

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 September 3, 2013 at 5:00 p.m.

Vice-Chairman Robin Baker, 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

Absent: John Dobberteen

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

AGENDA

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

MINUTES APPROVED

It was moved by Commissioner Shaffer and supported by Commissioner Balog that the minutes for August 20, 2013 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Department of Human Services, Re: St. Joseph County's amended 2012-13 annual plan and budget for Child Care Fund was approved.
2. Copy of letter to Governor Snyder from Tim Carls, Re: Commissioner Don Eaton.
3. Resolution from Alger County, Re: In opposition of House Bill 4785 (increase of fees for emergency medical services.)
4. Minutes of the Community Action Board meeting of July 22, 2013.
5. Minutes of the St. Joseph River Basin Commission meeting of June 4, 2013.

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

ASSESSMENT AND TAX ADMINISTRATION CONTRACT WITH LEONIDAS TOWNSHIP

Mr. Yoder recommended approval of an Assessment and Tax Administration Contract with Leonidas Township so that the Equalization Department can prepare their tax roll. Most of the County's other Townships already have a similar contract with the County.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the Assessment and Tax Administration Contract with Leonidas Township be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 1 - Commissioner Dobberteen.

Motion carried.

COMMISSION ON AGING - AGREEMENT WITH LIFESPAN DESIGN STUDIO

Lynn Coursey, Executive Director of the Commission on Aging, encouraged the Board to approve an agreement with Lifespan Design Studio for their services to review sites in Three Rivers and Sturgis for possible Senior Centers either by renovation of existing properties or the building of a new facility.

Mr. Yoder added that the references for Lifespan Design Studio were very strong.

Commissioner Shaffer asked what the timeline would be and were they going to report back to the Commissioners or the Building Authority.

Vice-Chairman Baker thanked Ms. Coursey for all of her work on this issue.

It was moved by Commissioner Eaton and supported by Commissioner Balog that an Agreement with Lifespan Design Studio be approved with them reporting back to the County Commission and the Building Authority.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 1 - Commissioner Dobberteen.

Motion carried.

ELECTION OF MEMBERS TO THE BOARD OF CANVASSERS

A Republican and a Democrat need to be elected to the Board of Canvassers for 4 year terms. Each County Party Chair has submitted 3 names for consideration by the Board of Commissioners. The Clerk distributed a paper ballot to each Commissioner. The Clerk tallied the votes and unanimous ballots were cast for Carol Snow-Penn as the Republican and Jack Brooks as the Democrat.

PUBLIC HEARING - COUNTY HOUSING REHABILITATION GRANT APPLICATION

Vice-Chairman Baker opened the public hearing on the County Housing Rehabilitation Grant Application. Amy Wallace-Robinson from Community Action stated that the CA acts as the Third Party Administrator for the MSHDA Grant for St. Joseph County. For the last grant period which ended on August 31, 2013 seven major home rehabilitations took place and 8 emergency home repairs were completed: 5 in Three Rivers; 3 in Sturgis; 2 in Burr Oak; 1 in White Pigeon; 1 in Constantine; 1 in Nottawa; 1 in Colon and 1 in Centreville. \$20,387 was not spent.

Some of these are part of the deferred loan program so funds will be returned by the home owners. They are asking for the same amount in this grant application which is \$275,000 with 50% targeted in particular places - 6 for major home rehabilitations and 50% County-wide with 6 emergency home repairs.

In response to a question Ms. Wallace-Robinson stated that 5 applications did not meet the criteria of the grant, i.e. their property taxes were not paid or their income was not in the specified range.

Vice-Chairman Baker thanked Ms. Wallace-Robinson and asked for public comment. Hearing no comment Vice-Chairman Baker closed the public hearing.

RESOLUTION NO. 9-2013

RESOLUTION TO AUTHORIZE
SUBMISSION OF 2013 COUNTY ALLOCATION GRANT APPLICATION

Commissioner Shaffer read the following resolution:

WHEREAS, the St. Joseph County Board of Commissioners must approve the submission of the 2013 County Allocation grant application to Michigan State Housing Development Authority (MSHDA); and

WHEREAS, St. Joseph County Administrator's Office will oversee the administration of the County Allocation grant application process.

NOW, THEREFORE, BE IT RESOLVED, the St. Joseph County Board of Commissioners hereby adopts the resolution authorizing the submission of the 2013 County Allocation grant application as presented by the County Administrator, J. Patrick Yoder.

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

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 1 - Commissioner Dobberteen.

Resolution adopted.

COMMITTEE REPORTS

Law Enforcement

Vice-Chairman Baker stated that the committee had not met.

