

IONIA COUNTY BOARD OF COMMISSIONERS
January 13, 2015
Organizational Meeting
3:00 p.m.

County Clerk, Tonda Rich, called the meeting to order and led with the Pledge of Allegiance and administered the oath of office.

Members present: David Hodges, Larry Tiejema, Jim Banks, Brenda Cowling- Cronk, Scott Wirtz (arrived at 3:26 p.m.) Jack Shattuck and Julie Calley

Others present: Jack Elliott, Georgia Sharp, Miranda Sharp, Bob VanLente, Loren Gage, Tom Thelen, Lynette Seiler, Charlie Noll, Dale Miller, Diane Adams, Jim Valentine, Judy Clark, Ken Bowen, Ron Schafer, Marie Hodges, Mari Droste, Sharyn Overton, Stephanie Fox and Tonda Rich

Organization of Board and Committees

A. Selection of Chairperson

Clerk Rich opened up nominations for Chairperson of the Board of Commissioners for 2015. Commissioner Tiejema placed the name of Julie Calley in nomination.

Moved by Tiejema, supported by Banks, to close nominations and cast a unanimous vote for Julie Calley as Chairperson for the Board of Commissioners for 2015. Motion carried by the following roll call vote: yes – all.

Chair Calley proceeded to conduct the election of Vice Chairperson.

B. Selection of Vice Chairperson

Chair Calley called for nominations for Vice Chairperson for 2015. Commissioner Tiejema placed the name of Jim Banks into nomination.

Moved by Shattuck, supported by Hodges, to close nominations and cast a unanimous vote for Commissioner Banks for Vice Chairperson for 2015. Motion carried by the following roll call vote: yes – all.

C. Review and Adoption of Board Rules

The Board Bylaws were reviewed and discussed as follows:

- **Section 7.2 Record of Discussion** – Commissioner Tiejema proposed adding the following sentence to Section 7.2 Record of Discussion:

“The Clerk may include a written record of the discussion or comments of board members when such record would promote a better understanding

of the issue and/or board actions taken. The Clerk may make a written record of public comments made by the public during a public hearing. From comments of the public during "Public Comment", the Clerk shall list the name of the contributor(s) and the subject(s) covered, but shall not list the opinion or positions taken by the contributor(s)."

- **Section 7.3 Request for Remarks to Be Included** - Commissioner Tiejema further proposed adding the following sentence to Section 7.3 Request for Remarks to Be Included:

"Any contributor of "Public Comment" during the board meeting may submit his (her) point of view in writing of 40 words or less to be included in an appendix to the meeting minutes."

Moved by Banks, supported by Shattuck, to approve adding the proposed sentences to Sections 7.2 and 7.3 as discussed. Each Commissioner was given an opportunity to comment on the proposed changes, as well as, the County Clerk. The Chair called for a vote by a show of hands. Motion carried by a show of hands, with Cowling- Cronk voting no.

- **Section 2.5 Time of Regular Meetings** - Commissioner Tiejema purposed starting the 1st and 2nd monthly meetings at 3:00 p.m. stating this would accommodate department heads rather than extending their work day and it would also accommodate commissioners who attend the township meetings in their districts. After discussion, it was the consensus of the Board to leave the first meeting of the month at 4:00 p.m. Chair Calley questioned moving the 7:00 p.m. meeting location to Central Dispatch.

Moved by Banks, supported by Cowling- Cronk, to move the 7:00 p.m. meeting location to Central Dispatch. Motion carried by voice vote.

- **Section 2.3 Special Meetings** - Chair Calley stated that Section 2.3.1 *By Petition of Members* is in the Bylaws per statute and recommended that additional language be added so that other means can be used to call a special meeting. Calley handed out *Appendix 1: County Board Rules of Order* which shows language for alternate means of calling a special meeting.

Moved by Banks, supported by Cowling- Cronk, to add Section 2.3.2 to the Bylaws which reads as follows: *"As an alternate means of calling meetings other than the regularly scheduled meetings, the chairperson of the board of commissioners, with notice as provided in Rule 3.3, may convene a meeting of the board upon his/her discretion."* Motion carried by voice vote.

(Commissioner Wirtz arrived at 3:26 p.m. and was given an oath of office)

- **Section 8.8.1 Meetings** - Chair Calley asked the Board if they would like to change the Committee- of- the- Whole meeting structure stating a few of the department heads have expressed interest for a smaller, less intimidating structure. After discussion on the pros and cons of having

various committees, it was the consensus of the Board to stay with the Committee- of- the- Whole meeting.

Moved by Tiejema, supported by Shattuck, to change the starting time of the Committee- of- the- Whole meeting to 3:00 p.m. Motion carried by voice vote.

Moved by Banks, supported by Cowling- Cronk, to approve the amended Bylaws as discussed. Motion carried by voice vote.

Approval of Agenda

The Chair noted the following additions to the agenda: Under New Business, item I. insert Village of Muir Resolution and Intergovernmental Agreement to Manage Floodplain Development (moving all items on the agenda down one place). Under the Consent Calendar, item B. was added for the approval of Closed Session minutes (I, II & III) from December 16, 2014. Moved by Cowling- Cronk, supported by Wirtz, to approve the amended agenda. Motion carried by voice vote.

