

MONTCALM COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Monday, December 4, 2006

1:00 PM

The regular meeting was called to order by Chairman Carr at 1:00 p.m.

The meeting opened with the Pledge of Allegiance. Pastor Kenneth Kraft from the First Baptist Church in Stanton offered invocation.

Members present at roll call: Commissioners Walker, Petersen, Retzloff, Johansen, Paepke, Baker Carr, Caris and McCrackin. Members absent at roll call: None.

Others present: Kristen Millard, Chris Hyzer, Sally Thomsen, Franz Mogdis, Paul Kluwe, Bob Ragen, several members of the Parks & Recreation Commission, John Berchtold, and Ryan Jeltema.

Moved by Commissioner McCrackin, supported by Commissioner Paepke to approve the November 13, 2006, regular meeting minutes as amended. Motion carried.

Moved by Commissioner Petersen, supported by Commissioner Johansen to approve the agenda with the addition of #3 under New Business entitled *Ad Hoc Committee*. Motion carried.

Public comments were offered and none were given.

Moved by Commissioner Retzloff, supported by Commissioner Johansen to enter into Public Hearing at 1:05 p.m. for the purpose of the creation of the Brownfield Redevelopment Authority. Motion carried.

Franz Mogdis, Montcalm Alliance, was in attendance and addressed the board regarding the development of the Authority. He informed the board that the Alliance is in strong support of the formation of the Brownfield Redevelopment Authority.

Paul Kluwe, Village Manager of Edmore, addressed the board in support of the Brownfield Authority. In particular, the Village of Edmore is in strong support due to the Hitachi property, which is located just outside of the Village of Edmore in Home Township. He feels the Hitachi property will be a great starter property for the Brownfield Authority. Mr. Kluwe stated that there are many properties throughout the county that can benefit from the formation of this Authority.

Diane Murray, Commission on Aging Director, provided the board with a revised Master Agreement Resolution No. 2007-0263. The Board originally approved the Master Agreement on October 23, 2006, however MDOT wanted the words "on behalf of the Commission on Aging" removed from the agreement. Moved by Commissioner Retzloff, supported by Commissioner Johansen to approve the revised Master Agreement Resolution No. 2007-0263 between Montcalm County and MDOT, and authorize the County Clerk to sign it. Motion carried.

Correspondence was received from the Department of Natural Resources regarding DTE Energy Foundation Tree Planting Grants that are available. Moved by Commissioner Retzloff, supported by Commissioner Walker to forward the correspondence from the DNR to the Parks and Recreation Commission for their review and recommendation. Motion carried.

Sheriff Bill Barnwell provided the Board with a copy of the Eureka Township Police Protection Agreement. Moved by Commissioner Retzloff, supported by Commissioner Paepke to approve the Police Protection Agreement between Montcalm County and Eureka Township and authorize Chairman Carr to sign it. Motion carried.

Kristen Millard, County Clerk, provided the board with two PA 116 Farmland Agreements for Robert and Judy Keeler, Day Township. Approval has been received from the Soil Conservation District, Day Township and The Planning Commission. Moved by Commissioner Retzloff, supported by Commissioner Johansen to approve the two PA 116 Farmland Agreement for Robert and Trudy Keeler. Motion carried.

Correspondence was received from the Village of Lakeview regarding a possible County Drain Improvement Project. The purpose of the project would be to provide adequate drainage for the Tamarack District Library. The current drain is not capable of handling the storm water runoff, therefore drainage improvement would be needed. Moved by Commissioner Johansen, supported by Commissioner Paepke to have the County Controller draft a letter

to the Village of Lakeview acknowledging receipt of their letter and express the Board's support of the project. Motion carried.

The WMRPC sent the board notice regarding the 2007 board appointments to the WMRPC. The board must appoint one commissioner, a representative from the private sector and one representative from any constituency. An alternate is optional. Moved by Commissioner Retzloff, supported by Commissioner Petersen to place the correspondence from the WMRPC on file. Motion carried.

