

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, 2008, at 5:00 p.m.

Chairman Robin Baker called the meeting to order.

The Invocation was given by Commissioner Pueschel.

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

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

AGENDA

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

MINUTES APPROVED

It was moved by Commissioner Dunlap and supported by Commissioner Pueschel that the minutes for December 2, 2008 be approved. Motion carried. Commissioners Bordner, Shafer and Dobberteen abstained due to absence.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Updates, December 5 and 12, 2008.
2. Letter from the City of Three Rivers, Re: Notice of public hearing on December 16 to consider an Industrial Facilities Exemption Certificate to R & H Machine Products.
3. Letter from Cathy Knapp, EDC Executive Director, Re: Resignation of board member Erv Heidbrink.
4. Copy of letter to President Bush from Tim Carls, Re: Road Commission.
5. Resolution from Antrim County, Re: Urging legislation that will provide protection to owners of low capacity wells.
6. Minutes of the Community Mental Health Services Board meeting of October 28, 2008.
7. Minutes of the Southwest Michigan Substance Abuse Advisory Council meeting of November 10, 2008.

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

CITIZENS' COMMENTS

Steve Todd, Health Officer/Administrator of the Branch, St. Joseph, Hillsdale Health Agency presented certificates of appreciation to Commissioners Bordner and Shafer. He stated that they had both served on the District Health Board and they represented St. Joseph County well regarding public health concerns.

LABOR AGREEMENT WITH E-911 TELECOMMUNICATORS

Ms. West-Wing stated that the E-911 Telecommunicators Labor Contract was settled and is ready for approval. The contract covers the period 2009-2012 and in 2010 the contract will be reopened to negotiate wages and health/dental insurance for years 2011 and 2012. Beginning on January 1, 2010 the co-pay for health/dental insurance will be 14%. She stated that there are also some miscellaneous language changes. Some language was

also revised to include the new Federal amendments to the Family and Medical Leave Act (FMLA that covers military families. Also department policies were revised concerning compensatory time and vacation scheduling. Wages will be increased 2% in 2009 and 2010.

It was moved by Commissioner Dunlap and supported by Commissioner Shafer that the E-911 Telecommunicators Labor Contract be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

REQUEST TO FILL VACANT CASEWORK SUPERVISOR/REFEREE POSITION

Ms. West-Wing stated that Francisco Ortiz, Casework Supervisor/Referee has tendered his resignation effective December 26, 2008 and Juvenile Court Director, Terry Evans, is requesting that this position be filled.

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the vacant casework supervisor/referee position be filled. Motion carried.

MEETING DATE SET

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the 1st meeting date in January be set for the 6th at 5:00 p.m. Motion carried.

RESOLUTIONS NO. 20-2008

Commissioner Dobberteen read the following resolution:

PROCLAMATION HONORING JESSIE S. SCHAEFFER

WHEREAS, Jessie S. Schaeffer was born December 28, 1908;

WHEREAS, Jessie Schaeffer has lived in the same house in the City of Sturgis since 1916; and

WHEREAS, Jessie Schaeffer was instrumental in starting the vocational building trades program in St. Joseph County; and

WHEREAS, Jessie Schaeffer has served untold hours on various boards and committees in her community and church; and

WHEREAS, Jessie Schaeffer became a licensed realtor in 1954, and she is the first woman in St. Joseph County to receive her broker's license in 1959; and

WHEREAS, Jessie Schaeffer continues to hold an active broker's license; and

WHEREAS, Jessie Schaeffer is recognized as the oldest living realtor in the State of Michigan and possibly in the United States.

NOW, THEREFORE, LET IT BE RESOLVED, that the St. Joseph County Board of Commissioners recognizes the outstanding contributions and dedication Jessie Schaeffer has made to the City of Sturgis and St. Joseph County in the last 100 years.

BE IT FURTHER RESOLVED, that the St Joseph County Board of Commissioners honors the contributions made by Mrs. Schaeffer and holds them up as an example by which everyone can measure.

BE IT FURTHER RESOLVED, that this resolution be spread upon the proceedings of the St. Joseph County Board of Commissioners this 16th day of December, 2008.

It was moved by Commissioner Dobberteen and supported by Commissioner Bordner that the resolution be adopted and second reading waived.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

Resolution adopted.

