

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 May 6, 2003, at 5:00 p.m.

Chairman, John L. Dobberteen 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	Robin Baker
Monte Bordner	David J. Pueschel
John L. Dobberteen	

Absent: Gerald E. Loudenslager and John W. Bippus

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

#### AGENDA

Ms. West-Wing asked that a Homeland Security Grant be added to the agenda under New Business. It will be presented by Jim Barnes, Emergency Services Coordinator. She also stated that the Amended COA Bylaws should be removed from the agenda.

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

#### MINUTES APPROVED

It was moved by Commissioner Pueschel and supported by Commissioner Baker that the minutes for April 15, 2003 be approved. Motion carried.

#### COMMUNICATIONS

1. Letter from Michigan Association of Counties, Re: MAC Legislative Updates, April 18, April 25 and May 2, 2003.
2. Letter from the City of Sturgis, Re: Notice of public hearing on April 23 to consider issuing an Industrial Facilities Exemption Certificate to V.C.I., Inc.
3. Copy of letter to Michigan Department of Transportation from Senator Cameron Brown, Re: "Preserve First" program that seeks to defer several road projects including the U.S. 131 project.
4. Letter from Michigan Works!, Re: Program Overview through March 31, 2003.
5. Letter from Michigan Department of State Police, Re: 2003 State Homeland Security Grant Program.
6. Letter from State Court Administrative Office, Re: First quarter disbursement of Court Equity Fund.
7. Resolution from Cheboygan County, Re: Health care.
8. Resolution from Hillsdale County, Re: Health care.
9. Resolution from Antrim County, Re: Health care.
10. Resolution from Baraga County, Re: U. S. Veterans buried in France.
11. Resolution from Lake County, Re: Restoration of the MI Choice Medicaid Waiver Program.
12. Minutes of Family Independence Agency Board meeting of March 25, 2003.
13. Minutes of Community Mental Health Services Board meeting of March 25, 2003.

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

CITIZENS COMMENTS

Tim Carls, 63044 Klinger Lake Road, Centreville asked if the Commissioners get per diem for coming to township meetings. The answer is yes. He then asked what authority the Commissioners had over townships. The response by Chairman Dobberteen was that the Board of Commissioners has no jurisdiction over township officials.

Mr. Carls expressed his concern over ambulance service. He asked if the County had to provide a road patrol and the answer was no so he thought that maybe the County should take over the ambulance service.

HOMELAND SECURITY

Jim Barnes, Emergency Services Coordinator, requested approval of a grant for \$61,924, which requires no matching funds. The grant has to be expended by December 31, 2003, and is for equipment. He believes that there will be future grants that address training issues.

It was moved by Commissioner Pueschel and supported by Commissioner Shafer that the Homeland Security Grant be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 2 - Commissioners Loudenslager and Bippus.

Motion carried.

DRAIN COMMISSIONER'S ANNUAL REPORT FOR 2002

David Hassenger, Drain Commissioner, presented the 2002 Annual Report. He highlighted a couple of things that are in the report. He drew attention to the ongoing projects that are underway and that the balances for these were only as of December 31, 2002. They also developed a brochure explaining P.A. 222 of 2001 that was effective in April of 2002. They hand this out to the public on a regular basis.

The report is as follows:

ASSESSMENTS

The following assessments were filed in September of 2002:

Lake Improvement Project - Long Lake and Palmer Lake, Colon Township	\$51,202.50
Eberhard Lake, Burr Oak Township	\$7,282.86
Fish Lake, Sherman Township	\$19,000.00

FUND	BALANCE AS OF 12-31-02
Long Lake Revolving Fund (Fabius)	\$6,368.57
Drain Assessment Fund (*)	\$10,701.66
Klinger Lake Level Fund	\$1,374.90
Revolving Drain Fund	\$10,677.11
Resolving Drain Maintenance Fund	\$8,310.41
Palmer & Long Lake Level Fund	\$44,874.87
Fish Lake Drain Fund	\$1,747.44
Eberhard Lake Level	\$1.46
Grey Lake Level Study Fund	\$1,169.05
	<hr/>
TOTALS	\$85,225.47

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

INDIVIDUAL DRAIN ACCOUNT REPORT  
(AS OF DECEMBER 31, 2002)

