

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 3, 2009, at 5:00 p.m.

Chairman John L. 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:

Rick Shaffer	Gerald E. Loudenslager
Michael D. Dunlap	Robin Baker
Jerry Ware	David J. Pueschel
John L. Dobberteen	

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

AGENDA

Chairman Dobberteen stated that the HSC Membership Request would be removed from the agenda and a request from the County Clerk regarding "Passport Day in the U.S.A." should be added.

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

MINUTES APPROVED

It was moved by Commissioner Pueschel and supported by Commissioner Dunlap that the minutes for February 17, 2009 be approved. Motion carried.

CLOSED SESSION MINUTES APPROVED

It was moved by Commissioner Dunlap and supported by Commissioner Loudenslager that the closed session minutes for February 17, 2009 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Update, February 20, 2009.
2. Letter from the Village of Constantine, Re: Notice of public hearing on March 2 to consider an Industrial Facilities Exemption Certificate to Jackson International.
3. Letter from ITC Holdings Corporation, Re: Update on Simpson Batavia Transmission Line Project.
4. Letter from Tim Carls, Re: Disagrees with giving County employees wage increases.
5. Letter from Jim Norton, Re: Fishing access at Cade Lake Park.
6. Letter from Representative Matt Lori, Re: Thank you for resolution supporting Remonumentation Program.
7. Resolution from Antrim County, Re: Encouraging Mason County to join the Michigan Association of Counties.
8. Resolution from Lenawee County, Re: Encouraging Mason County to join the Michigan Association of Counties.
9. Minutes of the Department of Human Services Board meeting of January 27, 2009.
10. Minutes of the Community Mental Health Services Board meeting of January 27, 2009.
11. Minutes of the St. Joseph River Basin Commission meeting of December 2, 2008.

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

CITIZENS' COMMENTS

Rebecca Shank, 12302 Corey Lake Road, Three Rivers stated that she is the President of the Fabius Township Citizens' Coalition but was here as a private citizen tonight.

On March 11th, Undersheriff Lillywhite is scheduled to present a renewal of the Law Enforcement Contract between the County and Fabius Township. She believes that this is a conflict of interest and would like to meet with the Law Enforcement Committee.

Ms. Shank went on to explain the incident reports that are given to the Township. She also explained that she has contacted White Pigeon Township who has no additional coverage and they believe that their coverage by the Sheriff's Department is adequate.

John McDonough, Prosecuting Attorney, introduced Erin Hahn, the newest Assistant Prosecutor.

CIRCUIT COURT ANNUAL REPORT

Judge Paul Stutesman gave an overview of the Annual Report that was put together by Kathy Griffin, Caseflow Manager.

He stated that he continues to learn the job and that he has been enlightened on a lot of things, but finds the job rewarding.

The caseflow management statistics continue to improve and are only thrown off when the Court of Appeals takes so long to settle a case because it remains as part of our caseload.

The economy has hit the collections after being up for a number of years. He now does not assess defendants when they are sentenced to prison.

Jeannine Hire and the Clerk's Office facilitated a new financial system for the JMS system for Circuit Court Collections. The cost of the software is justified by the return. This year the J.I.S. financial package will be instituted for Juvenile Court collections.

Judge Stutesman stated that all four judges work well as a team. They can all fill in for one another when the need arises.

They are also in daily contact with the Sheriff's Department keeping apprised of the jail population so that overpopulation does not occur.

They also get emails from the Twin County Probation Center when there are violations. They have control of drug cases without having an actual drug court.

The Judge has been involved with his association and attends many meetings and Judge Shumaker has been president of the Probate Judges Association this past year. Kathy Griffin was just elected Vice-Chair of the Court Administrators' Association.

They have determined that the printed law library is no longer necessary because of the internet and this saves about \$9,000 annually.

Commissioner Dunlap stated that he is impressed with the judiciary in this County. It is very efficient and saves costs when they can.

Judge Stutesman stated that we are unique in St. Joseph County in that all players in the system meet on a regular basis. Judges, Commissioners, the Administrator, etc. and this is unheard of in most other parts of the state.

Chairman Dobberteen stated that the atmosphere of the judiciary system changed when Judge Stutesman came on board to the better.

Commissioner Shaffer asked if there was anything that Judge Stutesman could do about the driver responsibility fee that is so difficult on the defendants.

Judge Stutesman responded that their hands are tied, but Judge Middleton could better answer the question when he gives his annual report.

Commissioner Loudenslager stated that it was an excellent report.

