

## BOARD PLANNING SESSION

February 7, 2008

1/ The Board of Commissioners of the County of Allegan, State of Michigan met in the Board Room of the County Services Building in the Township of Allegan on February 7, 2008, at 9:30 a.m., as set; Vice-Chairman Jones presiding.

The invocation was offered by District #1 Commissioner Burns and the Clerk led the board in the pledge of allegiance to the flag.

The following Commissioners were present:

DIST # 1	TERRY BURNS	DIST # 7	DON BLACK
DIST # 2	- EXCUSED -	DIST # 8	TOM JESSUP
DIST # 3	PAUL VanECK	DIST # 9	- EXCUSED -
DIST # 4	MARK DeYOUNG [arr 9 35 am]	DIST #10	JON CAMPBELL
DIST # 5	DEAN KAPENGA	DIST #11	LARRY JONES
DIST # 6	MAX THIELE		

### **Public Participation –Comments**

2/ Vice-Chairman Jones opened the meeting to public participation and the following individual appeared to provide comments:

1. R. J. Peterson, Saugatuck addressed the need to preserve the harbor in Saugatuck and foster cooperation between municipalities in the Saugatuck area and he suggested that the county promote a harbor authority.

### **Minutes of January 3 and January 17, 2008 Session – Adopt as Distributed**

3/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to adopt the minutes of the January 3 and January 17, 2008 session as distributed. Motion carried.

### **Agenda – Additions and Amendment**

4/ Vice-Chairman Jones called for any additions or amendments to the meeting agenda. Commissioner Black asked to add hosting of the SMART Committee to the action portion of the agenda.

Moved by Commissioner Black, seconded by Commissioner Kapenga to approve the amendment as presented. Motion carried.

### **SMART Committee – Host in 2008**

5/ Moved by Commissioner Thiele, seconded by Commissioner Burns to host a SMART Committee meeting for the district in 2008. Motion carried.

### **Agenda – Approved as Amended**

6/ Moved by Commissioner Thiele, seconded by Commissioner Black to approve the agenda as amended. Motion carried.

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## **Administrative Update**

7/ Administrator Sarro addressed the laminated card at each Commissioner's seat which gives phone numbers and protocol to follow when computer services are needed by Commissioners.

## **DISCUSSION:**

### **Planning for 2/21/08 Board Retreat**

8/ Rob addressed the options for the February 21, 2008 board retreat. He suggested looking at the non-mandated services and prioritizing them before commencing with the strategic planning piece. The first part of the meeting will be a review of past plans and studies and general background information. He plans to use the same process that Ottawa County used to permit use of voting paddles allowing the board members to vote after receiving background on each issue.

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to address the prioritization of non-mandated services at the February 21, 2008 Board retreat at the Felt Mansion. Motion carried.

### **2009 Budget Policy**

9/ Rob addressed the Personnel Guidelines and the parameter addressed in section 6.1. He asked if there was any objection to eliminating the limits on the percentage of increase for total personnel costs since it is a guideline which creates budgeting problems. If there is a good business case for alternative solutions which would cause the personnel portion of the budget to exceed this parameter but ultimately save money in the long-run, he could recommend it without being insubordinate. In short, it provides the Administrative team with options to give the Board the whole picture relating to personnel, to make appropriate recommendations and permit the Board to vote for the best solutions.

### **Break – 10:00 A.M.**

10/ Vice-Chairman Jones called for a recess. The meeting was recessed at 10:00 a.m.

Upon reconvening at 10:10 a.m., the following Commissioners were present:  
Commissioner Burns, VanEck, DeYoung, Kapenga, Thiele, Black, Jessup, Campbell and Jones.  
Absent – Commissioners McNeal and Jones.

### **General Fund – Review Sheriff's Department 2007 Year-end Adjustment**

11/ Finance Director David Van de Roovaart explained the information on the 2007 year end budget analysis of Sheriff's Department activities. The number of murders in the county wreaked havoc in the overtime budgets and caused the Sheriff to implement a purchasing freeze prior to the end of the 2007 year. David indicated that according to his "best guess" the total amount needed to balance the overtime line-item would be \$1,530 for the year. He commended the Sheriff on prompt notification of the over-time trend and also for working with Human Resources and Finance to minimize the impact to the county fund balance. Commissioner Jessup asked if the 2008 overtime budget had been increased so that this won't happen again. Mr. Van de Roovaart stated that it was increased slightly and that if we see these types of increases this year, the Board will be notified. The 2007 situation is being brought at this time for informational purposes and adjustments will be made when the 2007 budget year is closed.

