

**KENT COUNTY BOARD OF COMMISSIONERS**

*Thursday, December 12, 2002  
Administration Building - Room 310*

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Meeting called to order at 8:30 a.m. by Chair Steven R. Heacock.

Present: Commissioners Agee, Boelema, Buege, Hiddema, Horton, Koorndyk, Kuhn, Kuipers, Mast, Mayhue, McGuire, Morgan, Morren, Postmus, Vaughn, Vonk, Wahlfield, Chair Heacock – 18.

Absent: Sak - 1.

Invocation: Commissioner Koorndyk introduced Pastor Tom Archer, Common Ground Community Church, who gave the invocation.  
The Pledge of Allegiance followed.

**PUBLIC COMMENT**

There was no public comment.

**SPECIAL ORDER OF BUSINESS**

Staff Retiree Recognition

Chair Heacock read a proclamation and presented a gift and a copy of the proclamation to the following retiring Kent County staff: Frank Klus, Director of Human Resources; Jim Leach, Director of Facilities Management; and, Dave Waichum, Director of Fiscal Services.

**CONSENT AGENDA**

- a) Approval of the Minutes of November 26, 2002, Meeting
- b) December 3, 2002, Finance & Physical Resources Committee Meeting Minutes (Reports of Claims and Allowances)
- c) Resolutions:

12-12-02-175 – ZOO MAINTENANCE JOB AUDIT STUDY / ZOO

WHEREAS, at the request of the Zoo Director, an audit was conducted of two Park Maintenance Worker II positions; and

WHEREAS, the employees in these positions were observed performing a wide range of tasks, including mechanical and electrical repair work as well as custodial cleaning of Zoo buildings and viewing areas; and

WHEREAS, the current Park Maintenance Worker II class specification includes all of the observed tasks; and

WHEREAS, the level of mechanical and electrical skills required to perform the repairs exceeds the skill level associated with UAW Range 16; and

WHEREAS, the audit report therefore recommends that the Park Maintenance Worker II classification be reallocated from UAW Range 16 to UAW Range 17 to accurately reflect the level of mechanical and electrical skills required.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the reallocation of the Park Maintenance Worker II classification from UAW Range 16 to UAW Range 17 as recommended in the job audit.

12-12-02-176 – COMMUNITY SERVICES GRANT FUNDING SHORTAGE / COURT SERVICES

WHEREAS, Circuit Court Services has a Community Corrections program primarily funded through the Office of Community Corrections; and

WHEREAS, in preparing the 2002 budget request, Court Services staff used the account titled Contributions From Local Units to represent an operating transfer from the County General Fund. Since the County uses the Transfers account to reflect amounts contributed from the General Fund to program for their operations, an amount equal to the requested was not included in the General Fund appropriation for the 2002 budget; and

WHEREAS, this discrepancy was discovered as part of the year-end review of the September 30 program, when it was noted that revenues did not match budget. The requested funding will eliminate this shortfall in the program budget.

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners hereby appropriates from the Unreserved, Undesignated General Fund balance to the Circuit Court Services Community Correction Program \$45,032 for the 2002 budget.

12-12-02-177 - GRANDVILLE CORRIDOR FINANCIAL LITERACY PROGRAM GRANT APPROVAL AND BUDGET AMENDMENT – KENT / MSU COOPERATIVE EXTENSION

WHEREAS, Kent/MSU Cooperative Extension participates in a Poverty Reduction Initiative sponsored by the Delta Strategy. The initiative is targeting a west- side neighborhood to receive specific services to contribute to long-term change in the community; and

WHEREAS, the project team identified the need for budgeting and financial management classes to be available in Spanish. State Farm Companies, a participant in the project, has offered to support the classes by funding the instructor's time and providing a computer; and

WHEREAS, funds will be used by MSU to hire a part-time (20 hours per week) individual to conduct the classes. No County staff will be hired for the project.

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners hereby approves Kent/MSU Cooperative Extension's receipt of grant funding for the Grandville Corridor Financial Literacy Program from the State Farm Insurance Companies, and appropriate an additional \$10,000 to the Kent/MSU Cooperative Extension budget for the project.

