



# County of Ottawa

## Board of Commissioners

**Donald G. Disselkoen**  
*Chairperson*

**Philip D. Kuyers**  
*Vice-Chairperson*

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September 18, 2007

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, September 25, 2007 at 1:30 p.m.**, for the regular **September** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Berghorst
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports

A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes

Suggested Motion:

To approve the Minutes of the September 11, 2007 Board of Commissioners Meeting.

2. Payroll  
Suggested Motion:  
To authorize the payroll of September 25, 2007 in the amount of \$\_\_\_\_\_.

From the Finance and Administration Committee

3. Monthly Accounts Payable for September 1, 2007 through September 14, 2007  
Suggested Motion:  
To approve the general claims in the amount of \$10,929,295.08 as presented by the summary report for September 1, 2007 through September 14, 2007.
4. Monthly Budget Adjustments  
Suggested Motion:  
To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of August 2007.

B. Action Items:

From the Planning and Policy Committee

1. Ottawa County Traditional Probation and Intensive Supervision Probation (ISP) Evaluation  
Suggested Motion:  
To approve the Ottawa County Traditional Probation and Intensive Supervision Probation (ISP) Evaluation.  
(Note: Please bring your copy of the Evaluation which was distributed at the Board of Commissioners Work Session on August 14, 2007.)
2. Ottawa County Parenting Plus Program Evaluation  
Suggested Motion:  
To approve the Ottawa County Parenting Plus Program Evaluation.  
(Note: Please bring your copy of the Evaluation which was distributed at the Board of Commissioners Work Session on August 14, 2007.)
3. Memorandum of Agreement with U.S. Fish and Wildlife Service Regarding Assistance With Native Grassland Restoration at Hager Park  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Memorandum of Agreement with the U.S. Fish and Wildlife Service regarding assistance with native grassland restoration at Hager Park.
4. Declaration of Restriction on Land Use Required for Receipt of \$10,000 in Grant Funds for Wetland and Grassland Habitat Improvements at Hemlock Crossing  
Suggested Motion:  
To approve the Declaration of Restriction on Land Use required for receipt of \$10,000 in grant funds for wetland and grassland habitat improvements at Hemlock Crossing.
5. Receive Bids for Riverside Park Improvements  
Suggested Motion:  
To receive bids for the Riverside Park Improvements Project and accept the low bid from Rivertown Contractors in the amount of \$239,000 with funding from the Parks and Recreation Department budget.

6. Receive Bids for Kirk Park Dune Trail Improvements  
Suggested Motion:  
To receive bids for the Kirk Park Dune Trail Improvements Project and accept the low bid from Rivertown Contractors in the amount of \$55,715 with funding from the Parks and Recreation Department budget.
  
7. Resolution to Continue the H.E.R.O. Program (Harbor Humane Society)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Resolution to continue Ottawa County's participation in the H.E.R.O. Program of the Harbor Humane Society, through December 31, 2008.
  
8. Additional Per Diem for Members of the Community Mental Health Board  
Suggested Motion:  
To approve the recommendation to allow per diem pay to CMHOC Board members for participation in the CMHOC Community Relations Committee and to allow per diem pay to one (1) CMHOC Board member per meeting of the Michigan Association of Community Mental Health Board (MACMHB) committees.

From the Finance and Administration Committee

9. Wage and Benefit Adjustments for County and Court Unclassified Employees (excluding Elected Officials, Judges and the Board of Commissioners) for 2008  
Suggested Motion:  
To approve the following wage and benefit adjustments for County and Court Unclassified Employees (excluding Elected Officials, Judges and the Board of Commissioners) for 2008:
  - a. Wages: Effective January 1, 2008, increase the existing salary schedule by 3%.
  
  - b. Increase Health Plan employee co-pay to eight percent (8%) of the current actuarial determined amount.
 

	<u>2008 Co-pay</u>
Single Coverage	\$16.84 bi-weekly
2-Person Coverage	\$36.30 bi-weekly
Family Coverage	\$50.45 bi-weekly
  
  - c. Deferred Compensation: To approve the change in terms and conditions of the plan to allow all final payoffs upon retirement to be placed in the plan, subject to IRS guidelines for maximum annual contribution. There will be no Employer match on these final contributions. This change will be effective January 1, 2008 (Unclassified, Group T), or upon subsequent date of ratification by collective bargaining groups (POAM Non-312, POAM 312, COAM Non-312, COAM 312, Juvenile Court [OCJCEA], Friend of the Court [FOCEA], District Court [OCEA], Michigan Nurses Association).

10. Wage and Benefit Adjustments for the Group T Employees for 2008

Suggested Motion:

To approve the following wage and benefit adjustments for Group T Employees for 2008:

- a. Wages: Effective January 1, 2008, increase the existing salary schedule by 3%.
- b. Increase Health Plan employee co-pay to eight percent (8%) of the current actuarial determined amount.

	<u>2008 Co-pay</u>
Single Coverage	\$16.84 bi-weekly
2-Person Coverage	\$36.30 bi-weekly
Family Coverage	\$50.45 bi-weekly

- c. Deferred Compensation: To approve the change in terms and conditions of the plan to allow all final payoffs upon retirement to be placed in the plan, subject to IRS guidelines for maximum annual contribution. There will be no Employer match on these final contributions. This change will be effective January 1, 2008 (Unclassified, Group T), or upon subsequent date of ratification by collective bargaining groups (POAM Non-312, POAM 312, COAM Non-312, COAM 312, Juvenile Court [OCJCEA], Friend of the Court [FOCEA], District Court [OCEA], Michigan Nurses Association).
- d. Vacation Accrual for Part-time Employees: Regular part-time employees shall be credited with paid vacation time equal to their hours worked based upon the full-time vacation schedule. As used in this Section, the term "paid hour of work" shall include all of an employee's paid hours, up to but not exceeding 2,080 paid hours per vacation year.

Maximum Accumulation/No Prepayment. Part-time Employees shall not accumulate beyond the pro-ration of the two hundred twenty four (224) hour maximum based on the full-time equivalent of their current position.

11. Benefit Adjustments for Ottawa County Judges for 2008

Suggested Motion:

To approve the following benefit adjustments for Ottawa County Judges for 2008:

- a. Increase Health Plan employee co-pay to eight percent (8%) of the current actuarial determined amount.

	<u>2008 Co-pay</u>
Single Coverage	\$16.84 bi-weekly
2-Person Coverage	\$36.30 bi-weekly
Family Coverage	\$50.45 bi-weekly

12. Benefit Adjustments for Elected Officials, (excluding Judges and the Board of Commissioners) for 2008.

Suggested Motion:

To approve the following wage and benefit adjustments for Elected Officials (excluding Judges and the Board of Commissioners) for 2008:

- a. Increase Health Plan employee co-pay to eight percent (8%) of the current actuarial determined amount.

	<u>2008 Co-pay</u>
Single Coverage	\$16.84 bi-weekly
2-Person Coverage	\$36.30 bi-weekly
Family Coverage	\$50.45 bi-weekly

13. Benefit Adjustments for Commissioners for 2008

Suggested Motion:

To approve the following benefit adjustments for Commissioners for 2008:

- a. Increase Health Plan employee co-pay to eight percent (8%) of the current actuarial determined amount.

	<u>2008 Co-pay</u>
Single Coverage	\$16.84 bi-weekly
2-Person Coverage	\$36.30 bi-weekly
Family Coverage	\$50.45 bi-weekly

- b. Amend the Health Plan to reflect the following: Benefits for surgical treatment of Obesity are limited to 50% (fifty percent) and charges related to the Medically Necessary surgical treatment of Obesity will not apply toward the Comprehensive Medical Out-of-Pocket Maximum. The Plan will only cover on approved surgery for the treatment of Obesity per Covered Person, lifetime. The Plan will not cover reconstructive or cosmetic surgery associated with, or following the surgical treatment of Obesity.

14. Benefit Adjustments for Retirees for 2008

Suggested Motion:

To approve the following benefit adjustments for Retirees for 2008:

- a. Amend the Health Plan to reflect the following: Benefits for surgical treatment of Obesity are limited to 50% (fifty percent) and charges related to the Medically Necessary surgical treatment of Obesity will not apply toward the Comprehensive Medical Out-of-Pocket Maximum. The Plan will only cover on approved surgery for the treatment of Obesity per Covered Person, lifetime. The Plan will not cover reconstructive or cosmetic surgery associated with, or following the surgical treatment of Obesity.

- b. Increase the retiree co-pay on Mail Order Prescriptions to 2.3 X (times) the monthly co-pay amount.

15. Wage Adjustments for 2008 for the County's Seasonal Parks and Recreation Employees  
Suggested Motion:  
To approve the proposed step system for wages for Seasonal Parks and Recreation Employees effective January 1, 2008.

**OTTAWA COUNTY  
2008 SEASONAL WAGE SCHEDULE**

<u>CLASSIFICATION</u>	<u>Start</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
5499 Grounds Attendant	\$8.00	\$8.80	\$9.20	\$9.35
5469 Park Attendant	\$7.50	\$8.30	\$8.70	\$8.85

16. Wage Adjustments for 2008 for the County's Temporary, Non-Seasonal Employees  
Suggested Motion:  
To approve an increase in the hourly wages of the County's temporary, non-seasonal employees based on the attached wage schedule effective January 1, 2008.
17. 2006 Cost Allocation Plan Resolution  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Resolution approving the 2006 Cost Allocation Plan for implementation in the 2008 budget.
18. IT Billing Rate Study Resolution for 2008  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Resolution approving the Information Technology Billing Rate Study for 2008 for implementation in the 2008 budget.
19. Accountant / Risk Analyst  
Suggested Motion:  
To approve the reclassification of the Administrative Assistant / Risk Analyst (paygrade Unclassified 03) to Accountant / Risk Analyst (paygrade Unclassified 05) in the Fiscal Services Department.
20. Case Manager / Surveillance Officer  
Suggested Motion:  
To approve the addition of one (1) full-time Case Manager / Surveillance Officer in the 20<sup>th</sup> Circuit Court Adult Drug Treatment Court Program with grant funding to be provided through the Federally funded Byrne Grant for the fiscal year of October 1, 2007, through September 30, 2008, with an additional three (3) funding cycles with no match required. Position is grant funded and to be sunset with the expiration of the grant.

21. Resolution Regarding the Distribution of Convention Facility Tax Revenues to Counties Under Public Acts 106 and 107 of 1985  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Resolution Regarding the Distribution of Convention Facility Tax Revenues to Counties Under Public Acts 106 and 107 of 1985.
  22. Resolution Regarding the Distribution of Cigarette Tax Revenues to Counties Under Public Acts 219 and 264 of 1987  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Resolution Regarding the Distribution of Cigarette Tax Revenues to Counties Under Public Acts 219 and 264 of 1987.
  23. Resolution Authorizing the County Equalization Director to Audit “Homestead Exemptions” within Ottawa County  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Resolution authorizing the County Equalization Director to audit “Homestead Exemptions” within Ottawa County from October 1, 2007 through September 30, 2009.
  24. Setting of Public Hearing on the 2008 Ottawa County Budget  
Suggested Motion:  
To set a public hearing on the 2008 Ottawa County budget for Tuesday, October 9, 2007, to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 p.m.
- C. Appointments: None
  - D. Discussion Items: None
  - E. Report of the County Administrator
  - F. General Information, Comments, and Meetings Attended
9. Public Comments
  10. Adjournment