

**Hillsdale County
Board of Commissioners Meeting
Board of Commissioners Room/Probate Courtroom
2nd Floor, Courthouse
Hillsdale, MI 49242
A G E N D A
October 8, 2013
9:00 a.m.**

1. **Call to Order**
2. **Prayer & Pledge by Commissioner Welden**
3. **Public Comment**
4. **Consent Agenda**

**Review & Correction/Approval of Regular Meeting Minutes of September 24, 2013
13-115: Denial of Waiver for \$75.00 Building Permit Fee
13-116: Adoption of Policies and Procedures**

5. **Correspondence: Listed**

6. **Regular Agenda**

7. **Standing Order:**

**9:10 a.m. Doug Sanford, E-911 / Emergency Management Director
Emergency Management Program Grant – Work
Agreement / Quarterly**

9:30 a.m. David Williams – Headwater Authority Appointment

8. **Committee Reports:**

A. PUBLIC SAFETY – Mark Wiley

B. FINANCE – Andy Welden

C. HUMAN SERVICES/JUDICIARY – Brad Benzing

D. FACILITIES/TECHNOLOGY/ECON DEVELOPMENT – Ruth Brown

13-117: Authorize Randy Finley to sign the new Lease Agreement - LifeWays

**13-118: Authorize \$27,000 to be transferred to LifeWays Bldg. Maintenance
Budget for Operational Expenses - 25 Care Drive**

13-119: Permission to Hire an Appraiser for Equalization Dept.

E. CHAIRPERSON'S REPORT/MANAGEMENT & PERSONNEL – John Burtka

9. **Public Comment**

10. **Additional Business**

11. **Adjournment**

CORRESPONDENCE

October 8, 2013

1. Letter from LJB Law Office sent to Judge Michael Smith forwarded to the Board of Commissioners re: Attorney Larry Brown's interest in the Co-Public Defender Legal Services Contract for 2014.
2. Public Notice from the Village of North Adams re: Establishment of Industrial Development Districts held on October 2, 2013.

October 8, 2013

TO THE HONORABLE BOARD OF COMMISSIONERS:

We, the Facilities, Technology and Economic Development Committee, submitted a letter from a county resident to the Board of Commissioners on September 24, 2013 requesting a waiver of a \$75.00 Building Permit which would construct a pavilion as a memorial within a county owned park. The fee was given at a reduced rate from the Building Inspection Department.

Furthermore, based on much discussion, it was the decision of this Board to **deny** the request to waive the \$75.00 Building Permit fee.

Ruth Brown, Chair
Facilities / Technology & Economic Development Committee

John Burtka, Chair
Board of Commissioners

150 State Street

Hillsdale, Mi 49242

September 19, 2013

Hillsdale County Board of Commissioners

Hillsdale, Mi 49242

Dear Commissioners,

This letter is to request a waiver for the \$75 fee for the building permit to construct the Vallieu Memorial Pavilion at Lewis Emery Park.

Your consideration and support are greatly appreciated.

Respectfully,

Barbara Vallieu

Barbara Vallieu

October 8, 2013

TO THE HONORABLE BOARD OF COMMISSIONERS:

We, the Hillsdale County Board of Commissioners adopt the following **Policies and Procedures** which include the following:

- **Federal Awards Administration**
- **Hillsdale County Receipts Procedures (District and Probate Courts, Register of Deeds, Inspection Department, Equalization, Land Information and Sheriff / Jail Division and E-911)**
- **Hillsdale County Fraud Risk Policy and Code of Conduct**
- **Hillsdale County Treasurer's Office (Cash Receipts, Banking, Reconciliations, Payroll and Reporting)**
- **Hillsdale County Purchasing Procedures**
- **County of Hillsdale Credit Card Policy (All Departments)**

Respectfully submitted,

John Burtka, Chairman
Management and Personnel

October 8, 2013

TO THE HONORABLE BOARD OF COMMISSIONERS:

We, the Facilities, Technology and Economic Development Committee, authorize Randy Finley, Facilities Director, to sign the new Lease Agreement upon approval from Hillsdale County's attorney. The Lease Agreement is with LifeWays, 1200 N. West Avenue, Jackson, Michigan. The building is located at 25 Care Drive, Hillsdale, Michigan and now is owned by the County of Hillsdale October 1, 2013.

