

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

NOVEMBER 4, 2010 SESSION

JOURNAL 59

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November 4, 2010 Planning Session

**NOVEMBER 4, 2010 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Commissioners' Room of the County Services Building in the Township of Allegan on November 4, 2010, at 9:30 A.M. in accordance with the motion for adjournment of October 7, 2010, and rules of this Board; Chairman Jones presiding.

The invocation was offered by District #4 Commissioner DeYoung.

The County Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

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

**PUBLIC PARTICIPATION - NO COMMENTS**

2/ Chairman Jones opened the meeting to public participation and as there were no comments, he closed the meeting to public participation.

**OCTOBER 7, 2010 SESSION MINUTES - ADOPTED AS DISTRIBUTED**

3/ Moved by Commissioner Van Eck, seconded by Commissioner Black to adopt the minutes of the October 7, 2010 as distributed. Motion carried.

**AGENDA - ADDITIONS**

4/ Chairman Jones asked if there were any additions or changes to the agenda. Administrator Sarro asked that the construction manager and architect engineering services be added as Discussion item 4.

Moved by Commissioner Thiele, seconded by Commissioner VanEck to adopt the change and approve the meeting agenda as amended. Motion carried.

**LONGEVITY POLICY 505-ADOPT REVISION**

5/ **BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the following revised Human Resources Policy as attached, effective immediately:

- 505 - Longevity

**BE IT FURTHER RESOLVED**, that Human Resources will provide copies of the revised policy and post it to the website as necessary to inform all employees.

Moved by Commissioner VanEck, seconded by Commissioner Thiele to adopt the resolution as presented. Motion carried by roll call vote: Yes - 10 votes. No - 0 votes. Absent - 1 vote.

**ALLEGAN COUNTY  
EMPLOYEE HANDBOOK**

<b>Category:</b>	<b>Employee Benefit Policy</b>
<b>Number:</b>	<b>505</b>
<b>Approved:</b>	<b>February 10, 2005, supersedes prior policy</b>
<b>Revised:</b>	<b>November 4, 2010</b>
<b>Subject:</b>	<b>LONGEVITY</b>

- 1.0 **Policy:** Longevity pay is to recognize long-term service. The County will pay eligible employees an annual longevity payment based on the payment schedule set forth in this policy. Longevity pay is limited to those employees hired before January 1, 2001.
- 2.0 **Eligibility:** To be eligible for longevity pay an employee must meet the following criteria:
  - 2.1 Full-time employees must work an annual average of sixty (60) or more hours per pay period.
  - 2.2 Part-time employees must work an annual average of forty (40) or more hours per pay period.
  - 2.3 All employees must be hired before January 1, 2001.

**3.0 See Also:** Collective bargaining agreements where applicable.

**4.0 Payment Schedule:** The longevity payment shall be paid to eligible full-time employees in accordance with the following schedule:

Seven (7) years of service	\$300.00
Eight through eleven (8-11) years of service	\$350.00
Twelve through nineteen (12-19) years of service	\$400.00
Twenty (20) years or more of service	\$450.00

Eligible part-time employees shall be paid 50% of the listed amount.

**5.0 Payment Date:** Longevity pay shall be paid in a lump sum payment on or after December 1 each year.

**6.0 Employees Terminating County Employment:**

**6.1** Employees that resign (other than retirement with a County pension) or are involuntarily terminated will not be eligible for longevity pay.

**6.2** Retirees will receive a prorated payment if leaving before the end of the calendar year.

**7.0 Procedure and Rules:**

**7.1** The payroll department shall prepare the longevity eligibility list in November. The Human Resources Department shall audit the list.

**7.2** Each employee must complete the required years of service (12 months = 1 year) by December 1.

**7.3** In the event that an employee who is eligible for longevity pay retires (with a County pension), is laid off, takes an extended leave of absence, or has an extended period of sick leave, his/her amount of longevity pay will be prorated on the basis of the hours paid during that year.

**7.4** If an employee resigns or retires and then returns to employment with Allegan County, the prior service shall not be counted.

**7.5** In the event that an eligible employee dies during the course of the year, his/her spouse or designated beneficiary will receive a prorated amount of longevity pay.

**ADMINISTRATION-AWARD BODY REMOVAL TRANSPORT SERVICES BID**

6/ **BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the Professional Service Agreement, as presented for body removal transport services from December 1, 2010 to November 30, 2012, to Life Stories Funeral Home, 120 South Woodhams, Plainwell, MI, 49080,; and

**BE IT FINALLY RESOLVED** that the Board Chairman and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Budget and

Finance Director is authorized to make the necessary budget adjustments to complete this action.

