

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

**Tuesday, December 14, 2004 11:30 AM  
Fillmore Administration Building - Conference Room A  
12220 Fillmore Street, West Olive**

**DATE:** December 14, 2004

**TIME:** 11:30 a.m.

**PLACE:** Fillmore Street Complex

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

**STAFF & GUESTS:** Alan Vanderberg, Administrator; Rich Schurkamp, Human Resources Director; Rosemary Zink, Finance Director; Erika Rosebrook Dibble, Business Improvement/Communications Director; Mary Richardson, County Treasurer; Greg Rappleye, Corporation Counsel; June Hagan, Accounting Director; John Scholtz, Parks & Recreation Director; Cathy Simons, Michigan Works! Director; Sherri Sayles, Deputy Clerk; Media

**SUBJECT: CONSENT ITEMS**

Approve by consent the Agenda of today as presented and amended adding Budget Adjustment #1011 to Action Item #3, adding Mr. Vander Kam's Statement of Review to Action Item # 6 and adding Discussion Item #2 - Commissioners Pay Increases.

Approve by consent the Minutes of the November 9, 2004, Meeting as presented.

**SUBJECT: TABLED MOTION**

FC 04-126 Motion: To removed from the table motion FC 04-121.  
Moved by: Vander Kam Supported by: Schrotenboer  
**UNANIMOUS**

**SUBJECT: RETIREE HEALTH INSURANCE CREDIT FOR CERTAIN OTTAWA COUNTY JUDGES**

FC 04-127 Motion: To approve and forward to the Board of Commissioners the following change to the retiree health insurance credit for certain Ottawa County Judges:

Ottawa County will credit the retired Judge with eight dollars (\$8.00) for each year of service with the employer up to a maximum of \$200/month for applying toward health coverage through the employer for retired Judge and spouse after age fifty-five (55) and up to age sixty-five (65). The following Judges qualify for the credit: Edward Post, Richard Kloote, Kenneth Post, Mark Feyen, and Susan Jonas.

Moved by: Schrotenboer Supported by: Rinck  
**UNANIMOUS**

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

FC 04-128 Motion: To approve budget adjustments #972 - #980, #1007, and #1011.  
Moved by: Schrotenboer Supported by: Vander Kam  
**UNANIMOUS**

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 04-129 Motion: To approve and forward to the Board of Commissioners 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 2004.

Moved by: Schrotenboer Supported by: Rinck

**UNANIMOUS**

**SUBJECT: STATEMENT OF REVIEW - OCTOBER 2004**

FC 04-130

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

Moved by: Berghorst Supported by: Rinck

**UNANIMOUS**

**SUBJECT: STATEMENT OF REVIEW - NOVEMBER 2004**

FC 04-131

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

Moved by: Berghorst Supported by: Schrotenboer

**UNANIMOUS**

**SUBJECT: RESOLUTION TO RESCIND ELECTION TO HAVE STATE OF MICHIGAN FORECLOSURE PROPERTY FORFEITED TO THE COUNTY TREASURER UNDER THE PROVISIONS OF ACT 206 OF THE PUBLIC ACTS OF 1893, AS AMENDED.**

FC 04-132

Motion: To approve and forward to the Board of Commissioners a Resolution to rescind the election made on October 26, 1999, to have the State of Michigan foreclose property under Act 206 of the Public Acts of 1893, as amended.

Moved by: Schrotenboer Supported by: Rinck

**UNANIMOUS**

**SUBJECT: MERS MILITARY SERVICE CREDITS**

FC 04-133

Motion: To approve and forward to the Board of Commissioners the purchase of military service credits for Thomas Knapp:

Total Cost: \$60,250

Employer Cost: \$50,286.44

Employee Cost: \$9,963.56

Moved by: Berghorst Supported by: Schrotenboer

**UNANIMOUS**

**SUBJECT: MERS GENERIC SERVICE CREDITS**

FC 04-134

Motion: To approve and forward to the Board of Commissioners the purchase of generic service credits for Howard Driesenga.

