

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 19, 2008, at 500 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 Charles Cleaver, Human Resource Director.

AGENDA

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

MINUTES APPROVED

Commissioner Bordner stated that on page 11 under Miscellaneous in the third paragraph that the young man that successfully completed the JDT program was not only a volunteer with the White Pigeon Fire Department he is also gainfully employed with an excavating company.

It was moved by Commissioner Dunlap and supported by Commissioner Shafer that the minutes for February 5, 2008 be approved as amended. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Update, February 15, 2008.
2. Copy of letter from Tim Carls, Re: County Road Commission.
3. Minutes of the Community Mental Health Services Board meeting of January 29, 2008.
4. Minutes of the Commission on Aging Board meeting of January 16, 2008.
5. Minutes of the Southwest Michigan Substance Abuse Advisory Council meeting of February 4, 2008.

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

E-911 CENTRAL DISPATCH ANNUAL REPORT

Andrew Goldberger, Director of E-911 Central Dispatch, gave an overview of the 2007 Annual Report.

Mr. Goldberger introduced the Deputy Director, Gary LeTourneau, who he described as his right and left hand. He stated that Mr. LeTourneau spends a lot of time on his own to make sure that all of their systems are up and running which includes the AS/400 that handles the computerized aided dispatch system and the record management system that several agencies use. As of Sunday the new AS/400 is up and running and providing much faster response to the software installed. Mr. Goldberger thanked, County IT Director, Dan Wing, for working with them to make sure that the AS/400 was purchased.

Mr. Goldberger also mentioned that Mr. LeTourneau spent many hours on his own working with study groups and by himself studying for a professional designation in the 9-1-1 field called E N P which stands for Emergency Number Professional. He went to Allegan County and took this 3 hour test and passed it the first time. He is one of only 25 people in Michigan that has this designation.

In reviewing the statistics, Mr. Goldberger noted that the number and types of calls that they handle at the Center is a snap shot of the entire County. It includes each city, village and township.

The Center went through several special issues last year and thanked the Administrator for her counsel working through a most unfortunate situation. The Board can be proud of the staff as they work hard to provide professional assistance and care to the calling public.

Following is a review of the Director's and Department's review for 2007:

- Completed revision and dissemination of policy and procedure manual.
- Attended most County Board meetings.
- Attended most Fire Chief's meeting.
- Attended several Fire Association Meetings.
- Attended Ambulance Authority Informational Meetings.
- Hosted all Police Chiefs' Meeting.
- Attended most of the County Criminal Justice Meetings.
- Attended a few of the Judicial Committee Meetings.
- Voting member of the St. Joseph County Medical Control Authority – Attended most meetings.
- President of the County Retirement Board – dissolved after moving to MERS – attended several employee informational meetings with County Administrator and MERS Representative.
- Chaired the County Management Council.
- Attended several meetings in Lansing as a member of the Emergency Telephone Services Committee – subcommittee on legislation for stable funding – bills finally passed in December.
- Participated in and attended the Emergency Telephone Services Committee – subcommittee on Dispatcher Training and funding. (Attended some and conference calls on some)
- Presented PowerPoint information to the Three Rivers Rotary Club.
- Presented PowerPoint information to the St. Joseph County Bar Association.
- Presented PowerPoint information to the Retired Teachers' Association of St. Joseph County.
- Working with the GIS Department, contract with the City of Three Rivers and Waste Management on aerial photos for our mapping system.
- Re-elected Treasurer of the Michigan Chapter of the National Emergency Number Association.
- Associate Chair – Michigan 9-1-1 Conference.
- Hosted Ottawa County as they looked at our building and policies as they get ready to do a stand alone dispatch center.
- Hosted Hillsdale County for a review of what we do here as a new director is taking the helm of that agency. The New Director and Deputy Director were in attendance.
- Attended most LEPC meetings.
- Working with our staff, the Undersheriff and the District Court Administrator to complete the E-Citation project – data transfer to New World, Printing to Agencies and the Courts. (Note: Deputy Director Gary LeTourneau provided a great deal of support of the project).
- Met with United Way on 2-1-1 issues.
- Spoke to the COA groups at Three Rivers and Sturgis.
- Met with Constantine Village Manager/Police Chief Mark Honeysett on issues and concerns.
- At the request of the Major Crime Task Force, along with Deputy Director LeTourneau provided technical support, telephones, computers, fax and copy systems and other support for the homicide in Constantine.
- Attending the Three Rivers Health Authority Board meetings and committee meetings as approved by this Board.
- Hosted Lenawee County – provided documents and information as they move to a stand alone Dispatch Center.
- Moving all Records Management agencies to WORD. (Note: Deputy Director LeTourneau is providing full technical support for this project that has taken over 4 years to complete).
- Hired four new staff.

