

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 18, 2005, at 5:00 p.m.

Chairman Monte Bordner 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.

AGENDA

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

MINUTES APPROVED

It was moved by Commissioner Dobberteen and supported by Commissioner Pueschel that the minutes for January 4, 2005 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Updates, January 7 and January 14, 2005.
2. Letter from Western Michigan Legal Services, Re: Media Release on free legal aid becoming more accessible to low-income and elderly western Michigan residents.
3. Letter from Newaygo County Commissioner Rosswell Fulton, Jr., Re: Announcing his candidacy for the Director-at-Large position at Michigan Association of Counties.
4. Minutes of Southwest Michigan Substance Abuse Advisory Council meeting of November 15, 2004.
5. Minutes of Community Action Agency Board of Director's meeting of December 20, 2004.
6. Newsletter from St. Joseph River Basin Commission – Winter 2004.

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

CITIZENS COMMENTS

Steve Siegelin, MSUE Director, stated that the process has begun to find a replacement for him. The internal posting went up last Friday and the application process will run until January 31, 2005. Then the process will continue on the outside and the applications will probably remain open through February. In the interim Maury Kaercher will be filling in as Acting Director. He is the area Livestock Agent and has been located here for a year and a half.

Mr. Kaercher stated that he is looking forward to his tenure here. His roots are in St. Joseph and Kalamazoo Counties. He also mentioned the reception honoring Mr. Siegelin will be held on January 25th from 2:00 p.m. to 5:00 p.m. at the MSU Extension Office.

JAIL PROJECT CHANGE ORDER

Ms. West-Wing recommended approval of the 6th Jail Project Change Order. This is for 21 items and totals \$34,812.

It was moved by Commissioner Dobberteen and supported by Commissioner Bippus that the Jail Project Change Order #6 for \$34,812 be approved.

Commissioner Dobberteen stated that the entire project would have been completed close to budget if the HVAC portion of the project had not been botched. Contractor's, Brussee/Brady, continued with the project and have done a fine job.

Commissioner Shafer agreed that he is happy that Brussee/Brady continued even with the complications caused by the architect. He is comfortable with these changes.

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.

VETERANS SERVICES' REPORT

Diana Fair who took over the Veterans Services in April of 2004 gave a report on the activities since that time. She knew very little about the program and at the beginning she set 3 goals and those were to get training and learn to know what services she could offer, promote the services that they have to offer and to serve veterans timely and respectfully.

Most of the veterans are World War II and Vietnam Veterans.

Some Vietnam veterans are coming into the office for services because of the affects of Agent Orange.

She has had 3 that served in Iraq that were interested in G.I. benefits to go to college.

The Veterans Trust Fund Board meets monthly and assists veterans with utility bills and helps with rent so that the veteran is not evicted.

The Veterans Affairs Board meets twice a year to discuss burial requests. They approved 8 in October and their next meeting is in March.

Jim Topps from the Michigan Veterans Trust Fund has been very helpful and he handles the difficult cases.

Mrs. Fair stated that the veterans are very gracious and kind and give her time to find answers for them. She stated that it is the most rewarding job that she has ever had because the veterans are so grateful.

Commissioner Dobberteen thanked Mrs. Fair for her professionalism and told her that she has done a commendable job. He has talked to veterans and they are grateful that she is there offering services to them.

Chairman Bordner thanked Mrs. Fair for taking on the job especially when she did not realize the tasks that would be involved. He has touted the St. Joseph County MSUE throughout the State for their "can do" attitude because of the educational opportunities that they have and for their continued outreach to the community.

It was moved by Commissioner Dobberteen and supported by Commissioner Shafer that the Veterans Services Report be accepted and placed on file. Motion carried.

ROAD COMMISSION

St. Joseph County Road Engineer/Manager, Bruce Jones, was present at the request of the Board of Commissioners to answer any questions that anyone may have.

Chairman Bordner asked what the criteria was that Mr. Jones uses for plowing the roads. Chairman Bordner stated that he has received many phone calls regarding when and if roads were going to be plowed. He believes that it is a slap in the face to voters, who renewed the 1 mill road millage for 10 years, that the roads are not cleared.

Mr. Jones explained how he makes the judgment call whether or not to plow the roads. He and his 3 foremen travel the roads and if they have no problems traveling them then they are likely not going to plow. He receives input from the foremen and then makes the final decision.

Recent specific dates were discussed and Chairman Bordner stated that he would like the constituency to call Mr. Jones instead of him as comments need to be directed to the correct body.

Commissioner Bippus appreciated Mr. Jones coming to the meeting and realizes that he has a tough job.

Commissioner Dobberteen stated that he does not expect every road should be plowed by 10:00 a.m. but at the least the main ones should be.

Commissioner Pueschel stated that things need to be looked at differently today than they were 40 years ago. He stated the best we are not. The citizens want and expect more and we have to do a better job.

Chairman Bordner thanked Mr. Jones and Don Lancaster, Chairman of the Road Commission, for coming to the meeting this evening. He would hope that these thoughts would be taken back to the Road Commission for solutions.

Commissioner Loudenslager thanked Mr. Jones and Mr. Lancaster for coming. He believes that the Board of Commissioner's liaison to the Road Commission should be taking care of this issue as the Board of Commissioners have enough business to take care of without the Road Commission's business.

DRAIN COMMISSIONER'S REQUEST FOR LOAN

Ms. West-Wing stated that the Drain Commissioner is requesting a loan for \$75,000 for the drain revolving fund so that he can pay bills and keep projects moving. Eventually they will get to the assessment mode so that the taxpayers in the special assessment district, when established, will begin to pay.

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the \$75,000 loan from the General Fund to the Drain Revolving Fund be approved.

Commissioner Bippus asked if there was any interest on any previous loans. Ms. West-Wing stated that the \$100,000 already transferred from the General Fund to the Drain Commissioner's Revolving Fund was not a loan and will not be paid back.

Drain Commissioner, David Hassenger, stated that he thought that it would be 18 months to 2 years to pay the \$75,000 back.

Commissioners Dobberteen and Loudenslager concurred that the motion should be amended to add that it shall be paid back in 30 months. Commissioner Bippus asked what the consequences were for non-compliance.

Commissioner Shafer asked if the interest on the loan will be assessed to the people in the district. The answer was yes.

Chairman Bordner restated the motion to say that \$75,000 would be loaned from the General Fund to the Drain Commissioner's Revolving Fund for 30 months at 5% interest.

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.

ADDENDUM TO EMPLOYMENT AGREEMENT WITH PATRICIA KANE (JAIL MEDICAL SERVICES)

Ms. West-Wing recommended approval of an Addendum to the Employment Agreement with Patricia Kane for Jail Medical Services. The addendum would increase her salary 3% to \$62,689 and is effective January 6, 2005.

It was moved by Commissioner Dobberteen and supported by Commissioner Baker that the Addendum to Employment Agreement with Patricia Kane be approved.

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.

REQUEST TO FILL VACANT DISTRICT COURT DEPUTY CLERK POSITION

Ms. West-Wing stated that a request had been received from District Court to fill a soon to be vacant Deputy Clerk position due to the retirement of Ruth Moyer. This was discussed at Executive Committee last Friday and because e-citation may be coming in the near future that this position could be affected so a letter with an understanding to reevaluate this position in the future was sent to Judge Welty. He responded saying that he understood and that he tries to run the Court with the least possible staff.

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the soon to be vacant District Court Deputy Clerk’s position be filled according to the provisions stated in the letter from the Administrator to Judge Welty.

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.

REMONUMENTATION FEES

Revised Fee Schedule

Ms. West-Wing stated that Wayne Mostrom, County Surveyor, recommended the following fee increases for the Remonumentation Program:

<u>Standard:</u>	<u>2004</u>	<u>2005</u>	<u>2005 % Increase</u>
Research	\$175.00	\$190.00	9
Field Investigation	\$420.00	\$450.00	9
Setting Monument	\$320.00	\$340.00	6
<u>Exceptions:</u>			
Road/Open Field Traverse	\$.09/FT	\$.10/FT	10
Woodlot/Westland Traverse	\$.15/FT	\$.17/FT	12
Set Monument Box (in gravel or asphalt rdwy.)	\$ 55.00	\$ 60.00	8
Set Mon. Box in Conc. Rdwy.	\$470.00	\$500.00	6
Rental Equipment for Excavation	Cost	Cost	
Std. Mon. on Private Survey	\$375.00	\$500.00	25

Corner Maintenance	\$285.00	\$300.00	5
Global Positioning (GPS)	\$240.00	\$300.00	0
<u>Administration - Co. Rep:</u>			
Co-Ord. of Program	\$2,200/YR	\$2,700/YR	19

It was moved by Commissioner Bippus and supported by Commissioner Dobberteen that the proposed schedule for fee increase for the Remonumentation Program be approved.

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.

County Administrative Fee

Ms. West-Wing stated that \$1,000 for data base updating and other tasks performed by the Remonumentation Administrator, Lotta Jarnefelt, can also be charged. This is all a part of the grant.

It was moved by Commissioner Dobberteen and supported by Commissioner Shafer that the County Administrative Fee of \$1,000 be approved for the administration of the Remonumentation 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.

SET PUBLIC HEARING FOR FARMLAND PRESERVATION ORDINANCE

It was moved by Commissioner Pueschel and supported by Commissioner Shafer that a public hearing be held on February 1, 2005 at 5:15 p.m. on the Farmland Preservation Ordinance. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Dobberteen stated that the Law Enforcement Committee had not met.

Judiciary

Chairman Bordner stated that the Judiciary Committee met on January 12th and a few items discussed were the Juvenile Court Collections that were up \$13,000 to \$102,797 and that the group understands that the County is under tight budget constraints.

Physical Resources

Commissioner Bippus stated that there was no report from the Physical Resources Committee.

Executive Committee

Commissioner Dobberteen stated that all but Commissioner Bippus were at the Executive Committee on January 14th. The minutes had been distributed and he would answer any questions that Commissioner Bippus would have.

Website

Commissioner Shafer stated that the Website Committee met today and are continuing to review the Technology Survey and believes that it is time to have the Commissioners discuss, in a work session, where the County wants to go with these issues.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

NEW HIRE:

Cynthia Custard has been hired as District Court Deputy Clerk at \$10.80/hr. (Soltysiak system, grade 4, new hire) effective January 18, 2005.

John H. Pence has been hired as Parks and Recreation Director at \$40,779.00 (Rye system, grade 8, step 3) effective January 31, 2005. (Pending satisfactory background verification.)

RETIREMENT:

Ruth Moyer, Senior District Court Deputy Clerk, will retire effective March 2, 2005.

MISCELLANEOUS:

Kathryn Bennett has been hired as part-time Deputy Treasurer at \$11.79/hr. (Soltysiak system, grade 5, new hire) effective January 11, 2005.

SEASONAL/TEMPORARY EMPLOYMENT:

Marilyn Richardson to work temporary, part-time for Circuit Court at \$8.75/hr. effective January 18, 2005.

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

FROM APPROPRIATION:

\$30,000.00 from Probate Child Care Appropriation to Probate Child Care Fund.

BUDGET ADJUSTMENTS:

DECREASE REGISTER OF DEEDS' TECHNOLOGY FUND:

Line item 256-236-941.000 (Contingency) \$ 2,000.00

INCREASE REGISTER OF DEEDS' TECHNOLOGY FUND:

Line item 256-236-984.000 (Computer Hardware) \$ 2,000.00

DECREASE GENERAL FUND CONTINGENCY:

Line item 101-890-941.000 (Contingency) \$ 4,780.00

INCREASE TREASURER'S BUDGET:

Line item 101-253-984.000 (Computer Hardware) \$ 1,912.00

INCREASE REGISTER OF DEEDS' BUDGET:

Line item 101-225-984.000 (Computer Hardware) \$ 2,868.00

INCREASE WASTE MANAGEMENT FUND REVENUE:

Line item 227-101-676.000 (Use of Fund Balance) \$20,000.00

INCREASE WASTE MANAGEMENT FUND EXPENSE:

Line item 227-101-882.010 (Donations) \$20,000.00

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

FINANCE DIRECTOR'S REPORT

Per Diem

Robin Baker – 6 half days 12/22/04, 1/5, 1/11, 1/12, 1/13 & 1/14/04 & 2 full days 1/6 & 1/10/05	\$ 490.00
Monte Bordner – 7 half days 12/29/04, 1/10 x 2, 1/11, 1/12, 1/14 & 1/18/05 & 3 full days 1/6, 1/7 & 1/10/05	635.00
John Dobberteen – 8 half days 12/22 x 2, 1/11, 1/12, 1/14 x 2, 1/16 & 1/17/05	400.00
Gerald Loudenslager – 3 half days 1/11, 1/12 & 1/14/05 & 1 full day 1/10/05	245.00
David Pueschel – 2 half days 1/11 & 1/14/05	100.00
Eric Shafer – 4 half days 1/17, 1/12, 1/14 & 1/18/05 & 1 full day 1/6/05	<u>295.00</u>
	\$2,165.00

Expenses

Robin Baker	\$ 152.85
Monte Bordner	153.17
John Dobberteen	49.82
Gerald Loudenslager	39.58
David Pueschel	12.96
Eric Shafer	<u>46.58</u>
	\$ 454.96

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

Financial Report

Mr. Carey stated that they are still closing books for 2004, making adjustments and getting ready for the auditors and the unaudited financial report for 2004 should be ready by the next meeting.

MDOT

Commissioner Baker stated that there is a very important meeting with officials from MDOT on March 29th concerning the U.S. 131 corridor. The budget has been completed through 2005 and they are now working on the budgets through 2010.