Total Employee Cost is \$21,824.

Moved by: Berghorst Supported by: Schrotenboer

**UNANIMOUS**

**SUBJECT: BENEFIT ADJUSTMENTS FOR THE BOARD OF COMMISSIONERS FOR 2005**

FC 04-135

Motion: To approve and recommend to the Board of Commissioners the following benefit adjustment for the Board of Commissioners for 2005:

a. Implement at \$10 generic/\$20 formulary or preferred/\$40 drug co-pay effective January 1, 2005. This plan will have an internal DAW (Dispense As Written) provision that would require employees to pay only \$20 if the treating physician specifies that a nonformulary drug is required.

Moved by: Schrotenboer Supported by: Berghorst

**UNANIMOUS**

**SUBJECT: INTEREST ON MENTAL HEALTH FUNDS**

FC 04-136

Motion: To approve and forward to the Board of Commissioners the allocation of interest income to the Mental Health Funds as outlined in the Memorandum dated December 8, 2004.

Moved by: Berghorst Supported by: Rinck

**UNANIMOUS**

**SUBJECT: PARKS AND RECREATION COMMISSION'S RESERVATION FEES AND POLICY CHANGES**

FC 04-137

Motion: To recommend the following revisions to the Parks and Recreation Commission's reservation fees and policies for 2005:

- a. Increase the cancellation penalty for facility reservations from the current \$5.00 to 50% of the reservation fee.
- b. Change the requirement of a 48-hour cancellation notice to 30 days. (Reservations canceled 30 days or more before the reservation date receive 50% refund; no refund for reservations canceled with less than 30 days notice.)
- c. Establish a nonresident fee for the Spring Grove Trellis of \$180.00. (Currently, same as resident fee at \$150.00.)
- d. Establish a \$25.00 fee for reservation parties that bring in tents and amusements such as dunk tanks, moonwalks, etc.

Moved by: Berghorst

Supported by: Rinck

**UNANIMOUS**

**SUBJECT: OTTAWA COUNTY MICHIGAN WORKS!/COMMUNITY ACTION AGENCY POSITION**

FC 04-138

Motion: To approve and forward to the Board of Commissioners a recommendation for one (1) FTE Assessment and Eligibility Specialist Position for Ottawa County Michigan Works!/Community Action Agency, to be sunset when grant funding ends.

Moved by: Berghorst

Supported by: Rinck

**UNANIMOUS**

**SUBJECT: DISCUSSION ITEMS**

1. Overpayment of Per Diem - June Hagan reported that consecutive meetings lasting four hours or less are paid one per diem in that time frame. \$540 has been overpaid to Commissioners this year. Starting in January 2005, the Clerk's Office will be providing to Accounting the attendance and time frame for the Standing Committees and Technology Committee. June asked how should the overpayments be handled, forgiven or go back and correct the overpayments? The Administrator recommended backing it out and taking it out of the Commissioners December payment. Accounting will take care of this.

2. Commissioners Pay Increases - Board of Commissioners pay increases have to be done before December 31, 2004 for the next two year term. Recommended to go with an inflationary increase.

FC 04-139

Motion: To approve and forward to the Board of Commissioners a 2.3% inflationary increase to the salaries of the members of the Ottawa County Board of Commissioners, the Board Chairperson, and the Board Vice Chairperson for the 2005-2006 term, effective January 1, 2005.

Moved by: Berghorst

Supported by: Vander Kam

**UNANIMOUS**

3. Bonding Analysis - Rosemary Zink reported Administration is leaning towards bonding the District Court Building in Holland. A resolution will be presented in January. The County will be reimbursed for any expenditures made before the bonding is complete. Staff recommends bonding now.

**SUBJECT: ADJOURNMENT**

FC 04-140

Motion: To adjourn at 12:47 p.m.

