

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 16, 2003, 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
Robin Baker	Monte Bordner
David J. Pueschel	John L. Dobberteen

Absent: John W. Bippus

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

AGENDA

It was moved by Commissioner Loudenslager and supported by Commissioner Shafer that the agenda be approved. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Pueschel and supported by Commissioner Bordner that the minutes for December 2, 2003 be approved. Motion carried.

COMMUNICATIONS

1. Letter from Representative Rick Shaffer, Re: Thank you for the resolution concerning the State income tax reduction for 2004.
2. Letter from State Court Administrative Office, Re: Court Equity Fund disbursement.
3. Letter from State Court Administrative Office, Re: Appointment of Hon. Michael H. Cherry as Chief Judge of the 45th Circuit Court beginning January 1, 2004.
4. Letter from Kalleward Group, Re: Award of contract for St. Joseph County Jail.
5. Resolution from Ottawa County, Re: Proposal to amend the 1963 Constitution of the State of Michigan.
6. Resolution from Isabella County, Re: Opposing the elimination of funding for MSU Extension.
7. Resolution from Kalamazoo County, Re: In support of postponing the income tax reduction for 2004.
8. Minutes of Family Independence Agency Board meeting of October 28, 2003.
9. Minutes of Community Mental Health Services Board meeting of November 25, 2003.
10. Minutes of Community Action Agency Board meeting of November 17, 2003.
11. Minutes of Southwest Michigan Substance Abuse Advisory Council meeting of November 17, 2003.

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

CITIZENS COMMENTS

Tim Carls, Klinger Lake Road, Centreville referred to a survey that was done before the Board determined what wages should be included in the Administrator/Controller's contract. He stated that St. Joseph County's unemployment rate is 8% and asked if that was taken into consideration when her wages were set. He also wondered when the survey was compiled with information from other counties did anyone ask what the unemployment rate was in those counties and what kind of financial shape that they are in. Chairman Dobberteen stated that before the contract was agreed to with the Administrator/Controller that he did consider the unemployment rate but could not answer for all of the Commissioners. He further added that he was sure that St. Joseph County was in the best financial shape of all counties surveyed.

Mr. Carls asked about December 2nd communication #12 which is a resolution from Benzie County regarding funding for the judiciary. Chairman Dobberteen stated that he had not read the resolution.

Mr. Carls stated that he did not think that it was appropriate for property owners to pay for street signs for private roads. Chairman Dobberteen stated he would have to take this issue to the Road Commission.

CAPITAL CAMPAIGN FOR KEYSTONE PLACE

Matt Chambers, Honorary Chairman of the capital campaign for the building of a new Keystone Place thanked the Commissioners for the donation of the property for the new homeless shelter.

Mr. Chambers stated that the campaign began on December 2nd and they are looking to raise \$275,000 to go with the \$75,000 in funds that they have set aside.

The new home will allow for 6 families, 2 singles and 2 youth. Over 80% of those that are in need of the shelter only need it one time and these people are in dire circumstances. He mentioned that some also have mental health issues as well.

Mr. Chambers said that they would be completing the capital campaign in April and they would like the endorsement of the County.

Kelli Tackett, Executive Director of the Keystone Place, stated that they served 91 families, which included 151 children in fiscal year 2001-2002. They turned away 57 families last year and have turned away 20 this year. The average age for a homeless person in St. Joseph County is 9 years old.

Commissioner Shafer stated that he has been involved in several fundraisers for the Keystone Place and he believes that this is an effort that the Board should endorse.

It was moved by Commissioner Bordner and supported by Commissioner Shafer that the County pledge \$20,000 to the fundraising drive as seed money with the funds to be taken from the Waste Management Fund.

Commissioner Loudenslager stated that while he wholeheartedly endorses this worthwhile cause he cannot vote for the motion.

Commissioner Pueschel stated that the house that they are currently in needs to be torn down.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Shafer, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 1 - Commissioner Loudenslager.

Absent: 1 - Commissioner Bippus.

Motion carried.

DATA PROCESSING DEPARTMENT NAME CHANGE

Dan Wing, Director of Data Processing, requested that the Board change the name of the Data Processing Department to Information Technology. He stated that the department has grown and the name was left behind. Data Processing does not reflect what they do any more. Information Technology is the standard in the industry.

It was moved by Commissioner Shafer and supported by Commissioner Loudenslager that Data Processing be changed to Information Technology. Motion carried.

