

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 March 1, 2005, at 5:00 p.m.

Chairman Monte Bordner 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	Gerald E. Loudenslager
Robin Baker	Monte Bordner
David J. Pueschel	

Absent: John W. Bippus and 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 Baker and supported by Commissioner Pueschel that the agenda be approved. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the minutes for February 15, 2005 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Updates, February 18 and February 25, 2005.
2. Letter from Crawford County, Re: Senate Bill 1105 (PILT payments.)
3. Resolution from Newaygo County, Re: In support of the proper wearing of the United States Flag.
4. Minutes of the Community Mental Health Services Board meeting of January 25, 2005.
5. Minutes of the Family Independence Agency Board meeting of January 25, 2005.

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

FARMLAND PRESERVATION ORDINANCE

Chairman Bordner suggested that the Farmland Preservation Ordinance remain on the table.

It was moved by Commissioner Baker and supported by Commissioner Shafer that the Farmland Preservation Ordinance be tabled. Motion carried.

SOIL CONSERVATION DISTRICT'S POLICY HANDBOOK

Shelly Milliman from the Soil Conservation District distributed a policies and procedures handbook to each Commissioner. It reflects the pride that their Board has in the organization and the accomplishments that they have made and they are looking forward to the future.

HEALTH AGENCY – STATE FUNDING CUTS

Duke Anderson, District Health Director, gave an overview of the State funding cuts to the Health Agency. The programs that are being cut are the proven prevention programs; however, they are still trying to maintain their level of services. \$921,000 has been cut across the three counties in the District resulting in 7 layoffs.

He further stated that he is not at all optimistic and has severe misgiving on where the State is heading. In response to a question by Commissioner Loudenslager, Mr. Anderson stated that our local match for federal grants should not be affected.

DRINKING WATER ISSUE IN THE LEONIDAS AREA

Steve Todd, Director of Environmental Health, gave an update on the 38 water samplings in Leonidas Township in January. There are very high levels of sodium and chloride. There were also elevated amounts of nitrates. It could be because of shallow wells or surface contamination from the large amounts of shale in the area. State Representative Rick Shaffer and the Health Agency have been working together to provide bottled water in the area. They will continue to take samples and monitor the situation.

REQUEST TO CLOSE COUNTY OFFICES FOR CHRISTMAS LUNCHEON

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the County Offices close from noon to 1:00 p.m. on December 7, 2005 for the annual Christmas Luncheon. Motion carried.

REQUEST TO FILL VACANT FRIEND OF THE COURT ENFORCEMENT CLERK POSITION

Ms. West-Wing stated that the Friend of the Court is requesting that a soon to be vacant Friend of the Court Enforcement Clerk position be filled. The Friend of the Court also requested that the job description be re-written to reflect what the job entails. This matter has been reviewed by the Classification and Compensation Committee and the results were that the position remains in pay grade 5.

It was moved by Commissioner Loudenslager and supported by Commissioner Shafer that the vacant Friend of the Court Enforcement Clerk position be filled. Motion carried.

REQUEST TO FILL FAMILY DIVISION CASELOAD COORDINATOR POSITION

Ms. West-Wing stated that there is currently a vacant caseworker position in the Family Division and the Judge and Juvenile Director have been diligently looking at staffing. They would like to not fill the caseworker position and create a Caseload Coordinator position which more closely meets the needs of the department.

It was moved by Commissioner Baker and supported by Commissioner Pueschel that the vacant caseworker position in the Family Division not be filled and the new position, Caseload Coordinator be created. Motion carried.

REQUEST TO FILL VACANT DEPUTY TREASURER AND PART-TIME POSITION

Ms. West-Wing stated that there is a vacant Deputy Treasurer position and the Treasurer is requesting that it be filled. Also, if the part time person fills the full time position, the Treasurer would like the part time position filled as well.

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the full time position in the Treasurer's Department be filled and if that is filled with the person in the part time position then the part time position be filled as well. Motion carried.

SMOKE-FREE FACILITIES AND GROUNDS POLICY

Charlie Cleaver, Human Resources Director, gave an overview of the following proposed Smoke-Free Facilities and Grounds Policy:

1. PURPOSE:

The purpose of this policy is to enable St. Joseph County to protect the health and safety of its employees and of the general public while visiting or using County properties by establishing a 100% Smoke Free Facilities and Grounds policy.

