

IONIA COUNTY BOARD OF COMMISSIONERS

Organizational Meeting Agenda

January 7, 2020

3:00 p.m.

- I. **Call to Order by County Clerk**
- II. **Pledge of Allegiance**
- III. **Organization of Board and Committees**
 - A. Selection of Chairperson
**Meeting turned over to newly elected Chairperson*
 - B. Selection of Vice-Chairperson
 - C. Review and Adoption of Board Rules
** Discussion and adoption of board and committee meeting dates and times*
- IV. **Approval of Agenda**
- V. **Public Comment**
(Three-minute time limit per speaker – please state name/organization)
- VI. **Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve Closed Session Minutes of December 10, 2019
 - C. Road Department expenditures December 26, 2019
- VII. **Appointments**
 - A. *Appointments to Standing Committee(s)*
 1. Audit Committee
 2. Facilities Committee
 3. Grievance Hearing Committee
 4. Personnel Committee
 - B. *Commissioner Appointments to Boards/Commissions*
 1. Airport Board – Three Commissioners’ (two-year term)
 2. Area Agency on Aging of Western Michigan Board of Directors – one appointment (two-year term)
 3. Area Community Services Employment and Training Council- One appointment Board Chair or their Designee – One appointment (one-year term)
 4. Bargaining Committee Representative – One appointment (one-year term)
 5. Board of Public Works – One appointment (three-year term)
 6. Community Corrections Advisory Board – One appointment (one-year term)
 7. Department of Human Services Board – One appointment (one-year term)
 8. Ionia County Economic Alliance – One appointment (three-year term)
 9. Lake Boards – (one-year terms)
 - Long Lake Board
 - Jordan Lake Board
 - Morrison Lake Board
 7. MAC Workers’ Compensation Board – One appointment (one-year term)
 8. MSU Extension District Extension Council –one appointment (two-year term)
 9. Park Advisory Board –One appointment (two-year term)
 - 10.Road Advisory – Three appointments (one-year term)
 - 11.Southwest Michigan Alliance for Region Three – Two appointments (one-year terms)
 - 12.Tax Allocation Board – One appointment (one-year term)

13. West Michigan Regional Planning Commission – One appointment (one-year term)

C. Legal Counsel

D. Department Heads

1. Administrative Health Officer – One-year appointment
2. Animal Control Officer – One - One-year appointment
3. Building Codes Official – One-year appointment
4. Central Dispatch Director – One-year appointment
5. Equalization Director – One-year appointment

VIII. Unfinished Business

- A. By-Laws Road Advisory Board
- B. Request approval of auditor services for 2019 and 2020 with Maner Coserisan

IX. New Business

- A. Road Department Managing Director Interviews
- B. Request for COA Director salary increase
- C. Request to fill District Court Probation Officer
- D. Request approval of Michigan State Police agreement for weight restrictions
- E. Resolution for Long Lake Road Bridge project
- F. Substance Abuse Advisory appointments
- G. West Michigan Regional Planning Commission Economic Development Strategy appointment – one-year term
- H. Acknowledgement of Applications for Appointment
 1. Board of Public Works – two three-year appointments
 2. Parks Advisory Board – three two-year appointments
 - a. Easton Township Representative
 - b. General Public Representative
 - c. Lyons Village Representative

X. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. Commissioners
- C. County Administrator

XI. Reports of Special or Ad Hoc Committees

XII. Public Comment (Three-minute time limit per speaker – please state name/organization)

XIII. Executive Session

- A. Union Negotiations – Central Dispatch

XIV. Adjournment

Board and/or Commission Vacancies

- Board of Public Works — one three-year term expiring January 2023 and one three-year term expiring January 2021.
- Community Mental Health Services Board — one three year term, expiring March 2021
- Economic Development Corporation/Brownfield Redevelopment Authority — One three-year term expiring April 2020.
- Parks Advisory Board — One two-year term serving as a Member-at-Large from the Lyons Area.
- West Michigan Regional Planning Commission — Two- one-year terms, expired December 2019
- West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee – one – one-year appointment
- Tax Allocation Board – one general public – one-year appointment

Appointments for consideration in the month of January 2020:

- Board of Public works- two –three-year terms
- Park Advisory Board – three -two year terms