John Berchtold provided the board with the 2007 Committee Re-Appointment list. Moved by Commissioner Paepke, supported by Commissioner Retzloff to make the recommended changes to the WMRPC committees, as received by the County Controller, as follows: Two commissioner appointees, one private sector appointee and no alternate for the West Michigan Regional Planning Commission; and one commissioner appointee and one private sector appointee on the WMRPC CEDS Committee; and to approve the Committee Appointment list as follows:

| Agency | Appointee | NEW Term Expiration |
|---|--|--|
| AAA of West Michigan Board of Directors | John Johansen | January 31, 2009 |
| Building Authority Montcalm County | Chris Hyzer | December 31, 2010 |
| Building Board of Appeals | Kevin Griffith Richard Carter | February 12, 2009 February 12, 2009 |
| CAMWC Board of Directors | Ron Retzloff Patrick Q. Carr | December 31, 2007 December 31, 2007 |
| Chief Medical Examiner | Dr. J. Banner, D.O. | December 31, 2007 |
| CIS Oversight Committee | Ron Retzloff | December 31, 2008 |
| Commission on Aging Board of Directors | John Johansen Ralph Harrington | December 31, 2009 December 31, 2009 |
| Conservation District | John Johansen, Liaison | December 31, 2007 |
| Emergency Management Advisory Council (EMAC) | Patrick Q. Carr Ron Retzloff | December 31, 2008 December 31, 2008 |
| Grievance Review Committee | Roger Caris John Johansen | December 31, 2007 December 31, 2007 |
| Housing Commission | Christine Poprawski Tom Lindeman | February 15, 2010 February 15, 2010 |
| Housing Commission Liaison | Ronald Baker | December 31, 2008 |
| Ionia Montcalm Department of Human Services Agency Board | John Johansen Dan Petersen, Alternate | December 31, 2009 December 31, 2009 |
| L.D.F.A. - Greenville | Marcia Walker | December 31, 2007 |

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| Library Board | Charles Braman | December 31, 2011 |
| Mid-Michigan District Health Board of Directors - (MMDHD) | Carl A. Paepke Marcia Walker | December 31, 2007 December 31, 2007 |
| The Montcalm Alliance | Marcia Walker, Liaison John Johansen, Alternate | December 31, 2008 December 31, 2008 |
| Montcalm Center for Behavioral Health Board | John McCrackin Lorna Grassley Marjorie Sorensen Carol Gerlach | March 31, 2010 March 31, 2010 March 31, 2010 March 31, 2010 |
| Montcalm County Human Services Coalition Committee | John Johansen John McCrackin, Alternate | December 31, 2007 December 31, 2007 |
| Montcalm Land Use Coalition | John Johansen, Liaison John McCrackin, Liaison | December 31, 2008 December 31, 2008 |
| MSU Montcalm Extension Advisory Council Liaison | John McCrackin | December 31, 2007 |
| M.T.A. Representative | Carl Paepke John Johansen, Alternate | December 31, 2007 December 31, 2007 |
| Northern Michigan Counties Association | Daniel Petersen Ron Retzloff, Alternate | December 31, 2007 December 31, 2007 |
| Parks & Recreation Commission | Bruce Noll | January 1, 2010 |
| Prison Liaison Committee | John McCrackin | December 31, 2007 |
| Solid Waste Management Planning Committee | Glenn Kebler Carl A. Paepke Larry Engel | December 31, 2009 December 31, 2009 December 31, 2009 |
| Substance Abuse Advisory | Tom Lindeman Roger Caris, Alternate Kimberly Singh Diane Murray | December 31, 2009 December 31, 2009 December 31, 2009 December 31, 2009 |
| T.I.F.A. | Marcia Walker | December 31, 2007 |
| Timberland RC&D | Carl A. Paepke | December 31, 2007 |
| W. Michigan Regional Medical | Dave Feldpausch | December 31, 2007 |

Control Authority

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|---|--|---|
| West Michigan Regional Planning Commission | Marcia Walker John Johansen Tom Lindeman | December 31, 2007 December 31, 2007 December 31, 2007 |
| WMRPC Comprehensive Economic Development Strategy Committee | Dan Petersen Tom Lindeman, Pvt. Sector | December 31, 2007 December 31, 2007 |

Motion carried.

Moved by Commissioner Retzloff, supported by Commissioner Paepke to come out of Public Hearing at 1:29 p.m.
Motion carried.

