

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 February 1, 2011 at 5:00 p.m.

Chairman Rick Shaffer called the meeting to order.

The Invocation was given by Commissioner Shaffer.

The Pledge to the American Flag was given.

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

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

Absent: Gerald E. Loudenslager

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

AGENDA

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

MINUTES APPROVED

It was moved by Commissioner Dobberteen and supported by Commissioner Ware that the minutes for January 18, 2011 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Updates, January 21 and 28, 2011.
2. Letter from the State Department of Corrections, Re: Inspection report for St. Joseph County Jail conducted on January 14, 2011.
3. Minutes of the Community Mental Health Services Board meeting of December 28, 2010.
4. Minutes of the Southwest Michigan Substance Abuse Advisory Council meeting of January 10, 2011.
5. Minutes of the Department of Human Services Board meeting of December 21, 2010.

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

SOIL CONSERVATION DISTRICT RIVER CLEAN-UP PROJECT

Amy Dishon, Executive Director of the Soil Conservation District, stated that there are approximately 150 miles of river clean-up to do in the County. They plan to clean-up parts or all of the Prairie River, Fawn River, White Pigeon River and the Rocky River. They have identified 37 miles that will be worked on this winter and they started last Friday trimming trees.

This summer they will then go back and remove trees from the rivers and other trash including a car and meth components that have been disposed. The Conservation Club is helping with this project. She will be making presentations to the Eagles, Lions and Elks and all of the townships, cities and villages in the County. She is asking for \$500 from the townships and cities and \$2,500 from the County.

She is attempting to raise \$16,000 by March so that they can contract with an engineer to design launch pads to the rivers that are handicapped accessible. Then hopefully by 2013 enough funds will have been raised to actually construct them.

Ms. Dishon further stated that the ash trees are dying in the entire County from east to west. This is an estimated 10 year wave and they are anticipating that they will need funds to clear these trees out of the rivers. After sufficient funds are generated, she can then approach various foundations to try to get other funding.

Commissioner Dobberteen stated that when Tim Peterson was at the Soil Conservation District that the County pledged \$2,500 for this project and that funding was never spent.

It was moved by Commissioner Dobberteen and supported by Commissioner Ware that the County allocate \$2,500 from the Waste Management Fund to assist in this river clean-up.

Commissioner Eaton asked Ms. Dishon how many use our rivers for kayaking and she responded that by best estimates that number would be 25,000.

Ms. Dishon stated that by cleaning up the rivers that they will be more attractive to tourists therefore generating revenue in the County.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shaffer, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Loudenslager.

Motion carried.

2010 AUDIT ENGAGEMENT LETTER WITH REHMANN ROBSON

Ms. West-Wing recommended that the Board approve the engagement letter from the auditors, Rehmann Robson for a cost of \$26,500 for the 2010 audit.

It was moved by Commissioner Dobberteen and supported by Commissioner Eaton that the 2010 Audit Engagement Letter with Rehmann Robsion be approved.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shaffer, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Loudenslager.

Motion carried.

ADDENDUM TO EMPLOYMENT AGREEMENT WITH PATRICIA KANE (Jail Medical Services)

Ms. West-Wing presented an Addendum to the Employment Agreement with Patricia Kane for jail medical services. The addendum reflects a 2% increase in wages.

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

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shaffer, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Loudenslager.

Motion carried.

REQUEST TO FILL VACANT FAMILY DIVISION BOOKKEEPER POSITION

It was moved by Commissioner Dobberteen and supported by Commissioner Baker that the vacant Family Division Bookkeeper position be filled. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Baker stated that they had not met.

Judiciary

Commissioner Balog stated that the Judiciary Committee will meet tomorrow at noon.

Physical Resources

Commissioner Ware stated that they had not met.

Executive Committee

The Executive Committee met on January 28, 2011 and Commissioner Dobberteen stated that everyone has a copy of the minutes and he would answer any questions that anyone may have.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

RESIGNATION:

Michelle LeTourneau, Family Division Bookkeeper, has resigned effective February 4, 2011.

MISCELLANEOUS:

Jennifer Wall, Register of Deeds, will be on medical leave commencing February 3, 2011.

Phyllis Bainbridge, County Treasurer, will be on medical leave commencing January 31, 2011.

Phyllis Lung, Deputy Circuit Court Clerk, change rate of pay from \$17.19/hr. (Soltysiak system, grade 5, maximum) to \$16.66/hr. (Soltysiak system, grade 5, step 7) effective January 18, 2011. (Change of position and rate of pay for Mrs. Lung was approved by Board of Commissioners on 1/18/11.)

Brandon Dahl, Road Patrol Officer, change date of hire from January 25 to January 26, 2011. (New hire approved by Board of Commissioners on 1/18/11.)

