

Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Tuesday, August 16, 2011
9:30 a.m.

Consent Items:

1. Approval of the Agenda
2. Approval of Minutes from the July 19, 2011 Meeting.

Action Items:

3. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #493, #494, #536, #537, #538 and #539.
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 July, 2011.
5. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of July, 2011.
6. Agreement for Property Assessment Administration Services
Suggested Motion:
To approve and forward to the Board of Commissioners the Agreement for Property Assessment Administration Services with the City of Grand Haven.
7. Equalization Personnel Request to Create One (1) FTE Appraiser III
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Equalization to create One (1) FTE Appraiser III (Group T, Paygrade 13, C Step) at a cost of \$60,991. Funding to come from the City of Grand Haven pursuant to the Agreement for Property Assessment Administration Services. This position will sunset two (2) years from the effective date of the Agreement. It may be renewed thereafter for up to five (5) successive one (1) year terms by mutual written agreement of the parties.
8. Community Mental Health Personnel Request to Reclassify a Staff Psychiatrist Position to a Community Mental Health Medical Director
Suggested Motion:
To approve and forward to the Board of Commissioners the request to reclassify the position of 1.0 FTE Staff Psychiatrist (Unclassified, Paygrade 19) to 1.0 FTE Community Mental Health Medical Director (Unclassified, Paygrade 25) at a cost of \$36,968.00. Funding for this position to come from Medicaid funds.
9. Public Health Department Personnel Request to Increase a .8 FTE to a 1.0 FTE Environmental Health Specialist

Suggested Motion:

To approve and forward to the Board of Commissioners the request from the Public Health Department to increase a .8 FTE Environmental Health Specialist (Group T, Paygrade 14) to a 1.0 FTE Environmental Health Specialist (Group T, Paygrade 14), at a cost of \$12,900. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.

10. Fund Balance Policy

Suggested Motion:

To approve and forward to the Board of Commissioners the Fund Balance Policy for review and comment.

11. Officer and Employee Delegate for MERS Annual Meeting

Suggested Motion:

To approve and forward to the Board of Commissioners the nomination of Marcie VerBeek as Officer Delegate, Marie Waalkes as alternate Officer Delegate, Erin Rotman as Employee Delegate, and Tami Harvey as Alternate Employee Delegate to the MERS 65th Annual Meeting to be held September 27- 29, 2011 in Traverse City, Michigan.

12. Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Anthony Boersema (Sheriff's Office)

Suggested Motion:

To approve and forward to the Board of Commissioners the purchase of three (3) years of MERS generic service credit for \$56,079 (total cost to be paid by employee, Anthony Boersema).

Total Cost:	\$56,079.00
Employer Cost:	\$ 0.00
Employee Cost:	\$56,079.00

13. Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Sarah A. Flick (Sheriff's Office)

Suggested Motion:

To approve and forward to the Board of Commissioners the purchase of five (5) years of MERS generic service credit for \$77,420.00 (total cost to be paid by employee, Sarah A. Flick).

Total Cost:	\$77,420.00
Employer Cost:	\$ 0.00
Employee Cost:	\$77,420.00

14. Ottawa County Road Commission (OCRC) & Wright Township Infrastructure Program Fund Application

Suggested Motion:

To () Approve or () Disapprove and forward to the Board of Commissioners the Infrastructure Revolving Loan Fund Application from the Ottawa County Road Commission (OCRC) & Wright Township in the amount of \$485,000 for the purpose of rebuilding the 8th Avenue Bridge in Wright Township.

15. Bid Tabulation – Macatawa Green Space Restoration

Suggested Motion:

To receive and forward to the Board of Commissioners bids for the Macatawa Green Space Restoration Project and accept the low bid from Top Grade Excavating at negotiated price of \$707,430.50 with funding from the Parks and Recreation budget and a grant from the U.S. Environmental Protection Agency. Funding from the Parks and Recreation budget in the amount

of \$100,000 and a grant from the U.S. Environmental Protection Agency in the amount of \$646,800.

16. Bid Tabulation – Olive Shores Park Improvements

Suggested Motion:

To receive and forward to the Board of Commissioners bids for the Olive Shores Park Improvement Project and accept the low bid from Visser Brothers, Inc. in the amount of \$580,857.24 with funding split evenly from the Parks and Recreation budget and a grant from the Michigan Natural Resources Trust Fund.

17. Bid Tabulation - Pine Bend Parking Improvements

Suggested Motion:

To receive and forward to the Board of Commissioners bids for the Pine Bend Parking Improvement Project and accept the low bid from Denny's Excavating in the amount of \$51,000 with funding from the Parks and Recreation budget.

18. Resolution Supporting The Pumphouse Museum Proposal

Suggested Motion:

To approve and forward to the Board of Commissioners the resolution supporting the proposal by the Historic Ottawa Beach Society to create a museum at the pumphouse building located within the Historic Ottawa Beach Parks at a cost of \$1.3 million, with \$315,000 to come from the Parks and Recreation budget and the remainder to be raised by the Historic Ottawa Beach Society. This motion contingent upon the Historic Ottawa Beach Society raising \$1.3 million.

Discussion Items:

19. Treasurer's Financial Month End Update for July 2011

20. Enterprise Resource Planning Software System: Discussion on Costs and Contract Negotiations with Munis Systems and Tyler Technologies.

Adjournment

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

Addition to Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Tuesday, August 16, 2011
9:30 a.m.

Action Items:

21. Food Inspection Program Fees

Suggested Motion:

To approve and forward to the Board of Commissioners the proposed changes to the Food Inspection Program fees, new fees: Temporary Food Service Establishment Revisit/Extended Visit: \$50.00, Enforcement Fee: \$255.00, Administrative Consultation Fee:\$300.00, and fee reduction: Compliance Conference Fee \$200.00 (current fee is \$300.00).

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