

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 4, 2003, at 5:00 p.m.

Chairman, John L. Dobberteen called the meeting to order.

The Invocation was given by Commissioner Pueschel.

The Pledge to the American Flag was given.

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

Eric Shafer	Robin Baker
David J. Pueschel	John L. Dobberteen

Absent: Gerald E. Loudenslager, John W. Bippus and Monte Bordner.

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

AGENDA

It was moved by Commissioner Shafer and supported by Commissioner Pueschel that the agenda be approved. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Shafer and supported by Commissioner Baker that the minutes for January 21, 2003 be approved. Motion carried.

COMMUNICATIONS

1. Letter from Michigan Association of Counties, Re: MAC Legislative Update, January 24.
2. Letter from Michigan Association of Counties, Re: MAC Legislative Update, January 31.
3. Copy of Letter to Commission on Aging from Pastor Ward Pierce, Re: Commission on Aging sponsored casino trips.
4. Letter from State Tax Commission, Re: Industrial Facility Exemption Certificate No. 1993-548 for Dutch Housing, Inc. was revoked.
5. Letter from State Tax Commission, Re: Industrial Facility Exemption Certificate No. 1992-507 for Dutch Housing, Inc. was revoked.
6. Letter from State Court Administrative Office, Re: Court Equity Fund first quarter disbursement.
7. Resolution from Ottawa County, Re: NPDES Phase II regulations.
8. Minutes of Community Mental Health Services Board meeting of December 10, 2002 and Board Work Session of January 16, 2003.
9. Minutes of Commission on Aging Board meeting of December 18, 2002.
10. Minutes of Family Independence Agency Board meeting of December 17, 2002.
11. Minutes of Community Action Agency Board Meeting of December 16, 2002.

Commissioner Bordner was present at this time.

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

ARCHITECTURAL AGREEMENT FOR JAIL REMODELING PROJECT

Ms. West-Wing recommended approval of an Architectural Agreement for the Jail Remodeling Project with Landmark Design Group, P.C. The Agreement is based on the study completed last year and the estimated cost of the project is between \$1.5 million and \$1.75 million. The project will include work on the mechanical system, the locks, plumbing, etc. It would possibly include an addition to the inmate receiving garage. This contract is for \$140,000 and is a flat fee and will not be increased even if there are change orders. This is approximately 8% of the estimated cost of the project. Landmark Design Group will prepare the bid documents, review the bids when they are returned and manage the project during renovation.

A question was asked if bids were requested for a firm to do the study and the Administrator responded that the Sheriff had asked that Harrison/Landmark do the study as they have done a number of them throughout the state.

Commissioner Shafer asked the Administrator if 8% was a typical rate for this type of a project. Ms. West-Wing responded that it was to the best of her knowledge. She added that we paid 7% for construction of the Central Dispatch Building. Continuing, she said that the remodeling of a facility is different from building a non-correctional facility.

Commissioner Pueschel asked if we had to keep an eye on the contractor. Ms. West-Wing responded that the Architect would develop the specifications and bid documents with the County. The bidders will bid based on the documents. The Architect will review and recommend a contractor, manage the project and look out for the best interest of the County.

Ms. West-Wing added that the County will be a part of the discussion on change orders and any of them have to come back to the Board of Commissioners for approval.

It was moved by Commissioner Bordner and supported by Commissioner Baker that the County enter into a contract with Landmark Design Group, Inc., for \$140,000 for the Jail Renovation.

Commissioner Bordner appreciated all of the questions that have been asked, as that was where he was four years ago when he first became a Commissioner. He assured the new Commissioners that the Architect will address any problems that may arise and he further cautioned the Board that an outside party, specifically the Department of Corrections, could enter into the picture and cause changes to be made to the project as regulations may change before the project is completed.

Commissioner Shafer was assured that the Sheriff, the Buildings and Grounds Director and the Physical Resources Committee would keep the Board apprised of the project while it is ongoing.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Shafer, Baker, Pueschel, Bordner and Dobberteen.

Nay votes cast: 0

Absent: 2 - Commissioners Loudenslager and Bippus.

Motion carried.

NOMINATIONS/APPOINTMENTS

It was moved by Commissioner Pueschel and supported by Commissioner Baker that Carl Holsinger be nominated and appointed to the Veterans' Affairs Board for a 4-year term expiring March 1, 2007. Motion carried.

COMMITTEE REPORTS

Law Enforcement

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

Judiciary

Commissioner Bordner stated that there was no Judiciary Committee report.

Physical Resources

Chairman Dobberteen stated that the Physical Resources Committee had not met.

Executive Committee

Chairman Dobberteen stated that the Executive Committee did not meet.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

NEW HIRE:

Anne Rohrer has been hired as Court Liaison Secretary (Prosecutor's Office) at \$9.88/hr. effective January 28, 2003.

Edward Williams has been hired as part-time Courts Building Security Guard at \$11.12/hr. effective January 21, 2003.

Adam Mitchell has been hired as Assistant Prosecuting Attorney I at \$36,566.00/yr. effective February 3, 2003.

