

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: November 21, 2006

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Dennis Swartout, Joyce Kortman, Robert Rinck, Gordon Schrotenboer, Edward Berghorst

STAFF & GUESTS Alan Vanderberg, Administrator, Erika Rosebrook Dibble, Assistant Administrator, John Scholtz, Parks and Recreation Director; Jodi Salacina, 58th District Court Probation; Kathy Grimm, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

FC 06-104 Motion: To approve the minutes of the October 17, 2006 Finance and Administration Committee. The Chair amended the agenda to add Action Item #7 County Clerk's Office Staffing Review.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 06-105 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 October 2006.
Moved by: Schrotenboer UNANIMOUS

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

FC 06-106 Motion: To approve budget adjustments #978 and 991 – 1009, and forward #978 and 992 to the Board of Commissioners with \$68,200 to come from Contingency.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR OCTOBER

FC 06-107 Motion: To approve the Statement of Review for the month of October 2006No motion was made.
Moved by: Berghorst UNANIMOUS

SUBJECT: PARK FEES FOR 2007

FC 06-108 Motion: To approve and forward to the Board of Commissioners the 2007 Park Fees and Charges.
Moved by: Berghorst UNANIMOUS

SUBJECT: WAGES – TEMPORARY ISP OFFICER

FC 06-109 Motion: To approve and forward to the Board of Commissioners the wage increase to \$15.00 per hour for the Temporary ISP Officers.
Moved by: Berghorst UNANIMOUS

SUBJECT: NEW MAINTENANCE WORKER POSITION IN THE FACILIIES AND MAINTENANCE DEPARTMENT

FC 06-110 Motion: To approve and forward to the Board of Commissioners the addition of one full-time (1 FTE) Maintenance Worker in the Facilities and Maintenance Department at an annual cost of approximately \$44,820.
Moved by: Rinck UNANIMOUS

SUBJECT: COUNTY CLERK'S OFFICE STAFFING REVIEW

FC 06-111 Motion: To approve and forward to the Board of Commissioners, the recommendation of Varnum Consulting to conduct the County Clerk's Office Staffing Review at a cost not to exceed \$23,200. Funding to come from the Human Resources Department Budget.
Moved by: Rinck UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 9:50 a.m.