

# IONIA COUNTY BOARD OF COMMISSIONERS

June 12, 2018 - 3:00 p.m.

Palmer Lodge – Bertha Brock Park  
2311 W. Bluewater Hwy - Ionia

## 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. Approval of L-4029, Millage Request Report
  - B. AMBS Call Center Business Associate Agreement with Health Department
  - C. Request to reclassify and fill position in County Clerk's Office
  - D. Friend of the Court request to fill vacancy – Case Manager Position
  - E. Friend of the Court request to fill vacancy – Conciliator Position
  - F. Central Dispatch - Motorola Solutions Services Agreement
  - G. Sheriff's Office Amended Agreement with Deborah Davis for Cognitive Behavior Classes
  - H. Sheriff's Office Amended Agreement with Intrinsic Change Consulting for Cognitive Behavior Classes
  - I. Request for partial release of property from PA116
  - J. Resolution to accept Michigan DNR Trust Fund Grant Agreement
  - K. Approval of Michigan DNR Trust Fund Grant Agreement – River Valley Rail Trail, South Phase
  - L.

**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 2021.
- Central Dispatch Board of Directors – One two-year term expiring December 2018, serving as a Citizen Representative.
- Construction Board of Appeals – Two two-year terms, expiring October 2019. One of these positions serves as an alternate member.
- Parks Advisory Board – One two-year terms expiring January 2019, serving as a Member-at-Large from the Lyons Area.
- West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee – One one-year term, expiring December 2018.

**Non-Commissioner Appointments for consideration in the month of July 2018:** None

**Non-Commissioner Appointments for consideration in the month of August 2018:** None



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

**AMBS Call Center Business Associate Agreement  
June 12, 2018**

**CONTACT:**

*Ken Bowen, Health Officer*

*Peggy Shaull-Norman, Personal Health Director*

**DESCRIPTION:**

*Ionia County Health Department (ICHD) is currently in a service agreement with AMBS Call Center and to finalize our agreement and utilize the services we now also need to enter into a Business Associate Agreement (BAA). The BAA allows ICHD and AMBS to use and/or disclose Protected Health Information (PHI) in its performance of the Services described in the BAA. The call center will enable 24/7 coverage for Public Health calls. After hours, weekends and on holidays, Health Department phone calls will be routed to the call center to field emergent situations (ex: sewage overflow, communicable disease outbreak emergency/reporting, etc.). The call center employee will take down caller information and then contact the appropriate ICHD employee.*

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

N/A

**FINANCIAL ANALYSIS:**

N/A

**LEGAL REVIEW:**

N/A

**DEADLINE:**

N/A

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

*Request approval of the Business Associate Agreement between AMBS Call Center and Ionia County Health Department and authorize the signature of Ken Bowen, Health Officer.*

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval of this request.

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

**Request to Fill a Deputy Clerk Vacancy; Reclassify the Position as a Deputy Clerk  
File Clerk at a Lower Grade Level**

June 12, 2018

**CONTACT:**

Janae Cooper, County Clerk  
616-527-5322

**DESCRIPTION:**

The current part-time position that I am looking to fill has been approved in the past at a Grade 7 (\$14.94 at a Step 1) for up to 22.5 hours per week. Filing is an extremely important yet never-ending task in the Clerk's Office. It is imperative to the judicial process for filing be completed timely and accurately. I am proposing to have someone in the office daily to be responsible for this important task. I am proposing to change the job title from Deputy Clerk to Deputy File Clerk, increase the hours to 27 hours per week and lower the level to a Grade 5 (\$12.35 at a Step 1). The decrease in the level can be justified as this person would not be responsible for court work (other than filing) such as clerking in the courtroom, compiling sentencings and imposing restrictions on driver's licenses, managing jury trials, docketing court pleadings, opening new cases, processing pleadings, etc. Other duties beyond filing would include vital records, genealogy and criminal record searches. The reduction in responsibilities would also result in less training time. I am proposing that this individual work three 5-hour days and two 6-hour days per week.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

Circuit Court

**FINANCIAL ANALYSIS:**

This would result in a cost-savings to the County of \$158.40.

**LEGAL REVIEW:**

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**DEADLINE:**

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**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

That the Ionia County Board of Commissioners approve filling the part-time vacancy in the Clerk's Office. The position will be reclassified as a Deputy Clerk File Clerk at a Grade 5 at 27 hours per week.

