

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

**Tuesday, February 22, 2005 12:30 PM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: February 22, 2005

TIME: 12:30 p.m.

PLACE: Fillmore Street Complex

PRESENT: Dennis Swartout, Joyce Kortman, Gordon Schrotenboer, Robert Rinck, Cornelius Vander Kam

STAFF & GUESTS: Alan Vanderberg, Administrator; June Hagan, Fiscal Services Director; Paul Geerlings, Drain Commissioner; Rich Schurkamp, Human Resources Director; Gary Scholten, Register of Deeds; Erika Rosebrook Dibble, Business Improvement/Communications Coordinator; Mary Richardson, Treasurer; Greg Rappleye, Corporation Counsel; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the January 18, 2005 meeting as presented and corrected changing FC 05-001 from "Moved by: Rinck" to "Moved by: Swartout".

Approve by consent the agenda of today as presented and amended adding to Action Item #1 – Budget Adjustment #133.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 05-010 Motion: To approve budget adjustments #52; 116 – 133 and forward #52 to the Board of Commissioners with \$9,480 to come from Contingency.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 05-011 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 January 2005.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 05-012 Motion: To approve the Statement of Review for the month of January 2005.
Moved by: Rinck UNANIMOUS

SUBJECT: PURCHASE OF MERS (MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) MILITARY SERVICES CREDITS

FC 05-013 Motion: To approve and recommend to the Board of Commissioners the purchase of military service credits for Roger Rycenga.

Total Cost: \$12,260.00
Employer Cost: \$11,034.00
Employee Cost: \$ 1,226.00

Moved by: Schrotenboer UNANIMOUS

SUBJECT: PURCHASE OF MERS (MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) GENERIC SERVICE CREDITS

FC 05-014 Motion: To approve and recommend to the Board of Commissioners the purchase of generic service credits for Steven Crumb.

Total Cost: \$34,866.00
Employer Cost: \$ 0.00
Employee Cost: \$34,866.00

Moved by: Rinck UNANIMOUS

SUBJECT: PURCHASE OF MERS (MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) GENERIC SERVICE CREDITS

FC 05-015 Motion: To approve and recommend to the Board of Commissioners the purchase of generic service credits from Rosemary Zink.

Total Cost: \$158,801.00
Employer Cost: \$ 44,833.82
Employee Cost: \$113,967.18

Moved by: Schrotenboer UNANIMOUS

SUBJECT: REORGANIZATION OF FINANCE DEPARTMENT AND ACCOUNTING DEPARTMENT INTO THE FISCAL SERVICES DEPARTMENT

FC 05-016 Motion: To approve and forward to the Board of Commissioners the Resolution for the reorganization of the Finance Department and Accounting Department into the new Fiscal Services Department, and to recommend the appointment of June A. Hagan as Director of the Fiscal Services Department.

Moved by: Rinck UNANIMOUS

The Administrator handed out a memorandum on the consolidation of the Finance and Accounting Departments and reviewed it with the Committee.

SUBJECT: REORGANIZATION OF THE MIS (MANAGEMENT INFORMATION SERVICES) DEPARTMENT

FC 05-017 Motion: To approve and forward to the Board of Commissioners the Resolution for the reorganization of the Management Information Services Department.

Moved by: Schrotenboer UNANIMOUS

SUBJECT: RESOLUTION OF AUTHORIZATION FOR GRANT APPLICATION OF PURCHASE OF OPTICAL SCAN VOTING MACHINES

FC 05-018 Motion: To approve and forward to the Board of Commissioners the Resolution of Authorization for the Ottawa County Clerk to complete a grant application to assist in funding the purchase of optical scan voting machines.

Moved by: Vander Kam UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. MERS Policy on Purchase of Military Service Credits – Rich Schurkamp explained how the MERS Policy works. The Board approved it in 1998. There have been significant changes in the MERS credit. He contacted MERS recently and was told it was common for employers not to pay for any portion of the service credits. The Administrator said County policies and Board ranking will be looked at yet this year.

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:00 p.m.

Consent Items:

Approval of Minutes from the January 18, 2004 Meeting

Approval of Agenda

Action Items:

1. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #52; 116; 122 – 132 and forward #52 to the Board of Commissioners with \$9,480 to come from Contingency.
2. 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 Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of January 2005.
3. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of January 2005.
4. Purchase of MERS (Municipal Employees Retirement System) Military Service Credits
Suggested Motion:
To approve and recommend to the Board of Commissioners the purchase of military service credits for Roger Rycenga.

Total Cost: \$12,260.00
Employer Cost: \$11,034.00
Employee Cost: \$1,226.00
5. Purchase of MERS (Municipal Employees Retirement System) Generic Service Credits
Suggested Motion:
To approve and recommend to the Board of Commissioners the purchase of generic service credits for Steven Crumb.

Total Cost: \$34,866.00
Employer Cost: \$ 0.00
Employee Cost: \$34,866.00
6. Purchase of MERS (Municipal Employees Retirement System) Generic Service Credits
Suggested Motion:
To approve and recommend to the Board of Commissioners the purchase of generic service credits for Rosemary Zink.

Total Cost: \$158,801.00
Employer Cost: \$44,833.82
Employee Cost: \$113,967.18
7. Reorganization of Finance Department and Accounting Department into the Fiscal Services Department.
Suggested Motion:
To approve and forward to the Board of Commissioners the resolution for the reorganization of the Finance Department and Accounting Department into the new Fiscal Services Department, and to recommend the appointment of June A. Hagan as Director of the Fiscal Services Department.
8. Reorganization of the MIS (Management Information Services) Department
Suggested Motion:
To approve and forward to the Board of Commissioners the resolution for the reorganization of the Management Information Services Department.
9. Resolution of Authorization for Grant Application of Purchase of Optical Scan Voting Machines

Suggested Motion:

To approve and forward to the Board of Commissioners the Resolution of Authorization for the Ottawa County Clerk to complete a grant application to assist in funding the purchase of optical scan voting machines.

Discussion Items:

1. MERS Policy On Purchase Of Military Service Credits