

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 December 4, 2007 at 5:00 p.m.

Chairman Baker called the meeting to order.

The Invocation was given by Commissioner Pueschel.

The Pledge to the American Flag was given.

Chief Deputy Clerk, Sandra K. Bowen, called the roll and the following Commissioners were present:

Michael D. Dunlap	Robin Baker
David J. Pueschel	John Dobberteen
Monte Bordner	

Absent: Eric Shafer and Gerald E. Loudenslager

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

AGENDA

Ms. West-Wing asked that the request to advertise for Short Term Tax Bond bids be added to the agenda under New Business.

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

MINUTES APPROVED

It was moved by Commissioner Dobberteen and supported by Commissioner Dunlap that the minutes for November 20, 2007 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Update, November 30, 2007.
2. Copy of Letter to Congressman Fred Upton from Tim Carls, Re: County roads in Mottville Township.
3. Minutes of the Community Mental Health Services Board meeting of October 30, 2007.
4. Minutes of the Department of Human Services Board meeting of October 23, 2007.
5. Minutes of the St. Joseph River Basin Commission meeting of September 11, 2007 and Fall 2007 Newsletter.

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

CITIZENS COMMENTS

Tom Meyer, 610 Tulip Lane, Three Rivers, appeared before the Board to comment on the plans to construct a new building in Centreville for Community Mental Health. He was disappointed that the Board acted so quickly and gave their approval without more public input. He stated he was curious as to the reason for approving a new 3 million dollar building when Community Mental Health has budget problems.

Chairman Baker invited Mr. Meyer to the next meeting of the Community Mental Health Board on Tuesday, December 11th at 5:30 p.m.

Commissioner Bordner stated that Mental Health is an authority and a stand alone entity. The full faith and credit request was to allow them to get a better rate on their money. In his nine years on the Board of Commissioners this issue has been talked about. He stated that there are other issues involved, including the current maintenance costs, and that Liz O'Dell could provide him with the figures.

MSU EXTENSION'S ANNUAL REPORT

Maury Kaercher, MSU Extension Director, introduced the staff and stated that their success rate is based on a team effort. He highlighted the work of Lyndon Kelley on the collaboration with Purdue University regarding irrigation and the importance of water to St. Joseph County. He also stated the importance of the work of Brad Neumann as the Land Use Policy Educator.

Chairman Baker thanked Mr. Kaercher for a good report.

Commissioner Pueschel stated that he was happy to have the staff present.

It was moved by Commissioner Dobberteen and supported by Commissioner Dunlap that the MSU Extension Annual Report be accepted. Motion carried.

ECONOMIC DEVELOPMENT CORPORATION ANNUAL REPORT

Cathy Annis presented the EDC Annual Report. She introduced the EDC Board members that were present. She stated that there has been a lot of activity in the County this year and there are a number of things to be pleased about. She mentioned several of the high points of the report including the number of jobs that have been retained and added.

Chairman Baker thanked Ms. Annis for the good report.

Commissioner Bordner thanked Cathy, Marcia Saunders, grant writer and Maury and the MSU staff for all the work they do.

Commissioner Dunlap wished them well, and stated that the key to everything is jobs.

It was moved by Commissioner Dobberteen and supported by Commissioner Dunlap that the Economic Development Corporation Annual Report be accepted. Motion carried.

SET PUBLIC HEARING

Ms. West-Wing asked that a Public Hearing for the 2008-2009 Community Development Block Grant Housing Program be set for December 18th at 5:10 p.m.

It was moved by Commissioner Bordner and supported by Commissioner Dobberteen that a public hearing for the 2008-2009 Community Development Block Grant Housing Program be set for December 18th at 5:10 p.m. Motion carried.

SHORT TERM TAX BOND BIDS

Ms. West-Wing presented a request from the County Treasurer to advertise for bids for the Short Term Tax Bond for the 2007 levy.

It was moved by Commissioner Dobberteen and supported by Commissioner Bordner that the Clerk advertise for bids for the Short Term Tax Bond for the 2007 levy, bids to be due by 4:00 p.m. on December 18, 2007, and the bid to be awarded at the December 18th meeting. Motion carried.

