

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 January 17, 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	Gerald E. Loudenslager
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

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 Loudenslager and supported by Commissioner Ware that the minutes for January 3, 2012 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Update, January 13, 2012.
2. Letter from William Milliman, Re: Resignation from Veterans' Affairs Board.
3. Minutes of the Transportation Authority Board meeting of October 11 and November 22, 2011 (the resignation of Board Member Gary Hansen was accepted at the meeting.)
4. Minutes of the Southwest Michigan Substance Abuse Advisory Council meeting of December 19, 2011.
5. Minutes of the Department of Human Services Board meeting of September 27, October 18 and November 22, 2011.

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

AGREEMENT FOR SERVICES WITH EDC (AMENDMENT)

Ms. West-Wing stated that payment terms in the agreement between SW Michigan First/Partners and the County differed with the agreement between the EDC and the Board of Commissioners. All has been corrected and now the final agreement for services with the EDC is ready for approval.

It was moved by Commissioner Dobberteen and supported by Commissioner Ware that the Agreement for Services with EDC be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

ROAD COMMISSION UPDATE

John Bippus, Chairman of the Road Commission, gave an update on the Road Commission for 2011. He stated that he wanted the Board of Commissioners to know that everything that is done at the Road Commission every day is the right thing.

He has appreciated the several meetings that Ms. West-Wing has had with Louis Csokasy their Manager and also that Elishia Arver has been assisting the Road Commission on insurance issues on which they have made huge progress and she has also assisted with negotiating with the union.

Mr. Bippus thanked the Board for adding two new Road Commissioners and also for the \$40,000 for the Bridge Fund.

The Road Commission has instituted a "request for service" procedure that the Clerk tracks through the system. The request is assigned to someone and then a response is required by that person.

They have had a couple of joint Road Commission meetings with the Cass County Road Commission as they share Mr. Csokasy as Manager. They are looking at ways to save money and be more efficient.

The Road Commission is looking at making some building improvements. In addition, they will be hiring an engineer that will work with Cass County too. The Superintendent's position has been eliminated.

Commissioner Balog thanked Mr. Bippus for his service and his leadership of the Road Commission.

REQUEST TO FILL VACANT PART-TIME VICTIM SERVICES CLERK POSITION

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the vacant part-time Victim Services Clerk position be filled. Motion carried.

REQUEST TO FILL VACANT LAND RESOURCE SERVICES CLERK POSITION

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the vacant Land Resource Services Clerk position be approved. Motion carried.

REQUEST TO FILL VACANT ANIMAL CONTROL POSITIONS

It was moved by Commissioner Dobberteen and supported by Commissioner Balog that the vacant Animal Control positions be approved. Motion carried

BOARD OF PUBLIC WORKS - NOTICE OF WHITE PIGEON SANITARY SYSTEM BOND SALE

Ms. West-Wing stated that the White Pigeon Township and Village would like to upgrade their Sanitary System and are requesting that bonds be issued for the project through the Board of Public Works which pledges the County's full faith and credit. They are requesting that the Board post the public meeting notice for this issue that will be on February 7, 2012 at 5:00 p.m. during the Board of Commissioners regular meeting.

It was moved by Commissioner Loudenslager and supported by Commissioner Eaton that the public notice be posted for consideration of the sale of bonds for the White Pigeon Sanitary System for February 7, 2012 at 5:00 p.m.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

Ms. West-Wing added that a letter had been received from the White Pigeon Township Supervisor, Don Gloy and the White Pigeon Village President, Dan Czajkowski asking the Board of Commissioners if they would rather finance the project through County funds instead of issuing bonds. She stated that Mr. Gloy and their Attorney Lance Thornton were in the audience if anyone had any questions.

It was moved by Commissioner Dobberteen and supported by Commissioner Eaton that the County not consider this latter option at this time.

Commissioner Eaton stated that he thought that this was noble of the White Pigeon folks to request this of the County, but it would only serve approximately 6,000 people in the sanitary system area and the County's portfolio is for the benefit of the entire County.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

RE-ESTABLISH REGISTER OF DEEDS SALARY

Ms. West-Wing stated that there are 2 options of re-establishing the Register of Deeds salary since her appointment in December of 2010 as she was not placed at the same salary as the Register of Deeds that resigned.

Chairman Shaffer stated that the Executive Committee was presented with 2 options at their meeting on Friday and now all the Commissioners have the information.

Commissioner Dobberteen stated that since the Register of Deeds, Jennifer Wall, has proven herself and has never complained he moved that option 2 be approved which would establish her salary at the 2012 rate of \$54,242 plus she would receive \$7,276.30 in back pay, the motion was supported by Commissioner Eaton and it passed.