Moved by: Schrottenboer

Supported by: Vander Kam

**UNANIMOUS**

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**Agenda**

**Consent Items:**

Approval of Agenda

Approval of Minutes from the November 9, 2004 Meeting

**Action Items:**

1. Tabled Motion  
**Suggested Motion:**  
To remove from the table motion FC 04-121.
  
2. Retiree Health Insurance Credit for Certain Ottawa County Judges  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the following change to the retiree health insurance credit for certain Ottawa County Judges:  
  
Ottawa County will credit the retired Judge with eight dollars (\$8.00) for each year of service with the employer up to a maximum of \$200/month for applying toward health coverage through the employer for retired Judge and spouse after age fifty-five (55) and up to age sixty-five (65). The following Judges qualify for the credit: Edward Post, Richard Kloote, Kenneth Post, Mark Feyen, and Susan Jonas.
  
3. Budget Adjustments Greater than \$50,000  
**Suggested Motion:**  
To approve budget adjustments #972 – 980 and 1007.
  
4. Monthly Budget Adjustments  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners 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 2004.
  
5. Statement of Review – October 2004  
**Suggested Motion:**  
To approve the Statement of Review for the month of October 2004.
  
6. Statement of Review – November 2004  
**Suggested Motion:**  
To approve the Statement of Review for the month of November 2004.
  
7. Resolution to Rescind Election to Have State of Michigan Foreclose Property Forfeited to the County Treasurer Under the Provisions of Act 206 of the Public Acts of 1893, as amended.  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners a Resolution to rescind the election made on October 26, 1999, to have the State of Michigan foreclose property under Act 206 of the Public Acts of 1893, as amended.
  
8. MERS Military Service Credits  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the purchase of military service credits for Thomas Knapp:  
  
Total Cost: \$60,250  
Employer Cost: \$50,286.44  
Employee Cost: \$9,963.56
  
9. MERS Generic Service Credits  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the purchase of generic service credits for Howard Driesenga.  
Total Employee Cost is \$21,824.
  
10. Benefit Adjustment for the Board of Commissioners for 2005  
**Suggested Motion:**  
To approve and recommend to the Board of Commissioners the following benefit adjustment for the Board of Commissioners for 2005:  
a. Implement a \$10 generic/\$20 formulary or preferred/\$40 drug co-pay effective January 1, 2005. This plan will have an internal DAW (Dispense As Written) provision that would require employees to pay only \$20 if the treating physician specifies that a nonformulary drug is required.
  
11. Interest on Mental Health Funds  
**Suggested Motion:**

To approve and forward to the Board of Commissioners the allocation of interest income to the Mental Health Funds as outlined in the Memorandum dated December 8, 2004.

12. Parks and Recreation Commission's Reservation Fees and Policy Changes

**Suggested Motion:**

To recommend the following revisions to the Parks and Recreation Commission's reservation fees and policies for 2005:

- a. Increase the cancellation penalty for facility reservations from the current \$5.00 to 50% of the reservation fee.
- b. Change the requirement of a 48-hour cancellation notice to 30 days. (Reservations cancelled 30 days or more before the reservation date receive 50% refund; no refund for reservations cancelled with less than 30 days notice.)
- c. Establish a non-resident fee for the Spring Grove Trellis of \$180.00. (Currently, same as resident fee at \$150.00.)
- d. Establish a \$25.00 fee for reservation parties that bring in tents and amusements such as dunk tanks, moonwalks, etc.

13. Ottawa County Michigan Works!/Community Action Agency Position

**Suggested Motion:**

To approve and forward to the Board of Commissioners a recommendation for one (1) FTE Assessment and Eligibility Specialist Position for Ottawa County Michigan Works!/Community Action Agency, to be sunset when grant funding ends.

**Discussion Item:**

1. Overpayment of Per Diem (Questions – Call June)