Commissioner Dunlap stated that the report was very comprehensive and the Center provides a valuable service to the public. The information in the report is useful to each jurisdiction and could chart policy.

Commissioner Shafer stated that there is a lot of information for local units of government and complimented Mr. Goldberger on a good report.

Commissioner Loudenslager stated that it was an excellent report and asked about VOIP. Mr. Goldberger responded that this is being looked at.

Commissioner Pueschel asked if a cell phone caller could be located and Mr. Goldberger responded that yes they could.

Commissioner Shafer stated that St. Joseph County is lauded as one of the top 9-1-1 Agencies in the State.

It was moved by Commissioner Loudenslager and supported by Commissioner Dunlap that the 2007 E-911 Central Dispatch Annual Report be accepted. Motion carried.

SHERIFF'S DEPARTMENT ANNUAL REPORT FOR 2007

Sheriff Matt Lori gave an overview of the 2007 Annual Report.

He stated that the total investigated complaints were up 393 over 2006, but this number is in the ballpark for the last 4 years. The Citations/Complaints/Quick Calls Handled were down 196 compared to 2006 because of mileage restrictions.

The busiest days in 2007 were Mondays followed by Fridays. Busiest hours were between 5 p.m. and 6 p.m. and the busiest months were June, July and August.

Assaults were down but domestic assaults were up.

Property crimes were in the ballpark of the last few years but malicious destruction of property crimes were down.

Accidents investigated were up substantially, but fatal accidents were down as were accident fatalities. Controlled substance arrests were down and 15 meth labs were busted. Asset forfeitures were down.

The daily booking average was 10.05763. The judges and the prosecutor receive the jail population log daily so that they can all work together to work as hard as they can to not become overcrowded.

They served 174,879 meals in 2007. There were 8,953 work crew hours logged compared with 8,521 in 2006.

The Victim Services Unit does an excellent job.

They traveled 26,000 miles less in 2007 than in 2006 because of fuel costs.

Detective Lonnie Palmer and Corrections Officer Mason Stratton were the officers of the year for 2007.

He thanked Mr. Goldberger and Mr. LeTourneau for their assistance in adding the vehicle locators to all patrol cars.

Commissioner Dunlap asked how we compare with state-wide numbers and Mr. Lori responded that he has not yet received the state-wide numbers.

Commissioner Bordner asked what the cost of meals is per day.

Ms. West-Wing stated that it averages \$1.17 per meal, but we are charged on a floating schedule depending upon the number of meals served. The more served, the less cost per meal.

Mr. Lori stated that a lot of money may not be saved by hiring a service to provide the meals, but the County's liability is reduced substantially.

He also stated in response to a question that our meth lab busts were reduced but not now. We have a good reputation for busting them.

Chairman Baker commented on the low number of complaints (33) that the Marine Division handled and Mr. Lori responded by saying that there are less boaters because of fuel costs.

It was moved by Commissioner Dunlap and supported by Commissioner Loudenslager that the Sheriff Department's Annual Report for 2007 be accepted. Motion carried.

COURTS BUILDING HVAC ENGINEER RECOMMENDATION

Ms. West-Wing stated that the Physical Resources Committee is recommending that the County hire Kingscott, Engineers from Kalamazoo for \$4,000 with no additional expenses to study our current HVAC system in the Courts Building and to report on options and costs to the County. If we pursue the options that they suggest we will probably hire them to oversee the project.

It was moved by Commissioner Shafer and supported by Commissioner Dunlap that the County enter into an agreement with the engineering firm of Kingscott of Kalamazoo to do a study and provide recommendations on the HVAC system in the Courts Building.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

Commissioner Shafer apologized for being unable to attend the last Physical Resources Committee Meeting.

COUNTY POLICY REVISION – FAMILY AND MEDICAL LEAVE ACT

Ms. West-Wing stated that last month President Bush signed into law the first revision to the Family and Medical Leave Act which extends protection to families that have someone called to the military. Because of this revision our policy needs to be amended to reflect this change. There are also a couple of other language clean-ups. In addition, Section 11 was added concerning outside employment in relation to the FMLA.

It was moved by Commissioner Dobberteen and supported by Commissioner Dunlap that the County Policy be revised regarding the Family and Medical Leave Act.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

COUNTY POLICY REVISION – OUTSIDE EMPLOYMENT

Ms. West-Wing stated that the language regarding Outside Employment in the County Policy was revised stating that in the case of outside employment by a department manager, they must advise, in writing, in advance, the Administrator instead of the appropriate committee of the Board of Commissioners.

