

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, 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:

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

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

AGENDA

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

MINUTES APPROVED

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the minutes for February 17, 2015 be approved. Motion carried.

CLOSED SESSION MINUTES APPROVED

It was moved by Commissioner Baker and supported by Commissioner Shaffer that the minutes for the closed session on February 17, 2015 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the County Planning Commission, Re: Notice that Planning Commission member Dennis Wilson died on February 22, 2015.
2. Letter from Village of White Pigeon, Re: Notice of public hearing on March 18 to consider an Industrial Facilities Tax Exemption for Forest River Manufacturing LLC.
3. Resolution from Antrim County, Re: Oppose SB 1123 and 1124.
4. Resolution from Antrim County, Re: Date of Construction Code Association Conference.
5. Minutes of the Community Action Board of Directors meeting of January 26, 2015.
6. Minutes of the St. Joseph River Basin Commission meeting of December 2, 2014.

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

CITIZENS' COMMENTS

Carol Higgins, President of the Soil Conservation Board and Carolyn Grace, Administrator of the Soil Conservation District, introduced themselves. Mrs. Higgins invited the Commissioners to attend their annual meeting on March 25th. She stated that they are having a special tree sale and invited the Commissioners to purchase trees. The trees will be available for distribution at the Home and Garden Expo next month at the fairgrounds. They are receiving some Enbridge grant monies and they will plant some trees in key areas.

Mrs. Higgins also mentioned that they are again producing a brochure in conjunction with \*cino - Culture Is Not Optional that is a local food and recycling guide and they would very much like to include information on the River Trails.

PUBLIC HEARING ON THE RIVER TRAIL MASTER PLAN

Chairman Dobberteen declared that the public hearing was open on the River Trail Master Plan.

There being no comments it was moved by Commissioner Baker and supported by Commissioner Eaton that the public hearing be closed. Motion carried.

Mr. Yoder stated that Edgewater Resources did a great job in developing the Master Plan and they will be adding to the cover the County Logo and the River Trail Logo - StJoeH2O.

It was moved by Commissioner Eaton and supported by Commissioner Baker that the River Trails Master Plan be adopted.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Plan adopted.

RESOLUTION TO AMEND 9-1-1 SERVICE PLAN AND SET PUBLIC HEARING FOR JUNE 2, 2015

Mr. Yoder stated that because of changes in legislation the 9-1-1 Service Plan needs to be amended. He has been in discussion with Dennis Brandenburg, Central Dispatch Director, and Pattie S. Bender, County Clerk, as they developed the timeline and the documents for approval.

Mr. Yoder recommended adoption of the following resolution:

RESOLUTION NO. 6-2015

WHEREAS, St. Joseph County has adopted a Final 9-1-1 Service Plan on November 20, 1990 pursuant to the Emergency Telephone Service Enabling Act, 1986 PA 32, as amended, and,

WHEREAS, the Federal Communications Commission has now issued a wireless emergency service order that requires central dispatch answering centers (PSAP) to request deployment of Phase II 9-1-1 enhanced service from Commercial Mobile Radio Service (CMRS) suppliers, which includes cellular phone service companies; and,

WHEREAS, 1999, Public Act 78 requires Plans to implement the wireless emergency service Order and the Act, in order to qualify the County for distributions from the CMRS emergency telephone fund administered by the Department of Treasury and also requires a county to distribute all funds received from the CMRS emergency telephone fund to the primary public safety answering point (PSAP) within the County; and,

WHEREAS, the list of service suppliers and public agencies involved in the emergency calls and service and the highest monthly flat rate charged by service suppliers within the Service District vary from time to time; and,

WHEREAS, the citizens of St. Joseph County have approved a property tax millage to support the operation of the Central Dispatch and Enhanced 9-1-1 system.

