

Annual 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 19, 2006, at 5:00 p.m.

Chairman Bordner called the meeting to order.

The Invocation was given by Commissioner Pueschel.

The Pledge to the American Flag was given.

The Deputy Clerk, Sandra K. Bowen, called the roll and the following Commissioners were present:

| | |
|-------------------|-------------------|
| Eric Shafer | Michael D. Dunlap |
| Robin Baker | Monte Bordner |
| David J. Pueschel | |

Absent: John L. Dobberteen and Gerald E. Loudenslager

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

AGENDA

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

MINUTES APPROVED

It was moved by Commissioner Baker and supported by Commissioner Pueschel that the minutes for September 5, 2006 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Update, September 8, 2006.
2. Letter from the St. Joseph County Planning Commission, Re: Notice of Intent to update the current County Master Plan.
3. Letter from Chester Dobrowolski, Re: Will not be seeking reappointment to the County Road Commission when term expires on December 31, 2006.
4. Resolution from Muskegon County, Re: In support of a request to the State Legislature for a state statute authorizing county embarkation fees on passenger ferries.
5. Resolution from Hillsdale County, Re: Personal Protection Order filing fees.
6. Minutes of the Southwest Michigan Substance Abuse Advisory Council meeting of August 21, 2006.
7. Minutes of the St. Joseph River Basin Commission meeting of June 6, 2006.
8. Newsletter from the St. Joseph River Basin Commission – Fall 2006.

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

CITIZENS COMMENTS

Jay Suhonen, 62482 Klinger Lake Road, Centreville, asked if the bid for gasoline for the Sheriff's Department was coming up in November.

Ms. West-Wing stated that she would look and make sure that it will not be forgotten.

Mr. Suhonen also asked why the Road Commission does not get bids for fuel. He asked why, if the Road Commission is funded with taxes from this county, they purchase their fuel from Kalamazoo County. He stated that he has gotten the run around when he has requested information from the Road Commission regarding what they are paying.

Chairman Bordner stated that the Board appoints a Road Commissioner every two years and that Commissioner Baker is the liaison to the Road Commission and would take the message to the Road Commission.

Commissioner Baker stated that the Road Commission Board meeting is at 9:30 tomorrow morning and that it is open to the public and that Mr. Suhonen is welcome to come and express his concerns.

COMPUTER USE POLICY

Ms. West-Wing stated that the revised Computer Use Policy that combines the three current policies into one policy that covers computer usage, internet and E-mail, and software and was being presented for the Board's approval.

Commissioner Baker stated that gambling should be added to the item regarding playing games.

It was moved by Commissioner Baker and supported by Commissioner Shafer to accept the Computer Use Policy and amend the policy to include playing games and gambling is strictly prohibited under Unacceptable Use.

In response to a question by Commissioner Dunlap, Ms. West-Wing stated that the Courts expressed some concern about the rigidity of the current policy because it did not allow for any personal use of E-mail or Internet. The policy was amended to allow limited personal use. One policy was drafted to be used by all county employees and users of our technology network resources.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Shafer, Dunlap, Baker, Bordner and Pueschel.

Nay votes cast: 0

Absent: 2 - Commissioner Loudenslager and Dobberteen.

Motion carried.

Commissioner Pueschel asked if it would be easier to keep track of the computer use.

Ms. West-Wing stated that it will be more difficult and that the difficulty will be determining what is reasonable.

Chairman Bordner stated that it will be up to Department Managers to pay attention to what their employees are doing, and he hopes that everyone will respect the policy. If the policy is not respected, it will be dealt with quickly.

MINNEWAUKAN LAKE

Ms. West-Wing stated that a resolution had been prepared in response to petitions received by the Drain Commissioner signed by property owners requesting that the Board of Commissioners establish a legal lake level for Minnewaukan Lake. The resolution provides that the petitioners owners pay up to \$10,000 for a study to be completed, part of which would determine if it is feasible to create a water control structure that can maintain a lake level should one be established by the courts. The funds would be collected in advance of conducting the study.

Mike Kuhbander, 67930 Days Landing Road, addressed the Board with questions and concerns regarding the resolution.

Commissioner Dunlap stated that it may be best for the property owners to withdraw their petition, if that was possible, to allow time for them to work out the details.

After a lengthy discussion it was decided that Ms. West-Wing would get a legal opinion as to the definition of petitioners, if a special assessment district can be established prior to establishing a lake level and if the petitions can be withdrawn and resubmitted at a later date. Mr. Kuhbander and the property owners will meet to discuss how to raise the money needed for the study. The resolution will be addressed at the October 3rd meeting, which will fall within the 45 day time period to act on the petitions.

