

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 November 1, 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 Clerk, Pattie S. Bender, called the roll and the following Commissioners were present:

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

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

#### AGENDA

It was moved by Commissioner Bordner and supported by Commissioner Bippus that the agenda be approved. Motion carried.

#### MINUTES APPROVED

It was moved by Commissioner Pueschel and supported by Commissioner Bordner that the minutes for October 19, 2004 be approved. Motion carried.

#### COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Updates, October 22 and October 29, 2004.
2. Letter from the Michigan Public Service Commission, Re: Notice of public hearing on November 18 for the customers of Indiana Michigan Power Company d/b/a American Electric Power.
3. Resolution from Antrim County, Re: Support for House Bill 5870 and House Joint Resolution Z.
4. Minutes of Commission on Aging Board meeting of September 15, 2004.
5. Minutes of Community Action Agency Board meeting of September 20, 2004.
6. Minutes of Family Independence Agency Board meeting of September 28, 2004.
7. Copy of Michigan Works! Annual Report – 2003-2004.

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

#### DISTRICT COURT CLERICAL POSITION

Chairman Dobberteen stated that at the last meeting a request to fill a District Court Clerical Position was not approved.

It was moved by Commissioner Bippus and supported by Commissioner Shafer that a District Court Clerical Position be filled due to a vacancy.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

REGISTER OF DEEDS ANNUAL REPORT FOR 2003

Cynthia Jarratt, Register of Deeds, presented the Annual Report for the Register of Deeds. There was an 18% increase in document pages recorded from 2002 to 2003. Also, in 2003 the Technology Fund was created effective April 1, 2003 and \$81,300 was collected in this fund in the 9 months in 2003. The purpose of these funds is so the equipment can continue to be updated and in return the older equipment can be passed to the IT Department for use by other departments.

Mrs. Jarratt further stated that 2003 was a very difficult and stressful year. At one time she had 3 employees off on paid medical leave. Mrs. Beckwith was out for 1 year and has recently returned and is doing remarkably well.

It was moved by Commissioner Loudenslager and supported by Commissioner Shafer that the Register of Deeds Annual Report for 2003 be accepted. Motion carried.

LETTER OF UNDERSTANDING  
FOP – CORRECTIONS SERGEANTS DIVISION

Ms. West-Wing stated that the agreement effective until December 31, 2006 called for their sick leave cash out to be placed in a tax free medical account (VEMA) and now they do not want to do that. This letter of understanding allows them to place some or all of the money in their deferred compensation and/or receive it in their regular pay check.

It was moved by Commissioner Bippus and supported by Commissioner Shafer that the Letter of Understanding with the FOP – Corrections Sergeants Division be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Bippus, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

NOMINATIONS/APPOINTMENTS

Board of Public Works

It was moved by Commissioner Shafer and supported by Commissioner Loudenslager that Lola Gross be appointed to the Board of Public Works for a term to expire January 1, 2006. Motion carried.

Central Dispatch Advisory Board

Commissioner Bippus nominated Phyllis Youga to the Central Dispatch Advisory Board.

Jury Board

Commissioner Loudenslager nominated Janet L. Beals to the Jury Board.

COMMITTEE REPORTS

Law Enforcement

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

Judiciary

Commissioner Bordner stated that the Judiciary Committee had not met.

### Physical Resources

Commissioner Bippus stated that the jail project will be substantially completed by Thanksgiving. There should be one more change order and the next meeting is scheduled for November 18th at 2:00 p.m.

### Executive Committee

Commissioner Bordner reported on the Executive Committee Meeting held on October 19th:

- discussed the purchase and use of a second pick-up truck at the Sheriff's Department.
- the furnishings for the training room at the jail will be dealt with later in the meeting.
- discussed the holding of a work session.

### District Health

Commissioner Bordner stated that the District Health Department has flu shots and people need to call to schedule an appointment to get a shot.

### PUBLIC HEARING ON THE 2005 BUDGET

Chairman Dobberteen declared the public hearing on the 2005 budget opened. He asked for comments and there being none the public hearing was closed.

