

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 20, 2005, at 5:00 p.m.

Chairman Monte Bordner called the meeting to order.

The Invocation was given by Commissioner Pueschel.

The Pledge to the American Flag was given.

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

Eric Shafer	Gerald E. Loudenslager
John W. Bippus	Monte Bordner
David J. Pueschel	John L. Dobberteen

Absent: Robin Baker

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

AGENDA

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

MINUTES APPROVED

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the minutes for September 6, 2005 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Update, September 9, 2005.
2. Letter from Governor Granholm's Office, Re: Thank you for resolution regarding opposition to the closing of the Michigan Youth Correctional Facility in Lake County.
3. Letter from Patricia Caruso, Director of State Department of Corrections, Re: Thank you for resolution regarding opposition to the closing of the Michigan Youth Correctional Facility in Lake County.
4. Resolution from Washtenaw County, Re: Supporting wireless internet through counties.
5. Letter from Regional Coordinating Agency, Re: Announcing effective October 1, 2005 the transfer of the Regional Coordinating Agency Substance Abuse access center, Community Assessment and Screening Service to a new integrated KCMHSAS substance abuse and mental health regional access center at 418 West Kalamazoo Ave, Kalamazoo.
6. Minutes of the Southwest Michigan Substance Abuse Advisory Council meeting of July 18, 2005.

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

CITIZENS COMMENTS

Tim Carls from Centreville asked who was responsible for the \$5,000.00 shortage in the Soil Conservation District budget. Chairman Bordner stated that the shortage was the result of a decrease in the Federal Grant money. The Soil Conservation District Board has a plan in place to correct the shortage.

ADDRESS ORDINANCE

After a discussion regarding the removal of all references to private roads in the ordinance and the consequences of that decision, Commissioner Bippus asked that the matter be tabled. It was moved by Commissioner Shafer and supported by Commissioner Loudenslager that the Address Ordinance be tabled. Motion carried.

NOMINATIONS/APPOINTMENTS

Workforce Development Board

Commissioner Shafer nominated Diana DeGraaf, David Allen, Bernie Stankewicz and Richard Anderson to the Workforce Development Board.

COMMITTEE REPORTS

Law Enforcement

Commissioner Dobberteen stated that the Law Enforcement Committee has not met.

Judiciary

Chairman Bordner stated that Judiciary would meet next month.

Physical Resources

Commissioner Shafer stated that Physical Resources has not met.

Executive

Commissioner Dobberteen stated that everyone had received a copy of the minutes and asked if anyone had any questions.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

MISCELLANEOUS:

James Hasbrouck, Corrections Officer, is on medical leave commencing August 26, 2005 under the Family and Medical Leave Act of 1993.

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

REQUISITION

Ms. West-Wing presented the following report:

Four Core Lien licenses, wireless service cost, one-time installation fee, 12 cases thermal paper for laptop in cars/e-citation project \$4,387.00 for 1st year; \$3,212.00 for 2nd year

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

FROM GENERAL FUND CONTINGENCY:

\$215.00 to line item 101-151-913.000 (Notary Commissions)

BUDGET ADJUSTMENTS:

DECREASE SHERIFF'S DEPARTMENT:

Line item 101-301-706.130 (Wages – Deputies) \$ 15,602.00

INCREASE:

Line item 101-301-712.000 (Wages – Overtime) \$ 15,000.00

Line item 101-301-816.000 (Contractual Services) 602.00

\$ 15,602.00

DECREASE VICTIM RIGHTS ADVOCATE FUND #260:

Line item 260-229-707.010 (Wages – VRA Secretary)	\$ 300.00
Line item 260-229-729.000 (Postage/Box Rent)	<u>130.00</u>
	\$ 430.00

INCREASE:

Line item 260-229-980.000 (Equipment)	\$ 430.00
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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 – 10 half days 8/18, 8/29, 8/30, 8/31, 9/2, 9/8, 9/13, 9/15 & 9/16/05 & 1 full day 9/14/05	\$ 595.00
Monte Bordner – 12 half days 8/18, 8/23 x 2, 8/25, 8/29 x 2, 8/31, 9/2, 9/6, 9/9, 9/13 & 9/16/05 & 3 full days 8/18, 8/22 & 8/31/05	885.00
John Dobberteen – 8 half days 8/24, 8/29, 9/2, 9/12, 9/14 x 2, 9/15 & 9/19/05 & 1 full day 9/19/05	495.00
Gerald Loudenslager – 12 half days 7/26, 8/3, 8/8, 8/11, 8/26, 8/29, 8/31, 9/10, 9/12 9/13, 9/15 & 9/20/05 & 3 full days 8/14, 8/15 & 8/16/05	885.00
David Puschel – 5 half days 8/19, 8/25, 8/29, 9/13, & 9/14/05 & 1 full day 8/30/05	345.00
Eric Shafer – 5 half days 8/24, 8/29, 8/30, 9/7 & 9/13/05	<u>250.00</u>
	\$3,455.00

Expenses

Robin Baker	\$ 136.84
Monte Bordner	221.81
John Dobberteen	49.81
Gerald Loudenslager	1,001.24
David Puschel	<u>83.10</u>
	\$ 1,492.90

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

Financial Statements

	Revenues	Expenditures
August	\$ 1,061,228.00	\$ 1,099,573.00
Year to Date	8,493,369.00	8,866,144.00

Period Fund Balance (\$372,775.00)

Percent of budget year elapsed year to date.	66.67%
Percent of total budgeted funds earned year to date	62.32%
Percent of total budgeted funds expended year to date	65.06%

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

SPECIAL REVENUE FUNDS

	2002/2003	2003/2004			VARIANCE	PERCENTAGE
	ACTUAL	ACTUAL	2004/2005	2005/2006	INCREASE	INCREASE
	YTD	YTD	BUDGET	REQUEST	(DECREASE)	(DECREASE)
Victims Rights Advocates Fund (Fund #260)						
Operating Revenues	\$55,956	\$60,355	\$54,453	\$56,755	\$2,302	4.23%
Payroll Expenditures	\$47,802	\$47,324	\$50,320	\$55,735	\$5,415	10.76%
Operating Expenditures	<u>3,198</u>	<u>2,071</u>	<u>4,133</u>	<u>1,020</u>	<u>-3,113</u>	-75.32%
Total Expenditures	\$51,000	\$49,395	\$54,453	\$56,755	\$2,302	4.23
Community Corrections Advisory Board (Fund #261)						
Operating Revenues	\$103,431	\$102,945	\$104,100	\$104,100	\$0	0.00%
Comm. Corrections	<u>10,000</u>	<u>11,230</u>	<u>16,000</u>	<u>19,900</u>	<u>3,900</u>	24.38%
Total Revenues	\$113,431	\$114,175	\$120,100	\$124,000	\$3,900	3.25%
Payroll Expenditures	\$27,014	\$36,429	\$41,039	\$41,483	\$444	1.08%
Operating Expenditures	<u>76,407</u>	<u>76,945</u>	<u>79,061</u>	<u>82,517</u>	<u>3,456</u>	4.37%
Total Expenditures	\$103,421	\$113,374	\$120,100	\$124,000	\$3,900	3.25%
Community Corrections Advisory Board (Fund #263)						
Operating Revenues	<u>\$54,675</u>	<u>\$41,064</u>	<u>\$72,000</u>	<u>\$75,900</u>	<u>\$3,900</u>	5.42%
Total Revenues	\$54,675	\$41,064	\$72,000	\$75,900	\$3,900	5.42%
Payroll Expenditures	\$350	\$286	\$350	\$350	\$0	0.00%
Operating Expenditures	47,374	49,686	55,650	55,650	0	0.00%
Comm. Corr. Adv. Bd.	<u>10,000</u>	<u>11,230</u>	<u>16,000</u>	<u>19,900</u>	<u>3,900</u>	24.38%
Total Expenditures	\$57,724	\$61,202	\$72,000	\$75,900	\$3,900	5.42%
Secondary Road Patrol (Fund #267)						
Operating Revenues	\$99,209	\$118,939	\$122,511	\$102,528	-\$19,983	-16.31%
CO. APPROP.	<u>19,058</u>	<u>10,000</u>	<u>17,775</u>	<u>38,688</u>	<u>20,913</u>	117.65%
Total Revenues	\$118,267	\$128,939	\$140,286	\$141,216	\$930	0.66%
Payroll Expenditures	\$122,528	\$123,497	\$139,236	\$140,166	\$930	0.67%
Operating Expenditures	<u>824</u>	<u>1,000</u>	<u>1,050</u>	<u>1,050</u>	<u>0</u>	0.00%
Total Expenditures	\$123,352	\$124,497	\$140,286	\$141,216	\$930	0.66%
Commission on Aging (Fund #273)						
Operating Revenues	<u>\$1,176,648</u>	<u>\$1,237,588</u>	<u>\$1,259,449</u>	<u>\$1,213,585</u>	<u>-\$45,864</u>	-3.64%
Total Revenues	\$1,176,648	\$1,237,588	\$1,259,449	\$1,213,585	-\$45,864	-3.64%
Payroll Expenditures	\$670,726	\$663,972	\$720,197	\$732,716	\$12,519	1.74%
Operating Expenditures	390,421	503,605	530,178	468,384	-61,794	-11.66%
Capital Expenditures	<u>17,674</u>	<u>32,554</u>	<u>9,074</u>	<u>12,485</u>	<u>3,411</u>	37.59%
Total Expenditures	\$1,078,821	\$1,200,131	\$1,259,449	\$1,213,585	-\$45,864	-3.64%