NOMINATIONS AND APPOINTMENTS

Parks & Recreation Commission

It was moved by Commissioner Pueschel and supported by Commissioner Dobberteen that Jeffrey Knautz and Steve Houts be nominated and appointed to the Parks & Recreation Commission, terms to expire January 1, 2011. Motion carried.

Board of Public Works

It was moved by Commissioner Dobberteen and supported by Commissioner Bordner that Keith Cochran be nominated and appointed to the Board of Public Works, term to expire January 1, 2011. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Dobberteen stated that they have not met.

Judiciary

Commissioner Dunlap stated that they have not met.

Physical Resources

Commissioner Dobberteen stated that everyone should have a copy of the minutes from November 29th and that he would answer any questions they may have.

Executive Committee

Commissioner Dobberteen stated that everyone should have a copy of the minutes of the meeting held on November 30, 2007 and that he would answer any questions they may have.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

NEW HIRE:

Christiane L. Troyer has been hired as part-time Telecommunicator at \$8.50/hr. effective December 6, 2007. Request waiver of County residency policy for Ms. Troyer.

Janelle L. Sievers has been hired as full-time Telecommunicator at \$14.27/hr. effective January 2, 2008.

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

INCREASE EXPENDITURES – GENERAL FUND

DECREASE EXPENDITURES - GENERAL FUND

Friend of the Court

Friend of the Court

141-716.000	Health Insurance	\$ 2,500
141-725.010	Salary – Accumulated Sick	<u>12,000</u>
		\$ 14,500

141-718.010	Retirement	\$ 12,700
141-721.010	Opt Out Waiver	<u>1,800</u>
		\$ 14,500

Family Division

Family Division

149-706.110	Wages – Account Clerk	\$ 14,000
149-725.010	Salary – Accumulated Sick	6,100
149-978.000	Furnitures/Fixtures	<u>7</u>
		\$ 20,107

149-706.150	Wages – Caseworkers	\$ 14,000
149-718.010	Retirement	<u>6,107</u>
		\$ 20,107

INCREASE EXPENDITURES – GENERAL FUND

Finance

212-706.560	Wages – A/P Clerk	\$ 8,000
212-715.000	FICA	700
212-716.000	Health Insurance	5,210
212-716.010	Dental Insurance	240
212-716.020	S&A Insurance	125
212-717.000	Life Insurance	25
212-725.010	Salary – Accumulated Sick	<u>3,050</u>
		\$ 17,350

Equalization

225-716.000	Health Insurance	\$ 200
225-721.010	Opt Out Waiver	<u>25</u>
		\$ 225

Treasurer

253-816.000	Contractual Services	<u>\$ 500</u>
		\$ 500

Information Technology

258-721.010	Opt Out Waiver	<u>\$ 4,500</u>
		\$ 4,500

Sheriff’s Department

301-712.000	Wages – Overtime	\$ 17,000
301-977.000	Equipment General	360
301-981.000	Vehicles	<u>700</u>
		\$ 18,060

Marine Safety Patrol

331-706.130	Wages – Deputies	\$ 2,750
331-715.000	FICA	<u>170</u>
		\$ 2,920

Jail & Turnkey

351-707.000	Wages – Part Time	\$ 12,500
351-712.000	Wages – Overtime	<u>12,500</u>
		\$ 25,000

TOTAL GENERAL FUND \$103,162

DECREASE EXPENDITURES - GENERAL FUND

Finance

212-718.010	Retirement	\$ 6,000
212-842.000	Process Serving Fees	400
212-860.000	Travel	400
212-861.000	Convention	400
212-862.000	Seminar	600
890-941.000	Contingency	<u>9,550</u>
		\$ 17,350

