

IONIA COUNTY BOARD OF COMMISSIONERS

February 26, 2019 -7:00 p.m.

Board of Commissioners room: – Ionia County Administrative Building, (old District Court) 3rd floor. 101 W Main St. Ionia MI

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)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of January 2019 - \$1,230,986.18
 - D. Approve payment of Health Fund bills for January 2019 – \$97,816.01
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Sheriff's Office – 2019 Marine Patrol Grant
 - B. Commission on Aging- Requesting approval to enter into rental agreement with First Congregational Church in Portland
 - C. Facilities Manager Position posting
 - D. County Administrator Evaluation
- IX. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. Board of Commissioners report
 - B. County Administrator

X. Reports of Special or Ad Hoc Committees

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

XII. Closed Session

A. Deputy Union Negotiations update

XIII. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2021.
- Construction Board of Appeals – Two two-year terms, expiring October 2019. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term expiring April 2020.
- Parks Advisory Board – One two-year term expiring January 2019, serving as a Member-at-Large from the Lyons Area.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2018.
- Tax Advisory Board – One –one year term expiring 2020

Appointments for consideration in the month of March 2019:

- Community Mental Health four- three year terms

Appointments for consideration in the month of April 2019:

- Area Agency on Aging one – three year term
- Economic Development Corporation/Brownfield Redevelopment Authority – four- three year terms
- Jury Board-one- six year term
- Land Bank Authority – one-three year term

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County of Ionia Request for Per Diem and Mileage

Commissioner Bredice

JAN

2019

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	1/8		50	2	
Commissioners Evening Meeting					
Committee-of-the-Whole Meeting	1/15		25	2	
Special Board Meeting					
Board of Public Works					
Facilities Committee	1/18		50	2	
Facilities Committee					
Grievance Hearing Committee					
Midwest Michigan Trail Authority					
MSUE District Extension Council					
Tax Allocation Board					
Other					
WM Regional Planning Committee	1/18		50	28	
Trail Authority	1/24		50	66	

Total Per Diem Requested:

Total Mileage Requested:



Signed

2-12-19

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 2019 is 58 cents per mile.

County of Ionia Request for Per Diem and Mileage

Commissioner Sharp

January 2019

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	1/9	2	50. ⁰⁰	(35)	20.30
Commissioners Evening Meeting	Cancelled				
Committee-of-the-Whole Meeting	1/15	2	50. ⁰⁰	(35)	20.30
Special Board Meeting					
Board of Public Works					
Community Mental Health Services Board	Paid by the Right Door				
DHS Board Liaison					
EightCap Governing Board	1/85	3+	75. ⁰⁰		
Midwest Michigan Trail Authority	1/24	H	50. ⁰⁰	(35)	20.30
Personnel Committee					
Other:					
Dept Head	1/1	1	25. ⁰⁰	(35)	20.30
Facilities w/ Personnel	1/18	1	25. ⁰⁰	(35)	20.30

Total Per Diem Requested:

875.⁰⁰

Total Mileage Requested:

145 @ 901.50

Debbie Sharp
Signed

2/19/19
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 2019 is 58 cents per mile.

County of Ionia Request for Per Diem and Mileage

Commissioner Shattuck

Jan 2019

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	1-8		50 ⁰⁰		9 ⁰⁰
Commissioners Evening Meeting	1-22		0		
Committee-of the-Whole Meeting	1-15		50 ⁰⁰		9 ⁰⁰
Special Board Meeting <i>airport</i>	1-8		50 ⁰⁰		0
Airport Board	1-25		50 ⁰⁰		9 ⁰⁰
Airport Zoning Board	1-15		50 ⁰⁰		0
Audit Committee <i>airport</i>					
Bargaining Committee					
Bargaining Committee					
Facilities Committee	1-18		0		0
Facilities Committee					
MAC Workers' Comp Board					
Parks Advisory Board	1-9		0		0
SW Mich Alliance for Region Three					
Other: <i>airport</i>	1-2				
<i>Dept Head</i>	1-11		50 ⁰⁰		9 ⁰⁰
<i>Emerg Management</i>	1-9		50 ⁰⁰		11 ⁰⁰
<i>Personnel</i>	1-22		0		

Total Per Diem Requested: 350⁰⁰

Total Mileage Requested: 47⁰⁰

Signed Jack Shattuck

Date 2/12/19

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 2019 is 58 cents per mile.

