

Regular Session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commissioners' Room, Courthouse in the Village of Centreville, Michigan on November 5, 2013 at 5:00 p.m.

Chairman John Dobberteen called the meeting to order.

The Invocation was given by Commissioner Shaffer.

The Pledge of Allegiance to the American Flag was given.

The County Clerk, Pattie S. Bender, called the roll and the following Commissioners were present:

Allen Balog
Donald Eaton

Rick Shaffer
John Dobberteen

Absent: Robin Baker

Also present were Pat Yoder, Administrator/Controller; Elishia Arver, Human Resources Director and Joni Smith, Finance Director.

AGENDA

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the agenda be approved. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the minutes for October 15, 2013 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the City of Sturgis, Re: Notice of public hearing on October 23 to consider an Industrial Facilities Exemption Certificate for Burr Oak Tool & Gauge, Americraft Carton and Mayer Tool and Engineering.
2. Letter from the Michigan State Housing Development Authority, Re: Notice of recapture of funds from grant no. MSC-2011-1067-HOA.
3. Letter from the Michigan State Housing Development Authority, Re: St. Joseph County has met requirements for the 2012 housing grant (MSC-2012-1067-HOA) and is authorized to incur CDBG grant costs as of 10/22/13.
4. Resolution from Bay County, Re: In support of House Bill 4194 (Places a cap on municipal budget stabilization funds.).
5. Minutes of the Animal Control Advisory Board meeting of August 21, 2013.
6. Minutes of the Community Action Board meeting of October 5, 2013.

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

EMERGENCY MANAGEMENT 2014 GRANT WORK AGREEMENT

Scott Hopkins, Emergency Management Coordinator, requested approval of the 2014 Grant Work Agreement stating that the grant pays a portion of his wages.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the Emergency Management 2014 Grant Work Agreement be approved.

The aye and nay vote was called as follows:

Aye votes cast: 4 - Commissioners Balog, Shaffer, Eaton and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Baker.

Motion carried.

PUBLIC HEARING - 2014 BUDGET

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the public hearing on the 2014 Budget be set for November 19, 2013 at 5:05 p.m. Motion carried.

MERS SERVICE CREDIT PURCHASE

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the request from Dan Wing to buy 5 years of generic service credit for \$59,567.00 be approved. Motion carried.

NOMINATIONS/APPOINTMENTS

Planning Commission

It was moved by Commissioner Shaffer and supported by Commissioner Balog that James Griffith, Mark Ripplinger, Doug Pagels and Warren Atkins be reappointed to the Planning Commission for 3 year terms that will expire January 1, 2017. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Eaton stated that the committee had not met.

Judiciary

Commissioner Eaton stated that the committee had not met.

Physical Resources

Commissioner Balog stated that the committee had not met.

Committee of the Whole

Chairman Dobberteen stated that the committee had not met.

PERSONNEL REPORT

Mr. Yoder presented the following report:

MISCELLANEOUS:

Kristen Carpenter, Central Dispatch Shift Supervisor, amend effective date of pay increase to \$19.58/hr. retro to April 23, 2013 which is the date she started as Shift Supervisor. (The pay increase was approved at the September 17, 2013 Commission meeting.)

RESIGNATION:

Tyler Hoffmaster, part-time Telecommunicator, has resigned effective September 25, 2013.

Allyster Waters, COA Home Care Aide, has resigned effective October 4, 2013.

Wesley Thatcher, COA Sub HDM Driver, has resigned effective October 23, 2013.

Joshua D. Shook, part-time Telecommunicator, has resigned effective November 4, 2013.

NEW HIRE:

Lori E. Miller has been hired as Deputy District Court Clerk at \$13.46/hr. (Soltysiak system, grade 5, minimum) effective November 5, 2013.

Kyle Rice has been hired as full-time Corrections Officer at \$17.71/hr. effective November 5, 2013.