	2002/2003 ACTUAL YTD	2003/2004 ACTUAL YTD	2004/2005 BUDGET	2005/2006 REQUEST	VARIANCE INCREASE (DECREASE)	PERCENTAGE INCREASE (DECREASE)
Three Rivers Community Center (Fund #593)						
Operating Revenues	\$33,954	\$32,860	\$46,290	\$50,496	\$4,206	9.09%
Total Revenues	\$33,954	\$32,860	\$46,290	\$50,496	\$4,206	9.09%
Payroll Expenditures	\$10,417	\$4,730	\$8,646	\$20,987	\$12,341	142.74%
Operating Expenditures	20,505	19,895	35,132	27,344	-7,788	-22.17%
Capital Expenditures	1,623	1,559	2,512	2,165	-347	-13.81%
Total Expenditures	\$32,545	\$26,184	\$46,290	\$50,496	\$4,206	9.09%

It was moved by Commissioner Loudenslager and supported by Commissioner Dobberteen to adopt the Special Revenue Funds Budget.

The aye and nay vote was cast as follows:

Aye votes cast: 6 - Commissioners Shafer, Loudenslager, Bippus, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Baker.

Motion carried.

CHAIRMAN'S REPORT

Budget work sessions were scheduled for October 25, 2005 at 3:30 p.m. and November 7, 2005 at 3:00 p.m.

Chairman Bordner stated that Charles Cleaver asked him to remind everyone of the Employee Golf Outing to be held September 29th.

He also encouraged everyone to visit the fair and support the 4-H kids.

MISCELLANEOUS

Commissioner Shafer congratulated Judy Nelson on getting her Level 4 Assessor Certification.

He also stated that he had been working at the Parks & Recreation booth at the fair and that he has received an incredible number of compliments on Cade Lake Park in particular and the parks in general.

In response to a question by Ms. West-Wing regarding the Address Ordinance, Commissioner Bippus stated the he would like to see the ordinance presented to the Board without the removal of the references to private roads. Commissioner Dobberteen stated that the Executive Committee should not have made the decision to remove the references to private roads and that it should be a decision of the entire Board. The Address Ordinance will be put on the agenda for the next meeting.

ADJOURNMENT

It was moved by Commission Dobberteen and supported by Commissioner Shafer that the St. Joseph County Board of Commissioners adjourn until October 4, 2005 at 5:00 p.m. Motion carried.

Sandra K. Bowen, Chief Deputy Clerk

Monte Bordner, Chairman