RESOLUTION NO. 21-2008

PROCLAMATION HONORING MONTE BORDNER

Commissioner Shafer read the following resolution:

WHEREAS, Monte Bordner has served his fifth district constituents as St. Joseph County Commissioner since January 1, 1999; and

WHEREAS, Monte Bordner served as Chairman of the Board of Commissioners for two years (2005-2006) and Vice-Chairman for two years (2003-2004); and

WHEREAS, Monte Bordner has served on a number of committees including, but not limited to, Executive, Physical Resources, Judiciary, Community Action, Economic Development, Central Dispatch, Community Health, Human Services, Parks and Recreation, and Substance Abuse.

NOW, THEREFORE, LET IT BE RESOLVED, that the St. Joseph County Board of Commissioners recognizes and expresses grateful appreciation for the many years of devoted service that Commissioner Bordner has given to the citizens of St. Joseph County.

BE IT FURTHER RESOLVED, that this resolution is presented to Commissioner Monte Bordner with sincere best wishes for the future.

BE IT FURTHER RESOLVED, that this resolution be spread upon the proceedings of the St. Joseph County Board of Commissioners this 16th day of December, 2008.

It was moved by Commissioner Shafer and supported by Commissioner Dunlap that the resolution be adopted and second reading waived.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

Resolution adopted.

RESOLUTION NO. 22-2008

PROCLAMATION HONORING ERIC SHAFER

Commissioner Dobberteen read the following resolution:

WHEREAS, Eric Shafer has served his first district constituents as St. Joseph County Commissioner since January 1, 2003; and

WHEREAS, Eric Shafer has served on a number of committees including, but not limited to, Physical Resources, Judiciary, Commission on Aging, Human Services, Parks and Recreation, Planning Commission, Regional Solid Waste, and Website Development.

NOW, THEREFORE, LET IT BE RESOLVED, that the St. Joseph County Board of Commissioners recognizes and expresses grateful appreciation for the many years of exemplary service that Commissioner Shafer has given to the citizens of St. Joseph County.

BE IT FURTHER RESOLVED, that this resolution is presented to Commissioner Eric Shafer with sincere best wishes for the future.

BE IT FURTHER RESOLVED, that this resolution be spread upon the proceedings of the St. Joseph County Board of Commissioners this 16th day of December, 2008.

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

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

Resolution adopted.

COMMITTEE REPORTS

Law Enforcement

Commissioner Dobberteen stated that the Law Enforcement Committee had not met.

Judiciary

Commissioner Loudenslager stated that there was no Judiciary Committee report.

Physical Resources

Commissioner Shafer stated that the Physical Resources Committee had not met but progress is being made on the HVAC in the Courts Building.

Executive Committee

Commissioner Dobberteen stated that everyone has a copy of the minutes of the Executive Committee meeting held on December 11, 2008 and he would answer any questions that anyone may have.

Website

Commissioner Shafer stated that the Website Committee met today and the new website will be launched on December 29th. He stated that the IT Department has worked very hard to develop this site.

He asked the press to announce this launch in the media.

Parks and Recreation

Commissioner Shafer stated he received information from John Pence, Parks and Recreation Director, that of the 54 acquisition grant applications submitted to the Michigan Natural Resources Trust Fund (MNRTF) we ranked 14th for the acquisition of property adjacent to Cade Lake. There is \$52 million available. Out of 10 "Small Acquisition Grants Initiative" applications requesting \$801,000 our application was ranked #1.

The MNRTF will be recommending to the Governor that we receive a grant in the amount of \$79,500, then she needs to forward the recommendation to the Legislature for approval. This would pay for 70% of the cost of the property acquisition with the remaining 30% to be paid by the County.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

NEW HIRE:

Kristen M. Carpenter has been hired as Part-time Telecommunicator at \$8.75/hr. effective January 7, 2009.

MISCELLANEOUS:

Approve Friend of the Court Secretary classification change from pay grade 2 to pay grade 4 with 1385 points under the Soltysiak system.

Laura Beyer, FOC Secretary, will change to \$11.63/hr. (Soltysiak system, grade 4, minimum) effective January 2, 2009.

Lori Milliman, Juvenile Day Treatment Supervisor, will be on medical leave commencing December 18, 2008 under the Family and Medical Leave Act of 1993.

RESIGNATION:

Francisco Ortiz, Casework Supervisor/Referee, has resigned effective December 26, 2008.