Judiciary

Commissioner Eaton stated that the committee had not met.

Physical Resources

Commissioner Balog stated that the committee had not met.

Committee of the Whole

Vice-Chairman Baker stated that the committee had not met.

PERSONNEL REPORT

Mr. Yoder presented the following report:

NEW HIRE:

Dorothy E. Phelps has been hired as In-home Services Aide at \$10.25/hr. (COA system, grade 5, minimum) effective August 19, 2013.

Peggy A. Sabin has been hired as In-home Services Aide at \$10.25/hr. (COA system, grade 5, minimum) effective August 19, 2013.

MISCELLANEOUS:

Amend the retirement effective date for Sally Wickum, Deputy District Court Clerk, from November 1 to October 31, 2013. (Retirement approved at 8/20/13 Board meeting.)

Cathy Coleman to change from Juvenile Deputy Register to Juvenile Register at \$19.07/hr. (Soltysiak system, grade 6, maximum) effective September 10, 2013. This is a 40 hour per week position.

DISMISSAL:

Mildred Bellaire, COA Activities General Assistant/Clerical Aide, has been dismissed effective August 29, 2013.

Renee Gahan, COA Activities Coordinator, has been dismissed effective August 29, 2013.

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

FINANCE DIRECTOR'S REPORT

Mrs. Smith presented the following reports:

BILLS

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Due from State & Miscellaneous	\$ 15,597.72	\$
Appropriations	21,526.00	
County Commission	3,729.62	8,070.40
Circuit Court	2,021.62	21,950.01
District Court	15,315.08	83,311.33
Friend of the Court	1,009.79	59,275.40
Jury Commission	60.17	26.91
Probate Court	4,100.98	26,754.41
Juvenile Branch	10,097.02	40,370.40
Appeals Court	4,302.53	
Public Defender	38,750.00	
Administration		15,590.01
Elections	996.78	
Finance Department	1,323.54	16,160.79
County Clerk	1,850.89	40,991.81
Equalization Department	14,131.62	9,216.50
Human Resources	5,164.29	14,264.33
Geographic Information Systems	500.00	10,914.16
Prosecutor's Office	5,346.86	50,595.92
Register of Deeds	513.64	12,684.05
County Treasurer	487.23	22,450.45
Cooperative Extension	249.86	7,876.98
Information Technology	15,715.27	19,187.11
Buildings & Grounds	5,585.88	18,615.09
Courts Building Security	504.50	11,292.10
Drain Commission	185.80	7,169.26
Soil Erosion		3,108.33
Sheriff Department	29,042.43	213,299.29
Sheriff Reserves	709.70	
Marine Safety Patrol	1,850.00	4,862.44
Jail & Turnkey	30,313.74	151,575.69
Emergency Services	220.99	7,770.75
Animal Control	14,428.06	12,392.31
Board of Public Works		42.59
Medical Examiners	5,164.03	
Child Care - Juvenile	4,041.64	
Veterans' Services		3,940.05
Grant Writer	30.00	6,509.98
Utilities & General Services	46,206.25	
Total General Fund	\$ 301,073.53	\$ 900,268.85

OTHER FUNDSEXPENDITURESPAYROLL

Parks & Recreation	\$ 1,712.20	\$ 9,860.93
Emergency 911 Service	32,697.27	77,774.62
Central Dispatch - Wireless	73.00	7,591.16
Meyer Broadway/Coon Hollow Park	594.89	4,121.92
Cade Lake Park	4,712.68	5,309.78
Traffic Safety Program Fund	400.00	
Economic Development Fund	146,333.52	
Animal Shelter Donation Fund	6.13	
Register of Deeds Automation Fund	500.00	
Victims' Rights Advocate Fund		4,952.03
Community Corrections Advisory Bd.	5,976.00	4,514.75
Community Corrections Program	3,167.00	
Local Corrections Officers Training Fund	10,369.41	
Drug Law Enforcement Fund	6,349.39	
Law Enforcement Fund	2,867.52	36,048.21
Secondary Road Patrol		15,737.34
Homeland Security Grant Fund		4,826.16
County Law Library	616.79	
Principal Residence Denial Fund		41.59
Commission on Aging	68,847.74	115,174.26
Community Development Block Grant Fund	33,792.00	
Sheriff's Justice Training Fund	415.00	
Child Care: Probate Court & DHS	26,051.59	17,828.77
Veterans' Trust Fund	4,517.07	
White Pigeon Sewer Project	22,420.00	
Forfeiture & Foreclosure Fund	7,242.30	
Tax Payment Fund	4,828.49	
Inmate Store Fund	3,759.44	1,628.07
Three Rivers Community Center	2,452.26	
Long Lake Revolving Fund	24.54	
Flexible Benefits Insurance Fund	187,355.13	
Trust & Agency	2,667,803.41	
Revolving Drain Fund	440.22	
Total Other Funds	\$ 3,246,324.99	\$ 305,409.59
Grand Total	\$ 3,547,398.52	\$ 1,205,678.44

<u>Expenditure Type</u>	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>
Operating	\$301,073.53	\$3,246,324.99	\$3,547,398.52
Payroll	900,268.85	305,409.59	1,205,678.44
	<u>\$1,201,342.38</u>	<u>\$3,551,734.58</u>	<u>\$4,753,076.96</u>

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

Special Revenue Funds Budget

Mrs. Smith explained that the Special Revenue Funds Budgets are on a fiscal year October 1st through September 30th and need to be adopted.

Commission on Aging - Fund 273

Description	2010-2011	2011-2012	2012-2013	2013-2014	Change from 2012-2013 Amended Budget	Pct. Change
<u>Estimated Revenues</u>						
Tax Revenue	1,431,002	1,425,992	1,430,017	1,451,072	21,055	1.47
Other Fin. Sources	1,130	446	95	95		
Charges for Services	80,743	62,769	46,824	48,295	1,471	3.14
Federal Grants	277,634	280,868	267,529	219,589	(47,940)	(17.92)
State Grants	137,809	126,292	125,943	117,487	(8,456)	(6.71)
Prog Inc, Fines, Forfeits	245,637	241,867	225,040	232,800	7,760	3.45
Other Revenue	16,159	42,396	289,339	367,555	78,216	27.03
Total	2,190,114	2,180,630	2,384,787	2,436,893	52,106	2.18
<u>Appropriations</u>						
Personnel Services	998,382	1,057,833	1,197,278	1,167,072	(30,206)	(2.52)
Supplies	672,958	759,664	789,759	822,550	32,791	4.15
Operating Exp.	297,575	349,545	361,740	435,031	73,291	20.26
Capital Expenditures	129,794	288,086	36,010	12,240	(23,770)	(66.01)
Total	2,098,709	2,455,128	2,384,787	2,436,893	52,106	2.18
Net of Revenues/ Appropriations - Fund 273	91,405	(274,498)				

It was moved by Commissioner Eaton and supported by Commissioner Balog that the Commission on Aging Special Revenue Fund Budget be adopted.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 1 - Commissioner Dobberteen.

Motion carried.

Three Rivers Community Center - Fund 593

Estimated Revenues

State Grants						
Local Unit Contributions						
Prog Inc, Fines, Forfeits						
Interest & Rents	4,256	4,425	4,000	4,000		
Other Revenue			6,778		(6,778)	(100.00)
Other Financing Sources	54,644	54,741	58,537	58,620	83	0.14
Total	58,900	59,166	69,315	62,620	(6,695)	(9.66)

Three Rivers Community Center – Fund 593 (continued)

Appropriations

Capital Expenditures	12,322	2,411	12,985	2,600	(10,385)	(79.98)
Debt Service						
Personnel Services	17,233	16,537	17,607	18,975	1,368	7.77
Supplies	839	2,095	3,184	2,784	(400)	(12.56)
Operating Exp.	27,960	23,620	35,539	38,261	2,722	7.66
Total	58,354	44,663	69,315	62,620	(6,695)	(9.66)
Net of Revenues/ Appropriations - Fund 593	546	14,503				

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the Three Rivers Community Center Special Revenue Fund Budget be adopted.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 1 - Commissioner Dobberteen.

Motion carried.

CITIZENS' COMMENTS

Rebecca Shank, 12302 Corey Lake Road, Three Rivers stated that she would miss Bruce Snook, who passed away last week.

Mrs. Shank referred to some articles regarding eliminating the mute swans in Barry County. She said that they are an invasive species and we must do what we can to preserve our wildlife and native species specifically loons.

She also mentioned that recently because of the botulism in Lake Michigan that many loons died which totals 3,000 for this year and they only number 20,000. The swans are challenging the loons' nesting places.

Mrs. Shank invited the Commissioners to a meeting of the Fabius Township Coalition which will be held at the pavilion at Meyer-Broadway Park on September 13th at 5:00 p.m. They will be showing a video on the "Everglades of the North."

ADJOURNMENT

At 5:21 p.m. it was moved by Commissioner Shaffer and supported by Commissioner Balog that the St. Joseph County Board of Commissioners adjourn until September 17, 2013 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

Robin Baker, Vice-Chairman