

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: April 19, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Robert Karsten, Joseph Baumann, Roger Rycenga, Donald Disselkoen

ABSENT: Dennis Swartout

STAFF & GUESTS: Alan Vanderberg, Administrator; Sherri Sayles, Deputy Clerk; Robert Spaman, Fiscal Services Director; Gary Scholten, Register of Deeds; Kathy Haiker, Chief Deputy Register of Deeds; Marie Waalkes, Human Resources Director; Dr. Michael Brashears, CMH Director; Keith VanBeek, Assistant Administrator; Ken Zarzecki, Road Commission; Brad Slagh, Treasurer; Mark Knudsen, Planning & Performance Measures Director; Greg Rappleye, Corporate Counsel; Mike Galligan, Equalization Director; David Hulst, IT Director; Jim Bush, Equalization; Jeff Balgooyen, Nederveld, Inc.; Media

SUBJECT: CONSENT ITEMS

FC 11-035 Motion: To approve the agenda of today as presented and to approve the minutes of the March 15, 2011, meeting as presented.
Moved by: Karsten UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 11-036 Motion: To approve budget adjustments #133, 184, 185, 212 and 213.
Moved by: Karsten UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 11-037 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.
Moved by: Disselkoen UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 11-038 Motion: To approve the Statement of Review for the month of March 2011.

Moved by: Baumann

UNANIMOUS

SUBJECT: PURCHASE OF DOCROUTER SOFTWARE

FC 11-039 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.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: PURCHASE OF FIDLAR TECHNOLOGIES
E-RETURN MODULE

FC 11-040 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.

Moved by: Baumann

UNANIMOUS

SUBJECT: PURCHASE OF FIDLAR TECHNOLOGIES
INTELLIGENT DATA RECOGNITION (IDR)
DELIBERATE LEARNING MODULE

FC 11-041 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.

Moved by: Karsten

UNANIMOUS

SUBJECT: FISCAL SERVICES – CMH PERSONNEL
REQUEST TO CREATE A COST ANALYST

FC 11-042 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.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST TO UPGRADE A MENTAL HEALTH
SPECIALIST TO A MENTAL HEALTH CLINICIAN

FC 11-043 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.
Moved by: Karsten UNANIMOUS

SUBJECT: COUNTY CLERK'S OFFICE PERSONNEL
REQUEST TO DOWNGRADE AN RPC III TO A
VITAL RECORDS CLERK

FC 11-044 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.
Moved by: Baumann UNANIMOUS

SUBJECT: EQUALIZATION REPORT

FC 11-045 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.
Moved by: Baumann UNANIMOUS

SUBJECT: QUARTERLY TREASURER'S REPORT

FC 11-046 Motion: To receive for information the Treasurer's Quarterly Investment Report as of March 2011.
Moved by: Disselkoe UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 11-047 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.
Moved by: Baumann UNANIMOUS

SUBJECT: RESOLUTION TO AUTHORIZE "QUALIFYING
STATEMENTS" FOR BODING PURPOSES

FC 11-048 Motion: To approve and forward to the Board of Commissioners the Resolution to authorize certification of a "Qualifying Statement" for bonding purposes.
Moved by: Karsten UNANIMOUS

SUBJECT: ALLOCATION OF 2010 UNRESERVED UNDESIGNATED FUND BALANCE

FC 11-049 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.

Moved by: Baumann

UNANIMOUS

SUBJECT: NORTHWEST OTTAWA COUNTY WATER SYSTEM 2011 SERIES B IMPROVEMENTS

FC 11-050 Motion: To approve and forward to the Board of Commissioners 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.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) MILITARY SERVICE CREDITS FROM BRADLEY S. NIEBOER

FC 11-051 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

Moved by: Disselkoen

MOTION PASSED

Yeas: Baumann, Disselkoen, Rycenga. (3)

Nays: Karsten. (1)

SUBJECT: BROWNFIELD PLAN AMENDMENT FROM CEDAR CREST DAIRY

FC 11-052 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.

Moved by: Baumann

FC 11-053 Motion: To table Motion FC 11-052 until the next scheduled Finance and Administration Committee Meeting to review additional information.
Moved by: Disselkoen UNANIMOUS

SUBJECT: COUNTYWIDE WIRELESS BROADBAND INITIATIVE

FC 11-054 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 contracts with, limited to the initial five year term of the lease.
- d) Funding to come from the Public Improvement Fund.

Moved by: Disselkoen UNANIMOUS

SUBJECT: DISCUSSION ITEMS

- 1. Update – Passport Acceptance Process – Sherri Sayles, Chief Deputy Clerk, presented a brief update on the implementation of the new federal requirements. The Vital Records offices are ready for the May 1st start date. The only cost thus far has been the purchase of two safes totaling approximately \$900.00.

SUBJECT: ADJOURNMENT

FC 11-055 Motion: To adjourn at 10:42 a.m.
Moved by: Disselkoen UNANIMOUS