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET AMENDMENTS:

DECREASE GENERAL FUND BALANCE:

Line item 101-390-999.000 (Operating Transfers Out) \$ 56,000.00

INCREASE FACILITIES MAINTENANCE FUND:

Line item 406-253-699.000 (Operating Transfers In) \$ 56,000.00

DECREASE INFORMATION TECHNOLOGY'S BUDGET:

Line item 101-258-999.000 (Operating Transfers Out) \$ 20,000.00

INCREASE INFORMATION TECHNOLOGY IMPROVEMENT FUND:

Line item 636-258-699.000 (Operating Transfers In) \$ 20,000.00

DECREASE SHERIFFS DEPARTMENT BUDGET:

Line item 101-301-630.000 (Prisoner Room and Board) \$ 7,385.72

INCREASE INMATE TRUST ACCOUNT:

Line item 720-000-270.000 (Inmate Trust Account) \$ 7,385.72

DECREASE SPAY/NEUTER FUND #701:

Line item 701-430-265.000 (T & A Spay/Neuter Fund) \$ 1,100.00

INCREASE ANIMAL CONTROLS BUDGET:

Line item 101-430-707.000 (Wages-Part time) \$ 1,000.00

Line item 101-430-715.000 (FICA) 77.00

Line item 101-430-716.100 (Worker's Compensation) 23.00

\$ 1,100.00

MISCELLANEOUS:

Authorization to the Finance Director to make any line item transfers necessary after the final payroll of 2008 to ensure a balanced budget.

INCREASE EXPENDITURES - GENERAL FUND

Probate Court

148-707.000 Wages-Part Time \$ 500

County Clerk

215-732.000 Microfilm/Microfiche Exp. \$ 20,350

Prosecutor's Office

229-716.000 Health Insurance \$ 1,530

229-716.010 Dental Insurance 70

229-982.000 Library 500

\$ 2,100

Courts Building Security

INCREASE EXPENDITURE

266-707.020 Wages-Part Time Security \$ 6,500

266-715.000 FICA 500

\$ 7,000

DECREASE EXPENDITURES - GENERAL FUND

Probate Court

148-806.000 Jury Fees & Mileage \$ 500

County Clerk

890-941.000 Contingency \$ 20,350

Prosecutor's Office

229-706.250 Wages-Secretary \$ 1,600

229-862.000 Seminar 500

\$ 2,100

Courts Building Security

INCREASE REVENUE

890-941.000 Contingency \$ 7,000

INCREASE EXPENDITURES-GENERAL FUND DECREASE EXPENDITURES-GENERAL FUND

Sheriff's Department

301-712.000 Wages-Overtime \$ 5,850

301-716.000 Health Insurance 14,500

301-716.010 Dental Insurance 50

301-725.010 Salary-Accumulated Sick 4,257

301-977.000 Equipment General 1,064

301-977.060 Equipment-Hwy. Safety 4,475

301-981.000 Vehicles 3,035

\$ 33,231

Sheriff's Department

301-706.130 Wages-Deputies \$ 13,000

301-706.310 Wages-Undersheriff 4,600

301-706.330 Wages-Sergeants 2,000

301-721.010 Opt Out Waiver 4,400

301-743.000 Other Supplies 5,731

301-816.000 Contractual Services 3,500

\$ 33,231

INCREASE EXPENDITURES–GENERAL FUND DECREASE EXPENDITURES–GENERAL FUND

Marine Safety Patrol

331-706.130 Wages–Deputies \$ 6,275
 331-715.000 FICA 450
 \$ 6,725

Marine Safety Patrol

331-712.000 Wages–Overtime \$ 600
 331-727.000 Office Supplies 200
 331-745.000 Uniforms 100
 331-860.000 Travel 200
 331-862.000 Seminar 480
 331-931.000 Equipment Repair 200
 331-932.000 Vehicle Repair 775
 331-977.000 Equipment General 400
 890-941.000 Contingency 3,770
 \$ 6,725

Jail & Turnkey

351-712.000 Wages–Overtime \$ 8,900
 351-977.000 Equipment General 15
 351-985.000 Computer Software 100
 \$ 9,015

Jail & Turnkey

351-705.010 Wages–Dept. Head \$ 9,000
 351-976.000 Bldg, Additions & Improve. 15
 \$ 9,015

