

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 16, 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	Donald Eaton
Rick Shaffer	Robin Baker
John L. Dobberteen	

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

AGENDA

Chairman Dobberteen stated that the request to fill a vacant Juvenile Caseworker position should be added to the agenda. Commissioner Shaffer asked that a resolution of commendation 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 Eaton and supported by Commissioner Balog that the minutes for June 2, 2015 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the City of Three Rivers, Re: Notice of public hearing on June 16, 2015 to review an amendment to a request from MBV Improvements (900 E. Hoffman) to establish an Industrial Development District.
2. Letter from the State Tax Commission, Re: Revocation of Industrial Facilities Exemption Certificate No. 2005-642 issued to Camoplast Crocker, LLC.
3. Letter from the Three Rivers DDA/Main Street, Re: Request for funds to create two grant/incentive programs.
4. Letter from the Village of Centreville, Re: Notice of public hearing on June 25, 2015 for the Centreville Village Planning Commission to change the zoning of the Industrial Park from Residential to Commercial.
5. Monthly Report from Parks Director Jaymes MacDonald – April and May, 2015.
6. Minutes of the Commission on Aging Board meeting of May 20, 2015 and COA Senior Center Sub-Committee meeting of June 2, 2015.

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

CITIZENS' COMMENT

Tim Carls, 63044 Klinger Lake Road, Centreville questioned that the paperwork regarding the leasing of the land from the City of Sturgis to construct the Senior Center was signed by Mr. Yoder instead of an elected official.

Paul Clements, 2517 Broadway, Kalamazoo stated that he ran for Congress in 2014 and will be running again. He spoke about the difficult time that youth have finding a job even with a college degree. He does not believe that we are not making an investment in education. He wants to hear from people and he is available to field their concerns.

AUDIT

Mark Kettner, from the Audit firm of Rehmann Robson, gave an overview of the 2014 Audit for the County. He stated that they have issued a clean opinion. He further stated that as far as internal controls they issue no opinion, but found no abnormalities.

He mentioned that there was a decrease in fund balance over 2013 but the expended revenue for 2014 was higher than expected and the expenditures were lower.

The County should have no concerns. He did mention that the General Accounting Standards Board (GASP) will be issuing new rules that have to be followed effective in 2016.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the Audit Report be accepted. Motion carried.

COURTS BUILDING CONSULTING CONTRACT

Mr. Yoder requested approval of a Consulting Contract with the National Center for State Courts (NCSC) for them to perform a Court facility needs assessment and space planning for a possible addition to the Courts Building. The contract cost for Phase I is \$72,500 which includes contingencies.

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the NCSC Contract 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.

COMMUNITY MENTAL HEALTH AND HEALTH DEPARTMENTS

Mr. Yoder recommended approval of a consulting contract with Shafer Consulting, Inc., to provide a comprehensive operational review of the CMHSAS (excluding the clinic) and the Health Department.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the contract 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.

COMMISSION ON AGING ENRICHMENT CENTER

Mr. Yoder stated that the Building Authority met last week and recommended to the Board of Commissioners that the entire cost of the construction of the COA Enrichment Center including the additional 1,100 square foot Day Care Center be taken from the Delinquent Tax Fund.

Mr. Yoder stated that the cost of the Day Care Center is included in the original cost of \$2.6 million.

Commissioner Balog asked about bonding this project as was discussed in the work session. Mr. Yoder responded by saying that he has spoken with bond counsel and suggested that a work session be scheduled for him to address the Board.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the entire cost of construction for the COA Enrichment Center including the Day Care Center be approved and paid for from the Delinquent Tax Fund.

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.

ECONOMIC DEVELOPMENT CORPORATION
REQUEST FOR FUNDS FOR A PROMOTIONAL VIDEO

Mr. Yoder presented a request from the EDC for funds to produce a promotional video for a cost not to exceed \$10,000.

It was moved by Commissioner Eaton and supported by Commissioner Balog that the request 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.

CENTRAL DISPATCH
LAPTOP REPLACEMENT IN PATROL CARS

Dennis Brandenburg, Central Dispatch Director, requested approval to purchase 6 tablets - 3 of two kinds to be placed in patrol cars to do as a pilot program to see which ones would be the most practicable for purchasing to replace all of them for a cost of \$29,299.38 including mounting hardware and installation. The proposed five year life of the current laptops is up in January of 2016.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the tablets be purchased. Motion carried.

OUT-OF-STATE TRAVEL REQUEST

Mr. Yoder stated that Judge Stutesman is requesting out-of-state travel for Kathy Griffin, Court Administrator, to attend a national conference of the National Association for Court Management in Louisville, Kentucky.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the out-of-state travel request be approved. Motion carried.