REVISE SOFTWARE INSTALLATION AND USE POLICY

Dan Wing is requesting revision of the software installation and use policy, changing Data Processing to Information Technology and providing others approved by IT to install software products.

It was moved by Commissioner Shafer and supported by Commissioner Loudenslager that the Revised Software Installation and Use Policy be approved.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shafer, Loudenslager, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Bippus.

Motion carried.

REVISED COUNTY TRAVEL AND REIMBURSEMENT POLICY

Ms. West-Wing stated that the Board discussed, during the budget work sessions, increasing the meal allowances and also to change language regarding driving records.

It was moved by Commissioner Loudenslager and supported by Commissioner Bordner that effective January 1, 2004 the meal allowances be increased to \$7 for breakfast; \$10 for lunch; and \$20 for dinner and also approving the language regarding checking of employees' driving records to be consistent with the language that the Secretary of State uses. Motion carried.

MEMORANDUM OF UNDERSTANDING

Ms. West-Wing is recommending approval of a Memorandum of Understanding between the Board of Commissioners and Michigan State University for an Agriculture and Natural Resource Agent. Previously the Board of Commissioners paid 100% of the budgeted cost and this Memorandum of Understanding is for the County to pay 93% of the cost for 2004 or \$40,000 and MSU will pick up the remaining 7% plus the fringe benefits.

It was moved by Commissioner Bordner and supported by Commissioner Pueschel that the Memorandum of Understanding between the Board of Commissioners and Michigan State University for an Agriculture and Natural Resource Agent be approved.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shafer, Loudenslager, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Bippus.

Motion carried.

EMERGENCY ACTION GUIDELINES

Ms. West-Wing stated that Jim Barnes, Emergency Services Coordinator, stated that our Emergency Action Guidelines need to be re-certified.

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the County's Emergency Action Guidelines be re-certified.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shafer, Loudenslager, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Bippus.

Motion carried.

ADDENDUM TO EMPLOYMENT AGREEMENT WITH PATRICIA KANE-McGUIRE

Ms. West-Wing recommended the approval of Addendum #5 to the Employment Agreement with Patricia Kane-McGuire increasing her wages 3%.

It was moved by Commissioner Baker and supported by Commissioner Bordner that Addendum #5 to the Employment Agreement with Patricia Kane-McGuire be approved increasing her rate of compensation to \$60,863 effective January 6, 2004.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shafer, Loudenslager, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Bippus.

Motion carried.

FIRST BOARD MEETING

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the first board meeting in 2004 be scheduled for January 6th at 5:00 p.m. Motion carried.

EXECUTIVE COMMITTEE MEETING

It was moved by Commissioner Bordner and supported by Commissioner Loudenslager that the next Executive Committee Meeting be scheduled for January 2, 2004. Motion carried.

NOMINATIONS/APPOINTMENTS

Parks and Recreation

It was moved by Commissioner Bordner and supported by Commissioner Shafer that David Ludders and Gotch Cronin be appointed to the Parks and Recreation Commission for 3 year terms expiring December 31, 2006. Motion carried.

Board of Public Works

It was moved by Commissioner Loudenslager and supported by Commissioner Shafer that Gerald Loudenslager and Eric Shafer be nominated and appointed to the Board of Public Works for 3 year terms expiring January 1, 2007. Motion carried.

Commissioner Shafer reminded everyone that this appointment was not because he was a Commissioner, but because of the position at Waste Management that he has and Commissioner Loudenslager commented that Commissioner Shafer is the best member on the Board of Public Works.

Southwest Michigan Substance Abuse Advisory Council

Commissioner Bordner nominated Douglas Lockwood to the Southwest Michigan Substance Abuse Advisory Council.

COMMITTEE REPORTS

Law Enforcement

Commissioner Pueschel stated that there was no meeting held.

Judiciary

Commissioner Bordner stated that the next Judiciary Committee Meeting is scheduled for January 14, 2004 at noon. He also added that Judge Michael H. Cherry has been appointed the Chief Judge for St. Joseph County.

Physical Resources

Commissioner Shafer stated that no meeting has been held but the jail project is moving along and progressing according to schedule. Ms. West-Wing stated that on January 5th the jail renovation will begin and the next project meeting is scheduled for January 15th at 2:00 p.m.

