISTANT PROSECUTOR'S POSITION

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the vacant Assistant Prosecutor's position be filled. Motion carried.

#### 2012 AUDIT ENGAGEMENT LETTER WITH REHMANN ROBSON

Ms. West-Wing presented the audit engagement letter with Rehmann Robson.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the 2012 Audit Engagement Letter with Rehmann Robson be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

LIST OF AUTHORIZED DEPOSITORIES FROM THE COUNTY TREASURER

Ms. West-Wing stated that according to the County's Investment Policy the Board of Commissioners is to approve a list of depositories presented by the County Treasurer.

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the list of authorized depositories submitted by the County Treasurer be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

EMPLOYMENT AGREEMENT WITH LINDSAY HOWES, GRANT WRITER

Ms. West-Wing recommended approval of the employment agreement with Lindsay Howes who will begin as Grant Writer on February 5, 2013.

It was moved by Commissioner Eaton and supported by Commissioner Balog that the employment agreement with Lindsay Howes, Grant Writer be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

REQUEST TO USE COUNTY PROPERTY FOR COVERED BRIDGE DAYS

It was moved by Commissioner Eaton and supported by Commissioner Baker that the request to use County property for Covered Bridge Days on June 21 and 22, 2013 be approved. Motion carried.

ADVOCATE DOG OWNERSHIP AND USE AGREEMENT

Ms. West-Wing presented the Advocate Dog Ownership and Use Agreement as prepared by the Prosecuting Attorney.

It was moved by Commissioner Balog and supported by Commissioner Eaton that the Advocate Dog Ownership and Use Agreement be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Baker stated that the committee had not met.

Judiciary

Commissioner Eaton stated that the committee had not met.

Physical Resources

Commissioner Balog stated that the committee had not met.

Executive Committee

The Executive Committee met on January 11, 2013 and Commissioner Baker would answer any questions that anyone may have.

Other

Commissioner Eaton stated that Judith Ratering, County Treasurer, is doing a tremendous job. She is very cognizant of protecting the County's finances.

Animal Advisory Committee

Commissioner Shaffer stated that there are 3 vacancies on the Animal Advisory Committee and if anyone knows of any individuals that would be interested in serving they should have them fill out the Citizens' Interest Form.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

RETIREMENT:

Larry Diekman, Corrections Officer, will retire effective January 14, 2013.

DISMISSAL:

Ashley Brewer, Deputy District Court Clerk, was suspended with pay effective December 17, 2012 through January 2, 2013. Ms. Brewer has been dismissed effective January 2, 2013.

RESIGNATION:

Cody Johncock, part-time Telecommunicator, has resigned effective January 2, 2013.

Natasha Pattanshetti, Assistant Prosecuting Attorney I, has resigned effective February 1, 2013.

NEW HIRE:

Cynthia Mostrom has been hired as Deputy District Court Clerk at \$13.46/hr. (Soltysiak system, grade 5, minimum) effective January 29, 2013.

Lindsay Howes has been hired as Grant Writer at \$50,000/yr. (employment agreement) effective February 5, 2013.

Tommy L. Young has been hired as Sub Driver – HDM & Bulk at \$9.19/hr. (COA system, grade 2, minimum) effective January 4, 2013.

Timothy C. Large has been hired as Sub Driver-HDM & Bulk at \$9.19/hr. (COA system, grade 2 minimum) effective January 14, 2013.

MISCELLANEOUS:

Cody Back will change from part-time to full-time Corrections Officer at \$17.71/hr. effective January 15, 2013.

Increase the rate of pay for the following part-time employees effective January 2, 2013: Bernice Metzger from \$9.25/hr. to \$9.50/hr.

Kirk Graham from \$7.50/hr. to \$7.75/hr. (office); from \$8.50/hr. to \$8.75/hr. (road)

Jacqueline Diekman from \$7.50/hr. to \$7.75/hr.

Alex Milliman from \$7.50/hr. to \$7.75/hr.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the Personnel Report be approved. Motion carried.

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET AMENDMENT:

DECREASE GENERAL FUND CONTINGENCY:

Line item 101-890-941.000 (Contingency) \$ 812.00

INCREASE FRIEND OF THE COURT’S BUDGET:

Line item 101-141-984.000 (Computer Hardware) \$ 812.00

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

FINANCE DIRECTOR’S REPORT

Mrs. Smith stated that normally the financial statements for the prior month would be presented today but because of the end of the year she would only report per diem and expense tonight.

Per Diem

Robin Baker - 5 half days 12/19 x 2 & 12/20/12, 1/9 & 1/11/13	\$ 250.00
Allen Balog - 3 half days 12/19/12 & 1/8 & 1/11/13 & 1 full day 1/9/13	245.00
John Dobberteen - 5 half days 12/19/12 x 2, 1/3, 1/11 & 1/14/13	<u>250.00</u>
	\$ 745.00

Expenses

Robin Baker	\$ 88.13
Allen Balog	73.31
John Dobberteen	<u>46.90</u>
	\$ 208.34

It was moved by Commissioner Baker and supported by Commissioner Shaffer that the per diem and expenses be approved. Motion carried.

CHAIRMAN’S REPORT

Chairman Dobberteen presented the following committee assignments:

- CHAPLAIN - Shaffer
- PARLIAMENTARIAN - Dobberteen
- RESOLUTIONS - Shaffer

STANDING COMMITTEES:

- Executive Committee (Committee of the Whole) – All Commissioners
- Law Enforcement – Baker (Chair), Eaton
- Judiciary – Eaton (Chair), Balog, Baker
- Physical Resources - Balog (Chair), Dobberteen

SPECIAL COMMITTEES:

Local Emergency Planning Committee - Baker  
Federal Emergency Management Act/Homeland Security – Dobberteen, Baker  
S.M.A.R.T. Committee - Baker (All Commissioners Welcome)  
Regional Solid Waste - Dobberteen, Balog  
Colon Lake Board - Eaton  
U.S. 131 Area Development Association - Balog  
U.S. 131 Corridor Master Plan - Baker, Shaffer  
Farmland and Open Space Preservation - Dobberteen  
Website Development Committee - Dobberteen  
Homeland Security Planning Committee - Dobberteen  
Local Planning Team - Homeland Security Grant Program - Dobberteen  
County Agricultural Preservation Board - Eaton  
City of Sturgis Tax Increment Financing Authority Board - Dobberteen  
County Finance (created 1/18/11) - Dobberteen, Eaton  
Access to Community Healthcare (created 2/21/12) - Baker, Shaffer

COMMISSION LIAISONS:

Soil Conservation - Baker  
Road Commission - Balog  
Resource Conservation and Development - Eaton  
Department of Human Services - Dobberteen  
MSU Extension - Dobberteen

ADDITIONAL SPECIAL COMMITTEES:

(Not Appointed by Board of Commissioners)  
M.A.C. - Human Services Committee - Dobberteen  
Child Death Review - Baker  
M.A.C. - Judiciary Committee - Baker

BOARDS AND COMMISSION APPOINTMENTS:

Community Health Agency - Baker, Balog **Note: Reduced to 2 commissioners per resolution 12/4/12**  
Parks and Recreation - Shaffer, Dobberteen  
Area Agency on Aging Advisory Council - Balog  
Board of Public Works - Eaton  
Planning Commission - Shaffer  
Mental Health - Baker, Eaton  
County Solid Waste - Dobberteen  
Community Corrections - Baker  
Economic Development Corp. - Dobberteen  
E-911 Central Dispatch - Baker  
Commission on Aging - Balog  
Human Services Commission - Dobberteen  
Investment Advisory Committee - Eaton  
Groundwater Stewardship - Eaton  
Comprehensive Traffic Safety Commission - Baker  
Community Action - Shaffer  
Substance Abuse Advisory Council - Dobberteen  
Transportation Authority Board - Balog  
Workforce Development Board - Baker  
Animal Control Advisory Board (created 6/21/11) - Shaffer  
Southcentral Michigan Planning Council (created 8/6/12) - Shaffer

