

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 20, 2015, at 5:00 p.m.

Chairman Dobberteen called the meeting to order.

The Invocation was given by Commissioner Shaffer.

The Pledge to the American Flag was given.

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

Allen J. Balog	Donald Eaton
Rick Shaffer	Robin Baker
John L. Dobberteen	

Also present were Pat Yoder, Administrator/Controller, Joni Smith, Finance Director and Teresa Doehring, Human Resource Director.

AGENDA

Chairman Dobberteen stated that a MSUE Update by Julie Pioch would be added to the agenda under new business.

It was moved by Commissioner Balog and 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 6, 2015 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; and per PA 213 of 2007, copy of quarterly investment reports for October through December 2014.
2. Letter from Beverly Levett, Re: Resignation from the Animal Control Advisory Board.
3. Minutes of the Commission on Aging Board meeting of December 17, 2014.
4. Newsletter from Southwest Michigan Land Conservancy – Winter 2014-15.

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

CITIZEN COMMENTS

Rebecca Shank, 385 S. Washington, Constantine stated that there is an article in the Southwest Michigan Land Conservancy that speaks to a new proposal to preserve wetlands. This may affect an area of land in the Constantine/Three Rivers area called “Purgatory.” She stated that there is also a meeting on January 27, 2015 at 7:00 p.m. at Camp Eberhart to talk about ideas to protect our area for the benefit of conservation and economic recreational opportunities.

PARKS AND RECREATION

Jaymes MacDonald, Parks and Recreation Director, stated that he and staff recently built 2 boardwalks for Cade Lake and he would like to connect them to 2 E-Z docks. He stated that their life expectancy is between 30 and 50 years and is requesting that they be purchased for \$9,566.16.

It was moved by Commissioner Shaffer and supported by Commissioner Balog that 2 E-Z docks be purchased for Cade Lake for a total cost of \$9,566.16. Motion carried.

Mr. MacDonald requested funding in the amount of \$5,000 to add staff for the summer months at Nottawa Township Park.

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the request for \$5,000 be approved for additional staff at Nottawa Township Park. Motion carried.

Mr. MacDonald also requested funding to purchase two MDOT signs to be placed at the corner of M-66 and U.S. 12.

It was moved by Commissioner Shaffer and supported by Commissioner Eaton the request to place these two signs be approved for \$1,700.00. Motion carried.

MICHIGAN STATE UNIVERSITY EXTENSION UPDATE

Julie Pioch, District 13 Coordinator, stated that she has been with MSU for 20 years mostly in the educational field but now in the position that she has wanted to update the Commissioners on the Agriculture position approved by the Board in the 2015 budget.

She stated that the position will be posted next Wednesday and will remain for 30 days. She would like a Commissioner to serve on the Interview Committee. They are planning on doing first interviews on March 11th and 2nd interviews on March 22nd. Ms. Pioch stated that she looks forward to working with the Board.

AMENDMENT #1 TO MSHDA GRANT

Mrs. Smith stated that the County has a Community Development Block Grant for \$275,000 through the Michigan State Housing Development Authority and since none of the money has been spent the State is taking \$75,000 of the grant money back. The Community Action Agency is the administrator of the grant for the County and they have been doing a lot of advertising in our County and no one has applied for any of the funds. She believes that they may take more if it is not spent. She is requesting approval of the Amendment to the Funding Award of \$275,000 reducing it to \$200,000.

It was moved by Commissioner Baker and supported by Commissioner Eaton Amendment #1 to the MSHDA Grant 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.

2014 AUDIT ENGAGEMENT LETTER WITH REHMANN ROBSON

Mrs. Smith requested approval of an Engagement Letter with Rehmann Robson to do the 2014 Audit.

It was moved by Commissioner Eaton and supported by Commissioner Baker that the 2014 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.

RIVER TRAIL WEBSITE

Mr. Yoder recommended approval of a proposal from eStudio Design for creating a website for the River Trail Project. He stated that several proposals were submitted and they interviewed four of them and eStudio Design rose to the top. They will be charged with marketing and developing the website.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the proposal from eStudio Design be approved at a cost of \$12,240.00 for creating the website, \$200 a year for hosting it and after the website is complete the ongoing maintenance will be \$108 per hour.

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.

REVISE 2015 EXECUTIVE COMMITTEE MEETING DATES

It was moved by Commissioner Baker and supported by Commissioner Shaffer that the Executive Committee meeting dates be held on Thursdays before the Tuesday Commission meeting at 8:00 a.m. beginning in February. Motion carried.

COMMUNITY MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES APPROPRIATION RESOLUTION NO. 5-2015

Mr. Yoder stated that this is an amended resolution from the one adopted on January 6, 2015. This resolution omits the \$90,000 that was owed to CMHSAS that was paid in full during 2014.

WHEREAS, on January 6, 2015 the St. Joseph County Board of Commissioners adopted Resolution No. 3-2015 and this Resolution No. 5-2015 shall supersede said Resolution; and

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 2015.

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 2015 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, 2015.

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

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Resolution adopted.

NOMINATIONS/APPOINTMENTS

Board of Public Works

It was moved by Commissioner Shaffer and supported by Commissioner Baker that Lola Gross be reappointed to the Board of Public Works for a 3 year term expiring January 1, 2018. Motion carried.

Southcentral Michigan Planning Council

It was moved by Commissioner Balog and supported by Commissioner Shaffer that Lon Huffman be reappointed to the SMPC for a 3 year term expiring February 5, 2018. Motion carried.