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

2003 BUDGET ADJUSTMENT:

DECREASE:

Line item 101-229-706.250 (Wages – Secretary) \$ 341.00

INCREASE:

Line item 101-229-712.000 (Wages – Overtime) \$ 316.00

Line item 101-229-715.000 (County Share of FICA) \$ 25.00

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

FINANCE DIRECTOR'S REPORT

Mr. Carey presented the following reports:

Bills

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Prepaid Insurance	\$ 5,058.00	\$
Appropriations	48,500.16	
County Commission	16,970.03	8,780.08
Circuit Court	6,164.40	23,241.14
District Court	2,724.85	88,637.32
Friend of the Court	6,310.10	46,495.43
Probate Court	916.53	26,009.10
Juvenile Branch	3,267.00	55,713.22
Appeals Court	667.50	219.66
Public Defender	325,000.00	
Administration	190.00	11,883.48
Elections	600.00	
Finance Department	1,311.90	15,114.54
County Clerk	420.00	29,064.49
Equalization Department	13,155.00	20,183.52
Geographic Information Systems	244.14	10,085.71
Prosecutor's Office	4,262.40	67,455.48
Central Services	9,867.05	6,993.20

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Register of Deeds	\$ 2,451.24	\$ 14,212.82
County Treasurer	920.00	18,518.38
Cooperative Extension	751.59	10,066.59
Data Processing	1,133.96	10,196.17
Buildings & Grounds	4,661.10	20,286.48
Courts Building Security		6,151.97
Drain Commission	777.00	5,128.97
Sheriff Department	22,241.17	147,982.41
Sheriff Reserves	1,412.50	531.80
Jail & Turnkey	16,609.28	147,754.93
Planning Commission	1,989.25	
Plat Board		161.49
Emergency Services	210.60	5,576.75
Animal Control	1,261.90	10,883.01
Board of Public Works		1,060.23
Medical Examiners	9,900.00	
Child Care - Probate	9,968.06	30.15
Department of Veterans' Affairs	300.00	
Veterans' Services	30.00	
Utilities & General Services	24,096.93	
Totals	\$ 544,343.64	\$ 808,418.52

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
County Road Commission	\$ 532,394.00	\$
Parks & Recreation	1,209.36	10,136.06
Emergency 911 Service	30,867.21	74,738.68
Meyer Broadway/Coon Hollow Park	174,271.59	3,290.54
Friend of the Court		2,819.78
Family Counseling	1,300.00	
Cade Lake Park	5,281.63	
Waste Management Fund		
County Commission	6,466.00	
Resource Recovery Program	62.97	444.36
Traffic Safety Program Fund	3,337.89	
Economic Development Fund	17,712.11	6,974.17
Victims' Rights Advocate Fund		4,477.48
Community Corrections Advisory Board	6,376.67	1,741.95
Community Corrections Program	5,115.00	409.07
Drug Law Enforcement Fund	1,336.68	
Law Enforcement Fund	41.90	32,824.12
Secondary Road Patrol		13,762.64
Law Library Fund	3,142.39	
Commission on Aging	39,242.39	67,402.55
Community Development Block Grant	20,484.38	
Family Independence Agency	71,185.69	
Child Care - Probate Court	36,941.77	3,956.90
Child Care - Family Independence Agency	44,307.11	
Facilities Maintenance Fund	13,975.00	
Inmate Store	240.07	
Three Rivers Community Center	2,325.36	1,181.64
COA Gadabouts	4,207.78	
Long Lake Level Revolving Fund	14.25	

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Tax Payment Fund	\$ 36,500.48	\$
Flexible Benefits Insurance Fund	133,738.63	
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Totals	\$ 1,192,078.31	\$ 224,159.94
Grand Total	\$ 1,736,421.95	\$ 1,032,578.46
General Fund Operating Expenditures		
Pre-Authorized \$501,320.01		
Accounts Payable 43,023.63	\$ 544,343.64	
General Fund Payroll Expenditures	\$ 808,418.52	
Other Funds Operating Expenditures		
Pre-authorized \$1,185,486.58		
Accounts Payable 6,591.73	\$ 1,192,078.31	
Other Funds Payroll Expenditures	<hr/> 224,159.94	
Total Recorded for the Month	\$ 2,769,000.41	

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

Independent Contractor Agreement

Mr. Carey recommended approval of an Independent Contractor Agreement with Adams Excavating, Inc., for snow removal from County properties.

It was moved by Commissioner Bordner 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 Shafer, Baker, Pueschel, Bordner and Dobberteen.

Nay votes cast: 0

Absent: 2 - Commissioners Loudenslager and Bippus.

Motion carried.

CLOSED SESSION

It was moved by Commissioner Bordner and supported by Commissioner Shafer that the Board go into closed session to discuss property acquisition.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Shafer, Baker, Pueschel, Bordner and Dobberteen.

Nay votes cast: 0

Absent: 2 - Commissioners Loudenslager and Bippus.

Motion carried.

OPEN SESSION

The Board resumed business in open session.

MISCELLANEOUS

Commissioner Bordner urged everyone to attend the EDC Luncheon on Friday, February 7th at a Place in Time in Three Rivers from 11:30 a.m. to 1:00 p.m.

ADJOURNMENT

It was moved by Commissioner Bordner and supported by Commissioner Shafer that the St. Joseph County Board of Commissioners adjourns until February 18, 2003 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

John L. Dobberteen, Chairman