REQUEST TO FILL VACANT LAND RESOURCE SERVICES CLERK POSITION

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the vacant Land Resource Centre Services Clerk position be filled. Motion carried.

EMPLOYMENT AGREEMENT WITH BRIAN McDANIEL

Mrs. Doehring requested approval of an amended employment agreement with Brian McDaniel to accurately reflect the time that the contract covers.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the amended employment agreement with Brian McDaniel 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 JUVENILE CASEWORKER POSITION

It was moved by Commissioner Shaffer and supported by Commissioner Baker that the vacant Juvenile Caseworker position be filled. Motion carried.

FREEDOM INFORMATION ACT (FOIA) PROCEDURES AND GUIDELINES

Mrs. Doehring stated that due to recent changes in the FOIA effective July 1, 2015 our procedures and guidelines had to be modified to reflect the changes.

Commissioner Shaffer presented the following resolution:

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING A FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES AND GUIDELINES, PUBLIC SUMMARY OF PROCEDURES AND GUIDELINES, AND FOIA OPERATIONAL PROCEDURES FOR ST. JOSEPH COUNTY

RESOLUTION NO. 12-2015

WHEREAS, the Michigan legislature adopted 2014 Public Act 563 enacting numerous amendments to the Michigan Freedom of Information Act (FOIA), being MCL 15.231 *et seq*, that require revision of the current County FOIA Policy; and

WHEREAS, from time to time St. Joseph County Departments will receive Freedom of Information Act (FOIA) requests; and

WHEREAS, it is necessary to adopt, and to post online, "FOIA Procedures and Guidelines" and a "FOIA Policy Summary" to ensure that the FOIA requests are addressed in an efficient and consistent manner, and to comply with these FOIA statutory amendments; and

WHEREAS, it is necessary to adopt FOIA Operational Procedures to implement these County FOIA Procedures and Guidelines.

THEREFORE BE IT RESOLVED, the St. Joseph County Board of Commissioners hereby adopts, effective from and after July 1, 2015, the attached:

1. "St. Joseph County FOIA Procedures and Guidelines," including the FOIA Forms attached to these Procedures and Guidelines; and
2. "St. Joseph County FOIA Public Summary of Procedures and Guidelines"; and
3. "St. Joseph County FOIA Operational Procedures."

BE IT FURTHER RESOLVED, that copies of the "St. Joseph County FOIA Procedures and Guidelines," including the attached FOIA forms, and the "St. Joseph County FOIA Public Summary of Procedures and Guidelines" shall be posted on the County's website.

BE IT FURTHER RESOLVED, that the Human Resource Director is the County FOIA Coordinator for St. Joseph County per the designation by the Board Chairperson.

BE IT FURTHER RESOLVED, that the attached St. Joseph County FOIA Procedures and Guidelines, including the attached FOIA Forms, the St. Joseph County FOIA Public Summary of Procedures and Guidelines, and the St. Joseph County FOIA Operational Procedures will be effective July 1, 2015, and will supersede any previous resolutions setting FOIA policies or establishing formulas for the cost of FOIA requests.

BE IT FURTHER RESOLVED, that the County Clerk will forward a copy of this resolution to each County Department.

It was moved by Commissioner Shaffer 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: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Resolution adopted.

RESOLUTION NO. 13-2015
PROCLAMATION HONORING PATTIE S. BENDER

Commissioner Shaffer invited all Commissioners and the Clerk to join him in front of the dais and read the following resolution:

WHEREAS, Pattie S. Bender has been employed by St. Joseph County since May 26, 1970 providing 45 years of distinguished public service; and

WHEREAS, since June 6, 1991 Pattie has served as County Clerk which is an office of trust that demands the utmost integrity and diligence; and

WHEREAS, Pattie as County Clerk is entrusted with the supervision of all national, state and local elections; and

WHEREAS, Pattie as County Clerk is also the Clerk for the Board of Commissioners and maintains all government records for the County; and

WHEREAS, since 2013 Pattie served in a dual capacity as County Clerk, along with Register of Deeds that performs a broad array of duties; and

WHEREAS, Pattie's reliability, diligence, superior work ethic and employer loyalty makes her a valuable asset faithfully serving the people of St. Joseph County fairly and competently.

NOW THEREFORE BE IT RESOLVED, the St. Joseph County Board of Commissioners recognizes and expresses grateful appreciation to Pattie S. Bender for her many, many years of devoted service that she has given to the County of St. Joseph and congratulates her on a well-deserved retirement.

