

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 April 15, 2003, at 5:00 p.m.

Chairman Dobberteen called the meeting to order.

The Invocation was given by Commissioner Loudenslager.

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
John W. Bippus	Robin Baker
Monte Bordner	David J. Pueschel
John L. Dobberteen.	

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

AGENDA

It was moved by Commissioner Bippus and supported by Commissioner Bordner that the agenda be approved. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Loudenslager and supported by Commissioner Shafer that the minutes for April 1, 2003 be approved. Motion carried.

COMMUNICATIONS

1. Letter from Michigan Association of Counties, Re: MAC Legislative Updates, April 4 and April 11, 2003.
2. Letter from Michigan Association of Counties, Re: FIA budget and private foster care placement.
3. Letter from the City of Three Rivers, Re: Notice of public hearing on April 15 to consider Industrial Facilities Exemption Certificates for American Axle & Manufacturing and Dock Foundry Corporation.
4. Minutes of Commission on Aging meeting of March 19, 2003.
5. Minutes of Southwest Michigan Substance Abuse Advisory Council meeting of March 17, 2003.
6. Minutes of Community Action Agency Board of Director's meeting of March 17, 2003.

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

CITIZENS COMMENTS

Louella Hamilton stated that she and her husband do a lot of research on land and tax records in the Treasurer's Office, Land Resource Centre and Register of Deeds Office. She asked if property owners' names and addresses along with their SEV and plat maps would be on the Countywide web page. She believes that it would save a lot of County staff time if this information were on the Internet.

Ms. West-Wing responded by saying that this information will be considered as part of Phase II of the development of the County's website. Phase I is scheduled to be completed the first part of May and Phase II will be considered after that.

Commissioner Shafer responded by saying that Mrs. Hamilton was his constituent and she asked him these questions and she was present tonight at his request, as he did not know the answer to her questions.

June Oswald who lives on Buckhorn Road addressed the Board complaining about her neighbor's loud music.

She stated that the County Sheriff's Department and the Michigan State Police have told her that the playing of loud music is not against the law.

Ms. Oswalt has talked to the parents and the landowners to no avail.

Ms. West-Wing stated that we have an opinion from the Prosecuting Attorney stating that the Board cannot adopt a noise ordinance because it cannot be enforced.

Commissioner Baker suggested that Ms. Oswalt contact the Prosecutor's Office as all complaints funnel through that office.

EQUALIZATION REPORT

Mark Clute, Deputy Equalization Director, presented the Equalization Report on behalf of the Director, Judy Nelson, who was having surgery today.

Mr. Clute stated that the total equalized value is up 6% over 2002, which amounts to \$107 million. The total taxable value is up 4.4% on average with the largest share being in new construction.

He added that the bottom line increase for the County's General Fund revenue is \$247,000 with \$213,000 of that in new construction.

The following report was presented:

TOWNSHIP OR CITY	TOTAL REAL PROPERTY VALUATIONS		PERSONAL PROPERTY VALUATIONS		TOTAL REAL PLUS PERSONAL PROPERTY	
	ASSESSED VALUATIONS	EQUALIZED VALUATIONS	ASSESSED VALUATIONS	EQUALIZED VALUATIONS	ASSESSED VALUATIONS	EQUALIZED VALUATIONS
BURR OAK	\$64,080,600	\$64,080,600	\$2,393,100	\$2,393,100	\$66,473,700	\$66,473,700
COLON	\$98,873,000	\$98,873,000	\$4,015,200	\$4,015,200	\$102,888,200	\$102,888,200
CONSTANTINE	\$103,967,900	\$103,967,900	\$17,494,300	\$17,494,300	\$121,462,200	\$121,462,200
FABIUS	\$163,631,138	\$163,631,138	\$5,798,260	\$5,798,260	\$169,429,398	\$169,429,398
FAWN RIVER	\$38,501,458	\$38,501,458	\$666,488	\$666,488	\$39,167,946	\$39,167,946
FLORENCE	\$41,937,200	\$41,937,200	\$1,142,300	\$1,142,300	\$43,079,500	\$43,079,500
FLOWERFIELD	\$51,522,970	\$51,522,970	\$5,243,762	\$5,243,762	\$56,766,732	\$56,766,732
LEONIDAS	\$43,855,900	\$43,855,900	\$837,900	\$837,900	\$44,693,800	\$44,693,800
LOCKPORT	\$99,195,200	\$99,195,200	\$2,693,900	\$2,693,900	\$101,889,100	\$101,889,100
MENDON	\$68,344,100	\$68,344,100	\$15,326,800	\$15,326,800	\$83,670,900	\$83,670,900
MOTTVILLE	\$48,896,100	\$48,896,100	\$5,283,900	\$5,283,900	\$54,180,000	\$54,180,000
NOTTAWA	\$113,975,600	\$113,975,600	\$3,230,700	\$3,230,700	\$117,206,300	\$117,206,300
PARK	\$97,475,400	\$97,475,400	\$12,258,700	\$12,258,700	\$109,734,100	\$109,734,100
SHERMAN	\$110,474,750	\$110,474,750	\$3,265,600	\$3,265,600	\$113,740,350	\$113,740,350
STURGIS	\$53,583,700	\$53,583,700	\$3,595,635	\$3,595,635	\$57,179,335	\$57,179,335
WHITE PIGEON	\$160,817,000	\$160,817,000	\$13,682,400	\$13,682,400	\$174,499,400	\$174,499,400
STURGIS CITY	\$209,141,650	\$209,141,650	\$52,887,100	\$52,887,100	\$262,028,750	\$262,028,750
THREE RIVERS	\$141,471,121	\$141,471,121	\$34,286,172	\$34,286,172	\$175,757,293	\$175,757,293
	\$1,709,744,787	\$1,709,744,787	\$184,102,217	\$184,102,217	\$1,893,847,004	\$1,893,847,004

