

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: May 18, 2010

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gordon Schrottenboer, Robert Karsten, Roger Rycenga, Dennis Swartout

ABSENT: Donald Disselkoen

STAFF & GUESTS: Greg Rappleye, Corporation Counsel; Kevin Bowling, Circuit Court Administrator; Jennell Challa, Friend of the Court; Sherri Sayles, Deputy Clerk; Ken Zarzecki, Road Commission; Alan Vanderberg, Administrator; June Hagan, Fiscal Services Director; Shannon Virtue, Planning & Performance Measures; Marie Waalkes, Human Resources Director; Bradley Slagh, Treasurer; David Hulst, IT Director; Media

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and amended adding Action Item #20A – Resolution Regarding Assumption of Compliance Responsibilities by CS Facilities, LLC – Coopersville Recovery Zone Board and approve by consent the minutes of the April 20, 2010, meeting as presented.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 10-053 Motion: To approve budget adjustment #258.
Moved by: Schrottenboer

UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 10-054 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 April 2010.
Moved by: Schrottenboer

UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR APRIL

FC 10-055 Motion: To approve the Statement of Review for the month of April, 2010.
Moved by: Rycenga UNANIMOUS

SUBJECT: COST OF SERVICES ANALYSIS REPORT – COURTS

FC 10-056 Motion: To accept and forward to the Board of Commissioners the Maximus Cost of Services Analysis Report – Courts for Ottawa County.
Moved by: Rycenga UNANIMOUS

SUBJECT: COST OF SERVICES ANALYSIS REPORT FEE IMPLEMENTATION

FC 10-057 Motion: To approve and recommend to the Board of Commissioners the implementation of select fees in the Maximus Cost of Service Analysis Report for Ottawa County dated April, 2010, effective July 1, 2010.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: TAX ALLOCATION RECOMMENDATION

FC 10-058 Motion: To approve and forward to the Board of Commissioners the recommendation that the Ottawa County millage allocation remains at 4.440 mills.
Moved by: Rycenga UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE THE 2010 MILLAGE RATE FOR OTTAWA COUNTY

FC 10-059 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the 2010 Millage Rate for Ottawa County of 3.6 mills.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE THE 2010 MILLAGE RATE FOR E-911

FC 10-060 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the 2010 Millage Rate for E-911 of .4400 mills.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE THE 2010 MILLAGE RATE FOR PARKS

FC 10-061 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the 2010 Millage Rate for Parks of .3165 mills.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: THREE (3) YEAR DOG LICENSE RESOLUTION

FC 10-062 Motion: To approve and forward to the Board of Commissioners the Resolution and recommendation for the implementation of a dog license issuance on a one (1) year and three (3) year licensing format and fee increases effective January 1, 2011.
Moved by: Rycenga UNANIMOUS

SUBJECT: RESOLUTION TO MOVE TO A DEFINED CONTRIBUTION PENSION PLAN

FC 10-063 Motion: To approve and forward to the Board of Commissioners the Resolution and recommendations to move from a Defined Benefit Pension Plan to a Defined Contribution Pension Plan.
Moved by: Rycenga UNANIMOUS

SUBJECT: BOND RESOLUTION: HOLLAND TOWNSHIP

FC 10-064 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing amending the refunding Bond Resolution for Holland Township, not to exceed \$2,350,000, adopted by the Board of Commissioners on April 27, 2010, to provide for a Qualified Tax Exempt Obligation designation.
Moved by: Rycenga UNANIMOUS

SUBJECT: RECLASSIFICATION OF FAMILY SERVICES COORD. & CUSTODY FIELD INVESTIGATOR TO FAMILY SERVICES COORD./CUSTODY INVESTIGATOR

FC 10-065 Motion: To approve and forward to the Board of Commissioners the proposal from the Friend of the Court to reclassify one (1.0) FTE Family Services Coordinator (paygrade F09) and two (2.0) FTE Custody Field Investigator positions (paygrade F09) to three (3.0) FTE Family Services Coordinator/Custody Investigator (paygrade F09) resulting in no change in the wage scale.
Moved by: Karsten UNANIMOUS

SUBJECT: RECLASSIFICATION OF ECONOMIC DEVELOPMENT SPECIALIST TO ECONOMIC

DEVELOPMENT COORDINATOR

FC 10-066 Motion: To approve and forward to the Board of Commissioners the proposal from the Planning & Performance Improvement Department to reclassify one (1.0) FTE Economic Development Specialist (Group T/paygrade 14) to a one (1.0) FTE Economic Development Coordinator (Unclassified/paygrade 06) at a cost of \$14,577.00. Funding to come from the vacant position savings in the 2010 department budget.

Moved by: Rycenga MOTION PASSED

Yeas: Messrs. Schrotenboer Rycenga, Swartout. (3)

Nay: Mr. Karsten. (1)

Mr. Karsten felt the position should be left vacant due to budget concerns. The Fiscal Services Director stated there is extra money in the 2010 budget to cover this position but not for following years.

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) MILITARY SERVICE CREDITS FOR SCOTT BAZANY

FC 10-067 Motion: To approve and forward to the Board of Commissioners the purchase of one (1) year, eleven (11) months of military service credits for Scott Bazany (Shift Supervisor, Ottawa County Juvenile Detention Center) for a total cost of \$25,983. The County cost of \$20,807.55 to be funded from contingency and \$5,175.45 to be paid by Scott Bazany.

County Cost:	\$20,807.55
Employee Cost:	\$ 5,175.45
Total Cost:	\$25,983.00

Moved by: Rycenga MOTION PASSED

Yeas: Messrs. Schrotenboer, Rycenga, Swartout. (3)

Nays: Mr. Karsten. (1)

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) GENERIC SERVICE CREDITS FOR WILLIAM T. COUSINS IV

FC 10-068 Motion: To approve and forward to the Board of Commissioners the purchase of five (5) years of MERS generic service credit at a cost of

\$71,826 for William T. Cousins IV, Road Patrol Deputy, Ottawa County Sheriff's Office (total cost to be paid by William T. Cousins IV).

Total Cost: \$71,826.00
Employer Cost: \$0
Employee Cost: \$71,826.00

Moved by: Schrottenboer MOTION PASSED

Yeas: Messrs. Schrottenboer, Rycenga, Swartout. (3)
Nays: Mr. Karsten. (1)

SUBJECT: EECBG LOCAL GOVERNMENT GRANT
AWARDS

FC 10-069 Motion: To approve and forward to the Board of Commissioners the Resolution regarding the distribution of \$343,012 in grant funding for local units of government in Ottawa County.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: WEBTECS CONTRACT FOR PROFESSIONAL
SERVICES

FC 10-070 Motion: To recommend approval for authorization to negotiate a one year contract for professional services with WebTecs, Inc. for website services.
Moved by: Rycenga UNANIMOUS

SUBJECT: RESOLUTION REGARDING ASSUMPTION OF
COMPLIANCE RESPONSIBILITIES BY CS
FACILITIES, LLC – COOPERSVILLE RECOVERY
ZONE BOND

FC 10-071 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the transfer of compliance responsibilities for the Coopersville Recovery Zone Bond project from Continental Dairy Products, Inc., to CS Facilities, LLC.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update for April 2010 – The April 2010 Financial Month End update was presented by Bradley Slagh.

2. New Fiscal Services Director – The Administrator reported an offer has been made for the new Fiscal Services Director position. Once a start date has been determined, he will make a formal announcement.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:17 a.m.