BE IT FURTHER RESOLVED, that this resolution be spread upon the proceedings of the St. Joseph County Board of Commissioners and be presented to Pattie S. Bender with sincere gratitude and appreciation for her years of public service to the citizens of St. Joseph County.

It was moved by Commissioner Shaffer 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: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Resolution adopted.

The Commissioners also presented her with a gold watch from the employees and a locket from the Commissioners.

ADMINISTRATOR'S REPORT

Webb Property

Mr. Yoder has negotiated a price on the Webb property on the southeast corner of Dean and Burr Oak Streets.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the Webb property be purchased for \$60,000 after a title search has been completed.

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.

StJoeH2O

Mr. Yoder stated the website for the river trails should be functioning by Friday.

PERSONNEL REPORT

Mrs. Doehring presented the following report:

MISCELLANEOUS:

Revise the effective date to March 21, 2015 for Gary Hawkins, seasonal Marine Patrol. (The original request was approved by Board of Commissioners on April 7, 2015).

Revise the effective date to March 28, 2015 for Charles Bishop, seasonal Marine Patrol. (The original request was approved by Board of Commissioners on April 7, 2015).

Angela Guthrie from Telecommunicator to Shift Supervisor at \$19.02/hr. (Nottley system, grade 6, step 3) effective June 16, 2015.

DISMISSAL:

Sibyl Hocevar, Land Resource Services Clerk, has been dismissed effective June 8, 2015.

NEW HIRE:

Ryan J. Fillmore has been hired as Central Dispatch Shift Supervisor at \$18.49/hr. (Nottley system, grade 6, step 2) effective July 7, 2015.

Cora L. Bart has been hired as part-time Corrections Officer at \$16.40/hr. effective June 17, 2015.

RESIGNATION:

Sara Pope, Family Division Caseworker, has resigned effective June 29, 2015.

It was moved by Commissioner Eaton 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 - 9 half days 5/20 x 2, 5/21 x 2, 5/28 x 2, 6/3, 6/9, 6/11 & 1 full day 6/8/15	\$ 545.00
Allen Balog - 6 half days 5/20, 5/21, 5/27, 5/28, 6/9 & 6/11/15	300.00
John Dobberteen - 6 half days 5/28, 6/1, 6/2, 6/9, 6/11 & 6/15/15	300.00
Rick Shaffer - 4 half days 5/26, 6/8, 6/9 & 6/11/15	<u>200.00</u>
	\$1, 345.00

Expense

Robin Baker	\$ 259.90
Allen Balog	70.73
John Dobberteen	69.00
Rick Shaffer	<u>77.05</u>
	\$ 476.68

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

Financial Statement

	Revenues	Expenditures
Year to Date - May 31, 2015	\$ 6,570,202.65	\$ 7,363,270.62
Available Balance - Revenues & Expenditures	\$ 9,934,186.35	\$ 9,141,118.38
Percent of total budgeted funds earned year to date	44.23%	
Percent of total budgeted funds expended year to date	54.21%	

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the financial statement be accepted. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Baker stated that the Committee had not met.

Judiciary

Commissioner Eaton 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 June 11, 2015 and everyone has a copy of the minutes.

CHAIRMAN'S REPORT

Chairman Dobberteen thanked Pattie Bender for her service.

CITIZEN’S COMMENTS

Lynn Coursey, Executive Director of the Commission on Aging, corrected some information that she shared at the Executive/Committee of the Whole on June 11th. She stated that the COA was serving 21% of eligible seniors when in fact it is 23.4962% and she thanked the Board of Commissioners for their vision in moving forward with the Enrichment Center.

MISCELLANEOUS

Commissioners Eaton and Baker congratulated Pattie Bender on her retirement.

Commissioner Shaffer stated that he would miss her. He also remarked that the dog park at Meyer Broadway is almost complete and it has been met with great enthusiasm and there will be a ribbon cutting very soon.

AMENDMENT (July 7, 2015 Meeting) Commissioner Shaffer reminded the Commission that the Commission established a committee over two years ago as a part of obtaining revenue sharing; one project of review included an analysis of consideration was to consider a merger between St. Joseph County Public Health and St. Joseph County Community Mental Health.

Commissioner Balog told a story from years ago about Pattie and then also remarked that she is an icon and added that she has also been involved in the Michigan Association of County Clerks and the Republican Party and has left her mark here.

ADJOURNMENT

At 5:46 p.m. it was moved by Commissioner Shaffer and supported by Commissioner Baker that the St. Joseph County Board of Commissioners adjourn until July 7, 2015 at 5:00 p.m.

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.

Pattie S. Bender, County Clerk

John L. Dobberteen, Chairman