2. AUTHORITY:

Adopted by the St. Joseph County Board of Commissioners March 1, 2005.

3. APPLICATION:

The rules and regulations herein set forth apply to visitors, volunteers and employees of St. Joseph County, pursuant to this Policy.

4. RESPONSIBILITY:

- A. The County Building and Grounds Director shall be responsible for ensuring that such County facilities and grounds, except those exempted in section 6 below, are properly posted in accordance with this policy.
- B. Department managers and supervisors shall be responsible for familiarizing employees with this policy and with departmental policies, procedures, issuances and work rules implementing this Policy and for enforcing compliance within the scope of their authority. Employee enforcement shall be in accordance with progressive disciplinary procedures.

5. DEFINITIONS:

- A. Cigar means any roll of tobacco for smoking, irrespective of size or shape, and irrespective of the tobacco being flavored, adulterated or mixed with any other ingredients, where such roll has a wrapper made chiefly of tobacco.
- B. Cigarette means any roll of tobacco for smoking, irrespective of size or shape, and irrespective of the tobacco being flavored, adulterated or mixed with any other ingredients, where such roll has a wrapper made chiefly of paper or any other material except tobacco.
- C. Smoking or Smoke means the use of the carrying by a person of a lighted cigar, cigarettes, pipe or other lighted smoking device.
- D. Tobacco products mean cigars, cigarettes, chewing tobacco, tobacco snuff or tobacco in any other form.
- E. County facility means any public building owned by the County of St. Joseph either directly, by or through any of its departments or agencies.

6. POLICY:

It shall be the policy of St. Joseph County to prohibit smoking of tobacco products (cigars, cigarettes, chewing tobacco, tobacco snuff or tobacco in any other form) in all County facilities and on County controlled grounds (except County park grounds) effective September 1, 2005. This prohibition shall include, but is not limited to: private enclosed offices, open space offices, meeting rooms, conference rooms, eating area, including cafeterias and break rooms, lounges, restrooms, hallways and stairways. This prohibition shall extend to entrance areas, parking areas, grounds and properties owned by the County, except County park grounds, but inclusive of enclosed buildings on parks grounds and County vehicles.

7. COMPLIANCE:

Smoking is strictly prohibited within building facilities and on all County owned grounds. Uniformed security and maintenance personnel shall inform violators from the general public of the Policy.

- A. Employees: Employees found to be in violation of this Policy may be disciplined up to and including termination of employment.
- B. Visitors: Employees are encouraged to inform those observed smoking in or on County applicable property, of the "Smoke Free Facilities and Grounds" Policy. However, under NO circumstance, should an employee put themselves at risk addressing those smoking in violation of this Policy. Please call security personnel or law enforcement authorities if you encounter a problem visitor.

It was moved by Commissioner Baker and supported by Commissioner Loudenslager that the Smoke-Free Facilities and Grounds Policy be adopted.

The aye and nay vote was called as follows:

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

Nay votes: 0

Absent: 2 - Commissioners Bippus and Dobberteen.

Policy adopted.

NOMINATIONS/APPOINTMENTS

Veterans' Affairs

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that Richard Ohlin be appointed to the Veterans' Affairs Board for a 4 year term to expire March 1, 2009. Motion carried.

Three Rivers Industrial Development Authority Board

Commissioner Baker nominated Thomas Brady to the Three Rivers Industrial Development Authority Board.

Jury Board

Commissioner Loudenslager nominated Christine Feller to the Jury Board.

COMMITTEE REPORTS

Law Enforcement

Commissioner Loudenslager stated that the next meeting is scheduled for March 14th.

Judiciary

Commissioner Baker stated that the next meeting is scheduled for next month.

Physical Resources

Commissioner Shafer stated that the Physical Resources Committee had not met. He also stated that there will be an open house of the jail renovation on March 13th from 1:00 p.m. to 5:00 p.m.

Executive Committee

Chairman Bordner stated that the Executive Committee met on February 25th and highlighted the following:

- computer training offerings to the employees at Glen Oaks.
- Sheriff's grant request that will be addressed in the requisition report.
- Community Forum scheduled for April 25th from 7:00 p.m. to 9:00 p.m. at Glen Oaks.
- memo from Judge Cherry regarding some changes was forwarded to Commissioner Baker.
- received a Technology Plan update.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

MISCELLANEOUS:

Marc Pashby, Road Patrol Officer, was on medical leave from February 7 to February 16, 2005 under the Family and Medical Leave Act of 1993.

