

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 17, 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:

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|----------------|--------------------|
| Allen J. Balog | Rick Shaffer |
| Robin Baker | John L. Dobberteen |

Absent: Donald Eaton

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

AGENDA

Chairman Dobberteen stated that the Closed Session should be added to the agenda for the purchase of property.

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

MINUTES APPROVED

It was moved by Commissioner Baker and supported by Commissioner Balog that the minutes for February 3, 2015 be approved. Motion carried.

COMMUNICATIONS

1. Letter from President David Devier, Glen Oaks Community College, Re: Thank you to Grant Writer Lindsay Oswald for assistance with Michigan Community College Skilled Traders Equipment Fund grant.
2. Letter from Michigan State Housing Development Authority, Re: Proper reporting of CDBG program income.

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

REQUEST TO FILL VACANT JAIL ADMINISTRATOR POSITION

It was moved by Commissioner Baker and supported by Commissioner Balog that the request to fill the vacant Jail Administrator position be approved. Motion carried.

REQUEST TO FILL VACANT SHERIFF ADMINISTRATIVE SECRETARY POSITION

It was moved by Commissioner Baker and supported by Commissioner Shaffer that the request to fill the vacant Sheriff Administrative Secretary position be approved. Motion carried.

LETTER OF UNDERSTANDING WITH E-911 TELECOMMUNICATORS' ASSOCIATION

Mrs. Doehring stated that this LOU provides for required training for new hires and that they shall be paid at \$12.88 an hour and upon completion of the training full time employees will be placed on the current wage scale and benefits shall be provided in accordance with Article XXVIII of the labor contract.

It was moved by Commissioner Baker and supported by Commissioner Balog that the LOU with the E-911 Telecommunicators' Association be approved.

The aye and nay vote was called as follows:

Aye votes cast: 4 - Commissioners Balog, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Eaton.

Motion carried.

AMENDMENT #2 TO THE MSHDA GRANT

Mrs. Smith stated that when Amendment #1 was approved earlier this year the program description did not match the change in the budget and this amendment now addresses that change.

It was moved by Commissioner Shaffer and supported by Commissioner Balog that Amendment #2 to the MSHDA Grant be approved.

The aye and nay vote was called as follows:

Aye votes cast: 4 - Commissioners Balog, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Eaton.

Motion carried.

NOMINATIONS/APPOINTMENTS

Economic Development Corporation

It was moved by Commissioner Balog and supported by Commissioner Baker that Ken Jones and Larry Walton be reappointed to the EDC for terms to expire June 1, 2019 and that Eric Eishen be reappointed to a term to expire January 1, 2021. Motion carried.

PERSONNEL REPORT

Mrs. Doehring presented the following report:

MISCELLANEOUS:

Kitty Buchner to change from Administrative Secretary to Jail Administrator with the rate of pay to be determined prior to effective date of April 1, 2015.

Susan Leist to change from part-time Clerk-Typist to full-time Sheriff's Administrative Secretary at \$17.10/hr. (Nottley system, grade 5, step 1) effective April 1, 2015.

NEW HIRE:

Mark Harter has been hired as Park Ranger at \$15.90/hr. (Nottley system, grade 4, step 1) effective February 24, 2015.

Linda Wyckoff has been hired as Home Care Aide at \$10.70/hr. (COA system, grade 3, step 1) effective February 24, 2015.

Virginia Soule has been hired as Home Care Aide at \$10.70/hr. (COA system, grade 3, step 1) effective February 24, 2015.

Melton Powell has been hired as Chore Worker at \$9.51/hr. (COA system, grade 2, step 1) effective February 24, 2015.

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

FINANCE DIRECTOR'S REPORTS

Mrs. Smith presented the following reports:

Budget Amendments

2014 Budget Amendment

FACILITIES AND LAND ACQUISITION

| | |
|---|-------------|
| Increase Budgeted Use of Fund Balance (214-751-676.000) | \$ 3,900.00 |
| Increase Park Repair & Maintenance (214-751-934.000) | \$ 3,900.00 |

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

Per Diem

| | |
|--|---------------|
| Robin Baker - 8 half days 1/21, 1/28, 1/30, 2/3, 2/4 x 2, 2/6, 2/11 & 1 full day 1/22/15 | \$ 495.00 |
| Allen Balog - 7 half days 1/21 x 2, 1/22, 1/27, 1/30, 2/10 & 2/11/15 | 350.00 |
| John Dobberteen - 5 half days 1/30 x 2, 2/4 x 2, 2/17 & 1 full day 2/2/15 | 345.00 |
| Rick Shaffer - 4 half days 1/22, 1/26, 1/28 & 2/12/15 | <u>200.00</u> |
| | \$ 1,390.00 |

Expenses

| | |
|-----------------|---------------|
| Robin Baker | \$ 194.93 |
| Allen Balog | 89.13 |
| John Dobberteen | 60.95 |
| Rick Shaffer | <u>163.30</u> |
| | \$ 508.31 |

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

COMMITTEE REPORTS

Law Enforcement

Commissioner Baker stated that the Committee had not met.

