

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 August 19, 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

Ms. West-Wing stated that the Child Care Fund Budget Amendment should be added under new business.

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

MINUTES APPROVED

It was moved by Commissioner Dobberteen and supported by Commissioner Shafer that the minutes for August 4, 2008 be approved. Motion carried. Commissioner Bordner abstained due to absence.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Update, August 8, 2008.
2. Letter from the Michigan Association of Counties, Re: Thank you for resolution opposing House Bill 6112.
3. Letter from the State Department of Corrections, Re: Jail Inspection Report.
4. Resolution from Lake County, Re: Support of H.B. 5398 (Amending the Michigan Vehicle Code.)
5. Minutes of the Community Action Agency Board meeting of June 23, 2008.
6. Minutes of the Commission on Aging Board meeting of July 16, 2008.

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

OFFICE OF HIGHWAY SAFETY PLANNING GRANT (SAFE COMMUNITIES)

Ms. West-Wing stated that the Sheriff had been notified of a grant that is available for all Law Enforcement Agencies for \$46,500. The grant will be used for seat belts and impaired driving enforcement; underage drinking enforcement; and child passenger safety and will be shared among all law enforcement agencies.

It was moved by Commissioner Shafer and supported by Commissioner Dunlap that the Office of Highway Safety Planning Grant in the amount of \$46,500 be accepted. Motion carried.

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.

ADDENDUM TO EMPLOYMENT AGREEMENT WITH MARCIA SAUNDERS

Ms. West-Wing stated that the Board has approved the continuation of the Grant Writer's position for one year. Now, both cities have also agreed and she is recommending that an Addendum to the Employment Agreement with Marcia Saunders be approved. The Agreement is for 1 year and includes a 2% wage increase and also increases the sickness and accident short-term disability insurance from \$500 to \$600 to be consistent with other employees except those at the Sheriff's Department.

It was moved by Commissioner Dunlap and supported by Commissioner Bordner that the Addendum to the Employment Agreement with Marcia Saunders 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.

OUT-OF-STATE TRAVEL REQUEST FROM THE PROSECUTOR

Ms. West-Wing stated that the Prosecuting Attorney is requesting that an Assistant Prosecutor, David Moore, be granted permission to attend a training in Arizona in October. There is a \$1,800 scholarship available. Mr. Moore has family in the area and also will be receiving a free flight. The total expenses will likely be less than \$1,800.

It was moved by Commissioner Bordner and supported by Commissioner Pueschel that David Moore be allowed to attend this training in Arizona in October.

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.

PROPERTY PURCHASE-105 W. BURR OAK STREET

Ms. West-Wing stated that the property at 105 W. Burr Oak Street in Centreville was purchased on August 7th for \$6,000. Ms. West-Wing was given authority to negotiate the purchase price in prior closed sessions. The intended use of the property was for a parking lot as discussed in closed session.

Today, Ms. West-Wing is presenting an estimated budget for the total cost of purchasing the property and developing for a parking lot in the amount of \$78,353.00. This includes purchase expenses, survey, tree removal, structure demolition, sidewalk replacement, preparation for and asphalt paving, and privacy fence along the west property line.

It was moved by Commissioner Dobberteen and supported by Commissioner Pueschel that the proposed budget for purchasing the property at 105 W. Burr Oak Street and for developing for a parking lot 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.

RAWSON/HUGHES–PROPERTY SURVEY

Ms. West-Wing stated that she is recommending approval of an Agreement to resolve a discrepancy in ownership of a land locked peninsula parcel of land, along the water north of Rawson's King Mill Park. The peninsula will be split with the County getting the northern portion and Eddiess Hughes the southern portion. A survey has to be completed so that property descriptions can be drawn up along with parcel tax identification numbers. The estimated cost is \$2,700 and will be split equally between the County and Mrs. Hughes. In addition, the County will sign a quit claim deed to the Hughes relinquishing rights to the southern portion of the peninsula and the Hughes will sign a quit claim deed to the County relinquishing rights to the northern portion.

Also, Ms. West-Wing has negotiated for the County's parking use, a small portion of the property owned by Mrs. Hughes on the corner of King and Krupp Roads. A survey is necessary to identify the property and the cost of the survey is estimated at \$600, to be paid solely by the County. Mrs. Hughes' attorney, Michael Mestelle will draw up a 99 year lease which will identify the terms and conditions that the County may use this area for Rawson's King Mill Park parking. One of the conditions will be that the County can only use the designated portion of the Hughes property for parking if Mrs. Plair no longer allows the use of her property immediately north of the mill area for parking.

It was moved by Commissioner Dunlap and supported by Commissioner Shafer that the surveys be completed on these properties.

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.

