

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 5, 2012 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	Larry Walton
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

Commissioner Eaton asked that an update on the St. Joseph County/Senior Center be added to the agenda.

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

#### MINUTES APPROVED

It was moved by Commissioner Dobberteen and supported by Commissioner Eaton that the minutes for October 16, 2012 be approved. Motion carried.

#### COMMUNICATIONS

1. Letter from the City of Sturgis, Re: Notice of public hearing on October 24 to consider an Industrial Facilities Tax Exemption Certificate to LTI, Inc.
2. Letter from the Michigan Department of Human Services, Re: St. Joseph County's 2012-2013 annual plan and budget for Child Care Fund was approved.
3. Letter from Tim Peterson, Re: Resignation from County Agricultural Preservation Board.
4. Resolution from Bay County, Re: Supporting Clean Affordable Renewable Energy (CARE) for Michigan.
5. Minutes of the Community Action Board meeting of September 24, 2012.

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

#### CITIZENS COMMENTS

Jan Reed, Human Services Collaborator, gave an update on Project Connect, which is a multi-faceted outreach program that was held last month at Firm Foundations. There were around 500 people in attendance and they reached 1000 households. They provide information regarding substance abuse programs, jobs, and education. It was discovered that the common denominator of those persons attending are not only lack of jobs but education and most have only a high school/GED or less.

Mrs. Reed thanked the Board for their support in her position through the years and she has gained some valuable skills. She is now working for the Department of Human Services for Cass and St. Joseph Counties in Community Resources.

Chairman Shaffer thanked her for the great job that she has done and wishes her well.

PROPERTYINFO SOFTWARE AGREEMENT - ADDENDUM NO. 1

Ms. West-Wing stated that the Board approved new software, PropertyInfo, to be installed in the Register of Deeds and County Clerk’s Offices. They apparently oversold their product and cannot deliver on the time-line that they thought they could. The Clerk and the Register have had discussions with them and finally spoke with the supervisor of the salesman that sold us the product. Because of their delays, we now have to pay a \$12,300 maintenance fee to Manatron for the Register of Deeds. PropertyInfo has agreed to waive the first year’s maintenance fee for the Register and Clerk in the amount of \$25,000+ and this addendum is to approve the waiver. The installation of the software should take place in the Register’s Office by March 1st and then shortly thereafter in the Clerk’s Office.

It was moved by Commissioner Dobberteen and supported by Commissioner Ware that the PropertyInfo Software Agreement - Addendum No. 1 be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

2010 AND 2011 ANIMAL CONTROL ANNUAL REPORT

Tom Miller, Animal Control Director, gave an overview of the 2010 and 2011 Animal Control Annual Report. He was sporting the new uniform that they have now, going with black instead of Sheriff’s Department brown. He said that he sort of confused the issue with him being part of the Sheriff’s Reserve Unit; the Mounted Division; and the Marine Division.

He thanked all of the Commissioners that are leaving at the end of the year for the years of service and also thanked Judy West-Wing for her years of service as she is leaving in the middle of January.

Mr. Miller stated that the revenue that they turned into the County Treasurer in 2010 was \$109,931.67 and in 2011 it was \$116,966.97.

In 2010 195 dogs and cats were euthanized and in 2011 it was 181 which is far different than in 2001 there were 535 and in 2002 there were 429.

Many more pet owners are having their pets spayed and neutered. Mr. Miller stated that they have come a long way from 25 years ago when 3500 dogs were brought to the shelter. They are getting positive comments about the shelter. With the donations that they received they can do a lot of things there.

The Animal Rescue Fund’s primary focus is to raise funds to spay and neuter dogs and they have reached 5,000 of them.

Following is the report:

	2010 Younger than 6 months	2011 Younger than 6 months	2010 6 months or older	2011 6 months or older	2010 Total Canines	2011 Total Canines
Received/Admitted	120	160	753	686	873	846
Returned to Owner	6	11	176	167	182	178
Adopted	49	60	203	219	252	279
Sold to Research	0	0	0	0	0	0
Transferred (law enforcement, service, or MDARD License Shelter)	62	75	180	130	242	205
Euthanized	3	7	192	174	195	181
Other	0	1	2	2	2	3

Felines	2010 Younger than 6 months	2011 Younger than 6 months	2010 6 months or older	2011 6 months or older	2010 Total Felines	2011 Total Felines
Received/Admitted	74	58	123	87	197	145
Returned to Owner	0	0	0	1	0	1
Adopted	39	35	66	42	105	77
Sold to Research	0	0	0	0	0	0
Transferred (law enforcement, service, or MDARD License Shelter)	22	15	13	9	35	24
Euthanized	10	5	43	30	53	35
Other	3	2	1	7	4	9

Commissioner Eaton thanked Mr. Miller for his speedy action to a recent complaint that was filed. Mr. Miller responded by saying that they try to educate people first before any other action is taken.

It was moved by Commissioner Eaton and supported by Commissioner Ware that the 2010 and 2011 Animal Control Annual Reports be accepted. Motion carried.

MERS SERVICE CREDIT PURCHASE

It was moved by Commissioner Dobberteen and supported by Commissioner Baker that Patricia Kulikowski's request to purchase 5 years of generic service credit for \$32,089.00 be approved. Motion carried.

PUBLIC HEARING SET ON 2013 BUDGET

It was moved by Commissioner Dobberteen and supported by Commissioner Balog that a public hearing be held on the 2013 Budget at 5:05 p.m. on November 20, 2012. Motion carried.

UPDATE ON ST. JOSEPH COUNTY/STURGIS SENIOR CENTER

Commissioner Eaton encouraged all to stay away from using "Sturgis" in the possible building of a senior center in Sturgis. He stated that for 3 years there has been a Steering Committee formed in the Sturgis area consisting of City of Sturgis officials and officials from four of the surrounding townships.

The parties have been meeting more often, along with Attorney Haas, for the past year and they would like a Community Center built in the Sturgis area beside the Doyle Center. In order to move forward a footprint needs to be established.

Commissioner Eaton stated that he would like to request \$10,000 from the County to first get the land size established and then the project could move to the Building Authority. Until these things are accomplished the township and city officials are in the dark.

Commissioner Dobberteen stated that they are now at a point where something needs to be put on paper in order to get a footprint so that the Building Authority can move forward. The Commission on Aging needs some long-range planning; public input is needed; and drawings are needed to work through the process.

Commissioner Shaffer stated a center for people in the Three Rivers area needs to be considered too.

Commissioner Eaton stated that he talked to Three Rivers City Manager, Joe Bippus, on Friday and he understands the process that they would like to take and the center in the Sturgis area could be built while they look at one to be built in the Three Rivers area.

Commissioner Balog asked if the County would be running the facility.

Commissioner Eaton stated that the COA could run the facility; it would be County owned; and the City of Sturgis would do exterior maintenance; lawn, lighting, snow removal, etc..

Commissioner Eaton further stated that the Sturgis Foundation would establish an endowment fund for the community to raise money to build and maintain the facility, similar to the Doyle Center.

Commissioner Balog asked if a millage would be asked of the people for the facility.

Commissioner Eaton stated that the COA budget can support the facility and they are not looking for a millage and hopefully it will be amortized in 8 years. He added that currently there is little COA presence in the Sturgis area.

Commissioner Balog said that he would like the \$10,000 to come from the COA and not the County.

Commissioner Eaton stated that there would be a "lunch and learn" in December with Sturgis and Township businesses. There would be the kickoff of a Steering Committee for fund raising that all four townships said they would help with so that the least financial impact as possible to the COA and County will happen.

It was moved by Commissioner Eaton and supported by Commissioner Dobberteen that up to \$10,000 be spent to establish a footprint of a proposed community center in the Sturgis area beside the Doyle Center and also for legal work.

After discussion it was moved by Commissioner Dobberteen and supported by Commissioner Eaton that the motion be amended to take the \$10,000 out of the Fairview account.

Commissioner Walton asked if USDA funds were grant funds and how would that work.

The amended motion carried.

Then a vote was called on the main motion and it carried.

It was moved by Commissioner Dobberteen and supported by Commissioner Eaton that the COA be directed to spend up to the \$10,000 as they see necessary. Motion carried.

More discussion ensued and Commissioner Dobberteen stated that this center will be able to serve 20%+ of the seniors where only 12% are currently being served and he said that there is power in that group.

#### NOMINATIONS/APPOINTMENTS

##### Community Mental Health and Substance Abuse Services

It was moved by Commissioner Dobberteen and supported by Commissioner Baker that Commissioner Balog be appointed to the CMHSAS Board. Motion carried. This appointment replaces Commissioner Dobberteen and the term will expire March 31, 2015.

#### COMMITTEE APPOINTMENTS

##### Law Enforcement

Commissioner Baker stated that the Committee met at 8:00 a.m. today and everyone has a copy of the minutes.

##### Judiciary

Commissioner Eaton stated that the Committee has not met.

##### Physical Resources

Commissioner Ware stated that the Committee has not met.

##### Executive Committee

The Executive Committee met on November 2, 2012, Commissioner Dobberteen stated that everyone has a copy of the minutes and he would answer any questions that anyone may have.

#### PERSONNEL REPORT

Ms. West-Wing presented the following report:

RESIGNATION/DISMISSAL:

Anita Locker, In-home Services Aide, has resigned effective October 4, 2012.

Carrie Hale, COA Nutrition Bulk Route Driver, has been dismissed effective October 8, 2012.

Amy Waldron, In-home Services Aide, has resigned effective November 2, 2012.

Curtis Allen, Road Patrol, has resigned effective October 22, 2012. (Curtis has been on military leave since 2008).

RETIREMENT:

Susan Cook, Central Dispatch Shift Supervisor, will retire effective November 30, 2012.

NEW HIRE:

Cassie L. Graber has been hired as Nutrition Data Assistant at \$10.78/hr. (COA system, grade 6, minimum) effective October 9, 2012.

Scott Hopkins has been hired as Emergency Services Coordinator at \$47,494.00 (Rye system, grade 9, step 2) effective November 20, 2012.

MISCELLANEOUS:

Glenn Chambliss change from COA Sub Driver to Nutrition Bulk Route Driver effective October 9, 2012.

Samantha Carpenter change from COA Sub Driver to Nutrition Bulk Route Driver effective October 9, 2012.

Approve the reclassification and revised job description of Veterans' Benefits Advisor to Veterans' Benefits Officer at grade 5 (1610 points in the Soltysiak system) effective November 6, 2012. Rose Risko, Veterans' Benefits Officer, change rate of pay to \$14.70/hr. (grade 5, step 3) effective November 6, 2012.

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

FROM APPROPRIATION:

\$101,578.00 from Secondary Road Patrol Appropriation to Secondary Road Patrol Fund.

BUDGET AMENDMENTS:

DECREASE EXTENSION'S BUDGET:

Line item 101-257-816.050 (Ag Agent) \$ 1,672.00

INCREASE EXTENSION'S BUDGET:

Line item 101-257-707.000 (Wages – Part-time) \$ 1,177.00

Line item 101-257-712.000 (Wages – Overtime) 376.00

Line item 101-257-715.000 (FICA) 119.00

\$ 1,672.00

DECREASE CENTRAL DISPATCH FUND #211:

Line item 211-911-861.000 (Convention Expense) \$ 2,000.00

INCREASE CENTRAL DISPATCH FUND #211:

Line item 211-911-860.000 (Travel Expense) \$ 2,000.00

INCREASE DELINQUENT TAX REVOLVING FUND #516:

Line item 516-253-676.000 (Budgeted Use of Fund Balance) \$114,827.00

Line item 516-253-999.000 (Operating Transfer Out) \$114,827.00

INCREASE SHERIFF'S DEPARTMENT BUDGET:

Line item 101-301-699.000 (Operating Transfer In) \$114,827.00  
Line item 101-301-706.340 (Wages – Detective Sergeant) \$ 270.00  
Line item 101-301-999.000 (Operating Transfer Out) \$114,557.00

INCREASE DRUG UNIT FUND #265:

Line item 265-229-699.000 (Drug Unit Transfer In) \$114,557.00  
  
Line item 265-229-816.000 (Contractual Services) \$ 70,000.00  
Line item 265-229-850.011 (Cell Phone Service) 390.00  
Line item 265-229-900.000 (Advertising) 4,167.00  
Line item 265-229-981.000 (Vehicles) 40,000.00  
\$114,557.00