NEW HIRE:

Beth Ridge has been hired as COA Finance Clerk at \$13.69/hr. (COA system, grade 10, minimum) effective January 31, 2011.

Monica Robison has been hired as In-home Services Aide at \$10.05/hr. (COA system, grade 5, minimum) effective January 27, 2011.

Makia A. Elkins has been hired as In-home Services Aide at \$10.05/hr. (COA system, grade 5, minimum) effective January 27, 2011.

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

BUDGET ADJUSTMENT

Ms. West-Wing presented the following report:

FROM APPROPRIATION:

\$30,000.00 from County Road Bridge Appropriation to County Road Bridge Fund.

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

BILLS

Mr. Carey presented the following bills for payment:

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Prepaid Insurance	\$ 113,239.00	\$
Due from Employees	14,134.00	
Due from State	4,802.57	
Appropriations	154,668.50	
County Commission	15,446.08	7,101.61
Circuit Court	8,827.00	13,548.91
District Court	442.01	55,590.33
Friend of the Court	378.21	41,943.69
Probate Court	6,867.62	18,636.02
Juvenile Branch	16,273.35	29,356.40
Appeals Court	5,099.11	
Public Defender	459,999.96	
Administration	190.00	9,838.49
Finance Department	1,053.17	10,874.33
County Clerk	660.00	21,820.25
Equalization Department	3,855.00	14,057.41
Human Resources	7,708.75	8,982.92
Geographic Information Systems	2,375.00	7,539.90
Prosecutor's Office	6,003.65	36,829.49
Register of Deeds	1,012.90	7,403.53
County Treasurer		15,602.09
Cooperative Extension	1,355.44	8,510.66
Information Technology	12,659.35	12,693.60
Buildings & Grounds	5,566.67	11,101.50
Courts Building Security	4,131.41	4,898.24
Drain Commission	1,078.09	5,090.29
Sheriff Department	16,101.52	116,872.90
Sheriff Reserves	1,247.00	92.05
Jail & Turnkey	168,587.36	133,882.91
Planning Commission	458.00	
Emergency Services	1,029.62	3,121.41
Animal Control	2,029.34	8,576.54
Board of Public Works	124.99	733.40
Medical Examiners	3,885.45	
Child Care - Probate	4,823.94	132.17
Veterans' Services	399.00	2,112.25
Utilities & General Services	65,567.97	
Total	\$ 1,112,081.03	\$ 606,943.29

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
County Road Commission	\$ 322,482.96	\$
Parks & Recreation	1,404.12	5,092.94
Emergency 911 Service	46,743.54	67,155.93
Central Dispatch - Wireless	340.00	4,302.62
Meyer Broadway/Coon Hollow Park	224.38	2,659.89
Family Counseling	842.00	
Cade Lake Park	1,147.19	
Economic Development Fund	345.00	7,980.99
Victims' Rights Advocate Fund		3,276.09
Community Corrections Advisory Board	4,736.00	3,010.51
Community Corrections Program	370.00	
Drug Law Enforcement Fund	2,055.70	
Law Enforcement Fund	75.11	19,027.77
Secondary Road Patrol		13,494.94
Homeland Security Grant Fund	1,415.78	2,841.96
Law Library Fund	361.46	
Principal Residence Denial Fund	284.00	733.40
Commission on Aging	141,957.97	56,693.40
Sheriff's Justice Training Fund	175.00	
Child Care: Probate Court	8,170.47	11,801.20
Veterans' Trust Fund	3,538.03	
Forfeiture and Foreclosure Fund	8,324.00	
Tax Payment Fund	7,602.57	
Inmate Store	1,035.33	
Three Rivers Community Center	3,360.46	999.16
Flexible Benefits Insurance Fund	15,107.30	
Total	\$ 572,098.37	\$ 199,070.80
Grand Total	\$ 1,684,179.40	\$ 806,014.09
General Fund Operating Expenditures		
Pre-Authorized	\$994,039.12	
Accounts Payable	<u>118,041.91</u>	
	\$ 1,112,081.03	
General Fund Payroll Expenditures	\$ 606,943.29	
Other Funds Operating Expenditures		
Pre-Authorized	\$552,084.31	
Accounts Payable	<u>20,014.06</u>	
	\$ 572,098.37	
Other Funds Payroll Expenditures	\$ <u>199,070.80</u>	
Total Recorded for the Month	\$ 2,490,193.49	

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

CHAIRMAN'S REPORT

Chairman Shaffer brings greetings from Commissioner Loudenslager who is doing very well.

MISCELLANEOUS

Ms. West-Wing stated that everything is in place for the predicted weather event tonight.

ADJOURNMENT

It was moved by Commissioner Dobberteen and supported by Commissioner Ware that the St. Joseph County Board of Commissioner adjourn until February 15, 2011. Motion carried.

Pattie S. Bender, County Clerk

Rick Shaffer, Chairman