

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 20, 2003, at 5:00 p.m.

Vice-Chairman Bordner called the meeting to order.

The Invocation was given by Commissioner Loudenslager.

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
Robin Baker	Monte Bordner
David J. Pueschel	

Absent: John W. Bippus & John L. Dobberteen.

Also present were Judy West-Wing, Administrator/Controller, Dan Carey, Finance Director and Charles Cleaver, Human Resources Director.

AGENDA

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

MINUTES APPROVED

It was moved by Commissioner Shafer and supported by Commissioner Pueschel that the minutes for May 6, 2003 be approved. Motion carried. Commissioner Loudenslager abstained due to absence.

COMMUNICATIONS

1. Letter from Michigan Association of Counties, Re: MAC Legislative Updates, May 9 and May 16, 2003.
2. Letter from Branch-Hillsdale-St. Joseph Community Health Agency, Re: Copy of 2002 annual report.
3. Letter from the Southwest Michigan Substance Abuse Advisory Council, Re: Notice of public hearing on May 19 for the 2003/2004 Annual Action Plan.
4. Resolution from Montcalm County, Re: Health Care.
5. Resolution from Antrim County, Re: HB 4257 and SB 244 (Mechanized beach grooming on public Great Lakes bottomlands without a permit).
6. Minutes of Southwest Michigan Substance Abuse Advisory Council meeting of April 21, 2003.
7. Minutes of Community Action Agency Board of Director's meeting of April 21, 2003.
8. Southwest Michigan Land Conservancy's Newsletter – Spring/Summer 2003.

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

CADE LAKE PARK PLAN

Dave Rachowicz, Parks and Recreation Director, presented the five year phasing plan and cost estimates for Cade Lake Park.

He stated that on September 16, 2002, property consisting of 52 acres was purchased for a future County park. Since this time the Parks and Recreation Commission has been working towards development of a site master plan that will enhance the parks unique natural beauty while generating revenue to offset capital expenses. On November 4th the County entered into a contract with Landscape Architects and Planners to complete the Cade Lake Park Master Plan. Since this time 2 public meetings have been held in addition to several meetings with the planning firm. Aerial topography of the site, wetland assessment, architectural evaluation of the existing building,

electrical system evaluation and recommendation and campground sites have been completed as part of this process. The overall product is being presented for the Board's consideration. The design divides the developed area into a day use area and a campground area that utilizes the shared elements of the area such as the playground and service building that separates these uses. The overall site includes a 70 site campground, remodeling of the restrooms in the existing service building, new restroom and shower building, electrical outlets to 65 campsites, paved roadways and parking areas, new water outlets, a realigned entrance drive, expanded beach, concrete sidewalk, 2 picnic shelters, playground, hiking trails, vault toilet, site furnishings, landscaping, a boat portage site, and a fishing dock. This complete project was broken down into five different phases.

Phase 1 includes:

The earthwork, 39 campsites with electrical, 31 non-electric, gravel roads and parking lots and gravel campsite pads, a new dump station, beach swimming area expansion and improvements, remodeling and improving the existing bathrooms and showers, (Phase 4 - includes a new service building with restrooms and showers and when that is completed, then this remodeled building will be designated for the day use area), water system upgrades, 1 picnic shelter, playground, concrete sidewalks around the service building, we will be utilizing the current well and septic system.

Chairman Dobberteen was present at this time.

Estimated cost is \$420,000 including 10% contingency and 8% for architectural services. The Parks Commission is planning to bid the playground and shelters in house, which would reduce the final cost estimate of Phase 1 to just over \$405,000. Bid alternates for Phase 1 include paving of critical areas and electric to the additional 26 campsites. These alternates will be included in the designs.

He summarized the remaining 4 phases. Phase 2 would include a fishing dock, paving of roads and parking areas, campsite parking areas, vault toilet in the upper camping area and electric installed to the upper campground. Phase 3 includes concrete sidewalks, playground equipment, additional playground shelter and Phase 4 the remaining sidewalks, new restroom and shower building and Phase V is the boat drop off drive, concrete trailer pads at campsites and the remaining concrete sidewalks.

The phasing should provide a general framework for the improvements of the site, but there is a lot of flexibility in how the park is developed in the future. Once the park is operational we will be in a better position to assess the needs and adjust priorities based on the actual park use. With the completion of Phase 1 the estimated gross operating revenue is \$83,750 with operational expenses of \$52,280 which is a net revenue of \$31,470. The Park Commission's plan is to use this revenue to offset future capital expenses and to eventually pay back the County's fund that has made this park possible.

The next step in this process is to enter into an agreement with an architect and proceed with the construction, design and documents. The project would then be bid. Construction is anticipated to begin in late summer with completion in the fall with the park opening in the spring of 2004.

Mr. Rachowicz asked if anyone had any questions.

Commissioner Loudenslager asked that if the park opens in the spring of 2004, would it include all 5 phases. Mr. Rachowicz stated that it would only be Phase 1. The phases are designed for 1 per year, but Mr. Rachowicz stated that it could take 5-10 years for completion.

In response to a comment from Commissioner Pueschel, Mr. Rachowicz stated that in Phase 1 a large number of campsites will be up and running which maximizes the revenue. During this phase all 70 campsites would be constructed.

The facility is actually divided into two areas. Phase 1 calls for construction of all the campsites but only the lower area will have electric, not the upper area.

Phase 2 would include bringing electric to the upper area.

Commissioner Shafer stated that he understood that this revenue is based on 50% occupancy the first year, which is very conservative. Mr. Rachowicz stated that that was correct.

Vice-Chairman Bordner asked if there was any revenue generated by day use. Mr. Rachowicz stated that that was all factored in with sales of firewood and concessions.

Vice-Chairman Bordner stated that the alternate bid would be for the additional electrical and some paving.

Ms. West-Wing stated that the Board could approve tonight to enter into a contract with Landscape Architects and Planners to develop the bid documents based on Phase 1 with alternate bids for the electrical on the upper level and also additional paving. Bidders would bid on Phase 1 and also may place alternate bids for electrical and paving. When bids are in the Board can evaluate the bids and the alternate bids.

It was moved by Commissioner Shafer and supported by Commissioner Loudenslager that the Board proceed and have Landscape Architects and Planners develop the plans, specifications and bid packages for Phase 1 of the Cade Lake Park including alternate bid packages.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shafer, Loudenslager, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Bippus.

Motion carried.

PARKS & RECREATION ANNUAL REPORT FOR 2002

Dave Rachowicz stated that 2002 was a very exciting year for Parks and Recreation. It was the third year of working towards the St. Joseph County Park and Recreation Master Plan and considerable progress was made.

The Meyer Broadway Park Improvement Project continued to proceed and was substantially completed and included a picnic shelter, playground, modern restrooms, paved trailway, sand volleyball, access road, parking areas, a new entrance from Broadway Road and an 18 hole disc golf course. Grand Opening is scheduled for June 20th with an open house for the public on June 22nd.

The following land acquisitions took place in 2002:

- * James Timm donated 95 acres in Florence Township.
- * the County bought 52 acres on the shore of Cade Lake in Fawn River Township which met several goals in the Master Plan, acquiring lake front property and locating a park in the southeast quadrant of the County.
- * Margaret Feek donated, through her will, 36 acres in Leonidas Township.

This totals 183 acres which more than doubled the amount of space available for outdoor recreation and conservation purposes.

Also, agreements could not be reached with American Electric and Power regarding the Constantine Canoe Park and the Mill Creek Park in Mottville Township, therefore, those leases were terminated effective April 30, 2003. They also did not fit into the Master Plan.

In 2002 the County Parks hosted 104 group outings ranging from company picnics, family reunions, weddings, birthday parties, graduation parties and other social events. There were 19,167 visitors to the County Parks in 2002 and 52 local agencies and organizations chose a County park for their activities. Mr. Rachowicz also participated in the 5th grade conservation tour.

Mr. Rachowicz thanked the following for their support in 2002: Representative Cameron Brown, St. Joseph County Road Commission, St. Joseph County Sheriff's Department Trustee Program, Judge Shumaker's Juvenile Community Service Program, MSU Extension, Prosecutor's Office, St. Joseph County Health Department, County Commissioners, County Administrator and the Parks and Recreation Commission.

Commissioner Shafer asked about the dam at Rawson's King Mill Park and Mr. Rachowicz responded by saying that the report is in and there is a lot of work to do.

Commissioner Shafer commended Mr. Rachowicz and his staff for all the great work that they did this last year.

Commissioner Pueschel echoed Commissioner Shafer's comments.

Commissioner Loudenslager asked more questions about the dam at Rawson's King Mill. Mr. Rachowicz stated that they have taken some preliminary steps that will ward off some of the problems. He continued by saying that it is low hazard structure and does not risk life. He will provide a report to any Commissioner that would like one that lists all the issues. Commissioner Loudenslager also commended Mr. Rachowicz and his staff.