12-12-02-178 – CENTRAL SERVICES COST ALLOCATION PLAN – FISCAL SERVICES

WHEREAS, the County prepares an annual Central Services Cost Allocation Plan (Plan) to use for charging grants and programs their share of central administrative costs; and

WHEREAS, several grant-funded programs do not have sufficient resources to cover the costs of the Cost Allocation Plan charges for the current fiscal year. They either have restrictions on the amounts that can be considered administrative overhead or have had cap limitations placed on the amount of the grant; and

WHEREAS, Fiscal Services recommends an additional appropriation to cover these increases. This will enable the true cost the County incurs in participating in these grant programs to be documented. These additional monies are recovered by the General Fund through the Plan charges.

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners hereby appropriates additional funds of \$64,194 from the Unreserved, Undesignated General Fund balance to Community Corrections \$23,480; Secondary Road Patrol \$29,062 and Juvenile Accountability Incentive Block Grant \$11,652 for the 2002-2003 budget year.

12-12-02-179 – ASSIGNMENT OF THE KENT COUNTY PARKS HEADQUARTERS  
REMODELING AND SITE PROJECT TO THE KENT COUNTY  
BUILDING AUTHORITY – PARKS / FACILITIES MANAGEMENT

WHEREAS, at the July 16, 2002, meeting of the Finance Committee, the

architectural firm of MHB Paradigm was approved to design, budget and prepare construction documents for the remodeling of the former Domtar Office Building for the Parks Headquarters Building at a cost of \$50,000. Kent County Parks staff, Facilities Management staff, and the architects are nearing completion of the design and are preparing to bid the project; and

WHEREAS, at the October 1, 2002, Finance Committee meeting, the construction firm of Pinnacle Construction Group was approved to be the Construction Manager of this project at a total construction fee of \$42,300. They have reviewed the budgets and feel they are appropriate for the scope and size of the project. This project will be multiple bid packages using the Kent County Purchasing Department bid list and criteria. The multiple bid packages allow for smaller contractors to bond and bid this work. This contract would also be assigned to the KCBA; and

WHEREAS, assignment of this project to the Kent County Building Authority will allow the Board of Commissioners to utilize the efficiencies of the authority process to manage this multi-contract project.

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners approves the assignment of the Parks Headquarters Project, the Architect and Construction Manager, to the Kent County Building Authority for bidding, equipping and constructing the remodeling of the former Domtar Office building located at 1700 Butterworth Ave. S.W., as approved in the 2002 CIP at a budgeted cost of \$1,708,000.

12-12-02-180 – PART – TIME MEDICAL TECHNOLOGIST POSITION – HEALTH DEPARTMENT

WHEREAS, on July 11, 2002 the Board of Commissioners accepted a grant totaling \$173,026 from the Michigan Department of Community Health to make funds available to local health departments for bio-terrorism response efforts; and

WHEREAS, the State lab recognized its limitations during the fall 2001 Anthrax outbreak and proceeded to provide regional labs with additional funding to provide necessary testing capacity during white powder scares or other biological threats; and

WHEREAS, the addition of a part-time Medical Technologist would meet the requirements of the Michigan Department of Community Health in regards to the portion of the grant designated for laboratory related efforts, including staffing; and

WHEREAS, the cost of a part-time (.5FTE) Medical Technologist (UAW 24) position is \$21,106 including salary and fringes; and

WHEREAS, the position cost is funded through an additional allocation included in the Comprehensive Planning, Budgeting and Contracting (CPBC) grant from the Michigan Department of Community Health; and

WHEREAS, in the event that the grant funding is eliminated or fails to fully support the position, the position will be eliminated unless continuation funding is approved pursuant to the County's Fiscal Policy on Grants; and

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners hereby adds a part-time (.5FTE) Medical Technologist (UAW24) position to the Health Department Laboratory Unit and to fund the position cost of \$21,106 through an additional allocation included in the Comprehensive Planning, Budgeting and Contracting (CPBC) grant from the Michigan Department of Community Health.

12-12-02-181 – APPOINTMENT OF COUNTY MEDICAL EXAMINER – HEALTH DEPARTMENT

WHEREAS, MCL 52.201 requires the Board of Commissioners of each county to appoint a County Medical Examiner for four-year terms. The current term expires December 31, 2002, and an appointment must be made for the next term; and

WHEREAS, Dr. Stephen Cohle has worked in the County's Medical Examiner Program since 1982, including serving as the Chief Deputy Medical Examiner. Dr. Cohle meets the requirements of County Medical Examiner as provided for in MCL 52.201, and on October 10, 2002, was appointed by the Board of Commissioners to fill the current term of County Medical Examiner; and

WHEREAS, Dr. Cohle has agreed to continue to serve as the County Medical Examiner. Consistent with the current arrangement, the County will contract with Laboratory Pathologists, P.C. for Dr. Cohle's time and expertise.