R. Scott Ryder, Juvenile Court Director, to receive an "on-call" stipend of \$50.00 per week effective February 28, 2005.

RESIGNATION:

June Schultz, Deputy Treasurer, has resigned effective March 1, 2005.

DECEASED:

Mitchell Walker, Caseworker Supervisor/Referee, passed away on February 22, 2005.

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

REQUISITIONS

Ms. West-Wing presented the following report:

One Epson Perfection 4870 Pro Scanner; 2 Panasonic digital camcorders; 1 Panasonic mini camcorder; 6 Secure digital cards; 6 Dell Axim X30 PDA; 1 HP Photosmart 7960 printer; 1 Dell Latitude D505 laptop; 1 Dell 4100 MP projector; 1 Pinnacle Studio AV/DV deluxe v .9 software for Sheriff's Department \$ 8,571.99
(Federal technology grant)

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET ADJUSTMENTS

2005 BUDGET ADJUSTMENTS:

<u>DECREASE REGISTER OF DEEDS' BUDGET:</u>	
Line item 101-236-861.000 (Convention Expense)	\$ 422.00
<u>INCREASE REGISTER OF DEEDS' BUDGET:</u>	
Line item 101-236-982.000 (Library)	\$ 422.00
<u>INCREASE REVENUE:</u>	
Line item 101-253-577.010 (Convention Facility)	\$ 1,756.00
<u>INCREASE APPROPRIATION:</u>	
Line item 101-001-969.100 (Substance Abuse Council Appropriation)	\$ 1,756.00

FROM GENERAL FUND CONTINGENCY:

\$10,680.00 to Line item 101-172-862.000 (Seminar and Employee Training) \$ 10,680.00

2004 BUDGET ADJUSTMENTS:

Please consider the following amendments to the 2004 budget:

	<u>INCREASE:</u>	<u>DECREASE:</u>
County Commission	\$ 3,000.00 Payroll	\$ 3,000.00 Operating
Administration	250.00 Payroll	250.00 Operating
Probate Court	700.00 Payroll	700.00 Operating
County Clerk	1,500.00 Payroll	900.00 Operating
		600.00 Capital
Human Resources	1,000.00 Payroll	500.00 Operating
		500.00 Capital
Central Services	600.00 Payroll	5,800.00 Conting.
	5,200.00 Operating	

County Treasurer	4,500.00 Payroll	2,000.00 Operating 2,500.00 Conting.
Drain Commission	650.00 Operating	650.00 Payroll
Jail and Turnkey	21,000.00 Payroll	15,000.00 Operating
Sheriff		6,000.00 Payroll
Emergency Services	1,500.00 Payroll	1,000.00 Operating 500.00 Conting.
Register of Deeds Auto. Fund	\$ 1,000.00 Payroll 13,000.00 Operating 122,000.00 Capital	\$136,000.00 Use of Fund Balance

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

BILLS

Mr. Carey presented the following bills for payment:

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Employee Receivable	\$ 7,409.98	\$
Prepaid Insurance	14,700.00	
2004 Unemployment Claims	19,123.60	
Appropriations	52,042.91	
County Commission	6,548.74	6,287.67
Circuit Court		14,765.24
District Court	897.42	66,394.90
Friend of the Court	4,887.25	36,407.56
Probate Court	1,297.86	18,541.60
Juvenile Branch	7,325.17	41,735.49
Appeals Court	2,147.16	1,486.27
Administration	2,013.94	9,573.76
Elections	33.24	
Finance Department	3,141.41	11,703.28
County Clerk		22,427.01
Equalization Department	3,770.46	10,916.37
Human Resources	631.00	6,486.84
Geographic Information Systems		9,400.52
Prosecutor's Office	3,401.05	41,719.17
Central Services	4,283.66	5,445.63
Register of Deeds	421.40	12,509.12
County Treasurer	3,902.94	14,001.11
Cooperative Extension	1,720.07	8,194.37
Information Technology	2,819.99	10,881.20
Buildings & Grounds	4,225.86	14,760.05
Courts Building Security		5,168.71
Drain Commission	4,307.54	4,994.42
Sheriff Department	16,543.98	86,179.85
Sheriff Reserves	140.00	
Marine Patrol	180.00	
Jail & Turnkey	8,526.60	97,347.18
Emergency Services	61.17	4,493.16
Animal Control	815.63	8,318.05
Board of Public Works		551.31

