

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 May 7, 2013 at 5:00 p.m.

Chairman John Dobberteen, called the meeting to order.

The Invocation was given by Commissioner Shaffer.

The Pledge to the American Flag was given.

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

Allen Balog	Donald Eaton
Rick Shaffer	Robin Baker
John Dobberteen	

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

#### AGENDA

Mr. Yoder asked that an Addendum to the Equalization Director Agreement with Cass County be added to the agenda and also an Addendum to the MERS Agreement that Mrs. Arver will explain.

It was moved by Commissioner Baker and supported by Commissioner Balog that the agenda be approved as amended. Motion carried.

#### MINUTES APPROVED

It was moved by Commissioner Eaton and supported by Commissioner Baker that the minutes for April 16, 2013 be approved. Motion carried.

#### COMMUNICATIONS

1. Letter from the City of Sturgis, Re: Notice of public hearing on April 24 to consider an Industrial Facilities Exemption Certificate to Parma Tube, Inc.
2. Letter from Michigan Works!, Re: Celebration of Successes.
3. Resolution from Ottawa County, Re: Urging Governor Snyder and Michigan legislature to make necessary investments to repair roads and bridges.
4. Resolution from Ottawa County, Re: Opposing efforts to eliminate, limit or impair the use of tax-exempt bonds by state and local governments.
5. Minutes of the Community Action Board meeting of March 25, 2013.
6. Minutes of the Animal Control Advisory Board meeting of March 20, 2013.
7. Minutes of the Community Mental Health and Substance Abuse Services Board meeting of March 26, 2013 with notation in minutes that David Pueschel resigned from the Board.
8. Newsletter from Southwest Michigan Land Conservancy - Spring/Summer 2013.

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

#### CITIZENS' COMMENTS

Lorilee Knepper, 21884 M-60, Mendon said that the times are changing regarding animal care and the usability of the Animal Shelter has come and gone. She asked the Board to purchase the Finnerman Property for the animals so that there could be trails to walk the dogs; there is room for a conference room; a library of animal resources; retail of donated crafts and animal related goods; obedience training; and grooming as well as enough space to rent for storage. The volunteers would promote a capital campaign for the purchase.

Laura Barley, 1501 Portage, Three Rivers stated that she is a part of the newly formed River Country Humane Society. She stated that currently the dogs are traumatized by being next to the Sheriff's Department

firing range. She is encouraging the Board to purchase the Finnerman Property which is a perfect location as it is located on 12 acres of land and the list price is \$519,000.00. This property could serve its purpose until a new Animal Shelter can be constructed. They are committed to raise funds to assist in the purchase of the property.

2012 AUDIT - CHANGE ORDER NO. 1

Mrs. Smith stated that some of the reports in the Audit need to be reformatted according to new Federal GASB requirements and recommended the change order in the amount of \$1,860.00 to \$2,400.00.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the 2012 Audit - Change Order No. 1 be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

SHERIFF'S DEPARTMENT - PROJECT T.I.E. PHASE 2 GRANT APPLICATION

Mr. Yoder stated that this is a grant renewal for the Phase 2 of the on-going enforcement involving commercial vehicles and farm vehicles.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the Project T.I.E. Phase 2 Grant Application be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

REQUEST TO FILL VACANT PART-TIME COURT SECURITY POSITION

It was moved by Commissioner Baker and supported by Commissioner Eaton that an additional part-time Court Security Position be filled so that all of them can maintain an hourly work week of less than 30 hours. Motion carried.

CADE LAKE PARK CAMPGROUND ATTENDANT AGREEMENT

It was moved by Commissioner Shaffer and supported by Commissioner Baker that the Cade Lake Park Campground Attendant Agreement with Ronda Carr be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

2013 REMONUMENTATION FEE SCHEDULE

Mr. Yoder recommended the following 2013 Remonumentation Fee Schedule for approval:

<u>Standard:</u>	<u>2012</u>	<u>2013</u>	<u>% Change</u>
Research	\$250.00	\$250.00	0%
Monumentation	\$960.00	\$970.00	1%
<u>Exceptions:</u>			
Road/Open Field Traverse	\$0.14/FT	\$0.14/FT	0%
Woodlot/Wetland Traverse	\$0.22/FT	\$0.22/FT	0%
Set Monument Box (in gravel or asphalt rdwy.)	\$125.00	\$135.00	8%
Set Mon. Box in Conc. Rdwy.	\$725.00	\$725.00	0%
Rental Equipment for Excavation Std. Mon. on Private Survey	Cost \$520.00	Cost \$520.00	0%
Corner Maintenance	\$400.00	\$400.00	0%
Global Positioning (GPS)	\$300.00	\$300.00	0%
Control Station Recovery	\$500.00	\$500.00	0%
Per Diem for Meetings	\$140.00	\$150.00	7%
Administration - County Grant Adm.	\$1,650.00	\$1,700.00	3%
Administration - Co. Rep. Surveyor	\$5,600.00	\$3,650.00	-35%

NOTES:

1. The Admin. County Rep./Surveyor rate is less in 2013 because of required additional work required by the State in 2012.
2. The proposed increases, ignoring the decrease in the Admin. County Rep./Surveyor, represents less than a 1% increase for the overall 2013 Program.

It was moved by Commissioner Baker and supported by Commissioner Balog that the 2013 Remonumentation Fee schedule be approved. Motion carried.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

REMONUMENTATION CONTRACT WITH MOSTROM AND ASSOCIATES, INC.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the Remonumentation Contract with Mostrom and Associates, Inc., be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

REMONUMENTATION CONTRACT WITH DAVID GARIPEY

It was moved by Commissioner Baker and supported by Commissioner Eaton that the Remonumentation Contract with David Garipey be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

REMONUMENTATION CONTRACT WITH CARR AND ASSOCIATES LAND SURVEYING

It was moved by Commissioner Baker and supported by Commissioner Eaton that the Remonumentation Contract with Carr and Associates Land Surveying be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

REMONUMENTATION CONTRACT WITH KESLER LAND SURVEYING, LLC

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the Remonumentation Contract with Kesler Land Surveying, LLC be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

ALERT CENTRAL DISPATCH SOFTWARE PROJECT  
TRANZTEC BLOCK SUPPORT SERVICES AGREEMENT

Jon Uribe, Central Dispatch Director, is requesting approval of the Tranztec Block Services Agreement which provides contract services that are required to maintain, manage and repair network systems.

It was moved by Commissioner Baker and supported by Commissioner Balog that the Tranztec Block Support Services Agreement be approved.

Commissioner Eaton asked what the working life of the services would be.

Gary LeTourneau, Deputy Director, stated that these services support the hardware.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

AGREEMENT WITH ED VANDERVRIES TO PROVIDE EQUALIZATION SERVICES

Mrs. Arver recommended approval of an Agreement with Ed VanderVries to provide Equalization Services for May, June and July as needed for \$10,000 per month. She stated that an offer has been made to someone for the full time position shared between Cass and St. Joseph Counties providing he passes his Level IV certification which he takes on Friday. If he passes he is scheduled to begin on May 20, 2013 and then the services of Mr. VanderVries will not be needed.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the Agreement with Ed VanderVries to provide Equalization Services, if needed, for May, June and July at \$10,000 per month be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

#### ADDENDUM TO AGREEMENT WITH CASS COUNTY TO SHARE AN EQUALIZATION DIRECTOR

Mrs. Arver recommended approval of an Addendum to the Agreement with Cass County to share an Equalization Director. The Addendum states that the Equalization Director will be a Cass County employee and St. Joseph County will contract with Cass County for 2 days per week at an annual cost of \$50,071.20 plus any reimbursable mileage expenses.

It was moved by Commissioner Eaton and supported by Commissioner Baker that the Addendum to the Agreement with Cass County to share an Equalization Director be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

Commissioner Shaffer commented that this whole process was an ongoing discussion over many months and the Commissioners do not take this decision lightly. They discussed this during work sessions and Executive Committee Meetings and as well as with the staff.