Executive Committee

Commissioner Bordner stated that most items discussed at the Executive Committee Meeting held on December 11th had been discussed or acted upon or will be tonight and stated that he would answer any questions that anyone may have.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

MISCELLANEOUS:

Tonya Franz, Extension Program Aide, will change from 35 hours to 40 hours per week effective January 2, 2004. (Consistent with the 2004 budget.)

Patches Greenwald, Chief Deputy Register of Deeds, is on medical leave commencing December 3, 2003 under the Family and Medical Leave Act of 1993.

Barb Allabach, Typist/Accounting Clerk, will be on medical leave commencing January 6, 2004 under the Family and Medical Leave Act of 1993.

DISMISSAL:

Christina Wolf, Victim Services Clerk, has been dismissed effective December 8, 2003.

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

MISCELLANEOUS:

Authorization to the Finance Director to make any line item transfers necessary after the final payroll of 2003 to ensure a balanced budget.

FROM CONTINGENCY:

\$16,000.00 from Contingency to line item 101.233.729.000 (Postage/Box Rent).

\$8,308.00 from Contingency to the following:

Line item 101.101.708.000 (Wages-Per Diem)	\$ 4,215.00
Line item 101.101.715.000 (FICA)	\$ 325.00
Line item 101.101.716.100 (Worker's Compensation)	\$ 20.00
Line item 101.101.802.000 (Legal Attorney)	\$ 2,946.20
Line item 101.101.860.000 (Travel Expense)	\$ 725.00
Line item 101.101.982.000 (Equipment)	\$ <u>76.80</u>
	\$ 8,308.00

\$375.00 from Contingency to line item 101.275.860.000 (Travel Expense).

\$13,000.00 from Contingency to line item 101.301.706.330 (Wages-Sergeants)

\$ 5,500.00 from Contingency to line item 101.301.706.340 (Wages-Detective/Sergeant)

BUDGET ADJUSTMENTS:

DECREASE:

Line item 101.301.706.280 (Wages-Receptionist)	\$ 3,000.00
Line item 101.301.716.000 (Health Insurance)	\$ 1,500.00

INCREASE:

Line item 101.301.706.060 (Wages-Clerical)	\$ 2,000.00
Line item 101.301.707.000 (Wages-Part Time)	\$ 1,500.00
Line item 101.301.710.000 (Wages-Shift Premium)	\$ 1,000.00

INCREASE REVENUES:

Line item 406.351.676.000 (Budgeted Use of Fund Balance)	\$140,000.00
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INCREASE EXPENDITURES:

Line item 406.351.976.000 (Building Improvement)	\$140,000.00
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DECREASE:

Line item 218.136.999.000 (Operating Transfers Out)	\$ 130.00
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INCREASE:

Line item 218.136.980.000 (Office Equipment)	\$ 130.00
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Please consider the following amendments to the 2003 budget:

INCREASE - GENERAL FUND:

DECREASE – GENERAL FUND:

101.131.717.000 Life insurance	\$ 25.00	101.131.716.020 S & A insurance	\$ 25.00
101.136.717.000 Life insurance	\$ 50.00	101.136.716.000 Group health	\$ 2,050.00
101.136.721.010 Opt out waiver	\$ 2,000.00	101.136.806.000 Jury	\$ 189.00
101.136.978.000 Furniture & fix.	\$ 80.00		
101.136.980.000 Equipment	\$ 109.00		
101.141.716.000 Group health	\$ 2,825.00	101.141.706.100 Wages-assistants	\$ 1,700.00
101.141.716.010 Group dental	\$ 20.00	101.141.712.000 Wages-overtime	\$ 400.00
101.141.717.000 Life insurance	\$ 10.00	101.141.716.020 S & A insurance	\$ 100.00
		101.141.721.010 Opt out waiver	\$ 655.00
101.147.707.000 Wages-part time	\$ 36.00	101.890.941.000 Contingency	\$ 64.00
101.147.708.000 Wages-per diem	\$ 25.00		
101.147.715.000 FICA	\$ 3.00		
101.148.715.000 FICA	\$ 2,000.00	101.148.707.000 Wages-part time	\$ 1,000.00
101.148.717.000 Life insurance	\$ 20.00	101.148.716.020 S & A insurance	\$ 220.00
		101.148.802.020 Ct. appointed atty	\$ 800.00
101.149.717.000 Life insurance	\$ 25.00	101.149.716.020 S & A insurance	\$ 25.00
101.172.716.010 Group dental	\$ 50.00	101.172.715.000 FICA	\$ 55.00
101.172.717.000 Life insurance	\$ 5.00		
101.212.708.000 Wages-per diem	\$ 40.00	101.212.861.000 Convention exp.	\$ 500.00
101.212.712.000 Wages-overtime	\$ 600.00	101.212.862.000 Seminar	\$ 165.00
101.212.717.000 Life insurance	\$ 25.00		
101.215.716.000 Group health	\$ 9,500.00	101.215.721.010 Opt out waiver	\$ 2,500.00
101.215.716.010 Group dental	\$ 32.00	101.890.941.000 Contingency	\$ 7,047.00
101.215.717.000 Life insurance	\$ 15.00		
101.225.706.060 Wages-clerical	\$ 300.00	101.225.716.000 Group health	\$ 1,200.00
101.225.712.000 Wages-overtime	\$ 300.00		
101.225.721.010 Opt out waiver	\$ 600.00		