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

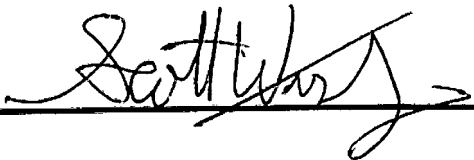
Commissioner Wirtz

January 2019

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	1-8-19		50		
Commissioners Evening Meeting					
Committee-of-the-Whole Meeting	1-15-19		25		
Special Board Meeting					
Airport Board	1-8-19		50		9.28
Airport Zoning Board					
Community Corrections Advisory Board	1-23-19		25		5.80
Long Lake Board					
Personnel Committee					
Road Commission	1-3-19		25		6.96
Road Commission					
Sanitary Code Committee					
Other: Airport Board	1-15-19		50		5.80
Airport Board	1-25-19		50		9.28

Total Per Diem Requested: \$ 275

Total Mileage Requested: \$ 37.12

Signed 

Date 2-19-19

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 2019 is 58 cents per mile.

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

Marine Patrol Grant Application
2/26/19

CONTACT:

Sheriff Charlie Noll

DESCRIPTION:

The Sheriff's Office requires Board authorization to submit the application for 2019 Marine Patrol through the DNR.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Click here to enter text.

FINANCIAL ANALYSIS:

The Sheriff's Office will be notified in the spring of the award amount. We received \$3,000 in 2018 from the DNR, which was a decrease of \$800 from the previous year. The grant has been federally funded for the last nine years with no local match. If needed, we will seek additional local contributions to provide marine safety patrol throughout the boating season – Memorial Day weekend to Labor Day weekend.

LEGAL REVIEW:

Click here to enter text.

DEADLINE:

02/26/19 Board meeting

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Ionias County Board of Commissioners authorize the Sheriff's Office to submit the 2019 Marine Patrol Grant Application.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request

Marine Safety Grant Application 2019
Organization: Ionia County Sheriff Department
Applicant Information

MS19-065

Michigan Department of Natural Resources
Law Enforcement / Grants Management
Marine Safety Program
Grant Application

This information is required under the authority of Part 801 Marine Safety, 1994 PA 451, as amended.

CFDA 97.012 Boating
Safety Financial Assistance

Grant Applicant (Law Enforcement Agency) Ionia County Sheriff Department			* Grant Type <input checked="" type="checkbox"/> Operating <input type="checkbox"/> Equipment	
* Contact Person Suana McDaniels			* Type of Funds Requested <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> No Preference	
Number and Street or Rural Route 133 E. Adams St.			Telephone (616) 527-5383	FAX
City Ionia	State MI	ZIP 48846	Email smcdaniels@ioniacounty.org	

Marine Safety Grant Application 2019
Organization: Ionia County Sheriff Department
Law Enforcement Wages And Benefits

MS19-065

*Number of law enforcement personnel working in the Marine Safety program:

<u>1</u>	Full Time
<u>5</u>	Part Time

Detail of Law Enforcement Wages and Benefits:

Full Time

A) Average hourly wage of officers working in the county Marine Safety program	<u>\$27.11</u>
B) Average Fringe percentage	<u>28.45%</u>
C) Estimated total hours of Marine Safety law enforcement and related activities	40

Part Time

A) Average hourly wage of officers working in the county Marine Safety program	<u>\$18.07</u>
B) Average Fringe percentage	<u>11.65%</u>
C) Estimated total hours of Marine Safety law enforcement and related activities	200

Total Full Time	<u>\$1,393</u>
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Total Part Time	<u>\$4,035</u>
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Total	<u>\$5,428</u>
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Marine Safety Grant Application 2019
Organization: Ionia County Sheriff Department
Contracted Services, Supplies & Materials

MS19-065

Patrol Vehicle Usage

A) Mileage rate calculation for vehicles.

Mileage rate		<u>\$0.36</u>
Total estimated miles	x	
	Subtotal	<u>\$0</u>

B) Leased vehicle calculation for vehicles.

Total Lease amount/month (all vehicles)		
Number of months	x	
Total estimated fuel & oil costs	+	
	Subtotal	<u>\$0</u>

C) Actual cost calculation for 1 vehicles.