It was moved by Commissioner Loudenslager and supported by Commissioner Bordner that the policy revision regarding outside employment be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

COUNTY POLICY REVISION – SICK LEAVE

Ms. West-Wing stated that the County Policy revision regarding Sick Leave clarifies the employee's fitness for duty requirement.

It was moved by Commissioner Dunlap and supported by Commissioner Loudenslager that the County Policy Revision in regards to Sick Leave be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

CONSERVATION DISTRICT RIVER CLEAN-UP FUNDING REQUEST

Ms. West-Wing stated that the Conservation District has applied for funding through the Great Lakes Commission through a grant with the Department of Environmental Quality to conduct clean-up operations on 25 miles along four area streams. The Potawatomi RC&D Council has committed \$1,000 in cash and in-kind contributions and Waste Management has committed \$450 in disposal costs as local match funding. This is a 5 year plan to clean and clear 100 miles of the 150 miles of navigable streams in St. Joseph County. They are requesting \$4,500 from the Board of Commissioners to cover the cost of equipment, mileage and staffing to complete the obstruction clearing on the stream segments (20 miles) within St. Joseph County.

It was moved by Commissioner Dobberteen and supported by Commissioner Pueschel that the Board approve \$4,500 for the Conservation District River Clean-Up Project.

Commissioner Dunlap stated that he believes that this is a worthwhile project and Commissioner Bordner agreed. Commissioner Dunlap further stated that he believes that this will be a request each year of the 5 year plan.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

RESOLUTION APPOINTING DOUG FISHER AS MAGISTRATE
TO PERFORM A MARRIAGE CEREMONY
RESOLUTION NO. 5-2008

WHEREAS, the Honorable Jeffrey C. Middleton has appointed Douglas Fisher as a magistrate in the 3-B Judicial District for the limited purpose of performing a marriage ceremony on July 19, 2008; and

WHEREAS, Douglas Fisher is an attorney practicing law in St. Joseph County and is a registered elector of the 3-B Judicial District.

NOW THEREFORE IT IS RESOLVED, that the St. Joseph County Board of Commissioners approves the District Court's appointment of Douglas Fisher as Magistrate whose authority shall be express limited to that provided by Sec 600.8316, Michigan Compiled Laws, for the performance of the one wedding ceremony defined by his order of appointment, and whose services shall be without compensation by the County of St. Joseph.

It was moved by Commissioner Dobberteen and supported by Commissioner Shafer that the resolution be adopted and 2nd reading waived.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Resolution adopted.

NOMINATIONS/APPOINTMENTS

Veterans' Affairs Board

It was moved by Commissioner Dobberteen and supported by Commissioner Shafer that William Milliman be nominated and appointed to the Veterans' Affairs Board for a 4 year term expiring March 1, 2012. Motion carried.

County Agricultural Preservation Board

It was moved by Commissioner Bordner and supported by Commissioner Dunlap that Carroll Parmeter and John Wagner be nominated and appointed to the County Agricultural Preservation Board for 3 year terms expiring March 6, 2011 and David Pueschel be nominated and appointed for a 1 year term expiring March 6, 2009. Motion carried.

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 everyone has a copy of the minutes of the last Physical Resources Committee meeting and he would answer any questions that anyone may have.

Executive Committee

Commissioner Dobberteen stated that everyone has a copy of the minutes of the Executive Committee held on February 15, 2008 and he would answer any questions that anyone may have.

Commissioner Shafer stated that the County Transportation Authority meets on February 26th and they are anxious to fill their 3 open seats.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

MISCELLANEOUS:

At the January 22nd meeting the Board approved the Commission on Aging classification and compensation schedule. Correct the current rate of pay for the following employee as approved on January 22nd.

<u>Name</u>	<u>Pay Rate</u>	<u>Pay Rate</u>
	<u>9/31/07</u>	<u>10/01/07</u>
Logan, Norma	\$ 9.35	\$ 9.63

Dru Carney, Road Patrol Officer, was on medical leave commencing January 30, 2008 under the Family and Medical Leave Act of 1993.

Tamyra Mouser, Neglect Abuse Specialist, is on medical leave commencing February 19, 2008 under the Family and Medical Leave Act of 1993.

Keli Bazant, Telecommunicator, will be on intermittent medical leave commencing February 18, 2008 under the Family and Medical Leave Act of 1993.

