

IONIA COUNTY BOARD OF COMMISSIONERS  
**June 28, 2016**  
Regular Meeting  
7:00 p.m. – Central Dispatch Building

Chair Shattuck called the meeting to order and led with the Pledge of Allegiance. Commissioner Hodges gave the Invocation.

**Members present:** David Hodges, Larry Tiejema, Jim Banks, Brenda Cowling-Cronk, Scott Wirtz and Jack Shattuck

**Members absent:** Julie Calley

**Others present:** Bob VanLente, Bob Cusack, Jack Elliott, Bill Tucker, Carol Hanulcik, Steve VanHolstyn, Judy Clark, Stephanie Fox and Tonda Rich

### **Approval of Agenda**

The Chair noted two additional items to be added under New Business: Item H. Purchase Animal Shelter Vehicle; Item I. Add Talmer Bank to Depository List. Moved by Cowling-Cronk, supported by Hodges, to approve the amended agenda. Motion carried by voice vote.

### **Public Comment**

Jack Elliott questioned the need for court security at the courthouse. Bob Cusack discussed an issue he has with the Building Department that requires him to obtain a permit to put a new roof on a building.

### **Did You Know?**

Commissioner Hodges shared multiple fun facts.

### **Consent Calendar**

- A. Approve minutes of the previous meeting(s)
- B. Approve per diem and mileage
- C. Approve payment of General Fund payroll and accounts payable for the month of May 2016 - \$1,897,434.59
- D. Approve payment of Health Fund bills - \$90,934.03

Commissioner Calley's voucher was added to the Consent Calendar.

Commissioner Hodges corrected his voucher for the May 5<sup>th</sup> meeting (amended the per diem to \$25). Moved by Tiejema, supported by Wirtz, to approve Commissioner Hodges amended voucher. Motion carried by voice vote.

Hearing no objections to the Consent Calendar, the Chair declared it approved.

### **Unfinished Business**

- A. Commission on Aging Board – Commissioner Tiejema announced his resignation on the Commission on Aging Board to allow two of the applicants a place on the COA Board. Commissioner Tiejema discussed the experience and knowledge that both of these applicants would bring to the COA Board. A brief discussion took place questioning if a County Commissioner needs to be a member on this Board. Tiejema stated that he will still act as the liaison and attend the Commission on Aging Board meetings. Moved by Tiejema, supported by Hodges, to appoint John Sparks and William Roeser to the

Commission on Aging Board subject to there being no violation of the County Board of Commissioners By-Laws. Motion carried by voice vote.

### **New Business**

- A. Bill Tucker with Abraham & Gaffney P.C., reviewed the findings of the county audit for year ending December 2015. Tucker also reviewed the pension and the pension's liability. Moved by Tiejema, supported by Cowling-Cronk, to approve the 2015 Audit Report as presented by Abraham & Gaffney, P.C. (A copy of the Audit is on file in the Clerk's Office). Motion carried by voice vote.
- B. Commission on Aging (COA) Director Carol Hanulcik discussed the need for three transportation drivers and recommended that all three positions start temporarily at a FTE .52 and transition to a FTE .32 in the future. Moved by Cowling-Cronk, supported by Wirtz, to approve filling three additional transportation drivers at a FTE of .52 to be transitioned to FTE .32 once the two drivers return to work. Motion carried by voice vote.
- C. Hanulcik requested an amendment to and also a clarification to the position of Transportation Director/Administrative Assistant position. Due to the duties of a Transportation Director, Hanulcik recommended that the position be changed to a Transportation Coordinator (rather than a director) at a Grade 8 (rather than a Grade 9). Moved by Banks, supported by Tiejema, to amend the position of Transportation Director to a Transportation Coordinator/Administrative Assistant at a Grade 8. Motion carried by voice vote.
- D. County Clerk Tonda Rich requested approval from the Board that would allow Kyle Butler, Prosecutor, and herself to move forward with filling the Collections/Deputy Clerk position at a Grade 7, Step 1. Moved by Banks, supported by Wirtz, to approve filling the Circuit Court Collections/Deputy County Clerk position at a Grade 7, Step 1, with County Clerk Tonda Rich and Prosecuting Attorney Kyle Butler working together to fill and manage the position. Motion carried by voice vote.
- E. Moved by Cowling-Cronk, supported by Tiejema, to approve a three year contract with CSZ Services, LLC for the county's equalization services for 2017, 2018 and 2019 assessment years and further authorize appropriate signatures. Fox stated that the monthly rates would be June 2016 to May 2017 at \$8,750 per month; June 2017 to May 2018 for \$9,000 per month and June 2018 to May 2019 for \$9,250 per month. Motion carried by voice vote.
- F. Moved by Banks, supported by Wirtz, to adopt the Resolution of Appreciation of Kim Courtney who will retire from the County of Ionia on June 30<sup>th</sup>. The Resolution was adopted by the following roll call vote: yes - all. The Resolution is as follows:

#### **RESOLUTION OF APPRECIATION 2016-7**

We gather here to pay tribute to Kim Courtney who is retiring from Ionia County Probate Court on June 30, 2016; and

**WHEREAS**, Kim Courtney began her employment with the County of Ionia in the Register of Deeds Office on November 11, 1973 moving in 1974 to the Ionia County Probate Court Office; and

**WHEREAS**, Kim has served the Ionia County Probate Court and the citizens of Ionia County faithfully for forty-three years, serving in various capacities within that office, as Deputy Register, Court Recorder and, for the past twelve years, Probate Register; and

**WHEREAS**, Kim has served in the Probate Court Office under the administration of six different Probate Judges: and

**WHEREAS**, Kim Courtnay has served with the highest degree of integrity and distinction; and

**WHEREAS**, in recognition of her outstanding service to Ionia County, it is fitting and proper that Kim Courtnay be highly commended.