DRAIN	BALANCE
AINSLEY	\$0.00
AMBS	\$0.01
BARTHOLOMEW/SPRING CREEK	\$2.86
BEAVER LAKE & EXTENSION	\$634.47
BENEDICT LAKE	-\$7,723.30
BENNETT & BIRCH	\$1.87
BERKLEY & REED	\$451.46
BLACK RUN	\$306.94
BRICKER	\$21.62
BRISTOL	\$5.46
BROOKS	\$6.62
BURR OAK VILLAGE	\$1.47
BURR OAK/COUNTYLINE	\$5,475.22
CALVERT & FOUR COUNTY	\$2,097.24
CARL	\$71.84
CARTER-BOWER	-\$220.06
CLARKS	\$2.72
COLE & DARLING	\$37.91
COLON NO. 1	\$65.23
COOPER	\$35.70
COPENHAFER	-\$4,956.39
COREY LAKE	\$158.49
DAVIS TILE	\$27.98
DELONG	\$3.18
DENT EXTENSION	\$3.34
DRY LAKE	\$2.57
FABIUS NEWBERG	\$0.00
EBERHARD LAKE	\$22.76
EDWARDS-STARKWEATHER	\$1.00
FARNHAM	\$45.31
FAWN RIVER	\$0.00
FELKER	\$4,279.01
FLETCHER	\$44.00
FOUR COUNTY	\$40.20
FOUR COUNTY BRANCH	\$39.26
FOWLER	\$0.00
FREEMAN	\$14,771.32
GARMAN FOSTER BRANCH	\$124.20
GEMBERLING	\$230.04
GILL & TRY	\$271.88
GILLETT	\$7.06
GOOSE LAKE	\$91.52
GRAVES	\$17.56
GROVER-COOHON	\$0.00
HALLWOOD - BRANCH #1	\$185.70
HANDSHAW	\$0.00
HASBROOK & MUMBY	\$0.15

HASSINGER	\$878.30
HAZZARD	\$45.54
HENRY-HILL	-\$5,506.74
HILL	-\$6,385.00
HIMEBAUGH & NOBLE	\$21.92
HOG CREEK & BRYANT LAKE	\$606.44
HOOVER-KELLY	\$142.52
JOHNSON & KELLY	\$40.52
KEIGHTLY	\$236.52
KIBBIE & AKEY	\$3.42
KISER & BICKLE	\$0.00
KLADY	\$0.00
LAIRD TOMPKINS & DOANE	\$5.31
LEONIDAS VILLAGE	\$20.59
LEONIDAS/MENDON/LITTLE PORTAGE	\$5.89
LITTLE PORTAGE CREEK EXTENSION	-\$3.70
LEVERANCE & REED	\$246.59
LITTLE SWAN CREEK	-\$95.46
MARVIN	\$21.33
METTY RICE	\$45.01
MOE	\$96.13
MOORE & BURGNER	\$19.18
MOOREPARK	\$39.49
NOTTAWA LOCKPORT	\$57.68
NOTTAWA NO. 1	\$84.08
NYE	\$9,627.89
OLDORF	\$19.99
OUTWATER	\$4.65
PARK	-\$5,481.76
PIERCE-SHERMAN	\$10.50
PLUG EXTENSION	\$44.66
PLUM	\$0.01
PORTAGE LAKE	-\$6,919.25
PROFILE LAKE	\$129.06
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	\$0.00
SECTION FOUR	-\$5,259.76
SECTION FOUR & FIVE	\$33.47
SECTION LINE	\$191.46
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	\$50.00
SMITH WOODWORTH	\$37.11

SNAKE	\$14.90
STEPHENSON	\$331.32
STEWART LAKE	\$9,293.78
SWEET LAKE	\$0.00
THORNTON-BEAVER MARCH	\$27.73
TRECKLE	\$2.64
TUTEWILER & TOWNLINE & PLUG	\$26.97
WAITS	\$13.38
WANEER	\$87.29
WASEPI	\$10.12
WILCOX	\$97.23
WINGER	\$0.00
WOOD & WATSON	\$23.02
YAPLE	\$60.85
YEATTER JOINT	\$301.93
YODER	\$82.45
TOTALS	\$10,701.66

It was moved by Commissioner Shafer and supported by Commissioner Bordner that the Drain Commissioner's Annual Report for 2002 be accepted. Motion carried.

