

FINANCE & ADMINISTRATION COMMITTEE

Approved Minutes

DATE: December 16, 2003

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Philip Kuyers, Cornelius Vander Kam, Roger Rycenga, Robert Rinck, Gordon Schrottenboer

STAFF & GUESTS: Robert Oosterbaan, Administrator; June Hagan, Accounting, Director; Mark Scheerhorn, Administrative Services Director; Steve Namenye, Telecommunications Specialist; Mary Richardson, Treasurer; Rich Schurkamp, Human Resources Director; Gary Rosema, Sheriff; Steve Kraai, Sheriff's Dept.; Rosemary Zink, Finance Director; Jim Beelen, Allendale Township Supervisor; Connie Langeland, Polkton Township Clerk; David Vander Kooi, Road Commission; Jim Holtvluwer, Georgetown Township Supervisor; Sherri Sayles, Deputy Clerk; Media; Kent Rubley, Road Commission; Larry Bruursema, Road Commission; Tom Palara, Road Commission; Arthur Lucas, Polkton Township Supervisor; Steven Patrick, Coopersville City Manager

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the December 2, 2003, meeting as presented and approve the agenda of today as presented.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 03-115 Motion: To approve budget adjustments #1075 - #1081.
Moved by: Schrottenboer Supported by: Rinck UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 03-116 Motion: To approve and forward to the Board the appropriation changes greater than \$50,000 and those approved by the Administrator and Finance Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of November 2003.
Moved by: Schrottenboer Supported by: Rinck UNANIMOUS

SUBJECT: EMPLOYEE BENEFIT CHANGE

FC 03-117 Motion: To approve and forward to the Board, the MERS (Municipal Employees Retirement System) resolutions changing the defined benefit multiplier to the B-4 benefit level, at employee cost, for Unclassified Employees and Elected Officials (excluding Judges and Commissioners). The full actuarial determined cost of this benefit change is to be paid by the Unclassified Employees and Elected Officials upon approval by the Board of Commissioners (2.64% of salary for Unclassified/Elected, MERS Division 10; and 2.81% for Mental Health Unclassified MERS Division 60).
Moved by: Vander Kam Supported by: Rinck UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 03-118 Motion: To approve the Statement of Review for the months of October and November, 2003.
Moved by: Kuyers Supported by: Rinck

FC 03-119 Motion: To amend Motion FC 03-118 approving authorization of per diem to the Metro Council Subcommittees.
Moved by: Schrotenboer Supported by: Kuyers UNANIMOUS

A vote was than taken on the motion as amended and the amended motion passed.

Mark Scheerhorn to put on the Planning & Policy Agenda discussion on the number of conferences a Commissioner may attend.

SUBJECT: SHERIFF IMAGING PROPOSAL

FC 03-120 Motion: To approve and forward to the Board "Option A" of the Sheriff Imaging Proposal at a cost of \$40,664 and annual maintenance for 2004 of \$4,005 for a total cost of \$44,669. Funding to come from Contingency.
Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

SUBJECT: CONTRACTS FOR FIBER NETWORK AND CONSULTANT

FC 03-121 Motion: To approve and forward to the Board contracts for the purchase and installation of fiber network and consultant in the amount of \$405,368, plus make-ready costs estimated at \$33,000 and Contingency of \$25,000. Funding to come from the Telecommunications Fund.
Moved by: Rinck Supported by: Schrotenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Ottawa County Road Commission's Bridge and Road Projects Proposal - Kent Rubley, Ottawa County Road Commission Managing Director, spoke at the Board Work Session last January and stated now two of the bridge projects are about to begin and they would like to make a proposal to the full Board for Ottawa County to share in the cost.

Tom Palarz, Road Commission, explained the proposed funding sources for five major road/bridge projects. The Road Commission has met with the local units regarding local funds. The local units haven't said yes but are in favor of the projects. MDOT will not contribute funds to three out of the five projects because they are not State Trunk Lines. The Road Commission is looking for the County to contribute \$5 million.

Administration believes if the Board makes this a priority, they may be looking at a millage increase. The Board already has \$25 million in building projects and revenue sharing is being cut. Mr. Oosterbaan stated that taking on these bridge projects are over and above normal for county operations. There is approximately \$3 million in the Revolving Fund.

Consensus of the Committee is for this to be on the January Work Session Agenda.

SUBJECT: ADJOURNMENT

FC 03-122 Motion: To adjourn at 9:40 a.m.
Moved by: Rinck Supported by: Schrotenboer UNANIMOUS