NOMINATIONS/APPOINTMENTS

Local Emergency Planning Committee

It was moved by Commissioner Shafer and supported by Commissioner Dunlap that James Cook be nominated and appointed to the Local Emergency Planning Committee. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Pueschel stated that there was no report.

Judiciary

Chairman Bordner stated that Judiciary Committee had not met.

Physical Resources

Commissioner Shafer stated that there was no report.

Executive Committee

Commissioner Baker stated that the Executive Committee met on September 14th and in addition to the items already discussed they discussed the following:

- * curbside recycling grant requests by Sturgis, Three Rivers and Constantine
- * use of Lower Level meeting rooms

BUDGET WORKSESSIONS

Chairman Bordner stated that dates need to be set for the budget work sessions. The work sessions were set for October 26th at 3:00 p.m. and October 30th at 3:00 p.m.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

RESIGNATION:

Cindy Gordon, Part-time Corrections Officer, has resigned effective August 9, 2006.

NEW HIRE:

Jacob W. Lentz has been hired as CTE Intern for Central Dispatch at \$7.50/hr. effective September 19, 2006.

RETIREMENT:

Richard Bunce, Family Division Caseworker, will retire effective October 13, 2006.

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

REQUISITION

Ms. West-Wing presented the following report:

Two Dell Optiplex GX520 Personal Computers, Two Samsung 204B 20" LCD Displays, One Brother HL-5250DN Network Printer, one 8-Port Switch, and two Anthem Power user licenses for Register of Deeds
Approx. \$ 5,756.00

It was moved by Commissioner Baker and supported by Commissioner Dunlap that the requisition be approved. Motion carried.

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET ADJUSTMENTS

DECREASE REGISTER OF DEEDS' TECHNOLOGY FUND 256:

| | |
|---|-----------------|
| Line item 256-236-706.130 (Wages – Deputy) | \$ 9,908.00 |
| Line item 256-236-718.010 (Retirement) | 1,095.00 |
| Line item 256-236-816.470 (Website) | 720.00 |
| Line item 256-236-860.000 (Travel) | 600.00 |
| Line item 256-236-861.000 (Convention) | 55.00 |
| Line item 256-236-862.000 (Seminar) | 1,500.00 |
| Line item 256-236-931.020 (Computer Maintenance) | 1,306.00 |
| Line item 256-236-999.000 (Operating Transfers Out) | <u>2,090.00</u> |
| | \$17,274.00 |

INCREASE REGISTER OF DEEDS' TECHNOLOGY FUND 256:

| | |
|---|---------------|
| Line item 256-236-707.000 (Wages Part-time) | \$10,910.00 |
| Line item 256-236-715.000 (FICA) | 77.00 |
| Line item 256-236-716.100 (Worker's Compensation) | 16.00 |
| Line item 256-236-984.000 (Computer Hardware) | 3,000.00 |
| Line item 256-236-985.000 (Computer Software) | 3,000.00 |
| Line item 256-236-933.000 (Equipment Maintenance) | <u>271.00</u> |
| | \$17,274.00 |

DECREASE ELECTIONS' BUDGET:

| | |
|---|-------------|
| Line item 101-191-708.010 (Wages - Election Inspectors) | \$18,000.00 |
|---|-------------|

INCREASE ELECTIONS' BUDGET:

| | |
|--|-------------|
| Line item 101-191-811.020 (Reimburse City/Twp Election Expenses) | \$18,000.00 |
|--|-------------|

FROM APPROPRIATION:

\$40,000.00 from Probate Child Care Appropriation to Probate Child Care Fund.

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

FINANCE DIRECTOR'S REPORT

Mr. Carey presented the following reports:

Per Diem

| | |
|--|---------------|
| Robin Baker - 9 half days 8/16 x 2, 8/23, 8/28, 8/30 x 2, 9/1, 9/11 & 9/14/06 & 6 full days 8/20, 8/21, 8/22, 8/24, 9/6 & 9/14/06 | \$ 1,020.00 |
| Monte Bordner – 7 half days 8/24, 8/28, 8/31, 9/1, 9/6, 9/12 & 9/14/06 & 8 full days 8/20, 8/21, 8/22, 8/24 x 2, 8/28, 9/6 & 9/11/06 | 1,110.00 |
| John Dobberteen – 6 half days 8/23, 8/28, 9/1, 9/7, 9/12 & 9/14/06 & 4 full days 8/20, 8/21, 8/22 & 8/24/06 | 680.00 |
| Michael Dunlap – 6 half days 8/23 x 2, 8/24, 8/30, 9/11, 9/12/06 & 1 full day 9/6/06 | 395.00 |
| Gerald Loudenslager – 7 half days 7/19, 7/25, 8/25, 8/28, 8/30, 9/5 & 9/9/06 & 1 full day 8/16/06 | 445.00 |
| David Pueschel – 7 half days 8/16, 8/17, 8/24, 9/6 x 2, 9/13 & 9/14/06 | 350.00 |
| Eric Shafer – 8 half days 8/16 x 2, 8/31, 9/5 x 2, 9/6, 9/11 & 9/15/06 | <u>400.00</u> |
| | \$ 4,400.00 |

