

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

**Tuesday, June 22, 2004 1:00 PM  
Fillmore Administration Building - Conference Room A  
12220 Fillmore Street, West Olive**

**DATE:** June 22, 2004

**TIME:** 1:00 p.m.

**PRESENT:** Cornelius Vander Kam, Edward Berghorst, Gordon Schrotenboer, Roger Rycenga

**ABSENT:** Robert Rinck

**STAFF & GUESTS:** Alan Vanderberg, Administrator; Rosemary Zink, Finance Director; Rich Schurkamp, Human Services Director; Steve Namenye, Communication Specialist; June Hagan, Accounting Director; Mark Scheerhorn, Administrative Services Director; John Scholtz, Parks & Recreation Director; Sherri Sayles, Deputy Clerk; Media

**SUBJECT: CONSENT ITEMS**

Approve by consent the agenda of today as presented and amended adding Action Item #7 - Benefits Manual for Group T Employees and #8 - Manley Avenue Tower Lease and to approve the Minutes of the May 18, 2004, meeting as presented.

**SUBJECT: BUSINESS IMPROVEMENT/COMMUNICATIONS COORDINATOR POSITION**

FC 04-039 Motion: To approve and forward to the Board budget adjustment #391 which upgrades an existing Account Clerk II position to a Business Improvement/Communications Coordinator Position.

Moved by: Schrotenboer Supported by: Vander Kam

**UNANIMOUS**

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

FC 04-040 Motion: To approve budget adjustments #392 - #398 and forward budget adjustment #392 to the Board for approval with \$24,560 to come from Contingency.

Moved by: Schrotenboer Supported by: Berghorst

**UNANIMOUS**

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 04-041 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 May 2004.

Moved by: Schrotenboer Supported by: Berghorst

**UNANIMOUS**

**SUBJECT: STATEMENT OF REVIEW**

FC 04-042 Motion: To approve the Statement of Review for the month of May 2004.

Moved by: Berghorst Supported by: Vander Kam

**UNANIMOUS**

**SUBJECT: GOVERNMENTAL CONSULTANT SERVICES, INC. (GCSI)**

FC 04-043 Motion: To approve and forward to the Board the consulting agreement and contract for services with Governmental Consultant Services, Inc. (GCSI), for the sum of \$3,500 per month for the term of 19 months.

Moved by: Schrotenboer Supported by: Berghorst

**UNANIMOUS**

**SUBJECT: UPPER MACATAWA RESTORATION CONTRACT AWARD**

FC 04-044 Motion: To approve and forward to the Board the contract award in the amount of \$550,666.46 to Jackson-Merkey, Inc., (low bidder) for the upper Macatawa Restoration Project, with funding to come from the parks millage, Ducks Unlimited, the USDA Conservation Reserve Enhancement Program (CREP), and local donors. The contract amount is contingent upon the Parks Commission not bearing any cost of removing and hauling soil required to be moved off site. If soil removal and hauling is not funded by others, the contract amount will be reduced by \$45,921.10 to scale back the restoration north of Byron Road.

Moved by: Berghorst Supported by: Vander Kam

**UNANIMOUS**

**SUBJECT: BENEFITS MANUAL FOR GROUP T EMPLOYEES (FORMERLY REPRESENTED BY TEAMSTERS LOCAL 214.)**

FC 04-045 Motion: To approve and forward to the Board the *Group T Benefits Manual* covering Group T employees (employees formerly represented by Teamsters Local 214.)

Moved by: Vander Kam Supported by: Berghorst

**UNANIMOUS**

**SUBJECT: MANLEY AVENUE TOWER LEASE**

FC 04-046 Motion: To recommend and forward to the Board a "Communications Site Lease Agreement" with iPCS Wireless, Inc. for space on the County's Manley Avenue communications tower. The lease has a 5-year term at \$20,000 a year with a 3% annual rent increase. It is renewable. Management fees of 10% of rent collected will be paid to Tele-Rad during the initial lease term for acquiring, negotiation with, and managing the tenant.

Moved by: Schrotenboer Supported by: Berghorst

FC 04-047 Motion: To amend Motion FC 04-046 adding "Contingent upon approval of legal counsel of the county and OCCDA".

Moved by: Schrotenboer Supported by: Berghorst

**UNANIMOUS**

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

**SUBJECT: ADJOURNMENT**

FC 04-048 Motion: To adjourn at 1:20 p.m.

Moved by: Schrotenboer Supported by: Vander Kam

**UNANIMOUS**

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**Agenda**

**Consent Items:**

Approval of Agenda

Approval of Minutes from the May 18, 2004 Meeting

**Action Items:**

1. Business Improvement/Communications Coordinator Position

**Suggested Motion:**

To approve and forward to the Board budget adjustment #391 which upgrades an existing Account Clerk II position to a Business Improvement/Communications Coordinator Position.

2. Budget Adjustments Greater than \$50,000

**Suggested Motion:**

To approve budget adjustments #392 - #398 and forward budget adjustment #392 to the Board for approval with \$24,560 to come from Contingency.

3. 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 May 2004.

4. Statement of Review

**Suggested Motion:**

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

5. Governmental Consultant Services, Inc. (GCSI)

**Suggested Motion:**

To approve and forward to the Board the consulting agreement and contract for services with Governmental Consultant Services, Inc. (GCSI), for the sum of \$3,500 per month for the term of 19 months.

6. Upper Macatawa Restoration Contract Award

**Suggested Motion:**

To approve and forward to the Board the contract award in the amount of \$550,666.46 to Jackson-Merkey, Inc., (low bidder) for the upper Macatawa Restoration Project, with funding to come from the parks millage, Ducks Unlimited, the USDA Conservation Reserve Enhancement Program (CREP), and local donors. The contract amount is contingent upon the Parks Commission not bearing any cost of removing and hauling soil required to be moved off site. If soil removal and hauling is not funded by others, the contract amount will be reduced by \$45,921.10 to scale back the restoration north of Byron Road.