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners hereby appoints Stephen Cohle, M.D., as the County Medical Examiner for the term of January 1, 2003, through December 31, 2006.

12-12-02-182 – ADD FULL-TIME CLERK II – DETECTIVE BUREAU / SHERIFF DEPARTMENT

WHEREAS, the Sheriff Department has been contracting with Check Enforcement Unit Inc. to process check law violations averaging 2000 per year; and

WHEREAS, Check Enforcement Unit Inc. provides this service to law enforcement agencies free of charge because they collect a fee from the check violator; and

WHEREAS, an unforeseen federal court ruling has overturned substantial portions of the Check Enforcement Unit, Inc. practices, primarily the fee charge and Legal Counsel has advised the Sheriff Department to completely discontinue use of the Check Enforcement Unit Inc. services and to process all check law violations internally; and

WHEREAS, the Sheriff could not have anticipated this significant increase in workload in time to utilize the Personnel Review Committee process and the processing of check law violations is constant and will not be remedied with temporary staff; and

WHEREAS, the processing of check law violations is a clerical function and the addition of a full-time Clerk II (UAW 15) would allow for the efficient processing of such violations at a cost of \$37,950 including salary and fringes.

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners approves the addition of one full-time Clerk II position to the Sheriff Department Detective Bureau to process check law violations and to appropriate an additional \$37,950 from the Undesignated General Fund to the Sheriff Department budget in 2003 to fund the position.

(Commissioner Koorndyk requested that Resolution 12-12-02-177 be removed from the Consent Agenda.)

Motion by Commissioner Koorndyk, supported by Commissioner McGuire, to remove item from the consent agenda.

Motion by Commissioner Koorndyk, supported by Commissioner Morren, to approve the remaining consent agenda.

Motion carried:

Yeas: Wahlfield, Vonk, Vaughn, Postmus, Morren, Morgan, McGuire, Mayhue, Mast, Kuipers, Kuhn, Koorndyk, Horton, Hiddema, Buege, Agee, Chair Heacock – 18.

Nays: 0.

12-12-02-177 - GRANDVILLE CORRIDOR FINANCIAL LITERACY PROGRAM GRANT APPROVAL AND BUDGET AMENDMENT – KENT / MSU COOPERATIVE EXTENSION

WHEREAS, Kent/MSU Cooperative Extension participates in a Poverty Reduction Initiative sponsored by the Delta Strategy. The initiative is targeting a west- side neighborhood to receive specific services to contribute to long-term change in the community; and

WHEREAS, the project team identified the need for budgeting and financial management classes to be available in Spanish. State Farm Companies, a participant in the project, has offered to support the classes by funding the instructor's time and providing a computer; and

WHEREAS, funds will be used by MSU to hire a part-time (20 hours per week) individual to conduct the classes. No County staff will be hired for the project.

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners hereby approves Kent/MSU Cooperative Extension's receipt of grant funding for the Grandville Corridor Financial Literacy Program from the State Farm Insurance Companies, and appropriate an additional \$10,000 to the Kent/MSU Cooperative Extension budget for the project.

Motion by Vice Chair Morren, supported by Commissioner Buege, that the resolution be adopted.

Motion carried:

Yeas: Wahlfield, Vonk, Vaughn, Postmus, Morren, Morgan, McGuire, Mayhue, Mast, Kuipers, Kuhn, Koorndyk, Horton, Hiddema, Buege, Boelema, Agee, Chair Heacock – 18.

Nays: 0.

## RESOLUTIONS

### 12-12-02-183 – COMMUNITY MENTAL HEALTH REORGANIZATION – COMMUNITY MENTAL HEALTH DEPARTMENT

WHEREAS, at the request of the Executive Director of Community Mental

Health, three new class specifications were developed to facilitate reorganization of the department to increase the emphasis on quality service delivery to client populations; and

WHEREAS, the new classifications will facilitate both agency-wide and population-specific planning and improve management of day-to-day operations; and

WHEREAS, reorganization requires the following position conversions:

- One Financial Services Division Director (MPP 30) to Administrative Services Deputy Director (MPP 30)
- Two Population Services Directors (MPP 27) to Program Services Deputy Directors (MPP 29)
- Two Contract Planner/Managers (UAW 29) to Population Services Managers (MPP 26)
- One Program Services Division Director (MPP 30) to Contract Planner/Manager (UAW 29); and

WHEREAS, reorganization will result in net savings of \$4,080 in fiscal year 2003 annualized salary costs; and

WHEREAS, the reorganization has been approved by the Community Mental Health Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners approve creation of three new classifications: Administrative Services Deputy Director, (MPP 30), Program Services Deputy Director (MPP 29), and Population Services Manager (MPP 26), and six position conversions.