INCREASE - GENERAL FUND:

DECREASE - GENERAL FUND:

101.227.717.000 Life insurance	\$ 5.00	101.227.716.000 Wages-part time	\$ 565.00
101.227.721.010 Opt out waiver	\$ 555.00		
101.227.985.000 Computer software	\$ 5.00		
101.229.707.000 Wages-part time	\$ 3,500.00	101.229.706.220 Wages-asst. PA. #2	\$ 6,500.00
101.229.716.000 Group health	\$ 3,000.00	101.229.982.010 Maps	\$ 300.00
101.229.982.000 Library	\$ 300.00		
101.233.717.000 Life insurance	\$ 5.00	101.233.716.000 Group health	\$ 5.00
101.236.706.130 Wages-deputies	\$ 2,000.00	101.236.716.000 Group health	\$ 5,500.00
101.236.707.000 Wages-part time	\$ 1,500.00		
101.236.721.010 Opt out waiver	\$ 2,000.00		
101.253.717.000 Life insurance	\$ 10.00	101.253.712.000 Wages-overtime	\$ 10.00
101.257.707.000 Wages-part time	\$ 3,000.00	101.257.716.020 S & A insurance	\$ 7.00
101.257.717.000 Life insurance	\$ 7.00	101.257.816.050 Contract –Ag agent	\$ 3,000.00
101.258.717.000 Life insurance	\$ 5.00	101.258.716.020 S & A insurance	\$ 5.00
101.265.717.000 Life insurance	\$ 13.00	101.265.712.000 Wages-overtime	\$ 13.00
101.275.717.000 Life insurance	\$ 3.00	101.275.716.020 S & A insurance	\$ 3.00
101.301.717.000 Life insurance	\$ 5.00	101.301.674.400 Donations-defibrillators	\$ 21,000.00
101.301.977.100 Equip-defibrillators	\$ 21,000.00	101.301.716.020 S & A insurance	\$ 5.00
101.331.706.130 Wages-deputies	\$ 5,202.00	101.301.706.130 Wages-deputies	\$ 8,661.00
101.331.711.000 Wages-holiday	\$ 210.00	101.331.712.000 Wages-overtime	\$ 602.00
101.331.715.000 FICA	\$ 387.00	101.331.931.000 Equipment repair	\$ 362.00
101.331.716.000 Group health	\$ 1,950.00	101.331.932.000 Vehicle repair	\$ 352.00
101.331.716.010 Group dental	\$ 109.00		
101.331.717.000 Life insurance	\$ 32.00		
101.331.718.050 Retirement- MERS	\$ 2,076.00		
101.331.746.000 Gas & oil	\$ 11.00		
101.351.707.000 Wages-part time	\$ 2,000.00	101.351.706.380 Wages-corrections	\$ 5,000.00
101.351.712.000 Wages-overtime	\$ 3,000.00	101.351.716.000 Group health	\$ 2,126.00
101.351.716.010 Group dental	\$ 165.00		
101.351.717.000 Life insurance	\$ 41.00		
101.351.721.010 Opt out waiver	\$ 1,920.00		
101.426.717.000 Life insurance	\$ 3.00	101.426.715.000 FICA	\$ 8.00
101.426.978.000 Furniture & fix.	\$ 5.00		
101.430.707.000 Wages-part time	\$ 825.00	101.430.816.000 Contractual serv.	\$ 1,090.00
101.430.712.000 Wages-overtime	\$ 260.00		
101.430.717.000 Life insurance	\$ 5.00		
101.441.715.000 FICA	\$ 100.00	101.441.716.000 Group health	\$ 112.00
101.441.716.020 S & A insurance	\$ 9.00		
101.441.717.000 Life insurance	\$ 3.00		
101.662.715.000 FICA	\$ 200.00	101.662.708.000 Wages-per diem	\$ 500.00
101.662.718.010 Retirement	\$ 300.00		