Commissioner Eaton added that the matter was discussed with staff in 2012.

#### CLASSIFICATION AND COMPENSATION STUDY

Mrs. Arver recommended approval of hiring Municipal Consulting Services, LLC to do a classification and compensation study for all contract and non-contract employees excluding the Sheriff's Department. They charge \$400 per classification for approximately 80 different classifications. There will be questionnaires and surveys and orientation for all employees.

She stated that she tried to get 2 other companies to bid but to no avail.

The process is scheduled to begin in June and will take 90-120 days.

It was moved by Commissioner Eaton and supported by Commissioner Balog that Municipal Consulting Services, LLC be hired to do a Classification and Compensation Study for all contract and non-contract employees except the Sheriff's Department.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

ADDENDUM TO MERS HYBRID PLAN

Mrs. Arver recommended approval of the 3rd and final Addendum to the MERS Hybrid Plan which allows for the employees to contribute 0% to 10% to their plan, this is changed from 0% allowed to be contributed that was previously approved.

It was moved by Commissioner Eaton and supported by Commissioner Baker that the Addendum to the MERS Hybrid Plan be approved.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Baker stated that they had not met.

Judiciary

Commissioner Eaton stated that the next meeting is scheduled for May 8th at noon.

Physical Resources

Commissioner Balog stated that they had not met.

Committee of the Whole

Chairman Dobberteen stated that everyone had a copy of the minutes from the Committee of the Whole held May 2, 2013 and he would answer any questions that anyone may have.

PERSONNEL REPORT

Mr. Yoder presented the following report:

NEW HIRE:

Amy E. Peebles has been hired as In-home Services Clerical/Receptionist at \$10.78/hr. (COA system, grade 6, minimum) effective April 9, 2013.

RESIGNATION:

Adam Stark, part-time Road Patrol, has resigned effective April 12, 2013.

Roger Stanfill, part-time Corrections Officer, has resigned effective April 29, 2013.

DISMISSAL:

Marquita Studabaker, COA In-home Services Aide, was dismissed effective April 18, 2013.

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

BUDGET ADJUSTMENTS

Mrs. Smith presented the following report:

BUDGET AMENDMENTS:

GENERAL FUND:

Increase County Commission's Equipment (line item 101-101-980.000)	\$ 729.00
Decrease Contingency (line item 101-890-941.000)	\$ 729.00

CENTRAL DISPATCH WIRELESS FUND:

Increase Travel Expense (line item 212-912-860.000)	\$ 3,000.00
Decrease Wireless Training Revenue (line item 212-912-650.010)	<u>16,000.00</u>
	\$19,000.00

Increase Budgeted Use of Fund Balance (line item 212-912-676.000)	\$19,000.00
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INMATE STORE FUND:

Increase Building Additions and Improvements (line item 546-301-976.000)	\$ 3,580.00
Increase Budgeted Use of Fund Balance (line item 546-301-676.000)	\$ 3,580.00

FROM APPROPRIATION:

\$70,000.00 from General Fund Appropriation (line item 101-001-965.030) to County Road Bridge Fund.

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

BILLS

Mrs. Smith presented the following bills for payment:

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Due from State	\$ 3,157.50	\$
Appropriations	116,074.58	
County Commission	421.89	4,224.84
Circuit Court	2,381.09	14,804.62
District Court	1,791.68	56,217.61
Friend of the Court	552.43	40,072.68
Probate Court	4,143.33	18,436.61
Juvenile Branch	8,321.60	27,999.05
Appeals Court	3,500.28	
Public Defender	38,750.00	
Administration	618.80	11,056.43
Elections	3,845.39	
Finance Department	2,328.21	8,981.34
County Clerk	95.00	26,538.39
Equalization Department	312.50	14,095.42
Human Resources	5,968.18	9,421.63
Geographic Information Systems		7,865.04
Prosecutor's Office	1,365.13	36,499.27
Register of Deeds	484.42	8,607.89
County Treasurer	209.99	16,279.44
Cooperative Extension		5,353.73
Information Technology	13,598.56	13,026.92
Buildings & Grounds	5,494.00	12,271.30
Courts Building Security		6,601.31
Drain Commission		4,887.64