Motion by Commissioner Hiddema, supported by Commissioner Mayhue, that the resolution be adopted.

Motion carried by voice vote.

Nays: 0.

12-12-02-184 – 24 HOUR PLATOON STAFFING – GERALD R. FORD AIRPORT

WHEREAS, the Airport, UAW - Local 2600 and Human Resources have negotiated a letter of understanding that will incorporate the changes necessary for a 24-hour platoon system. (Attached is a copy of the agreement negotiated with the UAW); and

WHEREAS, the implementation of 24-hour shifts for the Fire Fighting Unit will be comprised of three platoons consisting of a Captain and four firefighters, each of which will work nine 24-hour days in a 28 day period; and

WHEREAS, the 24-hour platoon system will continually provide the Airport with at least the minimum staffing level of three firefighters while providing sufficient staff to account for scheduled and unscheduled time off; and

WHEREAS, this system will also save at least 1,000 hours of overtime while improving the safety of the Airport and the efficiency of the crew by having a stable team; and

WHEREAS, to maintain equity between the classifications within the Fire Fighting Unit, it is also necessary to establish a new classification of Aircraft Rescue Fire Fighting Captain (MPP 17) and reallocate the classification of Aircraft Rescue Fire Fighting Chief from MPP Grade 22 to MPP Grade 24.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners approves the implementation of a 24-hour platoon staffing system for the Aircraft Rescue Fire Fighting (ARFF) Unit, the reallocation of the classification of Aircraft Rescue Fire Fighting Chief from MPP Grade 22 to MPP Grade 24 and the establishment of the classification of Aircraft Rescue Fire Fighting Captain (MPP 17).

Motion by Commissioner Mayhue, supported by Commissioner Hiddema, that the resolution be adopted.

Motion carried by voice vote.

Nays: Kuhn - 1

12-12-02-185 – PREVENTION INITIATIVE EVALUATION PLAN POSITIONS – HEALTH DEPARTMENT

WHEREAS, on October 24, 2002, the Board authorized the creation of a Prevention Programming and Evaluation Fund to be used to implement the County's Prevention Initiative, and appropriated the funds required for evaluation and service expansion activities planned for 2002 and 2003; and

WHEREAS, the Plan for Evaluation and Service Expansion requires the addition of certain functions at the Health Department dedicated to developing and maintaining the data infrastructure for on-going evaluation; and

WHEREAS, implementing the evaluation component requires the following:

- Creation of the new classification Epidemiology Supervisor (MPP 25) and addition of that position in the Health Department
- Addition of one Database Administrator (MPP 26)

- Addition of one part-time (0.5 FTE) Clerk Typist II (UAW 15).

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners hereby create one new job classification and add 2.5 FTE positions in the Health Department in order to implement the County's Prevention Initiative.

Motion by Vice-Chair Morren, supported by Commissioner Horton, that the resolution be adopted.

Motion carried by voice vote.

Nays: 0.

12-12-02-186 – LABOR AGREEMENT – TEAMSTERS – PARKS DEPARTMENT /  
HUMAN RESOURCES

WHEREAS, the Negotiating Committee recommends approval of a three year labor contract with the Teamsters Local 214 representing employees of the Parks Department; and

WHEREAS, the proposed agreement is summarized on attachments to this resolution; and

WHEREAS, this proposed contract has been ratified by members of the Teamsters – Parks; and

WHEREAS, this contract settlement will affect sixteen full-time employees assigned exclusively to the Parks Department; and

WHEREAS, this is the initial county contract with Parks employees and establishes a wage grid for the classifications and wages increases of 3% for 2004 and 2.5% for 2005; and

WHEREAS, the salary and fringe benefits will result in a cost of \$51,176 for the length of the contract.

