

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, 2011 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	Gerald E. Loudenslager
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 an amendment to the Apportionment Report should be added under new business.

It was moved by Commissioner Dobberteen supported by Commissioner Loudenslager that the agenda be approved as amended. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Baker and supported by Commissioner Dobberteen that the minutes for October 17, 2011 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Updates, October 21 and October 28, 2011.
2. Letter from the Michigan Association of Counties, Re: Thank you for St. Joseph County's resolution to support guaranteed revenue replacement.
3. Letter from Jane Murray, Re In support of continuing the Master Gardener program.
4. Letter from State Department of Human Services, Re: The 2011-2012 annual plan and budget for Child Care Fund is approved.
5. Resolution from Wexford County, Re: In support of statutory exemption for storm water runoff from logging roads.
6. Minutes of the Community Mental Health and Substance Abuse Services Board meeting September 28, 2011.
7. Minutes of the Community Action Board meeting of September 26, 2011.

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

PUBLIC HEARING ON 2012 BUDGET

Chairman Shaffer declared the public hearing opened on the 2012 budget.

Michelle Zimmerman, 60872 Shoreline Drive, Burr Oak requested that the Board reconsider eliminating a clerical position at Michigan State University Extension because of the assistance that they do provide to the Master Gardener Program and 4-H and Agriculture program.

Commissioner Eaton stated that the Board wanted no harm to come to the 4-H Program or to the farmers of St. Joseph County. He went on to say that MSU increased their budget request by 15% which is unheard of in these economic times. The Board asked them to come back with a budget request that more closely resembled the numbers in the 2011 budget.

Chairman Shaffer stated that he was hopeful that the Master Gardener Program would continue.

Commissioner Eaton stated that MSU said that they were putting off the Master Gardener program for 1 year.

There being no further comments it was moved by Commissioner Dobberteen and supported by Commissioner Balog that the Public Hearing on the 2012 budget be closed. Motion carried.

COUNTY INVESTMENT POLICY REVISION

Ms. West-Wing stated that at the last Investment Policy Committee meeting a motion was passed recommending that the Board adopt a revision to the County Investment Policy to allow investments to mature in not more than 5 years instead of 1 year that is currently in the policy.

Commissioner Loudenslager read the following resolution:

RESOLUTION NO. 21-2011

RESOLUTION AUTHORIZING INVESTMENT OF COUNTY FUNDS AND AMENDING COUNTY INVESTMENT POLICY

WHEREAS, pursuant to the provisions of Act No. 20 of the Public Acts of Michigan of 1943, as amended, the Board of Commissioners of St. Joseph County may authorize the County Treasurer to invest County funds in certain investments; and

WHEREAS, this Board wishes to authorize such investments as are permitted by Act 20; and

WHEREAS, section 5 of Act 20 requires this Board of Commissioners in conjunction with the County Treasurer to adopt an investment policy which complies with the provisions of Act 20; and

WHEREAS, the Board of Commissioners did adopt an investment policy in 1995, amended in 1998, 2006, 2010 and said policy now should be amended to read as follows: “Unless matched to a specific cash requirement, the County will not invest directly into authorized investments, which mature more than ~~one year~~ five years from the date of purchase.” (Section 10.0, page 7, next to last paragraph).

NOW, THEREFORE BE IT RESOLVED, that this change has been discussed by the Investment Advisory Committee and the Board of Commissioners is asked to adopt the amendment to the Policy as stated above.

It was moved by Commissioner Loudenslager and supported by Commissioner Dobberteen that the resolution be adopted and 2nd reading waived.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Resolution adopted.

2011 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AGREEMENT WITH MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA)

Ms. West-Wing stated that this grant agreement is the 6th 2 year grant and it is for \$275,000.00. The Community Action Agency is the Administrator of the grant and it is for housing improvements. They hope to provide repair assistance to 5 homes and do emergency repairs to 6.

It was moved by Commissioner Dobberteen and supported by Commissioner Eaton that the 2011 CDBG Grant Agreement with MSHDA be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

REQUEST TO FILL VACANT ROAD PATROL OFFICER POSITION

It was moved by Commissioner Dobberteen and supported by Commissioner Baker that the vacant road patrol officer position be filled. Motion carried.

APPORTIONMENT REPORT AMENDMENT

Judy Nelson, Equalization Director, submitted an amendment to the Apportionment Report for adoption. The amendment is to add the special assessment district for the Colon Palmer-Long Lake Weed Control in the amount of \$78,075.00.