Judge Stutesman stated that Mrs. Griffin now goes to grievances hearings because he is unable to when he is in Court and she has also attended contract negotiations for the first time this year.

Commissioner Pueschel stated that he is happy that Judge Stutesman is part of the judiciary and it is much more efficient now.

It was moved by Commissioner Loudenslager and supported by Commissioner Dunlap that the Circuit Court Annual Report be accepted. Motion carried.

LEASE AGREEMENT FOR TOWER/ANTENNA SPACE WITH WHITE PIGEON TOWNSHIP

Ms. West-Wing recommended approval of a 5 year lease agreement for tower and antenna space with White Pigeon Township which is needed because of our 911 radio upgrade.

It was moved by Commissioner Baker and supported by Commissioner Shaffer that the lease agreement for tower/antenna space with White Pigeon Township be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 – Commissioners Shaffer, Loudenslager, Dunlap, Baker, Ware, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

REQUEST TO FILL VACANT TELECOMMUNICATOR POSITION

Ms. West-Wing stated that a request has been received from Andy Goldberger, Central Dispatch Director to fill a vacant Telecommunicator position.

It was moved by Commissioner Shaffer and supported by Commissioner Loudenslager that the request to fill the vacant Telecommunicator position be approved. Motion carried.

TELEPHONE SYSTEMS – DESIGN, BID, PROJECT OVERSIGHT CONSULTANT

Ms. West-Wing stated that last July the Board approved a study on our telephone systems. We currently have 3 systems in place. The system at the Sheriff's Department and 911 are no longer supported by any vendor. The Courthouse/Courts Building system was purchased in 1986 and has been upgraded. It was time to look into upgrading.

A consultant has estimated that to upgrade all buildings that the cost would be \$311,000. A new system would be \$262,000.

She is recommending that the County continue with the same consultant to do the design, bid and project oversight for a cost not to exceed \$21,500.

The bids will come back to the Board for approval.

Ms. West-Wing added that this will probably be a voice over internet protocol (VOIP) system.

The consultant that she is recommending, CommTech Design, is not associated with any vendor.

It was moved by Commissioner Loudenslager and supported by Commissioner Dunlap that the County continue with CommTech Design to design, bid and provide project oversight for a cost not to exceed \$21,500.

The aye and nay vote was called as follows:

Aye votes cast: 7 – Commissioners Shaffer, Loudenslager, Dunlap, Baker, Ware, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

HUMAN RESOURCE DEPARTMENT/CENTRAL SERVICES CHANGES

Ms. West-Wing stated that for several months now there have been ongoing talks concerning changes in the 4 positions in HR/CS Department.

She is recommending approval to eliminate reference to Central Services as a Department and to clarify that all employees will be managed by the Human Resources Director.

It was moved by Commissioner Dunlap and supported by Commissioner Pueschel that reference to a Central Services Department be eliminated and to clarify that the employees be managed by the Human Resources Director and that the job descriptions submitted be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 – Commissioners Shaffer, Loudenslager, Dunlap, Baker, Ware, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

PRE-EMPLOYMENT PHYSICAL POLICY

Ms. West-Wing stated that she is recommending that the basic physical be eliminated from the Pre-Employment Physical and that just a drug screen be done.

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the pre-employment physical policy be changed to just doing a drug screen. Motion carried.

WORKERS' COMPENSATION POLICY

Ms. West-Wing stated some verbiage in the workers' compensation policy needs to be cleaned up and all have received a copy of the newly revised policy.

It was moved by Commissioner Baker and supported by Commissioner Dunlap that the revised workers' compensation policy be approved. Motion carried.

HUMAN SERVICES COMMISSION HEALTHY FAMILIES PROGRAM FUNDING REQUEST

Ms. West-Wing stated that the HSC is requesting the use of the \$45,000 that has been appropriated by the County and use it for their Healthy Families Program.

It was moved by Commissioner Dunlap and supported by Commissioner Shaffer that the \$45,000 allocated to the HSC be used for the Healthy Families Program per the request of the HSC.

The aye and nay vote was called as follows:

Aye votes cast: 7 – Commissioners Shaffer, Loudenslager, Dunlap, Baker, Ware, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

PASSPORT DAY IN THE U.S.A.

The County Clerk is requesting use of the Courthouse on Saturday, March 28th between 10:00 p.m. and 3:00 p.m. to participate in "Passport Day in the U.S.A."

It was moved by Commissioner Dunlap and supported by Commissioner Shaffer that the County Clerk be granted permission to use the Courthouse on March 28th between 10 a.m. and 3 p.m. to process applications for passports. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Baker stated that everyone has a copy of the Law Enforcement Committee minutes of their meeting on February 20th and he would answer any questions that anyone may have.