GENERAL FUNDEXPENDITURESPAYROLL

Soil Erosion	\$		\$	2,110.72
Sheriff Department		20,664.59		105,766.91
Sheriff Reserves		740.75		136.44
Jail & Turnkey		18,646.06		109,483.42
Planning Commission		1,953.37		
Emergency Services		751.01		4,237.04
Animal Control		689.04		8,912.14
Board of Public Works				534.18
Medical Examiners		4,733.66		
Child Care - Juvenile		1,793.60		
Veterans' Services				2,675.52
Grant Writer		322.00		4,341.08
Utilities & General Services		24,232.76		
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Total	\$	287,941.40	\$	581,438.61

OTHER FUNDSEXPENDITURESPAYROLL

Parks & Recreation	\$	4,738.62	\$	5,209.03
Emergency 911 Service		6,950.20		57,313.06
Central Dispatch - Wireless		3,859.42		4,452.49
Meyer Broadway/Coon Hollow Park		1,378.30		2,798.28
Family Counseling		842.50		
Cade Lake Park		358.13		
Traffic Safety Program Fund		900.00		
Victims' Rights Advocate Fund		502.25		3,360.14
Community Corrections Advisory Bd.		6,541.00		3,068.27
Community Corrections Program		2,712.41		
Local Corrections Officers Training Fund		1,980.00		
Drug Law Enforcement Fund		3,530.63		19,766.07
Law Enforcement Fund		1,363.38		10,277.58
Secondary Road Patrol		16.50		3,820.72
Homeland Security Grant Fund		4,263.28		
County Law Library		716.04		
Principal Residence Denial Fund		100.00		534.18
Commission on Aging		99,992.99		72,170.76
Community Development Block Grant Fund		14,991.00		
Sheriff's Justice Training Fund		1,129.00		13,587.16
Child Care: Probate Court & DHS		32,324.70		
White Pigeon Sewer Project		5,000.00		
Forfeiture & Foreclosure Fund		10,649.25		
Tax Payment Fund		8,236.15		
Inmate Store Fund		680.45		1,085.38
Three Rivers Community Center		4,033.34		
Long Lake Revolving Fund		24.54		
Information Tech. Improvement Fund		6,680.25		
Flexible Benefits Insurance Fund		203,656.75		
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Total	\$	428,151.08	\$	197,443.12
Grand Total	\$	716,092.48	\$	778,881.73



General Fund Operating Expenditures		
Pre-Authorized	\$287,941.40	
Accounts Payable	\$0.00	
	<u>\$287,941.40</u>	
General Fund Payroll Expenditures	\$581,438.61	
	<u>\$869,380.01</u>	
Other Funds Operating Expenditures		
Pre-Authorized	\$428,151.08	
Accounts Payable	0.00	
	<u>\$428,151.08</u>	
Other Funds Payroll Expenditures	\$197,443.12	
	<u>\$625,594.20</u>	
Total Recorded for the Month		\$1,494,974.21

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

Mrs. Smith remarked that they are undergoing the implementation the new BS&A software and everything is going very well.

INDEPENDENT CONTRACTOR AGREEMENT

Mrs. Smith recommended approval of an Independent Contractor Agreement with Michael Haydon to formulate emergency site plans for any new 302 identified sites within the County.

It was moved by Commissioner Balog and supported by Commissioner Eaton that the Independent Contractor Agreement with Michael Haydon be approved.

The aye and nay vote was called as follows:

Aye votes cast:       5 - Commissioners Balog, Eaton, Shaffer, Baker and Dobberteen.

Nay votes cast:       0

Motion carried.

ADJOURNMENT

At 5:47 p.m. it was moved by Commissioner Shaffer and supported by Commissioner Baker that the St. Joseph County Board of Commissioners adjourn until May 21, 2013 at 5:00 p.m. Motion carried.

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Pattie S. Bender, County Clerk

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John Dobberteen, Chairman