Public Comment

Jack Elliott commented on the meeting changes and the board minutes.

Consent Calendar

- A. Approve minutes of the previous meeting(s)
- B. Approve minutes of Closed Session on December 16, 2014

The Closed Session minutes (3 sets) from December 16, 2014, were passed out and reviewed by the Board. Hearing no objections, the Chair declared the Consent Calendar approved.

Appointments

- A. Appointments to Standing Committees
 1. **Audit Committee** – Moved by Wirtz, supported by Shattuck, to appoint Commissioners Hodges, Tiejema and Banks to the Audit Committee. Motion carried by voice vote.
 2. **Facilities Committee** – Moved by Cowling- Cronk, supported by Shattuck, to appoint Commissioners Shattuck, Banks and Cowling- Cronk to the Facilities Committee. Motion carried by voice vote.
 3. **Grievance Committee** – Moved by Shattuck, supported by Tiejema, to appoint Commissioners Calley, Banks and Cowling- Cronk to the Grievance Committee. Motion carried by voice vote.
 4. **Personnel Committee** – Moved by Banks, supported by Cowling- Cronk, to appoint Commissioners Wirtz, Tiejema and Hodges to the Personnel Committee. Motion carried by voice vote.
- B. Commissioner Appointments to Boards/Commissions
 1. **Airport Board** – Moved by Cowling- Cronk, supported by Hodges, to appoint Commissioners Shattuck, Banks and Wirtz to the Airport Board for two-year terms. Motion carried by voice vote.

2. Area Agency on Aging of Western Michigan Board of Directors – Moved by Banks, supported by Wirtz, to appoint Commissioner Tiejema to the AAAWM Board of Directors for a two-year term. Motion carried by voice vote.
3. Bargaining Committee Representative – Moved by Banks, supported by Wirtz, to appoint Commissioner Shattuck as the Bargaining Committee Representative. Motion carried by voice vote.
4. Board of Public Works – Moved by Cowling- Cronk, supported by Wirtz, to appoint Chair Calley to the Board of Public Works for a three year term. Motion carried by voice vote.
5. Community Corrections Advisory Board – Moved by Shattuck, supported by Cowling- Cronk, to appoint Commissioner Wirtz to the Community Corrections Advisory Board for a one year term. Motion carried by voice vote.
6. Department of Human Services Board – Moved by Wirtz, supported by Hodges, to appoint Commissioner Cowling- Cronk to the Human Services Board for a one year term. Motion carried by voice vote.
7. Green View Point Park Ad Hoc Committee – Moved by Wirtz, supported by Cowling- Cronk, to appoint Commissioner Shattuck to the Green View Point Park Ad Hoc Committee for a one year term. Motion carried by voice vote.
8. Lake Boards – Moved by Cowling- Cronk, supported by Shattuck, to appoint Commissioner Wirtz to the Long Lake Board for a one year term. Motion carried by voice vote. Moved by Cowling- Cronk, supported by Tiejema, to appoint Commissioner Banks to the Jordan Lake Board for a one year term. Motion carried by voice vote. Moved by Banks, supported by Cowling- Cronk, to appoint Commissioner Tiejema to the Morrison Lake Board for a one year term. Motion carried by voice vote.
9. MAC Workers' Compensation Board – Moved by Wirtz, supported by Banks, to appoint Commissioner Shattuck to the MAC Workers' Compensation Board for a one year term. Motion carried by voice vote.
10. MSU Extension District Extension Council – Moved by Cowling- Cronk, supported by Shattuck, to appoint Commissioner Wirtz to the MSUE District Extension Council for a two year term. Motion carried by voice vote.
11. Mid-West Michigan Trail Authority – Commissioner Banks stated that due to Lynn Mason's term expiring on December 31, 2014, another commissioner needs to be appointed to the Authority. Moved by Banks, supported by Shattuck, to appoint Commissioners' Hodges and Banks to the Mid- West Michigan Trail Authority. Motion carried by voice vote.
12. Park Advisory Board – Moved by Wirtz, supported by Cowling- Cronk, to appoint Commissioner Shattuck to the Park Advisory Board for a two year term. Motion carried by voice vote.
13. Road Commission – Moved by Wirtz, supported by Cowling- Cronk, to appoint Commissioner Shattuck to the Road Commission Board for a one year term. Motion carried by voice vote.
14. Tax Allocation Board – Moved by Banks, supported by Wirtz, to appoint Chair Calley to the Tax Allocation Board for a one year term. Motion carried by voice vote.

C. Legal Counsel

Moved by Banks, supported by Tiejema, to appoint Peter Cohl as the County's legal counsel. Motion carried by voice vote.