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners hereby approves and ratify said proposed contract; and

BE IT FURTHER RESOLVED that the Board Chair is authorized and directed to sign said agreement on behalf of Kent County.

Motion by Commissioner McGuire, supported by Commissioner Kuhn, that the resolution be adopted.

Yeas: Wahlfield, Vonk, Vaughn, Postmus, Morren, Morgan, McGuire, Mayhue, Mast, Kuipers, Kuhn, Koorndyk, Horton, Hiddema, Buege, Boelema, Agee, Chair Heacock – 18.

Nays: 0.

12-12-02-187 – BENEFITS – PARKS MANAGEMENT STAFF – PARKS DEPARTMENT /  
HUMAN RESOURCES

WHEREAS, with the transfer of the Parks Department to the County, the benefit schedule for Park's management staff must be incorporated into the County's benefit schedule; and

WHEREAS, the benefits offered by the Road Commission to their management employees differ from the benefit schedule of the County management employees; and

WHEREAS, the attached summary includes a description of the benefits, County and Road Commission, and a recommendation for the transfer of the Parks Department

management employees into the County Management Benefit Plan; and

WHEREAS, the recommendation includes a transition period for some benefits to match with the County Plan and provides options for the employees who may wish to join the County Retirement Plan; and

WHEREAS, the transition benefits and pension options affect four employees; and

WHEREAS, management employees who were hired after January 2002 are on the County Management Benefit Plan.

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners hereby approve the attached benefit schedule for Park's management employees transferring from the Road Commission.

Motion by Commissioner Morren, supported by Commissioner Morgan, that the resolution be adopted.

Motion carried by voice vote.

Nays: 0.

12-12-02-188 – AMENDMENTS TO THE KENT COUNTY RETIREMENT PLAN – HUMAN RESOURCES

WHEREAS, the Officers Compensation Commission meeting in May 2002 authorized certain changes in coverage under the Kent County Employees' Retirement Plan for elected officials (excluding commissioners); and

WHEREAS, the Kent County Board of Commissioners approved the Collective Bargaining Agreement between Kent County and the Kent County Deputy Sheriffs Association calling for certain changes in pension plan coverage; and

WHEREAS, the Kent County Board of Commissioners approved the Collective Bargaining Agreement between Kent County and Teamsters Local 214 representing certain employees of the Parks Department calling for certain changes to the Kent County Employees Retirement Plan, the adoption of the Kent County Parks Department Retirement Savings Plan (the "Parks Department Plan") permitting employee salary deferrals under Internal Revenue Code Section 401(k) and giving transferring employees the option to freeze participation in the Parks Department Plan and participate in the Kent County Employees' Retirement Plan; and

WHEREAS, the Kent County Board of Commissioners approved recommendations for transfer of the Parks Management Employees into the County Management Benefit Plan requiring certain changes in the Kent County Employees' Retirement Plan, the adoption of the Parks Department Plan permitting employee salary deferrals under Internal Revenue Code Section 401(k) and giving transferring employees the option to freeze participation in the Parks Department Plan and participate in the Kent County Employees' Retirement Plan; and

NOW, THEREFORE, BE IT RESOLVED that Amendment 2002-3 to the Kent County Employees Retirement Plan in the form attached hereto is adopted effective on the dates stated therein and the County Controller/Administrator is authorized and directed to execute said amendment on behalf of Kent County and to offer transferring Parks Department employees the option to waive participation in Kent County Parks Department Retirement Savings Plan and participate in the Kent County Employees' Retirement Plan.

Motion by Commissioner Wahlfield, supported by Commissioner Mast, that the resolution be adopted.

Motion carried by voice vote.

Nays: 0.

12-12-02-189 - AMENDMENTS TO THE KENT COUNTY FLEXIBLE BENEFIT PLAN  
HUMAN RESOURCES

WHEREAS, the employees of the Parks Department are transferring from employment by Kent County Road Commission to Kent County on or about December 12, 2002; and

WHEREAS, certain Parks Department employees had made elections to defer certain amounts of compensation to fund health care reimbursement accounts for a period that is not concurrent with a similar provision in the Kent County Flexible Benefits Plan; and

WHEREAS, Kent County wishes to provide for an appropriate means to give transferring Parks Department employees the benefit of their elections for health care reimbursement accounts through May 31, 2003, the plan year end for the Kent County Road Commission Road to Benefits Plan.

