

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 February 4, 2014, at 5:00 p.m.

Chairman Dobberteen called the meeting to order.

The Invocation was given by Commissioner Shaffer.

The Pledge to the American Flag was given.

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

Allen J. Balog  
Rick Shaffer

Donald Eaton  
John L. Dobberteen

Absent: Robin Baker

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

#### AGENDA

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

#### MINUTES APPROVED

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the minutes for January 21, 2014 be approved. Motion carried.

#### COMMUNICATIONS

1. Letter from the City of Three Rivers, Re: Notice of public hearing on February 4, 2014 to consider an Industrial Facilities Exemption Certificate to W.E. Slitt Sheet & Company.
2. Copy of letter to U.S. Senator Levin from Tim Carls, Re: St. Joseph County budget concerns.
3. Letter from the Michigan Public Service Commission, Re: Notice of public hearing on February 18, 2014 for Indiana Michigan Power Company's request for approval of proposed revised depreciation accrual rates.
4. Resolution from Kalkaska County, Re: Opposing Senate Bill 552.
5. Minutes of the Animal Control Advisory Board meeting of November 20, 2013.

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

#### CITIZENS' COMMENTS

Sheriff Brad Balk, thanked everyone for the job that they did regarding the snow emergency last week. He specifically thanked the County Commissioners and the Road Commission. He mentioned that some of the employees at the Road Commission bunked out at the garage so they would be available if there were any emergencies. They did have to go out a few times as some emergency vehicles were stranded.

He said that he rode in one of the plow trucks and he certainly has a greater appreciation for what they do. He also thanked the citizens that heeded the snow emergency and stayed off the roads so that the Road Commission could do their job.

Chairman Dobberteen thanked Sheriff Balk for leading the effort during the snow emergency.

LEASE AGREEMENT WITH 911/CENTRAL DISPATCH RENEWAL

Mr. Yoder recommended for approval a renewal of the Lease Agreement with 911/Central Dispatch for 5 years at a cost of \$788.00 per year which is based on the land value established by the Equalization Department. 911 built the building and the County leases back the land to them.

It was moved by Commissioner Shaffer and supported by Commissioner Balog that the renewal of the Lease Agreement with 911/Central Dispatch be approved for 5 years.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 1 - Commissioner Baker.

Motion carried.

2013 AUDIT ENGAGEMENT LETTER WITH REHMANN ROBSON

Mrs. Smith stated that this is a standard engagement letter with our auditors Rehmann Robson to do the audit for 2013. She stated that they will begin in April.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the 2013 Audit Engagement Letter with Rehmann Robson be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 1 - Commissioner Baker.

Motion carried.

ControlNET

Mr. Yoder requested approval for ControlNET to install new electronic controls for HVAC in the Sheriff's Department Administration wing. He stated that this not only is the lowest of the three bids received but the Buildings and Grounds Director is comfortable in working with this company.

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the agreement with ControlNET for \$9,700.00 be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 1 - Commissioner Baker.

Motion carried.

ADMINISTRATOR'S REPORT

Mr. Yoder stated that the County recently received the last quarterly check from Waste Management for 2013 making the total \$201,800 which is a \$12,800 increase over 2012.

PERSONNEL REPORT

Mrs. Arver presented the following report:

RESIGNATION:

Dena Bontrager, COA Home Care Aide, has resigned effective January 17, 2014.

NEW HIRE:

Lynne M. Binder has been hired as Deputy Treasurer at \$13.73/hr. (Soltysiak system, grade 5, minimum) effective February 4, 2014.

Traci L. Balyeat has been hired as Deputy Drain Commissioner at \$14.09/hr. (Rye system, grade 4, minimum) effective February 18, 2014.

Terri L. Crabtree has been hired as Deputy Probate Register at \$14.78/hr. (Soltysiak system, grade 5, step 2) effective February 18, 2014.

It was moved by Commissioner Balog and supported by Commissioner Eaton that the Personnel Report be approved. Motion carried.

FINANCE DIRECTOR'S REPORT

Budget Amendments

Mrs. Smith presented the following report:

BUDGET AMENDMENTS:

GENERAL FUND:

Increase Professional Services (101-101-802.130)	\$ 4,030.00
Increase Budgeted Use of Fund Balance (101-390-676.000)	\$ 4,030.00

INFORMATION TECHNOLOGY IMPROVEMENT FUND:

Increase Computer Hardware (636-258-984.000)	\$11,222.00
Increase Budgeted Use of Fund Balance (636-258-676.000)	\$11,222.00

DRUG LAW ENFORCEMENT FUND:

Increase Computer Hardware (265-229-984.000)	\$ 4,645.00
Increase Budgeted Use of Fund Balance (265-229-676.000)	\$ 4,645.00