Total estimated fuel & oil costs		<u>\$350.00</u>
Total estimated maintenance costs	+	<u>\$50.00</u>
	Subtotal	<u>\$400.00</u>
Patrol Vehicle Total		<u>\$400.00</u>

Patrol Boat Usage

A) Actual cost calculation for 1 vehicles.

Total estimated fuel & oil costs		<u>\$150.00</u>
Total estimated maintenance costs	+	<u>\$500.00</u>
Patrol Boat Total		<u>\$650.00</u>

Materials/Supplies to be purchased

Item	Quantity	Cost per item
Uniforms	1	\$100.00
Training	2	\$25.00
Materials/Supplies Total		<u>\$150.00</u>

Services to be Contracted

<u>Service</u>	<u>Cost per service</u>
Contracted Services Total	<u>\$0</u>

Total Contracted Services, Supplies & Materials **\$1,200**

Marine Safety Grant Application 2019
Organization: Ionia County Sheriff Department
Summary of Estimated Expenditures

MS19-065

Law Enforcement Wages and Benefits Total (Operating grant)	<u>\$5,428</u>
Contracted Services, Supplies & Materials Total (Operating grant)	<u>\$1,200</u>
Total Equipment to be Purchased (Equipment grant)	<u>\$0</u>
Total	<u>\$6,628</u>

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

Request approval to enter into Rental Agreement with First Congregational Church in
Portland
February 26, 2019

CONTACT:

Carol Hanulcik, COA Director

DESCRIPTION:

COA is requesting approval to enter into a Rental Agreement with First Congregational Church in Portland to use their facilities for our new Congregate Meals Service site. They are requesting \$75 per month to cover custodial costs associated with meal service, which we anticipate will be delivered twice weekly with use of the facility from 10:30am-1:30pm. They have waived the Security Deposit of \$50.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

none

FINANCIAL ANALYSIS:

COA considers this cost fair and reasonable and funding is available in COA's budget to meet this obligation.

LEGAL REVIEW:

none

DEADLINE:

We are looking to sign agreement as soon as possible so that we can proceed with health department licensing, announce the opening to the public and begin meal service.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Ionia County Commission on Aging requests approval to enter into Rental Agreement with First Congregational Church in Portland at a cost of \$75 per month for congregate meal service in Portland.

DEPARTMENT HEAD RECOMMENDATION:

I recommend this request be signed. Funding for expansion in Portland was received from AAAM and the Board of Commissioners previously approved our hiring a site hostess for this new location.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request

Application for Facility Use Rental Agreement for General Use

First Congregational Church of Portland, Michigan

This Application will serve as a Rental Agreement between First Congregational Church of Portland (Lessor) and the applicant renting the facility (Lessee). A **\$50 Security Deposit (Non-refundable)** must be submitted with your completed Application. Read all instructions on page 2 before completing this Application.

LESSEE INFORMATION. Lessee must at all times during the rental period have a person on-site to supervise activities.

Lessee Name IONIA COUNTY COMM. ON AGING		Phone Number (616) 527-5365	
Street Address 115 HUDSON ST	City IONIA	State MI	ZIP Code 48846
Lessee Email Address linsley@ioniacounty.org			
Name of individual on-site to supervise activities (if other than Lessee)		Phone Number 616 527 5365	

1. ROOM RENTAL DETAIL. Base rental period is 3 hours*. Additional hours will incur an additional hourly charge. *Does not include prep/clean-up time; detail any prep/clean-up hours needed under "Special Room Set Up" below.

Check the room(s) requested for rental.		
<input checked="" type="checkbox"/> Fellowship Hall and Kitchen	<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Lower Level
Rental Date	Time of Event From: _____ To: _____	Estimated No. of Guests
Check the purpose of rental. (Church property shall not be used for unlawful purpose/activity):		
<input type="checkbox"/> For Profit	<input checked="" type="checkbox"/> Non-Profit (Govt)	<input type="checkbox"/> Educational <input type="checkbox"/> Family
Special Room Set Up: If event requires special room set up, describe below and/or attach separate page. Also detail any prep/clean-up hours needed and include dates and times.		

