

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: December 15, 2009

TIME: 9:29 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Rycenga, Gordon Schrotenboer, Robert Karsten, Dennis Swartout,
James Holtvluwer

STAFF & GUESTS: Alan Vanderberg, Administrator; June Hagan, Fiscal Services
Director; Greg Rappleye, Corporation Counsel; Bradley Slagh, Treasurer;
Sherri Sayles, Deputy Clerk; Jessica Kinser, Management Financial
Analyst, Keith Van Beek, Assistant Administrator; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Agenda of today as presented and approve by
consent the Minutes of the November 24, 2009, meeting as presented.

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 09-139 Motion: To approve and forward to the Board of Commissioners 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
November 2009.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 09-140 Motion: To approve budget adjustments #816, 817, 843, 844 and 845.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR NOVEMBER

FC 09-141 Motion: To approve the Statement of Review for the month of November 2009.

Moved by: Karsten

UNANIMOUS

SUBJECT: WESTERN OTTAWA TRAFFIC OPTIMIZATION/
SYNCHRONIZATION STUDY

FC 09-142 Motion: To approve and forward to the Board of Commissioners a contract
with the Macatawa Area Coordinating Council (MACC) to perform and/or
supervise the Western Ottawa Traffic Optimization/Synchronization Study for

\$410,560, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).

Moved by: Rycenga

UNANIMOUS

SUBJECT: OTTAWA COUNTY HVAC RETROFITS

FC 09-143 Motion: To approve and forward to the Board of Commissioners a contract with Technical Energy Solutions Inc. (TES) to engineer, design, and install HVAC upgrades to Ottawa County facilities for \$908,455, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: LOCAL GOVERNMENT RETROFIT PROGRAM

FC 09-144 Motion: To approve and forward to the Board of Commissioners the Scoring System, Application, and Selection Criteria for the Local Government Retrofit Program to award \$370,000, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: PRIVATE INDUSTRY RETROFIT PROGRAM

FC 09-145 Motion: To approve and forward to the Board of Commissioners the Scoring System, Application, and Selection Criteria for the Private Industry Retrofit Program to award \$100,000, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. 2010 Commissioners' Conference and Travel Budget – June Hagan explained the Board of Commissioners need to decide how Conference/Travel Budget money will be spent. After much discussion, it was decided to have each Commissioner prioritize the conferences they wish to attend and submit their list to Administration. Administration will look at the proposals and bring back the results and recommendations to the January Finance and Administration Meeting.
2. Financial Month End Update for November 2009 – The November 2009 financial month end update was presented by Bradley Slagh.

SUBJECT: ADJOURNMENT

FC 09-146 Motion: To adjourn at 9:57 a.m.