Vice-Chairman Bordner thanked Mr. Rachowicz for the work that he does in an extremely efficient manner. The staff does an excellent job and he is proud of the accomplishments of that department. As more property is acquired the responsibility of Mr. Rachowicz continues to increase.

It was moved by Commissioner Shafer and supported by Commissioner Pueschel that the Park and Recreation Annual Report for 2002 be accepted. Motion carried.

REGISTER OF DEEDS ANNUAL REPORT FOR 2002

Cynthia Jarratt, Register of Deeds, introduced her entire staff including part time, who were in attendance. She stated that they are great people and provide great services and thanked them for coming.

She gave an overview of the report as follows:

1991	1995	2001	2002
<u>General Fund Revenue Collected</u>			
\$189,567	\$242,461	\$ 406,025	\$ 516,602
<u>State Transfer Tax</u>			
Pre/Proposal "A":	\$529,855	\$ 839,322	\$ 965,077
<u>TOTAL REVENUE COLLECTED</u>			
\$208,433	\$793,278	\$1,276,431.32	\$2,518,418.00

Percent of Increase on General Fund Revenue 2001 to 2002 - 19%

Document Pages Recorded

21,618	26,725	65,980	81,451
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Percent of Increase of Recorded Pages 2001 to 2002 - 23%

Mortgage Foreclosures - Sheriff's Deeds

28	19	165	180
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Redemption of Mortgage Foreclosures - Sheriff's Deeds - 12

Amounts of Redemption Funds Handles - \$544,468

Ms. Jarratt also gave a summary of the new technology bill signed into law on December 31, 2002. This law has allowed for the creation of a position and the purchase of equipment to improve technology in the Register of Deeds Office to place new land transaction and mortgagees on the public record in a timely manner. Also, the old records need to be preserved as well.

Ms. Jarratt is currently serving as 2nd Vice-President of the Michigan Association of Register of Deeds, is on the association's Legislative Committee and also the Technology and Standards Committee.

Commissioner Shafer stated that he enjoyed the letter that Ms. Jarratt included in her report from a customer and also thanked her for introducing her staff.

Commissioner Pueschel commented on the amount of changes that take place in a year in the Register of Deeds Office.

Commissioner Loudenslager thanked Ms. Jarratt for including the letter in the report and asked her how the move of the Land Resource Centre across the street is working. Ms. Jarratt stated that she has been pleasantly surprised. It is working well.

Vice-Chairman Bordner thanked Ms. Jarratt for having her staff attend the meeting.

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the Register of Deeds Annual Report for 2002 be accepted. Motion carried.

AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH LOCKPORT TOWNSHIP RENEWAL

Ms. West-Wing recommended approval of a renewal of the Agreement for Law Enforcement Services with Lockport Township. It is for 40 hours per week and the addendum has estimated wages, however, they are billed for actual costs.

It was moved by Commissioner Shafer and supported by Commissioner Baker that the Law Enforcement Services Agreement with Lockport Township be approved.

The aye and nay vote was called as follows:

Aye votes cast: 6 - Commissioners Shafer, Loudenslager, Baker, Bordner, Pueschel and Dobberteen.

Nay votes cast: 0

Absent: 1 - Commissioner Bippus.

Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Dobberteen stated that there was no report.

Judiciary

Commissioner Baker gave the following report on the Judiciary Committee Meeting held on May 14th:

- * Chief Judge Schaefer's experience here has been positive.
- * Bill Thistlethwaite, Friend of the Court, explained the new collections that will begin in September. Collections and disbursements will be taken over by the State.
- * District Judge Welty gave a report on attorney fee collections since they began a new way of collecting them on July 1, 2002. The amounts have increased substantially.
- * Mark Books, Jail Administrator, addressed the programs with getting DNA samples.
- * Mark Books also addressed their concern with out of state warrants and absconding on bonds.

Physical Resources

Commissioner Dobberteen asked Ms. West-Wing if the electrical problem was worked out at the gazebo. She responded by saying that it will be worked out.

The next meeting is scheduled for May 28th at 1:00 p.m. at the Jail.

Executive Committee

Commissioner Dobberteen reported on the Executive Committee Meeting held on May 16, 2002:

- * discussed the proposed time line for filing the COA Director's position.
- * discussed the 2004 budget process.
- * first phase of website is wrapped up. He would like to appoint a "living committee" to continue to work on each phase of the website development. He appointed Cynthia Jarratt, Dan Wing, Commissioner Shafer, Mark Clute, Louella Hamilton and Pattie Bender.

