

IONIA COUNTY BOARD OF COMMISSIONERS

**November 24, 2015 - 7:00 p.m.
Conference Room – Central Dispatch Building**

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. Did You Know?**
- VII. Action on 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 October 2015 - \$1,221,393.93
 - D. Approve payment of Health Fund bills - \$83,533.14
 - E.
- VIII. Unfinished Business**
 - A.
- IX. New Business**
 - A. Soldiers & Sailors Relief Commission Update – Denny Craycraft
 - B. MSUE Annual Work Plan FY 2016
 - C. Request for Experience Credit – Circuit Court Recorder
 - D. Request to fill Physical Plant Director position
 - E. Discussion/Action – December Commissioner Meeting Schedule
 - F. Facilities Discussion
 - G.
- X. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. County Administrator
- XI. Reports of Special or Ad Hoc Committees**

XII. Public Comment (3 minute time limit per speaker)

XIII. Closed Session

XIV. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2018.
- Commission on Aging Board – One three-year term, expiring September 2017.
- 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.
- Green View Point Park Advisory Board – One position, which is a Member-at-Large.
- Substance Abuse Initiative – One two-year term, expiring December 2015. Must be a resident of Commissioner District Seven.
- West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee – One one-year term expiring in December 2015 which serves as the Private Sector Representative.

Appointments for consideration in the month of December 2015:

- *Central Dispatch Board of Directors* – Two two-year terms.
- *Substance Abuse Initiative* – Four two-year terms, one from each of the following Commissioner Districts: District 1, District 2, District 6 and District 7.
- *West Michigan Regional Planning Commission* – One one-year term, and is a Private Sector Representative.
- *West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee* – Two two-year terms, one which serves as a Public Sector Representative and one which serves as a Private Sector Representative.

Appointments for consideration in the month of January 2016:

- *Area Agency on Aging of Western Michigan Board of Directors* – One two-year term.
- *Board of Public Works* – Two three-year terms.
- *Park Advisory Board* – Two two-year terms.
- *Tax Allocation Board* – One one-year term.

County of Ionia
Request for Per Diem and Mileage
 Commissioner Shattuck
Oct. 2015

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	10-13		50 ⁰⁰		9 ⁰⁰
Commissioners Evening Meeting	10-27		0		0
Committee-of-the-Whole Meeting	10-20		50 ⁰⁰		9 ⁰⁰
Special Board Meeting					
Airport Board					
Airport Zoning Board	10/20		25 ⁰⁰		0
Bargaining Committee					
Bargaining Committee	10/28		50 ⁰⁰		9 ⁰⁰
Facilities Committee					
Green View Point Park					
MAC Workers' Comp Board					
Park Advisory Board	10-19		0		
Road Commission Liaison	10-19		50 ⁰⁰		8 ⁰⁰
Road Commission Liaison	10-28		25 ⁰⁰		0
Other:					

Total Per Diem Requested: 250⁰⁰

Total Mileage Requested: 35⁰⁰

Signed Jack Shattuck

Date 10/28/15

Per Diem Rates: Board of Commissioner Meetings are \$50; Committee and all other meetings are \$25 for up to one hour, \$50 for one to three hours, and \$75 for more than three hours.
 Mileage for 2015 is 57.5 cents per mile.

County of Ionia
Request for Per Diem and Mileage
 Commissioner Calley
Oct 2015

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	10-19	-	50	40	15.20
Commissioners Evening Meeting	10-27		50	40	15.20
Committee-of-the-Whole Meeting	10-20	1 1/2	50	40	15.20
Special Board Meeting					
Board of Public Works					
Community Mental Health Services Board					
Emergency Management Advisory Council	10-16	:50	25	40	15.20
Grievance Hearing Committee	10-9	:30	25	40	15.20
Tax Allocation					
Other: MI Works - ASCET Governing Bd		1+	50	91	34.58

Total Per Diem Requested: \$250

Total Mileage Requested: \$110.58 @ prior rate of \$0.38/mile

Signed *Jebbie Calley*

Date 10-28-15

Per Diem Rates: Board of Commissioner Meetings are \$50; Committee and all other meetings are \$25 for up to one hour, \$50 for one to three hours, and \$75 for more than three hours.
 Mileage for 2015 is 57.5 cents per mile.

**Commissioner Tiejema
October-15**

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	10/13/15	-	\$50.00	18	\$10.35
Commissioners Evening Meeting	10/27/15	-	\$50.00	18	\$10.35
Area Agency on Aging of Western MI	10/26/15	1:25	\$50.00	58	\$33.35
Committee of the Whole	10/20/15	1:20	\$50.00	18	\$10.35
Commission on Aging Board	10/08/15	1:35	\$50.00	18	\$10.35
Central Dispatch					
Morrison Lake Improvement Board	10/13/15	1:20	\$50.00	12	\$6.90
Other:					

Total Per Diem Requested: \$300.00

Total Mileage Requested: \$81.65

Larry Tiejema

Signed

11/17/2015

Date

County of Ionia
Request for Per Diem and Mileage
 Commissioner Hodges

Oct. 2015

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	10-13		50.00	38	21.75
Commissioners Evening Meeting	10-27		50.00	36	20.70
Committee-of-the-Whole Meeting	10-20		50.00	38	21.75
Special Board Meeting					
Audit Committee					
Midwest Michigan Trail Authority	10-22		50.00	92	59.90
Personnel Committee					
Other:					

Total Per Diem Requested: \$ 200.00

Total Mileage Requested: \$ 124.10

Paul R Hodges
 Signed

11-17-15
 Date

Per Diem Rates: Board of Commissioner Meetings are \$50; Committee and all other meetings are \$25 for up to one hour, \$50 for one to three hours, and \$75 for more than three hours.
 Mileage for 2015 is 57.5 cents per mile.

