

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 21, 2004 at 5:00 p.m.

Chairman John L. Dobberteen called the meeting to order.

The Invocation was given by Commissioner Loudenslager.

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	Robin Baker
David J. Pueschel	John L. Dobberteen

Absent: Monte Bordner

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

AGENDA

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the agenda be approved. Motion carried.

MINUTES APPROVED

Commissioner Pueschel stated that the date of the special meeting needs to be corrected. The motion under Change of Hearing Date on page 174 of the September 7, 2004 minutes was corrected as follows:

As stated:

“It was moved by Commissioner Baker and supported by Commissioner Pueschel that the date set to hear answers to allegations be cancelled for September 21, 2004 and rescheduled for a special meeting to be held on Wednesday, October 5, 2004 at 5:00 p.m.”

As corrected:

“It was moved by Commissioner Baker and supported by Commissioner Pueschel that the date set to hear answers to allegations be cancelled for September 21, 2004 and rescheduled for a special meeting to be held on Wednesday, October 6, 2004 at 5:00 p.m.”

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the minutes for September 7, 2004 be approved as amended. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Updates, September 10, September 16, and September 20, 2004.
2. Copy of letter to Eric Shafer from Department of Environmental Quality, Re: Thank you for assistance in cleaning up a dumping complaint.
3. Copy of letter to Attorney General from Tim Carls, Re: Sherman Township.
4. Resolution from Cheboygan County, Re: Opposing the July property tax collection proposal.
5. Resolution from Ottawa County, Re: Support of House Bill 5870 and House Joint Resolution Z.
6. Minutes of Community Action Agency Board of Director's meeting of August 23, 2004.
7. Minutes of Commission on Aging Board meeting of August 18, 2004.
8. Minutes of Southwest Michigan Substance Abuse Advisory Council meeting of July 19, 2004.

9. Minutes of St. Joseph River Basin Commission minutes of June 1, 2004.
10. Quarterly Newsletter from St. Joseph River Basin Commission – Fall 2004.

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

AGREEMENT FOR COMMUNITY CORRECTIONS GRANT RENEWAL

Ms. West-Wing stated that the Community Corrections grant application has been approved by the State. She further stated that there was one change from previous years which is that the funding for 9 beds at the Twin County Probation Center for Cass County is now going directly to Cass County.

It was moved by Commissioner Loudenslager and supported by Commissioner Shafer that the renewal of the Community Corrections Grant in the amount of \$104,100.00 for the Community Corrections Advisory Board and \$360,985.00 for the Twin County Community Probation Center for a total of \$465,085.00 be approved.

The aye and nay vote was called as follows:

Aye Votes cast: 6 – Commissioners Shafer, Loudenslager, Bippus, Baker, Pueschel and Dobberteen.

Nay Votes cast: 0

Absent: 1 – Commissioner Bordner

Motion carried.

LAW ENFORCEMENT SERVICES AGREEMENT FOR THE VILLAGE OF CENTREVILLE

Ms. West-Wing stated that the Law Enforcement Services agreement with the Village of Centreville was being presented for renewal for the 9th year. The agreement would be for 2 deputies at 40 hours per week each and 6 hours for clerical work.

It was moved by Commissioner Baker and supported by Commissioner Loudenslager that the Law Enforcement Services Agreement with the Village of Centreville be approved.

The aye and nay vote was called as follows:

Aye Votes cast: 6 – Commissioners Shafer, Loudenslager, Bippus, Baker, Pueschel and Dobberteen

Nay Votes cast: 0

Absent: 1 – Commissioner Bordner

Motion carried.

EMERGENCY MANAGEMENT GRANT RENEWAL

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the Emergency Management grant renewal be approved.

The aye and nay vote was called as follows:

Aye Votes cast: 6 – Commissioners Shafer, Loudenslager, Bippus, Baker, Pueschel and Dobberteen.

Nay Votes cast: 0

Absent: 1 – Commissioner Bordner

Motion carried.

THIRD PARTY ADMINISTRATOR

Charles Cleaver, Human Resources Director, presented the cost analysis for the Third Party Administrator for the County Cafeteria Plan and recommended changing to Basic from Portage, Michigan.

It was moved by Commissioner Baker and supported by Commissioner Shafer that a 2 year contract with Basic from Portage, Michigan as the Third Party Administrator for the Cafeteria Plan be approved.