Judiciary

Commissioner Loudenslager stated that the next Judiciary Committee Meeting is scheduled for April 8th at noon.

Physical Resources

Commissioner Dunlap stated that the Physical Resources Committee had not met.

Executive Committee

Commissioner Baker stated that everyone has a copy of the Executive Committee Meeting minutes of the meeting held on February 27, 2009 and he would answer any questions that anyone may have.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

NEW HIRE:

Laurie Wilcox has been hired as part-time In-Home Services Clerical at \$9.85/hr. (COA, grade 5, minimum) effective February 13, 2009.

MISCELLANEOUS:

Revise hire date for Autumnne M. Keifer from February 15 to February 23, 2009. (New hire approved on 2/17/09).

Anita Trayling, Appraiser I, is on medical leave commencing February 19, 2009 under the Family and Medical Leave Act of 1993.

James Hasbrouck to change from Corrections Officer to Corrections Sergeant at \$22.07/hr. effective February 24, 2009.

Kristine Chobot to change from part-time Telecommunicator to full-time Telecommunicator at \$14.56/hr. effective March 17, 2009.

Increase rate of pay for Daniel Cripe, part-time Animal Control, to \$8.00/hr. (office) and \$9.00/hr. (road) effective February 18, 2009. (This is consistent with 2009 wages for part-time employees.)

RESIGNATION:

Brianne Johnson, Nutrition Data Assistant (COA), has resigned effective February 18, 2009.

TEMPORARY/SEASONAL EMPLOYMENT:

Carrie Westphal to work temporary, part-time for Probate Court at \$7.50/hr. effective February 17, 2009.

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

REQUISITIONS

Ms. West-Wing presented the following report:

JMS collection/receipting software module for Circuit Court (approved in 2008, but not paid for yet)	\$ 2,500.00
Certex Electronic Check Signer, Model 3200 for Finance	\$ 2,000.00

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the requisitions be approved. Motion carried.

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET AMENDMENTS:

<u>DECREASE VICTIM RIGHTS' FUND #260:</u>	
Line item 260-229-727.000 (Supplies)	\$ 90.00
Line item 260-229-729.000 (Postage)	70.00
<u>INCREASE VICTIM RIGHTS' FUND #260:</u>	
Line item 260-229-984.000 (Computer Hardware)	\$ 160.00
 <u>DECREASE CIRCUIT COURT'S BUDGET:</u>	
Line item 101-131-806.000 (Jury Fess and Mileage)	\$ 2,500.00
<u>INCREASE CIRCUIT COURT'S BUDGET:</u>	
Line item 101-301-985.000 (Computer Software)	\$ 2,500.00
 <u>DECREASE DRAIN COMMISSION'S BUDGET</u>	
Line item 101-275-860.000 (Travel)	\$ 190.00
<u>INCREASE DRAIN COMMISSION'S BUDGET</u>	
Line item 101-275-980.000 (Equipment)	\$ 190.00
 <u>DECREASE FINANCE'S BUDGET</u>	
Line item 101-212-816.000 (Contractual Services)	\$ 2,000.00
<u>INCREASE FINANCE'S BUDGET</u>	
Line item 101-212-980.000 (Equipment)	\$ 2,000.00
 <u>DECREASE ADMINISTRATION'S BUDGET:</u>	
Line item 101-172-861.000 (Convention)	\$ 144.00
<u>INCREASE ADMINISTRATION'S BUDGET:</u>	
Line item 101-172-978.000 (Furniture and Fixtures)	\$ 144.00

It was moved by Commissioner Baker and supported by Commissioner Dunlap 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>
Due from State	\$ 3,617.99	\$
Prepaid Insurance	94,966.00	
County Commission	759.46	6,574.10
Circuit Court	124.20	13,448.38
District Court	3,124.48	63,150.19
Friend of the Court	3,873.35	39,641.25
Probate Court	1,747.21	18,285.53
Juvenile Branch	14,252.82	41,258.81