NOW, THEREFORE, BE IT RESOLVED that the following amendments to the Final 9-1-1 Service Plan be adopted;

1. Article I:

By facilitating the development and maintenance of enhanced 9-1-1 services in the County, this Plan provides multiple benefits, including but not limited to:

1) Use of the universal, simple, easy-to-remember, three digit number for all emergencies in any location within the County;

- 2) Automatic number identification (ANI) and automatic location identification (ALI) for wire-based and digital calls and geographic positioning identification for mobile or wireless technologies and automatic and selective routing to increase the effectiveness of emergency response and dispatch services;
- 3) Establishment of financial, management and operational mechanisms designed to position the community in the best position to implement and maintain an up-to-date E-911 System;
- 4) Establishment of a system for recruiting and retention of qualified emergency Telecommunicators; also known as "dispatchers".

This Plan is designed to replace, supersede and update the 2000 Service Plan in light of present circumstances with the potential to more easily accommodate present and future technologies and management operations with the goal of facilitating a superior and ever improving E911 system within the County.

## 2. Article IV:

The Service District created by this Service Plan shall be coterminous with the boundaries of the County. The St Joseph County Central Dispatch Policy Board is authorized to cooperate with the State 9-1-1 Committee or any other state, federal or local body or official authorized to install, operate, modify and maintain universal emergency number service systems, whether wire-based, cellular, wireless, digital, radio-based or other communication technologies within the Service District.

### **Enhanced Wire-Based 9-1-1**

This Plan requires an Automatic Number Identification (ANI), Automatic Location Identification ("ALI"), and selective Routing Network System, including "on screen" information to the emergency telecommunicator of the caller's name, address and telephone number and space provided for jurisdiction information in the areas of police, fire, and ambulance ("EMS").

Wire-based telephone companies provide Enhanced 9-1-1 services to service users in the County, and those companies must maintain their Enhanced 9-1-1 services in order to continue to provide services to users in the County. All wire-based telephone companies interested in providing wire-based services within the County must provide and maintain Enhanced 9-1-1 and will cooperate to supply, in accordance with the Michigan Public Service Commission tariff rates, rules and regulations, the design installation and maintenance of the network for all facilities involved in providing emergency response telephone service, including modifications to all pay telephones to provide free 9-1-1 service.

### **Wireless Evolution**

All Commercial Mobile Radio Service ("CMRS") or other wireless providers (collectively "Wireless") providing service within the Service District are requested and directed to deploy Phase II, Enhanced service as provided in the wireless emergency service order ("Order"), FCC Docket No. 94-102, adopted June 12, 1996, with an effective date of October 1, 1996, and as updated by FCC Docket No. 05-116 and any other updates, including but not limited to provision of number, location and name. The County is Phase II compliant.

### **VOIP Evolution**

All providers of voice over internet (VoIP) and other communication technologies are required to provide Enhanced services if the computer is wire based and service that is equivalent or exceeds Phase II, Enhanced service if mobile and wireless.

### **New and Emerging 911 Technologies – Considerations and Implementation**

Consideration will be given to new and emerging 911 technologies, particularly as it pertains to Public Law 110-283 (2008). Current and future features available to users of wireless and VoIP technology do not presently contain methods for transporting data (such as text, images and video) to the PSAP in which the device is located reliably, if at all. This center will maintain awareness of the present state of industry capabilities and work to incorporate them once proven reliable. The public is under some assumption this modality exists, and education must also be provided.

Additionally, the Center will sustain awareness and knowledge of other potentially beneficial technologies for possible implementation. These include, but are not limited to: mass public notification (such as reverse 911 systems, social media sites and applications), data archival, radio transmission technology and responder safety and informational products.

### **Implementation - General**

Commercial wire-based, wireless, VOIP, and/or other communication technology providers are "Service Suppliers" as that term is used herein. Service Suppliers shall automatically route all 9-1-1 calls originating from service users in the County to the primary PSAP serving the area from which the call originated, as identified in this Plan and/or the notice of intent to serve as primary PSAP as provided in this Plan and under the Act. All calls within the wire exchanges identified in this Plan but originating from within other counties shall be automatically routed as directed by the service plans adopted by the Board(s) of Commissioners from those counties, or, if no such provisions exist, to the appropriate alternate or secondary PSAP for selective routing to the appropriate public agencies and EMS providers within those counties. Any calls which cannot be automatically routed shall be selectively routed to the appropriate primary PSAP.