Judiciary

Commissioner Baker stated that the Committee met on February 11th and everyone has a copy of the minutes.

Physical Resources

Commissioner Balog stated that the Committee had not met.

Executive/Committee of the Whole

Chairman Dobberteen stated that the Committee had not met.

CHAIRMAN'S REPORT

Chairman Dobberteen requested approval of the Committee Appointments:

CHAPLAIN - Shaffer
PARLIAMENTARIAN - Dobberteen
RESOLUTIONS - Shaffer

STANDING COMMITTEES:

Executive Committee (Committee of the Whole) - All Commissioners
Law Enforcement - Baker (Chair), Dobberteen
Judiciary - Baker (Chair), Balog, Eaton
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
Templene Lake Board - Shaffer (created March 2013)
U.S. 131 Area Development Association - Balog
U.S. 131 Corridor Master Plan - Baker, Shaffer
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
Parks and Recreation - Shaffer, Baker
Area Agency on Aging Advisory Council - Balog
Board of Public Works - Eaton
Planning Commission - Shaffer
Mental Health - Baker, Eaton
Substance Use Disorder (SUD) Policy Board - Balog, Dobberteen (created 12/03/13)
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 - Balog
Animal Control Advisory Board (created 6/21/11) - Shaffer, Eaton
Southcentral Michigan Planning Council (created 8/6/12) - Shaffer

2015 COMMISSION APPOINTMENTS

| | |
|---|---|
| <u>Commissioner Baker</u> | <u>Commissioner Balog</u> |
| Law Enforcement (Chair) | Judiciary |
| Judiciary (Chair) | Physical Resources (Chair) |
| Local Emergency Planning Committee | Regional Solid Waste |
| FEMA/Homeland Security | U.S. 131 Area Development Association |
| S.M.A.R.T. Committee | Road Commission |
| U.S. 131 Corridor Master Plan | Community Health Agency |
| Access to Community Healthcare | Area Agency on Aging Advisory Council |
| Soil Conservation | Commission on Aging |
| Community Health Agency | Transportation Authority Board |
| Mental Health | Substance Use Disorder (SUD) Policy Board |
| Community Corrections | Workforce Development Board |
| E-911 Central Dispatch | |
| Comprehensive Traffic Safety Commission | |
| Parks and Recreation | |
| | |
| <u>Commissioner Dobberteen</u> | <u>Commissioner Eaton</u> |
| Physical Resources | Animal Advisory Board |
| FEMA/Homeland Security | Judiciary |
| Regional Solid Waste | Colon Lake Board |
| Law Enforcement | County Agricultural Preservation Board |
| Website Development Committee | County Finance |
| Homeland Security Planning Committee | Resource Conservation and Development |
| Local Planning Team-Homeland Security Grant | Board of Public Works |
| City of Sturgis Tax Authority Board | Mental Health |
| County Finance | Investment Advisory Committee |
| Department of Human Services | Groundwater Stewardship |
| MSU Extension | |
| County Solid Waste Committee | |
| Economic Development Corp. | <u>Commissioner Shaffer</u> |
| Human Services Commission | U.S. 131 Corridor Master Plan |
| Substance Abuse Advisory Council | Access to Community Healthcare |
| Substance Use Disorder (SUD) Policy Board | Parks and Recreation Commission |
| | Planning Commission |
| | Community Action |
| | Animal Control Advisory Board |
| | Southcentral Michigan Planning Council |
| | Templene Lake Board |
| | |

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

CLOSED SESSION

It was moved by Commissioner Shaffer and supported by Commissioner Balog that the Board go into closed session for the purchase of property.

The aye and nay vote was called as follows:

Aye votes cast: 4 - Commissioners Balog, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Eaton.

Motion carried.

OPEN SESSION

The Board resumed business in open session.

COMMISSIONER COMMENT

Commissioner Shaffer reminded everyone of the Walk for Warmth scheduled for February 28th in Three Rivers.

ADJOURNMENT

At 5:21 p.m. it was moved by Commissioner Shaffer and supported by Commissioner Balog that the St. Joseph County Board of Commissioners adjourn until March 3, 2015 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

John L. Dobberteen, Chairman