

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 June 3, 2008, at 5:00 p.m.

Chairman Robin Baker 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	Michael D. Dunlap
Robin Baker	Monte Bordner
David J. Pueschel	John L. Dobberteen

Absent: Gerald E. Loudenslager

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

AGENDA

Chairman Baker stated that the approval of the architect for renovations at the Commission on Aging should be added under new business.

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

MINUTES APPROVED

It was moved by Commissioner Dobberteen and supported by Commissioner Shafer that the minutes for May 19, 2008 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Updates, May 23 and May 30, 2008.
2. Letter from Mottville Township, Re: Notice of public hearing on July 10 to consider an Industrial Facilities Exemption Certificate to Universal Forest Products.
3. Letter from ITC Holdings Corporation, Re: Copy of letter sent to individuals with property that could be affected by the new electric transmission line.
4. Copy of letter from Tim Carls to Congressman Fred Upton, Re: Roads.
5. Minutes of the Community Action Agency Board meeting of March 24 and April 28, 2008.
6. Minutes of the Community Mental Health Services Board meeting of May 6, 2008.

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

FARMLAND PRESERVATION APPLICATIONS

Brad Neumann, MSUE Ag Educator, requested approval of the scoring of the Farmland Preservation Applications from 5 different individuals. He stated that the first period closed on March 31st and the Agriculture Board stated that these applications were consistent with the Farmland Preservation Ordinance. The next step would be to seek funding for the program, stating some money will come from donations by applications, but most of the funding available will be from P.A. 116 monies.

It was moved by Commissioner Dobberteen and supported by Commissioner Pueschel that the scoring of the 5 applications for Farmland Preservation be approved.

The aye and nay vote was called as follows:

Aye votes cast: 6 – Commissioners Shafer, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Absent: 1 – Commissioner Loudenslager.

Motion carried.

COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT WITH
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA)

Ms. West-Wing presented for approval a CDBG agreement with MSHDA for \$275,000.00. These funds are used for persons with low income for home assistance. The Community Action Agency administers this program for the County.

It was moved by Commissioner Dunlap and supported by Commissioner Pueschel that the CDBG Agreement with MSHDA be approved.

The aye and nay vote was called as follows:

Aye votes cast: 6 – Commissioners Shafer, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Absent: 1 – Commissioner Loudenslager.

Motion carried.

MAXIMUS FEE STUDY

Ms. West-Wing recommended approval of a fee study to be done by Maximus. They would propose increasing or decreasing fees that are currently charged in several County Departments. The last time that this was done was in 1988. The Board would make the final determination if fees are to be adjusted. Since 1988 G.I.S. Department has been added and they sell electronic map data to many different companies, i.e. OnStar and MapQuest and have many local customers. A lot of money has been spent on hardware and software and Maximus would analyze these costs as well as in other departments to determine if the fees that are established are fair and equitable.

After much discussion including whether or not the study should just be done in the Land Resources Department it was moved by Commissioner Dobberteen and supported by Commissioner Bordner that the County enter into a contract with Maximus for a cost of \$30,000 to conduct a cost analysis on the fees charged by various departments.

The aye and nay vote was called as follows:

Aye votes cast: 3 – Commissioners Baker, Bordner and Dobberteen.

Nay votes cast: 3 – Commissioners Shafer, Dunlap and Pueschel.

Absent: 1 – Commissioner Loudenslager.

Motion defeated.

COMMISSION ON AGING

Ms. West-Wing stated that the Commission on Aging has approved the hiring of Architect, Richard Schram, of Kalamazoo for \$8,000 to provide specifications, blueprints and drawings to issue permits for the renovation of the Community Center in Three Rivers where the COA is located. The plans are to renovate 2 large rooms into office space.

The COA would like the Board of Commissioners to also approve the hiring of this architect.

It was moved by Commissioner Dobberteen and supported by Commissioner Shafer that the Board approve the hiring of Richard Schram, Architect for renovations to the Community Center for office space for the COA. Motion carried.

NOMINATIONS AND APPOINTMENTS

Commission on Aging

It was moved by Commissioner Dobberteen and supported by Commissioner Pueschel that Lorrie Witt, Polly Oliver, Darlene Tate and Charles Willer be nominated and appointed to the Commission on Aging for 2 years expiring June 30, 2010. Motion carried.

Economic Development Corporation

It was moved by Commissioner Dunlap and supported by Commissioner Bordner that Gary Wheeler be nominated and appointed to the EDC to fill a vacancy, term to expire June 1, 2014. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Dobberteen stated that the Law Enforcement Committee had not met.

Judiciary

Commissioner Dunlap stated that the Judiciary Committee had not met.

Physical Resources

Commissioner Shafer stated that the architect is reviewing options for the high efficiency condensing boiler for the Courts Building.

Executive Committee

Commissioner Dobberteen stated that the minutes of the Executive Committee meeting held on May 30, 2008 had been distributed and he would answer any questions that anyone may have.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

MISCELLANEOUS:

Alisa Whisler, Nutrition Bulk Route Driver, is on intermittent medical leave commencing May 15, 2008 under the Family and Medical Leave Act of 1993.

Donna McNeese, Nutrition HDM Driver, is on medical leave commencing May 28, 2008.

