

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 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:

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

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

AGENDA

Chairman Dobberteen stated that filling the vacant GIS Director and Grant Writer positions be added to the agenda.

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

MINUTES APPROVED

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

COMMUNICATIONS

1. Minutes of the Community Mental Health and Substance Abuse Services Board meetings of October 14, November 25, 2014 and January 27, 2015.
2. Minutes of the Commission on Aging Board meeting of February 18, 2015.

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

JUDGE STUTESMAN

Circuit Court Judge, Paul Stutesman stated that after interviewing some candidates that applied for the County Clerk/Register of Deeds appointment, he has appointed Lindsay Oswald who will begin her duties on July 1, 2015 replacing Pattie S. Bender who will retire on June 30, 2015. He further stated that these interviews were conducted with the assistance of Probate Judge, David Tomlinson; Circuit Court Administrator, Kathy Griffin; Human Resource Director, Teresa Doehring; and Pattie Bender.

Judge Stutesman stated that all the candidates were remarkable but two of them were very strong and were brought in for second interviews, those being Ms. Oswald and Tabitha Wedge, District Court Administrator. He went on to say that Ms. Oswald has a Bachelors and Master's Degree and is the former Clerk in the City of Three Rivers. She has also been involved with elections on the local level.

Ms. Oswald stated that she is looking forward to assuming the post and the new challenges that it brings.

Commissioner Balog stated that he worked with Ms. Oswald when he was the Mayor of Three Rivers and is thrilled to work with her again.

DRAIN COMMISSIONER'S ANNUAL REPORT FOR 2014

Jeffery Wenzel, Drain Commissioner, gave an overview of the 2014 Annual Report. He stated that 2014 was a good year and he becomes more and more comfortable in this position. He is also the Soil Erosion Enforcement Agent and they issued 147 permits last year. Over 600 inspections were done in 2014 and these are Department of Environmental Quality regulated. They also issued 29 drain maintenance permits. They work closely with property owners and all of the work done on these drains will be paid by the property owners. He prefers working with property owners in the drainage districts to avoid anyone filing petitions.

This year the drain inspections must be done and the engineers are already lined up to complete this task.

The office manages all the drain accounts which amount to a total of over \$508,000.00.

Following are the reports of the Soil Erosion and Sedimentation Control Permits issued by Township/City; Assessment Report; Drain and Lake Level Fund Balances; and Loan Fund balances:

SOIL EROSION AND SEDIMENTATION CONTROL ACT (SESC)

During 2014 the drain office permitted 147 SESC permits including waivers and extensions. \$17,723.00 was deposited for 2014 for this fund. Below is the number of permits issued per township from January 1, 2014 to December 31, 2014:

Burr Oak Township	5
Colon Township	26
Constantine Township	5
Fabius Township	27
Fawn River Township	1
Florence Township	1
Flowerfield Township	3
Leonidas Township	0
Lockport Township	9
Mendon Township	6
Mottville Township	0
Nottawa Township	10
Park Township	2
Sherman Township	21
Sturgis Township	0
White Pigeon Township	20
City of Sturgis	4
City of Three Rivers	7
TOTAL	147

ASSESSMENTS

The following assessments were filed with the St. Joseph County Clerk September 18, 2014:

Grover & Coohon Drain, Colon Township (Petitioned Cleanout) Year 10 of 15	\$18,708.10
Felker Drain, Park Township (Petitioned Cleanout) Year 9 of 10	\$49,333.61
Colon Number One Drain, Colon & Nottawa Townships (Petitioned Cleanout) Year 8 of 10	\$35,908.68
Kaiser Lake, Fabius Township (Costs to Establish a Special Assessment District) Year 5 of 5	\$3,985.05
Beaver Lake Assessment, Colon Township (Costs to Establish a Special Assessment District) Year 5 of 5	\$4,470.83
Total Drain and Lake Assessments - 2014	\$112,406.27

Below are the summaries for the drain and lake level accounts:

