

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 July 1, 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	Gerald E. Loudenslager
Michael D. Dunlap	Robin Baker
Monte Bordner	David J. Pueschel
John L. Dobberteen	

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

#### AGENDA

Commissioner Shafer stated that approval of the boiler for the Courts Building 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 Dunlap that the minutes for June 17, 2008 be approved. Motion carried.

#### CLOSED SESSION MINUTES APPROVED

It was moved by Commissioner Pueschel and supported by Commissioner Dunlap that the minutes of the closed session on June 17, 2008 be approved. Motion carried. Commissioner Dobberteen abstained due to absence.

#### COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Updates, June 20 and June 27, 2008.
2. Letter from White Pigeon Township, Re: Notice of public hearing on July 1 to consider an Industrial Facilities Tax Exemption for O'Connor's Cabinets and Carpentry, LLC.
3. Resolution from Bay County, Re: Prioritizing Health Insurance for Uninsured Americans.
4. Resolution from Livingston County, Re: Opposing HB 6112 (Corrections Officers Compulsory Arbitration Act.)
5. Resolution from Lake County, Re: Opposing HB 6112.
6. Minutes of the Community Mental Health Services Board meeting of May 27, 2008.
7. Minutes of the Community Action Agency Board meeting of May 19, 2008.
8. Newsletter from Southwest Michigan Land Conservancy--Summer 2008.
9. Newsletter from Michigan Works!--Spring 2008.

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

BOILER FOR COURTS BUILDING

Commissioner Shafer stated that the Physical Resources Committee met today and is recommending for approval a quote from Aerco for \$24,597 for a boiler in the Courts Building. By choosing Aerco there may be more maintenance, but the company has a good reputation, is \$3,500 less than the other bid and it can be installed sooner than the other bidder.

It was moved by Commissioner Dobberteen and supported by Commissioner Pueschel that an Aerco boiler be purchased for \$24,597 for the Courts Building.

The aye and nay vote was called as follows:

Aye votes cast: 7–Commissioners Shafer, Loudenslager, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

2007 ANNUAL AUDIT

Dave Fisher, Auditor from Rehmann Robson, gave an overview of the 2007 Annual Audit. He stated that the County received a clean opinion. Under the section titled Management Discussion and Analysis, he mentioned that there are challenges in funding as a result of the economy.

Our total fund balance is \$4,035,323 of which \$3,986,000 is unreserved. This figure divided by the operation budget equals 28.6% or 3½ months of expenditures.

He also made some comments on the non-general fund accounts. In regards to the federally funded programs, mainly the Cooperative Reimbursement Program for the Friend of the Court, there were no findings or questions. It is being administered in accordance with the law.

As far as internal controls are concerned, there were new auditing standards in 2007 and some adjustments need to be made in the Special Assessments, Drain Fund and Investment Fund.

Overall, Mr. Fisher, stated that the County's financial statements are in good shape.

He mentioned that there needs to be some modification done in the Information Technology internal controls.

Ms. West-Wing assured the Board that all of the auditors' concerns have been addressed with the appropriate department managers and changes will be implemented over the course of 2008 as appropriate..

It was moved by Commissioner Dunlap and supported by Commissioner Shafer that the 2007 Annual Audit be accepted.

The aye and nay vote was called as follows:

Aye votes cast: 7–Commissioners Shafer, Loudenslager, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

2007 SINGLE FEDERAL COMPLIANCE AUDIT

The County receives federal funds through grants, such as the Cooperative Reimbursement, therefore a Federal Compliance Audit must also be accepted.

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the Federal Single Compliance Audit be accepted.

The aye and nay vote was called as follows:

Aye votes cast: 7–Commissioners Shafer, Loudenslager, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

AUTHORIZE THE COUNTY CLERK TO ADVERTISE FOR BIDS  
FOR SHORT TERM TAX BOND–2008 LEVY

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the County Clerk be authorized to advertise for bids for the Short Term Tax Bond–2008 Levy; bids due into the County Clerk's Office by 4:00 p.m. on August 1, 2008; and will be opened and awarded at the Commissioners' Meeting on August 4, 2008. Motion carried.

CAMPGROUND ATTENDANT AGREEMENT WITH DENISE AND RONALD FRANKLIN

Ms. West-Wing recommended approval of an agreement with Denise and Ronald Franklin as campground attendants at Nottawa Park Campground.

It was moved by Commissioner Dunlap and supported by Commissioner Shafer that the agreement with Denise and Ronald Franklin as Nottawa Park Campground attendants be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7–Commissioners Shafer, Loudenslager, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

CAMPGROUND ATTENDANT AGREEMENT WITH RODNEY AND LINDA MILLS

Ms. West-Wing recommended approval of an agreement with Rodney and Linda Mills as campground attendants at Cade Lake County Park.