Commissioner Bippus was present at this time.

LETTER OF SUPPORT OF NACo GRANT

Jay Newman, Intermediate School Superintendent, requested that the Board of Commissioners support a grant that the ISD is applying for to fund early childhood development programs such as birth to school and other programs like a boot camp for new dads. The grant is for \$5,000. Dr. Newman thanked the Board for their past support of their programs.

It was moved by Commissioner Shafer and supported by Commissioner Bordner that the Board of Commissioners support, by letter, a NACo Grant for the ISD for \$5,000 for early childhood development programs. Motion carried.

AMEND CREDIT CARD POLICY

Ms. West-Wing recommended approval of an amendment to the Credit Card Policy allowing credit cards from Wright Express Fleet (replacing Shell cards), which will allow for greater flexibility when employees are traveling with the County cars. Now, they will not have to only look for a Shell gas station.

RESOLUTION 14-96  
AS AMENDED BY RESOLUTION 29-96  
AS AMENDED BY RESOLUTION 34-99  
AS AMENDED BY RESOLUTION 4-01  
AS AMENDED BY RESOLUTION 9-2003

RESOLUTION TO AUTHORIZE THE ISSUANCE  
AND THE USE OF COUNTY CREDIT CARDS TO  
SELECTED COUNTY OFFICERS AND EMPLOYEES

WHEREAS, 1995 PA 266 authorizes the use of credit cards for the purchase of goods and services by County officers and employees; and

WHEREAS, the use of credit cards by County officers and employees to purchase goods and services enhances the efficient operation of County government; and

WHEREAS, policies regarding the issuance and use of County credit cards are necessary to protect the County's financial interests.

NOW THEREFORE BE IT RESOLVED, that the Administrator/Controller is authorized to secure the issuance of credit cards for use by selected County officers and employees but the total combined authorized credit limit shall not exceed 5% of the total budget of the County for the current fiscal year;

BE IT FURTHER RESOLVED, that the Administrator/Controller is responsible for the County's credit card issuance, accounting, monitoring and retrieval, and pursuant to this responsibility has promulgated the following policy.

### CREDIT CARD POLICY

1. SELECT OFFICERS AND/OR EMPLOYEES AUTHORIZED TO USE COUNTY CREDIT CARDS.

Employees in the following positions are authorized to use the MASTERCARD/VISA cards issued to St. Joseph County:

- Purchasing Coordinator
- Sheriff
- Undersheriff
- Emergency Services Coordinator
- Jail Administrator
- Other Sheriff's Department employees as authorized by the Sheriff
- Other County employees as authorized by the Administrator/Controller

The following employees are authorized to use the WRIGHT EXPRESS FLEET Gasoline credit cards while traveling solely on County related business in County owned vehicles:

- Sheriff's Department employees
- Parks & Recreation employees
- Building & Grounds employees
- Employees using County Motor Pool vehicles (includes MSU Extension employees)

TELEPHONE credit cards shall be assigned to those County employees or employees assigned to St. Joseph County from Michigan State University Extension, that have a need to make County business related telephone calls while away from their work sites.

2. SPECIFIC OFFICIAL COUNTY BUSINESS FOR WHICH CREDIT CARDS MAY BE USED.

MASTERCARD/VISA

Sheriff's Department may use the credit card for approved expenses incurred in the extradition of prisoners or miscellaneous inmate supplies, by authorized Sheriff's Department employees. At all times County policies in regard to appropriate expenditures must be followed.

Central Services or other employees as approved by the Administrator/Controller may use the credit card for approved purchases of supplies or equipment that otherwise would require immediate payment.

WRIGHT EXPRESS FLEET

**Wright Express Fleet** gasoline cards may be used for travel while on official County business when using a County owned vehicle and only when obtaining gasoline at the Sheriff's Department gas facility is not possible.

TELEPHONE

Those employees assigned a telephone credit card shall only use such card when away from the work site and are required to make an official County business long distance telephone call.