Equalization

225-718.010	Retirement	<u>\$ 225</u>
		\$ 225

Treasurer

253-712.000	Wages – Overtime	<u>\$ 500</u>
		\$ 500

Information Technology

258-716.000	Health Insurance	<u>\$ 4,500</u>
		\$ 4,500

Sheriff’s Department

301-706.330	Wages – Sergeants	<u>\$ 18,060</u>
		\$ 18,060

Marine Safety Patrol

331-712.000	Wages – Overtime	\$ 600
331-727.000	Office Supplies	140
331-860.000	Travel	200
331-862.000	Seminar	480
331-931.000	Equipment Repair	900
331-941.000	Contingency	<u>600</u>
		\$ 2,920

Jail & Turnkey

351-706.380	Wages – Correct. Officer	\$ 8,000
351-706.470	Wages – Corporals	5,000
351-716.000	Health Insurance	11,000
351-718.010	Retirement	<u>1,000</u>
		\$ 25,000

TOTAL GENERAL FUND \$103,162

INCREASE EXPENDITURES

Park and Recreation - 208

751-707.000	Wages – Part Time	\$ 850
751-712.000	Wages – Overtime	50
751-716.000	Health Insurance	1,500
751-716.010	Dental Insurance	100
751-977.000	Equipment General	<u>75</u>
		\$ 2,575

Central Dispatch - 211

911-716.070	Insurance – Chiro Co-pay	\$ 750
911-725.010	Salary – Accumulated Sick	3,000
911-984.000	Computer Hardware	<u>8,587</u>
		\$ 12,337

Meyer-Broadway Park – 213

751-707.000	Wages – Part Time	<u>\$ 500</u>
		\$ 500

Central Dispatch – Wireless Fund – 212

912-984.000	Computer Hardware	\$ 650
912-985.000	Computer Software	<u>26,159</u>
		\$ 26,809

Cade Lake Park Fund – 217

751-984.000	Computer Hardware	<u>\$ 113</u>
		\$ 113

Secondary Road Patrol – 267

333-721.010	Opt Out Waiver	<u>\$ 1,000</u>
		\$ 1,000

TOTAL OTHER FUNDS \$ 43,334

DECREASE EXPENDITURES

Park and Recreation - 208

751-718.010	Retirement	\$ 2,500
751-976.000	Signage	<u>75</u>
		\$ 2,575

Central Dispatch - 211

911-718.010	Retirement	\$ 3,750
911-985.000	Computer Software	<u>8,587</u>
		\$ 12,337

Meyer-Broadway Park – 217

751-718.010	Retirement	<u>\$ 500</u>
		\$ 500

Central Dispatch – Wireless Fund – 212

912-982.000	Maps	<u>\$ 26,809</u>
		\$ 26,809

Cade Lake Park Fund – 217

751-976.030	Signage	<u>\$ 113</u>
		\$ 113

Secondary Road Patrol – 267

333-716.000	Health Insurance	<u>\$ 1,000</u>
		\$ 1,000

TOTAL OTHER FUNDS \$ 43,334

BUDGET AMENDMENTS

INCREASE EXPENDITURES GENERAL FUND #101:

Line item 101-890-941.000 (Contingency) \$ 35,000

DECREASE EXPENDITURES GENERAL FUND #101:

Line item 101-136-718.100 (District Court Retirement) \$ 5,500

Line item 101-258-716.000 (Information Technology Health Insurance) 15,500

Line item 101-258-816.000 (Information Technology Contractual Services) 14,000

\$ 35,000

FROM GENERAL FUND CONTINGENCY:

\$89,000.00 from General Fund Contingency to Probate Child Care Appropriation, line item 101-001-965.070.

FROM APPROPRIATION:

\$60,000.00 from Probate Child Care Appropriation to Probate Child Care Fund.