It was moved by Commissioner Dobberteen and supported by Commissioner Dunlap that the agreement with Rodney and Linda Mills as Nottawa Park Campground attendants be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7–Commissioners Shafer, Loudenslager, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

TELEPHONE SYSTEMS–CONSULTANTS PROPOSAL

Ms. West-Wing recommended approval of a proposal from CommTech Design to review our existing telephone systems. They will conduct an on-site review of the existing system connectivity and cables that connect all County buildings and provide a schematic diagram of existing cabling infrastructure along with assessing needs and provide options and estimated costs for system changes. This consultant's proposal is for \$2,200 which includes the consultation, design, project oversight and expenses.

It was moved by Commissioner Loudenslager and supported by Commissioner Dobberteen that the proposal from CommTech Design be approved to do a study and provide options for changes to our telephone systems.

The aye and nay vote was called as follows:

Aye votes cast: 7–Commissioners Shafer, Loudenslager, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

#### FEE STUDY BY MAXIMUS FOR G.I.S. AND EQUALIZATION

Ms. West-Wing stated that last month the Board of Commissioners denied a fee study to be done by Maximus for all County offices that collect fees. She is now proposing that a fee study be done by Maximus for just the G.I.S. and Equalization Departments for a cost of \$7,500.

She stated that this will be a very comprehensive analysis and will include the time spent by the IT Department in these 2 departments.

Commissioner Shafer made it clear that this was not to increase any fees at this time but merely to do the cost analysis.

It was moved by Commissioner Dunlap and supported by Commissioner Dobberteen that the fee study by Maximus be approved for \$7,500 for the G.I.S. and Equalization Departments.

Commissioner Bordner added that when a correct business analysis is completed then the Board can determine the proper fees that should be charged.

The aye and nay vote was called as follows:

Aye votes cast: 7–Commissioners Shafer, Loudenslager, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

#### COMMITTEE REPORTS

##### Law Enforcement

Commissioner Dobberteen stated that they had not met.

##### Judiciary

Commissioner Loudenslager stated that the next Judiciary Committee meeting is scheduled for July 9th at noon.

##### Physical Resources

Commissioner Shafer stated that the boiler issue was taken care of earlier in this meeting and the Committee also discussed repairing the plaster in the Courthouse.

##### Executive Committee

Commissioner Dobberteen stated that everyone has a copy of the minutes of the Executive Committee Meeting held on June 27th and will answer any questions that anyone may have.

#### PERSONNEL REPORT

Ms. West-Wing presented the following report:

NEW HIRE:

Tracey L. Butler has been hired as Child Support Investigator at \$15.93/hr. (Soltysiak system, grade 8, minimum) effective July 8, 2008.

MISCELLANEOUS:

Alice Kielau, Family Division Caseworker, is on medical leave commencing June 26, 2008 under the Family and Medical Leave Act of 1993.

Dan Kennedy, Road Patrol Officer, is on medical leave commencing June 27, 2008 under the Family and Medical Leave Act of 1993.

Dru Carney, Road Patrol Officer, is on medical leave commencing June 25, 2008 under the Family and Medical Leave Act of 1993.

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

REQUISITION

Ms. West-Wing presented the following report:

Two HON freestanding pedestal desks, 2 HON returns with drawers, 2 HON slide-away keyboard/mouse platforms, and 1 work table for Probate Court \$ 1,973.95

It was moved by Commissioner Loudenslager and supported by Commissioner Bordner that the requisition be approved.

Commissioner Dobberteen questioned whether or not 'HON' is an American Company.

It was moved by Commissioner Dobberteen and supported by Commissioner Dunlap that the matter be tabled. Motion carried.

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET AMENDMENTS:

DECREASE DISTRICT COURTS BUDGET:

Line item 101-136-806.000 (Jury Fees) \$ 300.00

INCREASE DISTRICT COURTS BUDGET:

Line item 101-136-980.000 (Equipment) \$ 300.00

DECREASE GIS BUDGET:

Line item 101-227-707.000 (Wages-Part time) \$1,063.00

INCREASE GIS BUDGET:

Line item 101-227-984.000 (Computer Hardware) \$1,063.00

FROM APPROPRIATION:

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

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

BILLS

Mr. Carey presented the following bills for payment:

GENERAL FUNDEXPENDITURESPAYROLL

Due from State	\$ 6,406.47	\$
Prepaid Insurance	23,725.00	
Due from Employees	992.01	
Appropriations	192,980.00	
County Commission	6,434.00	6,563.36
Circuit Court	696.10	13,377.40
District Court	1,592.23	60,047.91
Friend of the Court	2,737.00	37,846.69
Jury Commission		314.88
Probate Court	2,392.24	18,219.82
Juvenile Branch	26,442.51	39,270.17
Appeals Court	2,921.90	
Administration	165.00	9,670.44
Elections	13,395.11	
Finance Department	456.16	13,142.24
County Clerk		22,620.09
Equalization Department	2,521.54	15,662.09
Human Resources	199.00	7,068.49
Geographic Information Systems	1,152.84	6,632.12
Prosecutor's Office	2,212.47	37,138.64
Central Services	6,924.51	5,437.94
Register of Deeds	1,740.60	13,083.23
County Treasurer	575.00	14,978.53
Cooperative Extension	151.28	8,474.91
Information Technology	739.27	11,923.72
Buildings & Grounds	8,654.76	14,162.70
Courts Building Security		8,447.46
Drain Commission		5,717.50
Sheriff Department	20,745.71	94,467.75
Sheriff Reserves	55.00	
Marine Patrol	429.33	6,693.96
Jail & Turnkey	12,180.07	99,243.11
Planning Commission	1,641.25	
Emergency Services	61.13	5,479.52
Animal Control	639.65	9,724.66
Board of Public Works		654.76
Medical Examiners	1,473.60	
Child Care - Probate	6,712.00	408.53
Department of Veterans' Affairs	1,200.00	
Veterans' Services		1,135.60
Utilities & General Services	19,264.11	
Total	\$ 370,608.85	\$ 587,608.22

OTHER FUNDSEXPENDITURESPAYROLL

County Road Commission	\$ 571,149.25	\$
Parks & Recreation	5,097.11	9,224.70
Emergency 911 Service	13,102.52	52,227.41
Central Dispatch - Wireless	8,904.81	4,040.82
Meyer Broadway/Coon Hollow Park	558.47	2,530.51
Cade Lake Park	2,519.63	3,497.29
Traffic Safety Program Fund	24.61	

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Economic Development Fund	\$ 23,898.84	\$ 7,763.38
Survey & Remonumentation	19,420.58	
Victims' Rights Advocate Fund		3,232.78
Community Corrections Advisory Board	3,500.00	2,929.43
Community Corrections Program	2,702.73	
Drug Law Enforcement Fund	1,499.81	
Law Enforcement Fund	1,095.14	15,346.16
Secondary Road Patrol	2,066.00	8,503.32
Homeland Security Grant Fund	1,279.28	
Law Library Fund	1,525.76	
Principal Residence Denial Fund		655.35
Commission on Aging	58,004.09	58,106.60
Community Development Block Grant	4,900.00	
Sheriff's Justice Training Fund	50.00	
Child Care - Probate Court	23,126.19	3,834.65
Veterans' Trust Fund	1,037.34	
Facilities Maintenance Fund	32,868.81	
Forfeiture & Foreclosure Fund	425.00	
Tax Payment Fund	4,667.53	
Inmate Store	795.44	
Three Rivers Community Center	2,120.95	1,011.96
Long Lake Level Revolving Fund	300.00	
Flexible Benefits Insurance Fund	156,710.35	
Total	\$ 943,350.24	\$ 172,904.36
Grand Total	\$ 1,313,959.09	\$ 760,512.58
General Fund Operating Expenditures		
Pre-Authorized	\$333,230.97	
Accounts Payable	37,377.88	
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	\$ 370,608.85	
General Fund Payroll Expenditures	\$ 587,608.22	
Other Funds Operating Expenditures		
Pre-authorized	\$908,413.12	
Accounts Payable	34,937.12	
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	\$ 943,350.24	
Other Funds Payroll Expenditures	\$ 172,904.36	
Total Recorded for the Month	\$ 2,074,471.67	

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

CHAIRMAN'S REPORT

Chairman Baker wished everyone a happy 4th of July.

MISCELLANEOUS

Commissioner Pueschel stated that his computer has been down for a week and he will have a different email address.

Commissioner Loudenslager stated that this coming weekend is a long holiday weekend and reminded everyone of the celebration that will take place in Colon.

Commissioner Shafer stated he had looked at the report from the grant writer and that she has been busy.

Commissioner Bordner wished everyone a good long weekend.

ADJOURNMENT

It was moved by Commissioner Dobberteen and supported by Commissioner Bordner that the St. Joseph County Board of Commissioners adjourn until July 15, 2008 at 5:00 p.m. Motion carried.

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Pattie S. Bender, County Clerk

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Robin Baker, Chairman