

**APPROVED
OTTAWA COUNTY
BOARD OF COMMISSIONERS
FINANCE & ADMINISTRATION COMMITTEE**

**Tuesday, March 16, 2004 8:30 AM
Fillmore Administration Building
12220 Fillmore Street, West Olive**

DATE: March 16, 2004

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Edward Berghorst, Gordon Schrotenboer, Roger Rycenga, Robert Rinck

ABSENT: Cornelius Vander Kam

STAFF & GUESTS: Alan Vanderberg, Administrator; Rich Schurkamp, Human Resources Director; Vito Palazzolo, Health Officer; Shannon Cooper, Health Department; Darwin Baas, Environmental Health, Connie VanderSchaaf, Finance Department; June Hagan, Accounting Director; Greg Rappleye, Corporation Counsel; Jim Beelen, Allendale Township Supervisor; Tom Palarz, Road Commission; Mark Knudsen, Planning & Grants Director; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the February 17, 2004, meeting as presented.

FC 04-017 Motion: To amend the agenda of today as presented adding discussion item #1 - Board of Commissioners Conferences and Conventions Policy.
Moved by: Berghorst Supported by: Rinck
UNANIMOUS

SUBJECT: TABLED MOTION FROM FEBRUARY 17, 2004 MEETING

FC 04-018 Motion: To remove from the table Motion 04-014: To approve and forward to the Board the purchase of military service credits for Commissioner Gordon Schrotenboer.

Total Cost: \$7,840
Employee Cost: \$3,290
County Cost: \$4,550

Moved by: Berghorst Supported by: Rinck
MOTION PASSED

Mr. Schrotenboer abstained from the vote.

SUBJECT: MERS MILITARY SERVICE CREDITS

FC 04-019 Motion: To amend Motion FC 04-014 and forward to the Board the purchase of military service credits for Commissioner Gordon Schrotenboer.

Total Cost: \$7,840
Employee Cost: \$2,586
County Cost: \$5,254

Moved by: Rinck
MOTION PASSED

Supported by: Berghorst

Mr. Schrotenboer abstained from the vote.

Mr. Vander Kam arrived at 8:55 a.m.

SUBJECT: 2003-2004 WEST NILE VIRUS PREVENTION PROPOSAL

FC 04-020

Motion: To approve and forward to the Board the 2003-2004 West Nile Virus Prevention Proposal in the amount of \$11,285. Funding to come from Public Health fund balance.

Moved by: Rinck Supported by: Berghorst
UNANIMOUS

A power point presentation was presented by Vito Palazzolo.

SUBJECT: MENTAL HEALTH ASSISTANT TEACHER POSITION UPGRADE REQUEST

FC 04-021

Motion: To approve and forward to the Board the request to upgrade a Mental Health Assistant Teacher to a Mental Health Specialist - Job Developer in the Supported Employment Program. Annual cost increase is approximately \$11,128 with funding to come from the Mental Health Budget.

Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS

SUBJECT: RECYCLING SERVICE CENTER FEES

FC 04-022

Motion: To approve and forward to the Board the Fee Schedule for the new recycling service centers.

Moved by: Schrotenboer Supported by: Berghorst
UNANIMOUS

SUBJECT: FRIEND OF THE COURT POSITION

FC 04-023

Motion: To approve and forward to the Board a Judicial Clerk II in the Friend of the Court budget. Funding of 1/3 to come from within their budget, 2/3 from the State of Michigan.

Moved by: Berghorst Supported by: Rinck
UNANIMOUS

SUBJECT: INFRASTRUCTURE REVOLVING LOAN FUND PROGRAM APPLICATION

FC 04-024

Motion: To approve and forward to the Board the loan application from Allendale Charter Township in the amount of \$448,300 for the purpose of constructing municipal utilities to serve Trader's Creek Landing, a new residential development project. Funding to come from the Infrastructure Fund, contingent upon signing an agreement for repayment.

Moved by: Berghorst Supported by: Rinck
UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 04-025

Motion: To approve budget adjustments #146 - #147.

Moved by: Schrotenboer Supported by: Berghorst
UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 04-026

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 February 2004.

Moved by: Rinck Supported by: Schrotenboer
UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 04-027

Motion: To approve the Statement of Review for the month of February 2004.

Moved by: Berghorst Supported by: Rinck
UNANIMOUS

Suggested Motion:

To approve and forward to the Board the request to upgrade a Mental Health Assistant Teacher to a Mental Health Specialist – Job Developer in the Supported Employment Program. Annual cost increase is approximately \$11,128 with funding to come from the Mental Health Budget.

5. Recycling Service Center Fees

Suggested Motion:

To approve and forward to the Board the Fee Schedule for the new recycling service centers.

6. Friend of the Court Position

Suggested Motion:

To approve and forward to the Board a Judicial Clerk II in the Friend of the Court budget. Funding of 1/3 to come from within their budget, 2/3 from the State of Michigan.

7. Infrastructure Revolving Loan Fund Program Application

Suggested Motion:

To approve and forward to the Board the loan application from Allendale Charter Township in the amount of \$448,300 for the purpose of constructing municipal utilities to serve Trader's Creek Landing, a new residential development project. Funding to come from the Infrastructure Fund, contingent upon signing an agreement for repayment.

8. Budget Adjustments Greater than \$50,000

Suggested Motion:

To approve budget adjustments #146 - #147.

9. Monthly Budget Adjustments

Suggested 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 February 2004.

10. Statement of Review

Suggested Motion:

To approve the Statement of Review for the month of February 2004.

11. Road Commission Request

Suggested Motion:

To recommend to the Board that funding, if any, for the proposed Road Commission request of \$1.3 million come from the Infrastructure Fund.