

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 20, 2010, at 5:00 p.m.

Chairman Michael Dunlap 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:

Rick Shaffer	Gerald E. Loudenslager
Michael D. Dunlap	Robin Baker
Jerry Ware	John L. Dobberteen

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

AGENDA

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

MINUTES APPROVED

It was moved by Commissioner Dobberteen and supported by Commissioner Baker that the minutes for July 6, 2010 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the City of Sturgis, Re: Notice of public hearing on July 28 to consider an Industrial Facilities Exemption Certificate to Iceberg Enterprises.
2. Letter from the Village of Colon, Re: Notice of public hearing on August 2 to consider the establishment of a Downtown Development Authority.
3. Letter from St. Joseph County EDC, Re: Letter of support for the creation of a Downtown Development Authority in the Village of Colon.
4. Resolution from Huron County, Re: Opposition to House Bill 6154 (Binding Arbitration.)
5. Resolution from Huron County, Re: Urging an amendment to Senate Bill 1072 (Binding Arbitration.)
6. Resolution from Antrim County, Re: Opposing House Bill 5882 (Increase for Juvenile Justice Residential Programs).
7. Minutes of the Commission on Aging Board meeting of June 16, 2010.

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

REGISTER OF DEEDS AUDIT REPORT

Chairman Dunlap stated that the Board of Commissioners previously ordered an audit of the Register of Deeds which was done by our auditors Rehmann and Robson. The report is completed and Ms. West-Wing was asked to read the recommendations as follows:

1. Deposit Process

Currently the employee that handles the majority of the day to day receipting transactions is the individual that is preparing the daily reconciliation forms and deposit to be taken to the Treasurer's Office. We recommend that this function be reassigned to an individual who preferably does not handle any of the cash transactions throughout the day, but at a minimum at least an individual who is not as involved in cash receipting throughout the day.

2. Notice for Offering a Receipt

In order to enhance the internal control environment, we recommend posting a notice at the location of stations receiving cash that states the following:

“If you do not receive a receipt, please call Judy West-Wing, St. Joseph County Administrator (269) 467-5617.”

3. Securing cash drawers

We recommend that the cash drawers in the Register of Deeds Department have the ability to be locked, and to provide each cashier with a key for their particular drawer each day so that the cash drawers could be secured when the employee is not present.

4. Voided transactions

It was noted that voids do not have to go through an approval process and that multiple people have the ability to prepare a void. It is our recommendation that the procedures related to voided transactions be updated to include a policy stating that all voided transactions should be approved by an individual other than the person completing the transaction, thus ensuring that two people are involved and aware of all voided transactions.

It was moved by Commissioner Shaffer and supported by Commissioner Dobberteen that the following occur: 1 - that the recent Audit of the Register of Deeds Office be accepted; 2 - that the Register of Deeds be required to implement the auditor's recommendation and that she report back to the Board when they are completed; and 3 - that the Register of Deeds be requested to prepare and present an Annual Report for 2009 to the Board of Commissioners by October 19, 2010.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shaffer, Loudenslager, Dunlap, Baker, Ware and Dobberteen.

Nay votes cast: 0

Absent: 1- Commissioner Pueschel.

Motion carried.

G.I.S. DEPARTMENTS ANNUAL REPORT

Andrew Hartwick, Director of the G.I.S. Department, presented the annual report for 2009. He stated that 2009 was a busy year. He stated that there was an 8% reduction in the number of changes requested for municipalities with contracts. New subdivisions have accounted for large volumes of changes in the past years as well as splits, but with no new large scale development they have diminished.

Mr. Hartwick further stated that the County's contract for plat books with Plansight LLC came to a close in 2009. Because of recent changes in their software and hardware they can now create the books in-house. They can maintain the content and number of prints while keeping the price down and increasing the book's overall quality. In addition, an alternative digital CD version was created to supplement or complement the hardcopy plat book and the fee schedule accommodates the customer's needs.

Leonidas Township has contracted the G.I.S. Department to update their parcel maps.

There was a 60% decrease in State grants for remonumentation therefore the County's annual contribution of \$6,000 is very helpful to this program.

In 2009 there was a reduction in revenues, some of it attributed to the availability of digital data. But, printed maps are their mainstay. He said that we are one of the best G.I.S. Departments in the State and he is happy to be working here.

Commissioner Loudenslager told Mr. Hartwick that it was an excellent report and he likes the association with Leonidas Township.