INCREASE - GENERAL FUND:

101.682.717.000 Life insurance \$ 1.00
101.682.721.010 Opt out waiver \$ 600.00

DECREASE - GENERAL FUND:

101.682.708.000 Wages-per diem \$ 601.00

INCREASE - OTHER FUNDS:

208.751.707.000 Wages-part time \$ 4,000.00
208.751.716.000 Group health \$ 3,000.00
208.751.716.010 Group dental \$ 250.00

DECREASE - OTHER FUNDS:

208.751.706.860 Wages-park ranger \$ 7,250.00

211.911.716.000 Group health \$ 4,000.00
211.911.716.010 Group dental \$ 650.00
211.911.717.000 Life insurance \$ 30.00
211.911.977.010 Commun. Equip. \$ 2,658.00

211.911.712.000 Wages-overtime \$ 4,680.00
211.911.931.020 Computer maint. \$ 2,658.00

216.215.728.000 Printing \$ 300.00
216.215.816.000 Contractual serv. \$ 1,600.00

216.215.676.000 Budget use of fund \$ 1,900.00

244.728.850.010 Cellular telephone \$ 350.00
244.728.900.000 Advertising \$ 500.00
244.728.978.000 Furniture & fix. \$ 450.00

244.728.941.000 Contingency \$ 1,300.00

256.236.716.000 Health insurance \$ 21.00
256.236.716.020 S & A insurance \$ 36.00
256.236.717.000 Life insurance \$ 2.00

256.236.706.130 Wages-deputies \$ 59.00

266.331.706.350 Wages-contract \$ 28.00
266.331.711.000 Wages-holiday pay \$ 201.00
266.331.715.000 FICA \$ 18.00
266.331.716.100 Workers' comp \$ 12.00
266.331.718.010 Retirement \$ 34.00
266.331.718.050 MERS \$ 125.00

266.331.999.000 Oper. Transfers out \$ 418.00

290.670.700.000 Exp. control \$250,000.00

290.670.400.000 Revenue control \$250,000.00

292.662.715.000 FICA \$ 300.00
292.662.717.000 Life insurance \$ 3.00

292.662.844.000 Probate control \$ 303.00

293.663.700.000 Exp. control \$ 50,000.00

293.663.400.000 Revenue control \$ 50,000.00

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

FINANCE DIRECTOR'S REPORT

Mr. Carey presented the following report:

Per Diem

Robin Baker - 8 half days 11/19, 11/20, 11/24, 11/25 x 2, 12/5, 12/9 & 12/16/03 & 2 full days 12/10 & 12/15/03	\$ 465.00
Monte Bordner - 7 half days 11/24, 11/25, 11/28, 12/8, 12/10, 12/11 & 12/16/03 & 4 full days 12/11, 12/15 x 2 & 12/16/03	730.00
John Dobberteen - 14 half days 11/20 x 2, 11/24 x 2, 11/26, 12/1, 12/2, 12/3, 12/5, 12/9, 12/10, 12/11 x 2 & 12/16/03 & 1 full day 11/19/03	795.00
David Puschel - 12 half days 10/23, 10/27, 10/28, 10/29, 11/3, 11/14, 11/19, 11/20, 11/24, 11/25, 12/15 & 12/17/03 & 1 full day 10/30/03	645.00
Eric Shafer - 9 half days 10/23, 10/27, 10/29, 11/3 x 2, 11/4, 11/5 x 2 & 11/14/03	<u>450.00</u>
	\$3,085.00

Expenses

Robin Baker	\$ 102.76
Monte Bordner	176.20
John Dobberteen	158.76
Gerald Loudenslager	92.52
David Pueschel	92.16
Eric Shafer	<u>82.44</u>
	\$ 704.84

It was moved by Commissioner Loudenslager and supported by Commissioner Shafer that the per diem and mileage be approved. Motion carried.