Fund Balance

390-999.000 Operating Transfers Out \$ 1,126

Fund Balance

890-941.000 Contingency \$ 1,126

Veterans' Affairs

681-833.000 Burial Fee \$ 1,000

Veterans' Affairs

890-941.000 Contingency \$ 1,000

Veterans' Services

682-712.000 Wages–Overtime \$ 300

Veterans' Services

682-861.000 Convention \$ 300

TOTAL GENERAL FUND \$ 81,347

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OTHER FUNDS

Central Dispatch - 211
INCREASE EXPENDITURE

911-721.010 Opt Out Waiver \$ 4,000

OTHER FUNDS

Central Dispatch - 211
DECREASE EXPENDITURE

911-716.000 Health Insurance \$ 4,000

Friend of the Court Fund–215
INCREASE EXPENDITURE

141-999.000 Operating Transfers Out \$ 8,800

Friend of the Court Fund–215
INCREASE REVENUE

141-676.000 Budgeted Use of Fund Bal. \$ 8,800

Community Development Block Grant–274
INCREASE EXPENDITURE

826.701.000 Payroll–Control \$ 4,000
 826.936.000 Bldg. Contractors Services 20,000
 \$ 24,000

Community Development Block Grant–274
INCREASE REVENUE

826.502.000 Comm. Dev. Block Grant \$ 20,000
 826.502.030 CDBG: Project Mgmt. 4,000
 \$ 24,000

Veterans' Trust Fund - 294
INCREASE EXPENDITURE

683-817.000	Veterans' Emergent Needs	\$ 17,300
683-860.000	Travel Expense	<u>700</u>
		\$ 18,000

Inmate Store Fund-546
INCREASE EXPENDITURE

301-816.000	Contractual Services	\$ 5,100
301-977.000	Equipment-General	1,500
301-978.000	Furniture/Fixtures	70
301-984.000	Computer Hardware	85
301-985.000	Computer Software	<u>230</u>
		\$ 6,985

TOTAL OTHER FUNDS \$ 61,785

Veterans' Trust Fund-294
INCREASE REVENUE

683-570.050	State Veterans' Trust Grant	\$ 18,000
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Inmate Store Fund - 546

DECREASE EXPENDITURE

301-759.000	Prisoner Supplies	\$ 2,000
301-976.000	Building Additions & Imp.	650

INCREASE REVENUE

301-643.020	Commissary Commissions	<u>4,335</u>
		\$ 6,985

TOTAL OTHER FUNDS \$ 61,785

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

FINANCE DIRECTOR'S REPORT

Mr. Carey presented the following reports:

Per Diem

Robin Baker-4 half days 11/25, 11/26, 12/11 x 2 & 1 full day 12/04/08	\$ 295.00
Monte Bordner- 3 half days 11/25, 12/15, 12/16 & 4 full days 11/24, 12/09, 12/12 & 12/15/08	530.00
John Dobberteen-4 half days 11/19, 12/10, & 12/12/08 x 2	200.00
Michael Dunlap-6 half days 11/21, 12/03, 12/04, 12/09 x 2 & 12/12/08 & 1 full day 12/05/08	395.00
Gerald Loudenslager-6 half days 11/19, 11/25, 12/08, 12/10 & 12/11/08	300.00
David Pueschel-6 half days 11/19, 11/25, 12/03, 12/11 x 2 & 12/12/08	300.00
Eric Shafer-5 half days 11/21, 12/01, 12/03 & 12/16/08 x 2	<u>250.00</u>
	\$ 2,270.00

Expenses

Robin Baker	\$ 87.75
Monte Bordner	201.83
John Dobberteen	44.46
Michael Dunlap	196.56
Gerald Loudenslager	41.54
David Pueschel	53.24
Eric Shafer	<u>42.71</u>
	\$ 668.09

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

Financial Statements

	Revenues	Expenditures
November	\$ 1,228,690	\$ 1,069,968
Year to Date	13,017,410	12,612,892
Period Fund Balance	\$158,722.00	
Use of Fund Balance (Transfers Out)	678,000.00	
Year to Date	(275,482.00)	
Percent of budget year elapsed year to date.	91.67%	
Percent of total budgeted funds earned year to date	86.36%	
Percent of total budgeted funds expended year to date	88.19%	

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

INDEPENDENT CONTRACTOR'S AGREEMENT

Mr. Carey recommended approval of an Independent Contractor's Agreement with Adams Excavating, Inc., for snow plowing through March 31, 2009 which was the lowest bid submitted.

It was moved by Commissioner Bordner and supported by Commissioner Dunlap that the Independent Contractor's Agreement with Adams Excavating, Inc., for snow plowing be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shafer, Loudenslager, Dunlap, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Motion carried.

CHAIRMAN'S REPORT

Chairman Baker wished everyone a Merry Christmas and a prosperous New Year.

