

Ionia County Board of Commissioners  
**Tuesday, April 9, 2019**  
Regular Meeting  
3:00 p.m.

Vice-Chair Tiejema called the meeting to order and led with the Pledge of Allegiance. Commissioner Sharp gave the Invocation.

**Members present:** Scott Wirtz, Georgia Sharp, Jim Banks, Chris Bredice, Larry Tiejema and Jack Shattuck

**Members absent:** David Hodges

**Others present:** Jack Elliott, Brian Simon, Kyle Butler, Elisabeth Walden, Mitchell Boatman, Jim Valentine, Ken Bowen, Selena Schmidt, Carly Quinn, Carol Darby, Andrew Bucholtz, Diane Adams, Rhonda Lake, Ashely Wakeley, Judy Clark, Mandy Spratto, Stacey Schafer, Tammy Hewitt, Kim Fletcher, Angie Lundstrom, Jessica Wierckz, Phil Hesche, Erica Parker, Stephanie Fox and Janae Cooper

**Approval of Agenda**

Moved by Banks, supported by Bredice to approve the Agenda as presented. Motion carried by voice vote.

**Public Comment**

Jack Elliott commented that the Board of Commissioner lack authority; the Friend of Court and the County Administrator are unlawful offices/positions.

Judy Clark, Treasurer, voiced her concern regarding the newly proposed Assistant to the County Administrator position. Clark stated that this pay grade is two grade levels higher than Chief Deputies, who have the responsibility to fill in when the elected official is unavailable. Currently the two allotted Administrative Assistant positions are at a Grade 9. Two positions at a Grade 9 would better alleviate the workload versus one person at a Grade 10. Clark stated that many positions should be reclassified. There are a lot of good employees who also “knock it out of the park”; those employees fill in and pick up the work load when needed and do not expect retro pay or receive additional compensation. In addition, the new position is slated for 40 hours; regular courthouse employees are only compensated for a 37.5 hour work week. Clark stated that she supports Administration, but this situation can be looked at differently.

**Action on Consent Calendar**

- A. Approval minutes of the previous meeting(s)
- B. Approve closed session minutes 3-26-19

Hearing no objections, Vice-Chair Tiejema declared the Consent Calendar approved.

### **New Business**

- A. Moved by Shattuck, supported by Bredice to approve filling the vacant deputy clerk position effective 7/1/19 by promoting current part-time employee Marley Camacho and backfilling her part-time case manager assistant position with Julie Zeigler, Grade 6, step 6 at 18 hours per week. Motion carried by voice vote.
- B. Moved by Banks, supported by Sharp to approve Amendment #3 of the Agreement between Michigan Department of Health and Human Services FY 18/19 and Ionia County Board of Commissioners on behalf of Ionia County Health Department and authorize the signature of Ken Bowen, Health Officer. Motion carried by voice vote.
- C. Moved by Banks, supported by Wirtz to approve a one-year contract with Shoreline Cleaners to provide dry cleaning services to the Sheriff's Office. Motion carried by voice vote.
- D. Moved by Shattuck, supported by Bredice to approve the agreement for Sheriff's Office Services between the Village of Clarksville and the County of Ionia and authorize signatures. Motion carried by voice vote.
- E. Moved by Wirtz, supported by Banks to approve filling the open deputy position. Motion carried by voice vote.
- F. The Board acknowledged the following appointments to Community Corrections: Jeff Winters, Walter Downes and Abigail Stoker.
- G. Moved by Banks, supported by Bredice to approve the Tax Allocation Budget. Motion carried by voice vote. Dissolution of the Tax Allocation Board will be looked at in Strategic Planning.
- H. Moved by Shattuck, supported by Wirtz to approve filling the part-time seasonal employee position at Bertha Brock Park at a Grade 4, Step 1, for a total of 576 hours in 2019. Motion carried by voice vote.
- I. Moved by Banks, supported by Bredice to approve to hire two APAs to fill the upcoming vacant positions created by the departure of SAPA Parker and APA Eberle. Motion carried by voice vote. Discussion between Butler and the Board took place. Butler informed the Board that there are 12 open APA positions across the state; Ionia is the second to the lowest paid. Banks stated that he would like to look into this further. Both Parker and Eberle are leaving for financial reasons only. Parker accompanied Butler and personally voiced her reason leaving to the Board was due to financial reasons. Butler stated that the losses in his office are crippling. Butler stated that he is not comfortable with "watering-down" a plea to just get cases resolved.
- J. Moved by Sharp, supported by Bredice to suspend Animal Control Ordinance Section 308 until a decision is made regarding implementation of changes to