3. DETERMINE THE TYPES OF CATEGORIES OF GOODS OR SERVICES FOR WHICH THE CREDIT CARDS MAY BE USED TO PURCHASE.

MASTERCARD/  
VISA

Sheriff's Department - Extradition expenses such as lodging, meals, air fare, car rental, gasoline, cabs, parking, tolls, etc. Miscellaneous supplies required for inmates such as fans, storage containers, televisions, etc. Central Services - Office supplies, equipment, furniture, computer related products, etc. within the prescribed guidelines of the County Purchasing Policy.

WRIGHT  
EXPRESS FLEET

Gasoline, oil, and emergency repair work.

TELEPHONE

Long distance toll charges.

4. REQUIRED DOCUMENTATION FOR SUBMITTAL TO FINANCE DEPARTMENT.

Invoice describing goods or services purchased, purchase order if applicable, cost of the goods or services, the date of the purchase, the date the goods or service was received, the official business for which the purchase was made, the name of the employee that made the purchase.

5. INTERNAL ACCOUNTING CONTROL.

MASTERCARD/VISA AND WRIGHT EXPRESS FLEET CARD.

- A. The department manager shall verify all charges, matching receipt with invoice and statement received from credit card company. Verification shall include appropriateness of expenditure. All receipts and/or invoices must be attached to the statement from the credit card company.
- B. Complete voucher packet shall be submitted to the Finance Department as soon as practical upon receipt of credit card statement.
- C. Accounts payable clerk shall verify the appropriateness of the expenditures consistent with this policy and the budget resolution. Any deviations shall be brought to the attention of the Finance Director who shall investigate with the appropriate department manager.
- D. Prior to release of funds, the Finance Director and the County Administrator/Controller shall review all vouchers submitted for payment.
- E. Credit card balances shall be paid in full within the company's allotted time frame so as not to incur finance charges. At no time shall this exceed 60 days from the statement date. The only exception to this would be under a protest filed with the credit card company for an invalid charge.
- F. Failure to timely submit voucher packet to avoid finance charges may be cause to revoke department's privilege to use the credit card.

TELEPHONE CREDIT CARDS.

- A. Sheriff's Department, Animal Control, Central Dispatch. Each department manager shall review the monthly telephone bill and verify the appropriateness of the credit card charges. Any indications of unauthorized use shall be investigated by the department manager and reported to the County Administrator/Controller.
- B. The monthly telephone bill for all other County departments shall be received and reviewed by the Central Services department. Any indications of unauthorized use shall be investigated by the Purchasing Coordinator and reported to the County Administrator/Controller.

6. EMPLOYEE RESPONSIBILITY.

- A. All employees issued a credit card shall be responsible for its protection and custody, and shall immediately notify the County Administrator/Controller if the credit card is lost or stolen.
- B. Employees will be required to sign an acknowledgment of receipt at the time they are given the credit card and a copy of this policy. A copy of the receipt shall be given to the employee, a copy maintained by the department manager and a copy placed in the employee's file in the County Administrator/Controller's office.

- C. Upon the termination of employment or service with the County, employees shall return all credit card(s) to their department manager or in the case of a department manager, to the County Administrator/Controller. A receipt shall be given to the employee indicating the card(s) returned and the date. A copy of the receipt shall be attached to the original signed receipt when the card(s) was/were issued to the employee.
- D. Employees shall be subject to disciplinary measures, including discharge, consistent with the law for the unauthorized use of a County credit card

It was moved by Commissioner Baker and supported by Commissioner Shafer that the Amended Credit Card Policy, Resolution No. 9-2003 be adopted and second reading waived.

The aye and nay vote was called as follows:

- Aye votes cast: 6 - Commissioners Shafer, Bippus, Baker, Bordner, Pueschel and Dobberteen.
- Nay votes cast: 0
- Absent: 1 - Commissioner Loudenslager.

Resolution adopted.

ASSESSMENT AND TAX ADMINISTRATION CONTRACT

Ms. West-Wing recommended approval of the Assessment and Tax Administration Contract with the Village of Mendon for their summer tax rolls.

It was moved by Commissioner Bordner and supported by Commissioner Shafer that the Assessment and Tax Administration Contract with the Village of Mendon be approved.