Expenses

| | | |
|---------------------|----|--------------|
| Robin Baker | \$ | 135.24 |
| Monte Bordner | | 486.36 |
| John Dobberteen | | 317.29 |
| Michael Dunlap | | 78.32 |
| Gerald Loudenslager | | 243.42 |
| David Pueschel | | <u>65.42</u> |
| | \$ | 1,326.05 |

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

Financial Statement

| | Revenues | Expenditures |
|--------------|--------------|--------------|
| August | \$ 1,116,960 | \$ 1,114,735 |
| Year to Date | 9,078,779 | 8,885,332 |

Period Fund Balance \$193,447.00

| | |
|---|--------|
| Percent of budget year elapsed year to date. | 66.67% |
| Percent of total budgeted funds earned year to date | 65.81% |
| Percent of total budgeted funds expended year to date | 64.40% |

It was moved by Commissioner Baker and supported by Commissioner Shafer that the Financial Statement be accepted. Motion carried.

SPECIAL REVENUE FUNDS BUDGET

Mr. Carey presented the following report:

| | 2003/2004 ACTUAL YTD | 2004/2005 ACTUAL YTD | 2005/2006 BUDGET | 2006/2007 REQUEST | VARIANCE INCREASE (DECREASE) | PERCENTAGE INCREASE (DECREASE) |
|---|----------------------------|----------------------------|---------------------|----------------------|------------------------------------|--------------------------------------|
| Victims Rights Advocates Fund (Fund #260) | | | | | | |
| Operating Revenues | \$60,355 | \$52,700 | \$56,755 | \$55,000 | -\$1,755 | -3.09% |
| Payroll Expenditures | \$47,324 | \$50,892 | \$55,735 | \$53,971 | -\$1,764 | -3.16% |
| Operating Expenditures | <u>2,071</u> | <u>4,401</u> | <u>1,020</u> | <u>1,029</u> | <u>9</u> | 0.88% |
| Total Expenditures | \$49,395 | \$55,293 | \$56,755 | \$55,000 | -\$1,755 | -3.09 |
| Community Corrections Advisory Board (Fund #261) | | | | | | |
| Operating Revenues | \$102,945 | \$104,100 | \$104,100 | \$104,100 | \$0 | 0.00% |
| Comm. Corrections | <u>11,230</u> | <u>16,000</u> | <u>19,900</u> | <u>16,398</u> | <u>-3,502</u> | -17.60% |
| Total Revenues | \$114,175 | \$120,100 | \$124,000 | \$120,498 | -\$3,502 | -2.82% |