D. Department Heads

1. Administrative Health Officer – Moved by Tiejema, supported by Cowling-Cronk, to appoint Ken Bowen as the Health Officer for a one year appointment. Motion carried by voice vote.
2. Animal Control Officers – Moved by Tiejema, supported by Wirtz, to appoint Robin Anderson, Gordon Douglas and Ron Teaker as Animal Control Officers for a two year appointment. Motion carried by voice vote.
3. Building Codes Official – Moved by Shattuck, supported by Banks, to appoint Bert Gale as the Building Codes Official for a one year appointment. Motion carried by voice vote.
4. Central Dispatch Director – Moved by Tiejema, supported by Cowling-Cronk, to appoint Jim Valentine as the Central Dispatch Director for a one year appointment. Motion carried by voice vote.
5. Equalization Director – Moved by Cowling-Cronk, supported by Wirtz, to appoint Dave Jagger for a one year appointment. Motion carried by voice vote.

New Business

- A. Moved by Cowling-Cronk, supported by Banks, to fill the Assistant Prosecutor's position. Ionia County Prosecutor, Ron Schafer, stated that the position is in the budget for 2015. Motion carried by voice vote.
- B. Lynette Seiler, Commission on Aging Director, announced her retirement that will take place on March 31st. Seiler stated that she would like to start the interviewing/hiring process immediately to allow for adequate training before she leaves. Moved by Cowling-Cronk, supported by Hodges, to approve the posting and filling of the Commission on Aging Director position. Motion carried by voice vote.
- C. Moved by Banks, supported by Tiejema, to approve the filling of the two substitute driver positions at the Commission on Aging. Motion carried by voice vote.
- D. Moved by Shattuck, supported by Cowling-Cronk, to approve the AAAMW FY 2015 Older Americans Act Contract Amendment that provides federal and state funding for Nutrition, In-Home and Prevention Wellness Programming and to authorize Chair Calley's signature. Motion carried by voice vote.
- E. Moved by Tiejema, supported by Hodges, to approve the independent contractor agreement with Satin Vanderberg for her services provided to the 64A District Court and authorize appropriate signatures. A brief discussion took place questioning if the contract went through the County's bid process. County Administrator, Stephanie Fox, stated she did not believe so. Motion carried by voice vote.
- F. Moved by Wirtz, supported by Cowling-Cronk, to approve the 2015 renewal agreement with Michigan Municipal Risk Management Authority for the County's liability insurance and to authorize the signature of the County Administrator. Motion carried by voice vote.
- G. Moved by Tiejema, supported by Cowling-Cronk, to adopt the Michigan Community Resolution and Intergovernmental Agreement to Manage Floodplain Development for the National Flood Insurance Program for Ionia Township, Ionia County, Michigan. The Resolution was adopted by the following roll call vote: yes – all. (A copy of the Resolution 2015- 1 is on file in the County Clerk's Office).

- H. Moved by Tiejema, supported by Cowling- Cronk, to adopt the Michigan Community Resolution and Intergovernmental Agreement to Manage Floodplain Development for the National Flood Insurance Program for Portland Township, Ionia County, Michigan. The Resolution was adopted by the following roll call vote: yes – all. (A copy of the Resolution 2015- 2 is on file in the County Clerk’s Office).
- I. Moved by Cowling- Cronk, supported by Hodges, to adopt the Michigan Community Resolution and Intergovernmental Agreement to Manage Floodplain Development for the National Flood Insurance Program for Clarksville Village, Ionia County, Michigan. The Resolution was adopted by the following roll call vote: yes – all. (A copy of the Resolution 2015- 3 is on file in the County Clerk’s Office).
- J. Moved by Wirtz, supported by Shattuck, to adopt the Michigan Community Resolution and Intergovernmental Agreement to Manage Floodplain Development for the National Flood Insurance Program for Muir Village, Ionia County, Michigan. The Resolution was adopted by the following roll call vote: yes – all. (A copy of the Resolution 2015- 4 is on file in the County Clerk’s Office).
- K. Moved by Tiejema, supported by Shattuck, to approve the Animal Control Union Agreement. Motion carried by voice vote.
- L. Moved by Shattuck, supported by Cowling- Cronk, to approve the Central Dispatch Union Agreement. Motion carried by voice vote.
- M. The Chair acknowledged seven (7) PA 116’s (local file numbers: 14- 011, 14- 012, 14- 013, 14- 014, 14- 015, 14- 016 & 14- 017) that will be on the January 27th meeting agenda for further action.
- N. The Chair acknowledged that the following appointments will be made at the January 27th meeting as well: one appointment for the Board of Public Works; one appointment for the Park Advisory Board and one appointment for the Tax Allocation Board.

Chairperson’s Report

- 1) Has a sign- up sheet for anyone interested in giving the Invocation at the Board meetings.

County Administrator’s Report

- 1) Presented a handout to the Board showing the 2014 Year in Review.

Other Reports

Commissioner Shattuck gave an update on the Road Commission and the requests being made from the public for road fixes. Commissioner Tiejema attended the Michigan Township Association meeting on Monday night and stated that Dorothy Pohl, Managing Director of the Road Commission gave an update on the road maintenance and also commented on the upcoming May election.

Public Comment

Jack Elliott commented on the tax increase that will be on the ballot in May.

Moved by Shattuck, supported by Wirtz, to adjourn the meeting at 4:20 p.m. Motion carried by voice vote.

Julie Calley, Chair

Tonda Rich, County Clerk

Minutes approved on