Appointments for consideration in the month of February 2020: None

Date 12/23/2019
 Time 13:09:44

Ionia County Road Commission
PR - Check Register

Page 1 of 1
 alison

----- Check ----- Number	Date	Employee Number	Payable To	Check Amount
33832	12/26/2019		Discover Bank	419.67
33833	12/26/2019		Teamsters Union Local #406	803.50
33834	12/26/2019		City of Portland	18.95
33835	12/26/2019		City of Ionia	92.42
VOUCHER # 11585				
12/26/2019				
EMAILED JUDY/ASHLEY				
Email Ack Rec on				
\$ 94,037.57				
Total Number of Checks				4
				1,334.54

Register Total	\$	1,334.54
Direct Deposit	\$	61,348.90
AFLAC	\$	111.17
MISDU	\$	568.04
DC/ROTH	\$	2,219.12
401 EE	\$	1,121.29
401 ER	\$	1,072.03
SOCIAL SECURITY	\$	11,296.60
MEDICARE	\$	2,641.94
FEDERAL TAX	\$	8,922.76
STATE TAX	\$	3,401.18
	\$	-
Total	\$	94,037.57

AK
12/23/19

Date 12/23/2019
Time 13:14:07

Ionia County Road Commission
PR - Advice Register

Page 1 of 3
alison

----- Advice -----	Employee	Payable	
Number	Date	Number	To
10053	12/26/2019	59	Thomas, Daniel L.
10054	12/26/2019	60	Strickling, David D.
10055	12/26/2019	62	Cobb, Brian R.
10056	12/26/2019	66	White, Howard R.
10057	12/26/2019	68	Pohl, Dorothy G.
10058	12/26/2019	73	Antonides, Timothy J.
10059	12/26/2019	74	Olson, Janet K.
10060	12/26/2019	76	Denman, Dannie S.
10061	12/26/2019	77	Hammond, Robert K.
10062	12/26/2019	78	Fyan, Gordon V.
10063	12/26/2019	79	Cole, Kenneth W.
10064	12/26/2019	81	Shank, Tarence L.
10065	12/26/2019	83	Wadkins, Kevin D.
10066	12/26/2019	84	Lowetz, Blaine T.
10067	12/26/2019	85	Lucier, Jason R.
10068	12/26/2019	87	Shafer, Wes A.
10069	12/26/2019	89	Patten, Jason D.
10070	12/26/2019	90	Krueger II, Joseph M.
10071	12/26/2019	97	Teaker, Ronald S.
10072	12/26/2019	163	Batchelder, Alison K.
10073	12/26/2019	166	Perry, Christopher R.
10074	12/26/2019	183	Clark, Scott A.
10075	12/26/2019	201	Shattuck, Zachary M.
10076	12/26/2019	203	Spitzley, Paul A.
10077	12/26/2019	207	Hawley, Nathan P.
10078	12/26/2019	209	Stemler, Travis J.
10079	12/26/2019	218	Wolverton, Trenton M.
10080	12/26/2019	221	Headworth, Brett S.
10081	12/26/2019	235	Fyan, Doug A.
10082	12/26/2019	236	Rich, Chad M.
10083	12/26/2019	237	White, Austin C.
10084	12/26/2019	244	Prescott, Morgan E.
10085	12/26/2019	245	Dalton Jr., Jonnie E.
10086	12/26/2019	246	Roe, Tanner S.
10087	12/26/2019	247	Castle, Brayden C.
10088	12/26/2019	262	Armentrout, David G.
10089	12/26/2019	263	Shattuck, Kyle A.
10090	12/26/2019	264	Williams, Larry M.
10091	12/26/2019	265	Reisbig, Timothy J.
10092	12/26/2019	267	LaVictor, Nathan R.
10093	12/26/2019	276	Rodel, Jacob A.
10094	12/26/2019	279	Calkins, Brian P.