The aye and nay vote was called as follows:

- Aye votes cast: 6 - Commissioners Shafer, Bippus, Baker, Bordner, Pueschel and Dobberteen.
- Nay votes cast: 0
- Absent: 1 - Commissioner Loudenslager.

Motion carried.

RENEWAL OF LEASE AGREEMENT WITH KEYSTONE PLACE

Ms. West-Wing recommended approval of a renewal of a lease agreement with Keystone Place for 6 months. They are in the process of trying to build a new facility in a new location and are asking for this renewal.

It was moved by Commissioner Bordner and supported by Commissioner Bippus that the renewal of the lease agreement with Keystone Place be approved for 6 months.

Commissioner Shafer expressed his concern that the lease was only for 6 months. Commissioner Bordner responded by stating that there are several maintenance issues with the building and they really need to move to a new location.

The aye and nay vote was called as follows:

- Aye votes cast: 6 - Commissioners Shafer, Bippus, Baker, Bordner, Pueschel and Dobberteen.
- Nay votes cast: 0
- Absent: 1 - Commissioner Loudenslager.

Motion carried.

RESOLUTION NO. 10-2003  
PROCLAMATION HONORING VERNE J. TROYER

Commissioner Bippus read the following resolution:

WHEREAS, Verne J. Troyer was born in Sturgis, Michigan, to Junior and Sue Troyer; and

WHEREAS, Verne J. Troyer attended Nottawa Community Schools graduating from the 8<sup>th</sup> grade in 1983;  
and

WHEREAS, he then attended Centreville Public Schools, graduating in 1987; and

WHEREAS, in 1993 Verne J. Troyer made his first movie appearance in *Baby's Day Out*. Since then he has appeared in numerous other movies, Verne is most known for his role as "Mini-Me" in the Austin Powers movies; and

WHEREAS, Verne J. Troyer has appeared in various commercials and made guest appearances on television shows; and

WHEREAS, Verne has not forgotten where he came from and is donating a substantial amount of money for scholarships to graduating seniors at Centreville High School and in addition will be making a contribution to the school's drama program.

NOW, THEREFORE, BE IT RESOLVED, that the St. Joseph County Board of Commissioners does hereby proclaim May 10, 2003 as "VERNE J. TROYER DAY."

BE IT FURTHER RESOLVED, that this resolution be presented to Verne J. Troyer with accolades for his countless accomplishments.

BE IT FURTHER RESOLVED, that this resolution be spread upon the proceedings of the St. Joseph County Board of Commissioners this 6th day of May, 2003.

It was moved by Commissioner Bippus and supported by Commissioner Baker that the resolution be approved and second reading waived.

The aye and nay vote was called as follows:

Aye votes cast:       6 -     Commissioners Shafer, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast:       0

Absent:               1 -     Commissioner Loudenslager.

Resolution adopted.

ELIMINATION OF PRESIDENTIAL PRIMARY  
RESOLUTION NO. 11-2003

Commissioner Bippus presented the following resolution:

WHEREAS, the State of Michigan is undergoing an extreme financial shortfall due to persistent economic downturns, and

WHEREAS, the State of Michigan must call on extreme measures to cut its budget and abide by State Constitutional directives calling for a balanced budget during the fiscal year 2003-04, and

WHEREAS, this fiscal impact extends to all local governments and citizens of the State of Michigan and, as such, the local governments and citizens of this great State should pull together to find common ground and recommend areas of expenditures that can be either eliminated or curtailed to meet the budgetary shortfall facing this State, and

WHEREAS, the Presidential Preference Primary, generally held in February of the Presidential election year, is used by only one major political party in determining selection of delegates to the National Nominating Convention for the selection of a Presidential Nominee, and

WHEREAS, this process may result in a Presidential Preference Primary in 2004 with only one major political party being the focal point on the ballot.

THEREFORE, BE IT RESOLVED, that the St. Joseph County Board of Commissioners supports the position of the Michigan Association of County Clerks (MACC) and strongly recommends that the Legislature of the State of Michigan cancel the scheduled February 24, 2004 Presidential Preference Primary and replace it with political party caucuses, thereby saving the State of Michigan close to an estimated seven million dollars, and

BE IT FURTHER RESOLVED, that the St. Joseph County Board of Commissioners recommends using a small portion of those saved funds at 5% matching funds for grants from the Federal Government under the Help American Vote Act (HAVA) program to reform and improve the election process in the State of Michigan.

