

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: August 16, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Keith VanBeek, Assistant Administrator; Sherri Sayles, Deputy Clerk; Mark Knudsen, Planning & Performance Improvements Director; JoAnn Becker, Wright Twp; Mike Galligan, Equalization Director; Lisa Stefanovsky, Heath Officer; Adeline Hambley, Environmental Health Manager; Robert Spaman, Fiscal Services Director; Marcie VerBeek, Human Resources; Greg Rappleye, Corporation Counsel; John Scholtz, Parks & Recreation Director; Jim Bush, Equalization; Jane Longstreet, CMH; Spencer Ballard, Food Services Supervisor; Media

**SUBJECT: CONSENT ITEMS**

FC 11-095 Motion: To approve the agenda of today as presented and amended adding Action Item #14a – Food Inspection Program Fees and removing Action Items #15 – Bid Tabulation Macatawa Green Space Restoration, #16 – Bid Tabulation Olive Shores Park Improvements, #17 – Bid Tabulation Pine Bend Parking Improvements and #18 – Resolution Supporting the Pumphouse Museum Proposal and forwarding them to the full Board.

Moved by: Karsten

UNANIMOUS

Approve by consent the minutes of the July 19, 2011, meeting as presented.

**SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000**

FC 11-096 Motion: To approve budget adjustments #493, 494, 536, 537, 538 and 539.

Moved by: Rycenga

UNANIMOUS

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 11-097 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.  
Moved by: Rycenga UNANIMOUS

**SUBJECT: STATEMENT OF REVIEW**

FC 11-098 Motion: To approve the Statement of Review for the month of July, 2011.  
Moved by: Karsten UNANIMOUS

**SUBJECT: AGREEMENT FOR PROPERTY ASSESSMENT  
ADMINISTRATION SERVICES**

FC 11-099 Motion: To approve and forward to the Board of Commissioners the Agreement for Property Assessment Administration Services with the City of Grand Haven.  
Moved by: Baumann UNANIMOUS

**SUBJECT: EQUALIZATION PERSONNEL REQUEST TO  
CREATE ONE (1) FTE APPRAISER III**

FC 11-100 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.  
Moved by: Karsten UNANIMOUS

**SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL  
REQUEST TO RECLASSIFY A STAFF  
PSYCHIATRIST POSITION TO A COMMUNITY  
MENTAL HEALTH MEDICAL DIRECTOR**

FC 11-101 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.  
Moved by: Rycenga UNANIMOUS

SUBJECT: PUBLIC HEALTH DEPARTMENT PERSONNEL  
REQUEST TO INCREASE A .8 FTE TO A 1.0 FTE  
ENVIRONMENTAL HEALTH SPECIALIST

FC 11-102 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) at 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.  
Moved by: Karsten UNANIMOUS

SUBJECT: FUND BALANCE POLICY

FC 11-103 Motion: To approve and forward to the Board of Commissioners the Fund Balance Policy for review and comment.  
Moved by: Karsten UNANIMOUS

SUBJECT: OFFICER AND EMPLOYEE DELEGATE FOR  
MERS ANNUAL MEETING

FC 11-104 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 65<sup>th</sup> Annual Meeting to be held September 27 – 29, 2011 in Traverse City, Michigan.  
Moved by: Disselkoen UNANIMOUS

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL  
EMPLOYEE RETIREMENT SYSTEM) GENERIC  
SERVICE CREDITS FOR ANTHONY BOERSMA  
(SHERIFF'S OFFICE)

FC 11-105 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

Moved by: Baumann MOTION PASSED

Yeas: Rycenga, Baumann, Disselkoen, Swartout. (4)

Nays: Karsten. (1)

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL EMPLOYEE RETIREMENT SYSTEM) GENERIC SERVICE CREDITS FOR SARAH A. FLICK (SHERIFF'S OFFICE)

FC 11-106 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

Yeas: Rycenga, Baumann, Disselkoen, Swartout. (4)  
Nays: Karsten. (1)

SUBJECT: OTTAWA COUNTY ROAD COMMISSION (OCRC) & WRIGHT TOWNSHIP INFRASTRUCTURE PROGRAM FUND APPLICATION

FC 11-107 Motion: To approve 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 8<sup>th</sup> Avenue Bridge in Wright Township.

Moved by: Rycenga UNANIMOUS

SUBJECT: FOOD INSPECTION PROGRAM FEES

FC 11-108 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).

Moved by: Baumann UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Finance Month End Update for July 2011 - Bradley Slagh presented the July 2011 Finance Month End Update. He reported the foreclosed property auction was held last Saturday and approximately \$400,000 was raised. The second auction will take place on September 23<sup>rd</sup>.
  
2. Enterprise Resource Planning Software System: Discussion on Costs and Contract Negotiations with Munis Systems and Tyler Technologies – Bob Spaman presented an update on the ERP software system. Five bids were received and two of those were thrown out. The committee saw a demo of the Munis System and was impressed. Bob is working with the consultant on the contract and total cost of the software. The total cost will be larger than first expected due to some new modules and implementation. Keith VanBeek reported they do not have a final cost yet to present. Administration is looking for full Board approval in early September so the new software can be used during next year's budget process.

**SUBJECT: ADJOURNMENT**

The meeting adjourned at 10:56 a.m.