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

Bills

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Due from State & Miscellaneous	\$ 15,639.68	\$
Appropriations	114,514.76	
County Commission	11,340.52	8,381.84
Circuit Court	351.50	22,129.51
District Court	2,361.23	83,783.34
Friend of the Court	13,336.56	60,869.79
Probate Court	758.72	29,527.51
Juvenile Branch	4,180.24	41,526.02
Appeals Court	1,771.75	
Public Defender	39,166.66	
Finance Department	1,448.77	16,451.51

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
County Clerk	\$ 1,165.17	\$ 41,576.95
Administration	190.00	21,808.54
Elections	1,049.00	
Equalization Department	6,410.70	12,781.45
Human Resources	4,180.81	14,770.85
Geographic Information Systems		12,631.88
Prosecutor's Office	5,952.48	52,421.53
Register of Deeds	275.00	12,882.66
County Treasurer	317.11	24,767.11
Cooperative Extension	90.48	9,339.40
Information Technology	7,461.02	19,377.72
Buildings & Grounds	3,436.09	18,466.51
Courts Building Security		7,925.24
Drain Commission	860.16	10,721.83
Sheriff Department	19,563.55	220,316.28
Jail & Turnkey	8,553.47	190,608.78
Emergency Services		2,774.84
Animal Control	885.23	12,241.26
Medical Examiners	2,474.53	
Child Care - Juvenile	3,371.72	
Veterans' Services		2,919.44
Grant Writer		6,582.01
Utilities & General Services	<u>18,572.47</u>	
 Total General Fund	 \$ 289,679.38	 \$ 957,583.80
 <u>OTHER FUNDS</u>	 <u>EXPENDITURES</u>	 <u>PAYROLL</u>
Parks & Recreation	\$ 1,167.30	\$ 7,735.87
Emergency 911 Service	18,480.69	93,535.89
Central Dispatch - Wireless	8,259.33	6,623.08
Meyer Broadway/Coon Hollow Park	194.64	4,172.81
Family Counseling	140.00	
Animal Shelter Donation Fund	500.00	5,012.50
Victims' Rights Advocate Fund		4,572.01
Community Corrections Advisory Board	575.00	75.81
Community Corrections Program	1,514.92	
Drug Law Enforcement Fund		25,783.17
Law Enforcement Fund		18,484.37
Secondary Road Patrol		4,826.16
Homeland Security Grant Fund		105,351.71
Commission on Aging	30,125.15	17,912.22
Child Care: Probate Court & DHS	14,337.77	
Veterans' Trust Fund	267.70	
Forfeiture & Foreclosure Fund	11,251.86	
Tax Payment Fund	216,886.99	
Inmate Store Fund	11.34	1,647.62
Three Rivers Community Center	3,122.08	
Long Lake Revolving - Fabius	29.16	
Flexible Benefits Insurance Fund	200,264.45	
Trust and Agency Fund	2,441,073.35	

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>	
Revolving Drain Fund	\$ 1,200.00	\$	
Lake Templene Proposed Assessment District	400.00		
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Total Other Funds	\$ 2,949,801.73	\$ 295,733.22	
Grand Total	\$ 3,239,481.11	\$ 1,253,317.02	
<u>Expenditure Type</u>	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>
Operating	\$289,679.38	\$2,949,801.73	\$3,239,481.11
Payroll	957,583.80	295,733.22	1,253,317.02
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	\$1,247,263.18	\$3,245,534.95	\$4,492,798.13

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

#### COMMITTEE REPORTS

##### Law Enforcement

Commissioner Eaton stated that the committee is planning to meet on Monday.

##### Judiciary

Commissioner Eaton stated that the committee had not met.

##### Physical Resources

Commissioner Balog stated that the committee had not met.

##### Executive Committee

Chairman Dobberteen stated that the Executive Committee has not met.

##### Investment Advisory Committee

Commissioner Eaton stated that he continues to be concerned that the County has 50% to 52% of its savings that are uninsured. He said that for every \$1 million, only \$250,000 is insured leaving \$750,000 of each million uninsured. He said that more should be invested in Treasury's, CD's and Government Agencies so we have less risk.

#### COMMUNITY ACTION AGENCY

Commissioner Shaffer stated that he has been elected Chairman of the CAA and reminded everyone of the Walk for Warmth that will take place on February 22, 2014 at the Community Center in Three Rivers.