It was moved by Commissioner Bippus and supported by Commissioner Baker that the resolution be adopted and second reading waived.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shafer, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Loudenslager.

Resolution adopted.

#### NOMINATIONS/APPOINTMENTS

##### Workforce Development Board

It was moved by Commissioner Bordner and supported by Commissioner Shafer that David Allen be nominated and appointed to the Workforce Development Board to fill a vacancy, term to expire December 31, 2003. 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 Shafer stated that the Physical Resources Committee met on April 30th and mainly discussed the improvements to the jail kitchen, stating that they are on time and within budget. The next meeting is scheduled for May 28th at 1:00 p.m. at the Jail.

##### Executive Committee

Commissioner Bordner mentioned three items that were discussed at the Executive Committee Meeting that was held on May 2nd:

- \* a defibrillator will be placed in the Courts Building/Courthouse.
- \* acceptance of the Feek property.
- \* Commission on Aging bylaws.

Ms. West-Wing stated that Phase I of the website should be up and running by the end of the week.

Investment Advisory Committee

Commissioner Bippus stated that everyone has a copy of the Investment Advisory Committee minutes of the meeting held on April 15th and everything is in order.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

MISCELLANEOUS:

Change the hire date of Charles H. Cleaver, Human Resource Director, to April 28, 2003.

Increase the rate of pay for Reserves to \$15.00/hr. for contracted security services for the Antique Caravan Show effective May 4, 2003.

TEMPORARY/SEASONAL EMPLOYMENT:

Heather Heath has been hired as a summer Research Assistant for MSU Extension at \$8.00/hr. effective May 5, 2003. This is a temporary, full-time position with no benefits.

RESIGNATION:

Christine Ertman has resigned from Marine Patrol effective April 29, 2003.

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET ADJUSTMENT:

DECREASE:

Line item 101-226-706.060 (Wages - Clerical) \$ 5,200.00

INCREASE:

Line item 101-226-816.000 (Contractual Services) \$ 5,200.00

FROM CONTINGENCY:

\$10,000.00 to line item 101-131-802.050 (Visiting Judge).

FROM APPROPRIATION:

\$19,058.00 from Secondary Road Patrol Appropriation to Secondary Road Patrol Fund.

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

BILLS

Mr. Carey presented the following report:

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Appropriations	\$ 30,500.16	\$
County Commission	11,920.53	6,018.54
Circuit Court	2,096.23	16,825.79
District Court	1,639.46	60,661.42
Friend of the Court	4,676.43	32,810.03
Probate Court	2,024.28	17,494.56
Juvenile Branch	10,736.84	39,964.61
Appeals Court	1,708.63	598.32
Administration	3,098.55	7,988.21
Finance Department	1,027.78	10,342.52
County Clerk	72.46	19,900.41
Equalization Department	4,200.00	13,666.95
Human Resources	5,046.74	
Geographic Information Systems	606.29	6,828.43
Prosecutor's Office	535.60	35,482.35
Central Services	8,605.74	4,795.67
Register of Deeds	253.92	12,348.33
County Treasurer	4,591.43	12,568.86
Cooperative Extension	586.65	6,778.73
Data Processing	843.67	6,968.76
Buildings & Grounds	9,473.38	13,818.80
Courts Building Security		4,677.59
Drain Commission		3,471.88
Sheriff Department	12,301.42	78,936.35
Sheriff Reserves	1,553.47	613.61
Marine Patrol	24.00	391.48
Jail & Turnkey	27,084.33	87,554.27
Planning Commission	2,131.17	
Emergency Services	24,715.16	3,761.24
Animal Control	181.46	7,478.40
Board of Public Works		730.81
Medical Examiners	4,775.00	
Child Care - Probate	7,970.31	19.38
Utilities & General Services	14,442.33	
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Totals	\$ 199,423.42	\$ 513,496.30