**ADMINISTRATOR'S RECOMMENDATION:**

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

5/25/18

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**CONTACT:**

Jessica Wierckz, Friend of the Court 527-5311

**DESCRIPTION:**

On 5/25/18 Jessica Gomez gave notice of her intent to resign effective 6/8/18. This creates an open, necessary FT (37.5 hours/week) position which needs to be filled as soon as practicable. This position is funded through the Cooperative Reimbursement Program (CRP) contract. The Friend of the Court requests permission to refill a Grade 8 Case manager position, and if the position is filled internally, to back fill the position vacated by that person. FOC will attempt to fill with previous applicants, but if that is not effective, then permission to repost a vacancy is requested.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

None

**FINANCIAL ANALYSIS:**

The state of Michigan CRP reimburses 2/3 of the cost of providing Title IV-D (child support) services to Ionia County. The remaining 1/3 is noted as a county obligation per the CRP agreement. FOC generally satisfies the 1/3 expense via revenue including statutory fees, judgment entry fees, and federal incentives based on collection of child support. Authorizing the full time position to be refilled at step one is less expensive initially as the prior employee was a long term employee at the top of the pay grade.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

N/A

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

FOC requests that the Board authorize filling the vacant Case manager position in the FOC office.

**ADMINISTRATOR'S RECOMMENDATION:**

[Click here to enter text.](#)

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

6/6/18

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**CONTACT:**

Jessica Wierckz, Friend of the Court 527-5311

**DESCRIPTION:**

On 6/6/18 Kevin Venton gave notice of his intent to resign effective 6/20/18. This creates an open, necessary FT (37.5 hours/week) position which needs to be filled as soon as practicable. This position is funded primarily through the Cooperative Reimbursement Program (CRP) contract. The Friend of the Court requests permission to refill a Grade 12 Conciliator position. In order to avoid delay in completion of child support orders and resultant decreases to incentive revenues, the Friend of the Court seeks to immediately post a position notice, interview candidates, and hire for the vacated position.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

None

**FINANCIAL ANALYSIS:**

The state of Michigan CRP reimburses 2/3 of the cost of providing Title IV-D (child support) services to Ionia County. The remaining 1/3 is noted as a county obligation per the CRP agreement. FOC generally satisfies the 1/3 expense via revenue including statutory fees, judgment entry fees, and federal incentives based on collection of child support. Authorizing the full time position to be refilled at step one is less expensive initially as the prior employee was a long term employee at the step 6 of the pay grade.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

N/A

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

FOC requests that the Board authorize filling the vacant Conciliator position in the FOC office.

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval of this request.

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

**MOTOROLA SOLUTIONS SERVICES AGREEMENT  
JUNE 12, 2018 BOARD OF COUNTY COMMISSIONERS MEETING**

**CONTACT:**

James Valentine, Director

**DESCRIPTION:**

Central Dispatch upgraded and installed new dispatch consoles going live in December of 2016. The new radio console equipment included a one year warranty. A representative from Motorola Solutions David Wojtylko) reached out to me on May 10<sup>th</sup> advising our system had fallen through the cracks and no one had contacted us regarding a maintenance agreement post warranty period. He presented a one year agreement that is retroactive back to the first of the year (2018) for the one-time amount of \$12,727.20.

Due to a prescheduled vacation I advised Mr. Wojtylko that I would not be able to present this item for commissioner consideration until one of the June meetings. As a follow up to Mr. Wojtylko's initial telephone call, I re-contacted him to confirm this agreement would be retroactive to the first of the year. Mr. Wojtylko then inquired if we would be interested in a multi-year agreement and for budgeting purposes I requested to see such agreement.

On June 7, 2018 I received the attached multi-year agreement with the following annual payment schedule:

Year One: \$12,727.20 Year Two: \$12,981.72 Year Three: \$13,241.40 Year Four \$13,506.24 Year Five: \$13,766.28 for a grand total of \$66,232.84 paid over the five years.

An incentive for entering into the proposed five year agreement is Motorola has limited the annual CPI increase to 2%. If we were to opt for a one year agreement; the annual CPI increase for each reoccurring year is 5%.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

N/A

**FINANCIAL ANALYSIS:**

The annual maintenance agreement is very necessary to cover maintenance and repair of our MCC7500 dispatch consoles. Payment will be from line 801.005 Services- Equipment Maintenance and will become an on-going annual expense.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

As soon as is practical.

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

**Motion to allow Ionia County Central Dispatch to enter into a Services Agreement with Motorola Solutions for maintenance and repair of the dispatch radio consoles for the next five (5) years; authorizing Director James Valentine to sign the agreement as the Authorized Customer.**

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval of this request.