Chairman Dunlap stated that he likes all the capabilities that they have developed in the G.I.S. Department.

It was moved by Commissioner Loudenslager and supported by Commissioner Ware that the 2009 Annual Report for the G.I.S. Department be accepted.

LAPTOP COMPUTER REPLACEMENT

Sheriff Brad Balk stated that at the July 911 Board Meeting discussion ensued on replacing the laptop computers that are in all the police cars throughout the County. There are 38 of them and they were purchased in 2005 and need to be replaced. They have not yet received official bids for them yet, but they estimate a cost of \$266,000 to replace them all. It is suggested that \$114,000 will come from the ecitation fund and \$152,000 from the 911 Fund. He is requesting that the Board of Commissioners approve this project to be let for bids.

In response to a question from Commissioner Baker, Ms. West-Wing stated that they will ask for a 5 year maintenance built into the price on the hardware and an annual fee will have to be paid in addition to that for the APS software maintenance. This annual APS software maintenance fee should be able to be paid from the E-Citation Fund.

It was moved by Commissioner Loudenslager and supported by Commissioner Ware that this project be approved and 38 laptops for the police cars throughout the County be purchased.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shaffer, Loudenslager, Dunlap, Baker, Ware and Dobberteen.

Nay votes cast: 0

Absent: 1- Commissioner Pueschel.

Motion carried.

LETTER OF UNDERSTANDING WITH THE FAIR BOARD FOR RESERVES WORKING AT THE FAIR

Undersheriff Mark Lillywhite requested approval of a Letter of Understanding with the Fair Board for reserves support services and certain administrative employees working at the fair according to the proposal submitted at the last meeting when the Board approved the contracting for this work.

It was moved by Commissioner Dobberteen and supported by Commissioner Shaffer that the Letter of Understanding with the Fair Board be approved.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shaffer, Loudenslager, Dunlap, Baker, Ware and Dobberteen.

Nay votes cast: 0

Absent: 1- Commissioner Pueschel.

Motion carried.

REQUEST FROM DRAIN COMMISSIONER TO EXTEND LAKE LOAN

Ms. West-Wing stated that on June 15th the Board of Commissioners agreed to allow the lake level special assessment districts to borrow funds from the County at 2.5% over a period of 5 years.

Mr. Carey has devised the following payment schedule.

Corey Lake—current loan amount as of July 2, 2010	\$43,141.13
Total assessment amount \$48,675.71—to be paid in full by May 30, 2011	
Kaiser Lake—current loan amount as of July 2, 2010	\$13,463.96
Total assessment amount \$20,150.00—to be paid in 1/5th installments in May 2011, 2012, 2013, 2014 and 2015. Additional payment amounts will be made if property owners pay the assessment in advance to avoid interest	
Beaver Lake—current loan amount as of July 2, 2010	\$15,523.51
Total assessment amount \$22,488.96—to be paid in 1/5th installments in May 2011, 2012, 2013, 2014 and 2015. Additional payment amounts will be made if property owners pay the assessment in advance to avoid interest	

It was moved by Commissioner Loudenslager and supported by Commissioner Ware that the payment schedule be approved.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shaffer, Loudenslager, Dunlap, Baker, Ware and Dobberteen.

Nay votes cast: 0

Absent: 1- Commissioner Pueschel.

Motion carried.

REQUEST TO FILL VACANT FRIEND OF THE COURT SECRETARY POSITION

It was moved by Commissioner Dobberteen and supported by Commissioner Baker that the request to fill the vacant Friend of the Court secretary position be approved. Motion carried.

RESOLUTION HONORING HENRY AND MARTHA MILLER

Commissioner Shaffer stated that when resolutions are adopted to honor people those folks are usually present. He stated that the Millers are not here tonight. He further stated that late last year the Millers gave a very significant land conservation opportunity to the County. The Land Conservancy will be having an open house on Saturday afternoon and that is when this resolution honoring the Millers will be presented.