Furthermore, it is the recommendation of the Board of Commissioners that Hillsdale County take full management, current leases remain the same, and sign a 5 year lease agreement with a base rate of \$7.25 per square foot.

Ruth Brown, Chair
Facilities / Technology & Economic Development Committee

John Burtka, Chair
Board of Commissioners

October 8, 2013

TO THE HONORABLE BOARD OF COMMISSIONERS:

We, the Facilities, Technology and Economic Development Committee, recommend amending the 2013 General Fund Budget, #602 LifeWays Building Maintenance by adding \$27,000.00 to this budget for the balance of 2013. This action is being taken due to the fact the LifeWays Building became owned by Hillsdale County on October 1, 2103.

Furthermore, to cover the increased expenditures, we recommend amending and increasing the Revenue side of the 2013 General Fund Budget in the following manner:

#679-000	Insurance Reimbursement	\$27,000.00
	Total Revenue Increase	<u>\$27,000.00</u>

Ruth Brown, Chair
Facilities / Technology & Economic Development Committee

John Burtka, Chair
Board of Commissioners

October 8, 2013

TO THE HONORABLE BOARD OF COMMISSIONERS:

We recommend approval of the following wage classification for the Appraiser I position in the Equalization Department.

SEIU Level 06 – Full Time

Further, should the individual hired be a current member of the Service Employees International Union (SEIU) Local 517M, the hourly rate, based on the number of years of employment completed for the said individual will be at the discretion of the Equalization Director while complying with the agreement between the County and the Union. However, the hourly rate shall not exceed a figure that is greater than the number of years of employment completed by the individual hired and that complies with the agreement between the County and the Union.

Further, should the individual hired not be a current member of the Service Employees International Union (SEIU) Local 517M, the hourly rate for the said individual shall be at the hire rate as set forth in the agreement between the County and the Union. However, if the individual hired demonstrates qualities beneficial to the position that includes prior experience in the field of assessment administration an alternative rate may be approved by the County Board of Commissioners by future resolution that complies with the agreement between the County and the Union.

Ruth Brown, Chair

Facilities / Technology & Economic Development Committee

John Burtka, Chair

Board of Commissioners

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September 18, 2013

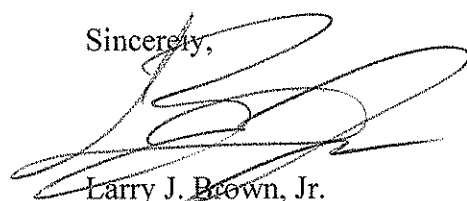
Att: Bd of Comm

Hillsdale County Circuit Court
Honorable Michael R. Smith
29 North Howell Street
Hillsdale, Michigan 49242

Honorable Judge Smith:

I am writing to express my interest in the Co-Public Defender Legal Services Contract for the upcoming year, 2014. Please keep me in mind for your consideration and recommendation. Thank you very much for your time. Should you have any questions, please do not hesitate to contact me.

Sincerely,



Larry J. Brown, Jr.
Attorney at Law

PUBLIC NOTICE

Village of North Adams Hillsdale County, Michigan
LEGAL NOTICE OF PUBLIC HEARING FOR ESTABLISHMENT OF INDUSTRIAL
DEVELOPMENT DISTRICTS:

The North Adams Village Council did, on March 27, 2013, at a Special Council Meeting, discuss the establishment of an Industrial Development District within the boundaries of said Village. The proposed Industrial Development District is within the following area of the Village of North Adams:

Lots 25, 26, 27, 28, 29, 30, 31, 32 and 33.

NOW, THEREFORE, PLEASE be informed that the Village Council of the Village of North Adams, County of Hillsdale, Michigan will meet October 2, 2013, at 7:00 p.m. in the Community Room in the Village of North Adams, Hillsdale County, Michigan, in public session, for the purpose of hearing the views of the citizens of said Village of North Adams with respect to the establishment of the aforesaid Industrial Development District. All persons interested in the proposed establishment of said district are invited and urged to attend.

BY ORDER OF THE VILLAGE COUNCIL OF THE VILLAGE ON NORTH ADAMS,
HILLSDALE COUNTY, MICHIGAN.

Rickard Beach
Village President