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Appeals Court	\$ 4,878.46	\$
Administration		9,754.42
Finance Department	2,414.07	13,105.82
County Clerk		22,355.51
Equalization Department	4,063.20	15,845.54
Human Resources	904.00	5,843.96
Geographic Information Systems	311.20	6,896.33
Prosecutor's Office	1,807.76	30,620.73
Central Services	7,508.07	5,457.14
Register of Deeds	269.93	13,504.83
County Treasurer	4,165.00	14,969.59
Cooperative Extension	283.05	8,337.98
Information Technology	1,442.94	12,066.24
Buildings & Grounds	13,566.19	14,126.52
Courts Building Security	714.50	7,704.64
Drain Commission	97.50	5,273.91
Sheriff Department	14,494.66	97,436.35
Sheriff Reserves	1,468.00	
Jail & Turnkey	30,260.79	104,631.24
Planning Commission	1,641.25	
Emergency Services	20.07	5,514.10
Animal Control	100.22	9,345.49
Board of Public Works		667.14
Medical Examiners	1,573.60	
Child Care - Probate	1,548.82	269.29
Veterans' Services		1,621.07
Utilities & General Services	68,753.54	
Total	\$ 284,752.33	\$ 587,706.10
<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
County Road Commission	\$ 466,574.35	\$
Parks & Recreation	1,200.04	7,602.42
Emergency 911 Service	42,838.19	54,184.63
Central Dispatch - Wireless	362.09	4,387.59
Meyer Broadway/Coon Hollow Park	1,577.69	2,253.54
Family Counseling	465.00	
Cade Lake Park	134.05	
Waste Management Fund		
County Commission	211.70	
Traffic Safety Program Fund	325.91	
Economic Development Fund	56,051.09	7,883.58
Victims' Rights Advocate Fund		3,195.60
Community Corrections Advisory Board	2,310.00	2,896.46
Community Corrections Program	1,205.00	
Drug Law Enforcement Fund	767.25	
Law Enforcement Fund		13,453.62
Secondary Road Patrol		9,176.94
Homeland Security Grant Fund	1,552.32	
Law Library Fund	242.00	
Principal Residence Denial Fund	335.00	667.76

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Commission on Aging	\$ 58,563.26	\$ 55,456.44
Child Care - Probate Court	39,416.25	3,511.85
Veterans' Trust Fund	1,989.48	
Facilities Maintenance Fund	214,655.05	
Forfeiture & Foreclosure Fund	9,427.97	
Tax Payment Fund	1,023.37	
Inmate Store	1,369.35	
Three Rivers Community Center	3,447.94	767.78
Long Lake Level Revolving Fund	\$ 5.49	\$
Flexible Benefits Insurance Fund	175,893.51	
Total	\$ 1,081,943.35	\$ 165,438.21
General Fund Operating Expenditures		
Pre-Authorized	\$247,052.94	
Accounts Payable	<u>37,699.39</u>	
	\$ 284,752.33	
General Fund Payroll Expenditures	\$ 587,706.10	
Other Funds Operating Expenditures		
Pre-authorized	\$1,063,137.11	
Accounts Payable	<u>18,806.24</u>	
	\$ 1,081,943.35	
Other Funds Payroll Expenditures	\$ <u>165,438.21</u>	
Total Recorded for the Month	\$ 2,119,839.99	

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

CITIZENS' COMMENTS

Ms. Shank stated that in 2007 the crime rate has remained unchanged but Michigan has the fewest law enforcement personnel than any of the great lakes states.

She said that Fabius Township has accumulated \$2,000,000 over 10 years in their Capital Improvement from monies received from the Waste Management Facility, Westside Landfill, in their Township. Revenue from the landfill is down 40% therefore funds to the township will be decreasing dramatically decreasing revenue going to the township and the county. She asked the Board to support expansion of road patrols of the St. Joseph County Sheriff's Department expending county funds and not rely on Fabius Township. Just because Fabius Township has the money in the bank does not mean that Fabius Township should be using it for Law Enforcement Services. She would like to meet with the Law Enforcement Committee.

Chairman Dobberteen asked her to meet with Commissioner Baker who is Chairman of the Law Enforcement Committee after the meeting tonight.

Tim Carls, 63044 Klinger Lake Road, Centreville thanked the Board for all their hard work and diligence at getting the County employees contracts settled making sure that they are well compensated for all their hard labor.

KALAMAZOO DETENTION CENTER

Judge Shumaker stated that it is time to renew our contract with the Kalamazoo Detention Center. We broke the contract last year. We pay for having the availability of having 2 beds at \$20 per day and then if we use the beds that money goes toward the bill. They are building a new facility. The contract has been signed by Kalamazoo and is ready for approval at the next meeting. The terms will remain the same.

MISCELLANEOUS

Commissioner Pueschel thanked the employees for the get well card that he received.

ADJOURNMENT

It was moved by Commissioner Loudenslager and supported by Commissioner Dunlap that the St. Joseph County Board of Commissioners adjourn until March 17, 2008 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

John L. Dobberteen, Chairman