Chairman Shaffer thanked Mrs. Wall for her service.

COMMITTEE REPORTS

Law Enforcement

Commissioner Loudenslager stated that the Committee had not met.

Judiciary

Commissioner Loudenslager stated that the next Judiciary Committee meeting will be held on February 8, 2012.

Physical Resources

Commissioner Ware stated that the Committee had not met.

Executive Committee

Commissioner Dobberteen stated that the Executive Committee met on January 13, 2012, 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:

Nancy Franovich, part-time Victim Services Clerk, has resigned effective January 5, 2012.

Cathy Knapp, EDC Executive Director, has resigned effective February 3, 2012.

MISCELLANEOUS:

Tammy Miller, Court Liaison Secretary, is on medical leave commencing January 12, 2012 under the Family and Medical Leave Act of 1993.

Ladena Wyckoff to change from Deputy County Clerk/Election Specialist to Deputy Circuit Court Clerk at \$17.19/hr. (Soltysiak system, grade 5, maximum) effective January 17, 2012.

Phyllis Lung to change from Deputy Circuit Court Clerk to Deputy County Clerk/Election Specialist at \$18.70/hr. (Soltysiak system, grade 6, maximum) effective January 17, 2012.

Approve the classification and title change of Animal Control Secretary (grade 1) to Animal Control Support Assistant (grade 3) with 1305 points under the Soltysiak system effective January 18, 2012.

RETIREMENT:

Donna Schrock, Land Resource Services Clerk, will retire effective February 29, 2012.

Norah Willard, COA Receptionist, will retire effective January 31, 2012.

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 AMENDMENT:

INCREASE:

Line item 516-253-676.000 (Budgeted Use of Fund Balance)	\$ 225,000.00
Line item 516-253-999.000 (Operating Transfer Out)	\$ 225,000.00

INCREASE:

Line item 101-728-699.000 (EDC Operating Transfer In)	\$ 225,000.00
Line item 101-728-965.150 (EDC Appropriation)	\$ 225,000.00

INCREASE:

Line item 244-728-699.000 (EDC Operating Transfer In)	\$ 225,000.00
Line item 244-728-816.000 (EDC Contractual Services)	\$ 225,000.00

TRANSFER:

TRANSFER FUNDS FROM:

Line item 516-253-999.000 (Operating Transfer Out)	\$ 225,000.00
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TRANSFER FUNDS TO:

Line item 101-728-699.000 (Operating Transfer In)	\$ 225,000.00
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It was moved by Commissioner Loudenslager and supported by Commissioner Ware that the budget adjustments be approved. Motion carried.

FINANCE DIRECTOR'S REPORT

Per Diem

Robin Baker - 6 half days 12/21/11 & 1/3 x 2, 1/4, 1/12 & 1/13/12	\$ 300.00
Allen Balog - 5 half days 1/10 x 3, 1/12 & 1/13/12	250.00
John Dobberteen - 1 half day 1/13/12 & 1 full day 1/9/12	145.00
Gerald Loudenslager - 6 half days 1/9 x 2, 1/10, 1/11, 1/12 & 1/13/12	300.00
Jerry Ware - 1 half day 1/4/12	<u>50.00</u>
	\$1,045.00

Expense

Robin Baker	\$111.56
Allen Balog	64.38
John Dobberteen	72.15
Gerald Loudenslager	72.15
Jerry Ware	<u>16.65</u>
	\$336.89

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

SET WORK SESSION

Ms. West-Wing stated that the suggested facilitator for the work session is out of the area and cannot commit to a date. After discussion it was the consensus that we ask the facilitator if he is available on February 22nd or February 28th both at 1:00 p.m.

COMMITTEE ASSIGNMENTS

Chairman Shaffer presented the following committee assignments for approval:

CHAPLAIN - Shaffer
PARLIAMENTARIAN - Dobberteen
RESOLUTIONS - Loudenslager

STANDING COMMITTEES:

Executive Committee - Shaffer (Chair), Dobberteen, Loudenslager
Law Enforcement - Loudenslager (Chair), Baker, Ware
Judiciary – Eaton (Chair), Balog, Baker
Physical Resources - Ware (Chair), Balog, Loudenslager

SPECIAL COMMITTEES:

Local Emergency Planning Committee - Loudenslager
Federal Emergency Management Act/Homeland Security - Baker, Dobberteen
S.M.A.R.T. Committee - Baker (All Commissioners Welcome)
Regional Solid Waste - Dobberteen, Balog
Colon Lake Board - Loudenslager
Fish Lake Board - Loudenslager
U.S. 131 Area Development Association - Balog
U.S. 131 Corridor Master Plan - Baker, Shaffer
Farmland and Open Space Preservation - Eaton
Website Development Committee - Dobberteen
Homeland Security Planning Committee - Dobberteen
Local Planning Team - Homeland Security Grant Program - Dobberteen
County Agricultural Preservation Board - Eaton
City of Sturgis Tax Increment Financing Authority Board - Dobberteen
County Finance (created 1/18/11) - Dobberteen, Balog, Eaton

COMMISSION LIAISONS:

Soil Conservation - Eaton
Road Commission - Baker
Resource Conservation and Development - Eaton
Department of Human Services - Loudenslager
MSU Extension - Ware

ADDITIONAL SPECIAL COMMITTEES:

(Not Appointed by Board of Commissioners)
Twin Co. Corrections Probation Center - Loudenslager
Child Death Review - Baker
M.A.C. - Human Services Committee - Loudenslager,
Dobberteen
M.A.C. - Judiciary Committee - Baker
Michigan Prisoner Reentry Initiative - Loudenslager
MI Municipal Risk Mgmt Authority - Loudenslager

BOARDS AND COMMISSION APPOINTMENTS:

Community Health Agency - Baker, Balog, Loudenslager
Parks and Recreation - Shaffer, Ware
Area Agency on Aging Advisory Council - Loudenslager
Board of Public Works - Loudenslager
Planning Commission - Shaffer
Mental Health - Baker, Dobberteen, Eaton
County Solid Waste - Dobberteen
Community Corrections - Loudenslager
Economic Development Corp. - Dobberteen
E-911 Central Dispatch - Baker
Commission on Aging - Balog
Human Services Commission - Loudenslager
Investment Advisory Committee -Eaton
Groundwater Stewardship - Eaton
Comprehensive Traffic Safety Commission - Baker
Community Action - Shaffer
Substance Abuse Advisory Council - Dobberteen
Transportation Authority Board - Balog
Workforce Development Board - Baker
Animal Control Advisory Board (created 6/21/11) - Shaffer

Commissioner Loudenslager

Area Agency on Aging
Physical Resources
Executive
Colon Lake Board
Fish Lake Board
Department of Human Services
Local Emergency Planning Committee
Community Health Agency
Community Corrections
Human Services Commission
Law Enforcement (Chair)
Board of Public Works

Commissioner Balog

Judiciary
Physical Resources
Community Health Agency
U.S. 131 Area Development Association
Commission on Aging
Transportation Authority
Regional Solid Waste
County Finance

Commissioner Dobberteen

Executive
Economic Development Corporation
FEMA/Homeland Security
Homeland Security Planning Committee
Website Development Committee
County Solid Waste Committee
Regional Solid Waste
Sturgis Tax Increment Financing Authority
Mental Health
County Finance
Substance Abuse Advisory Council

Commissioner Ware

Law Enforcement
Physical Resources (Chair)
Parks & Recreation
MSU Extension

Commissioner Shaffer

U.S. 131 Corridor Master Plan
Parks & Recreation
Planning Commission
Community Action
Executive Committee
Animal Control Advisory Board (created 6/21/11)

Commissioner Baker

E-911 Central Dispatch
Law Enforcement
FEMA/Homeland Security
S.M.A.R.T. Committee
U.S. 131 Corridor Master Plan
Mental Health
County Road Commission
Community Health Agency
Comprehensive Traffic Safety Committee
Workforce Development Board
Judiciary Committee

Commissioner Eaton
Judiciary Committee (Chair)
Farmland and Open Space Preservation
County Agricultural Preservation Board
Soil Conservation
Mental Health
Investment Advisory Committee
Groundwater Stewardship
R.C. & D.
County Finance

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

Community Health Agency

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that Robin Baker, Allen Balog and Gerald Loudenslager be nominated and appointed to the Community Health Agency for a 1 year term to expire December 31, 2012. Motion carried.

Parks and Recreation Commission

It was moved by Commissioner Loudenslager and supported by Commissioner Balog that Rick Shaffer and Jerry Ware be nominated and appointed to the Parks and Recreation Commission for a 3 year term to expire January 1, 2015. Motion carried.

Southwest Michigan Substance Abuse Advisory Council

It was moved by Commissioner Loudenslager and supported by Commissioner Ware that John Dobberteen be nominated and appointed to the Substance Abuse Advisory Council for a 3 year term to expire January 1, 2015. Motion carried.

ADJOURNMENT

It was moved by Commissioner Loudenslager and supported by Commissioner Ware that the St. Joseph County Board of Commissioners adjourn until February 7, 2012 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

Rick Shaffer, Chairman