FUND	BALANCE 12-31-14
Long Lake Revolving Fund (Fabius)	\$17,399.29
Drain Assessment Fund (*)	\$219,036.22
Klinger Lake Level Fund	\$21,634.01
Revolving Drain Fund	\$81,334.04
Revolving Drain Maintenance Fund	\$9,477.73
Omena Lake	\$16,757.56
Palmer & Long Lake Level Fund (Weed Control)	\$0.00
Fish Lake Drain Fund	\$7,830.88
Eberhard Lake Level	\$90.65
Grey Lake Level Study Fund	\$1,040.71
Corey Lake	\$2,782.86
Pleasant Lake	\$7,604.30
Clear Lake	\$7,056.99
Kaiser Lake	\$9,516.51
Debt Service	\$86,038.07
Beaver Lake	\$9,617.67
Lake Templene	\$11,442.12
Minnewaukan Lake	\$0.00
Lamberson Dam	\$90.18
TOTALS	\$508,749.79
AINSLEY	\$0.00
AMBS	\$0.01
BARTHOLOMEW/SPRING CREEK	\$2.86
BEAVER LAKE & EXTENSION	\$228.47
BENEDICT LAKE	\$2,440.00
BENNETT & BIRCH	\$795.39
BERKLEY & REED	\$451.46
BLACK RUN	\$4,391.82
BRICKER	\$121.62
BRISTOL	\$5.46
BROOKS	\$6.62
BURR OAK VILLAGE	\$1.47
BURR OAK/COUNTYLINE	\$6,022.10
CALVERT & FOUR COUNTY	\$2,312.54
CARL	\$71.84
CARTER-BOWER	\$156.32
CLARKS	\$2.72
CLYDE	\$2,271.47
COLE & DARLING	\$37.91
COLON NO. 1	\$50,040.77
COOPER	\$35.70
COPENHAFER	\$1,443.27
COREY LAKE (DRAIN)	\$66.36
DAVIS TILE	\$27.98
DELONG	\$3.18
DENT EXTENSION	\$3.34
DRY LAKE	\$2.57
FABIUS NEWBERG	\$0.00
EBERHARD LAKE (DRAIN)	\$22.76

EDWARDS-STARKWEATHER	\$1.00
FARNHAM	\$45.31
FAWN RIVER	\$0.00
FELKER	\$3,727.25
FLETCHER	\$44.00
FOUR COUNTY	\$40.20
FOUR COUNTY BRANCH	\$39.26
FOWLER	\$32.32
FREEMAN	\$5,584.43
GARMAN FOSTER BRANCH	\$6,460.92
GEMBERLING	\$230.04
GILL & TRY	\$331.88
GILLETT	\$7.06
GOOSE LAKE	\$91.52
GRAVES	\$17.56
GROVER-COOHON	\$38,616.98
HALLWOOD - BRANCH #1	\$262.41
HANSHAW	\$0.00
HASBROOK & MUMBY	\$0.15
HASSINGER	\$978.30
HAZZARD	\$45.54
HENRY	\$39.45
HEPNER-COOK	\$100.00
HILL	\$159.41
HIMEBAUGH & NOBLE	\$21.92
HOG CREEK & BRYANT LAKE	\$606.44
HOOVER-KELLY	\$242.52
JOHNSON & KELLY	\$408.59
KEIGHTLY	\$217.62
KIBBIE & AKEY	\$3.42
KISER & BICKLE	\$0.00
KLADY	\$0.00
LAIRD TOMPKINS & DOANE	\$5.31
LEONIDAS VILLAGE	\$20.59
LEONIDAS/MENDON/LITTLE PORTAGE	\$886.57
LITTLE PORTAGE CREEK EXTENSION	\$0.00
LEVERANCE & REED	\$246.59
LITTLE SWAN CREEK	\$4,897.28
MARVIN	\$21.33
MCCAULEY	\$100.00
METTY RICE	\$45.01
MOE	\$6,130.73
MOORE & BURGNER	\$19.18
MOOREPARK	\$39.49
NEEDHAM	\$100.00
NOTTAWA LOCKPORT	\$57.68
NOTTAWA NO. 1	\$1,009.62
NYE	\$12,376.64
OLDORF	\$19.99
OUTWATER	\$4.65
PARK	\$105.03
PIERCE-SHERMAN	\$10.50
PLUG EXTENSION	\$44.66
PLUM	\$0.01

PORTAGE CREEK INTERCOUNTY	\$140.50
PORTAGE LAKE DRAIN	\$35,948.74
PROFILE LAKE	\$701.79
RAILROAD STREET & TRY	\$55.42
REED	\$0.00
REED & HAGAR	\$1.44
RUMSEY	\$0.00
SADAWASSER	\$80.77
SAMUEL CLYDE	\$16.93
SAM METTA	\$0.00
SANBORN & HOG CREEK	\$172.01
SECTION FIFTEEN	\$100.00
SECTION FOUR	\$1,942.66
SECTION FOUR & FIVE	\$33.47
SECTION LINE	\$491.46
SECTION SEVEN	\$150.50
SECTION SIXTEEN	\$0.91
SECTION THIRTY-ONE	\$23.18
SECTION TWENTY-EIGHT	\$9.20
SHAW & AKEY	\$4.08
SIMPSON	\$6.91
SKIRVIN	\$7.69
SMITH & TYLER	\$150.00
SMITH WOODWORTH	\$37.11
SNAKE	\$614.90
STEPHENSON	\$331.32
STEWART LAKE	\$13,992.16
SWEET LAKE	\$0.00
THORNTON-BEAVER MARSH	\$27.73
TRECKLE	\$2.64
TUTEWILER & TOWN LINE & PLUG	\$2,714.00
WAITS	\$13.38
WANEER	\$87.29
WASEPI	\$10.12
WILCOX	\$2,253.67
WINGER	\$0.00
WOOD & WATSON	\$3,306.64
YAPLE	\$60.85
YEATTER JOINT	\$1.93
YODER	\$82.45
TOTALS*	\$219,036.22

*This fund is the total of the individual drain accounts included with this report.

LOANS

Colon Number One Drain	\$365,780.00
Felker Drain	\$427,000.00
Grover & Coohon Drain	\$220,000.00

Responding to a question by Commissioner Eaton, Mr. Wenzel remarked that the dam that runs along M-86 in Centreville is no longer being raised and lowered privately.

Commissioner Shaffer stated that Mr. Wenzel provided a good report and believes that this Department is being run at the highest level of professionalism in years and commented that Mr. Wenzel handles himself well in meetings.

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the Drain Commissioner's Annual Report for 2014 be accepted. Motion carried.

REQUEST FOR OUT-OF-STATE TRAVEL FROM SHERIFF

Mr. Yoder stated that a request has been received from the Sheriff regarding schooling in North Carolina for 5 to 6 officers with expenses to be paid from the Booking Fee Funds used for training.

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

APPOINTMENT OF FOIA COORDINATOR

Mr. Yoder stated that in order to comply with recent legislative changes in the Freedom of Information Act the Board must formally appoint a FOIA Coordinator and he is recommending Teresa Doehring, Human Resources Director.

It was moved by Commissioner Balog and supported by Commissioner Baker that Teresa Doehring be appointed as the County's FOIA Coordinator.

CENTRAL DISPATCH REQUEST FOR FUNDS

Tower Work

Mr. Yoder stated that the Centreville Tower needs some improvements and repairs to the tower and to ground the device on the base of the tower plus improvements need to be made at the Center and at the Sheriff's Department. Dennis Brandenburg, Central Dispatch Director, is recommending that Windemuller be contracted to do the work for a bid price of \$74,200.00.

It was moved by Commissioner Baker and supported by Commissioner Eaton that Windemuller be contracted to make needed improvements to the Centreville Tower; Central Dispatch; and the Sheriff's Department. Motion carried.

Security Cameras

Mr. Yoder stated that Mr. Brandenburg is also requesting the replacement of the security cameras at the Center. Three bids were received and he is recommending the low bid of \$4,128 from Tri-State Security System.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the new security cameras be approved for purchase from Tri-State Security System. Motion carried.

COURTS BUILDING

Mr. Yoder stated that the Physical Resources Committee met on March 10th and then consensus was reached on March 12th by the Executive Committee recommending that the Board move forward toward building a two story building on the west side of the Courts Building to house Circuit, Family and District Courts, Prosecuting Attorney and an office for the County Clerk. It is also recommended that the interior of the Courts Building be remodeled to suit Friend of the Court and District Court Probation and other departments currently off site as necessary. In addition, hopefully the exterior of the building will match the exterior of the Historic Courthouse and that the current Courts Building be re-skinned for the same reason. The single entry security system will no longer be necessary as it will be duplicated for the court addition entry.

It was moved by Commissioner Eaton and supported by Commissioner Balog that the exploratory process of constructing an addition to the Courts Building be approved. Motion carried.

CONCEALED WEAPONS AMENDMENT TO EMPLOYEE HANDBOOK

Mr. Yoder recommended approval of an amendment to the employee handbook as follows:

An employee is prohibited from possessing any weapon in the Courts Building and Historic Courthouse, even if that employee is licensed to carry a concealed weapon, unless the Michigan Concealed Pistol license shows an exemption from pistol free zones.

It was moved by Commissioner Baker and supported by Commissioner Shaffer that the concealed weapons amendment to the employee handbook 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.

REQUEST TO FILL VACANT G.I.S. DIRECTOR POSITION

It was moved by Commissioner Baker and supported by Commissioner Eaton that the request to fill the vacant G.I.S. Director position be approved. Motion carried.

REQUEST TO FILL VACANT GRANT WRITER POSITION

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

NOMINATIONS/APPOINTMENTS

Transportation Authority Board

It was moved by Commissioner Shaffer and supported by Commissioner Baker that Allen Balog, Charles Thompson, Bruce Zakrzewski, Connie Stoppenbach, Kelli Tackett, Aaron Cullifer and Joseph Haas be reappointed to the Transportation Authority for 2 year terms to expire April 1, 2017. Motion carried.

PERSONNEL REPORT

Mrs. Doehring presented the following report:

NEW HIRE:

Timothy Large has been hired as COA Sub-Driver at \$9.27/hr. (COA system, grade 1, step 1) effective March 18, 2015.

Jennifer Jones has been hired as part-time Kennel Support at \$12.80/hr. (Nottley system, grade 1, step 1) effective March 25, 2015.

Julie Sylvain will change from temporary, part-time to regular, part-time Kennel Support at \$12.80/hr. (Nottley system, grade 1, step 1) effective March 18, 2015.

RESIGNATION:

Andrew Hartwick, GIS Director, has resigned effective April 13, 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:

Per Diem

Robin Baker - 3 half days 3/4, 3/5 & 3/12 & 2 full days 2/26 & 3/2/15	\$ 340.00
Allen Balog - 10 half days 2/18 x 2, 2/19, 2/25, 2/26, 3/10, 3/11, 3/12, 3/16 & 3/17 & 1 full day 2/18/15	595.00
John Dobberteen - 10 half days 2/25, 2/26 x 2, 3/9, 3/10, 3/12, 3/13 & 3/16/15 x 3	500.00
Rick Shaffer - 4 half days 2/25, 2/26, 3/4 & 3/11 & 1 full day 2/23/15	<u>295.00</u>
	\$1,730.00

Expenses

Robin Baker	\$ 208.72
Allen Balog	88.55
John Dobberteen	82.80
Rick Shaffer	<u>74.75</u>
	\$ 454.82

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

Financial Statements

	Revenues	Expenditures
Year to Date - February 28, 2015	\$ 2,062,592.59	\$ 2,275,577.84
Available Balance - Revenues & Expenditures	\$ 14,392,914.41	\$ 14,179,929.16
Percent of total budgeted funds earned year to date		12.53%
Percent of total budgeted funds expended year to date		13.83%

It was moved by Commissioner Baker and supported by Commissioner Eaton that the financial statements be accepted. 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 March 12, 2015 and everyone was present and has a copy of the minutes.

ADJOURNMENT

At 5:25 p.m. it was moved by Commissioner Shaffer and supported by Commissioner Balog that the St. Joseph County Board of Commissioners adjourn until April 7, 2015 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

John L. Dobberteen, Chairman