The St. Joseph County Central Dispatch Policy Board, in coordination with the Board of Commissioners, is authorized and directed to take any action necessary to implement the Order, the Act, this Plan or any other applicable state or federal law existing or subsequently adopted. The Board of Commissioners, in coordination with the Policy Board, may require that every wire-based, CMRS/wireless or VOIP service provider billing service users within the District submit a written registration as a "service provider" under the Act, including a contact person, telephone number and the type of service supplied. The County Board, in coordination with the Policy Board, by resolution may impose reasonable time limits on the registration and require periodic updates.

### 3. Article V:

The Central Dispatch Center located in Centreville is the primary PSAP established in St. Joseph County. There will be an adequate number of trained Telecommunicators and shift supervisors which will dispatch all police, fire, emergency medical, support and rescue services in the County. Dispatch Center employees work under the direction and day-to-day supervision of the Central Dispatch Director.

The radio, computers and telephone system have uninterrupted power supplies. The mission critical computer systems shall have backup systems in place.

A 9-1-1 Policy Board has been established by the County Board of Commissioners. It shall be called the "St. Joseph County Central Dispatch Policy Board".

### **Dispatch Methods**

Calls to 9-1-1 will be processed by the Direct Dispatch method and/or Relay Method. Calls for service from jurisdictions outside the geographical boundaries of County but which are included in this Service Plan will be handled by the manual transfer method. If, at any time, Selective Routing Transfer or the Manual Transfer method becomes unusable, the calls for service will be routed by the Relay Method. Alternate communication plans shall be developed to ensure sustained communications with emergency response personnel within the community.

While the Plan is designed solely for the benefit of the residents and service users of St Joseph County, portions of other counties may be affected by the implementation of this plan. Agreements shall be reached with these communities as to the proper forwarding of those 9-1-1 calls that originate beyond the boundaries of this Emergency Telephone Service District.

### **Training**

The St. Joseph County Central Dispatch Policy Board will ensure all emergency Telecommunicators who are required to meet State mandated designation are so designated and that all emergency Telecommunicators receive supplemental training necessary for professional enhancement.

## **Implementation - General**

The St. Joseph County Central Dispatch Policy Board shall require that all public and private safety agencies providing emergency response services within the operational boundaries of the Central Dispatch Center register with the County Clerk and execute service agreements with the Board. The Policy Board may by resolution impose reasonable time limits on the registration and implementation and require periodic updates.

### **POLICY BOARD - COMPOSITION**

St. Joseph County Central Dispatch shall be governed by a Policy Board (Board) composed of one representative from (1) St. Joseph County Board of Commissioners, (2) A member of the general public, (3) Michigan State Police, (4) Emergency Medical Services, (5) Fire Service, (6) Sturgis Police Department, (7) Three Rivers Police Department, (8) Sheriff's Department, (9) Village Police Department representative.

The County Administrator or their designee and the Director shall serve the board in an Ex Officio capacity.

It is recommended that sponsoring public agency appointments be made from senior elective or appointed officials; however, the selection shall be the individual decision of each sponsoring public agency which may remove its appointee at will. All members shall serve without recompense.

#### **4. Article VII**

The cost of purchasing, installing and maintaining 9-1-1 computer equipment, radio equipment, all other components and all other support services for the St. Joseph County Central Dispatch Central Dispatch Center (PSAP) will be borne by the County. Expenses related to the operation and maintenance of the PSAP along with necessary administration expenses will also be borne by the County.

Funding by voted millage is the current source of revenue for this system. The St. Joseph County Board of Commissioners through its appointed Policy Board and consistent with applicable County policies is authorized and directed to receive, expend and implement, consistent with all applicable laws, any operational surcharges, CMRS service charges, or any other funding provided under state or federal law, including but not limited to such fees authorized, imposed, and collected under the Act.

5. This Amendment's provisions as identified above along with various others changes are designed to modify, amend, supersede or replace any inconsistent provisions in the County's Final 9-1-1 Service Plan, and to augment, supplement or add to such Plan provisions that are not in any way inconsistent.