Financial Statements

	Revenues	Expenditures
November	\$ 1,084,868.00	\$ 886,462.00
Year to Date	10,725,213.00	10,608,290.00

Period Fund Balance \$188,406

Percent of budget year elapsed year to date.	91.67%
Percent of total budgeted funds earned year to date	87.74%
Percent of total budgeted funds expended year to date	86.86%

It was moved by Commissioner Pueschel and supported by Commissioner Shafer that the financial statements be accepted. Motion carried.

CHAIRMAN'S REPORT

Chairman Dobberteen identified some specific items from the following list of highlights for 2003:

2003 Highlights

- Elected John Dobberteen as Chairman and Monte Bordner as Vice-Chairman.
- Welcomed three new Commissioners - Eric Shafer, Robin Baker and David Pueschel.
- Accepted the donation of 36 acres in Leonidas Township from the Margaret O. Feek Trust to be part of the County parks system.
- Approved an architectural agreement for the Jail remodeling project with Landmark Design Group.
- Entered into a contract with Pathfynder Systems for the development of a County website.
- Approved three-year labor agreements with District Court Association and the four units of AFSCME.
- Approved three-year labor agreements with POAM Corporals Division and Command Officers Association.
- Authorized the expenditure for an in-depth audit of Commission on Aging.
- Created a Human Resource department and hired Charles Cleaver as Human Resource Director.
- Received a supplemental grant for Terrorism Preparedness.
- Received a grant for Homeland Security for equipment.
- Endorsed a NACo grant for the ISD for early childhood development programs.
- Approved Landscape Architects and Planners, Inc. to develop the design and manage the construction of the improvements for Phase 1 of the Cade Lake park project.
- Received a grant from Michigan State Housing Development Authority for \$275,000 for countywide housing rehabilitation.

- Endorsed an ISD application for a \$750,000 grant program under the Early Learning Opportunities Act.
- Hired Lynn Coursey as Commission on Aging Director.
- Approved introductory fee schedule for Ortho and Map CDs.
- Endorsed County participation in the new Homestead Exemption Audit Program, under Public Act 105 of 2003.
- Held ninth annual employee service recognition.
- Approved Parks & Recreation to apply to become a participating agency of the St. Joseph County United Way.
- Approved the development of a new entrance drive to Animal Shelter with the cooperation of the Grange Fair Board and Centreville Village Council.
- Increased the retirement benefit multiplier from 1.8% to 2% with the employees paying 2% through pre-tax payroll deduction.
- Awarded Brussee/Brady the jail renovation project with a projected cost of \$2,676,497.
- Awarded Brussee/Brady the Cade Lake development project with a projected cost of \$360,434.

Chairman Dobberteen also thanked the staff commending all for what they have done.

MISCELLANEOUS

Commissioner Shafer thanked Chairman Dobberteen for his guidance this year. He said that it has been an eventful and interesting year and has been more fun than he had imagined.

Commissioner Baker stated that he has enjoyed being a Commissioner this year, has learned a lot and is looking forward to next year.

Commissioner Loudenslager thanked Chairman Dobberteen for his leadership. He stated that it was nice to have the 3 new Commissioners on board this year. He wished everyone a Merry Christmas and a Happy New Year.

Commissioner Bordner thanked Chairman Dobberteen and said that he believes that this year was the most productive of his 5 year tenure. He stated that he has been very impressed with the MAC Conferences. He said that it is invaluable to be able to interact with other Commissioners throughout the State and he has learned a lot. He added that the County has made great strides this year especially in the hiring of Charlie Cleaver, the Human Resources Director. He hit the ground running, is a workhorse and has new ideas.

Commissioner Bordner stated that the District Health Board has approved a 3 year agreement with Duke Anderson to be the health officer.

He added that the website is up and going thanks to the Information Technologies Department and to Commissioner Shafer for leading the group. He has heard a lot of positive comments and believes that we need to continue to move forward to make more County services available to the public.

Commissioner Bordner stated that there was a new system in place for evaluating the Administrator/ Controller and it was a great process with good dialogue.

Commissioner Bordner invited all to come to his house for waffles and homemade sausage on January 1st beginning at 9:00 a.m. and going well into the afternoon.

He commented that the staff here was great and he looks forward to another productive year.

ADJOURNMENT

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the St. Joseph County Board of Commissioners adjourn until January 6, 2004 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

John L. Dobberteen, Chairman