Total Number of Advices

42

59,393.64

Ded. 1955.26

61348.90

Date 12/23/2019
 Time 13:09:44

Ionia County Road Commission
PR - Check Register

Page 1 of 1
 alison

----- Check -----	Employee	Payable	Check
Number	Date	Number To	Amount
33832	12/26/2019	Discover Bank	419.67
33833	12/26/2019	Teamsters Union Local #406	803.50
33834	12/26/2019	City of Portland	18.95
33835	12/26/2019	City of Ionia	92.42
			VOUCHER # 11585
			12/26/2019
			EMAILED JUDY/ASHLEY
			Email Ack Rec on
Total Number of Checks			4
			\$ 94,037.57
			1,334.54

Register Total	\$	1,334.54
Direct Deposit	\$	61,348.90
AFLAC	\$	111.17
MISDU	\$	568.04
DC/ROTH	\$	2,219.12
401 EE	\$	1,121.29
401 ER	\$	1,072.03
SOCIAL SECURITY	\$	11,296.60
MEDICARE	\$	2,641.94
FEDERAL TAX	\$	8,922.76
STATE TAX	\$	3,401.18
	\$	-
Total	\$	94,037.57

AK
12/23/19

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

Request for contract for 2019 and 2020 Audit Services
December 10, 2019

CONTACT:

Stephanie Fox
616-527-5300

DESCRIPTION:

Bill Tucker from Maner Costerisan would continue to complete our audit for 2019 and 2020. The 2019 audit for the Road Department will cost more in 2019 because of the additional time it will take with a new \$17 million fund. The cost for the Road department decreases for 2020.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

	Financial Audit	Single Audit	Road Commission	
2019	\$36,000	\$2,750	\$13,000	\$ 8,000
2020	\$37,000	\$3,000	\$9,000	\$ 6,000

LEGAL REVIEW:

N/A

DEADLINE:

December 10, 2019

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Ionia County Board of Commissioners' approves the contract with Maner Costerisan to perform the audit for 2019 at a cost of \$51,750 and the 2020 audit for the cost of \$49,000 and approval of the appropriate signatures.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

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

**REQUEST TO FILL POSITION OF
PROBATION OFFICER**

CONTACT:

Honorable Raymond P. Voet
64A District Court Judge

Ron Morseau
Court Administrator/Magistrate

DESCRIPTION:

To fill the vacant probation officer position as Ron Morseau left the office to become the Court Administrator/Magistrate

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

None, as the county should see a savings as the former probation officer was at Grade 10, Step 6 and the new probation officer would start at a lower step.

LEGAL REVIEW:

None

DEADLINE:

January 7, 2020

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

That the Board of Commissioners authorize the 64A District Court to hire a Probation Officer to fill the vacant position

ADMINISTRATOR'S RECOMMENDATION:

Click here to enter text.

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

Title: Michigan State Police Contract

Date: January, 2nd, 2020

CONTACT: Paul Spitzley

DESCRIPTION: Contract Service agreement for MSP patrol during seasonal weight restrictions

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

We have a budgeted line item in our 2020 budget

LEGAL REVIEW:

None

DEADLINE:

End of January

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Approved for signature of the County Highway Engineer

ADMINISTRATOR'S RECOMMENDATION:

I recommend approval of this contract. It has worked well over the past few years after there was concern with the public regarding our enforcement of weight restrictions. Other counties such as Gratiot and Shiawassee County Road Commissions use this contract as well.

CONTRACTUAL SERVICES AGREEMENT
between the
THE MICHIGAN DEPARTMENT OF STATE POLICE
and
Ionia County Road Commission

This Agreement is entered into this 13th day of December, 2019, by and between the Michigan Department of State Police ("the MSP") and Ionia County Road Commission ("ICRC"). The MSP and ICRC are collectively referred to as "the Parties."

The Parties desire to enter into a contract for the purpose of the MSP providing law enforcement services to ICRC in connection with seasonal weight restriction road patrol and to set forth the terms, conditions, and obligations of the Parties.