FURTHER, BE IT RESOLVED that a final hearing on this Plan amendment is set for June 2, 2015 at 5:05 p.m. in the Commissioners' Room, Courthouse, Centreville, Michigan and the County Clerk is directed to send a copy by certified mail this Resolution and the complete Proposed Amended Final 9-1-1 Service Plan to the Clerk of every Township, City and Village in the County and to publish the notice of the public hearing as required under the Act.

It was moved by Commissioner Eaton and supported by Commissioner Baker that the resolution be adopted and 2nd reading waived.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Resolution adopted.

### **MERS HYBRID PLAN AMENDMENT**

Mrs. Doehring recommended approval of an amendment to the MERS Hybrid Plan that prohibits retirement benefits to temporary and seasonal employees. Historically that has been the case, but the plan currently in place does not prohibit this.

It was moved by Commissioner Shaffer and supported by Commissioner Balog that MERS Hybrid Plan Amendment to the MERS Hybrid Plan be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

#### COVERED BRIDGE DAYS REQUEST TO USE COURTHOUSE PROPERTY

Mr. Yoder recommended approval of the use of Courthouse property for the Covered Bridge Days to be held July 17 and 18, 2015.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the request of the Covered Bridge Days Committee be approved. Motion carried.

#### REQUEST TO FILL VACANT PART-TIME CLERK POSITION

Mrs. Doehring stated that the Sheriff is requesting that a part-time clerk's position be filled.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the vacant part-time clerk's position at the Sheriff's Department be filled. Motion carried.

#### NOMINATIONS/APPOINTMENTS

##### County Agricultural Preservation Board

It was moved by Commissioner Baker and supported by Commissioner Balog that Henry Miller be reappointed to the Ag Preservation Board for a 3 year term to expire March 6, 2018 and that Don Eaton be appointed for a 1 year term expiring March 6, 2016. Motion carried.

##### Community Mental Health and Substance Abuse Services

It was moved by Commissioner Balog and supported by Commissioner Baker that Robin Baker, Donald Eaton, Larry Walton and Rick Shaffer be appointed to the CMHSAS for 3 year terms to expire March 31, 2018 and that Janell Hart be appointed for a 1 year term to expire March 31, 2016. Motion carried.

#### ADMINISTRATOR'S REPORT

Mr. Yoder introduced Stoney Summey as the new Director of Veterans' Affairs and Community Outreach who began employment today.

Mr. Summey stated that this is a beautiful building in which to work and he thanked the Board for the opportunity to work in this position. He is looking forward to getting up to speed with the veterans' program.

#### PERSONNEL REPORT

Mrs. Doehring presented the following report:

#### MISCELLANEOUS:

Timothy Barnes to change from Road Patrol Officer to Road Patrol Sergeant at \$26.81/hr. effective January 27, 2015.

Kitty Buchner will be placed at \$61,131.53 (Nottley system, grade 11, step 6) in her new role as Jail Administrator effective April 1, 2015.

#### NEW HIRE:

Stoney A. Summey has been hired as Director of Veterans Affairs and Community Outreach at \$59,833.73. (Nottley system, grade 10, step 8) effective March 3, 2015.

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

FINANCE DIRECTOR'S REPORTS

Mrs. Doehring presented the following reports:

Bills

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Due from State, Payroll Liabilities, Prepaid Health & Other Insurances	\$ 319,234.87	\$
County Commission	3,177.59	4,574.81
Circuit Court	1,201.24	15,342.58
District Court	2,705.95	60,809.95
Friend of the Court	339.54	44,175.17
Probate Court	2,261.78	21,076.67
Juvenile Branch	13,961.33	28,108.59
Appeals Court	921.10	
Public Defender	40,104.34	
Administration		13,813.30
Finance Department		11,481.86
County Clerk	140.37	28,358.33
Equalization Department	7,359.06	9,210.48
Human Resources	1,139.07	10,796.20
Geographic Information Systems		8,985.91
Prosecutor's Office	1,040.24	36,923.06
Register of Deeds	189.48	7,035.86
County Treasurer	505.10	17,201.60
Cooperative Extension		6,506.45
Information Technology	8,548.23	13,592.04
Buildings & Grounds	5,975.07	13,973.29
Courts Building Security		7,145.86
Drain Commission	650.09	7,722.92
Sheriff Department	5,365.24	108,168.06
Sheriff's Reserves	50.00	
Jail & Turnkey	10,523.99	118,089.44
Animal Control	502.62	9,497.94
Medical Examiners	2,233.56	
Child Care - Juvenile	2,020.92	
Veterans' Services	16.80	2,139.91
Grant Writer	1,605.63	4,606.29
Utilities & General Services	9,789.77	
Total General Fund	\$ 441,562.98	\$ 609,336.57
 <u>OTHER FUNDS</u>	 <u>EXPENDITURES</u>	 <u>PAYROLL</u>
Parks and Recreation	\$ 1,385.32	\$ 6,079.96
Emergency 911 Service	20,901.01	71,689.14
Central Dispatch - Wireless	3,279.41	2,992.33
Meyer Broadway/Coon Hollow Park	1,073.70	2,933.36
Family Counseling	130.00	
Cade Lake Park	8,860.18	
Traffic Safety Program Fund	400.00	

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Economic Development Corp. Fund	\$	\$ 8,734.04
Animal Shelter Donation Fund	32.95	
Victim Rights Advocate Fund	1,438.00	4,145.22
Community Corrections Advisory Board	2,730.00	14,833.82
Community Corrections Program	1,088.98	
Victim Rights Advocate Fund	2,400.00	
Drug Law Enforcement Fund	1,561.00	
Law Enforcement Fund		6,872.75
Secondary Road Patrol		10,743.45
Commission on Aging	45,126.08	75,212.91
SCAO Swift & Sure Grant	14,343.89	
Sheriff's Justice Training Fund	175.00	
Child Care: Probate Court & DHS	46,498.37	18,329.34
Veterans' Trust Fund	666.66	
County Facilities Maintenance Fund	3,000.00	
Forfeiture & Foreclosure Fund	7,102.22	
Tax Payment Fund	13,488.79	
Inmate Store Fund	39.36	
Buildings Authority Fund	19,381.49	
Three Rivers Community Center	1,551.68	733.92
Trust & Agency	2,692,228.95	
Long Lake Level Revolving Fund	27.89	
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Total Other Funds	\$ 2,888,910.93	\$ 223,300.24
Grand Total	\$ 3,330,473.91	\$ 832,636.81

<u>Expenditure Type</u>	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>
Operating	441,562.98	2,888,910.93	3,330,473.91
Payroll	609,336.57	223,300.24	832,636.81
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Total	1,050,899.55	3,112,211.17	4,163,110.72

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

Budget Amendment

BUDGET AMENDMENT:

PARKS AND RECREATION:

Increase Dues (208-751-803.000)	\$ 165.00
Increase Budgeted Use of Fund Balance (208-751-676.000)	\$ 165.00

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

COMMITTEE REPORTS

Law Enforcement

Commissioner Baker stated that the Committee had not met.

Judiciary

Commissioner Baker stated that the Committee had not met.

Physical Resources

Commissioner Balog stated that the Committee had not met.

Executive/Committee of the Whole

Chairman Dobberteen stated that the Committee met on February 26, 2015 and everyone has a copy of the minutes.

CHAIRMAN'S REPORT

Chairman Dobberteen welcomed Mr. Summey stating that he can see his passion for this position and the veterans of this County will be beneficiaries.

He also thanked the Commission for adopting the River Trails Master Plan.

CITIZEN COMMENT

Mike Mack from Indiana stated that he is a kayaker and thanked the Board for adopting the River Trails Master Plan.

COMMISSIONER COMMENT

Commissioner Shaffer stated the he thought that it was exciting watching the River Trails Master Plan unfold. He added that government is known for moving slowly, but this project moved ahead with lightning speed. It has drawn community support and it is certainly an economic driver for the County and he looks forward for the momentum to continue.

ADJOURNMENT

At 5:17 p.m. it was moved by Commissioner Balog and supported by Commissioner Baker that the St. Joseph County Board of Commissioners adjourn until March 17, 2015 at 5:00 p.m. Motion carried.

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Pattie S. Bender, County Clerk

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John L. Dobberteen, Chairman