

IONIA COUNTY BOARD OF COMMISSIONERS

May 9, 2017 - 3:00 p.m.
Commissioners' Meeting Room – Courthouse – 3rd Floor

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Request to hire Substitute Home Delivered Meal Driver
 - B. Request to fill District Court Clerk position
 - C. Request to purchase vehicle for Building & Grounds Department
 - D. Request to ratify County Administrator's signature on Revitalize Agreement
 - E. Acknowledgement of Application for Appointment – Community Mental Health Services Board
- IX. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. County Administrator
- X. Reports of Special or Ad Hoc Committees**
- XI. Public Comment (3 minute time limit per speaker)**

XII. Closed Session

XIII. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2018.
- Community Mental Health Services Board – One three-year term, expiring March 2019. This position serves as a Consumer Representative.
- Construction Board of Appeals – Two two-year terms, expiring October 2017. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term, expiring April 2018.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2017.

Appointments for consideration in the month of June 2017: None

Appointments for consideration in the month of July 2017: None

**IONIA COUNTY COMMISSION ON AGING
REQUEST FOR DISCUSSION/ACTION**

Request to hire a Substitute Home Delivered Meal Driver
Ionia County Commission on Aging – Nutrition Program

CONTACT:

Carol Hanulcik

DESCRIPTION:

COA is requesting to hire a substitute Home Delivered Meal Driver. Current employee in this position recently took on extra hours as a Caseworker, and is no longer able to fill the hours needed for meal delivery.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

none

FINANCIAL ANALYSIS:

Position is currently in budget at .08 FTE Pay Grade 5 (\$12.11 per hour). Hours are irregular and can vary from 0 to 20 in the case of prolonged absence of another driver. When the driver might be needed to drive additional hours, this would be offset by hours not worked by other staff.

LEGAL REVIEW:

none

DEADLINE:

Current employee can cover for the time being, but with vacations coming up we would like to fill the position as soon as possible.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Requesting Ionia County Board of Commissioner's approval to proceed to hire a new employee/replacement for this soon to be vacant position.

DEPARTMENT HEAD RECOMMENDATION:

I recommend we move quickly on filling this position. While the position is only allocated at a few hours per week, the position requires some regular lifting (25lbs+), a clean driving record, and the hours are irregular. It will take some time to find a good fit for the position.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

**REQUEST TO FILL DISTRICT COURT CLERK POSITION
May 9, 2017**

CONTACT:

Cheryl Pinnow
64A District Court
616-527-5344

DESCRIPTION:

Requesting permission to fill the vacant District Court Clerk position

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Position is vacant with the retirement of Audrey Wilbur in our Traffic/Criminal area of District Court. Position has contact with various attorney firms, self-represented defendants and the public.

FINANCIAL ANALYSIS:

Already in budget, this is a union position starting at \$14.06

LEGAL REVIEW:

None

DEADLINE:

5-9-17

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Move to approve the filling of the position of District Court Clerk, at a rate of \$14.06, effective immediately

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Request to Purchase Vehicle for Buildings and Grounds Department
May 9, 2017

CONTACT:

Scott De Ruischer - Physical Plant Director
616-527-5345

DESCRIPTION:

The Buildings and Grounds Department currently operates and maintains two aging vehicles. One is a 2003 Dodge pickup truck with 112,000 miles and the second is a 2005 GMC pickup truck with 97,000 miles. Currently the Dodge pickup is used primarily by the Groundskeeper to haul landscaping materials and the mowing trailer. The GMC pickup truck is primarily used by maintenance as transportation between buildings.

I would like to purchase an enclosed vehicle so that materials can be kept on hand in the vehicle to limit return trips to the maintenance building. This will be a big time savings for our maintenance staff.

I have received three quotes for 2016 Ford Transits. They are as follows:

Pfeiffer Lincoln-Mercury - \$27,233.00

Fox Ford Mazda - \$25,708.92

Trevor Merren Auto - \$23,000.00

I am requesting authorization to purchase the vehicle from Trevor Merren Auto.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

Funding for this project has been allocated in the 2017 General Fund Designated Fund Budget.