Moved by Commissioner Johansen, supported by Commissioner Petersen to approve and adopt **RESOLUTION 2006-35, RESOLUTION ESTABLISHING A BROWNFIELD REDEVELOPMENT AUTHORITY FOR THE COUNTY OF MONTCALM, AND APPOINTING BOARD MEMBERS PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN 1996, AS AMENDED.**

WHEREAS, the Montcalm County Board of Commissioners, by Resolution adopted on October 23, 2006 (the “Resolution of Intent”), declared its intention to provide for the operation of a Brownfield Development Authority for the County of Montcalm (the “Authority”) pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the “Act”); and

WHEREAS, on December 4, 2006, pursuant to and in accordance with the Act and the Resolution of Intent, the Montcalm County Board of Commissioners held a public hearing, notice of which was given as required by Section 4(2) of the Act, on the adoption of a resolution creating the Authority; and

WHEREAS, the County Board of Commissioners desires to proceed with the establishment of the Authority for the County of Montcalm.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Authority Created. Pursuant to the authority vested in the Montcalm County Board of Commissioners by the Act, The Authority is hereby established and shall be known as the Montcalm County Brownfield Redevelopment Authority.
2. Supervision of the Authority. The Authority shall be under the supervision and duties control of a Board composed 9 members appointed by the Montcalm County Board of Commissioners. Of the initial members appointed, 3 shall be appointed for 1 year, 2 years, and 3 years. The members of the Board shall hold office and the Board shall conduct its procedures in accordance with the Act, and in particular, Sections 5 through 7.
3. Jurisdiction of the Authority. The Authority shall exercise its powers within the boundaries of the County of Montcalm.
4. Powers and Duties of the Authority. The Authority shall have the powers and duties to the full extent as provided by and in accordance with the Act, including but not limited to the preparation and implementation of Brownfield Plans for eligible properties within the County of Montcalm.
5. Bylaws and Rules of the Authority. The Authority shall elect officers and adopt bylaws and rules governing its procedures and the holding of meetings, all in accordance with Sections 5(3) and 5(5) of the Act, and shall thereafter forward a copy of the bylaws and rules after adoption by the Board to the Montcalm County Board of Commissioners in care of the Montcalm County

Administrator . The Authority's bylaws and rules shall be subject to the approval of the Montcalm County Board of Commissioners.

6. Director of Authority. In the event that the Board elects to employ a director as authorized by Section 6(1) of the Act, the employment and compensation shall be subject to the approval of the Montcalm County Board of Commissioners.
7. Form of Approvals. Except as may otherwise be provided by the Act or other applicable law, approvals by the Montcalm County Board of Commissioners of all matters pertaining to the Authority or its Board shall be by resolution.
8. Severability. Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.
9. Repeals. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.
10. Publication. The Clerk is hereby directed to file a true and complete copy with the Secretary of State of the State of Michigan promptly after adoption and to take all other actions incident upon adoption pursuant to applicable charter or other provisions.

Roll call vote: Ayes: Commissioner Petersen, Retzlöff, Johansen, Paepke, Baker, Carr, Caris, McCrackin and Walker. Nays: None. Motion carried.

At 1:30 p.m. Kathy Evans, Timberland Resource Conservation & Development (RC&D), and members of the Parks and Recreation Commission, were in attendance for an overview of the RC&D program. Ms. Evans provided the board with an update of the projects they are currently working on. She left literature for the board's review and thanked the board for their support and the opportunity to give them a presentation.

Moved by Commissioner Retzlöff, supported by Commissioner Paepke to approve consent agenda items 8 through 26 and move stated action:

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|---------------------------------|---|---------------|
| DNR | Oil & Gas Lease Auction | Place on file |
| Tingley & Associates | Peer Group Minutes of Nov. 10, 2006 | Place on file |
| Diane Murray, COA | HHS Agreement | Place on file |
| Scott Minard, Building Official | Dodge Report for October, 2006 | Place on file |
| Kevin Everingham | Pine Rest MHS Contract | Place on file |
| Kevin Everingham | Alternative Directions MHS Contract | Place on file |
| Conservation District | Minutes of October 10, 2006 | Place on file |
| Montcalm BOC | Letter to Bob Brown, Center for Behavioral Health | Place on file |
| Office of Hwy Safety (OHSP) | Approval of Enforcement Grant | Place on file |
| Solid Waste Committee | Minutes of November 9, 2006 | Place on file |
| Montcalm Housing Commission | Minutes of October 17, 2006 | Place on file |
| Montcalm Housing Commission | Minutes of September 19, 2006 | Place on file |
| Health & Human Services | Minutes of November 2, 2006 | Place on file |
| Collective Bargaining | Minutes of November 13, 2006 | Place on file |
| Collective Bargaining | Minutes of October 2, 2006 | Place on file |
| Dispatch Authority Board | Minutes of October 12, 2006 | Place on file |
| Health & Human Services | Minutes of November 2, 2006 | Place on file |
| Planning Commission | Minutes of October 16, 2006 | Place on file |
| MNCA | Minutes of October 16, 2006 & Agenda for Dec. 4, 2006 | Place on file |

