

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

NOVEMBER 10, 2011 SESSION

JOURNAL 60

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November 10, 2011 Session

**NOVEMBER 10, 2011 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 10, 2011, at 1:00 P.M. in accordance with the motion for adjournment of October 27, 2011, and rules of this Board; Chairman DeYoung presiding.

The invocation was offered by District 2 Commissioner McNeal.

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 - EXCUSED -	DIST #7 DON BLACK
DIST #2 STEVE McNEAL	DIST #8 - EXCUSED -
DIST #3 PAUL VanECK	DIST #9 BILL SAGE
DIST #4 MARK DeYOUNG	DIST #10 JON CAMPBELL [left 4:15 pm]
DIST #5 DEAN KAPENGA	DIST #11 LARRY JONES
DIST #6 MAX THIELE [arr: 1:08 pm]	

**OCTOBER 13, 2011 & OCTOBER 27, 2011 SESSION MINUTES - ADOPTED**

2/ Moved by Commissioner Kapenga, seconded by Commissioner Jones to adopt the minutes of the October 13, 2011 and October 27, 2011 sessions as distributed. Motion carried.

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**AGENDA - ADDITIONS**

4/ Chairman DeYoung asked if there were any additions or changes to the agenda. Commissioner Black asked to add discussion of HB 5126 that permits counties to do away with a separate road commission and incorporate that function into general county functions.

Moved by Commissioner Black, seconded by Commissioner Campbell to adopt the changes to the meeting agenda as requested. Motion carried by roll call vote: Yeas - 9 votes. Nays - 0 votes. Absent - 2 votes.

**AGENDA - ADOPTED AS AMENDED**

5/ Moved by Commissioner Campbell, seconded by Commissioner VanEck to adopt the meeting agenda as amended. Motion carried.

**ADMINISTRATIVE REPORTS:**

6/ Administrator Rob Sarro reported that he had sent summary information to each Commissioner electronically and is sending additional updates. He invited Commissioners to contact him if there were any questions.

**DISCUSSION****HB 5126 - ROAD COMMISSION LEGISLATION**

7/ Commissioner Kapenga stated that at the recent MAC meeting, HB 5126, legislation relating to road commissions was discussed. There was a widespread range of satisfaction expressed by various counties and it was felt that this is permissive legislation which allows each county to decide what to do depending on their own situation. If the Road Commission is working well as a separate entity, the Board can allow it to continue under the regular structure. If there are problems,

the Board of Commissioners could incorporate the Road Commission function into general county government.

Road Commissions are concerned that by having some counties taking over road commission functions and others not, it would dilute their ability to promote legislation needed.

Moved by Commissioner McNeal, seconded by Commissioner Kapenga to send a letter of support of HB 5126 legislation to our Representatives.

Moved by Commissioner McNeal, seconded by Commissioner Campbell to table this item until after break. Motion carried

**FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

8/ Moved by Commissioner VanEck, seconded by Commissioner Jones to adopt the report of claims for October 21 and October 28, 2011 as presented. Motion carried by roll call vote: Yes - 9 votes. No - 0 votes. Absent - 2 votes.

HONORABLE BOARD OF COMMISSIONERS OF ALLEGAN COUNTY,  
Your committee on Finance has authorized the following claims for October 21, 2011. The following claims, which are chargeable against the County, were audited in accordance with Section 46.61 to 46.63, inclusive, M.C.L. 1970 as amended and resolutions of the Board. Said claims are listed in the 2011 Claims Report, Liber \_\_\_\_, and Commissioners' Record of Claims.

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund	\$107,724.03	\$107,724.03	
Parks	\$2,048.06	\$2,048.06	
Central Dispatch/E911 fund	\$26,090.32	\$26,090.32	
Friend of the Court Fund	\$411.25	\$411.25	
Health Department Fund	\$21,345.95	\$21,345.95	
Transportation Grant	\$17,142.33	\$17,142.33	
Public Improvement-Jail	\$108,700.69	\$108,700.69	
Register of Deeds Automation Fund	\$64.28	\$64.28	
Law Library Fund	\$3,302.41	\$3,302.41	
Drains	\$109,827.94	\$109,827.94	
Senior Millage	\$69,818.69	\$69,818.69	
Delinquent Tax Revolving Fund	\$16,728.21	\$16,728.21	
Self-Insurance Fund	\$35,495.07	\$35,495.07	
Child Care -Circuit/Family	\$2,310.20	\$2,310.20	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$521,009.43</b>	<b>\$521,009.43</b>	

Respectfully submitted, COMMITTEE OF FINANCE

HONORABLE BOARD OF COMMISSIONERS OF ALLEGAN COUNTY,  
Your committee on Finance has authorized the following claims for October 28, 2011. The following claims, which are chargeable against the County, were audited in accordance with Section 46.61 to 46.63, inclusive, M.C.L. 1970 as amended and resolutions of the Board. Said claims are listed in the 2011 Claims Report, Liber \_\_\_\_, and Commissioners' Record of Claims.