I. In consideration of the above information and as set forth below, the Parties agree as follows:

1. The MSP will provide law enforcement services in connection with seasonal weight restriction road patrol (not to exceed 10 hours per week and 50 hours total).
2. ICRC shall pay the MSP for all costs incurred in providing law enforcement services in connection with seasonal weight restriction road patrol for the period beginning TBD and ending TBD. All costs include, but are not limited to, personnel overtime wages, retirement costs per hour per officer, command officer, or support staff. In addition, ICRC shall pay for any and all patrol car mileage incurred at the actual mileage rate as approved by the Vehicle and Travel Services Division of the Michigan Department of Technology, Management and Budget at the time of service. Use of MSP Aircraft (if any) shall be reimbursed at a fixed rate at the time of service.
3. Except as provided in this Agreement, ICRC shall not be obligated to contribute any money toward the expense of MSP officers, command officers, or support staff for services provided under this Agreement.
4. The MSP agrees to provide such law enforcement services as are mutually agreeable to the Parties, except that, the Commercial Vehicle Enforcement Division Commander or his or her representative shall have the right to withdraw some or all MSP personnel from this assignment in case of an emergency. ICRC shall not be responsible for compensating the MSP for the costs of MSP personnel for the time they are withdrawn from the assignment described in this Agreement.
5. The MSP is obligated to provide law enforcement services in connection with this Agreement only to the extent that personnel resources are reasonably available to work the assignment.
6. MSP personnel shall not be, nor deemed to be, employees or agents of ICRC for any purpose whatsoever. ICRC personnel shall not be, nor deemed to be, employees or agents of the MSP for any purpose whatsoever. Any and all liability for acts or omissions of each party's personnel will be the sole responsibility of the person and the party involved. The Parties do not expressly or impliedly assume any liability for the acts or omissions of the other party or the other party's personnel.
7. The Parties will hold special conferences upon the request of either party for the purposes of resolving any mutual problems that may arise in the enforcement of this Agreement. Any portion of this Agreement that may be subject to interpretation will be addressed at said special conferences.
8. The terms for this Agreement may be renegotiated at any time upon the written request of either party. This Agreement may only be amended by a written document signed by the Parties, by and through their duly authorized representatives.

9. Either party may terminate this Agreement for any reason, provided that at least seven days advance written notice of termination is given to the non-terminating party by the terminating party.
10. This Agreement is the complete and exclusive statement of the agreement between the Parties with respect to the subject matter thereof, and supersedes all prior negotiations, representations, proposals, and other communications between the Parties either oral or written.
11. This Agreement is legally binding and will be enforced according to the laws of the State of Michigan.
12. This Agreement does not create any right in any third party to bring any action under this Agreement or any action to enforce this Agreement.
13. This Agreement is effective when signed by the Parties, by and through their duly authorized representatives, in Section III below.

II. MSP Chain of Command Routing

Work Site Commander Signature	Work Site: Lakeview Post/Ionia Detachment	Date 12/13/2019
Printed or Typed Name Sgt. Chad Flohr		

District or Division Commander Signature	District or Division:	Date
Printed or Typed Name		

Submit the Agreement via the chain of command to the Bureau Commander once the agent for the organization's signature has been obtained.

III. Approval and Execution of Agreement

Michigan Department of State Police:

Bureau Commander Signature	Date
Printed or Typed Name	

IONIA COUNTY ROAD COMMISSION

Address 170 E Riverside Dr			
City Ionia	State Mi	Zip 48846	General Phone Number with Area Code (616) 527-1700
Billing Contact Name Paul Spitzley		Billing Contact Email Address spitzleyp@ioniacountyr	Billing Contact Phone Number with Area Code (616) 527-1700
Signature of Organization Representative		Title County Highway Engineer	Date 12/13/19
Printed or Typed Name of Organization Representative Paul Spitzley			

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

Title: MDOT Signature
Resolution – 2020 Long Lake
over Dickerson Creek

Date: January 2nd, 2020

CONTACT: Paul Spitzley

DESCRIPTION: Contract Resolution for removal and replacement of the bridge on Long Lake Rd over Dickerson Creek

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

The Long Lake Road Bridge Project is in our 2020 budget.

LEGAL REVIEW:

N/A

DEADLINE:

January 13th, 2020

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Approved for signature of County Highway Engineer and County Board Chairman David Hodges

ADMINISTRATOR'S RECOMMENDATION:

I recommend approval of this agreement. This is the typical agreement with the MDOT on projects that are federally funded. The MDOT manages the bidding process and they also pay the contractor as worked is performed. We will then be billed the local share of the project from the MDOT.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

PAUL C. AJEGBA
DIRECTOR

December 9, 2019

Mr. Paul Spitzley, Engineering Director
Ionia County Road Department
170 East Riverside Drive
P.O. Box 76
Ionia, Michigan 48846

Dear Mr. Spitzley:

RE: Contract Number: 19-5564
Control Section: MCS 34000
Job Number: 202404CON
Location: Long Lake Road over Dickerson Creek, Str# 4035, Ionia County

Enclosed is one (1) original and one (1) copy of the above referenced contract between your organization and the Michigan Department of Transportation (MDOT).