AMENDMENT TO CHILD CARE PLAN BUDGET

Ms. West-Wing stated that she received a request from Terry Evans, Juvenile Court Director, for the Board to approve an amendment to the Child Care Plan Budget. Lines A & B were switched and in order for this to be amended the Board must approve the correction.

It was moved by Commissioner Shafer and supported by Commissioner Pueschel that the Child Care Plan Budget be amended.

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.

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 Physical Resources Committee had not met.

Executive Committee

Commissioner Dobberteen stated that everyone has a copy of the minutes of the Executive Committee held on August 15, 2008 and he would answer any questions that anyone may have.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

RESIGNATION:

James Brandys, part-time Court Security, has resigned effective August 13, 2008.

MISCELLANEOUS:

Michelle LeTourneau, Family Division Bookkeeper, will be on intermittent leave commencing August 11, 2008 under the Family and Medical Leave Act of 1993.

NEW HIRE:

Donald P. Hocevar has been hired as part-time Court Security at \$12.69/hr. effective August 12, 2008.

Philip H. Campbell has been hired as part-time Court Security at \$12.69/hr. effective August 12, 2008.

Bellena V. Parker has been hired as In-home Services Aide at \$9.66/hr. (COA grade 5, minimum) effective August 11, 2008.

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET AMENDMENT:

DECREASE GENERAL FUND CONTINGENCY:

Line item 101-890-941.000 (Contingency) \$ 2,000.00

INCREASE VETERANS' BUDGET:

Line item 101-682-860.000 (Travel) \$ 830.00

Line item 101-682-861.000 (Convention) 1,170.00

\$ 2,000.00

It was moved by Commissioner Shafer and supported by Commissioner Dunlap that the budget adjustments be approved.

Commissioner Bordner stated that he thought that since this was for out-of-state travel that the request should first come before the Board just like the other out-of-state travel requests and he had some additional questions.

It was moved by Commissioner Bordner and supported by Commissioner Dobberteen that the motion be tabled. Motion carried.

FINANCE DIRECTOR'S REPORT

Mr. Carey presented the following reports:

Per Diem

Robin Baker—4 half days 7/23, 8/1, 8/15 & 8/17/08 & 3 full days 7/24, 8/18 & 8/19/08	\$ 485.00
Monte Bordner—2 half days 8/12 x 2 (Correction from May) & 3 full days 8/17, 8/18 & 8/19/08	335.00
John Dobberteen—7 half days 7/22, 7/23, 8/1, 8/12 X 2, 8/14, 8/15 & 4 full days 7/16, 8/17, 8/18 8/19/08	730.00
Michael Dunlap—4 half days 7/24, 8/6, 8/12 & 8/13/08	200.00
David Pueschel—5 half days—7/16, 7/21, 7/24, 8/1 & 8/15/08	250.00
Eric Shafer—12 half days—6/10, 6/25, 7/2, 7/10, 7/11, 7/14, 7/15, 7/21, 7/30, 8/6, 8/12 & 8/14/08	<u>600.00</u> \$2,600.00

Expenses

Robin Baker	\$ 120.20
Monte Bordner	254.47
John Dobberteen	331.11
Michael Dunlap	72.54
David Pueschel	69.62
Eric Shafer	<u>40.95</u>
	\$ 888.89

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

Financial Statements

	Revenues	Expenditures
July	\$ 1,299,336	\$ 1,352,599
Year to Date	8,416,808	8,267,451
Period Fund Balance (\$53,263.00)		
Year to Date	\$149,357.00	
Percent of budget year elapsed year to date.	58.33%	
Percent of total budgeted funds earned year to date	57.36%	
Percent of total budgeted funds expended year to date	56.34%	

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

CHAIRMAN'S REPORT

Chairman Baker stated that the MAC Conference was great and he attended along with Commissioners Loudenslager, Bordner and Dobberteen.

MISCELLANEOUS

Commissioner Shafer drew everyone's attention to the flyer in the packets for a farewell ice cream party for Charles Cleaver next Tuesday. He stated that he will be on vacation and unable to attend, but wished him well and that he would be missed.

Commissioner Dunlap stated that he too would be on vacation next week and wished Charles Cleaver the best.

In addition, Commissioner Dunlap stated that 211 will be coming soon to the County and the Committee is inviting Oprah Winfrey to the County to make the first 211 call. It was the consensus that the Board write a letter in support of the invitation to Ms. Winfrey.

Commissioner Dunlap mentioned that the Legislature will be approached for a supporting letter as well.

Commissioner Bordner stated that the MAC Conference was well attended. He wishes Mr. Cleaver the best of luck and believes that this is a great move for him.

Chairman Baker wished Mr. Cleaver good luck.

ADJOURNMENT

It was moved by Commissioner Shafer and supported by Commissioner Dobberteen that the St. Joseph County Board of Commissioners adjourn until September 2, 2008 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

Robin Baker, Chairman