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

REQUISITION

Mr. Yoder presented the following requisition for approval:

Quote from Network Solutions to provide wireless access in the Courthouse and Courts Building; this includes hardware, engineering service, cabling and installation. \$ 19,628.00

It was moved by Commissioner Balog and supported by Commissioner Eaton that the requisition be approved.

The aye and nay vote was called as follows:

Aye votes cast: 4 - Commissioners Balog, Shaffer, Eaton and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Baker.

Motion carried.

BUDGET ADJUSTMENTS

Mrs. Smith presented the following report:

GENERAL FUND:

| | |
|---|---------------|
| Decrease Planning Commission Contractual Services (101-400-816.000) | \$ 3,000.00 |
| Increase Planning Commission Dues and Subscriptions (101-400-803.000) | \$ 3,000.00 |
| Decrease General Fund Contingency (101-890-941.000) | \$ 2,275.00 |
| Increase Probate Court Convention Expense (101-148-861.000) | \$ 1,525.00 |
| Increase Probate Court Travel Expense (101-148-860.000) | <u>750.00</u> |
| | \$ 2,275.00 |
| Decrease General Fund Contingency (101-890-941.000) | \$ 1,375.00 |
| Increase Circuit Court Dues and Subscriptions (101-131-803.000) | \$ 400.00 |
| Increase District Court Dues and Subscriptions (101-136-803.000) | 670.00 |
| Increase Probate Court Dues and Subscriptions (101-148-803.000) | <u>305.00</u> |
| | \$ 1,375.00 |
| Decrease General Fund Contingency (101-890-941.000) | \$19,628.00 |
| Increase Information Technology Computer Hardware (101-258-984.000) | \$19,628.00 |

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

BILLS

Mrs. Smith presented the following report:

| <u>GENERAL FUND</u> | <u>EXPENDITURES</u> | <u>PAYROLL</u> |
|---------------------------------|---------------------|----------------|
| Due from State & Miscellaneous | \$ 74,917.38 | \$ |
| Appropriations | 116,121.75 | |
| County Commission | 199.83 | 5,016.06 |
| Circuit Court | 2,446.19 | 14,630.60 |
| District Court | 1,174.41 | 55,748.54 |
| Friend of the Court | 11,002.39 | 40,094.66 |
| Probate Court | 1,996.70 | 17,905.78 |
| Juvenile Branch | 11,219.91 | 26,900.81 |
| Department of Corrections | 252.24 | |
| Appeals Court | 5,858.03 | |
| Public Defender | 38,750.00 | |
| Administration | 70.95 | 10,389.98 |
| Elections | 454.25 | |
| Finance Department | 1,422.83 | 10,687.91 |
| County Clerk | 462.83 | 27,286.07 |
| Equalization Department | 15,522.00 | 9,083.44 |
| Human Resources | 4,880.30 | 9,502.03 |
| Geographic Information Systems | 231.36 | 8,352.38 |
| Prosecutor's Office | 4,221.17 | 33,755.83 |
| Register of Deeds | 214.68 | 8,450.02 |
| County Treasurer | 32.82 | 16,180.10 |
| Cooperative Extension | 96.96 | 5,672.68 |
| Information Technology | 168.65 | 12,779.64 |
| Buildings & Grounds | 2,034.28 | 12,039.80 |
| Courts Building Security | 57.95 | 6,611.70 |
| Drain Commission | | 4,797.80 |
| Soil Erosion | | 2,072.22 |
| Sheriff Department | 14,326.91 | 140,158.24 |
| Sheriff Reserves | 888.50 | 199.42 |
| Marine Safety Patrol | | 90.59 |
| Jail & Turnkey | 16,177.26 | 106,311.32 |
| Planning Commission | 3,000.00 | |
| Emergency Services | 122.49 | 5,178.38 |
| Animal Control | 3,096.59 | 8,379.13 |
| Board of Public Works | 698.63 | |
| Medical Examiners | 2,098.60 | |
| Child Care - Juvenile | 1,712.56 | |
| Department of Veterans' Affairs | 300.00 | |
| Veterans' Services | 205.00 | 2,173.80 |
| Grant Writer | | 4,338.58 |
| Utilities & General Services | <u>26,638.06</u> | |
| | \$ 363,074.46 | \$ 604,787.51 |