The aye and nay vote was called as follows:

Aye Votes cast: 6 – Commissioners Shafer, Loudenslager, Bippus, Baker, Pueschel and Dobberteen.

Nay Votes cast: 0

Absent: 1 – Commissioner Bordner

Motion carried.

NOMINATIONS AND APPOINTMENTS

Planning Commission

It was moved by Commissioner Shafer and supported by Commissioner Loudenslager that Edward L. Bell be appointed to the Planning Commission for a term to expire January 1, 2007. Motion carried.

Family Independence Agency

It was moved by Commissioner Loudenslager and supported by Commissioner Bippus that Michael Dunlap be appointed to the FIA Board for a three year term to expire October 31, 2007. Motion carried.

Workforce Development Board

Commissioner Loudenslager nominated Thom Brennan, Erv Heidbrink, Margie Hojara-Hadsell, Chris Kadulski, Robin Baker and Richard Anderson to the Workforce Development Board.

COMMITTEE REPORTS

Law Enforcement

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

Judiciary

Commissioner Shafer stated that the Judiciary Committee will be meeting at the beginning of next month.

Physical Resources

Commissioner Shafer stated that there was no report.

Executive

Commissioner Bippus stated that the Executive Committee met on September 17th had found out that moving the old generator from the jail to the Courthouse was too expensive. Also, discussed were some drain issues.

Economic Development Training

Commissioner Baker stated that he had attended an EDC training seminar at Southwestern Michigan College on September 14th. The training stressed the importance of the Website and keeping it up and how important it is for the development of our County and the U.S. 131 corridor. Also discussed was retention and expansion of employment in our community, which accounts for about 60% or more of our new jobs. He further stated that he had received several comments from other participants about Dave Allen and what a great job he is doing.

ADMINISTRATOR'S REPORT

Ms. West-Wing presented the following report:

BUDGET AJUSTMENTS:

Create new fund (#268) for Homeland Security Grant and establish 2004 budget.

INCREASE REVENUES HOMELAND SECURITY GRANT FUND #268:

Line item 268.426-506.080 ('Homeland Security Grant)	\$ 374,673.00
Line item 268-426-506.040 ('03 Homeland Security Grant)	61,924.00
Line item 268-426-506.050 (Solution Area Planner Grant)	34,000.00
Line item 268-426-506.060 ('03 Training Grant)	60,200.00
	\$ 530,797.00

INCREASE EXPENDITURES HOMELAND SECURITY GRANT FUND #268:

Line item 268-426-816.000 (Contractual Services)	\$ 96,300.00
Line item 268-426-862.020 (Training – '03 Training Grant)	60,200.00
Line item 268-426-977.040 (Equipment – '03 Federal Grant)	61,924.00
Line item 268-426-977.045 (Equipment – '04 Federal Grant)	312,373.00
	\$ 530,797.00

DECREASE REVENUES GENERAL FUND 101:

Line item 101-301-506.040 ('03 Homeland Security Grant)	\$ 61,924.00
Line item 101-301-506.050 (Solution Area Planner Grant)	34,000.00
Line item 101-301-506.060 ('03 Training Grant)	60,200.00
	\$ 156,124.00

DECREASE EXPENDITURES GENERAL FUND 101:

Line item 101-426-816.000 (Contractual Services)	\$ 34,000.00
Line item 101-426-862.020 (Training – '03 Training Grant)	60,200.00
Line item 101-426-977.040 (Equipment – '03 Federal Grant)	61,924.00
	\$ 156,124.00

LOAN FROM GENERAL FUND 101 TO HOMELAND SECURITY GRANT FUND #268:

Advance from General Fund to Homeland Fund	\$ 373,178.00
--	---------------

DUE FROM OTHER FUNDS:

Line item 101-000.084.000	\$ 373,178.00
---------------------------	---------------

DUE TO OTHER FUNDS:

Line item 268-000.214.000	\$ 373,178.00
---------------------------	---------------

DECREASE SHERIFF'S DEPARTMENT BUDGET:

Line item 101-301-745.030 (Ammunition)	\$ 2,623.21
Line item 101-301-932.000 (Vehicle Repair)	\$ 3,650.00

INCREASE SHERIFF'S DEPARTMENT BUDGET:

Line item 101-301-977.000 (Equipment General)	\$ 6,273.21
---	-------------

FROM APPROPRIATION

\$8,500.00 from Circuit Court Law Library Appropriation to Circuit Court Law Library Fund.