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund	\$123,597.93	\$123,597.93	
CIP Building Capital	\$48,852.90	\$48,852.90	
Central Dispatch/E911 fund	\$25,792.12	\$25,792.12	
Local Corrections Officers Training	\$4,118.00	\$4,118.00	
Health Department Fund	\$3,242.31	\$3,242.31	
Transportation Grant	\$352.90	\$352.90	
Public Improvement Fund	\$26,340.00	\$26,340.00	
Register of Deeds Automation Fund	\$652.87	\$652.87	
Drug Law Enforcement Fund-Prosecutor	\$115.51	\$115.51	
Justice Training Fund—P.A. 302, 1982	\$450.00	\$450.00	
Law Library Fund	\$1,040.16	\$1,040.16	
Grants	\$11,169.00	\$11,169.00	
Social Welfare Fund	\$9,904.39	\$9,904.39	
Drains	\$21,422.17	\$21,422.17	
Tax Reversion	\$127.76	\$127.76	
Delinquent Tax Revolving Fund	\$385.88	\$385.88	
Self-Insurance Fund	\$2,719.06	\$2,719.06	
Child Care –Circuit/Family	\$19,242.13	\$19,242.13	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$299,525.09</b>	<b>\$299,525.09</b>	

Respectfully submitted, COMMITTEE OF FINANCE

**EMERGENCY MANAGEMENT—APPLY/ACCEPT FY2012 PERFORMANCE GRANT**

9/ BE IT RESOLVED that the Allegan County Board of Commissioners hereby approves the request of the Emergency Management Director to apply for and accept when awarded the FY2012 Emergency Management Performance Grant (CDFR# 97.042) from the Michigan Department of State Police Emergency Management Division for the period October 1, 2011 through September 30, 2012, in the amount of \$46,620.00, which represents up to fifty (50%) per cent of the Emergency Program Manager's salary and fringe benefits; and

BE IT FURTHER 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 Black, seconded by Commissioner Kapenga to adopt the resolution as presented. Motion carried by

roll call vote: Yes - 9 votes. No - 0 votes. Absent - 2 votes.

**DISTRICT COURT—EMPLOYEE RECOGNITION AND HOLIDAY LUNCHEON**

10/ **BE IT RESOLVED** that the Allegan County Board of Commissioners hereby concurs with the request from the 57<sup>th</sup> District Court to reduce hours for the 57<sup>th</sup> District Court on Friday, December 9, 2011; closing the office between noon and 5 p.m. to allow an employee recognition luncheon; and

**BE IT FURTHER RESOLVED** that the Board Chairman is authorized to sign the attached Local Administrative Order 2011-6 from the 57<sup>th</sup> District Court, which states the date and time of office closure, signed by the Honorable Joseph S. Skocelas, Chief District Court Judge.

Moved by Commissioner Black, seconded by Commissioner Sage to adopt the resolution as presented. Motion carried.

**TRANSPORTATION—APPROVE ACSET TRANSPORTATION CONTRACT 2011-12**

11/ **BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the request from the Transportation Department to approve the Area Community Services Employment and Training Council (ACSET) Contract to provide countywide transportation services to participants in the Jobs, Education and Training (JET) Program, effective October 1, 2011 through September 30, 2012, on an amount not to exceed \$70,000; and

**BE IT FURTHER RESOLVED** that the Board Chairman and/or County Administrator and Transportation Director 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 Black, seconded by Commissioner Jones to immediately adopt the resolution as presented. Motion

carried by roll call vote: Yes - 9 votes. No - 0 votes.

Absent - 2 votes.

**BOARD OF COMMISSIONERS—AGREEMENT FOR EXTENSION SERVICES PROVIDED BY MICHIGAN STATE UNIVERSITY**

12/ BE IT RESOLVED that the Allegan County Board of Commissioners hereby approves the request from the County Administrator to approve the agreement for Extension Services provided by Michigan State University to provide the County with agricultural support, effective January 1, 2012 through December 31, 2016, as attached; and

BE IT FURTHER RESOLVED that the Board Chairman and/or 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 Kapenga, seconded by Commissioner VanEck to adopt the resolution as presented. Motion carried by roll call vote: Yes - 7 votes. No - 2 votes. Absent - 2 votes.

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

**Agreement for Extension Services provided by Michigan State University**

Michigan State University Extension ("MSUE"), in collaboration with Allegan County ("County") are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes:

- Enhancing Michigan's First Green Industry: Agriculture & Agribusiness
- Preparing Michigan's Children & Youth for the Future
- Greening Michigan: Leveraging Natural and Human Assets for Prosperity
- Improving the Health & Nutrition of Michigan's residents

MSUE and the County have a long history of working cooperatively to deliver Extension services. We agree to each contribute resources to continue the delivery of Extension services in the County.



**I. Basic Contributions. Generally, each of us agrees to contribute the following:**

**A. MSUE will provide:**

1. Access to programs in all four MSUE Institutes by residents in your County. This includes access to educators appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension educators' salaries and benefits. At least one extension educator will be assigned to your County. The County may contract for additional extension educators at additional cost.
3. A 4-H program coordinator will be assigned for at least .5 FTE to the County, with up to 3.0 FTE assigned based on the youth population of the County. The County may contract for additional FTE employees at additional cost.
4. Administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty ("Personnel") who provide programming to counties. Operating expenses include, for example, travel reimbursement, professional development and communications costs.
5. Supervision of the Personnel providing services to the residents of the county
6. Supervision of County clerical staff assigned to the County Extension office, if desired.
7. Reporting at least once per year on the scope of services provided, the audiences served, and the impacts of programs delivered by MSUE in the County.

**B. The County will provide:**

1. Office space for a County Extension office. The office will include space for at least one extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. The office must have access to high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office and meeting space must be at least comparable to the average office space used by County employees. Access to the office building and relevant meeting spaces must be ADA compliant/accessible.
2. Clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media.
3. Operating expenses for the office and Personnel.