Moved by Commissioner Thiele, seconded by Commissioner Campbell to adopt the resolution as presented. Motion carried by roll call vote: Yes - 10 votes. No - 0 votes. Absent - 1 vote.

#### **GROWTH MANAGEMENT PLAN—RESCIND OCTOBER 14, 2010 ACTION**

7/ Moved by Commissioner Spreitzer, seconded by Commissioner Campbell to rescind the Growth Management Plan adopted October 14, 2010 (Item 13, pages 588-589). Motion carried.

#### **MASTER PLAN—AUTHORIZE RELEASE**

8/ **WHEREAS**, the Allegan County Planning Commission provided a proposed master plan to the Allegan County Board of Commissioners for their review and comment; and

**WHEREAS**, the following comments were received from the Allegan County Board of Commissioners and County Administrator:

- Overall the Master Plan is good, particularly the initiatives as set forth on page 9-2.
- To have a revised plan with the best, most current overall information, estimates and projections for the County, it may be a good idea to hold off on the plan until new census information is received and can be incorporated within.
- The master plan becomes the key to items approved by the Planning Commission, as County site plans are reviewed against it to the extent they are consistent with the plan or not. The revised plan as presented has great information and thoughts for things to work on but lacks definition of an actual plan that identifies how the County as a region will strategically manage and plan for growth. There needs to be more stakeholders input and buy-in on the frontend of this plan, as well as specific outcomes, measurements, and timelines defined to make it more viable.
- Website links within create inconsistencies with formatting and justification, and in addition those links may not be valid for the duration of the document.
- The single point of contact for economic development within the County structure is the County Development Director. Therefore, page 9-4 should be updated to reflect this.

- Working with and assisting agencies that already exist i.e. County Development, Farmland Preservation and Law Enforcement can provide viable input that could enhance the plan by identifying goals and benchmarks that aid in recognizing needed changes. Examples are: Page 9-2 Initiatives for 2011 (2) regarding Farmland Preservation; Page 9-4 Public Safety (20).
- Both the master plan and the role of the Planning Commission in general should place focus on coordination of existing and future plans and services. Efforts should be made to avoid the duplication of plans and services within and outside of the county's structure.

**WHEREAS**, approval by the Allegan County Board of Commissioners is needed before the plan can be distributed to the local municipalities for their review.

**THEREFORE BE IT FURTHER RESOLVED**, that the Board of Commissioners, consistent with P.A. 33 of 2008, Sec. 41, hereby approves the release of the proposed master plan for review and comment by the appropriate agencies, including but not limited to the following: all municipalities (cities, villages, and townships) within and contiguous to Allegan County, the West Michigan Regional Planning Commission, all contiguous counties to Allegan County, and each public utility company and railroad company owning and operating a public utility or railroad within Allegan County; and

**BE IT FURTHER RESOLVED**, the Board of Commissioners requests the Planning Commission compile all comments received and document for each comment whether a change was made to the plan, provide details for how a change will be made or considered in the future, or indicate/explain why a change was not and/or will not be made.

**BE IT FINALLY RESOLVED**, the Board of Commissioners, consistent with P.A. 33 of 2008, Sec. 43 (3), reserves the right to approve or reject the master plan once approved by the Planning Commission.

Moved by Commissioner Spreitzer, seconded by Commissioner Campbell to adopt the resolution dated November 4, 2010. Motion

carried by roll call vote: Yes - 10 votes. No - 0 votes.

Absent - 1 vote.

**SHERIFF'S OFFICE AND CORRECTIONS CENTER - NEXT STEP**

9/ Administrator Sarro stated we might want to give immediate direction to the construction manager and architect/engineers given the results of the millage vote. He addressed the various options available to the board:

1. Stop all activity.
2. Suspend the current work and determine a plan on December 9, 2010 regarding how to proceed based on the Board's priorities.
3. Allow the work to proceed based on the contract initially signed with the architect (develop the full construction plans).

Moved by Commissioner Campbell, seconded by Commissioner Thiele to pursue option 2 and have the Administrator notify the construction manager and architect/engineer to suspend current work, meet with the Board at the planning session on December 9, 2010 to disclose the status of the project and explore options on how to best move forward based on priorities and need.

Motion carried by roll call vote: Yes - 10 votes. No - 0 votes. Absent - 1 vote.