Motion carried.

An amendment to the County of Montcalm Pension Plan was received from Varnum, Riddering, Schmidt & Howlett. The purpose of the amendment is to reflect the improvement in the final average compensation and increase in payroll contributions for the participants who are members of the FOP collective bargaining unit. Moved by Commissioner Retzlöff, supported by Commissioner Paepke to postpone any action on Amendment 2006-2 to the County of Montcalm Pension Plan until the December 18, 2006. Motion carried.

Correspondence was received from the Montcalm Center for Behavior Health regarding the board's request for the October 1, 2006 lease payment. The Montcalm Center is requesting a 60 day extension to respond to the board's

request. Moved by Commissioner Petersen, supported by Commissioner Retzliff to have the Controller respond to the Mental Health Authority Board and grant them the 60 day extension, as requested, for their October 1, 2006 lease payment. Motion carried.

Moved by Commissioner Johansen, supported by Commissioner Petersen to adopt the following policy: "Closure of County Buildings or Operations Due to Inclement Weather, Power Outages and Other Threatening Circumstances" as follows:

"The Montcalm County Controller/Administrator, or in his absence the Finance Officer, may order the closures of certain County buildings or operations due to any of the above stated purposes.

It shall be the responsibility of the Controller/Administrator, or in his absence the Finance Officer, to notify department heads of the closure. If a closure is necessary for the full work day, every attempt shall be made to provide notification on an emergency voice mail by 7:00 a.m. If a closure of buildings or operation is necessary, after the day has commenced, notice shall be phone service, email, or personal service. Closures shall also be noticed on the GRAIL system.

If a department head cannot reach the County voice mail line, then they can contact Central Dispatch at the non-emergency line at 989-831-3500.

It shall be the responsibility of each department head to notify employees within their department of the closure.

When a building or operation is closed by the County Controller/Administrator, or in his absence the Finance Officer, employees shall be paid for lost time."

Motion carried.

Moved by Commissioner Johansen, supported by Commissioner Petersen to provide the Controller/Administrator and the Finance Officer with an on-call pager that is setup to receive weather warnings and have exploratory research on adding to our current alarm system to alert Maintenance when the power has gone out at the Administration Building and other remote locations. Motion carried with Commissioner Carr voting no.

Moved by Commissioner Johansen, supported by Commissioner Petersen that it shall be the responsibility of all department head to immediately notify Central Dispatch if a power outage occurs at any County facility under their watch. This includes all power outages, twenty-four (24) hours per day, and seven (7) days per week. Motion failed.

Moved by Commissioner Johansen, supported by Commissioner Walker to allow the Controller/Administrator to sign the 20 year roof membrane guarantee from Siplast Inc. Motion carried.

Moved by Commissioner Johansen, supported by Commissioner Petersen to approve the carpet bids specifications for the jail control room as presented by the Controller/Administrator. Motion carried.

Moved by Commissioner Johansen, supported by Commissioner Petersen to place the December 4, 2006 Economic Development and Physical Resources Committee minutes on file. Motion carried.

Moved by Commissioner Caris, supported by Commissioner Paepke to accept the job descriptions and wage figures for the temporary part-time Regional Planner and the temporary part time Regional Planning Coordinator. (A copy is attached to the Finance Committee Minutes.) Motion carried.

Moved by Commissioner Caris, supported by Commissioner Paepke to give the Emergency Service Director permission to hire two part-time employees, one to serve as a Regional Planner and on to serve as a Regional Planning Coordinator, with all expenses to be covered by Regional Homeland Security Grant funds administered by the Regional Governing Board. Motion carried.