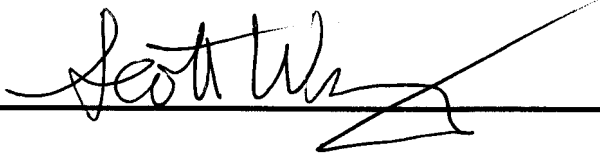
**County of Ionia
Request for Per Diem and Mileage**

Commissioner Wirtz
October 2015

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	10-13-15		50		6.33
Commissioners Evening Meeting	10-27-15		50		6.33
Committee-of-the-Whole Meeting	10-20-15		50		
Special Board Meeting					
Airport Board	10-20-15		25		9.20
Airport Zoning Board					
Community Corrections Advisory Board	10-21-15		25		6.33
Long Lake Board					
MSUE District Extension Council					
Personnel Committee					
Sanitary Code Committee					
Other:					

Total Per Diem Requested: \$1,200

Total Mileage Requested: \$28.19

Signed 

Date 11-17-15

Per Diem Rates: Board of Commissioner Meetings are \$50; Committee and all other meetings are \$25 for up to one hour, \$50 for one to three hours, and \$75 for more than three hours.
Mileage for 2015 is 57.5 cents per mile.

**Agreement for Extension Services provided by
Michigan State University to IONIA County
Annual Work Plan FY 2016 (Exhibit A)**

A. Specific Contributions by MSUE:

1. At least 1.0 FTE Extension Educator whose primary office of operations will be the county Extension office is included in the assessment, unless otherwise agreed to by the county
2. _____ FTE - Extension educators. Please indicate the area(s) of Expertise: _____
3. .5 FTE - 4-H program coordinator(s).
4. .5 FTE - Additional 4-H program coordinators/other paraprofessional.
5. _____ FTE – Support Staff
6. _____ FTE- Other Staff to be included Agreement for Extension Services. Please indicate title and rank _____
7. Administrative oversight included in annual assessment.
8. Access to Extension Educators with expertise in each of the MSUE Institutes included in annual assessment.
9. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.
10. Annual reporting of services provided, audiences served, and impact of programs in the county.

B. Specific Contributions by the County:

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must be provided high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office space must be at least comparable to the average office space used by County employees.
2. Clerical staff for the Extension office that will perform clerical functions, including assisting county residents in accessing MSUE resources by office visit, telephone, email, internet and media. This can be a county employee or the county can contract with MSU for their services.
3. General operating expenses for the office and non-MSU Personnel.

C. Assessment to County:

2016 TOTAL BASE Assessment	\$ <u>53,744.00</u>
ADDITIONAL PERSONNEL	
1. Educator	<u>0</u>
2. 4-H Program Coordinators	<u>0</u>
3. Additional 4-H program coordinators/other paraprofessional	<u>30050</u>
4. Support Staff	<u>0</u>
5. Other Staff	<u> </u>
 TOTAL COUNTY PAYMENT FOR 2016	 <u>\$83,794.00</u>

For the period, January 1, 2016 to December 31, 2016, IONIA County shall pay to MSUE \$83,794.00, which is the cost of the assessment plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to

MSUE Extension Budget Office
446 W. Circle Dr.
160 Agriculture Hall
East Lansing, MI 48824

MICHIGAN STATE UNIVERSITY

IONIA COUNTY

By: _____
Daniel T. Evon, Director,
Contract & Grant Administration

By: _____

Title: _____

Date: _____

Date: _____

By: _____

Title: _____

Date: _____

IONIA
Name

FY 2016
Year

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

REQUEST FOR EXPERIENCE CREDIT

November 24, 2015

CONTACT:

Hon. Suzanne Hoseth Kreeger

DESCRIPTION:

Experience credit for court recorder applicant

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Click here to enter text.

FINANCIAL ANALYSIS:

Click here to enter text.

LEGAL REVIEW:

Click here to enter text.

DEADLINE:

Click here to enter text.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request experience credit for applicant for the court recorder position due to 5 years of experience as an employee within the 8th Judicial Circuit, currently employed in Montcalm County, and has CER certification.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator does not recommend approving this request, as we have not granted experience credit since 2010. If this request is granted, all past requests from other employees will need to be addressed with possible retro credit/pay granted to them.

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

Request to Fill Physical Plant Director Position
November 24, 2015

CONTACT:

Stephanie Fox

DESCRIPTION:

I am requesting approval to fill the position of Physical Plant Director as soon as an appropriate candidate is found. This position is 80 hours per pay period and is classified as a Grade 13. A new employee would begin at Step 1, or if filled internally, the employee would start at the lowest step within Grade 13 which would not cause the employee to receive a reduction in their rate of pay (*per Section 200.144 of the County's Personnel Policy*).

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

Funding for this position is included in the budget.

LEGAL REVIEW:

N/A

DEADLINE:

As soon as possible.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

That the Ionia County Board of Commissioners approve filling the position of Physical Plant Director at Grade 13, Step 1, or if filled internally, at the lowest step within Grade 13, which would not cause the employee to receive a reduction in their rate of pay, as per the Ionia County Personnel Policy.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.