**Budget Adjustments in General**

12/ Rob Sarro initiated a discussion regarding budget adjustments in general and stated that the best way to deal with them would be to apprise the Board of any anomalies and work with the department head to try to resolve the issue within that year’s appropriated budget whenever possible. However, if the situation cannot be negotiated and/or resolved the Board would receive the information as soon as possible. If the department has the flexibility to resolve the issue within their operating budget, without additional appropriations, the adjustment would be made at the end of the budget year.

**Air Quality Resolution – Update**

13/ Rob reported that they should have an e-mail from Bill Hinz regarding this issue. He has had discussions with Bill since the Board asked him to look into it. The section in the resolution about businesses closing their doors should be removed, but the remainder of the resolution is appropriate. Rob stated it could go on the next agenda for discussion.

**Administrator Evaluation - Update**

14/ There was discussion to confirm that the Board will be convening February 14, 2008 at 10:00 a.m., instead of 11:00 a.m. for the purpose of recessing to closed session to complete the Administrator’s evaluation.

**Facilities Management Director Position – Promote Assistant**

15/ Rob reported that he has completed his interview of Bob Wakeman, and based on this interview and Bob’s background and experience, he is recommending that Bob Wakeman be promoted to the Facilities Management Director Position and asked the Board to confirm this appointment.

Moved by Commissioner Black, seconded by Commissioner Campbell to confirm the recommendation of the Administrator. Motion carried by roll call vote: Yeas – 6 votes. Nays – 3 votes. Absent – 2 votes.

Y	TERRY BURNS	Y	DON BLACK
	- EXCUSED -	N	TOM JESSUP
Y	PAUL VanECK		- EXCUSED -
Y	MARK DeYOUNG	Y	JON CAMPBELL
N	DEAN KAPENGA	Y	LARRY JONES
N	MAX THIELE		

**Code of Ethics – Set on the Next Discussion Agenda**

16/ Moved by Campbell, seconded by Burns to put the Code of Ethics on the next discussion agenda. Motion carried.

**Closed Session – To Address Legal Opinion of Ordinance 101.**

17/ Moved by Commissioner Black, seconded by Commissioner Kapenga to recess to closed session to review the legal opinion regarding the proposed fertilizer ordinance. Motion carried by roll call vote: Yeas – 9 votes. Nays – 0 votes. Absent – 2 votes. The meeting was recessed at 12:10 p.m.

**C L O S E D   S E S S I O N**

**Roll Call-Reconvene**

18/ Upon reconvening at 12:28 p.m., the following Commissioners were present: Commissioner Burns, VanEck, DeYoung, Kapenga, Thiele, Black, Jessup, Campbell and Jones. Absent – Commissioners McNeal and Spreitzer.

**Public Participation – Comment**

19/ Vice Chairman Jones opened the meeting to public participation and Naomi Whetzel reminded everyone that Valentine's Day is next week.

**Adjourn until February 21, 2008 at 9:00 A.M. at the Felt Mansion**

20/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to adjourn until February 21, 2008 at 9:00 a.m. at the Felt Mansion in Laketown Township. Motion carried and the meeting was recessed at 12:35 p.m. p.m.

  
Clerk-Register

# Allegan County Board of Commissioners



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**Steve McNeal, Chairman**  
**Larry "Casey" Jones, Vice Chairman**

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## BOARD PLANNING SESSION-AGENDA

Thursday, February 7, 2008 - 9:30 a.m.  
Board Room - County Services Building

REVISED

For full packet click [here](#) (165 KB)

9:30 a.m. OPENING PRAYER: Commissioner Burns  
PLEDGE OF ALLEGIANCE:  
ROLL CALL:  
PUBLIC PARTICIPATION:  
APPROVAL OF MINUTES: January 3, 2008 and January 17, 2008  
ADDITIONAL AGENDA ITEMS:  
APPROVAL OF AGENDA:

## DISCUSSION ITEMS:

- 1) Planning for 2/21/08 Board Retreat.
- 2) 2009 Budget Policy.
- 3) Budget Adjustments—General discussion; tracked list, review quarterly.
- 4) General Fund—Review Sheriff Department adjustments for YE.
- 5) Air Quality Resolution - update.
- 6) Administrator evaluation - update.
- 7) Discuss 2008 Board of Commissioners Goals (referred from 1/17/08 Planning Session).

## OTHER ITEMS:

- 1) ACTION - Facilities Management Director Position - promote Assistant Director.
- 2) CLOSED SESSION - Ordinance 1014.0 - update on legal review.

## PUBLIC PARTICIPATION:

ADJOURNMENT: Thursday, February 21, 2008 @ 9:00 A.M. @ Felt Mansion - Laketown Township, 6597 - 138th Ave., Holland, MI 49423

## 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"

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