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

FROM APPROPRIATION:

\$14,000.00 from Soil Conservation Appropriation to Soil Conservation Fund.

\$8,000.00 from Soil Conservation – Soil Erosion Appropriation to Soil Conservation – Soil Erosion Fund.

BUDGET AMENDMENT:

DECREASE FINANCE DEPARTMENT’S BUDGET:

Line item 101-212-860.000 (Travel) \$ 111.00

INCREASE FINANCE DEPARTMENT’S BUDGET:

Line item 101-212-978.000 (Furniture & Fixtures) \$ 111.00

It was moved by Commissioner Dobberteen and supported by Commissioner Bordner 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 1/29, 1/31, 2/1, 2/6, 2/7, 2/10, 2/15 & 2/19/08 & 5 full days 1/23, 1/24, 1/28, 2/11 & 2/12/08	\$ 875.00
Monte Bordner – 6 half days 1/24 x 2, 1/29, 1/31, 2/1, 2/4/08 & 6 full days 1/23, 1/28, 1/31, 2/4, 2/11 & 2/12/08	870.00
John Dobberteen – 8 half days 1/23, 1/24, 1/29, 2/1 x 2, 2/12, 2/13 & 2/15/08	400.00
Michael Dunlap – 5 half days 1/24, 2/1, 2/6, 2/12 & 2/14/08 & 1 full day 1/25/08	345.00
Gerald Loudenslager – 1 half day 1/31/08 & 2 full days 2/5 & 2/11/08	240.00
David Pueschel – 7 half days 1/24 x 2, 1/25, 1/31, 2/1 x 2 & 2/15/08	350.00
Eric Shafer – 5 half days 1/31, 2/5, 2/6, 2/12 & 2/19/08	<u>250.00</u>
	\$3,330.00

Expenses

Robin Baker	\$ 367.67
Monte Bordner	394.91
John Dobberteen	81.81
Michael Dunlap	159.58
Gerald Loudenslager	113.12
David Pueschel	<u>111.61</u>
	\$1,228.70

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

Financial Statements

	Revenues	Expenditures
December	\$ 1,910,179	\$ 1,235,406
Year to Date	15,098,542	13,572,377
Period Fund Balance	\$674,772.00	
Year to Date	\$1,047,709.00	
Percent of budget year elapsed year to date.		100.00%
Percent of total budgeted funds earned year to date		104.06%
Percent of total budgeted funds expended year to date		96.73%

It was moved by Commissioner Bordner and supported by Commissioner Dunlap that the financial statement for December 2007 be accepted. Motion carried.

	Revenues	Expenditures
January	\$ 1,135,236	\$ 1,303,528
Year to Date	1,135,236	1,303,528
Period Fund Balance	(\$168,292)	
Total Unreserved Fund Balance -	\$4,254,179	
Percent of budget year elapsed year to date.		8.33%
Percent of total budgeted funds earned year to date		7.82%
Percent of total budgeted funds expended year to date		8.98%

It was moved by Commissioner Bordner and supported by Commissioner Dunlap that the financial statement for January 2008 be accepted. Motion carried.

MISCELLANEOUS

Commissioner Bordner stated that he was enlightened at the MAC Conference with the windpower presentation.

Commissioner Loudenslager stated that it was good to hear and see the presentation at the MAC Conference by the State Court Administrators Office. They referred to the excellent communication that St. Joseph County has between the Courts, Commissioners and all others that meet quarterly at the Judiciary Committee Meetings.

Commissioner Shafer stated that the County's Financial Statement for 2007 showed all Departments under budget in expenditures and he thanked the Administrator and all Department Managers.

CLOSED SESSION

It was moved by Commissioner Dunlap and supported by Commissioner Bordner that the Board go into closed session to discuss property acquisition.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Motion carried.

OPEN SESSION

The Board resumed business in open session.

It was moved by Commissioner Bordner and supported by Commissioner Shafer that the staff proceed as discussed in closed session. Motion carried.

CONSERVATION DISTRICT – ROCKY RIVER WATERSHED

It was moved by Commissioner Dobberteen and supported by Commissioner Shafer that the Board send a letter to the Conservation District in support of the collaborative work of the Conservation District and the St. Joseph County Road Commission to stabilize the Rocky River – Null Road Stream Crossing. Motion carried. This will effectively control the severe erosion and sedimentation problem while maintaining the recreational value to the community.

ADJOURNMENT

It was moved by Commissioner Shafer and supported by Commissioner Dobberteen that the St. Joseph County Board of Commissioners adjourn until March 4, 2008 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

Robin Baker, Chairman