It was moved by Commissioner Loudenslager and supported by Commissioner Ware that the Amendment to the Apportionment Report be adopted.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

NOMINATIONS/APPOINTMENTS

Board of Public Works

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that James Bippus and Lola Gross be reappointed to the Board of Public Works for 3 year terms expiring January 1, 2015. Motion carried.

Community Corrections Advisory Board

It was moved by Commissioner Loudenslager and supported by Commissioner Dobberteen that the following be appointed to the Community Corrections Advisory Board for a 1 year term expiring December 31, 2012:

Jeffrey Middleton - Chief District Court Judge
Tony Callaway - Community Alternative Program
John McDonough - Prosecuting Attorney
Tom Koenig - Department of Corrections
Paul Stutesman - Circuit Court Judge
Thomas Shumaker - Circuit Ct/Family Div Judge - Probate Court
William Welty - District Court Judge
Gina Wagner - District Court Probation Officer
Tim Schuler - Captain, St. Joseph County Sheriff's Department
Gerald Loudenslager - County Commissioner
Thomas Miles, Twin County Comm. Probation Center
Howard Bush - Criminal Defense Attorney
Edward MacKay - Public Citizen

Motion carried.

Planning Commission

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that William Chase, Robert Horton, Eric Shafer and Rick Shaffer be reappointed to the Planning Commission for 3 year terms expiring January 1, 2015. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Loudenslager stated that there was no report.

Judiciary

Commissioner Loudenslager stated the next Judiciary Committee Meeting will be held on Wednesday, November 9th at noon.

Physical Resources

Commissioner Ware stated that the Physical Resources Committee met on October 20th and discussed some needed repairs to the gutters and downspouts at Annex I and they will be addressed during the Requisition Report.

Executive Committee

The Executive Committee met on October 28, 2011 and everyone has a copy of the minutes and Chairman Shaffer asked if anyone had any questions.

Animal Control Advisory Committee

Chairman Shaffer stated that the Animal Control Advisory Committee met on October 27th and Lynda Molter was elected Chairman and Marcia Saunders, Secretary. They discussed a lengthy list of ideas to discuss. The next meeting will include a tour of the Animal Shelter.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

NEW HIRE:

Jonathan J. Uribe has been hired as Central Dispatch Director at \$56,022.00/yr. (Rye system, grade 10, step 4). Date of hire to be determined at a later date. Ms. West-Wing remarked that the 911 Policy Board concurred with this appointment earlier today.

RESIGNATION:

Becky Williams, COA In-home Services Aide, has resigned effective October 24, 2011.

DISMISSAL:

Todd Bohm, Road Patrol Officer, has been dismissed effective October 18, 2011.

It was moved by Commissioner Baker and supported by Commissioner Loudenslager that the personnel report be approved.

Commissioner Balog commented that the Deputy Central Dispatch Director, Gary LeTourneau is a 17 year employee of the 911 Center and has been Deputy Director since 2004 and has all of the 911 certifications. Commissioner Balog further stated that he believes that the Central Dispatch Director should live in the County. He will be voting no on the motion to approve the Personnel Report.

Motion carried.

REQUISITION

Ms. West-Wing presented the following report:

Cut in 2 additional holes in gutters and install 4” downspouts on east and south side; \$3,190.00
 install 200’ of commercial grade heat tape in 2 gutter areas, above north entry and
 above south handicap ramp entry at Annex I

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET AMENDMENTS:

DECREASE SHERIFF’S DEPARTMENT BUDGET:
 Line item 101-301-863.000 (Extradition Expense) \$ 550.00
INCREASE SHERIFF’S DEPARTMENT BUDGET:
 Line item 101-301-861.000 (Convention Expense) \$ 550.00

DECREASE SHERIFF RESERVES’ BUDGET:
 Line item 101-306-862.00 (Seminar & Employee Training) \$ 250.00
INCREASE SHERIFF RESERVES’ BUDGET:
 Line item 101-306-745.040 (Uniform Accessories) \$ 250.00

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

FINANCE DIRECTOR’S REPORT

Ms. Smith presented the following bills for payment:

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Due from State	\$ 7,454.36	\$
Appropriations	132,668.50	
County Commission	5,239.87	6,132.76
Circuit Court	107.50	13,635.70
District Court	676.73	54,930.47
Friend of the Court	51.72	41,200.46
Probate Court	156.57	19,020.22
Juvenile Branch	18,556.91	30,433.38
Appeals Court	96.35	
Administration		9,967.10
Elections	4,221.50	
Finance Department	1,129.48	10,725.77
County Clerk		23,149.72
Equalization Department	1,758.96	14,155.74
Human Resources	6,504.42	9,071.50
Geographic Information Systems		7,851.99
Prosecutor's Office	1,359.84	37,307.21
Register of Deeds		9,078.14
County Treasurer		15,591.76
Cooperative Extension	14,487.78	7,675.04
Information Technology	2,542.64	12,994.72
Buildings & Grounds	19,142.45	11,188.22

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Courts Building Security	\$ 148.50	\$ 6,128.90
Drain Commission		5,732.04
Sheriff Department	16,532.90	111,144.62
Sheriff Reserves	1,101.00	143.19
Marine Patrol		40.37
Jail & Turnkey	25,976.18	103,572.28
Planning Commission	2,295.81	
Emergency Services	132.76	4,740.75
Animal Control	602.08	9,493.16
Board of Public Works		732.88
Medical Examiners	1,313.25	
Child Care - Juvenile	1,194.84	
Department of Veterans' Affairs	2,700.00	
Veterans' Services		2,489.27
Utilities & General Services	<u>48,671.36</u>	
Total	\$ 316,824.26	\$ 578,327.36
<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
County Road Commission	\$ 926,115.77	\$
Parks & Recreation	1,362.20	5,935.35
Emergency 911 Service	17,731.87	53,906.94
Central Dispatch - Wireless	506.50	4,187.44
Meyer Broadway/Coon Hollow Park	2,286.62	3,773.07
Family Counseling	65.00	
Cade Lake Park	869.55	2,108.89
Waste Management Fund	6,601.14	
Traffic Safety Program Fund	450.00	
Economic Development Fund	30,094.17	4,562.16
Survey & Remonumentation	650.00	
Animal Shelter Donation Fund	194.08	
Victims' Rights Advocate Fund	16.50	3,386.41
Community Corrections Advisory Bd.	5,373.33	3,009.02
Community Corrections Program	2,577.00	
Local Correction Officers' Training Fund	2,200.00	
Drug Law Enforcement Fund	6,193.05	
Law Enforcement Fund	3,384.26	18,249.83
Secondary Road Patrol	2,031.36	9,127.47
Homeland Security Grant Fund	2,316.46	3,942.56
Law Library Fund	531.28	
Principal Residence Denial Fund	50.00	733.55
Commission on Aging	121,683.28	66,803.05
Sheriff's Justice Training Fund	300.00	
Child Care: Probate Court	19,855.72	11,336.31
Veterans' Trust Fund	3,649.66	
Facilities Maintenance Fund	109,147.61	
Forfeiture & Foreclosure Fund	19,110.00	
Tax Payment Fund	21,462.02	
Inmate Store	366.08	
Three Rivers Community Center	2,499.48	988.79
Long Lake Level Revolving	31.13	

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Information Technology Improvement Fund	741.09	
Flexible Benefits Insurance Fund	<u>180,953.59</u>	<u> </u>
Total	\$ 1,491,399.80	\$ 192,050.84
Grand Total	\$ 1,808,224.06	\$ 770,378.20
General Fund Operating Expenditures		
Pre-Authorized	\$311,552.00	
Accounts Payable	<u>5,272.26</u>	
	\$ 316,824.26	
General Fund Payroll Expenditures	\$ 578,327.36	
Other Funds Operating Expenditures		
Pre-Authorized	\$1,490,351.80	
Accounts Payable	<u>1,048.00</u>	
	\$ 1,491,399.80	
Other Funds Payroll Expenditures	\$ <u>192,050.84</u>	
Total Recorded for the Month	\$ 2,578,602.26	

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

INDEPENDENT CONTRACTOR’S AGREEMENT

Ms. Smith recommended for approval an Independent Contractor’s Agreement with Adams Excavating, Inc., for snow plowing of County parking lots.

It was moved by Commissioner Loudenslager and supported by Commissioner Eaton that the Independent Contractor’s Agreement with Adams Excavating, Inc. be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

MISCELLANEOUS

The Clerk remarked to the Chair that she would need the minutes of the Animal Control Advisory Committee.

ADJOURNMENT

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the St. Joseph County Board of Commissioners adjourn until November 15, 2011 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

Rick Shaffer, Chairman