Section 308. Motion carried by voice vote. Sharp stated that she would like to have a decision at the final April meeting.

- K. The Board Acknowledged the following Appointments:
  - 1. Area Agency on Aging Advisory Council - one three-year term
  - 2. EDC/BRA - three three-year terms
  - 3. Land Bank Authority - one three-year term
  - 4. Jury Board - one six-year term
- L. Moved by Shattuck, supported by Banks to approve the Two Seven Oh Inc. Grant Agreement. Motion carried by voice vote.
- M. Stephanie Fox, County Administrator submitted a proposal before the Board to approve creating an Assistant to the County Administrator position and to place current Bookkeeper Kim Clark in the new position at a Grade 10, Step 3, effective immediately and to approve retro pay to Kim Clark for her duties fulfilled as Administrative Assistant, while completing her tasks as Bookkeeper. Shattuck stated that he has received several comments about this topic and that Chair Hodges would like to be involved and suggested that maybe this new position should go through the Personnel Committee. Fox requested to fill the Grade 9 position immediately with Kim Clark. Sharp agreed with restructuring the Administrator's office. Tiejema did not agree with retro-pay. Moved by Bredice, supported by Shattuck to fill the Grade 9 position with Kim Clark and pack fill the Bookkeeping position. Motion carried by voice vote.
- N. Moved by Banks, supported by Bredice to approve the compensation proposed by County Clerk Janae Cooper for the various boards of election commissioners. Moved by Banks, supported by Bredice to amend the motion to state the Board of Canvassers and the Election Commission. Motion carried by voice vote.
- O. Moved by Banks, supported by Bredice to adopt the Resolution to Set Per Diem and Mileage Rates for the Various Boards of Election Commissioners: The Resolution was adopted by the following roll call vote: yes - all. Commissioner Wirtz questioned the initial the per diem rate. Moved by Shattuck, supported by Bredice to amend the Resolution to state a Per Diem rate of \$50 for up to there (3) hours (versus two (2)) or less and indicate the resolution is for the County Board of Canvassers and the County Election Commission versus the various boards of election commissioners. The Amended Resolution was adopted by the following roll call vote: yes - all. The Resolution is as follows:

**RESOLUTION TO SET PER DIEM AND MILEAGE RATES FOR COUNTY BOARD OF CANVASSERS AND COUNTY ELECTION COMMISSIONERS**

**RESOLUTION #19-004**

**Whereas**, Public Act 614 of 2018 signed by Governor Snyder on December 28, 2018 and effective on March 28, 2019 requires the County Board of Commissioners to consult with the County Clerk to determine compensation for members of the various boards of Election Commissioners and

any other person charged with duties in connection with the conduct of primaries, elections, canvassing of returns, and recounts and any assistants employed by the County Clerk as are necessary to adequately perform the duties of the board must receive compensation. The payment must be in amounts authorized by the county clerk and must be paid from an appropriation made for that purpose by the county board of commissioners before the canvass.

**Whereas**, depending on the size of the election, the Election Commission and the Board of Canvassers may work up to 6 hours per day when proofing ballots and canvassing the Primary and General Elections and up to 3 hours or more for Special Elections.