#### CHAIRMAN'S REPORT

Chairman Dobberteen presented the committee assignments for 2014 stating that they were the same as 2013:

CHAPLAIN - Shaffer  
 PARLIAMENTARIAN - Dobberteen  
 RESOLUTIONS - Shaffer

#### STANDING COMMITTEES:

Executive Committee (Committee of the Whole) - All Commissioners  
 Law Enforcement - Baker (Chair), Eaton  
 Judiciary - Eaton (Chair), Balog, Baker  
 Physical Resources - Balog (Chair), Dobberteen

SPECIAL COMMITTEES:

Local Emergency Planning Committee - Baker  
Federal Emergency Management Act/Homeland Security - Dobberteen, Baker  
S.M.A.R.T. Committee - Baker (All Commissioners Welcome)  
Regional Solid Waste - Dobberteen, Balog  
Colon Lake Board - Eaton  
Templene Lake Board - Shaffer (created March 2013)  
U.S. 131 Area Development Association - Balog  
U.S. 131 Corridor Master Plan - Baker, Shaffer  
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, Eaton  
Access to Community Healthcare (created 2/21/12) - Baker, Shaffer

COMMISSION LIAISONS:

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

ADDITIONAL SPECIAL COMMITTEES:

(Not Appointed by Board of Commissioners)  
M.A.C. - Human Services Committee - Dobberteen  
Child Death Review - Baker  
M.A.C. - Judiciary Committee - Baker

BOARDS AND COMMISSION APPOINTMENTS:

Community Health Agency - Baker, Balog  
Parks and Recreation - Shaffer, Baker  
Area Agency on Aging Advisory Council - Balog  
Board of Public Works - Eaton  
Planning Commission - Shaffer  
Mental Health - Baker, Eaton  
Substance Use Disorder (SUD) Policy Board - Balog, Dobberteen (created 12/03/13)  
County Solid Waste - Dobberteen  
Community Corrections - Baker  
Economic Development Corp. - Dobberteen  
E-911 Central Dispatch - Baker  
Commission on Aging - Balog  
Human Services Commission - Dobberteen  
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  
Southcentral Michigan Planning Council (created 8/6/12) - Shaffer

Commissioner Baker

Law Enforcement (Chair)  
Judiciary  
Local Emergency Planning Committee  
FEMA/Homeland Security  
S.M.A.R.T. Committee  
U.S. 131 Corridor Master Plan  
Access to Community Healthcare  
Soil Conservation  
Community Health Agency  
Mental Health  
Community Corrections  
E-911 Central Dispatch  
Comprehensive Traffic Safety Commission  
Workforce Development Board  
Parks and Recreation

Commissioner Balog

Judiciary  
Physical Resources (Chair)  
Regional Solid Waste  
U.S. 131 Area Development Association  
Road Commission  
Community Health Agency  
Area Agency on Aging Advisory Council  
Commission on Aging  
Transportation Authority Board  
Substance Use Disorder (SUD) Policy Board

Commissioner Dobberteen  
Physical Resources  
FEMA/Homeland Security  
Regional Solid Waste  
Farmland & Open Space Preservation  
Website Development Committee  
Homeland Security Planning Committee  
Local Planning Team-Homeland Security Grant  
City of Sturgis Tax Authority Board  
County Finance  
Department of Human Services  
MSU Extension  
County Solid Waste Committee  
Economic Development Corp.  
Human Services Commission  
Substance Abuse Advisory Council  
Substance Use Disorder (SUD) Policy Board

Commissioner Eaton  
Law Enforcement  
Judiciary (Chair)  
Colon Lake Board  
County Agricultural Preservation Board  
County Finance  
Resource Conservation and Development  
Board of Public Works  
Mental Health  
Investment Advisory Committee  
Groundwater Stewardship

Commissioner Shaffer  
U.S. 131 Corridor Master Plan  
Access to Community Healthcare  
Parks and Recreation Commission  
Planning Commission  
Community Action  
Animal Control Advisory Board  
Southcentral Michigan Planning Council  
Templene Lake Board

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

#### Community Health Agency

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that Robin Baker and Allen Balog be appointed to the Community Health Agency for a 1 year term expiring December 31, 2014. Motion carried.

#### CITIZENS' COMMENTS

Sheriff Balk stated that he would be remiss if he didn't compliment the 911 Director and staff during the snow emergency. They worked very hard and fielded enumerable phone calls. They did an outstanding job and have a great crew.

He also gave kudos to the Sheriff's Department employees including the Road Patrol and the folks within the Jail. Some prisoners had to be moved because of temperature issues in the Jail.

Vince Misfud asked about cable company licensing. He is trying to get service and received a quote from a company that will provide the service at a very high fee and another company will not provide the service. He did not think that these companies could do this. He was referred to the Sherman Township Supervisor to ask his questions.

#### COMMISSIONERS' COMMENTS

Commissioner Eaton echoed the Sheriff's comments regarding the cooperation from everyone during the recent snow event.

Commissioner Shaffer appreciated the report that the Sheriff gave in his comments today.

#### ADJOURNMENT

At 5:19 p.m. it was moved by Commissioner Shaffer and supported by Commissioner Balog that the St. Joseph County Board of Commissioners adjourn until February 18, 2014 at 5:00 p.m. Motion carried.

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Pattie S. Bender, St. Joseph County Clerk

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John Dobberteen, Chairman