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

**Amended Agreement for Cognitive Behavior Classes  
Deborah Davis  
06/12/2018**

**CONTACT:**

Sheriff Dale Miller

**DESCRIPTION:**

Amendment to the amended agreement, Article 2 – compensation - entered into with Deborah Davis on September 26, 2017. Change to the compensation as noted in Financial Analysis section below.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

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**FINANCIAL ANALYSIS:**

Compensation changed from \$227.69 per session to \$175.00 per session for all groups. This change was made per the recommendation of the State and agreed upon by the CCAB and contractor.

**LEGAL REVIEW:**

**DEADLINE:**

06/12/18 Board Meeting

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

Ionia County Board of Commissioners approve the Amended Agreement, Article 2- Compensation between Ionia County and Deborah Davis to provide Cognitive Behavior treatment services(classes) to be funded by Community Corrections funds.

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval of this request.

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

**Amended Agreement for Cognitive Behavior Classes  
Intrinsic Change Consulting  
06/12/2018**

**CONTACT:**

Sheriff Dale Miller

**DESCRIPTION:**

Amendment to the agreement, Article 2 – compensation, entered into with Intrinsic Change Consulting on September 26, 2017. Change to the compensation as noted in Financial Analysis section below.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

Click here to enter text.

**FINANCIAL ANALYSIS:**

Compensation changed from \$227.69 per session to \$175.00 per session for all groups. This change was made per the recommendation of the State and agreed upon by the CCAB and contractor.

**LEGAL REVIEW:**

**DEADLINE:**

6/12/2018 Board Meeting

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

Ionia County Board of Commissioners approve the Amended Agreement, Article 2- Compensation between Ionia County and Intrinsic Change Consulting to provide Cognitive Behavior treatment services(classes) to be funded by Community Corrections funds.

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval of this request.

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

**Request for Partial Termination of a  
Farmland Development Rights Agreement and Resolution**

**June 6, 2018**

**CONTACT:**

Janae K. Cooper, County Clerk  
616-527-5322

**DESCRIPTION:** Requesting a partial split/removal from PA 116 for parcel #160-033-000-020-00 expiring 12-31-45 Liber 0621 Page 9877 and parcel # 160-131-000-050-00 expiring 12-31-45 Liber 0621 Page 9877.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

Farmland Preservation Office

**FINANCIAL ANALYSIS:**

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**LEGAL REVIEW:**

Click here to enter text.

**DEADLINE:**

ASAP

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

That the Ionia County Board of Commissioners approve a partial split/removal from PA 116 for parcel #160-033-000-020-00 expiring 12-31-45 Liber 0621 Page 9877 and parcel # 160-131-000-050-00 expiring 12-31-45 Liber 0621 Page 9877 in Sebewa Township to execute Roy Spitzley's Trust.

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval of this request.

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

Michigan Department of Natural Resources Trust Fund Development Project Agreement  
TF17-0035  
Fred Meijer River Valley Rail Trail South Phase  
June 12, 2018

**CONTACT:**

Stephanie Fox

**DESCRIPTION:**

As the grantee for FY17 FMRVT Grant, Ionia County has the opportunity to receive funds from the State of Michigan, on behalf of Midwest Michigan Trail Authority to complete the south phase of the Fred Meijer River Valley Trail.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

N/A

**FINANCIAL ANALYSIS:**

The \$1,200,000 project will cover the cost of construction of the project facilities including, engineering costs. Ionia County is required to provide \$910,000 in local match funds which are made up of donations from the Meijer Foundation and MDOT Enhancement Funds through the Kent County Road Commission. This sum represents 75% of the total eligible cost of construction and engineering costs.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

June 30, 2018

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

Approve the resolution and the grant agreement in order to move forward with the project.

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval of this request.

## RESOLUTION

Upon motion made by \_\_\_\_\_, seconded by \_\_\_\_\_,  
the following Resolution was adopted:

RESOLVED, that the County of Ionia, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the County of Ionia does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate and provide all funds needed to incur necessary costs required to complete the project and to provide Nine Hundred Ten Thousand (\$910,000.00) dollars and Zero Cents in local match. This sum represents Seventy-Five(75%) Percent of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
2. To maintain satisfactory financial accounts, documents, and records and to make them available to the Department for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

The following aye votes were recorded:

The following nay votes were recorded:

Adopted this day, Tuesday, June 12, 2018, by the Ionia County Board of Commissioners.

\_\_\_\_\_  
Jack Shattuck  
Chairman, Board of Commissioners

\_\_\_\_\_  
Janae Cooper  
County Clerk

I, Janae Cooper, Clerk of the County of Ionia, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources.

\_\_\_\_\_  
Janae Cooper, Ionia County Clerk