Vice-Chairman Bordner reminded Commissioners Shafer and Pueschel of the District Health Meeting to be held on Thursday.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

MISCELLANEOUS:

Gary R. Phelps change to Address Technician for GIS and Central Dispatch at \$12.00/hr. effective April 28, 2003. (This is a temporary, full-time position with no benefits.)

Marc Pashby will change from School Liaison Officer to Marine Deputy at his current rate of pay and benefits effective May 21, 2003.

Alice Kielau, Family Division Caseworker, will be on medical leave commencing May 22, 2003 under the Family and Medical Leave Act of 1993.

Michael Haydon, part-time Telecommunicator, increase rate of pay to \$8.75/hr. effective May 20, 2003. (Mr. Haydon has completed his training.)

TEMPORARY/SEASONAL EMPLOYMENT:

Jennifer Bathgate has been hired as seasonal Park Maintainer at \$6.75/hr. effective May 27, 2003.

Brian Scott has been hired as seasonal Park Maintainer at \$7.50/hr. effective May 12, 2003.

NEW HIRE:

Joshua Brueck has been hired as Parks & Recreation Ranger at \$10.18/hr. effective June 3, 2003.

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:

FROM APPROPRIATION:

\$25,000.00 from Probate Child Care Appropriation to Probate Child Care Fund.

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

FINANCE DIRECTOR'S REPORT

Per Diem

Robin Baker - 8 half days 4/16, 4/17, 4/21, 4/30, 5/5, 5/12, 5/14 & 5/19/03 & 1 full day 5/5/03	\$ 445.00
Monte Bordner - 9 half days 4/17, 4/30, 5/2, 5/5 x 2, 5/14, 5/15, 5/16 & 5/17/03 & 3 full days 5/5, 5/6 & 5/17/03	735.00
John Dobberteen - 14 half days 4/17, 4/21, 4/22 x 2, 5/1, 5/2, 5/5, 5/9, 5/10, 5/13, 5/14, 5/15 5/16 & 5/19/03 & 2 full days 4/26 & 5/17/03	890.00
Gerald Loudenslager - 1 half day 5/5/03 & 1 full day 4/22/03	145.00

David Pueschel - 16 half days 4/16 x 2, 4/17, 4/21, 4/25, 4/27, 4/28, 4/29, 5/5 x 3, 5/8 x 2, 5/12, 5/15 & 5/19/03	\$ 775.00
Eric Shafer - 7 half days 4/16, 4/24, 4/30 x 2, 5/5 x 2 & 5/17/03	<u>350.00</u>
	\$3,340.00

Expenses

Robin Baker	\$ 96.84
Monte Bordner	159.84
John Dobberteen	85.68
Gerald Loudenslager	180.00
David Pueschel	106.56
Eric Shafer	<u>50.76</u>
	\$ 679.68

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

Financial Statements

	Revenues	Expenditures
April	\$ 941,188.00	\$ 907,464.00
Year to Date	4,079,074.00	3,927,463.00

Period Fund Balance - \$2,995,642

Percent of budget year elapsed year to date.	33.33%
Percent of total budgeted funds earned year to date	33.68%
Percent of total budgeted funds expended year to date	32.43%

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

CHAIRMAN'S REPORT

Commissioner Dobberteen asked what happened about the establishment of the Compensation Committee. Ms. West-Wing responded by saying that she provided all that information to each Commissioner in January of this year. Commissioner Dobberteen thanked her for reminding him.

MISCELLANEOUS

Commissioner Pueschel stated that he is waiting for a grandchild to be born today!

Commissioner Shafer stated that he, Commissioner Bippus and Dave Rachowicz canoed the river between Rawson's King Mill Park and Reed River Park in Mendon and it was navigable and took about 1 1/2 hours. Commissioner Bippus and Mr. Rachowicz will be organizing an employee canoe trip.

Commissioner Loudenslager gave a belated thank you to the Clerk for helping to tie yellow ribbons around trees in the Courthouse yard.

Vice-Chairman Bordner stated that the County website is up and we are moving to Phase II and suggestions are welcome. He is very proud of what is currently on the website.

CITIZENS COMMENTS

Dave Rachowicz stated that the employee canoe trip is scheduled for June 7th at 9:30 a.m. leaving from Rawson's King Mill Park.

ADJOURNMENT

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the St. Joseph County Board of Commissioners adjourn until June 3, 2003 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

Monte Bordner, Vice-Chairman