**II. Funding**

- A. MSU will pay the salary and benefits of the Personnel and the cost of the administrative oversight. These funds will be provided and disbursed within the University.
- B. The County will directly pay for the cost of the clerical staff (salary and benefits) and the general operating costs of the Extension office (see Appendix B).
- C. The County will provide funds to an annual assessment (see Annual Work Plan) that will be charged to the county and administered by MSU. The assessment will fund the operating expenses of the Personnel including the 4-H coordinator and the salary and fringe benefits of the 4-H coordinator position. The operating costs to be funded from the annual assessment are included in Appendix B. The assessment will be reviewed annually by MSU in consultation with the county.

**III. Specific Contributions**

Specific contributions and terms specific to the County are listed on Exhibit A, which is attached. Exhibit A will be updated annually to reflect the commitments for the upcoming year.

**IV. Term and Termination**

This agreement is effective on January 1, 2012 and terminates on December 31, 2016 (5 yrs later). Either MSUE or the County may terminate this agreement, with or without cause, with 120 days written notice.

**V. General Terms**

1. Independent Contractor. The University is an independent contractor providing services to the County. The County and the University do not have the relationship of legal partners, joint venturers, principals or agents. MSUE Personnel have no right to any of County's employee benefits.
2. Force Majeure. Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. Assignment. This agreement is non-assignable and non-transferable.
4. Entire Agreement. The agreement, with its Exhibit A, is the entire agreement between MSUE and the County, superseding all previous agreements, for the subject matter of this Agreement. The agreement can only be modified in writing signed by both MSUE and the County.
5. No Third Party Beneficiaries. The agreement is solely for the benefit of MSUE and the County. It does not create any benefit or right for any other person, including residents of the County.

6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, in any way incident to or arising out of the performance or non-performance of services by the other party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.
7. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. The University, as required by law, will not discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**MICHIGAN STATE UNIVERSITY**

Allegan COUNTY

By: \_\_\_\_\_  
 Daniel T. Evon, Director,  
 Contract & Grant Administration  
 Its: \_\_\_\_\_  
 Date: \_\_\_\_\_

By: \_\_\_\_\_  
 Its: \_\_\_\_\_  
 Date: \_\_\_\_\_

**EXHIBIT A: Annual Work Plan**

A. Specific Contributions by MSUE:

1. At least 1.0 FTE extension educator whose primary office of operation will be the county Extension office included in assessment.
2. 0 additional extension educators at \_\_\_\_\_ (FTE \* rate).
3. 1.0 FTE 4-H program coordinator(s) included in assessment whose primary office of operation will be the county Extension office.
4. 0 additional 4-H program coordinators/other paraprofessional at \_\_\_\_\_ (FTE \* rate).
5. Administrative oversight included in annual assessment.
6. Access to extension educators with expertise in each of the MSUE Institutes included in annual assessment
7. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.
8. Annual reporting of services provided, audiences served, and impact of programs in the county.

B. Specific Contributions by the County:

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must have access to high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in appendix A. The office space must be at least comparable to the average office space used by County employees
2. Clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media.
3. Operating expenses for the office and Personnel.
4. The Assessment Fee of \$64,422 and 0 for additional personnel, as described above in Section A.

C. Assessment to County:

For the period 1-1-2012 to 12-31-2012, the County shall pay to MSUE \$64,422, which is the cost of the assessment plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to CANR Budget and Finance, 210 Ag Hall, Michigan State University, East Lansing, MI 48824.

**Appendix A**  
**Technical Standards for County Internet Connections**

Michigan State University Extension employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

It is our goal to provide the safest computing environment we can. Besides employing CISSP and Microsoft certified technicians to manage our systems, IT providers who work with us can be assured that best practices are followed in data security at each step.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. However, networks that support our employees are not expected to see traffic from gaming within some of these applications – most notably, services such as “Mafia Wars” or “Farmville”, which can be resource intensive. MSUE staff and others can refer to the standing Social Media Policy for more details.

The easiest way to allow access to necessary applications needed by Extension personnel is to allow the full MSU Internet Protocol Range access to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. The MSU-owned ranges are:

NetRange	35.8.0.0 - 35.10.255.255
CIDR	35.10.0.0/16 35.8.0.0/15

If you would like to narrow the scope further for additional protection, the addresses that will need to be allowable include.

35.9.160.36 (1935,443) (authentication)  
 35.8.201.221 (10020) (ProofPoint)  
 35.9.83.132 (all) (vpn.msu.edu)  
 35.9.121.194 (443) (SharePoint)  
 35.9.121.211 & 212 (443) (Exchange)  
 35.8.10.135 (adobe connect)

The following clients are necessary on all computers – Outlook (preferably 2010, MSUE provides Office 2010 licensing), Lync 2010 Client, SAP client, VPN client. (IE 7.0 or higher)

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to [support@anr.msu.edu](mailto:support@anr.msu.edu), where they will be routed to the best person to assist you.

**Appendix B**  
**Specification of the Allocation of Costs**

Annual assessment funds will cover

- salary and fringe for 4-H Coordinator
- travel required by academic educator and/or paraprofessional staff, including the 4-H Coordinators
- computer
- cell phone costs
- expenses associated with programmatic work

County will be expected to provide

- office space
- utilities for office space
- at least one landline for phone service
- high speed internet access
- any computer needs of the clerical staff
- any travel the clerical staff may need to carry out as part of their work assignment
- other expenses associated with direct constituent service requests

**FACILITIES MANAGEMENT--AWARD PEST CONTROL BID**

13/ **BE IT RESOLVED**, that the Allegan County Board of Commissioners does hereby approve the request of the Facilities Management Department to award the pest control bid to Van Den Berge Pest Control of 76 Veterans Drive, Suite 250, Holland, MI, 49423, with a base bid of \$25,695 to provide pest treatments and annual termite maintenance for Allegan County buildings from January 1, 2012 through December 31, 2014; and

**BE IT FINALLY RESOLVED** that the Board Chairman and/or County Administrator are authorized to sign the final contract 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 Black, seconded by Commissioner Kapenga to adopt the resolution as presented. Motion carried by roll call vote: Yes - 9 votes. No - 0 votes. Absent - 2 votes.

**FACILITIES MANAGEMENT--AWARD THREE YEAR SNOW REMOVAL SERVICES BID**

14/ **BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the recommendation from Facilities Management to award the bid for a three year contract for snow removal services with a base bid of \$133,637.00 beginning the Fall of 2011 through the Spring of 2014 to C.L. Kruithoff Building Company of 2257 28<sup>th</sup> Street, Allegan, MI, 49010; 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 Kapenga to immediately adopt the resolution as presented.  
 Motion carried by roll call vote: Yes - 9 votes. No - 0 votes.  
 Absent - 2 votes.

**HEALTH DEPARTMENT—APPROVE 2011/2012 CPBC AGREEMENT**

15/ **BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the agreement between the Michigan Department of Community Health on behalf of the Allegan County Health Department, for the delivery of public health services under the Comprehensive Planning, Budgeting and Contract (CPBC) Agreement, in the amount of \$702,577 which begins October 1, 2011, through September 30, 2012; and

**BE IT FURTHER RESOLVED** that the Deputy Health Officer is authorized to electronically sign and submit the CPBC agreement on behalf of the Board Chairman and/or County Administrator and that the Budget and Finance Director is authorized to make the necessary budget adjustments to complete this action.

Moved by Commissioner Black, seconded by Commissioner Kapenga to immediately adopt the resolution as presented.  
 Motion carried by roll call vote: Yes - 9 votes. No - 0 votes.  
 Absent - 2 votes.

**HEALTH DEPARTMENT—APPROVE ANIMAL SHELTER BUILDING USE PLAN**

16/ **WHEREAS**, the Animal Shelter Task Force developed a building use plan; as attached, for the Animal Shelter based on the original construction documents for the facility; and

**WHEREAS**, the plan includes the following;

Building-Use Change Estimated Costs	
Caging:	\$11,740
Kennels:	\$26,200
Outdoor pens:	\$ 900
Door Locks:	\$ 1,800
Total (plus freight/labor):	\$40,640

**WHEREAS**, the funding for the purchases proposed under this plan would come from the Animal Shelter Fund Balance and Donations.

**THEREFORE BE IT RESOLVED**, that the Allegan County Board of Commissioners hereby approves the request from the Health Department to approve the Animal Shelter Building Use Plan; and

**BE IT FURTHER RESOLVED**, that the Allegan County Board of Commissioners authorizes the expenditures of each item in compliance with the County Policy; and

**BE IT FINALLY RESOLVED** that the Budget and Finance Director is authorized to make the necessary budget adjustments to complete this action.

Moved by Commissioner VanEck, seconded by Commissioner Kapenga to immediately adopt the resolution as presented.

Motion carried by roll call vote: Yes - 9 votes. No - 0 votes.

Absent - 2 votes.

## Allegan County Animal Shelter Building-Use Plan

### BUILDING USE PLAN

#### Overview

The original shelter design approved for construction called for forty eight (48) concrete kennels in the main dog ward, and a combined fifty six (56) stainless steel cages in the main cat room, puppy rooms, and incoming animal spaces. However budget constraints during construction reduced the main dog ward to 24 concrete kennels and no new stainless steel caging for other animal spaces.

The updates we propose to the current building-plan allow for an increased capacity of animals with improved animal handling safety and disease control.

#### Incoming Animal Space

An obvious constraint found in the current building-plan is the limited space to house incoming and quarantined animals.

The room currently used to house incoming dogs has the capacity to house 3 large dogs and 3 small dogs, in stacked wire crates. The crates are becoming a hazard to the dogs they contain and compromise safety to staff, as some crates are coming apart due to repeated attempts of escape. A more practical solution is to have stainless steel cages in place of the wire crates. These would allow for both a safer, more secure containment and also allow for more thorough disinfection than the wire crates allow. We propose moving the Incoming Dog Room to the room currently used for incoming cats. It would allow for more capacity as it is a larger space.

Similar problems are encountered with the cat population. Currently, incoming cats are forced to share a room with cats being isolated (usually because of contagious respiratory infections). As a result, incoming cats have a high risk of developing these same respiratory infections via airborne pathogens. A more effective solution is to house the unhealthy cats separately.

We have considered two options to create separate isolation space for cats.

Option A: The current Incoming Dog room would become the cat isolation room, used to house those cats that are sick and/or contagious. Incoming cats would be housed in the room originally designed as an adoption room (located between the mechanical room and the Adoption room on the south side of the building). The Michigan Department of Agriculture Inspector has approved the room for this use.

Option B: The current Incoming Dog Room would be equipped with 10ft stainless steel cage unit containing ten (10) housing units (Figure 2) for sick/injured/contagious cats. Incoming dogs would be housed temporarily in the garage in two portable stainless steel cages containing three

(3) housing units each. These units would be located against the east and west walls (the current location of the chest freezers). The chest freezers would be relocated within the garage. These portable units would receive dogs from road patrol after hours, or for temporary holding during operating hours. They also would serve as safe transport of quarantined or aggressive dogs from the intake area to the Quarantine area in the main kennel. These stainless steel cages are much easier to disinfect in between animals being placed in them, saving time and providing more sanitary conditions. The current incoming cat room would remain as-is.

### Quarantine Space

In a shelter environment "quarantining" an animal has a different purpose than "isolating" one. Aggressive animals and those with an unknown health status are quarantined from the general population and public access for safety, while documented unhealthy animals are isolated to prevent the spread of disease.

The current dog Quarantine Room has been used as isolation space and has the ability to house 3 small dogs and 3 large dogs. We propose to continue using this space for isolation of unhealthy dogs and designate it as "Adult Dog Isolation".

A new quarantine space will be created in the main dog kennel and designated "Adult Dog Quarantine"

Estimated Costs for Incoming and Isolation Space Changes:

Cat Isolation Room	\$5,740
(4) 48"W x 29"L x 30"H Double Doors W/ Shelf	
(2) 24"W x 29"L x 30"H w/Shelf	
Incoming Dog Room	\$6,000
(3) 48"W x 29"L x 30"H Double Doors	
(2) 72"W x 29"L x 36"H Double Doors	

Existing stainless steel caging will be repurposed for use for the Incoming Cat Room, no hardware changes are required for the Adult Dog Isolation Room.

### Main Dog Kennel

Given the recent problems encountered while battling Parvovirus in the dog population at the shelter, and witnessing its extremely contagious and fatal nature, a need to quarantine all incoming dogs has been established.

All incoming dogs, whether apparently healthy or not, will be housed on the south side of the dog kennel room for a quarantine period of ten days. After this time the incubation period for the virus will essentially be over, and dogs showing no symptoms can then be moved to the north side of the kennel room to be viewed by the public.

Chain-link fence will be used to physically separate the two halves of the room, reducing the chance for potential adopters to track the virus throughout the building or in their homes. This quarantine area of the main kennel will be outfitted with an additional six (6) "double-decked" cages with side transfer doors (Figure 4), allowing dogs to move from one kennel to the next without the need for human interaction. As currently all dogs must physically be removed from their kennels for cleaning, this greatly reduces the risk of injury by an aggressive dog to whoever is cleaning the kennels for the day. This also contains any virus to two adjacent kennels, as opposed to having virus potentially tracked out of the kennel during cleaning.

The north side of the dog kennel room will receive an additional six (6) raised-kennels to increase capacity (Figure 5). No additional drainage will need to be installed as each kennel can be plumbed to the nearest drain hole with PVC (as opposed to digging a new drain for each kennel).

#### Estimated Costs For Dog Kennel Improvement

(6) 48"W x 48"L x 82"H Double Decked Kennels w/Slide Transfer Door	\$13,125
(6) 72"W x 72"L x 82"H Single Kennel w/Raised Floor & Drains	\$13,075
Freight	\$ 2,270

Existing chain link kennel panels and gates will be used to create barriers to the Quarantine area. Labor costs for installation is not included in this estimate.

#### Outdoor Exercise Pens

Regular exercise for dogs is critical to maintain their health and temperament. Currently the only exercise provided is sporadic walks by volunteers. The time requirement to walk 24+ dogs makes it impractical, at this time, to insure each dog has regular exercise.

To increase exercise time utilizing our current volunteer resources, we propose to construct 10x20ft dog pens. These pens can be used for extended exercise by multiple dogs under the supervision of fewer volunteers, and can serve as a "meeting space" for families interested in a specific dog.

The pens could be located behind the old animal control facility where the ground is solid, level, and hidden from view from the road side.

#### Estimated Costs For Dog Pens:

Pea Gravel & Sand Base	\$300/Pen
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Pens would be constructed from chain link fencing panels already available at no cost. The cost of labor to prepare the grounds and assemble the pens has not been included in this estimate.

#### Control of Public Access

To maintain the health of the population and for the safety of the public, we must control access to the kennel areas. Currently there is no barrier to entry to any of the main kennel areas from the office lobby area.

We propose to install Cypher Locks (keyless push button) on entry doors off the lobby area to the following room:

- Main Dog Kennel
- Puppy Room
- Main Cat Room
- Cat Isolation Room

Cypher Locks can be manually programmed, do not require the distribution of electronic pass cards, and can be keyed for a master key for emergency purposes.

We also propose to add a key lock to the medical room to secure drugs and vaccine stored within that space.

Estimated Costs for Cypher Locks	\$450/Per Room
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#### Hours of Operation

Given the difficulty of coordinating the six-hour workday of the shelter manager with the transportation of the inmate workers to arrive early enough to clean the main animal housing rooms before opening to the public, we propose changing the hours of the shelter from 12 pm to 4 pm. This will allow for the shelter manager to be present from the time the trustees arrive (10 am) to closing time (4 pm).



We further propose to offer public hours each Saturday from 12pm to 4pm. Being the day of the week most people are not working, we believe public hours on Saturdays would greatly increase the number of potential adopters visiting the shelter. We would offset weekend hours by closing to the public one day during the week and use this period for extensive cleaning of the facility each week.

## SUMMARY

As the official county holding facility for stray and unwanted pets, it is our duty to not only protect the health and welfare of resident animals but also the safety and well-being of owned pets and people alike in the community. Our proposed changes to the procedures and layout of the current animal shelter aim to do just that. By controlling internal and external parasites and vaccinating all incoming animals, combined with testing for common diseases, we are not only providing for their health, but also contributing to the overall health of pets in the community by limiting the potential for spread of disease. Furthermore, we can more predictably provide for the health of the shelter's resident animals by physically separating the healthy from the unhealthy, and our proposed building-use changes address that issue. These changes also aim to provide for the safety of shelter staff and potential adopters visiting the shelter by restricting access and accommodating aggressive animals, reducing the potential for unwanted interaction.

<u>Building-Use Change Costs</u>	
Caging:	\$11,640
Kennels:	\$26,200
Outdoor pens:	\$ 900
Door Locks:	\$ 1,800
Freight	\$ 3,215
<b>Total (less labor):</b>	<b>\$34,348</b>

We propose that costs for new caging and access control be paid from the Special Fund consisting of donations from the public for improvement of the shelter.

## PARKS COMMISSION—INCREASE PARK FEES

17/ BE IT RESOLVED that the Allegan County Board of Commissioners hereby approves the recommendation from the Parks Commission to increase the following park fees to:

Shelter Rental Fee (Bysterveld Park only)

\$80 for half day  
\$150 for full day

Boat Launch Fees (Gun Lake, Dumont Lake, New Richmond Bridge)

\$6.00 per launch

effective January 1, 2012; and,

BE IT FURTHER 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 Kapenga, seconded by Commissioner VanEck to immediately adopt the resolution as presented. Motion carried by roll call vote: Yes - 7 votes. No - 2 votes. Absent - 2 votes.

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

**BREAK - 2:10 P.M.**

18/ Upon reconvening at 2:35 P.M., the following Commissioners were present: Commissioner McNeal, VanEck, DeYoung, Kapenga, Thiele, Black, Sage, Campbell and Jones. Absent - Commissioner Burns and Jessup.

**HB 5126 - REMOVE FROM TABLE**

19/ Moved by Commissioner Thiele, seconded by Commissioner VanEck to remove the HB 5126 issue from the table for consideration. Motion carried.

**HB 5126 - RESOLUTION OF SUPPORT - FAILED**

20/ **BE IT RESOLVED**, the Allegan County Board of Commissioners supports HB-5126, which provides counties the option to absorb operational management of the county road Commission.

**BE IT FURTHER RESOLVED**, the Allegan County Board of County Board of Commissioners support of such an option relative to the road commission is conditional upon funding from state resources not be discontinued. And, that funding any portion of the management or operation of the road commission shall not become an obligation of the county general fund.

Moved by Commissioner McNeal, seconded by Commissioner Kapenga to adopt the resolution of support as read. Motion lost

on roll call vote: Yes - 3 votes. No - 6 votes. Absent - 2 votes.

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

**MERS RESOLUTIONS - IMMEDIATE APPROVAL OF BOTH RESOLUTIONS**

21/ Moved by Commissioner McNeal, seconded by Commissioner Sage to immediately approve both MERS resolutions as presented.

Motion carried by roll call vote: Yes - 9 votes. No - 0 votes.

Absent - 2 votes. The following resolutions are adopted:

**ADMINISTRATION-REQUEST MERS REALLOCATION OF ASSETS**

21.1/ **WHEREAS**, Allegan County has been a participating municipality in the Municipal Employees' Retirement System of Michigan ("MERS"); and

**WHEREAS**, pursuant to Municipal Employees' Retirement Board requirements, since December 31, 1994, asset accounting had been separate for each division, instead of aggregate for the entire municipality; and

**WHEREAS**, over time, significant disparities have arisen in the County's MERS plan as a result of allocating the fair market value of plan assets on a divisional basis instead of on an aggregate basis, which disparities Allegan County wishes to eliminate; and

**WHEREAS**, in order to address the anticipated increase in unfunded liability for pensions to be provided participants in the defined benefit plan that is likely to occur as a result of diminished contributions to that plan, the County wishes to reallocate certain divisional market assets between the divisions;

**NOW THEREFORE BE IT RESOLVED**, that the governing body of Allegan County, a participating municipality as defined in the Municipal Employees' Retirement Act as re-codified by Act No. 427 of the Public Acts of 1984, as amended, and as the employer, hereby requests MERS to reallocate the total market value of assets as of October 1, 2011 as follows:

Division Number	Division Name	Decrease in Employer Reserve Assets	Increase in Employer Reserve Assets
03020101	Teamsters Unit II		75,964
03020102	POLC Road Command		1,701,226
03020108	Court Salaried	327,723	
03020109	Assistant Prosecuting Attorney	122,133	
03020110	General Non Union	955,686	
03020112	Court Hourly	890,880	
03020115	Teamsters Unit I	217,160	
03020116	County Administration		337,706
03020117	Teamsters Unit III	25,324	
03020120	POLC Deputies		22,125
03020121	POLC Corrections Command		401,885

**BE IT FURTHER RESOLVED**, that this will enable the actuary to prepare the 2011 actuarial valuation with the transferred assets; and

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

**ADMINISTRATION—POLC ROAD COMMAND UNIT MERS E-1 BENEFIT PROGRAM**

21.2/ **WHEREAS**, the County of Allegan is a participating municipality with the Michigan Municipal Employees Retirement System, established by Act 135 of Public Acts of 1935, as amended; and

**WHEREAS**, Act 427 of Public Acts of 1984, amended Act 135 to permit participating municipalities to adopt a new benefit program as provided in Section 43 of said Act.

THEREFORE BE IT RESOLVED, that in accordance with the MERS Plan Document of 1996, the County of Allegan (Municipality Number 0302) hereby adopts the E1 Retiree Cost-of-Living Benefit Program benefit for Reporting Unit Number 01, MERS Division Number 02, the POLC Road Command Unit effective December 1, 2011; and

BE IT FURTHER RESOLVED, that the Supporting Supplemental Valuation is pending; 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.

**RESOLUTION FOR CHANGING MERS BENEFITS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**



In accordance with the MERS Plan Document of 1996, the County of Allegan  
(Participating Municipality)  
0302 adopts the following benefits for: 0102 POLC Road Command Unit  
(Municipality No.) (Reporting Unit No., MERS Division No. and Name)

A "division" is defined as an employee or group of employees covered by the same benefit programs **and** the same employee contribution program. Each division has a specific MERS number and name, such as "Div. 10, General-Admin.," and is part of a Reporting Unit, such as: "01."

Supporting Supplemental Valuation is dated pending

**BENEFIT MULTIPLIER**

From \_\_\_\_\_ To \_\_\_\_\_ Effective Date \_\_\_\_\_  
(Current Benefit Multiplier) (New Benefit Multiplier)

**Provisions for Earlier Normal Retirement**

- F50/25     F50/30     F(N)-Years and Out (Specify number of years) \_\_\_\_\_
- F55/15     F55/20     F55/25     F55/30

Effective Date \_\_\_\_\_

**EMPLOYEE CONTRIBUTION RATE**

New Rate \_\_\_\_\_  
Effective Date \_\_\_\_\_

**ADDITIONAL BENEFITS  
AFFECTING FUTURE RETIREES**

- FAC 3     FAC 5     V-6     V-8     V-10     RS - 50%
- D-2     E-2     DROP+ with \_\_\_\_\_ %  
Effective Date \_\_\_\_\_

**RETIREE COST-OF-LIVING BENEFIT PROGRAMS FOR CURRENT RETIREES**

- E Standard     E-1
- E - Other (Specify Factor \_\_\_\_\_ Adjustment Years \_\_\_\_\_)

Effective Date December 1, 2011

**WINDOW PERIOD (If applicable)**

From \_\_\_\_\_ To \_\_\_\_\_  
(Date) (Date)

**ADMINISTRATION-APPROPRIATION FOR SELF INSURANCE FUND AUDIT**

22/ **BE IT RESOLVED**, that the Allegan County Board of Commissioners hereby approves the request to conduct a county self insurance fund audit; and

**BE IT FURTHER RESOLVED**, that the Allegan County Board of Commissioners accepts the attached proposal from Rehmann Robson, 2330 East Paris Avenue, SE, Grand Rapids, MI, 49546, for an amount not to exceed \$9,600, to perform the following services;

- Analyze the general ledger activity to determine whether expenses in the Insurance Internal Service Fund have been charged to the appropriate activity codes, based on transaction descriptions, and other supporting documentation, as necessary.
- Develop recommended target reserve balances for the County to maintain on hand to fund current claims based on industry averages, the County's historic payment trends, and federal cost principles.
- Develop and a listing of acceptable uses of surplus funds and/or recommended changes to the County's internal rate structure based on our findings.
- Propose improvements to the accounting procedures or account structure of the insurance fund based on our analysis.
- Prepare a summary of the year-end procedures and journal entries that the County should undertake each year in preparation for the financial statement audit.
- Draft a report for management summarizing our findings and recommendations.

**BE IT FURTHER RESOLVED**, that the Allegan County Board of Commissioners authorizes an appropriation from within the County's self insurance fund to cover the expense; 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 Van Eck, seconded by Commissioner Kapenga to immediately adopt the resolution as presented.

Motion carried by roll call vote: Yes - 9 votes. No - 0 votes.

Absent - 2 votes.

Per your request, we are pleased to provide this proposal to provide professional services to Allegan County (the "County"). We understand that the County is looking to contract for consulting services related to the administration of and accounting for its various employee benefit and general liability insurance programs, as outlined below.

Specifically, we propose to use the County's detailed general ledger (and other records which we may request) for the period from January 1, 2003 through December 31, 2011, in order to perform the following procedures:

- Analyze the general ledger activity to determine whether expenses in the Insurance Internal Service Fund have been charged to the appropriate activity codes, based on transaction descriptions, and other supporting documentation, as necessary. (12 to 16 hours)
- Develop recommended target reserve balances for the County to maintain on hand to fund current claims based on industry averages, the County's historic payment trends, and federal cost principles. (8 to 10 hours)
- Develop and a listing of acceptable uses of surplus funds and/or recommended changes to the County's internal rate structure based on our findings. (4 to 6 hours)
- Propose improvements to the accounting procedures or account structure of the insurance fund based on our analysis. (4 to 6 hours)
- Prepare a summary of the year-end procedures and journal entries that the County should undertake each year in preparation for the financial statement audit. (4 to 6 hours)
- Draft a report for management summarizing our findings and recommendations. (4 hours)

The following table summarizes the time we expect to incur in providing these procedures and the related fees for our services:

Estimated total hours	36 to 48
Blended rate/hour*	\$ 200
Not-to-exceed fee	\$ 9,600
Discount if work is performed in January/February 2012	<u>(2,400)</u>
Discounted not-to-exceed fee	<u>\$ 7,200</u>

\*Our blended rate per hour has been calculated based on the following estimated allocation of time by employee level at our standard rates:

Position	Standard Rate	Percentage of Hours
Staff	\$ 125	40%
Manager	\$ 185	40%
Principal	\$ 375	20%
Blended rate	\$ 200	

As noted above, we will offer the County a 25% discount from our standard hourly rates if this work can be performed in January or February of 2012, as opposed to November or December of 2011. This would also allow us to include all of 2011 in our analysis, which we believe would enhance the value of this service to the County.

In order to maintain our independence as the County's auditors under *Government Auditing Standards*, it will be the responsibility of the County to review our recommendations and to reach its own conclusions on which comments and recommendations will be implemented, including any proposed changes to the general ledger account structure. Rehmann Robson will provide detailed recommendations, and will be accessible for questions regarding the project; however, the ultimate responsibility for reviewing, approving, and adopting any new policies and procedures must remain with the County. Our recommendations will be based on industry standards and best practices and will not constitute a legal opinion or audit assurance.

Thank you for the continuing opportunity to be of service to Allegan County, and we look to many more years of exceeding your expectations. If you have any questions regarding this proposal, or if we can be of assistance to you in any, please do not hesitate to contact us.

**CIRCUIT COURT—ACCEPT MICHIGAN DRUG COURT PROGRAM GRANT**

23/ **BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the 48<sup>th</sup> Circuit Court's request to accept the Michigan Drug Court Grant Program funding for \$59,000.00, to provide assistance to operational drug courts or drug courts in the planning stages from October 1, 2011 through September 30, 2012; and

**BE IT FINALLY RESOLVED** that the Board Chairman and/or the County Administrator are authorized to make any necessary changes and sign the final grant contract 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 Kapenga, seconded by Commissioner VanEck to immediately adopt the resolution as presented. Motion carried by roll call vote: Yes - 9 votes. No - 0 votes. Absent - 2 votes.

**CIRCUIT COURT – MICHIGAN SUPREME COURT, STATE COURT ADMINISTRATIVE OFFICE, OFFICE OF HIGHWAY SAFETY PLANNING GRANT**

24/ **BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the 48<sup>th</sup> Circuit Court's request to accept the Michigan Supreme Court, State Court Administrative Office, Office of Highway Safety Planning Grant funding for \$40,000.00, to provide assistance to operational drug courts or drug courts in the planning stages from October 1, 2011 through September 30, 2012; and

**BE IT FINALLY RESOLVED** that pending review of the Finance and Budget Director, 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 Campbell, seconded by Commissioner Jones to immediately adopt the resolution as presented. Motion carried by roll call vote: Yes - 9 votes. No - 0 votes. Absent - 2 votes.

#### **TOURIST COUNCIL - APPOINTMENT**

25/ Chairman DeYoung stated he has appointed Joseph Leverage, 148 Mill District Rd., Allegan, MI 49010, to fill the unexpired term on the Tourist Council created by the resignation of R. J. Peterson; term to expire December 31, 2011.

Moved by Commissioner Thiele, seconded by Commissioner VanEck to confirm the appointment as made. Motion carried.

#### **PARKS & RECREATION COMMISSION - ELECTION**

26/ Chairman DeYoung opened the nominations to fill the vacancy on the Parks & Recreation Commission created by the resignation of Kelli Tobolic; term to expire December 31, 2014.

Commissioner Thiele nominated Bruce Brandon, 451 Brandon Dr., So. Haven, MI 49090.

Moved by Commissioner Campbell, seconded by Commissioner Kapenga to close the nominations and cast a unanimous ballot for the election of Bruce Brandon. The motion carried unanimously.

#### **PUBLIC PARTICIPATION - COMMENTS**

27/ Chairman DeYoung opened the meeting to public participation and the following individual offered comment:

1. Don Jones - Cheshire Township, said that he has heard what the county departments are cutting and asked the Board what cuts they were going to be taking.

#### **RECESS TO CLOSED SESSION - TO DISCUSS COLLECTIVE BARGAINING**

28/ Moved by Commissioner McNeal, seconded by Commission Thiele to recess to closed session to discuss collective bargaining.

Motion carried by roll call vote: Yes - 9 votes. No - 0 votes.  
Absent - 2 votes. The meeting was recessed at 3:42 P.M.


C L O S E D   S E S S I O N

RECONVENE/ROLL CALL

29/ Upon reconvening at 4:24 P.M., the following Commissioners were present: Commissioner McNeal, VanEck, DeYoung, Kapenga, Thiele, Black, Sage, and Jones. Absent - Commissioner Burns, Jessup and Campbell.

ADJOURNMENT UNTIL DECEMBER 8, 2011 AT 1:00 P.M.

30/ Moved by Commissioner Black, seconded by Commissioner Thiele to adjourn until December 8, 2011 at 1:00 P.M. The motion carried and the meeting was adjourned at 4:25 P.M.

  
Clerk-Register