

Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Tuesday, April 19, 2011
9:30 a.m.

Consent Items:

1. Approval of the Agenda
2. Approval of Minutes from the March 15, 2011 Meeting.

Action Items:

3. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #133, #184, #185, #212 and #213.
4. Monthly Budget Adjustments
Suggested 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 March 2011.
5. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of March 2011.
6. Purchase of DocRouter Software
Suggested Motion:
To approve and forward to the Board of Commissioners the Agreement to purchase DocRouter software for the Register of Deeds Office at a cost of \$15,000.00.
7. Purchase of Fidlar Technologies e-Return Module
Suggested Motion:
To approve and forward to the Board of Commissioners the Agreement to purchase the Fidlar Technologies e-Return module for the Register of Deeds Office at a cost of \$5,000.00.
8. Purchase of Fidlar Technologies Intelligent Data Recognition (IDR) Deliberate Learning Module
Suggested Motion:
To approve and forward to the Board of Commissioners the Agreement to purchase the Fidlar Technologies Intelligent Data Recognition (IDR) Deliberate Learning module for the Register of Deeds office at a cost of \$12,000.
9. Fiscal Services-CMH Personnel Request to Create a Cost Analyst
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Fiscal Services to create one (1) FTE Cost Analyst (Group T, Paygrade 13, C Step) in Community Mental Health at a cost of \$63,300.00. Funding to come from Medicaid Funds.

10. Community Mental Health Personnel Request to Upgrade a Mental Health Specialist to a Mental Health Clinician
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Community Mental health to upgrade one (1) FTE Mental Health Specialist (Group T Paygrade 12, C Step) to a one (1) FTE Mental Health Clinician (Group T, Paygrade 14, C Step) at a cost of \$6,462.00. Funding to come from Medicaid Funds.
11. County Clerk's Office Personnel Request to Downgrade an RPC III to a Vital Records Clerk
Suggested Motion:
To approve and forward to the Board of Commissioners the request from the Clerk's Office to downgrade one (1) FTE RPC III (Group T, Paygrade 7) to one (1) FTE Vital Records Clerk (Group T, Paygrade 6), at a savings of \$1,897.00.
12. Equalization Report
Suggested Motion:
To approve and forward to the Board of Commissioners the 2011 Equalization Report and to appoint the Equalization Director to represent Ottawa County at State Equalization hearings.
13. Quarterly Treasurer's Investment Report
Suggested Motion:
To receive for information the Treasurer's Quarterly Investment Report as of March 2011.
14. Quarterly Financial Status Report
Suggested Motion:
To receive for information the Interim Financial Statement for the General Fund, Mental Health Fund and Public Health Fund as of March 31, 2011.
15. Resolution to Authorize "Qualifying Statements" for Bonding Purposes
Suggested Motion:
To approve and forward to the Board of Commissioners the resolution to authorize Certification of a "Qualifying Statement" for bonding purposes.
16. Allocation of 2010 Unreserved Undesignated Fund Balance
Suggested Motion:
To approve and recommend to the Board of Commissioners to designate \$689,063 of the 2010 General Fund year-end unreserved undesignated fund balance for the 2012 budget.
17. Northwest Ottawa County Water System 2011 Series B Improvements
Suggested Motion:
To approve and forward to the Board of Commissions the Resolution authorizing the County Road Commission to issue Act 342 Bonds not to exceed the amount of \$5,835,000 to finance the Northwest Ottawa Water System Series B Pumping System Project.
18. Purchase of MERS (Michigan Municipal Employees Retirement System) Military Service Credits for Bradley S. Nieboer
Suggested Motion:
To approve and forward to the Board of Commissioners the purchase of two (2) years of military service credits for Bradley S. Nieboer (Detective, Sheriff's Office)

County Cost:	\$26,163.36
Employee Cost:	\$ 6,609.64
Total Cost:	\$32,773.00

19. Brownfield Plan Amendment from Cedar Crest Dairy

Suggested Motion:

To approve and forward to the Board of Commissioners the resolution to support the Brownfield Plan amendment from Cedar Crest Dairy (R Becker Properties, LLC.) contingent upon the approval of the Hudsonville City Commission.

20. Countywide Wireless Broadband Initiative

Suggested Motion:

To approve and forward to the Board of Commissioners, contingent upon Robinson Township's land use approvals, construction of a new 199 foot communications tower for an estimated cost of \$200,000 to be located in the Southeast corner of the County's Johnson Street Forest/Open Space property, provided as follows:

a) The project budget shall not exceed \$200,000.

b) Design and construction management services shall be provided by Tele-rad, Inc. for a fee of 7% of actual construction cost. Tele-rad will solicit bids for all construction related work.

c) The Board Chairperson and Clerk are authorized to sign a "Marketing and Management agreement between Tele-rad, Inc. and the County of Ottawa." The management fee shall be 10% of the co-location revenue for any vendors that Tele-rad obtains contacts with, limited to the initial five year term of the lease.

d) Funding to come from the Public Improvement Fund.

Discussion Items:

21. Update - Passport Acceptance Process, Daniel Krueger, Clerk and Sherri Sayles, Deputy Clerk

Adjournment

Comments on the day's business are to be limited to three (3) minutes.