**Whereas**, the Ionia County Clerk is recommending compensation for members of the County Election Commission per day as follows:

- Per Diem rate of \$25 for up to one (1) hour or less;
- Per Diem rate of \$50 for one (1) to three (3) hours;
- Per Diem rate of \$75 for three (3) or more hours;

**Whereas**, the Ionia County Clerk is recommending compensation for members of the Board of County Canvassers per day as follows:

- Per Diem rate of \$50 for up to three (3) hours or less;
- Per Diem rate of \$75 for over three (3) to four (4) hours per day;
- Per Diem rate of \$100 for over four (4) hours per day;
- Mileage reimbursement at the applicable current Ionia County Standard mileage rate;
- Meal reimbursement when convened for more than 3 (three) hours up to the applicable current Ionia County Standard lunch reimbursement rate;

**Therefore be it resolved** that the Ionia County Board of Commissioners approve the compensation being recommended by the Ionia County Clerk for the members of the Ionia County Board of Canvassers and the Ionia County Election Commission.

**Be it further resolved** that the Ionia County Board of Commissioners authorize a Budget Amendment, if required, to effectuate this change for Fiscal Year 2019.

### **Commissioner's Report(s)**

Sharp reported that she attended the Quarterly Township Meeting at Tri-County Electric. Sharp commented that Janae Cooper, Clerk, gave a presentation on the Role of the County Clerk in County Government and that she would recommend this presentation for a Committee-of-the-Whole meeting. Sharp also attended a presentation of 211 with the Ionia County Community Collaborative Committee.

Shattuck stated that they have finished the last of the five Facilities Manager Interviews. Candidates have been narrowed down to the top three.

### **Administrator's Report**

Stephanie Fox, County Administrator stated that she sat in on the Central Dispatch Office interviews. Cathi Brodbeck was offered the position. Fox also reminded the Board that there will be a Department Head meeting this Friday at 10:00 a.m.

### **Public Comment**

Carol Darby reported on Mackenzie's Animal Sanctuary.

Jim Valentine commented on the restructuring of the Administration Office. Valentine stated that a change is a good thing but may not be well received.

Jack Elliott commented that the law says that the County cannot have an Administrator.

Janae Cooper stated that the Board is ignoring their own Personnel Policy by not posting jobs. There is no opportunity for equal employment or advancement when an opening is not posted and preselection of a candidate occurs. Many competent county employees may want an opportunity for a change or advancement and they are being denied that opportunity.

The Vice-Chair called for a brief recess at 4:22 p.m.

The Board resumed open session at 4:33 p.m.

Moved by Banks, supported by Wirtz to enter into Closed Session to discuss Deputy Union Negotiations. Motion carried by the following roll call vote: yes - all.

Moved by Banks, supported by Bredice to return to Open Session at 4:41 p.m. Motion carried by voiced vote.

Moved by Shattuck, supported by Banks to approve the Deputy Union Negotiations as presented. Motion carried by voice vote.

Moved by Banks, supported by Bredice to enter into Closed Session to discuss District Court Union Letter of Understanding. Motion carried by the following roll call vote: yes- all.

Moved by Banks, supported by Shattuck to return to Open Session at 4:47 p.m. Motion carried by voice vote.

Moved by Banks, supported by Bredice to accept the Letter of Understanding between 64A District Court and SEIU Local 517M and the County of Ionia. Motion carried by voice vote.

Moved by Banks, supported by Wirtz to move into Closed Session at 4:48 p.m. to discuss the Attorney Letter and the Employee (Stephanie Fox) request for Closed Session. Motion carried by the following roll call vote: yes - all.

Moved by Banks, supported by Shattuck to return to Open Session at 6:03 p.m. Motion carried by voice vote.

**Adjourn**

Moved by Banks, supported by Shattuck to adjourn the meeting at 6:03 p.m. Motion carried by voice vote.

\_\_\_\_\_  
Larry Tiejema, Vice-Chair

\_\_\_\_\_  
Janae K. Cooper, Clerk

Minutes approved on: