



County of Ottawa

Board of Commissioners

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January 17, 2007

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, January 23, 2007 at 1:30 p.m.**, for the regular **January** meeting of the Board at the Ottawa County Fillmore Street Complex, West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Swartout
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 January 9, 2007 Board of Commissioners Meeting.

2. Payroll
Suggested Motion:
To authorize the payroll of January 23, 2007 in the amount of \$_____.

From the Finance and Administration Committee

3. Monthly Accounts Payable for January 1, 2007 through January 12, 2007
Suggested Motion:
To approve the general claims in the amount of \$2,688,013.76 as presented by the summary report for January 1, 2007 through January 12, 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 December 2006.

B. Action Items:

From the Personnel Committee

1. Group T Step Placement
Suggested Motion:
To approve the modification of the Group T Benefits Manual to establish an effective date of May 23, 2006 for the Salary Step Placement Upon Promotion Policy adopted on December 12, 2006, language attached in "Exhibit A."
2. Reclassification of Appraiser I, Group T
Suggested Motion:
To approve the change in paygrade for the classification of Appraiser I, Group T, paygrade 08, in the Equalization Department to Group T, paygrade 10.
3. Reclassification of Appraiser II, Group T
To approve the change in paygrade for the classification of Appraiser II, Group T, paygrade 10, in the Equalization Department to Group T, paygrade 12.

From the Finance and Administration Committee

4. Park Land Pine Plantation Management Timber Cutting
Suggested Motion:
To approve the Parks and Recreation Department's plan for Pine Plantation Management timber cutting, with fifty percent (50%) of the revenue to be used in the Parks and Recreation Fund and fifty percent (50%) of the revenue reserved in the General Fund for Environmental Projects as approved by the Board on a case-by-case basis.

5. Gypsy Moth Suppression Program
Suggested Motion:
To approve the continuation of the Gypsy Moth Suppression Program for 2007 with the funding stipulation that program costs, less any funding from the U.S. Department of Agriculture – Forest Service or the Michigan Department of Agriculture, will be paid 50% by the County and 50% by the townships. Funding to come from the 2007 budget (\$25,330), with any additional funding necessary to come from the Park Land Pine Plantation Management Plan timber cutting revenue.
6. Secretarial Classification Review
Suggested Motion:
To approve the Secretarial Classification Review for the Prosecuting Attorney's Office by Varnum Consulting at a cost not-to-exceed \$4,000. Funding to come from the 2007 Budget for Management Studies.
7. Mental Health Organizational Review
Suggested Motion:
To approve the proposal from Plante Moran to perform a Mental Health Organizational Review at a cost not to exceed \$66,840. Funding to come from General Fund reserved monies for Mental Health.
8. Medical Examiners Investigation
Suggested Motion:
To approve the addition of Medical Examiner Investigator as a Temporary Part-time classification.

C. Appointments:

From the Personnel Committee

1. Appointment to the Ottawa County Workforce Development Board – Business Sector Vacancies
Suggested Motion:
To place into nomination the names of *Chad Tuttle, *Bob Soeters, *Sara Hambley, *Dick deSpelder, E. O. "Skip" Keeter and Greg DeJong and appoint four (4) to fill four (4) Business Sector vacancies on the Workforce Development Board, to serve a three (3) year term beginning January 1, 2007 and ending December 31, 2009. (*Recommended by the Committee)
2. Appointment to the Ottawa County Community Mental Health Board – Family Member Sector Vacancy
Suggested Motion:
To place into nomination the names of Robert Byrd, Alan Hinks, Barbara Karr, and *Rita Bird and appoint one (1) to fill one (1) Family Member Sector vacancy on the Community Mental Health Board, to serve a three (3) year term beginning April 1, 2007 and ending March 31, 2010. (*Recommended by the Committee)

3. Appointment to the Ottawa County Community Mental Health Board – General Public Sector Vacancy

Suggested Motion:

To place into nomination the names of Barbara Vander Veen, Frederick Leaske, Barbara Rosales, Nicholas Van Zanten, *Mary Ann Cartwright, Harris Schipper and Susan Offenbecker and appoint one (1) to fill one (1) General Public Sector vacancy on the Community Mental Health Board, to serve a three (3) year term beginning April 1, 2007 and ending March 31, 2010. (*Recommended by the Committee)

4. Appointment to the Ottawa County Community Mental Health – Unexpired Term

Suggested Motion:

To place into nomination the names of Robert Byrd, Alan Hinks, Barbara Karr, Rita Bird, *Barbara Vander Veen, Frederick Leaske, Barbara Rosales, Nicholas Van Zanten, Mary Ann Cartwright, Harris Schipper, and Susan Offenbecker and appoint one (1) to fill one (1) Unexpired Term General Public Sector vacancy on the Community Mental Health Board, beginning January 1, 2007 and ending March 31, 2008. (*Recommended by the Committee)

D. Discussion Items: None

E. Report of the County Administrator

F. General Information, Comments, and Meetings Attended

9. Public Comments

10. Adjournment

EXHIBIT "A"

(Effective May 23, 2006) Step Placement Following Promotion. If an employee is in Group T prior to the promotion and the level of promotion is one grade (i.e. 06 to 07) the employee shall be placed on the salary step (based on the current salary schedule) of his/her new classification which is nearest (above or below) a five percent (5%) pay raise. If the level of promotion is greater than one grade, then the employee shall be placed on the lowest salary step which will afford the employee a pay raise that is a minimum of five percent (5%) per grade level with a maximum increase not to exceed fifteen percent (15%)."

For purposes of this paragraph, the term "pay raise" shall mean an increase in the employee's annualized earnings in his/her new classification, as compared with what the employee's annualized earnings would have been in the old classification, when projected over the twelve (12) month period following promotion.