Commissioner Shaffer read the following resolution:

RESOLUTION NO. 16-2010 PROCLAMATION HONORING HENRY AND MARTHA MILLER

WHEREAS, Henry and Martha Miller have lived, worked, raised their children, and farmed in St. Joseph County since 1974; and

WHEREAS, Henry and Martha's work and volunteerism have enriched their community, through contributions such as Martha's 10-year career with Michigan State University Extension promoting family nutrition, breast cancer awareness, and the Have a Healthy Baby Program; among her other services, the CA/N Council (Child Abuse and Neglect), Diversity Awareness Program, and as a translator for the court and local hospitals; Henry's active service includes: 18 years on the St. Joseph County Conservation District Board, 5 years on the St. Joseph County Agricultural Preservation Board, the Centreville School Board, and the St. Joseph Valley Agricultural Council; the Millers have been active members of the Florence Church of the Brethren; and

WHEREAS, Henry and Martha have earned respect county-wide for their innovative and detail-oriented approach to agriculture, their unique qualifications to research by analyzing the value of agricultural practices under consideration such as: irrigation, tillage, pesticides, new crops, and soil and water conservation; their commitment to those farming practices that promote the highest levels of soil and water conservation; and

WHEREAS, the Millers have provided their support and expertise to the Michigan Agricultural Environmental Assurance Program and Groundwater Stewardship programs: hosting field days, informing elected officials, and persuading fellow producers; and

WHEREAS, the Millers, by permanently conserving 953 acres of farmland with the County and 347 acres with the Southwest Michigan Land Conservancy, have protected prime, unique, and locally important soils, 11,500 linear feet of riparian buffers fronting along the Portage and Prairie Rivers and additional filter strips between field and forest that safeguard critical water resources of the St. Joseph River Watershed, and have left a legacy of protection that has few precedents in the history of Michigan agriculture.

NOW, THEREFORE, LET IT BE RESOLVED, that the St. Joseph County Board of Commissioners recognizes and expresses grateful appreciation for the agricultural stewardship of Henry and Martha Miller, and the lasting gift of pristine land that they leave for the betterment of their community, state, and nation.

BE IT FURTHER RESOLVED, that this resolution be spread upon the proceedings of the Board of Commissioners this 20th day of July, 2010 and be presented to Henry and Martha Miller at a reception to be held in their honor, hosted by the Southwest Michigan Land Conservancy, on July 24, 2010.

It was moved by Commissioner Shaffer and supported by Commissioner Loudenslager that the resolution be adopted and 2nd reading waived.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shaffer, Loudenslager, Dunlap, Baker, Ware and Dobberteen.

Nay votes cast: 0

Absent: 1- Commissioner Pueschel.

Resolution adopted.

NOMINATIONS/APPOINTMENTS

Commissioner Shaffer stated that the review committee to fill the vacancy on the Commission on Aging met recently. They are recommending that Lori Wright be appointed to fill the position.

It was moved by Commissioner Shaffer and supported by Commissioner Loudenslager that Lori Wright be nominated and appointed to fill a vacancy on the Commission on Aging for a term to expire June 30, 2012. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Loudenslager stated that there was no report.

Judiciary

Commissioner Loudenslager stated that the Judiciary Meeting scheduled for last week was cancelled due to lack of business and the next meeting will be held on October 13, 2010 at noon.

Physical Resources

Commissioner Ware stated that the contractors are currently working on repairs to the Courthouse and the air conditioning unit has been installed in the IT Department.

Executive Committee

Commissioner Shaffer stated that the Executive Committee met on July 16, 2010 and most items discussed there have been discussed tonight. He did mention that the Equalization Director will be presenting a 3 hour program to the Commissioners at a work session so that they can understand the Equalization process.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

RESIGNATIONS:

Laura Beyer, Friend of the Court Secretary, has resigned effective July 23, 2010.
Curtis Dowd, COA Escort Driver, has resigned effective July 2, 2010.

NEW HIRE:

Arthur Fox has been hired as Meal Delivery Sub at \$9.01/hr. (COA, grade 2, minimum) effective June 28, 2010.

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

REQUISITION

Ms. West-Wing presented the following report:

Three Ultrasharp U2311H 23' flat panel monitors for Register of Deeds (approx) \$ 570.30

It was moved by Commissioner Loudenslager and supported by Commissioner Ware that the requisition be approved. Motion carried.

