

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

**Tuesday, December 20, 2005 8:30 AM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: December 20, 2005

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; June Hagan, Fiscal Services Director; Erika Rosebrook Dibble, Business Improvement/ Communications Coordinator; Rich Schurkamp, Human Resources Director; Patricia Bush, Coopersville City Treasurer; Steven Patrick, Coopersville City Manager; Greg Rappleye, Corporation Counsel; Gerry Cyranowski, CMH Director; Kevin Bowling, Circuit Court Administrator; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

FC 05-144 Motion: To approve the agenda of today as presented and amended adding Action Item #9 – Closed Session for Contract Negotiations and add to Action Item #2 – BA 1177.
Moved by: Schrotenboer
UNANIMOUS

Approve by consent the Minutes of the November 15, 2005, meeting as presented.

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 05-145 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 November 2005.
Moved by: Rinck
UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 05-146 Motion: To approve budget adjustments #1077, 1108, 1129, 1132, 1134, 1144, 1174, 1175 and 1177.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 05-147 Motion: To approve the Statement of Review for the month of November 2005.
Moved by: Vander Kam
UNANIMOUS

SUBJECT: APPLICATION FROM THE CITY OF COOPERSVILLE FOR A REVOLVING LOAN IN THE AMOUNT OF \$500,000 FROM THE OTTAWA COUNTY INFRASTRUCTURE FUND

FC 05-148 Motion: To approve and forward to the Board of Commissioners the application from the City of Coopersville for a revolving loan in the amount of \$500,000 from the Ottawa County Infrastructure Fund.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: REQUEST FOR CONFERENCE TRAVEL APPROVAL

FC 05-149 Motion: To approve reimbursement for all conference and travel costs incurred to attend the 100th Annual Government Finance Officers Association's Conference in Montreal, Canada for two staff in the Fiscal Services Department.
Moved by: Rinck
UNANIMOUS

SUBJECT: REQUESTS FOR NEW POSITIONS IN THE DRUG TREATMENT COURT

FC 05- 150 Motion: To approve and forward to the Board of Commissioners the approval of one full-time (1 FTE) Drug Court Coordinator, Juvenile Court pay grade 9A and one part-time (.5 FTE) Administrative Aide, Juvenile Court pay grade 03 to be assigned to the Juvenile and Adult Court Drug Treatment Court at an approximate annual cost of \$85,273. These positions shall be sunset if the grand funding is not continued.
Moved by: Kortman
UNANIMOUS

SUBJECT: WAGE INCREASE FOR SUPPORTED WORKERS IN COMMUNITY MENTAL HEALTH

FC 05-151 Motion: To approve and forward to the Board of Commissioners to increase the hourly wage (\$5.15 per hour) of Supported Workers in the Community Mental Health Department by 2.3% for 2006.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: PURCHASE OF MERS GENERIC SERVICE TIME FOR RANDY PLUISTER

FC 05-152 Motion: To approve and forward to the Board of Commissioners to allow Sergeant Randy Pluister to purchase one year of MERS generic service time at a cost to Mr. Pluister of \$19,956.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: CLOSED SESSION FOR CONTRACT NEGOTIATIONS

FC 05-153 Motion: To go into a Closed Session at 8:45 a.m. to discuss pending labor contract negotiations. (2/3 roll call vote required).
Moved by: Rinck
UNANIMOUS

Roll call votes: Yeas: Messrs. Vander Kam, Schrotenboer, Rinck, Mrs. Kortman, Mr. Swartout. (5)

FC 05-154 Motion: To rise from Closed Session at 9:05 a.m.
Moved by: Vander Kam
UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 9:06 a.m.

Agenda

Consent Items:

1. Approval of Agenda
2. Approval of Minutes from the November 15, 2005 Meeting

Action Items:

1. 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 November 2005.

2. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #1077, 1108, 1114, 1129, 1132, 1134, 1144, 1174 & 1175.
3. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of November 2005.
4. Application from the City of Coopersville for a revolving loan in the amount of \$500,000 from the Ottawa County Infrastructure Fund
Suggested Motion:
To approve and forward to the Board of Commissioners the application from the City of Coopersville for a revolving loan in the amount of \$500,000 from the Ottawa County Infrastructure Fund.
5. Request for Conference Travel Approval
Suggested Motion:
To approve reimbursement for all conference and travel costs incurred to attend the 100th Annual Government Finance Officers Association's conference in Montreal, Canada for two staff in the Fiscal Services Department.
6. Requests for new positions in the Drug Treatment Court
Suggested Motion:
To approve and forward to the Board of Commissioners, the approval of one full-time (1 FTE) Drug Court Coordinator, Juvenile Court pay grade 9A and one part-time (.475 FTE) Administrative Aide, Juvenile Court pay grade 03 to be assigned to the Juvenile and Adult Court Drug Treatment Court at an approximate annual cost of \$80,770. These positions shall be sunset if the grant funding is not continued.
7. Wage increase for Supported Workers in Community Mental Health
Suggested Motion:
To increase the hourly wage (\$5.15 per hour) of Supported Workers in the Community Mental Health Department by 2.3% percent for 2006.
8. Purchase of MERS generic service time for Randy Pluister
Suggested Motion:
To allow Sergeant Randy Pluister to purchase one year of MERS generic service time at a cost to Mr. Pluister of \$19,956.