TRANSFER FUNDS FROM:

Line item 516-253-999.000 (Operating Transfer Out) \$114,827.00

TRANSFER FUNDS TO:

Line item 101-301-699.000 (Operating Transfer In) \$114,827.00

TRANSFER FUNDS FROM:

Line item 101-301-999.000 (Operating Transfer Out) \$114,557.00

TRANSFER FUNDS TO:

Line item 265-229-699.000 (Drug Unit Transfer In) \$114,557.00

TRANSFER FROM COMMUNITY DEVELOPMENT BLOCK GRANT FUND #274:

Line item 274-000-390.500 (Fund Balance from General Fund) \$100,000.00

TRANSFER TO GENERAL FUND:

Line item 101-000-390.000 (General Fund Fund Balance) \$100,000.00

FISCAL 2013 BUDGET AMENDMENTS:

DECREASE COMMUNITY CORRECTIONS ADVISORY BOARD BUDGET:

Line item 261-229-846.011 (CCAB Day Reporting) \$ 588.00

INCREASE COMMUNITY CORRECTIONS ADVISORY BOARD BUDGET:

Line item 261-229-706.140 (Wages – Supervisor) \$ 531.00  
Line item 261-229-715.000 (County Share FICA) 41.00  
Line item 261-229-716.020 (S & A Insurance) 3.00  
Line item 261-229-716.100 (Worker's Compensation) 2.00  
Line item 261-229-718.010 (Retirement) 11.00  
\$ 588.00

DECREASE VICTIM RIGHTS ADVOCATE BUDGET:

Line item 260-229-941.000 (Contingency) \$ 674.00  
Line item 260-229-716.000 (Health Insurance) 11.00  
Line item 260-229-716.010 (Dental Insurance) 34.00  
\$ 719.00

INCREASE VICTIM RIGHTS ADVOCATE BUDGET:

Line item 260-229-707.000 (Wages-VRA Secretary) \$ 586.00  
Line item 260-229-715.000 (County Share FICA) 44.00  
Line item 260-229-716.020 (S & A Insurance) 2.00  
Line item 260-229-716.100 (Worker's Compensation) 2.00  
Line item 260-229-716.800 (Insurance – TPA Expense) 74.00  
Line item 260-229-718.010 (Retirement) 11.00  
\$ 719.00

INCREASE SECONDARY ROAD PATROL BUDGET:

Line item 267-333-676.000 (Budgeted Use of Fund Balance) \$ 101.00

DECREASE SECONDARY ROAD PATROL BUDGET:

Line item 267-333-716.010 (Dental Insurance) 85.00  
\$ 186.00

INCREASE SECONDARY ROAD PATROL BUDGET:

Line item 267-333-716.000 (Health Insurance) \$ 37.00  
Line item 267-333-716.800 (Insurance – TPA Expense) 149.00  
\$ 186.00

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

FINANCE DIRECTOR'S REPORT

Mrs. Smith gave the following report:

Bills

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Due from State	\$ 2,048.48	\$
Appropriations	129,123.25	
County Commission	2,227.53	5,885.17
Circuit Court	2,928.00	13,598.10
District Court	985.95	55,795.23
Friend of the Court	439.71	39,211.08
Probate Court	1,471.94	19,294.28
Juvenile Branch	16,611.43	27,659.93
Appeals Court	7,893.89	
Public Defender	38,750.00	
Administration		9,946.24
Elections	17,541.00	
Finance Department	1,969.31	10,923.32
County Clerk	1,222.58	23,403.22
Equalization Department	27,714.53	13,912.54
Human Resources	9,440.73	9,250.99
Geographic Information Systems		7,718.33
Prosecutor's Office	2,702.01	38,335.81
Register of Deeds	189.78	9,722.76
County Treasurer		15,676.55
Cooperative Extension	65,144.50	5,253.44
Information Technology	40,514.93	12,759.28
Buildings & Grounds	7,348.51	11,307.49
Courts Building Security	383.49	7,225.57
Drain Commission	20.00	5,566.26
Soil Erosion		989.84
Sheriff Department	28,335.95	103,626.00
Sheriff Reserves	639.00	111.78
Marine Safety Patrol	500.00	
Jail & Turnkey	21,402.90	97,408.61
Emergency Services	76.50	4,665.26
Animal Control	467.86	8,325.19
Board of Public Works		539.91
Medical Examiners	3,366.13	
Child Care - Juvenile	422.04	
Department of Veterans' Affairs	2,400.00	
Veterans' Services		2,542.06
Economic Development	58.60	
Utilities & General Services	<u>36,179.05</u>	
Total	\$ 470,519.58	\$ 560,654.24