**NOW, THEREFORE BE IT RESOLVED**, that the Ionia County Board of Commissioners, by this Resolution, expresses its deep appreciation to Kim Courtnay for her faithful and dedicated service and wishes her well in her future endeavors; and, that this Resolution be entered into the records of the Ionia County Board of Commissioners and a copy presented to Kim Courtnay.

- G. County Administrator Stephanie Fox requested approval to restructure the duties of the Park Manager and park staff. Fox recommended that Maintenance Worker Jeff Montgomery and Physical Plant Director Scott DeRuischer act as co-managers of the Park and Administrative Assistants Kathleen Rubie and Sharyn Overton to handle the reservations, deposits and recordkeeping for the Park. In addition, the weekends will be covered on an as-needed basis with seasonal employee Rod Palethorpe covering one weekend, Montgomery covering two weekends and county custodial staff covering one weekend. Fox explained that this will be a six week trial and will report back to the Board to determine if this arrangement is working. In order to compensate the employees for these additional duties, Fox further recommended that Jeff Montgomery be transferred from a Grade 6 to a Grade 10 and add 5 additional hours per week to Scott DeRuischer's salary. Moved by Tiejema, supported by Banks, to approve restructuring the duties for Bertha Brock Park management as discussed and to further approve moving Jeff Montgomery to a Grade 10, Step 1 and adding 5 additional hours per week to Scott DeRuischer's salary. Motion carried by voice vote.
- H. The Animal Shelter received a donation in the amount of \$35,000 and on behalf of Robin Anderson, Animal Control Manager, Fox requested to use part of the donation to purchase a new shelter/animal control transportation vehicle in an amount not to exceed \$23,000. Moved by Cowling-Cronk, supported by Hodges, to approve the purchase of a new vehicle for Animal Control in an amount not to exceed \$23,000. Motion carried by voice vote, with Wirtz voting no.
- I. Moved by Banks, supported by Cowling-Cronk, to add Talmer Bank to the Depository List. The Resolution was adopted by the following roll call vote: yes - all. The Resolution is as follows:

**DEPOSITORY RESOLUTION FOR IONIA COUNTY  
2016 - 8**

**WHEREAS**, under the laws of the State of Michigan, Act No. 40 of the Michigan Public Acts of 1932, 1<sup>st</sup> Extra Session, as amended (MCL 129.12), this Board is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or

held for, the State, County or other political units coming into the hands of the County Treasurer, in one or more Financial Institutions within the State.

**THEREFORE, BE IT RESOLVED BY THE IONIA COUNTY BOARD OF COMMISSIONERS,** as follows:

1. The Ionia County Board of Commissioners hereby provides for the designation and deposit of all public money including tax money by the Ionia County Treasurer in the following financial institutions:

Independent Bank	Main Street Savings
First Bank of West MI	MBIA Assess Management
Bank One	Mercantile Bank of MI
Charter One Bank	Multi-Bank Securities, Inc.
Chemical Bank	NatCity Investments, Inc.
Comerica Bank	National City Bank
Fifth Third Bank	Republic Bank
Fifth Third Securities	Smith Barney
Flagstar Bank	Ambassador Capital Management
Huntington Bank	UBS Financial Services, Inc.
Huntington Capitol Corporation	Union Bank
Portland Federal Credit Union	Talmer Bank
Hastings City Bank	Wachovia Securities
JP Morgan Chase	Wolverine Bank
Bank of America	Citizens Bank
JP Morgan Asset Management	The Private Bank
PFM Group	Wells Fargo Bank
Citizens First Bank	Irwin State Bank
Michigan One Community Credit Union	

2. The Treasurer is authorized to enter into and execute on behalf of the County any contracts with any bank or trust company for the safekeeping or their party custodianship of any of the County's securities as well as any contracts or repurchase agreements with any corporation for the purchase of any such securities which will be the subject of such safekeeping or third party custodianship arrangements, on such terms and conditions as the County Treasurer shall require, and
3. The County Treasurer is authorized to rely on the continuing effect of these Resolutions until amended or repealed by a subsequent resolution of this or a successor Board of Commissioners.

#### **County Administrator's Report**

1. Received a \$22,000 payment from Commission on Aging that will go to the General Fund;
2. A new Veteran's Office located at The Right Door will be open for business on July 20<sup>th</sup>.

#### **Public Comment**

Jack Elliott commented on the audit report. Judy Clark stated that the summer tax bills will be going out next week.

Moved by Banks, supported by Cowling-Cronk, to adjourn the meeting at 8:02 p.m. Motion carried by voice vote.

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Jack Shattuck, Chair

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Tonda Rich, Clerk

Minutes approved on