

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: November 15, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; Greg Rappleye, Corporation Counsel; David Hulst, IT Director; JoAnn Arcand WebTecs, Inc.; John Scholtz, Parks & Recreation Director; Dave Mazurek, Parks & Recreation; Justin Roebuck, Deputy Clerk

**SUBJECT: CONSENT ITEMS**

FC 11-129 Motion: To approve the agenda of today as presented and to approve the minutes of the October 18, 2011 meeting as presented.  
Moved by: Disselkoen UNANIMOUS

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 11-130 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 October 2011.  
Moved by: Rycenga UNANIMOUS

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

FC 11-131 Motion: To approve budget adjustments #841, 843, 844, 845, 874, 875, 876, 877, 878, 879 and 880.  
Moved by: Rycenga UNANIMOUS

**SUBJECT: STATEMENT OF REVIEW**

FC 11-132 Motion: To approve the Statement of Review for the month of October 2011.  
Moved by: Karsten UNANIMOUS

SUBJECT: REQUEST FROM THE PARKS AND RECREATION DEPARTMENT TO CREATE STEP INCREASES IN THE WAGE SCHEDULE FOR NEC CUSTODIAN

FC 11-133 Motion: To approve and forward to the Board of Commissioners the request from the Parks and Recreation Department to create step increases (up to four years) in the temporary wage schedule for the position of Nature Education Custodian.

Moved by: Rycenga

UNANIMOUS

SUBJECT: WEBTECS CONTRACT FOR PROFESSIONAL SERVICES

FC 11-134 Motion: To approve and forward to the Board of Commissioners, the Contract with WebTecs, Incorporated to provide web services for the period January 1 – December 31, 2012, at a cost of \$234,000.

Moved by: Karsten

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update for October 2011 – No report due to Treasurer's absence.
2. GCSI Contract – The Administrator reported the County is near the end of GCSI contract. He asked if the Committee wanted to renew the contract yearly or go forward on a month-to-month basis. The Administrator stated they have been an incredible tool for the County and in many ways our best line of defense. It was suggested this be brought before the full Board.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:06 a.m.