**BREAK - 10:47 A.M.**

10/ Upon reconvening at 11:05 A.M., the following Commissioners were present: Commissioner Burns, VanEck, DeYoung, Kapenga, Thiele, Black, Jessup, Spreitzer, Campbell and Jones. Absent - Commissioner McNeal.

**PRESS INQUIRIES - ADMINISTRATOR RESPONSE**

11/ Moved by Commissioner Thiele, seconded by Commissioner Burns to direct the Administrator to disperse a response to

inquiries by the press. Motion carried by roll call vote: Yes  
 - 8 votes. No - 2 votes. Absent - 1 vote.

Y	TERRY BURNS	Y	DON BLACK
	STEVE McNEAL	N	TOM JESSUP
Y	PAUL VanECK	Y	FRITZ SPREITZER
Y	MARK DeYOUNG	Y	JON CAMPBELL
N	DEAN KAPENGA	Y	LARRY JONES
Y	MAX THIELE		

#### 2012 DRAFT BUDGET POLICY

12/ Rob Sarro stated that the budget policy will be presented for adoption after the first of the year. This draft allows the Board to review the policy in advance of that meeting. He walked the Commissioners through the changes being recommended, most of which are grammatical or date related.

He pointed out that the change in 8.4 clarifies that even though an amount is estimated for a capital project, if the purchase doesn't utilize the whole amount estimated, the excess will revert back to the capital fund - the excess funds are not linked to the project.

Rob stated he will make the changes noted and define core services, make the "may-shall" terminology consistent throughout the document and he encouraged anyone to bring other issues or concerns to him.

Moved by Commissioner Thiele, seconded by Commissioner Black for Administration to make the stated amendments and to set the draft budget policy on the January 6, 2011 organizational meeting for consideration. Motion carried.

#### CODE OF ETHICS - DISCUSSION

13/ Rob stated that this is reviewed annually, mainly so that we don't lose sight of it.

Moved by Commissioner Black, seconded by Commissioner Thiele to set the code to the organizational meeting for reaffirmation. Motion carried



**BOARD RULES AND PROCEDURES**

14/ Rob Sarro stated that this document is mainly for Board use. The verbiage relating to action items being taken up immediately might need to be clarified. He also questioned if the document should clarify who is the spokesperson for the Board when needed.

Section 6 - There was discussion regarding whether there should be stronger direction against the ability to "pass" when voting on an issue.

There was discussion about board members not acting as a member of the public for public comment and also discussion regarding adding language instructing Board members to refrain from responding to or debating with the public making comment. There was a question as to whether or not it's improper to require individuals to identify themselves for public comment.

**GENERAL UPDATES**

15/ Administrator Sarro explained that binders containing emergency procedures for each building contain materials for Board review. He would like to have feedback by the next meeting; November 18, 2010. It is hoped that these procedures would be adopted by the end of the year so that training and drills can be conducted after the first of the year.

**ELECTIONS:****COMMISSION ON AGING - ELECTION**

16/ Chairman Jones called for nominations to fill the vacancy on the Commission on Aging resulting from the resignation of T. Perez; term to expire December 31, 2010. Commissioner Campbell nominated Nancy Schmitt, 1683 Oak, Otsego, MI 49078.

Moved by Commissioner Campbell, seconded by Commissioner DeYoung to close the nominations and cast a unanimous ballot for the election of Nancy Schmitt to the Commission on Aging.

**COMMUNITY MENTAL HEALTH BOARD - ELECTION**

17/ Chairman Jones called for nominations to fill the vacancy on the Community Mental Health Board to fill the unexpired term resulting from the resignation of Teresa Lynn; term to expire March 31, 2013.

Commissioner Thiele nominated Robin Melvin, 1998 Limberlost Lane, Allegan, MI 49010.

Moved by Commissioner Campbell, seconded by Commissioner Burns to close the nominations and cast a unanimous ballot to elect Robin Melvin. The motion carried unanimously.

**PUBLIC PARTICIPATION - NO COMMENTS**

18/ Chairman Jones opened the meeting to public participation and as there were no comments from the public, he declared the meeting closed to public participation.

**ADJOURNMENT UNTIL NOVEMBER 18, 2010 AT 9:30 A.M.**

19/ Moved by Commissioner Thiele, seconded by Commissioner Campbell to adjourn until November 18, 2010 at 9:30 A.M. The motion carried and the meeting was adjourned at 12:47 P.M.

  
Clerk-Register