Chairman Bordner added that we need to be prepared for this meeting;

COMMITTEE ASSIGNMENTS

Chairman Bordner proposed the following committee assignments:

- CHAPLAIN - Pueschel
- PARLIAMENTARIAN - Dobberteen
- RESOLUTIONS - Shafer

STANDING COMMITTEES:

- Executive Committee - Bordner (Chair), Bippus, Dobberteen
- Law Enforcement - Dobberteen (Chair), Loudenslager, Pueschel
- Judiciary - Baker (Chair), Dobberteen, Shafer
- Physical Resources - Shafer (Chair), Bippus, Bordner

SPECIAL COMMITTEES:

- Local Emergency Planning Committee - Loudenslager
- Federal Emergency Management Act – Bordner, Bippus
- Key Person - Dobberteen
- Regional Solid Waste – Dobberteen, Shafer
- Colon Lake Board - Loudenslager
- Fish Lake Board - Loudenslager

U.S. 131 Area Development Association - Baker
 U.S. 131 Corridor Master Plan - Baker, Shafer
 Farmland and Open Space Preservation – Pueschel
 Website Development Committee – Shafer
 Update Board Rules Committee – Shafer (Chair), Bordner, Dobberteen

COMMISSION LIAISONS:

Soil Conservation - Pueschel
 Road Commission - Baker
 Resource Conservation and Development - Bordner
 Family Independence Agency - Loudenslager
 Criminal Justice - Loudenslager
 MSU Extension - Pueschel

BOARDS AND COMMISSION APPOINTMENTS:

District Health - Baker, Bordner, Pueschel
 Parks and Recreation - Bordner, Shafer
 Area Agency on Aging Advisory Council - Loudenslager
 Board of Public Works - Loudenslager
 Retirement - Bippus, Bordner
 Planning Commission - Shafer
 Mental Health - Baker, Dobberteen, Pueschel
 County Solid Waste - Dobberteen
 Community Corrections - Loudenslager
 Economic Development Corp. - Bordner
 E-911 Central Dispatch - Bippus
 Commission on Aging - Shafer
 Human Services Commission - Bordner, Dobberteen, Shafer
 School to Work - Baker
 Investment Advisory Committee - Bippus
 Groundwater Stewardship - Pueschel
 Comprehensive Traffic Safety Commission - Baker
 Community Action Agency - Bordner
 Substance Abuse Advisory Council - Bordner
 Transportation Authority Board - Dobberteen
 Workforce Development Board - Baker

Commissioner Loudenslager

Board of Public Works
 Law Enforcement
 Criminal Justice
 Community Corrections
 Family Independence Agency
 Colon Lake Board
 Fish Lake Board
 Area Agency on Aging Advisory Council
 Local Emergency Planning Committee

Commissioner Bordner

Executive Committee (Chair)
 Physical Resources
 Resource Conservation and Development
 Parks and Recreation
 District Health
 Community Action Agency
 Federal Emergency Management
 Substance Abuse Advisory Council
 Economic Development
 Retirement Board
 Human Services Commission
 Update Board Rules Committee

Commissioner Bippus

Executive Committee
 Physical Resources
 Investment Advisory
 Retirement Board
 911 Central Dispatch
 Federal Emergency Management

Commissioner Shafer

Physical Resources (Chair)
 Judiciary Committee
 Commission on Aging
 Parks and Recreation
 U.S. 131 Corridor Master Plan
 Planning Commission
 Regional Solid Waste
 Human Services Commission
 Update Board Rules Committee (Chair)
 Website Development Committee

Commissioner Dobberteen
Executive
Law Enforcement (Chair)
Judiciary Committee
Human Services Commission
County Solid Waste
Keyperson
Regional Solid Waste
Mental Health
Transportation Authority
Update Board Rules Committee

Commissioner Baker
Judiciary Committee (Chair)
Workforce Development
Mental Health
County Road Commission
Comprehensive Traffic Safety Committee
U.S. 131 Area Development Association
U.S. 131 Corridor Master Plan
District Health
School To Work

Commissioner Pueschel
Law Enforcement
MSU Extension
District Health
Mental Health
Soil Conservation
Groundwater Stewardship
Farmland and Open Space Preservation

It was moved by Commissioner Bippus and supported by Commissioner Baker that the committee assignments as proposed be approved. Motion carried.

District Health Appointments

It was moved by Commissioner Bippus and supported by Commissioner Dobberteen that Robin Baker, David Pueschel and Monte Bordner be nominated and appointed to the District Health Board for a term to expire December 31, 2005. Motion carried.

MISCELLANEOUS

Commissioner Pueschel stated that he has read the Address Ordinance and told everyone to be careful on the roads.

Commissioner Dobberteen stated that he attended the Martin Luther King, Jr., services on Sunday and stated that it was an honor to be there.

WORK SESSION

A work session was scheduled for February 8th at 3:00 p.m.

ADJOURNMENT

It was moved by Commissioner Dobberteen and supported by Commissioner Bippus that the St. Joseph County Board of Commissioners adjourn until February 1, 2005 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

Monte Bordner, Chairman