

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 September 4, 2012 at 5:00 p.m.

Chairman Rick Shaffer called the meeting to order.

The Invocation was given by Chairman Shaffer.

The Pledge to the American Flag was given.

The County Clerk, Pattie S. Bender, called the roll and the following Commissioners were present:

Rick Shaffer	Larry Walton
Allen Balog	Robin Baker
Jerry Ware	Donald Eaton
John L. Dobberteen	

Also present were Judy West-Wing, Administrator/Controller; Joni Smith, Finance Director; and Elishia Arver, Human Resources Director.

AGENDA

Ms. West-Wing stated that a request to fill position(s) at the Sheriff's Department be added under new business.

It was moved by Commissioner Dobberteen and supported by Commissioner Walton 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 August 21, 2012 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Port of Battle Creek-Foreign Trade Zone 43, Re: Notice of Export Promotion Event in Allegan County on October 23, 2012.
2. Minutes of the Department of Human Services Board meeting of June 26, 2012.
3. Minutes of the St. Joseph River Bain Commission meeting of June 5, 2012.

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

CITIZENS COMMENTS

Ashley Bergeon from Community Mental Health and Substance Abuse Services reminded everyone that the author of *One Book One County* will be at the Three Rivers Library on September 12th at 7:30 p.m.

ANIMAL CONTROL ORDINANCE

Ms. West-Wing stated that the revised Animal Control Ordinance is ready for adoption. She stated that it was a total rewrite of the Ordinance that is in place currently.

It was moved by Commissioner Dobberteen and supported by Commissioner Baker that the Animal Control Ordinance be adopted.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Walton, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Ordinance adopted.

REVISED FEE SCHEDULE FOR ANIMAL CONTROL

Ms. West-Wing stated that Tom Miller, Animal Control Director, is recommending that the following revised fee schedule be approved by the Board effective November 15, 2012:

<u>License Fees</u>	<u>Current Fees</u>	<u>Proposed Fees</u>
Spayed/Neutered Dog/Puppy - 4 months old or older	\$ 5.00	\$ 10.00
Male/Female Intact Dog/Puppy - 4 months old or older	15.00	20.00
All Delinquent licenses regardless of gender	40.00	40.00
Replacement Tag	0.50	1.00
Kennel licenses		
Up to 10 Dogs	\$ 50.00	50.00
Up to 25 Dogs	80.00	80.00
Up to 50 Dogs	120.00	120.00

All Delinquent Kennel license fees double after March 1st each year.

Adoptions

All Dogs or Puppies	\$ 10.00	\$ 10.00
Spay/Neuter Bond (when applicable)	25.00	25.00
License Bond (when applicable)	40.00	40.00
All Cats or Kittens	10.00	10.00
Spay/Neuter Bond (when applicable)	25.00	25.00

Owner Reclaim Fees

All Animals Reclaimed	\$ 20.00	\$ 20.00
<b>Plus</b> - per day fee per animal while animal is Impounded after the first 24 hours	\$3.00/day	\$10.00/day
<b>Plus</b> - \$40.00 license bond for any unlicensed dog(s)		
<b>Plus</b> - fee increases for each subsequent time The animal is impounded	\$5/subsequent impound	\$15/subsequent impound

Pick-up Fees

Pick-up owner's dog	\$ 15.00	\$ 25.00
<b>Plus</b> - fee for each additional dog picked up	5.00	10.00
Pick-up of owner's dog, euthanasia, disposal	40.00	85.00
Pick-up stray dog	No-charge	No-charge

Miscellaneous Fees

Owner released cat or kitten per animal	\$ 5.00	\$ 10.00
Euthanize owner dog or puppy brought to Animal Control	25.00	50.00
<b>Plus</b> - \$10 disposal fee if Animal Control disposes	10.00	10.00
Euthanize owner cat or kitten brought to Animal Control	15.00	25.00
<b>Plus</b> - \$10 disposal fee if Animal Control disposes	10.00	10.00