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET AMENDMENTS:

<u>DECREASE FRIEND OF THE COURT'S BUDGET:</u>	
Line item 101-141-816.000 (Contractual Services)	\$ 2,100.00
<u>INCREASE FRIEND OF THE COURT'S BUDGET:</u>	
Line item 101-141-980.000 (Equipment)	\$ 2,100.00
 <u>DECREASE REGISTER OF DEEDS T & A ESCROW FUND:</u>	
Line item 701-236-238.010 (Due to ROD Fees Escrow)	\$ 600.00
<u>INCREASE REGISTER OF DEEDS' REVENUES:</u>	
Line item 101-236-699.000 (Transfers In)	\$ 600.00
<u>INCREASE REGISTER OF DEEDS' EXPENDITURES:</u>	
Line item 101-236-984.000 (Computer Hardware)	\$ 600.00

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

FINANCE DIRECTOR'S REPORT

Mr. Carey presented the following report:

Per Diem

Robin Baker - 5 half days 6/17, 6/18, 6/21, 6/23 & 7/7/10 & 2 full days 6/24 & 7/1/10	\$ 440.00
John Dobberteen - 2 half days 6/24 & 7/13/10 & 2 full days 6/21 & 7/14/10	290.00
Michael Dunlap - 4 half days 6/16, 7/2, 7/13 & 7/16/10 & 2 full days 6/25 & 7/1/10	390.00
Gerald Loudenslager - 3 half days 6/17, 6/22 & 7/20/10	150.00
Rick Shaffer - 5 half days 7/1, 7/6, 7/7, 7/16 & 7/20/10	250.00
Jerry Ware - 2 half days 7/7 & 7/20/10	<u>100.00</u>
	\$1,620.00

Expenses

Robin Baker	\$ 199.50
John Dobberteen	130.00
Michael Dunlap	47.00
Gerald Loudenslager	25.00
Rick Shaffer	30.00
Jerry Ware	<u>15.00</u>
	\$ 446.50

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

Financial Statements

	Revenues	Expenditures
June	\$ 1,223,251	\$ 1,093,051
Year to Date	6,899,578	6,734,231
Period Fund Balance	\$130,200.00	
Year to Date	\$145,347.00	
Percent of budget year elapsed year to date.	50.00%	
Percent of total budgeted funds earned year to date	47.27%	
Percent of total budgeted funds expended year to date	46.27%	

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

WORK SESSION

Commissioner Shaffer suggested that a work session be set on a non-Commission meeting Tuesday at 4:00 p.m. October 12th was suggested as a tentative date. The work session is for the Equalization Director's presentation and all township, cities, villages and schools should be invited. It was suggested that it be held at the Dresser Business Center at Glen Oaks Community College. Chairman Dunlap said that Judy Nelson should be doing the legwork to get everyone invited and to set up the date and place.

CITIZENS' COMMENTS

Brad Neumann, District 13 Coordinator for MSUE made some comments in response to comments that were made a few meetings ago on the County's 4-H program. He invited the Commissioners to come into the office and talk to Eva, Tonya or Maury. The overall participation in the program has remained steady. There are approximately 1,000 4-Hers in regular 4-H and the Cloverbud Program. There are 300 leaders involved which that number has remained stable as has the number of clubs.

The livestock sale at the fair reached an all time high in 2008 with \$346,700 in sales and in 2009 it dipped only slightly to \$326,000 but the total average weight of the animals was up substantially.

Eva Beeker has worked as the temporary 4-H Educator for a year. She is planning to, with the help of some leaders, update the fair book.

The program reaches far outside of 4-H proper with the annual conservation tour, the ag-citing experience at the fair, working in schools, with the Three Rivers Area Mentoring Program and demonstrations at the parenting fair.

Mr. Neumann believes that the 4-H program remains strong and recognizes that there is always room for improvement.

CLOSED SESSION

It was moved by Commissioner Loudenslager and supported by Commissioner Ware that the Board go into closed session to discuss labor negotiations.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shaffer, Loudenslager, Dunlap, Baker, Ware and Dobberteen.

Nay votes cast: 0

Absent: 1- Commissioner Pueschel.

Motion carried.

OPEN SESSION

The Board resumed business in open session and it was moved by Commissioner Loudenslager and supported by Commissioner Dobberteen that the Administrator follow the direction discussed in closed session. Motion carried.

MISCELLANEOUS

Chairman Dunlap stated that last year there was discussion on attendance at MAC Conventions and how many should go and if the same Commissioners should go all the time. Discussion ensued.

Commissioner Dobberteen stated that Community Mental Health spends 1182 man hours per year getting ready for federal and state audits.

Commissioner Ware wished Commissioner Pueschel a speedy recovery.

ADJOURNMENT

It was moved by Commissioner Baker and supported by Commissioner Shaffer that the St. Joseph County Board of Commissioner adjourn until August 2, 2010. Motion carried.

Pattie S. Bender, County Clerk

Michael D. Dunlap, Chairman