2. RENTAL FEES. Check all that apply and enter Total Payment Due.

ITEM	MEMBER	NON-MEMBER	Office Use Only Amount Received / Check No. / Date
A. Fellowship Hall and Kitchen	<input type="checkbox"/> \$50	<input type="checkbox"/> \$150	
B. Lower Level	\$25	\$50	
C. Entire Church (excluding sanctuary)	<input type="checkbox"/> \$100	<input type="checkbox"/> \$300	
D. Meeting Room	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	
E. Additional Hours (exceeding 3-hour rental period)	_____ @ \$10/hour	_____ @ \$15/hour	
F. Custodian Fee (required) (Monthly)	<input type="checkbox"/> \$50	<input checked="" type="checkbox"/> \$75	
G. Security Deposit (required with Application)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	(Non-Refundable) *
H. Total Payment Due (add lines A through G)			

3. LESSEE CERTIFICATION AND SIGNATURE

I certify that the information I provided in this Application for Facility Use Rental Agreement is true and accurate. I certify that the premises will not be used for unlawful purposes. I agree to abide by the terms and conditions described herein.

Lessee Signature	Lessee Name Printed	Date
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OFFICE USE ONLY		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	*Reason for Non-approval
Board of Trustee Member Signature	Printed Name of Board of Trustee Member	Date

Instructions for Completing Application for Facility Use Rental Agreement

Read all instructions, terms and conditions before completing this Application.

Maximum dining capacity of Fellowship Hall is 125.

not needed

Complete sections 1 through 4 and return the completed Application **with your \$50 Security Deposit** to First Congregational Church of Portland, 421 E. Bridge Street, Portland, Michigan, 48875. Make your check payable to *First Congregational Church of Portland*. Your requested date will NOT be held until your Application **with a \$50 Security Deposit** is received. Note: You must complete a separate Application for each date requested.

Terms and Conditions

Lessee's Duty to Maintain Premises

The lessee will maintain the building or rooms rented, and the property and equipment therein, in as good a condition as when the premises are delivered to lessee and will surrender the premises to lessor promptly at the end of the rental period. **In any case, the church shall be cleared by 11 p.m.** Lessee shall be liable to lessor for any damage to lessor's property caused by lessee, or damage caused by any person or persons invited or allowed on the lessor's property by lessee during the rental period.

The following items/activities on church property are **prohibited**:

- Smoking and alcoholic beverages
- Pyrotechnics
- Attaching items or articles to church property. This includes fastening decorations to woodwork, walls, poles, or ceilings by using thumb tacks, staples, scotch tape, etc.
- Candles with open flames (candles must be enclosed)
- Glitter or confetti inside or outside the building
- Unlawful activity

Flowers, Decorations, and Table Covers

Lessee must furnish all flowers, decorations and table covers. (See prohibited items above.)

Use of Kitchen, Supplies, and Food Service Areas

All food must be contained in kitchen or designated rental area(s). Lessee must furnish all paper/Styrofoam service products and plastic tableware. Lessee **members only** have the option of using church dishes and/or flatware. These and other options should be discussed with the Kitchen Coordinator.

Period of Rental

The rental period for any room shall be **three hours**. Rental period under this Agreement is deemed to be the actual hours of your event and will not include reasonable preparation and/or clean-up time Lessee must detail dates and hours desired for preparation and clean-up of the actual event under section 2. Rental period/event hours which exceed three hours shall incur additional rental fees (see "Additional Hours" under section 3).

Rental Fees and Security Deposit

A \$50 Security Deposit must be submitted with the completed Application.

*If the Application is **not** approved, the \$50 Security Deposit will be returned to the applicant. If the Application is approved, the lessee will be notified and the total amount due must be paid at least ten (14) days prior to the event date.

1030 - 130
T, W

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IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Request to updated Facilities Manager requirements and salary
February 22, 2019

CONTACT:

Stephanie Fox, County Administrator

DESCRIPTION:

Requesting to change the requirements for the Physical Plant Director to a Facilities Manager, to change from pay grade 13 step 1 \$47,611.20 to step 6 \$58,219.20 to pay grade 17 step 3 \$63,128.00 to step 6 \$71,489.60

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Click here to enter text.

FINANCIAL ANALYSIS:

LEGAL REVIEW:

N/A

DEADLINE:

As soon as possible.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Personnel Committee has suggested updating the job requirements for the Facilities Manager. They must have 5-10 years HVAC service and installation experience and they must be able to pull mechanical permits on behalf of Ionia County. With these updates will require an increase in salary. Requesting to have the position start at grade 17 step 3.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.