Veterans' Affairs Board

It was moved by Commissioner Balog and supported by Commissioner Eaton that Jeffery L. Baker be reappointed to the Veterans' Affairs for a 4 year term expiring March 1, 2019. Motion carried.

ADMINISTRATOR'S REPORT

Mr. Yoder stated that the upcoming United Way Victory Celebration will be held February 10th from 4:00 p.m. to 6:00 p.m. at the hall at the Immaculate Conception Church in Three Rivers. They will be recognizing Central Dispatch/911.

PERSONNEL REPORT

Mrs. Doehring presented the following report:

RETIREMENT:

Nancy Pick, Community Corrections Coordinator, will retire effective February 23, 2015.

Tim Schuler, Jail Administrator, will retire effective March 31, 2015.

Pattie S. Bender, County Clerk/Register of Deeds, will retire effective June 30, 2015.

RESIGNATION:

Zachary Stoddard, part-time Corrections Officer, has resigned effective December 22, 2014.

NEW HIRE:

Erin L. Goff has been hired as Community Corrections Coordinator at \$18.29/hr. (Nottley, grade 4, step 6) effective January 20, 2015.

Travis L. Balk has been hired as part-time Corrections Officer at \$16.40/hr. (for 24 hours/week or less) and \$18.47/hr. (for 25 hours/week or more) effective January 13, 2015.

MISCELLANEOUS:

Increase the rate of pay for the following part-time employee effective January 1, 2015. Dixie Strawser from \$9.69/hr. to \$9.98/hr.

Lori Barczak, Juvenile Day Treatment Supervisor, move from an Employment Agreement to the Nottley Wage Scale effective January 1, 2015. Ms. Barczak will be placed at grade 6, step 6, which has a rate of \$42,934.52.

J. Patrick Yoder, County Administrator/Controller, new employment agreement at \$121,500/yr. (wage of \$115,500 plus automobile allowance of \$6,000) effective January 1, 2015.

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

FINANCE DIRECTOR'S REPORTS

Mrs. Smith presented the following reports:

Budget Adjustments

2015 BUDGET AMENDMENTS:

GENERAL FUND:

Reduce CMH Additional Appropriation (101-001-965.065)	\$ 90,000.00
Reduce Budgeted Use of Fund Balance (101-390-676.000)	\$ 90,000.00

GENERAL FUND:

Increase Cade Lake Park Appropriation (101-001-965.102)	\$ 18,765.00
Increase Budgeted Use of Fund Balance (101-390-676.000)	\$ 18,765.00

CADE LAKE PARK FUND:

Increase Transfers In (217-751-699.000)	\$ 18,765.00
Increase Equipment General (217-751-976.030)	\$ 17,040.00
Increase Signage (217-751-976.030)	<u>1,725.00</u>
	\$ 18,765.00

PARKS & RECREATION:

Increase Budgeted Use of Fund Balance (208-751-676.000)	\$ 6,661.00
Increase Buildings (208-751-975.000)	\$ 1,200.00
Increase Wages – Part Time (208-751-707.000)	4,980.00
Increase Workers Comp (208-751-716.100)	100.00
Increase FICA (208-751-715.000)	<u>381.00</u>
	\$ 6,661.00

MEYER BROADWAY PARK:

Increase Budgeted Use of Fund Balance (213-751-676.000)	\$ 1,200.00
Increase Building Additions & Improvements (213-751-976.000)	\$ 1,200.00

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

Per Diem

Robin Baker - 5 half days 1/7, 1/13, 1/14 x 2 & 1/15/15	\$ 250.00
Allen Balog - 6 half days 12/17 x 2 & 12/19/14 & 1/13, 1/14 & 1/15/15	300.00
John Dobberteen - 6 half days 1/6, 1/9, 1/14 x 2, 1/15 & 1/21/15	300.00
Rick Shaffer - 11 half days 11/19 x 2, 11/20, 12/2, 12/3, 12/9, 12/10, 12/11, 12/30/14 & 1/7 & 1/13/15 & 1 full day 12/15/14	<u>645.00</u>
	\$ 1,495.00

Expenses

Robin Baker	\$ 63.25
Allen Balog	29.10
Rick Shaffer	<u>254.69</u>
	\$ 347.04

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

Independent Contractor

Mrs. Smith recommended approval of the renewal of an Independent Contractor's Agreement with Adams Excavating, Inc., for snow plowing at the same rates as last year.

It was moved by Commissioner Eaton and supported by Commissioner Baker that the Independent Contractor 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 will meet January 21, 2015 at 9:00 a.m.

Executive/Committee of the Whole

Chairman Dobberteen stated that the Committee met on January 14, 2015.

CHAIRMAN'S REPORT

Chairman Dobberteen asked the Commissioners if they would prefer different committee assignments for 2015 to let him know.

CLOSED SESSION

It was moved by Commissioner Baker and supported by Commissioner Shaffer that the Board go into closed session to discuss possible property acquisition.

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.

OPEN SESSION

The Board resumed business in open session.

It was moved by Commissioner Eaton and supported by Commissioner Balog that the Administrator proceed as discussed in closed session. Motion carried.

COMMISSIONER COMMENTS

Commissioner Shaffer stated that there is an opening on the Animal Advisory Board.

ADJOURNMENT

At 5:25 p.m. it was moved by Commissioner Shaffer and supported by Commissioner Baker that the St. Joseph County Board of Commissioners adjourn until February 3, 2015 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

John L. Dobberteen, Chairman