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
County Road Commission	\$ 707,819.93	\$
Parks & Recreation	321.99	4,235.09
Emergency 911 Service	9,342.91	44,861.36
Meyer Broadway/Coon Hollow Park	3,131.61	2,119.23
Friend of the Court		1,278.13
Family Counseling	152.02	
Cade Lake Park	7,060.00	
Waste Management Fund		
County Commission	6,250.00	
Resource Recovery Program	270.17	579.35
Traffic Safety Program Fund	64.19	
Economic Development Fund	4,165.18	4,761.50
Survey & Remonumentation	12,923.33	
Register of Deeds Automation Fund	1,264.65	

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Victims' Rights Advocate Fund	\$ 403.54	\$ 2,914.70
Community Corrections Advisory Board	7,591.67	2,391.58
Community Corrections Program	559.00	473.66
Drug Law Enforcement Fund	1,301.66	
Law Enforcement Fund	84.77	19,056.09
Secondary Road Patrol		7,553.58
Law Library Fund	2,085.35	
Commission on Aging	20,660.17	43,914.49
Community Development Block Grant	409.65	
Sheriff's Justice Training Fund	477.86	
Family Independence Agency	42,913.75	
Child Care - Probate Court	22,557.25	2,987.80
Child Care - Family Independence Agency	21,762.49	
Veterans' Trust Fund	26.75	215.30
Facilities Maintenance Fund	32,587.96	
BPW #14 Constantine Village Sewer Construction	4,969.13	
Tax Payment Fund	72,684.49	
Inmate Store	4,735.13	
Three Rivers Community Center	1,482.58	519.96
COA Gadabouts	2,950.67	
Long Lake Level Revolving Fund	8.82	
Flexible Benefits Insurance Fund	99,457.16	
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Totals	\$ 1,092,475.83	\$ 137,861.82
Grand Total	\$ 1,291,899.25	\$ 651,358.12
General Fund Operating Expenditures		
Pre-Authorized	\$133,410.13	
Accounts Payable	66,013.29	\$ 199,423.42
General Fund Payroll Expenditures		\$ 513,496.30
Other Funds Operating Expenditures		
Pre-authorized	\$1,017,208.74	
Accounts Payable	75,267.09	\$ 1,092,475.83
Other Funds Payroll Expenditures		137,861.82
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Total Recorded for the Month	\$ 1,943,257.37	

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

INDEPENDENT CONTRACTOR'S AGREEMENT

Mr. Carey recommended approval of an Independent Contractor's Agreement with Coffman Electrical Equipment.

It was moved by Commissioner Bippus and supported by Commissioner Baker that the Independent Contractor's Agreement with Coffman Electrical Equipment be approved.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shafer, Bippus, Baker, Bordner, Pueschel and Dobberteen.  
Nay votes cast: 0  
Absent: 1 - Commissioner Loudenslager.

Motion carried.

#### CHAIRMAN'S REPORT

Chairman Dobberteen stated that a Website Committee for Phase II needs to be set up and asked anyone that wanted to serve on the committee to contact him.

Chairman Dobberteen also suggested that the Commissioners have a work session with the department managers as they did a few years ago.

Commissioner Shafer added that at the Commissioners' Workshop sponsored by MSU Extension that it was stressed that the Commissioners get to know the department managers and employees.

Chairman Dobberteen asked Ms. West-Wing to plan the retreat.

#### MISCELLANEOUS

Commissioner Baker reported from the Road Commission that the Truckenmiller Road Bridge has been completed and the Mottville Bridge will be worked on next year.

Commissioner Bordner stated that he spent part of today at the Covered Bridge Park with the 5th grade Conservation Tour.

Commissioner Bippus stated that he is still interested in an employee canoe outing so he and Dave Rachowicz and Commissioner Shafer are going canoeing this Saturday, weather permitting, to scout out an area to see if canoes can get through and anyone that would like to join them is welcome.

Commissioner Pueschel assisted in picking up trash along the roadside with the Soil Conservation District.

The Clerk invited everyone to attend the Verne Troyer Day festivities this Saturday at the fairgrounds.

#### ADJOURNMENT

It was moved by Commissioner Baker and supported by Commissioner Bordner that the St. Joseph County Board of Commissioner adjourn until May 20, 2003, at 5:00 p.m. Motion carried.

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Pattie S. Bender, County Clerk

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John L. Dobberteen, Chairman