

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: August 28, 2007

TIME: 11:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Dennis Swartout, Roger Rycenga, James Holtvluwer, Edward Berghorst

ABSENT: Gordon Schrottenboer

STAFF & GUESTS: Alan Vanderberg, Administrator; Greg Rapple, Corporation Counsel; Sherri Sayles, Deputy Clerk; Connie Vander Schaaf, Fiscal Services; Erika Rosebrook, Assistant Administrator; Marie Waalkes, Human Resources Director; Mary Richardson, Treasurer; JoAnn Arcand, WebTecs, Inc.; Bradley Slagh, Zeeland Township Supervisor; Greg Steigenga, Undersheiff; Donovan Thomas, Assistant Health Administrator; Chip Francke, Parks & Recreation

**SUBJECT: CONSENT ITEMS**

FC 07-067 Motion: To approve the Agenda of today as presented and amended adding Action Item #14 – Quincy Street RRC Construction Agreement and Discussion Item #1 – Ottawa County Michigan Insurance Authority’s Position.

Moved by: Berghorst

UNANIMOUS

Approved by consent the Minutes from the July 17, July 24, and August 14, 2007, meetings as presented.

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 07-068 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 July 2007.

Moved by: Rycenga

UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 07-069 Motion: To approve budget adjustments #498, 503, 531, 538, 542, 546, 548, 560, 580, 587, 591, 599, 606, 626, 627 and 649.  
Moved by: Berghorst UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR JULY

FC 07-070 Motion: To approve the Statement of Review for the month of July 2007.  
Moved by: Rycenga UNANIMOUS

SUBJECT: RED PINE TIMBER SALES

FC 07-071 Motion: To receive bids for red pine timbers sales at the Port Sheldon Natural Area and Van Buren Street Dunes and approve and forward to the Board of Commissioners the Timber Sales Contract with the high bidder, Rothig Forest Products, at \$68 per cord for Port Sheldon and \$55 per cord for the Van Buren Street property.  
Moved by: Rycenga UNANIMOUS

SUBJECT: HARBOR HUMANE SOCIETY SERVICE AGREEMENT

FC 07-072 Motion: To approve and forward to the Board of Commissioners the Service Agreement between Ottawa County and the Harbor Humane Society.  
Moved by: Berghorst UNANIMOUS

SUBJECT: HOLIDAY CLOSINGS

FC 07-073 Motion: To approve and forward to the Board of Commissioners closing the County Buildings the full day before Christmas (December 24, 2007) and the full day before New Years' Day (December 31, 2007).  
Moved by: Berghorst UNANIMOUS

SUBJECT: OTHER POST EMPLOYMENT BENEFITS (OPEB)  
RESOLUTION (CURRENT & FUTURE RETIREES)

FC 07-074 Motion: To approve and forward to the Board of Commissioners the Resolution to provide for the elimination of the implicit rate subsidy for health insurance for all current and future retirees at age 65 as of January 1, 2008. Health insurance coverage may continue may continue to be purchased after age 65 at the full actuarial determined cost.  
Moved by: Rycenga UNANIMOUS

**SUBJECT: OTHER POST EMPLOYMENT BENEFITS (OPEB)  
RESOLUTION (FUTURE HIRES/RETIRES)**

FC 07-075 Motion: To approve and forward to the Board of Commissioners the Resolution to provide for the elimination of the implicit rate subsidy for health insurance for all future retirees with a hire date on or after January 1, 2008.  
Moved by: Holtvluwer **UNANIMOUS**

**SUBJECT: OTHER POST EMPLOYMENT BENEFITS (OPEB)  
RESOLUTION (FUTURE UNCLASSIFIED HIRES)**

FC 07-076 Motion: To approve and forward to the Board of Commissioners the Resolution to provide for the elimination of the monthly credit for each year of employment for health insurance premiums for unclassified employees hired on or after January 1, 2008.  
Moved by: Berghorst **UNANIMOUS**

**SUBJECT: CLERK'S ORGANIZATIONAL STUDY**

FC 07-077 Motion: To approve and forward to the Board of Commissioners the recommendations of the Clerk's Organizational Study.  
Moved by: Berghorst **UNANIMOUS**

**SUBJECT: COMPUTATION OF OVERTIME FOR COMMAND  
OFFICERS ASSIGNED TO WORK A TWELVE (12)  
HOUR SHIFT**

FC 07-078 Motion: To approve and forward to the Board of Commissioners the Letter of Understanding regarding the computation of overtime between the Ottawa County Board of Commissioners, Ottawa County Sheriff and the Command Officers Association of Michigan (COAM) to be attached to the current collective bargaining agreement.  
Moved by: Berghorst **UNANIMOUS**

**SUBJECT: COMPUTATION OF OVERTIME FOR ROAD PATROL  
DEPUTIES ASSIGNED TO WORK A TWELVE (12)  
HOUR SHIFT**

FC 07-079 Motion: To approve and forward to the Board of Commissioners the Letter of Understanding regarding the computation of overtime between the Ottawa County Board of Commissioners, Ottawa County Sheriff and the Police Officers Association of Michigan (POAM) for Detectives and Road Patrol Deputies, to be attached to the current collective bargaining agreement.  
Moved by: Rycenga **UNANIMOUS**

**SUBJECT: APPROVAL OF A TWO-YEAR CONTRACT WITH WEBTECS, INC.**

FC 07-080 Motion: To approve and forward to the Board of Commissioners the approval of a two-year contract with WebTecs, Inc. for website development and maintenance services at an annual cost of \$234,000.

Moved by: Rycenga

**UNANIMOUS**

**SUBJECT: QUINCY STREET RRC CONSTRUCTION AGREEMENT**

FC 07-081 Motion: To approve and forward to the Board of Commissioners the proposed Construction Agreement between Ottawa County and Sommer Engineering & Construction, Inc., for construction of the Quincy Street Resource Recovery Center (RRC) at a cost of \$134,459.75, funding to come from the Landfill Tipping Fees Fund, subject to final approval of the agreement language by Corporation Counsel.

Moved by: Holtvluwer

**UNANIMOUS**

**SUBJECT: DISCUSSION ITEMS**

1. Ottawa County Michigan Insurance Authority's Position – The Administrator explained that this is a very complex operation. He would like to hire someone with a financial and accounting background instead of an administrative assistant background and move the position to a U05 classification. Bill Rye has looked at this and is recommending the position increase.

**SUBJECT: ADJOURNMENT**

The meeting adjourned at 12:30 p.m.