He read the following highlights for 2008:

- Re-elected Robin Baker as Chairman and John Dobberteen as Vice-Chairman.
- Approved an interlocal agreement with the City of Sturgis to fund curbside recycling.
- Approved a classification and compensation system for the Commission on Aging.
- Amended the Articles of Incorporation for the Transportation Authority to change the make-up of the board members.
- Approved new radio system for Central Dispatch.
- Approved hiring of Kingscott to study our current HVAC system in the Courts Building.
- Granted the Soil Conservation District a \$4,500 appropriation to assist with a river clean-up program.
- Approved \$42,000 allocation to support the Healthy Families Program.
- Approved Resolutions to create Special Assessment Districts for Beaver Lake, Corey Lake, and Kaiser Lake.
- Revised Board Rules for Board of Commissioners.
- Approved Agreement with Community Action Agency to continue administering the County's home assistance program with MSHDA funds.
- Approved proposal by CommTech Design to review our existing telephone systems.
- Approved fee study by Maximus for G.I.S. and Equalization.
- Approved a grant application to the Michigan Natural Resources Trust Fund for acquisition of 100 acres south of Cade Lake Park.

- Approved renewal of Grant Writer Position for another year.
- Approval to the Commission on Aging to contract with Canteen for meal preparation.
- Approved donating an out-of-service patrol car to the American Legion for them to provide transportation to veterans.
- Purchased the property at 105 W. Burr Oak Street (Centreville) for the construction of an additional parking lot.
- Approved the relocation of Emergency Services Program to Central Dispatch.
- Held fourteenth annual employee service recognition.
- Approved Letters of Understanding with P.O.A.M. for Road Unit and Command Unit to implement 12-hour shifts.

MISCELLANEOUS

Commissioner Pueschel reminded everyone of the Conservation District's open house tomorrow night from 5:00 p.m. to 7:00 p.m.

Commissioner Loudenslager stated that he and Commissioner Dunlap attended a very nice Christmas luncheon here last week.

He wished everyone a Merry Christmas and a prosperous and Happy New Year.

Commissioner Shafer stated that he cannot believe that he has been a Commissioner for 6 years and he will miss it. It is been a lot of fun and he appreciated working with the other Commissioners. The reason that he did not run for re-election was because he has taken a promotion at his job and is away from the area more than he used to be. He stated that his seat will be filled very well with Rick Shaffer.

Commissioner Dunlap stated that it has been a pleasure working with Commissioners Shafer and Bordner, they helped him a lot when he was first appointed. He wished them well and wished everyone a Merry Christmas and a Happy New Year.

Commissioner Bordner highlighted what he felt have been significant events that happened during his 10 year tenure:

- the Rural Health Clinic was built.
- the Technology Study was completed and he thanked Commissioner Shafer for all of his efforts leading the Website Committee.
- the Commission turned the dreary Courts System from a negative to a positive and it has been re-organized. It is now a good system and very efficient.
- hired the County's first Human Resources Director.
- transferred the employees' retirement system to MERS taking the burden of managing the system off the employees here.
- the Transportation Authority was established and recently a millage was passed to support it and they are progressing.
- a Land Use Agent was hired thanks to a Kellogg Grant. The agent helped write the Land Use Ordinance.
- he served on the Parks and Recreation Commission and many good things happened; upgrades to Meyer-Broadway Park; purchasing the Cade Lake Property which he believes is a gem; and also upgrades to Rawson King Mill Park. Also, grants have been applied for through the Michigan Natural Resources Trust Fund.
- a Grant Writer Position was established which provides a great opportunity for the entire County with shared costs by both Cities.
- believes that technology needs to move forward and would encourage that to especially happen in the County Clerk's Office.
- believes that the County can do better in the Veterans' Services area.
- sometimes there were contentious budget debates but 10 years ago the General Fund Balance was \$2,700,000 and on January 1, 2008 the General Fund Balance was over \$4,000,000. 10 years ago the Delinquent Tax Fund has \$8,400,000 and now it sits at \$16,300,000. The Budget Stabilization Fund and the Revenue Sharing Fund each have a balance of \$1.8 million. \$900,000 of the \$1,000,000 in the Fairview account was used to improve the parks.

He believes that the Commissioners have spent wisely and they need to continue to be frugal and conservative. He considers his tenure on the Commission as an opportunity to serve and the Board needs to continue to make sound decisions. Things will be tighter, but the Commission has done a good job and is in good financial shape. He thanked everyone.

Commissioner Bordner also stated that the invitation is open to all to attend his annual open house on New Year's Day beginning at 9:00 a.m.

Commissioner Dobberteen thanked Commissioners Shafer and Bordner for their service and that they will be missed.

ADJOURNMENT

It was moved by Commissioner Dobberteen and supported by Commissioner Dunlap that the St. Joseph County Board of Commissioners adjourn until January 6, 2009 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

Robin Baker, Chairman