	<u>Current Fees</u>	<u>Proposed Fees</u>
Disposal fee for deceased dog/puppy brought to Animal Control	10.00	20.00
Disposal fee for deceased cat/kitten brought to Animal Control	10.00	10.00
Dangerous Dog Annual Permit Fee - <b>NEW</b>		\$100.00
Dangerous Dog Annual Inspection Fee - <b>NEW</b>		25.00
Dangerous Dog License Fee - Same as Regular License Fees Stated Above		

It was moved by Commissioner Baker and supported by Commissioner Ware that the Animal Control Revised Fee Schedule be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Walton, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Motion carried.

#### REGISTER OF DEEDS/COUNTY CLERK SOFTWARE REQUEST

Ms. West-Wing stated that the Register of Deeds has presented information to the Executive Committee twice regarding a new software request from PropertyInfo for the Offices of the Register of Deeds and County Clerk. The cost for the Register of Deeds portion of the request is \$76,415 with an annual maintenance fee of \$17,980 and for the County Clerk it is \$30,574.50 with an annual maintenance fee of \$7,194.00. She further stated that they would take two single annual payments with no finance charges. The Register of Deeds cost will be taken from the Register of Deeds Technology Fund and the County Clerk's cost will come from the General Fund.

It was moved by Commissioner Dobberteen and supported by Commissioner Ware that the purchase of new software for the Register of Deeds and the County Clerk from PropertyInfo be approved as stated above.

Chairman Shaffer stated that due diligence was done on this request and references were secured nationwide all of them positive.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Walton, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Motion carried.

#### THREE YEAR FUNDING REQUEST FOR DRUG UNIT

Mark Lillywhite, Undersheriff, submitted a proposal to enhance the existing two person drug unit in conjunction with the 2 cities. The proposal is for 2 Deputies from the Sheriff's Department and 1 from each of the City Police Departments which will form a 4-man drug unit. The additional cost is \$308,000.00 over 3 years.

He answered several questions from the Commissioners and also added that he has spoken with the Judges and the Prosecutor regarding consequences that the increase in arrests may have on the Court system. He also stated that there are many unknowns regarding the treatment that will be offered or ordered for the people that are arrested.

Undersheriff Lillywhite stated that he will be meeting with the two Chief Judges further to come to an agreement with them. He would like this proposal to be in operation by October 1st.

Commissioner Baker stated that if this is eventually approved that he would like a 6 month report on its progress.

Commissioner Balog remarked that doing nothing is not an option.

After much discussion it was moved by Commissioner Dobberteen and supported by Commissioner Baker that the proposal be approved in concept and that it move forward and come back to the Board for final approval. Motion carried.

LETTER OF UNDERSTANDING WITH THE FAIR BOARD FOR SECURITY THROUGH THE SHERIFF'S DEPARTMENT

Ms. West-Wing stated that this is the 3rd year for this agreement with the Fair Board for the Sheriff's Deputies to provide security during fair week. The terms of the agreement are the same, but this agreement will be in perpetuity unless one party notifies the other 90 days prior of when they would like it terminated.

It was moved by Commissioner Baker and supported by Commissioner Dobberteen that the Letter of Understanding with the Fair Board for Security through the Sheriff's Department be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Walton, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Motion carried.

LABOR AGREEMENTS WITH SHERIFF'S DEPARTMENT UNION EMPLOYEES  
LABOR AGREEMENTS WITH POAM

Ms. West-Wing stated that all 3 POAM labor agreements with employees at the Sheriff's Department have been ratified by the respective bargaining units.

All terms are the same and they are highlighted as follows:

1. CONTRACT DURATION. 3 years - January 1, 2013 through December 31, 2015.
2. WAGES.

January 1, 2013	2.0% increase
January 1, 2014	2.0% increase
January 1, 2015	3.0% increase
3. HEALTH INSURANCE.

Effective January 1, 2013 the Employer will provide up to 3 health plans for employees to pick from. The Employer will follow PA 152 of 2011 and pay the premium up to the maximum annual cap as determined by the state treasurer by October 1 for the succeeding calendar year.

4. Miscellaneous Language Changes.

Personal and Sick Paid Leave - Change minimum usage from "not less than 2 hour increments" to "not less than 1 hour increments."

Personal and Sick Paid Leave – Remove reference to "days" and maintain reference to "hours" consistently through contract.

Added boot reimbursement up to \$50 every 12 months for corrections officers and up to \$150 every 24 months for road officers and road patrol sergeants.

POAM - Road Unit

It was moved by Commissioner Baker and supported by Commissioner Ware that the Labor Contract with the POAM - Road Unit be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Walton, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Motion carried.

POAM - Corrections Unit

It was moved by Commissioner Baker and supported by Commissioner Ware that the Labor Contract with POAM - Corrections Unit be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Walton, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Motion carried.

COAM - Road Sergeants Unit

It was moved by Commissioner Baker and supported by Commissioner Eaton that the Labor Contract with COAM - Road Sergeants Unit be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Walton, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Motion carried.

MEMORANDUM OF UNDERSTANDING FOR SHARED GRANT WRITER

Ms. West-Wing stated that both Cities would like to enter into a MOU with the County to share a Grant Writer. The County would pay 70% of the cost with each city paying 15%. She stated that Three Rivers has approved the MOU and Sturgis will shortly. After approval the position will be advertised.

It was moved by Commissioner Eaton and supported by Commissioner Ware that the Memorandum of Understanding with the two cities for a shared grant writer be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Walton, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Motion carried.

MERS SERVICE CREDIT PURCHASE

It was moved by Commissioner Dobberteen and supported by Commissioner Ware that Judy West-Wing's request to purchase 5 years of generic service credit be approved. Motion carried.

SECONDARY ROAD PATROL GRANT APPLICATION

Ms. West-Wing stated that this grant application has been approved every year since 1978. The amount of the grant is \$67,284.00.

It was moved by Commissioner Dobberteen and supported by Commissioner Ware that the Secondary Road Patrol Grant Application be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Walton, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Motion carried.

COOPERATIVE REIMBURSEMENT AGREEMENT - FRIEND OF THE COURT

Ms. West-Wing stated that this is a 3 year agreement and covers 66% of the total expenses for the Friend of the Court Office. The agreement is for an estimated amount of \$2 million; \$659,000 estimated in 2013; \$689,000 in 2014; and \$721,000 in 2015. The amount actually reimbursed is based on actual costs.

It was moved by Commissioner Baker and supported by Commissioner Ware that the Cooperative Reimbursement Agreement - Friend of the Court be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Walton, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Motion carried.

REQUEST TO FILL VACANT POSITION(S) AT THE SHERIFF'S DEPARTMENT

Ms. West-Wing stated that the Sheriff is requesting that the full time receptionist position be filled and if it is filled with the part time typist/clerk that that position then be filled.

It was moved by Commissioner Baker and supported by Commissioner Ware that the vacant position(s) at the Sheriff's Department be filled. Motion carried.

RESOLUTION NO. 14-2012  
NATIONAL WORKFORCE DEVELOPMENT MONTH

Commissioner Baker read the following resolution:

WHEREAS, the economic development of every region in our country and the ability of our businesses and industries to compete in the global economy are more than ever before dependent on the availability and quality of a skilled workforce; and

WHEREAS, the complexity and fast-paced change in our economy and labor markets puts new demands on individuals and employers at all levels; and

WHEREAS, job seekers need the assistance of knowledgeable and dedicated professionals to facilitate the process by which our workforce identifies, prepares for, obtains, and maintains employment and self-sufficiency; and

WHEREAS, employers depend on similar levels of professional services to help them recruit and retain a competitive workforce and continually upgrade the skill sets of their incumbent employees; and

WHEREAS, the State of Michigan authorized a network of Workforce Development Boards with local responsibility for developing and implementing strategies to support workforce initiatives within their designated service delivery area; and

WHEREAS, the Governor of the State of Michigan has designated the County of Kalamazoo and the County of St. Joseph, to be the Kalamazoo and St. Joseph Michigan Works! Area; and

WHEREAS, the Michigan Works! one-stop service center system was created to provide an integrated and coordinated system for delivery of workforce development programs and services tailored to local needs; and

WHEREAS, the Kalamazoo and St. Joseph Michigan Works! area maintains Michigan Works! Service Centers within the service area to deliver services to employers, job seekers and the community to enhance economic and workforce development.

NOW, THEREFORE BE IT RESOLVED, that the St. Joseph County Board of Commissioners joins with the National Association of Workforce Development Professionals in designating the month of September as *Workforce Development Professionals Month* to honor all those individuals in all the Workforce Development organizations and partnerships who play such a vital role in our economy.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the resolution be approved and 2nd reading waived.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Walton, Balog, Baker, Ware, Eaton and Dobberteen.

Nay votes cast: 0

Resolution adopted.

Chairman Shaffer stated that the Michigan Works! office in our County provides excellent service.

#### COMMITTEE REPORTS

##### Law Enforcement

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

##### Judiciary

Commissioner Eaton stated that the Judiciary Committee had not met. There is a meeting scheduled for September 12th at noon.

##### Physical Resources

Commissioner Ware stated that the Physical Resources Committee had not met.

##### Executive Committee

Commissioner Dobberteen stated that the Executive Committee met on August 31, 2012 and since he was not present someone could answer questions from the meeting if anyone had any.

#### PERSONNEL REPORT

Ms. West-Wing presented the following report:

##### TEMPORARY/SEASONAL EMPLOYMENT:

Cody D. Jansen has been hired as Cade Lake Campground Maintenance at \$8.00/hr. effective August 28, 2012.

##### NEW HIRE:

Cindy L. Jacobs has been hired as In-Home Services Aide at \$10.05/hr. (COA system, grade 5, minimum) effective August 13, 2012.

Kyle M. Rice has been hired as part-time Corrections Officer at \$15.30/hr. effective September 9, 2012.

Chukwudi Dominic Okeke has been hired as COA Sub Driver (HDM & Bulk) at \$9.01/hr. (COA system, grade 2, minimum) effective August 17, 2012.

Samantha E. Carpenter has been hired as COA Sub-Driver (HDM & Bulk) at \$9.01/hr. (COA system, grade 2, minimum) effective August 17, 2012.

RESIGNATION:

Laura Roberts-Chupp, Receptionist/Clerk-Jail, has resigned effective August 31, 2012

MISCELLANEOUS:

Jennifer Meyer will change from part-time Typist/Accounting Clerk to full-time Receptionist /Clerk-Jail at \$11.44/hr. (Soltysiak system, grade 2, step 2) effective September 5, 2012.

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

FINANCE DIRECTOR'S REPORT

Mrs. Smith gave the following report:

Bills

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Due from State	\$ 3,958.66	\$
County Commission	291.86	11,271.37
Circuit Court	247.50	20,397.15
District Court	293.44	82,395.65
Friend of the Court	1,384.73	58,554.33
Probate Court	3,219.69	29,029.99
Juvenile Branch	17,002.73	45,265.73
Appeals Court	1,855.77	
Public Defender	38,750.00	
Administration		14,919.34
Elections	1,162.04	
Finance Department	1,201.97	16,384.98
County Clerk		35,104.81
Equalization Department	13,700.00	20,837.85
Human Resources	7,781.69	13,876.49
Geographic Information Systems	500.00	12,095.18
Prosecutor's Office	1,947.48	55,785.75
Register of Deeds		14,584.15
County Treasurer	302.19	23,514.82
Cooperative Extension		8,284.73
Information Technology	2,602.11	19,138.92
Buildings & Grounds	18,474.73	16,961.20
Courts Building Security		10,091.84
Drain Commission		9,841.17
Sheriff Department	22,828.62	150,814.84
Sheriff Reserves	105.00	
Marine Safety Patrol	1,072.50	4,517.55
Jail & Turnkey	19,523.21	152,817.14
Planning Commission	400.00	
Emergency Services		6,794.06
Animal Control	384.42	11,769.30
Board of Public Works		778.12
Medical Examiners	2,492.53	
Child Care - Juvenile	1,851.63	
Department of Veterans' Affairs		
Veterans' Services		3,813.09
Utilities & General Services	40,107.69	
Total	\$ 203,442.19	\$ 849,639.55

OTHER FUNDSEXPENDITURESPAYROLL

County Road Commission	\$ 928,785.77	\$
Parks & Recreation	2,287.71	11,045.01
Emergency 911 Service	13,389.41	77,616.57
Central Dispatch - Wireless	4,290.07	6,269.28
Meyer Broadway/Coon Hollow Park	872.84	4,930.86
Cade Lake Park	2,181.20	3,607.77
Waste Management Fund	12,000.00	
Traffic Safety Program	750.00	
County Survey Remonumentation Fund	499.96	
Animal Shelter Donation Fund	195.00	
Veterans' Memorial Fund	600.00	
Victims' Rights Advocate Fund	16.50	4,930.87
Community Corrections Advisory Bd.	12,635.00	4,513.54
Community Corrections Program	1,573.74	
Drug Law Enforcement Fund	2,734.89	
Law Enforcement Fund	591.20	31,366.58
Secondary Road Patrol	33.00	16,802.04
Homeland Security Grant Fund	1,199.52	6,032.73
Principal Residence Denial Fund	50.00	778.93
Commission on Aging	56,497.59	107,214.07
Community Development Block Grant Fund	4,965.00	
Sheriff's Justice Training Fund	990.00	
Child Care: Probate Court	29,251.57	17,136.02
Veterans' Trust Fund	462.00	
County Facilities Maintenance Fund	1,500.00	
BPW #17 White Pigeon Sewer Project	141,016.37	
Forfeiture & Foreclosure Fund	3,843.35	
Tax Payment Fund	26,784.16	
Inmate Store	1,940.58	
Three Rivers Community Center	1,223.20	1,500.72
Long Lake Level Revolving	28.45	
Flexible Benefits Insurance Fund	188,002.51	
Total	\$ 1,441,190.59	\$ 293,744.99
Grand Total	\$ 1,644,632.78	\$ 1,143,384.54

## General Fund Operating Expenditures

Pre-Authorized	\$177,333.66
Accounts Payable	26,108.53
	<u>\$203,442.19</u>

## General Fund Payroll Expenditures

\$849,939.55
<u>\$1,053,381.74</u>

## Other Funds Operating Expenditures

Pre-Authorized	\$1,428,127.50
Accounts Payable	13,063.09
	<u>\$1,441,190.59</u>

## Other Funds Payroll Expenditures

\$293,744.99
<u>\$1,734,935.58</u>

Total Recorded for the Month

\$2,788,317.32

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

CITIZENS COMMENTS

Lynda Molter stated that the approval of the Animal Control Ordinance and the revised fee schedule are good first steps.

Tom Molter stated that at the Animal Rescue Fund's last spay/neuter clinic they reached number 5,000. He also noted that on October 6th they will hold their annual dog walk at Meyer-Broadway Park.

He thanked the Commissioners for their support.

MISCELLANEOUS

Chairman Shaffer congratulated Commissioner Walton on his recent achievements in the GAMPS Program that his farm is in.

Commissioner Balog stated that American Axle in Three Rivers will be adding 100 jobs in St. Joseph County between now and next summer.

ADJOURNMENT

It was moved by Commissioner Dobberteen and supported by Commissioner Ware that the St. Joseph County Board of Commissioners adjourn until September 18, 2012 at 5:00 p.m. Motion carried.

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Pattie S. Bender, County Clerk

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Rick Shaffer, Chairman