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Child Care - Probate	\$ 11,610.57	\$ 405.72
Utilities & General Services	<u>45,547.13</u>	
Total	\$ 235,752.73	\$ <u>571,095.56</u>
<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
County Road Commission	\$ 397,715.76	\$
Parks & Recreation	2,905.28	6,327.14
Emergency 911 Service	4,645.73	52,107.12
Central Dispatch - Wireless		4,940.19
Meyer Broadway/Coon Hollow Park	630.12	2,045.81
Friend of the Court		1,375.14
Family Counseling	407.50	
Cade Lake County Park	470.47	
State Court - Caseflow Assistance	1,398.00	
Waste Management Fund		
County Commission	6,250.00	
Resource Recovery Program	187.67	651.00
Traffic Safety Program Fund	397.86	
Economic Development Fund	3,114.86	8,163.76
Survey & Remonumentation	20,516.00	
Register of Deeds Automation Fund	1,774.56	397.11
Victims' Rights Advocate Fund		3,182.80
Community Corrections Advisory Board	6,841.67	2,822.00
Community Corrections Program	1,391.54	301.43
Drug Law Enforcement Fund	1,832.75	
Law Enforcement Fund	17.16	16,310.88
Secondary Road Patrol	16.00	8,105.49
Homeland Security Grant Fund	8,637.22	
Principal Residence Denial Fund	300.00	718.17
Commission on Aging	55,839.26	41,654.21
Community Development Block Grant	14,518.25	
Sheriff's Justice Training Fund	50.00	
Family Independence Agency	37,797.72	
Child Care - Probate Court	20,251.71	2,970.99
Child Care - Family Independence Agency	11,733.94	
Veterans' Trust Fund	1,228.25	
Facilities Maintenance Fund	3,054.31	
BPW #16 Lockport Township Water Supply System		
Construction	116,611.03	
Tax Payment Fund	8,405.67	
Inmate Store	4,104.33	
Three Rivers Community Center	2,172.44	463.24
Long Lake Level Revolving Fund	32.44	
Flexible Benefits Insurance Fund	<u>149,967.56</u>	
Total	\$ 885,217.10	\$ <u>152,536.48</u>
Grand Total	\$ 1,120,969.83	\$ 723,632.04

General Fund Operating Expenditures		
Pre-Authorized	\$216,252.21	
Accounts Payable	\$19,500.52	
		\$ 235,752.73
General Fund Payroll Expenditures		\$ 571,095.56
Other Funds Operating Expenditures		
Pre-authorized	\$883,904.02	
Accounts Payable	\$1,313.08	
		\$ 885,217.10
Other Funds Payroll Expenditures		<u>152,536.48</u>
Total Recorded for the Month		\$ 1,844,601.87

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

CHAIRMAN’S REPORT

Commissioner Bordner stated that he was not at the last meeting because his first grandchild was born that day – Derek James VanDenBerg. Also, he will be gone for the next 2 weeks.

CITIZENS COMMENTS

Tim Carls, 63044 Klinger Lake Road, Centreville stated that he saw a consumer alert on the news regarding social security numbers being placed on deeds. He wanted to know if our Register of Deeds was doing that. Commissioner Shafer stated that he would check on this.

MISCELLANEOUS

Commissioners Baker and Pueschel mentioned which MAC Committees that they were appointed to.

Commissioner Loudenslager wanted to thank Liz O’Dell and Kris Kirsch for the award that was presented to him at the last meeting by the Human Services Commission. He congratulated Chairman Bordner on his grandson.

Commissioner Loudenslager stated that he had been appointed to the MAC Human Services Committee as Co-Chair.

Commissioner Shafer mentioned that he was appointed to the MAC Environmental Regulatory Committee. He also congratulated Chairman Bordner on his grandson.

ADJOURNMENT

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the St. Joseph County Board of Commissioners adjourn until March 15, 2005 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

Monte Bordner, Chairman