LEGAL REVIEW:

N/A

DEADLINE:

May 9, 2017

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Ionia County Board of Commissioners' approves an expenditure of \$23,000 for a 2016 Ford Transit 250 Van from Trevor Merren Auto, with funds to come from the General Fund Designated Fund.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION
CDBG Grant Administrator
Revitalize, LLC

CONTACT:
Stephanie Fox

DESCRIPTION:
Authorization for Revitalize, LLC to administrate the CDBG Grant.

OTHER DEPARTMENTS/AGENCIES AFFECTED:
None

FINANCIAL ANALYSIS:
No financial commitment by the County. The Grant Administrator (Revitalize, LLC) is an exempt activity and grant funds are used to pay the company.

LEGAL REVIEW:
N/A

DEADLINE:
5/9/2017

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):
Ratify signature of the contract between Revitalize, LLC and Ionia County allowing their services as CDBG Grant Administrator.

ADMINISTRATOR'S RECOMMENDATION:
County Administrator recommends approval of this request.

COMMUNITY MENTAL HEALTH SERVICES BOARD

Length of Term: 3 years

Appointments made in March

NAME: Gretchen Nyland
ADDRESS: 7080 Orleans Rd.
Orleans, MI 48865
PHONE: 616-761-3572
TERM EXPIRES: 2018

NAME: Susan Meagher
ADDRESS: 616 Morton Ave.
Belding, MI 48809
PHONE: 616-794-1104
TERM EXPIRES: 2019

NAME: Deborah McPeek-McFadden
ADDRESS: 1123 Kenwood
Belding, MI 48809
PHONE: 616-794-0752
TERM EXPIRES: 2018

NAME: Linda Purcey
ADDRESS: 720 N. State Road
Belding, MI 48809
PHONE: 616-794-1995
TERM EXPIRES: 2019

NAME: Melissa McKinstry
ADDRESS: 412 King St.
Ionia, MI 48846
PHONE: 616-522-1150
TERM EXPIRES: 2018

NAME: Clinton Galloway
ADDRESS: 3652 Goodwin Rd.
Ionia, MI 48846
PHONE: 517-647-2525
TERM EXPIRES: 2020

NAME: Dale Miller
ADDRESS: Ionia County Sheriff's Office
133 E. Adams St.
Ionia, MI 48846
PHONE: 616-527-5383
TERM EXPIRES: 2018

NAME: Nancy Haga
ADDRESS: 1824 Nickleplate Rd.
Ionia, MI 48846
PHONE: 616-527-0619
TERM EXPIRES: 2020

NAME: Mary Barker
ADDRESS: 1601 Somers Rd.
Lyons, MI 48851
PHONE: 616-527-9578
TERM EXPIRES: 2019

NAME: Michael Gallagher
ADDRESS: 260 Ridgewood Ct.
Ionia, MI 48846
PHONE: 616-527-0961
TERM EXPIRES: 2020

NAME: Georgia Sharp
ADDRESS: 8009 Meadow Lane Dr.
Portland, MI 48875
PHONE: 517-490-9895
TERM EXPIRES: 2020

NAME:
ADDRESS:

PHONE:
TERM EXPIRES: 2019

IONIA COUNTY

Application for Committee or Board Position

Name: Nancy J. Patera

Address: 6232 Sunset Beach, Lake Odessa, MI 48849

Telephone Number: 616-902-6973

Email: nancypatera@mac.com

Board, Council, or Committee Position Desired: Community Mental Health Service Board

Please give a brief resume of your qualifications for the desired position.

I have served on this board for several years at two different times. The first appointment was as the representative of the Ionia County Board of Commissioners in the 1970s. The second time was a citizen appointment from 2008 until 2016, serving as chair from 2014 until 2016. I resigned reluctantly because I was pastoring out of town and found it difficult to return to Ionia for meetings. As of July 1st, I will again be pastoring in the Ionia area and hope to return to the Board.

Please mail completed application to:

Ionia County Administration Office
3rd Floor – Courthouse
100 Main Street
Ionia, MI 48846
Fax: 616.527.5380
Email: soverton@ioniacounty.org

Signature Nancy J. Patera