Commissioner Baker

Law Enforcement (Chair)  
Judiciary  
Local Emergency Planning Committee  
FEMA/Homeland Security  
S.M.A.R.T. Committee  
U.S. 131 Corridor Master Plan  
Access to Community Healthcare  
Soil Conservation  
Community Health Agency  
Mental Health  
Community Corrections  
E-911 Central Dispatch  
Comprehensive Traffic Safety Commission  
Workforce Development Board

Commissioner Balog

Judiciary  
Physical Resources (Chair)  
Regional Solid Waste  
U.S. 131 Area Development Association  
Road Commission  
Community Health Agency  
Area Agency on Aging Advisory Council  
Commission on Aging  
Transportation Authority Board

Commissioner Dobberteen  
Physical Resources  
FEMA/Homeland Security  
Regional Solid Waste  
Farmland & Open Space Preservation  
Website Development Committee  
Homeland Security Planning Committee  
Local Planning Team-Homeland Security Grant  
City of Sturgis Tax Authority Board  
County Finance  
Department of Human Services  
MSU Extension  
Parks and Recreation Commission  
County Solid Waste Committee  
Economic Development Corp.  
Human Services Commission  
Substance Abuse Advisory Council

Commissioner Eaton  
Law Enforcement  
Judiciary (Chair)  
Colon Lake Board  
County Agricultural Preservation Board  
County Finance  
Resource Conservation and Development  
Board of Public Works  
  
Mental Health  
Investment Advisory Committee  
Groundwater Stewardship

Commissioner Shaffer  
U.S. 131 Corridor Master Plan  
Access to Community Healthcare  
Parks and Recreation Commission  
Planning Commission  
Community Action  
Animal Control Advisory Board  
Southcentral Michigan Planning Council

It was moved by Commissioner Shaffer and supported by Commissioner Balog that the committee assignments be approved. Motion carried.

#### WORK SESSION

Ms. West-Wing stated that the work session date has not yet been confirmed.

#### PRESENTATIONS

Chairman Dobberteen exited the dais and asked Commissioner Shaffer to do the same. Chairman Dobberteen presented him with a 2011-2012 sticker to be added to Commissioner Shaffer's gavel that was previously given to him denoting his years of service as Chairman of the Board.

Chairman Dobberteen then asked the rest of the Commissioners to come down in front and also invited former Commissioners John Bippus; Eric Shafer and Larry Walton and the County Clerk to join them. He then proceeded to present an engraved watch from the Commissioners to Judy West-Wing who is retiring on January 23rd after 30 years of service, the last 20+ as Administrator/Controller. He stated that the Commission is very grateful for her years of service; she has done tremendous things; noting that this County has done many things that other counties have not, one of them making sure that our County is very fiscally sound. Ms. West-Wing was very surprised and thanked the Commissioners for the gift.

#### CITIZENS' COMMENTS

Road Commissioner Rick Anderson thanked the Board of Commissioners for appointing him in December to his second term on the Road Commission.

Linda Baker, who will own the advocate dog, thanked the Board for approving the agreement regarding the dog. She believes that it will enhance services to the citizens by having available the calming presence of a dog for those that may be apprehensive or scared about testifying regarding a court case.

#### COMMISSIONERS' AND CLERK'S COMMENTS

Commissioner Eaton thanked the Road Commission for the great job that they do; he believes that the advocate dog agreement is a very good thing; and gave his heartfelt thanks to Ms. West-Wing.

Commissioner Balog stated that he is looking forward to being the Board of Commissioners' liaison to the folks from the Road Commission and is looking forward to attending the meetings.

Commissioner Shaffer thanked Linda Baker regarding the dog advocate. He also stated that it has been a privilege to work with Ms. West-Wing. He remembers in 1991 when he was one of 5 out of 7 new Commissioners and her policy was always moving the Commission forward.

The Clerk commented that she was the one that called Ms. West-Wing back in 1982 to ask her to come to work here as the Purchasing Director and that is when her career with the County began. She stated that they have become friends and that she will be missed.

Commissioner Baker wished Ms. West-Wing the best and remarked that she has assisted and taught him a lot.

ADJOURNMENT

It was moved by Commissioner Shaffer and supported by Commissioner Baker that the meeting be adjourned until February 5, 2013 at 5:00 p.m. Motion carried.

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Pattie S. Bender, County Clerk

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John L. Dobberteen, Chairman