

Allegan County Board of Commissioners



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BOARD OF COMMISSIONERS MEETING – AGENDA

Thursday, January 10, 2008 – 1:00 p.m.
Board Room – County Services Building

Revised – 1/8/08

For full packet click [here](#) (590 MB)

1:00 p.m. **CALL TO ORDER:**
OPENING PRAYER: Commissioner Spreitzer
PLEDGE OF ALLEGIANCE:
ROLL CALL:
COMMUNICATIONS:
APPROVAL OF MINUTES: 12/13/07, if available
PUBLIC PARTICIPATION:
ADDITIONAL AGENDA ITEMS:
APPROVE OF AGENDA:
PRESENTATIONS:
PROCLAMATIONS:
INFORMATIONAL SESSION: None
ADMINISTRATIVE REPORTS:

CONSENT ITEMS:

1. Motion to approve reports of claims paid/interfund transfers and to incorporate into proceedings of the Board [12/28/07](#) and [1/4/08](#).

ACTION ITEMS:

1. Administration— approve budget adjustment for organizational structure change ([39521](#)).
2. Health Department—approve Amendment No. 1 to the 2007/2008 CPBC Agreement ([39157](#)).
3. Health Department—renew MDEQ Services Agreement 2007/2008 ([39158](#)).
4. Transportation—approve Transit Facility site land purchase Option Agreement ([39911](#)).
5. Transportation—approve Transit Facility site plan/authorize bid document preparation ([39905](#)).
6. Board of Commissioners—[laptop](#) Internet access; approve additional appropriation.

DISCUSSION ITEMS:

1. Ordinance Review Committee—approve recommendation to not ban lawn fertilizer containing phosphorus in Allegan County ([07-218](#)).

Mission Statement

“The Allegan County Board of Commissioners shall plan, develop, and evaluate the necessary policies and resources to ensure our county continues to progress and prosper”

2. Personnel Policy 511—Mileage Reimbursement Rates.

APPOINTMENTS: Don [Black](#) – Boards and Commissions Membership (2008).

ELECTIONS:

PUBLIC PARTICIPATION:

CLOSED SESSION: County Administrator - Evaluation

ROUND TABLE:

ADJOURNMENT: Thursday, January 24, 2008 @ 1:00 p.m.

**@ BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES
COMPLEX @ DUMONT.**

Administrator's Comments and Recommendations
As they pertain to the Board of Commissioners Meeting on January 8, 2008

CONSENT ITEMS:

- 1) **Motion to approve reports of claims paid/interfund transfers and to incorporate into proceedings of the Board; note any disallowed claims.**
 - a. 12/28/07 Claims
 - b. 1/4/08 Claims

ACTION ITEMS:

- 1) **Administration—approve budget adjustment for organizational structure change (39521)** - This is a budget adjustment to the 2008 General Operating Budget that is necessary to properly reflect the changes that were made in the organizational structure of the Administrative departments (Administration and Human Resources). The total budget amount has not changed. It also corrects an error that budgeted a part-time position in the Information Services activities. These funds need to be transferred to the General Fund Contingency account. **Recommendation** - I recommend approval of the budget adjustments to the Administration, Human Resources, and Information Services Departments activities as noted.
 - a. Resolution
 - b. RFA
 - c. Budget adjustments
- 2) **Health Department—approve Amendment #1 to the 2007/2008 CPBC Agreement (39157)** - This amendment to the CPBC agreement between the County through its Health Department and the Michigan Department of Community Health returns the level of funding for the Maternal and Child Health Program to \$49,505 (change of \$428). Ms. Travis has indicated she will be present at the meeting for any questions to this or the next item on the agenda. **Recommendation** - I recommend approval as presented.
 - a. Resolution
 - b. RFA Work Order
 - c. Amendment #1
- 3) **Health Department—renew MDEQ Services Agreement 2007/2008 (39158)** - This request asks for renewal of the annual MDEQ Services Agreement between Allegan County, its Health Department and the state environmental division for 2007/2008 in an amount of \$258,051. This is a continuation of program services offered by the Health Department and no funding action is required. **Recommendation** - I recommend approval as presented.
 - a. Resolution
 - b. RFA Work Order
 - c. Agreement

- 4) **Transportation—approve Transit Facility Site Land Purchase Option Agreement (39911)** - This item was discussed at the County Services Committee meeting of December 20, 2007. The Transportation Director presented the land purchase option which includes 5.5 acres of real property located in the Allegan Highland Industrial Park in the City of Allegan. An amount of \$55,000 is being offered for the parcel which is being funded entirely with state and federal funds previously awarded to the County. Mr. Wedge has indicated he will be present at the meeting for any questions to this or the next item on the agenda.
Recommendation - I recommend approval of the Option Agreement to purchase the parcel of land from the City of Allegan for the new transit facility for Allegan County.
- a. Resolution
 - b. RFA
 - c. Option Agreement
- 5) **Transportation—approve Transit Facility site plan/authorize bid document preparation (39905)** - This item was also discussed at the County Services Committee meeting held December 20, 2007. The Transportation Director presented the proposed transit facility site plan and is requesting that construction management firm of Owen-Ames-Kimball (OAK) be authorized to proceed with preparing a bid from the final architectural drawings developed by DLZ. The total amount of available construction funds for this project is \$1,352,937. The County Services Committee is recommending approval of the plan and bid preparation. **Recommendation** - I recommend approval of the proposed transit facility plan and authorization for OAK to prepare bid documents for same.
- a. Resolution
 - b. RFA
 - c. Site Plan
- 6) **Board of Commissioners—laptop Internet access; approve additional appropriation** - During a discussion at last week's organizational meeting, the matter of inadequate connectivity with Commissioners' laptop computers was discussed. Consensus was to bring a resolution to the next board meeting that would provide the needed solution for this problem. I certainly agree that helping each other achieve preparedness for our meetings is important to our success. I look forward to the additional and proactive communications (questions) that will likely come from the implementation of this tool. I have discussed this with our Information Services Director and he recommends supplying wireless access cards to these laptops at a cost of around \$33 per month per laptop. Since this was not a budgeted item, an additional appropriation will also be needed for the amount to cover the cost. Some commissioners indicated they are not experiencing any difficulty and may not need the added equipment. Those commissioners may opt out by notifying the Administration office in writing.
Recommendation - I recommend purchasing the wireless access cards to commissioners laptops at contract cost and authorize the IS department to install

them to the commissioners wishing to have one; and also to authorize an additional appropriation from contingency to cover the expense.

- a. Resolution
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DISCUSSION ITEMS:

- 1) **Ordinance Review Committee—Approve recommendation to not ban lawn fertilizer containing phosphorus in Allegan County (07-218)** - Discussion in this item took place at the December 13, 2007 board meeting. No consensus was met and as directed it has been brought to this meeting for further discussion.
 - a. Draft Resolution
 - b. RFA

- 2) **Personnel Policy 511—Mileage Reimbursement Rates** - This policy outlines the standard mileage reimbursement policy for all employees of Allegan County when driving a personal vehicle on county business. Basically, it encourages the use of county vehicles when available, however if they elect to use their personal vehicles and receive approval by their supervisor, the employee will be reimbursed at the IRS for round trip mileage of 40 miles or less per day. Round trips over the 40 miles per day will be reimbursed 50% of the IRS rate if they chose to use their own vehicles.
 - a. Draft Resolution
 - b. Draft Policy

APPOINTMENTS/ELECTIONS: There are a few board and commission positions outstanding that were not filled during the end of the year appointments. Potential candidate options are being explored. If at the time of the board meeting, there are any positive confirmations, they will be brought to the meeting for consideration.