OTHER FUNDSEXPENDITURESPAYROLL

County Road Commission	523,777.02	
Parks & Recreation	2,577.18	5,734.75
Emergency 911 Service	16,597.20	53,605.13
Central Dispatch - Wireless	566.50	4,179.52
Meyer Broadway/Coon Hollow Park	2,170.04	3,140.02
Cade Lake Park	1,983.86	2,287.36
Waste Management Fund	185.50	
Traffic Safety Program Fund	600.00	
Economic Development Fund	75,000.00	
County Survey and Remonumentation Fund	21,530.00	
Animal Shelter Donation Fund	653.59	
Register of Deeds Automation Fund	12,480.37	
Victims' Rights Advocate Fund	16.50	3,287.27
Community Corrections Advisory Bd.	5,849.00	3,009.02
Community Corrections Program	603.00	
Drug Law Enforcement Fund	9,143.45	
Law Enforcement Fund	1,339.50	20,373.32
Secondary Road Patrol	33.00	10,122.08
Homeland Security Grant Fund	1,820.12	4,021.82
County Law Library	928.06	
Principal Residence Denial Fund	50.00	539.91
Commission on Aging	237,329.50	74,688.41
Community Development Block Grant Fund	27,203.00	
Sheriff's Justice Training Fund	1,842.80	
Child Care: Probate Court	29,413.23	11,404.44
Veterans' Trust Fund	3,461.44	
County Facilities Maintenance Fund	900.00	
BPW #17 White Pigeon Sewer Project	355,031.83	
Forfeiture & Foreclosure Fund	21,919.50	
Tax Payment Fund	12,768.98	
Inmate Store	1,077.25	
Three Rivers Community Center	2,002.84	1,003.23
Long Lake Level Revolving	603.73	
Flexible Benefits Insurance Fund	198,192.78	

Total	\$ 1,569,650.77	\$ 197,396.28
Grand Total	\$ 2,040,170.35	\$ 758,050.52

General Fund Operating Expenditures	\$447,062.26
Pre-Authorized	<u>23,457.32</u>
Accounts Payable	\$470,519.58
General Fund Payroll Expenditures	<u>\$560,654.24</u>
	\$1,031,173.82
Other Funds Operating Expenditures	\$1,419,236.98
Pre-Authorized	<u>150,413.79</u>
Accounts Payable	\$1,569,650.77
Other Funds Payroll Expenditures	<u>\$197,396.28</u>
	\$1,767,047.05

Total Recorded for the Month \$2,798,220.87

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

CHAIRMAN'S REPORT

It was the consensus that a Budget Work Session be set to immediately follow the Executive Committee Meeting on November 16, 2012.

Chairman Shaffer said that on November 9th from 6:00 p.m. to 8:00 p.m. there will be a dinner for Military Veterans and their families at the Sturgis Elks Club.

He also announced the FAFSOM dinner honoring Military Veterans will be held on November 7th at 6:00 p.m. at the Sturgis Armory.

MISCELLANEOUS

Ms. West-Wing stated that Eston Rawson who donated the Rawson King Mill and adjacent property in 1991 has passed away and she and John Pence will be attending a beneficiary's meeting in Kalamazoo on Tuesday, November 7th and we will be getting a sizeable sum of money.

ADJOURNMENT

It was moved by Commissioner Dobberteen and supported by Commissioner Eaton that the St. Joseph County Board of Commissioners adjourn until November 20, 2012 at 5:00 p.m. Motion carried.

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Pattie S. Bender, County Clerk

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Rick Shaffer, Chairman