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

FINANCE DIRECTOR'S REPORT

Bills

Mr. Carey presented the following bills for payment:

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Prepaid Expenses	\$ 1,735.25	\$
Due from State	2,468.21	
County Commission	3,507.32	15,808.81
Circuit Court	1,904.22	19,749.36
District Court	6,529.19	89,906.73
Friend of the Court	3,553.03	56,861.41
Probate Court	4,732.99	26,430.44
Juvenile Branch	18,048.60	56,720.87
Adult Probation	116.99	
Appeals Court	1,844.75	
Administration		14,363.11
Elections	2,752.26	
Finance Department	870.63	19,213.08
County Clerk		31,829.11
Equalization Department	121.98	22,517.20
Human Resources	35.00	10,193.66
Geographic Information Systems	606.42	9,575.36
Prosecutor's Office	9,348.39	53,592.87
Central Services	17,323.14	7,956.27
Register of Deeds	202.00	19,453.85
County Treasurer		21,156.82
Cooperative Extension	393.26	12,399.01
Information Technology	1,067.71	17,029.44
Buildings & Grounds	6,268.02	21,763.65
Courts Building Security		9,101.27
Drain Commission		7,983.43
Sheriff Department	8,232.57	145,703.01
Sheriff Reserves	35.00	
Marine Patrol		47.47
Jail & Turnkey	39,733.85	183,047.29
Emergency Services	42.69	8,086.56
Livestock Claims	96.00	
Animal Control	618.39	12,944.77
Board of Public Works		956.19
Medical Examiners	75.00	
Child Care - Probate	7,178.64	926.39
Department of Veterans' Affairs	60.00	
Veterans' Services		1,586.71
Utilities & General Services	17,206.74	
Total	\$ 156,708.24	\$ 896,904.14

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
County Road Commission	\$ 464,106.06	\$
Parks & Recreation	1,306.03	11,013.13
Emergency 911 Service	7,687.73	79,039.12
Central Dispatch - Wireless	89.79	5,986.61
Meyer Broadway/Coon Hollow Park	559.76	3,220.56
Family Counseling	422.50	
Cade Lake Park	710.73	
Waste Management Fund		
County Commission	17,603.26	
Traffic Safety Program Fund	774.53	
Economic Development Fund	911.15	11,552.77
Victims' Rights Advocate Fund		4,714.61
Community Corrections Advisory Board	6,721.67	4,271.64
Community Corrections Program	923.29	
Drug Law Enforcement Fund	601.00	
Law Enforcement Fund		20,335.25
Secondary Road Patrol		14,550.54
Homeland Security Grant Fund	3,987.67	
Law Library Fund	222.00	
Principal Residence Denial Fund		957.38
Commission on Aging	47,464.50	73,729.25
Community Development Block Grant	29,145.50	
Child Care - Probate Court	29,058.21	5,152.12
Veterans' Trust Fund	1,487.20	
Forfeiture & Foreclosure Fund	2,828.88	
Tax Payment Fund	3,949.79	
Inmate Store	159.80	
Three Rivers Community Center	1,236.78	1,300.39
Long Lake Revolving Fund	648.05	
Flexible Benefits Insurance Fund	150,553.80	
Total	\$ 773,159.68	\$ 235,823.37
Grand Total	\$ 929,867.92	\$ 1,132,727.51
General Fund Operating Expenditures		
Pre-Authorized	\$143,087.62	
Accounts Payable	13,620.62	
	\$ 156,708.24	
General Fund Payroll Expenditures	\$ 896,904.14	
Other Funds Operating Expenditures		
Pre-authorized	\$767,040.06	
Accounts Payable	6,119.62	
	\$ 773,159.68	
Other Funds Payroll Expenditures	\$ 235,823.37	
Total Recorded for the Month	\$ 2,062,595.43	

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

CITIZENS COMMENTS

Nancy Percival thanked the Commissioners for their generosity in donating to the Walk for Warmth.

MISCELLANEOUS

Commissioner Bordner again thanked the MSU Extension staff.

Commissioner Pueschel encouraged everyone to attend the next Soil Conservation District where they would be serving refreshments at their meeting on December 19th at 5:00 p.m.

ADJOURNMENT

It was moved by Commissioner Bordner and supported by Commissioner Dobberteen that the St. Joseph County Board of Commissioners adjourn until December 18, 2007 at 5:00 p.m. Motion carried.

Sandra K. Bowen, Chief Deputy Clerk

Robin Baker, Chairman