RESIGNATION:

Cindy Gordon has resigned as part-time Court Security effective May 29, 2008. Ms. Gordon will continue her position as part-time Corrections Officer.

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

REQUISITION

Ms. West-Wing presented the following report:

Swing-EZ automatic door operators for handicapped accessibility for front two entrance doors at Annex II- \$2,880.00

It was moved by Commissioner Dunlap and supported by Commissioner Dobberteen that the requisition be approved.

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

FROM CONTINGENCY:

\$2,880.00 to line item 101-265-976.000 (Building Improvement).

FROM APPROPRIATION:

\$30,000.00 from Probate Child Care Appropriation to Probate Child Care Fund.

It was moved by Commissioner Pueschel and supported by Commissioner Shafer 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	\$ 3,988.82	\$
Appropriations	39,907.25	
County Commission	16,603.54	13,532.01
Circuit Court	717.00	20,066.10
District Court	676.25	89,226.88
Friend of the Court	2,335.59	58,839.07
Jury Commission	99.24	503.81
Probate Court	1,287.49	27,563.88
Juvenile Branch	14,892.82	59,014.99
Appeals Court	1,063.69	
Administration		14,505.68
Elections	1,549.55	
Finance Department	1,035.27	19,713.33
County Clerk		30,766.34
Equalization Department	3,151.37	23,293.30
Human Resources	399.95	10,528.51
Geographic Information Systems	449.20	9,947.94
Prosecutor's Office	1,264.81	51,673.06
Central Services	7,773.34	8,156.90
Register of Deeds	70.64	20,250.43
County Treasurer	113.42	22,292.94
Cooperative Extension	683.53	12,620.34
Information Technology	1,712.85	17,781.22
Buildings & Grounds	10,880.91	19,691.87
Courts Building Security	87.00	13,393.28
Drain Commission	24.00	8,576.24
Sheriff Department	14,756.38	143,147.33
Sheriff Reserves	35.00	
Marine Patrol	13,153.50	1,868.82
Jail & Turnkey	25,378.48	155,319.82
Planning Commission	511.86	
Emergency Services	454.74	8,219.28
Animal Control	575.22	15,250.02

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Board of Public Works	\$	\$ 982.82
Medical Examiners	5,017.10	
Child Care - Probate	9,318.07	136.17
Department of Veterans' Affairs	300.00	
Veterans' Services	44.93	1,703.40
Utilities & General Services	17,960.51	
Total	\$ 198,273.32	\$ 878,565.78
<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
County Road Commission	\$ 442,481.08	\$
Parks & Recreation	615.78	11,514.25
Emergency 911 Service	207,832.83	83,135.67
Central Dispatch - Wireless	3,849.06	5,999.25
Meyer Broadway/Coon Hollow Park	503.04	3,333.53
Cade Lake Park	1,201.48	3,197.22
Waste Management Fund		
County Commission	7,598.64	
Traffic Safety Program Fund	24.53	
Economic Development Fund	18,086.27	11,645.07
Survey & Remonumentation	15,720.00	
Victims' Rights Advocate Fund		4,849.16
Community Corrections Advisory Board	8,913.34	4,394.13
Community Corrections Program	4,967.50	94.30
Drug Law Enforcement Fund	1,928.38	
Law Enforcement Fund	44.99	20,294.22
Secondary Road Patrol		13,223.94
Homeland Security Grant Fund	2,619.17	
Law Library Fund	2,944.57	
Principal Residence Denial Fund		982.79
Commission on Aging	42,302.09	85,656.73
Sheriff's Justice Training Fund	250.00	
Child Care - Probate Court	29,654.03	5,415.57
Veterans' Trust Fund	4,129.04	
Facilities Maintenance Fund	20,390.00	
Forfeiture & Foreclosure Fund	5,010.59	
Tax Payment Fund	10,144.62	
Inmate Store	235.93	
Three Rivers Community Center	2,197.37	1,421.85
Long Lake Level Revolving Fund	1,399.32	
Flexible Benefits Insurance Fund	155,595.51	
Total	\$ 990,639.16	\$ 255,157.68
Grand Total	\$ 1,188,912.48	\$ 1,133,723.46
General Fund Operating Expenditures		
Pre-Authorized	\$173,115.72	
Accounts Payable	25,157.60	
	<hr/>	
	\$ 198,273.32	
General Fund Payroll Expenditures	\$ 878,565.78	

Other Funds Operating Expenditures		
Pre-authorized	\$932,560.71	
Accounts Payable	<u>58,078.45</u>	
		\$ 990,639.16
Other Funds Payroll Expenditures		\$ <u>255,157.68</u>
Total Recorded for the Month		\$ 2,322,635.94

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

CHAIRMAN’S REPORT

Chairman Baker reminded the Commissioners about the 4-County Legislative Conference to be held in Branch County on June 20th at 8:30 a.m.

MISCELLANEOUS

Commissioner Bordner stated that he attended several Memorial Day celebrations and stated that it is appropriate that we honor our veterans. It was heart warming to see the older veterans and the younger ones too.

Commissioner Dunlap stated that 60 veterans died within the immediate area in the last year.

ADJOURNMENT

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

Pattie S. Bender, County Clerk

Robin Baker, Chairman