If you have questions on the content of this contract, or revisions are required, please contact Monica Uribe, Local Government Contract Engineer at uribem1@michigan.gov or (517) 335-2266.

1. Attach two (2) original certified resolutions. The resolution should include:
 - The name of officials authorized to sign the contract.
 - MDOT Contract Number 19-5564.

If you need an example of a resolution, please contact Kathy Fulton at fultonk@michigan.gov or (517) 335-4404.

2. Please return signed contracts and resolutions for MDOT Execution within 35 days from the date of this letter to:

Kathy J. Fulton, Contract Technician
MDOT – Development Services Division, 2nd Floor
425 West Ottawa Street, P.O. Box 30050
Lansing, MI 48909

MDOT will return a copy of the executed contract to your organization.

Enclosure

EXHIBIT I

CONTROL SECTION JOB NUMBER STRUCTURE	MCS 34000 202404CON # 4035	TOTAL ESTIMATED COST	STATE LOCAL BRIDGE FUNDS (EST 95%)	BALANCE REQ. PARTY'S SHARE
PART A - STRUCTURE AND APPROACHES (STATE PARTICIPATION)				
Construction (Contracted)		\$1,723,100.00	\$1,636,900.00	\$ 86,200.00
PART B – CONTRACTOR STAKING WORK (NO STATE PARTICIPATION)				
Construction (Contracted)		\$ 18,700.00	\$ -0-	\$ 18,700.00
GRAND TOTAL		\$1,741,800.00	\$1,636,900.00	\$104,900.00

NO DEPOSIT REQUIRED

BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IONIA

COUNTY OF IONIA

STATE OF MICHIGAN

RESOLUTION TO AUTHORIZE SIGNING CONTRACT

Commissioner _____ moved the adoption of the following resolution:

WHEREAS, the Michigan Department of Transportation wishes to enter into a contract agreement with Ionia County to accomplish the following project:

Contract Number 19-5564

PART A – STATE PARTICIPATION

The removal and replacement of the structure #4035, which carries Long Lake Road over Dickerson Creek, Section 01, T08N, R08W, Otisco Township, Ionia County, Michigan; the reconstruction of the approaches to the structure for approximately 350 feet westerly and 261 feet easterly of the structure; and all together with necessary related work.

PART B – NO STATE PARTICIPATION

Contractor staking work for the structure #4035, which carries Long Lake Road over Dickerson Creek, Section 01, T08N, R08W, Otisco Township, Ionia County, Michigan; and all together with necessary related work.

NOW, THEREFORE, BE IT RESOLVED, that David Hodges, Chairperson and Paul Spitzley, County Highway Engineer shall be authorized to sign the agreement for Ionia County.

BE IT FURTHER RESOLVED, that true copies of this resolution will be sent to the Michigan Department of Transportation.

The motion was supported by Commissioner _____ and carried on a voice vote.

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I, _____, Clerk of the Board of Ionia County Commissioners, do hereby certify that the above and foregoing is a true and correct copy of an excerpt from the minutes of a meeting of said Board held on _____, A.D., 2020, as appears of record in the office of said Board; that I have compared the same with the original and it is a true transcript therefrom.

IN WITNESS WHEREOF, I have hereunto set my hand at Ionia, Michigan, this ____ day of _____ A.D., 2020.

Clerk of the Board

I wanted to mention that I'd be happy to serve as an Ionia County rep on the CEDS Committee (I believe Spence Riggs had done that previously). It sounded like there hadn't been any applicants as of the county commission meeting. If there's an application or other paperwork to complete please let me know.

Thanks much and have a great day,
-Travis

Travis Alden

Director of Business Development

The Right Place, Inc.

231.233.4349 | AldenT@rightplace.org

www.rightplace.org