| | 2003/2004 ACTUAL YTD | 2004/2005 ACTUAL YTD | 2005/2006 BUDGET | 2006/2007 REQUEST | VARIANCE INCREASE (DECREASE) | PERCENTAGE INCREASE (DECREASE) |
|---|----------------------------|----------------------------|---------------------|----------------------|------------------------------------|--------------------------------------|
| Community Corrections Advisory Board (Fund #261), Continued | | | | | | |
| Payroll Expenditures | \$36,429 | \$38,234 | \$41,483 | \$42,398 | \$915 | 2.21% |
| Operating Expenditures | <u>76,945</u> | <u>79,230</u> | <u>82,517</u> | <u>78,100</u> | <u>-4,417</u> | -5.35% |
| Total Expenditures | \$113,374 | \$117,464 | \$124,000 | \$120,498 | -\$3,502 | -2.82% |
| Community Corrections Advisory Board (Fund #263) | | | | | | |
| Operating Revenues | <u>\$41,064</u> | <u>\$40,819</u> | <u>\$75,900</u> | <u>\$61,873</u> | <u>-\$14,027</u> | -18.48% |
| Total Revenues | \$41,064 | \$40,819 | \$75,900 | \$61,873 | -\$14,027 | -18.48% |
| Payroll Expenditures | \$286 | \$334 | \$350 | \$50 | -\$300 | -85.71% |
| Operating Expenditures | 49,686 | 51,782 | 55,650 | 45,425 | -10,225 | -18.37% |
| Comm. Corr. Adv. Bd. | <u>11,230</u> | <u>16,000</u> | <u>19,900</u> | <u>16,398</u> | <u>-3,502</u> | -17.60% |
| Total Expenditures | \$61,202 | \$68,116 | \$75,900 | \$61,873 | -\$14,027 | -18.48% |
| Secondary Road Patrol (Fund #267) | | | | | | |
| Operating Revenues | \$118,939 | \$105,967 | \$102,528 | \$102,528 | \$0 | 0.00% |
| CO. APPROP. | <u>10,000</u> | <u>21,396</u> | <u>38,688</u> | <u>49,628</u> | <u>10,940</u> | 28.28% |
| Total Revenues | \$128,939 | \$127,363 | \$141,216 | \$152,156 | \$10,940 | 7.75% |
| Payroll Expenditures | \$123,497 | \$154,497 | \$140,166 | \$151,106 | \$10,940 | 7.81% |
| Operating Expenditures | <u>1,000</u> | <u>1,050</u> | <u>1,050</u> | <u>1,050</u> | <u>0</u> | 0.00% |
| Total Expenditures | \$124,497 | \$155,547 | \$141,216 | \$152,156 | \$10,940 | 7.75% |
| Commission on Aging (Fund #273) | | | | | | |
| Operating Revenues | <u>\$1,237,588</u> | <u>\$1,173,164</u> | <u>\$1,275,673</u> | <u>\$1,872,873</u> | <u>\$597,200</u> | 46.81% |
| Total Revenues | \$1,237,588 | \$1,173,164 | \$1,275,673 | \$1,872,873 | \$597,200 | 46.81% |
| Payroll Expenditures | \$663,972 | \$688,998 | \$732,661 | \$818,929 | \$86,268 | 11.70% |
| Operating Expenditures | 503,605 | 523,095 | 468,439 | 974,240 | 505,801 | 107.98% |
| Capital Expenditures | <u>32,554</u> | <u>74,382</u> | <u>74,573</u> | <u>79,704</u> | <u>5,131</u> | 6.88% |
| Total Expenditures | \$1,200,131 | \$1,286,475 | \$1,275,673 | \$1,872,873 | \$597,200 | 46.81% |
| Three Rivers Community Center (Fund #593) | | | | | | |
| Operating Revenues | <u>\$32,860</u> | <u>\$25,708</u> | <u>\$50,496</u> | <u>\$48,142</u> | <u>-\$2,354</u> | -4.66% |
| Total Revenues | \$32,860 | \$25,708 | \$50,496 | \$48,142 | -\$2,354 | -4.66% |
| Payroll Expenditures | \$4,730 | \$6,965 | \$20,987 | \$17,867 | -\$3,120 | -14.87% |
| Operating Expenditures | 19,895 | 17,462 | 27,344 | 28,075 | 731 | 2.67% |
| Capital Expenditures | <u>1,559</u> | <u>1,785</u> | <u>2,165</u> | <u>2,200</u> | <u>35</u> | 1.62% |
| Total Expenditures | \$26,184 | \$26,212 | \$50,496 | \$48,142 | -\$2,354 | -4.66% |

It was moved by Commissioner Dunlap and supported by Commissioner Shafer that the Special Revenue Funds Budget be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Shafer, Dunlap, Baker, Bordner and Pueschel.

Nay votes cast: 0

Absent: 2 - Commissioner Loudenslager and Dobberteen.

Motion carried.

CHAIRMAN'S REPORT

Chairman Bordner stated that this meeting was the Annual Meeting of the Board of Commissioners.

He stated that he thought that they had had a good discussion on the Minnewaukan Lake Level. They need to proceed cautiously and he appreciates the good suggestions from everyone.

Chairman Bordner reminded everyone of the Fair and that he hoped everyone has a chance to attend.

CITIZENS' COMMENTS

David Potts, a resident of the Thunderbird Beach Association of Minnewaukan Lake, stated that he was representing the Association. He expressed the concerns that he and the association have with the lake. He stated that they will do all they can to raise the \$10,000, because the property owners are very, very concerned about what will happen to their lake.

MISCELLANEOUS

Commissioner Shafer reminded everyone that there will be a Planning Commission meeting at ISD on October 5th at 6:30 p.m.

He also stated that the Parks & Recreation Board discussed the Master Plan update and that John Pence feels that he can get it done, but some additional secretarial time would help.

Commissioner Shafer thanked Lynn Coursey for all the work that she did on the Commission on Aging Special Revenue Budget.

He also thanked Chet Dobrowolski for all the years of service on the Road Commission.

Commissioner Dunlap stated that he would be helping at the large animal auction at the Fair at 3:00 on Thursday.

Commissioner Baker thanked Chet Dobrowolski for his many years of service on the Road Commission Board and acknowledged Richard Bunce's years of service.

ADJOURNMENT

It was moved by Commissioner Shafer and supported by Commissioner Baker that the St. Joseph County Board of Commissioners adjourn until October 3, 2006 at 5:00 p.m. Motion carried.

Sandra K. Bowen, Deputy County Clerk

Monte Bordner, Chairman