NOW, THEREFORE, BE IT RESOLVED that Amendment 2002-1 to the Kent County Flexible Benefits Plan in the form attached hereto is adopted effective on the dates stated therein and the County Controller/Administrator is authorized and directed to execute said amendments on behalf of Kent County.

Motion by Commissioner Wahlfield, supported by Commissioner Mayhue, that the resolution be adopted.

Motion carried by voice vote.

Nays: 0.

12-12-02-190 - ADDITIONAL SENIOR MILLAGE ALLOCATIONS FOR 2003 -  
ADMINISTRATOR'S OFFICE

WHEREAS, the Area Agency on Aging of Western Michigan, Inc. (AAAWM) holds three-year contracts with more than 20 agencies to provide services with funding from the Kent County Senior Millage. Under the terms of the contracts, the funding level is evaluated annually based on new program proposals, current year operations and available funding; and

WHEREAS, three agencies failed to submit 2003 funding proposals by the deadline for consideration as part of the contract continuation process. Services provided by those agencies was set aside from the amount allocated through the continuation process and approved by the Board of Commissioners on November 26, 2003; and

WHEREAS, during November, AAWM conducted an open bid process for the agencies interested in providing these services. The Kent County Senior Millage Review Committee reviewed the funding requests and made recommendations regarding funding for each service. These recommendations were reviewed by the AAWM Executive Committee on November 25, 2002, which is now recommending them to the County.

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners hereby approves the allocation of an additional \$176,251 in Senior Millage funds for 2003 as recommended by the Area Agency on Aging of Western Michigan, Inc. (AAAWM).

Motion by Commissioner McGuire, supported by Commissioner Morgan, that the resolution be adopted.

Yeas: Wahlfield, Vonk, Vaughn, Postmus, Morren, Morgan, McGuire, Mayhue, Mast, Kuipers, Koorndyk, Horton, Hiddema, Buege, Boelema, Agee, Chair Heacock – 17.

Nays: 0.

Abstain: Kuhn - 1

12-12-02-191 - POLICY - SALE / DISPOSAL / TRANSFER OF COUNTY OWNED REAL PROPERTY - ADMINISTRATOR'S OFFICE / BOARD OF COMMISSIONERS

WHEREAS, from time to time the County may be requested or required to sell/dispose of, or transfer real property under its ownership to private individuals/partnerships/corporations and/or other public entities or utility companies; and

WHEREAS, a committee including Administrative staff and staff from Facilities Management, Department of Aeronautics, Department of Public Works, and Civil Counsel developed a proposed policy to govern the requirements for the sale, disposal, or transfer of County-owned property is necessary; and

WHEREAS, the proposed policy includes provisions for competitive proposals and minimum price requirements, as well as requirements related to the sale, disposal of, and/or transfer to another public entity; and

WHEREAS, the proposed policy has been reviewed and recommended for approval by the Finance & Physical Resources Committee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the attached Facilities and Property Policy – Sale/ Disposal/Transfer of County-owned Real Property (a copy of the policy need not be included in the published minutes but shall be on file in the Clerk's Office).

Motion by Commissioner Kuhn, supported by Commissioner Morgan, that the resolution be adopted.

Motion carried by voice vote.

Nays: 0.

SPECIAL ORDER OF BUSINESS

Departing Commissioners Recognition

Chair Heacock read a proclamation and presented a copy of the respective proclamation to the following retiring Commissioners: Paul McGuire (District 9), Elaine Buege (District 1), Katherine O'Connor Kuhn (District 14).

Vice-Chair Morren read a proclamation and presented it to retiring Chair Steven Heacock.

MISCELLANEOUS

Chair Heacock announced that the two newly elected judges will be sworn in. Daniel Zemaitis is being sworn in on December 12, 2002, at 4:00 p.m., 12<sup>th</sup> floor of the Kent County Courthouse with a reception following at the University Club.

James Redford is being sworn in Thursday, December 19, 2002, at 4:00 p.m., on the 12<sup>th</sup> floor of the Kent County Courthouse with a reception following at the University Club.

ADJOURNMENT

At 9:15 a.m., Commissioner Koorndyk moved to adjourn, subject to the call of the Chair, and to Thursday, January 2, 2003, Room 310, County Administration Building, at 8:30 a.m., for an Official Meeting. Seconded by Commissioner Kuhn. Motion carried.

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Steven R. Heacock, Chair

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Mary Hollinrake, County Clerk