FROM GENERAL FUND CONTINGENCY

\$800.00 from General Fund Contingency to Probate Court line item 101-148-707.000 (Wages – Part time).

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

FINANCE DIRECTOR'S REPORT

Dan Carey presented the following reports:

Per Diem

Robin Baker – 9 half days 8/25 x 2, 9/1, 9/2, 9/3, 9/8, 9/9 & 9/15/04 x 2 & 2 full days 9/14 & 9/17/04	\$ 640.00
---	-----------

John Bippus – 8 half days 7/21, 7/25, 7/30, 8/2, 8/3, 8/4, 9/3 & 9/17/04	\$ 400.00
John Dobberteen – 8 half days 8/26 x 2, 8/31, 9/8 x 2, 9/11, 9/14 & 9/17/04	400.00
Gerald Loudenslager – 2 half days 8/25 & 9/20/04 & 3 full days 9/8, 9/15, 9/16 & 9/17/04	385.00
David Pueschel – 7 half days 8/25, 8/26, 9/5, 9/9, 9/15, 9/16 & 9/20/04	350.00
Eric Shafer – 8 half days 8/25 x 2, 8/26, 9/7, 9/8, 9/10 & 9/15/04 x 2	<u>400.00</u>
	\$ 2,575.00

Expenses

Robin Baker	\$ 114.75
John Dobberteen	46.50
Gerald Loudenslager	143.63
David Pueschel	75.00
Eric Shafer	<u>54.38</u>
	\$ 434.26

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

Financial Statements

	Revenues	Expenditures
August	\$ 935,100.00	\$ 939,453.00
Year to Date	8,051,663.00	8,264,718.00
Period Fund Balance	(\$4,353.00)	
Percent of budget year elapsed year to date.	66.67%	
Percent of total budgeted funds earned year to date	62.24%	
Percent of total budgeted funds expended year to date	63.89%	

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

2004/2005 Special Revenue Fund Budgets
Fiscal Year October 1, 2004 through September 30, 2005

	2001 / 2002 ACTUAL YTD	2002 / 2003 ACTUAL YTD	2003 / 2004 BUDGET	2004 / 2005 REQUEST	VARIANCE INCREASE (DECREASE)	PERCENTAGE INCREASE (DECREASE)
Victims Rights Advocates Fund (Fund #260)						
Operating Revenues	\$ 49,816	\$ 55,956	\$ 54,108	\$ 54,453	\$ 345	0.64%
Payroll Expenditures	\$ 48,896	\$ 47,802	\$ 49,508	\$ 52,831	\$ 3,323	6.71%
Operating Expenditures	5,600	3,198	4,600	1622	(2,978)	-64.74%
Total Expenditures	\$ 54,496	\$ 51,000	\$ 54,108	\$ 54,453	\$ 345	0.64%
Community Corrections Advisory Board (Fund #261)						
Operating Revenues	\$ 92,174	\$ 103,431	\$ 104,100	\$ 104,100	\$ -	0.00%
COMM. CORRECTIONS	0	10,000	11,230	16,000	4,770	42.48%
Total Revenues	\$ 92,174	\$ 113,431	\$ 115,330	\$ 120,100	\$ 4,770	4.14%

	2001 / 2002 ACTUAL YTD	2002 / 2003 ACTUAL YTD	2003 / 2004 BUDGET	2004 / 2005 REQUEST	VARIANCE INCREASE (DECREASE)	PERCENTAGE INCREASE (DECREASE)
Payroll Expenditures	\$ 17,467	\$ 27,014	\$ 37,230	\$ 41,039	\$ 3,809	10.23%
Operating Expenditures	74,716	76,407	78,100	79,061	961	1.23%
Total Expenditures	<u>\$ 92,183</u>	<u>\$ 103,421</u>	<u>\$ 115,330</u>	<u>\$ 120,100</u>	<u>\$ 4,770</u>	4.14%
Community Corrections Program (Fund #263)						
Operating Revenues	\$ 64,616	\$ 54,675	\$ 74,015	\$ 72,000	\$ (2,015)	-2.72%
Total Revenues	<u>\$ 64,616</u>	<u>\$ 54,675</u>	<u>\$ 74,015</u>	<u>\$ 72,000</u>	<u>\$ (2,015)</u>	-2.72%
Payroll Expenditures	\$ 328	\$ 350	\$ 350	\$ 350	\$ -	0.00%
Operating Expenditures	45,060	47,374	62,435	55,650	(6,785)	-10.87%
COMM. CORR. ADV. BD.	0	10,000	11,230	16,000	4,770	42.48%
Total Expenditures	<u>\$ 45,388</u>	<u>\$ 57,724</u>	<u>\$ 74,015</u>	<u>\$ 72,000</u>	<u>\$ (2,015)</u>	-2.72%
Secondary Road Patrol (Fund #267)						
Operating Revenues	\$ 99,209	\$ 99,209	\$ 115,932	\$ 111,115	\$ (4,817)	-4.16%
COUNTY APPROPRIATION	22,069	19,058	10,000	17,775	7,775	77.75%
Total Revenues	<u>\$ 121,278</u>	<u>\$ 118,267</u>	<u>\$ 125,932</u>	<u>\$ 128,890</u>	<u>\$ 2,958</u>	2.35%
Payroll Expenditures	\$ 110,226	\$ 122,528	\$ 124,932	\$ 127,840	\$ 2,908	2.33%
Operating Expenditures	750	824	1,000	1,050	50	5.00%
Total Expenditures	<u>\$ 110,976</u>	<u>\$ 123,352</u>	<u>\$ 125,932</u>	<u>\$ 128,890</u>	<u>\$ 2,958</u>	2.35%
Commission on Aging (Fund #273)						
Operating Revenues	\$ 1,163,042	\$ 1,176,648	\$ 1,211,823	\$ 1,261,083	\$ 49,260	4.06%
Total Revenues	<u>\$ 1,163,042</u>	<u>\$ 1,176,648</u>	<u>\$ 1,211,823</u>	<u>\$ 1,261,083</u>	<u>\$ 49,260</u>	4.06%
Payroll Expenditures	\$ 788,688	\$ 670,726	\$ 667,329	\$ 735,643	\$ 68,314	10.24%
Operating Expenditures	33,657	390,421	497,499	504,750	7,251	1.46%
Capital Expenditures	35,272	17,674	46,995	20,690	(26,305)	-55.97%
Total Expenditures	<u>\$ 1,157,617</u>	<u>\$ 1,078,821</u>	<u>\$ 1,211,823</u>	<u>\$ 1,261,083</u>	<u>\$ 49,260</u>	4.06%

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

The aye and nay vote was called as follows:

Aye Votes cast: 6 – Commissioners Shafer, Loudenslager, Bippus, Baker, Pueschel and Dobberteen

Nay Votes cast: 0

Absent: 1 – Commissioner Bordner

Motion carried.

CHANGE IN HEARING DATE FOR Community Mental Health BOARD MEMBERS

Chairman Dobberteen stated that the special hearing date for the two CMH Board members needs to be rescheduled due to attorney conflicts.

It was moved by Commissioner Loudenslager and supported by Commissioner Shafer that the date set to hear answers to allegations be rescheduled from October 6, 2004 to October 7, 2004 at 3:00 p.m.

The aye and nay vote was called as follows:

Aye Votes cast: 6 – Commissioners Shafer, Loudenslager, Bippus, Baker, Pueschel and Dobberteen.

Nay Votes cast: 0

Absent: 1 – Commissioner Bordner

Motion carried.

CHAIRMAN'S REPORT

Chairman Dobberteen encouraged everyone to enjoy the fair.

MISCELLANEOUS

Commissioner Pueschel stated that we have had good weather for the fair for the first time in a long time and hoped that everyone would enjoy the fair.

Commissioner Loudenslager also encouraged everyone to enjoy the fair.

Commissioner Shafer wanted to personally thank Lynn Coursey for all the hard work that she did on the Commission on Aging budget.

ADJOURNMENT

It was moved by Commissioner Loudenslager and supported by Commissioner Shafer that the St. Joseph County Board of Commissioners adjourn until October 5, 2004 at 5:00 p.m. Motion carried.

Sandra K. Bowen, Deputy County Clerk

John L. Dobberteen, Chairman