Moved by Commissioner Caris, supported by Commissioner Paepke to give Commission on Aging permission to have four more part-time, temporary In-Home Service Aides available to hire as needed, 15-24 hours per week, at \$8.50 per hour for homemaker, respite, and homemaker respite services and \$9.50 per hour for personal care. Motion carried.

Moved by Commissioner Caris, supported by Commissioner Baker to give Commission on Aging permission to expand the hours of the In-Home Service Coordinator's hours from 24 hours per week to 32 hours per week, effective immediately. Motion carried.

Moved by Commissioner Caris, supported by Commissioner Paepke to allow the Equalization director is able to fill the GIS Technician immediately. Motion carried.

Moved by Commissioner Caris, supported by Commissioner Baker to allow the Sheriff's department to accept the low bid from Ed Koehn Ford of Greenville and purchase three patrol cars in the amount of \$62,268.45. Motion carried.

Moved by Commissioner Caris, supported by Commissioner Johansen to not renewing any exiting club memberships (i.e. Sam's Club, etc.) when they would become due, unless the department receives Board of Commissioners approval. Motion carried.

Moved by Commissioner Caris, supported by Commissioner Paepke to allow the Finance Officer to receive computer quotes from Dell and other vendors for the two (2) EMS machines and possible four (4) machines for Juvenile. The Finance Officer will be able to purchase those machines if they are under the approved budget amounts for fiscal year 2007. Motion carried.

Moved by Commissioner Caris, supported by Commissioner Paepke to pay the 4 weeks of vacation to Catherine Good that she would have earned on January 17, 2007 as requested in the November 28th letter form Judge Skinner. Motion carried.

Moved by Commissioner Caris, supported by Commission Baker to approve the revised job description of the Personnel Officer as presented. Motion carried.

Moved by Commissioner Caris, supported by Commissioner Baker to authorize the Equalization Department to contract with LIAA for mapping services with a total cost not to exceed \$840. Motion carried.

Moved by Commissioner Caris, supported by Commissioner Paepke to approve warrant number 120406 in the amount of \$31,342.16. Motion carried.

Moved by Commissioner Caris, supported by Commissioner Paepke to place the December 4, 2006, Finance and Personnel Committee minutes on file. Motion carried.

Kristen Millard, County Clerk, informed the Board that Department Heads will begin holding monthly meetings. Should the board have anything they would like the Department Heads to discuss, please forward the information on to her.

Ms. Millard also inquired as to when the board members would like to be sworn in. It was decided that all commissioners will be given their oath of office following the December 18, 2006 Board Meeting.

John Berchtold informed the board that they have been invited to meet with the Health Department prior to the next board meeting for lunch. He will accept the invitation on behalf of the board members.

Chairman Carr addressed the board regarding the possible formation of an Ad Hoc Committee made up of Commissioners, Election Officials, Appointed Department Heads and the County Controller. He stated that it is his hope that a committee of this sort would help resolve issues that seem to be constantly arising between the board, the Controller and various departments. An example of an issue that has recently arose is Employee Evaluations and whether Elected Officials needs to file them in the personnel files kept by the County Controller. Chairman Carr feels that it is a constant battle over various issues. He wants to figure out why the county is having these types of issues and wants to come together to find some type of common ground and cooperation.

Chairman Carr would like to serve on the Ad Hoc Committee and would encourage other commissioners to be involved also. As he sees it, every department head and elected official would also serve on the committee. At the suggestion of the Controller, topics would need to be added to the agenda prior to the meeting to allow department heads and board members sufficient time to prepare for complaints aimed at their department.

Discussion took place on how the meetings could be conducted and whether or not the committee would be too large given that each department would have a representative on the committee.

Commissioner Johansen stated that some of the problems may be resolved outside of the board now that Department Heads are starting to meet on a regular basis.

This topic will be added to the next board agenda.

Public comments were offered. Commissioner Baker suggested that the Department Heads have an agenda item on their monthly meeting regarding being open during the lunch hour and then in return closing the buildings at either 4:00 or 4:30 p.m.

Moved by Commissioner Retzloff, supported by Commissioner Paepke to adjourn at 2:37 p.m. Motion carried.

Kristen Millard, County Clerk

Patrick Q. Carr, Chairman