REAL PROPERTY EQUALIZED VALUATIONS

	AGRICULTURE	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	TOTAL REAL PROPERTY
BURR OAK	\$23,532,500	\$1,772,700	\$1,116,700	\$37,658,700	\$64,080,600
COLON	\$20,126,500	\$5,449,400	\$2,748,000	\$70,549,100	\$98,873,000
CONSTANTINE	\$18,091,300	\$4,701,800	\$18,417,700	\$62,757,100	\$103,967,900
FABIUS	\$14,727,148	\$5,912,376	\$2,425,949	\$140,565,665	\$163,631,138
FAWN RIVER	\$12,137,832	\$1,331,898	\$0	\$25,031,728	\$38,501,458
FLORENCE	\$22,888,700	\$10,400	\$82,900	\$18,955,200	\$41,637,200
FLOWERFIELD	\$19,320,080	\$1,159,100	\$13,400	\$31,030,390	\$51,522,970
LEONIDAS	\$24,795,700	\$889,200	\$5,900	\$18,165,100	\$43,855,900
LOCKPORT	\$15,714,100	\$4,174,600	\$1,159,000	\$78,147,500	\$99,195,200
MENDON	\$20,259,200	\$3,130,300	\$3,032,100	\$41,922,500	\$68,344,100

REAL PROPERTY EQUALIZED VALUATIONS

	AGRICULTURE	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	TOTAL REAL PROPERTY
MOTTVILLE	\$10,858,600	\$1,852,000	\$7,621,400	\$28,564,100	\$48,896,100
NOTTAWA	\$25,853,200	\$9,102,100	\$283,300	\$78,737,000	\$113,975,600
PARK	\$21,595,900	\$4,748,000	\$3,076,200	\$68,055,300	\$97,475,400
SHERMAN	\$15,583,500	\$1,079,900	\$681,500	\$93,129,850	\$110,474,750
STURGIS	\$10,769,700	\$12,278,700	\$428,500	\$30,106,800	\$53,583,700
WHITE PIGEON	\$12,078,400	\$9,522,900	\$7,631,400	\$131,584,300	\$160,817,000
STURGIS CITY	\$184,000	\$51,332,400	\$30,970,000	\$126,655,250	\$209,141,650
THREE RIVERS	\$0	\$46,999,985	\$21,464,559	\$73,006,577	\$141,471,121
	\$288,516,360	\$165,447,759	\$101,158,508	\$1,154,622,160	\$1,709,444,787

REAL PROPERTY ASSESSED VALUATIONS

	AGRICULTURE	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	TOTAL REAL PROPERTY
BURR OAK	\$23,532,500	\$1,772,700	\$1,116,700	\$37,658,700	\$64,080,600
COLON	\$20,126,500	\$5,449,400	\$2,748,000	\$70,549,100	\$98,873,000
CONSTANTINE	\$18,091,300	\$4,701,800	\$18,417,700	\$62,757,100	\$103,967,900
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MENDON	\$20,259,200	\$3,130,300	\$3,032,100	\$41,922,500	\$68,344,100
MOTTVILLE	\$10,858,600	\$1,852,000	\$7,621,400	\$28,564,100	\$48,896,100
NOTTAWA	\$25,853,200	\$9,102,100	\$283,300	\$78,737,000	\$113,975,600
PARK	\$21,595,900	\$4,748,000	\$3,076,200	\$68,055,300	\$97,475,400
SHERMAN	\$15,583,500	\$1,079,900	\$681,500	\$93,129,850	\$110,474,750
STURGIS	\$10,769,700	\$12,278,700	\$428,500	\$30,106,800	\$53,583,700
WHITE PIGEON	\$12,078,400	\$9,522,900	\$7,631,400	\$131,584,300	\$160,817,000
STURGIS CITY	\$184,000	\$51,332,400	\$30,970,000	\$126,655,250	\$209,141,650
THREE RIVERS	\$0	\$46,999,985	\$21,464,559	\$73,006,577	\$141,471,121
	\$288,516,360	\$165,447,759	\$101,158,508	\$1,154,622,160	\$1,709,744,787

It was moved by Commissioner Bippus and supported by Commissioner Baker that the 2003 Equalization Report be adopted.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

ASSESSMENT AND TAX ADMINISTRATION CONTRACT WITH BURR OAK VILLAGE

Ms. West-Wing recommended approval of a Tax Roll Contract with the Village of Burr Oak for the summer tax billing.

It was moved by Commissioner Bordner and supported by Commissioner Pueschel that the Assessment and Tax Administration Contract with Burr Oak Village be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

VISTULA BRIDGE CANOE PARK

Ms. West-Wing stated that the Parks and Recreation Commission recommended that effective May 1st, Vistula Bridge Canoe Park would no longer be considered a County Park. The Road Commission who maintains the park is in concurrence with this position.

It was moved by Commissioner Shafer and supported by Commissioner Bordner that the Vistula Bridge Canoe Park be closed as a County Park effective May 1, 2003. Motion carried.

AMEND THIRD PARTY ADMINISTRATIVE SERVICE AGREEMENT FOR HIPPA COMPLIANCE

Ms. West-Wing stated that Consolidated Financial Corporation administers our cafeteria plan and as part of the federal regulation that recently took effect, our service contract needs to be amended in order to be in compliance with the new federal legislation called HIPPA which concerns each participant's right to privacy. Consolidated Financial agrees to abide by HIPPA rules.

It was moved by Commissioner Bordner and supported by Commissioner Loudenslager that the amended contract with Consolidated Financial Corporation for third party administrative service be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

TPA HIPPA PRIVACY COMPLIANCE AGREEMENT

Ms. West-Wing stated that the HIPPA Privacy Compliance Agreement with our Third Party Administrator also needs to be amended because of the recent legislation.

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the Third Party Administrator's Privacy Compliance Agreement be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

NOMINATIONS/APPOINTMENTS

Jury Board

It was moved by Commissioner Bippus and supported by Commissioner Shafer that Bobby Joe Tolbert be re-appointed to the Jury Board for a 6 year term, expiring April 30, 2009. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Bippus stated that there was no report.

Judiciary

Commissioner Bordner stated that the next meeting is scheduled for May 14th at noon.

Physical Resources

Commissioner Bippus stated that the next Physical Resources meeting is scheduled for 1:00 p.m. on April 30th.

Executive Committee

Commissioner Bippus stated that most items discussed at the April 11th Executive Committee Meeting have been discussed tonight except:

- * the proposed changes in the COA Bylaws were reviewed.
- * Keystone Place will be requesting a 6-month extension on their lease. They will be asking for capital contributions to raise money to build a new facility. They may be asking the County for a contribution.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

NEW HIRE:

Katherine Fair has been hired as part-time (28 hours/week) Family Court Coordinator at \$10.18/hr. (grade 4, minimum) effective April 3, 2003.

Christi Leigh Young has been hired as Friend of the Court Enforcement Caseworker at \$14.70/hr. (grade 9, minimum) effective April 21, 2003. Request for a waiver of St. Joseph County residency policy.

Charles H. Cleaver has been hired as Human Resource Director at \$45,094.00/yr. (grade 10, step 3) effective April 22, 2003

TEMPORARY/SEASONAL EMPLOYMENT:

Clarence Lemon has been hired as Nottawa Campground Ranger at \$6.50/hr. effective May 6, 2003.

David Rowe has been hired as Seasonal Park Maintainer at \$7.25/hr. effective May 6, 2003.

Robert Littke has been hired as seasonal Marine Patrol Sergeant at \$12.54/hr. effective April 14, 2003.

James Edward Rangler will change from Corrections Officer to Marine Deputy at his current rate of pay and benefits effective May 20, 2003.

Jamie Lego has been hired as seasonal Marine Deputy at \$11.54/hr. effective April 21, 2003.

Gary Stahl has been hired as seasonal Marine Deputy at \$11.54/hr. effective April 21, 2003.

Christine Ertman has been hired as seasonal Marine Deputy at \$11.54/hr. effective May 23, 2003.

Tom Miller to work part-time, as needed, as seasonal Marine Deputy at \$11.95/hr. effective May 20, 2003.

MISCELLANEOUS:

Judy Nelson, Equalization Director, is on medical leave commencing April 15, 2003 under the Family and Medical Leave Act of 1993.

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

REQUISITIONS

Ms. West-Wing presented the following report:

Multiple piece playground equipment arrangement for Nottawa Park	\$ 15,000.00
One Dell PC for Treasurer's Office	\$ 1,300.00

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET ADJUSTMENT:

INCREASE REVENUE:

Line item 208-751-676.000 (Budgeted Use of Fund Balance)	\$ 15,000.00
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INCREASE EXPENDITURE:

Line item 208-751-974.000 (Playground Equipment, Nottawa)	\$ 15,000.00
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FROM CONTINGENCY:

\$10,000.00 to line item 101-258-816.000 (Contractual Services)

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

FINANCE DIRECTOR'S REPORT

Dan Carey presented the following reports:

Per Diem

Robin Baker - 7 half days 3/20, 3/21, 3/25 x 2, 4/4, 4/7 & 4/8/03 & 1 full day 3/19/03	\$ 420.00
John Bippus - 6 half days 3/25, 3/28, 4/1 x 2, 4/11 & 4/15/03	300.00
Monte Bordner - 6 half days 3/20 x 2, 3/28, 4/2, 4/14/03 x 2 & 1 full day 3/27/03	395.00
John Dobberteen - 9 half days 3/18 x 2, 3/19, 3/20 x 2, 3/21, 3/28 & 4/11/03 x 2	450.00
David Pueschel - 10 half days 3/18, 3/19 x 2, 3/25, 3/27 x 2, 4/1, 4/2 x 2 & 4/7/03	450.00
Eric Shafer - 5 half days 3/19, 3/20, 3/26, 4/2 & 4/14/03 & 1 full day 3/27/03	<u>345.00</u>

\$ 2,360.00

Expenses

Robin Baker	\$ 134.28
John Bippus	18.72
Monte Bordner	104.40
John Dobberteen	84.24
Gerald Loudenslager	134.64
David Pueschel	47.52
Eric Shafer	<u>77.40</u>

\$ 601.20

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

Financial Statements

	Revenues	Expenditures
March	\$ 1,090,885.00	\$ 966,073.00
Year to Date	3,137,886.00	3,019,999.00

Period Fund Balance - \$124,812

Percent of budget year elapsed year to date.	25.00%
Percent of total budgeted funds earned year to date	25.91%
Percent of total budgeted funds expended year to date	24.93%

It was moved by Commissioner Pueschel and supported by Commissioner Bippus that the financial statements be approved. Motion carried.

Independent Contractor's Agreement

Mr. Carey recommended approval of an Independent Contractor's Agreement with Attorney David Tomlinson for referee work in the Friend of the Court Office. The contract has been decreased to \$1,500 per month for a period from January 1, 2003 to December 31, 2006.

It was moved by Commissioner Bordner and supported by Commissioner Pueschel that the Independent Contractor's Agreement with Attorney David Tomlinson for referee work in the Friend of the Court Office be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

MISCELLANEOUS

Commissioner Bordner stated that he just returned from a trip to Washington D.C. for the cattle industry. He said that he was able to get to each of the Senators or Representatives Office of the entire Michigan delegation. He said that he had a good experience and it is always invigorating for him to go there. Commissioner Bordner added that the security was very stringent.

Ms. West-Wing stated that Phase I of the County's website development should be out on the web on May 9th, but she will update us on that at the meeting on May 6th.

ADJOURNMENT

It was moved by Commissioner Loudenslager and supported by Commissioner Shafer that the St. Joseph County Board of Commissioners adjourn until May 6, 2003 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

John L. Dobberteen, Chairman