| <u>OTHER FUNDS</u> | <u>EXPENDITURES</u> | <u>PAYROLL</u> |
|---------------------------------|---------------------|----------------|
| Parks & Recreation | \$ 626.16 | \$ 5,711.06 |
| Emergency 911 Service | 51,590.52 | 49,844.60 |
| Central Dispatch - Wireless | | 4,172.60 |
| Meyer Broadway/Coon Hollow Park | 578.89 | 2,746.96 |
| Cade Lake Park | 927.11 | 2,199.70 |
| Waste Management Fund | 173.00 | |

OTHER FUNDS

EXPENDITURES

PAYROLL

| | | | | |
|--------------------------------------|----|---------------------|----|------------|
| Traffic Safety Program Fund | \$ | 3,619.65 | \$ | |
| Economic Development Corp. Fund | | 11,721.68 | | |
| Animal Shelter Donation Fund | | 546.05 | | |
| Victims' Rights Advocate Fund | | | | 3,298.34 |
| Community Corrections Advisory Board | | 3,999.00 | | 3,008.49 |
| Community Corrections Program | | 1,178.86 | | |
| Drug Law Enforcement Fund | | 1,198.27 | | |
| Law Enforcement Fund | | 180.00 | | 22,474.36 |
| Secondary Road Patrol | | | | 10,658.85 |
| Homeland Security Grant Fund | | | | 3,217.44 |
| County Law Library | | 436.04 | | |
| Commission on Aging | | 16,180.83 | | 72,641.29 |
| Sheriff's Justice Training Fund | | 590.00 | | |
| Child Care: Probate Court & DHS | | 18,195.42 | | 11,318.19 |
| Veterans' Trust Fund | | 2,080.44 | | |
| White Pigeon Sewer Project | | 73,625.25 | | |
| Forfeiture & Foreclosure Fund | | 3,386.82 | | |
| Tax Payment Fund | | 2,848.00 | | |
| Inmate Store Fund | | 301.54 | | |
| Three Rivers Community Center | | 1,110.45 | | |
| Long Lake Revolving Fund | | 25.53 | | 261.91 |
| Flexible Benefits Insurance Fund | | 194,527.26 | | |
| Trust and Agency Fund | | <u>7,261,019.71</u> | | |
| | | | | |
| Total Other Funds | \$ | 7,650,666.48 | \$ | 191,553.79 |
| | | | | |
| Grand Total | \$ | 8,013,740.94 | \$ | 796,341.30 |

| Expenditure Type | General Fund | Other Funds | Total |
|------------------|-------------------|-------------------|-------------------|
| Operating | \$363,074.46 | \$7,650,666.48 | \$8,013,740.94 |
| Payroll | <u>604,787.51</u> | <u>191,553.79</u> | <u>796,341.30</u> |
| | \$967,861.97 | \$7,842,220.27 | \$8,810,082.24 |

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

CHAIRMAN'S REPORT

Chairman Dobberteen asked that the next Committee of the Whole Meeting be moved from November 15, 2013 to November 14, 2013 at 8:00 a.m.

It was moved by Commissioner Balog and supported by Commissioner Shaffer that the next Committee of the Whole be held on November 14, 2013 at 8:00 a.m. instead of on November 15th. Motion carried.

ADJOURNMENT

At 5:11 p.m. it was moved by Commissioner Shaffer and supported by Commissioner Eaton that the St. Joseph County Board of Commissioners adjourn until November 19, 2013 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

John Dobberteen, Chairman