### PERSONNEL REPORT

Ms. West-Wing presented the following report:

#### MISCELLANEOUS:

Cynthia Jarratt, Register of Deeds, will be on medical leave commencing November 8, 2004.

Richard Bunce, Family Division Caseworker, is on family leave commencing October 25, 2004 under the Family and Medical Leave Act of 1993.

Margaret Davenport, Animal Control Secretary and Microfilm Operator, is on medical leave commencing October 19, 2004 under the Family and Medical Leave Act of 1993.

Lyle Garrison has been hired as Part-Time Corrections Officer at \$14.35/hr. effective November 2, 2004.

#### RESIGNATION:

Revised resignation for Jamie Lego. At the October 19<sup>th</sup> Board meeting, accepted the resignation of Jamie Lego from part-time Court Security and part-time Corrections; revise resignation for part-time Court Security position only effective October 14, 2004.

#### NEW HIRE:

Laura Nelson (Chupp) has been hired as Receptionist at the Sheriff's Department at \$10.95/hr. (Soltysiak system, grade 2, step 5) effective November 3, 2004.

#### DISMISSAL:

Larry Michael Davis, Family Division Caseworker, has been dismissed effective October 29, 2004.

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

### REQUISITION

Ms. West-Wing presented the following report:

One projection screen, one dry erase board, 36 cloth stacking chairs, 12 folding tables for the Sheriff's Department. \$ 3,369.40

After discussion no motion was made to approve the requisition.

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET AMENDMENTS:

DECREASE SHERIFF'S DEPARTMENT BUDGET:

Line item 101-301-706.130 (Wages – Deputies) \$ 18,000.00

INCREASE SHERIFF'S DEPARTMENT BUDGET:

Line item 101-301-746.000 (Gasoline & Oil) \$ 12,000.00

Line item 101-301-745.000 (Uniforms) 2,000.00

Line item 101-301-712.000 (Wages – Overtime) 4,000.00

\$ 18,000.00

DECREASE JAIL BUDGET:

Line item 101-351-706.380 (Wages – Correction Officers) \$ 6,000.00

Line item 101-351-760.000 (Medical Supplies) 7,000.00

Line item 101-351-804.000 (Medical Expense) 3,000.00

Line item 101-351-743.040 (Supplies - Identification) 1,000.00

Line item 101-351-740.000 (Grocery Supplies) 500.00

\$ 17,500.00

INCREASE JAIL BUDGET:

Line item 101-351-712.000 (Wages – Overtime) \$ 17,500.00

INCREASE FRIEND OF THE COURT FUND EXPENDITURES:

Line item 215-141-816.000 (Contractual Services) \$ 4,800.00

INCREASE FRIEND OF THE COURT FUND REVENUES:

Line item 215-141-578.000 (State Reimbursement Grant) \$ 4,800.00

DECREASE DRUG LAW ENFORCEMENT FUND:

Line item 265-229-816.000 (Contractual Services) \$ 1,850.00

INCREASE DRUG LAW ENFORCEMENT FUND:

Line item 265-229-977.000 (Equipment General) \$ 1,850.00

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

BILLS

Mr. Carey presented the following bills for payment:

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Employee Receivable	\$ 191.30	\$
Appropriations	30,690.83	
County Commission	8,212.38	6,121.07
Circuit Court	19,468.19	16,653.39
District Court	1,376.12	64,348.10
Friend of the Court	3,348.50	33,945.23
Probate Court	1,250.88	16,784.62
Juvenile Branch	8,064.88	40,687.32
Appeals Court		1,956.97
Administration		9,164.16
Elections	3,812.75	
Finance Department	534.09	10,948.77
County Clerk	153.00	21,058.32
Equalization Department	11,950.00	10,292.51
Human Resources	319.39	6,120.07

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Geographic Information Systems	\$	\$ 8,827.71
Prosecutor's Office	1,238.50	38,170.15
Central Services	13,007.23	5,058.66
Register of Deeds		11,500.82
County Treasurer	349.95	13,828.74
Cooperative Extension	436.72	9,574.32
Information Technology	6,880.33	8,126.40
Buildings & Grounds	4,333.17	14,093.80
Courts Building Security		5,066.70
Drain Commission	27.00	4,385.00
Sheriff Department	7,510.16	81,917.58
Sheriff Reserves	1,108.45	685.18
Jail & Turnkey	2,135.10	153,736.61
Planning Commission	541.03	
Plat Board		
Emergency Services	1,749.86	161.49
Animal Control	1,031.50	4,460.94
Board of Public Works		7,963.89
Medical Examiners	4,700.00	521.96
Child Care - Probate	8,194.05	621.89
Department of Veterans Affairs	30.00	
Veterans' Services	490.26	
Utilities & General Services	25,165.60	
Total	\$168,301.22	\$606,782.37
<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
County Road Commission	\$ 467,871.52	\$
Parks & Recreation	4,224.67	7,465.15
Emergency 911 Service	2,367.11	49,233.34
Central Dispatch - Wireless	635.00	5,322.70
Meyer Broadway/Coon Hollow Park	4,889.12	2,033.47
Friend of the Court	8,550.00	1,302.57
Family Counseling	265.00	
Cade Lake County Park	670.13	1,438.48
Waste Management Fund		
County Commission	6,272.81	
Resource Recovery Program	15.94	405.41
Traffic Safety Program Fund	24.73	
Economic Development Fund	5,749.29	7,977.26
Survey & Remonumentation	350.00	
Register of Deeds Automation Fund	37,105.47	1,031.36
Victims' Rights Advocate Fund		3,008.94
Community Corrections Advisory Board	4,791.63	2,596.89
Community Corrections Program	4,413.14	355.25
Drug Law Enforcement Fund	689.04	
Law Enforcement Fund	152.06	17,087.73
Secondary Road Patrol		7,660.41
Homeland Security Grant Fund	4,544.24	
Law Library Fund	1,916.00	

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Principal Residence Denial Fund	\$	\$ 818.53
Commission on Aging	50,811.25	44,338.40
Community Development Block Grant	16,526.13	
Family Independence Agency	29,084.93	
Child Care - Probate Court	14,468.36	2,776.10
Child Care - Family Independence Agency	11,971.65	
Veterans' Trust Fund	68.28	
Facilities Maintenance Fund	229,428.64	
BPW #16 Lockport Township Water Supply System Construction	165,622.18	
Tax Payment Fund	3,051.97	
Inmate Store	3,773.36	
Three Rivers Community Center	412.96	139.50
Long Lake Level Revolving Fund	35.60	
Flexible Benefits Insurance Fund	133,726.97	
Total	<u>\$ 1,214,479.18</u>	<u>\$ 154,991.49</u>
Grand Total	\$ 1,382,780.40	\$ 761,773.86
General Fund Operating Expenditures		
Pre-Authorized	\$116,587.53	
Accounts Payable	\$51,713.69	
	\$ 168,301.22	
General Fund Payroll Expenditures	\$ 606,782.37	
Other Funds Operating Expenditures		
Pre-authorized	\$1,209,466.03	
Accounts Payable	\$5,013.15	
	\$ 1,214,479.18	
Other Funds Payroll Expenditures	<u>154,991.49</u>	
Total Recorded for the Month	\$ 2,144,554.26	

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

#### CHAIRMAN'S REPORT

It was the consensus that the next work session to discuss long range planning be scheduled for December 16th at 2:00 p.m. with Ann Nieuwenhuis.

#### MISCELLANEOUS

Commissioner Shafer stated that the Planning Commission met last week and would like to have the County's Master Plan updated. In order to apply for state and federal grants it has to be updated every 5 years and the last time it was updated was 7 years. Estimated cost to complete the Master Plan by Rand Bowman from the Southcentral Michigan Planning Council for \$18,640.00

ADJOURNMENT

It was moved by Commissioner Bordner and supported by Commissioner Shafer that the St. Joseph County Board of Commissioners adjourn until November 16, 2004 at 5:00 p.m. Motion carried.

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Pattie S. Bender, County Clerk

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John L. Dobberteen, Chairman