

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: July 17, 2008

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Rycenga, Dennis Swartout, James Holtvluwer

ABSENT: Edward Berghorst, Gordon Schrotenboer

STAFF & GUESTS: Alan Vanderberg, Administrator; June Hagan, Fiscal Services Director; Brooke Slagle, Deputy Clerk; Jessica Kinzer, Financial Analysis; Michael Brashears, CMH Director; Greg Rappleye, Corporation Counsel; Marie Waalkes, HR Director; Ken Rizzio, EDC; Brad Slagh, County Treasurer; Deanna Sears, Prosecuting Attorney Office Administrator; Mark Knudsen, Planning & Grant Director; John Scholtz, Parks & Recreation Manager; Nate Lisenbee, Planning Department; Doug Mesman, Chief Deputy Prosecutor

SUBJECT: CONSENT ITEMS

FC 08-074 Motion: To amend items #11, #16, #17, #18 and approve the amended agenda of today and to approve the minutes of the June 17, 2008 and the July 8, 2008 meetings as presented.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 08-075 Motion: To approve budget adjustments #363, #393 and #428.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 08-076 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 June, 2008.

Moved by: Rycenga

UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

- FC 08-077 Motion: To approve the Statement of Review for the month of June, 2008.
Moved by: Rycenga UNANIMOUS

SUBJECT: MERS MILITARY SERVICE CREDITS

- FC 08-078 Motion: To approve and forward to the Board of Commissioners the purchase of military service credits for Robert Melamed (County Clerk's Office – Group T). Funding to come from contingency.
- | | |
|----------------|-----------------|
| County Cost: | \$20,106.38 |
| Employee Cost: | <u>5,824.62</u> |
| Total Cost | \$25,931.00 |
- Moved by: Holtvluwer UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

- FC 08-079 Motion: To receive for information the Interim Financial Statement for the General Fund as of June 30, 2008.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

- FC 08-080 Motion: To receive for information the Treasurer's Quarterly Investment Report as of June, 2008.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: LETTER FROM AUDITORS REGARDING AUDITOR RESPONSIBILITY

- FC 08-081 Motion: To receive for information and forward to the Board of Commissioners the auditors' communication letter from Vredevelt Haefner LLC regarding their responsibility on the County's audit for the year ended December 31, 2007.
Moved by: Rycenga UNANIMOUS

SUBJECT: LETTER FROM AUDITORS REGARDING AUDITOR RESPONSIBILITY

- FC 08-082 Motion: To receive for information and forward to the Board of Commissioners the auditors' communication letter from Vredevelt Haefner LLC regarding their responsibility on the County's Drain Commission audit for the year ended December 31, 2007.

Moved by: Rycenga

UNANIMOUS

SUBJECT: OTTAWA COUNTY DRAIN COMMISSIONER'S ANNUAL FINANCIAL REPORT – VREDEVELD HAEFNER LLC

FC 08-083

Motion: To receive as information and forward to the Board of Commissioners the Ottawa County Drain Commissioner's Annual Financial Report for the year ended December 31, 2007.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: COUNTY OF OTTAWA ANNUAL FINANCIAL REPORT – VREDEVELD HAEFNER LLC

FC 08-084

Motion: To receive for information and forward to the Board of Commissioners the Comprehensive Annual Financial Report (CAFR) of the County of Ottawa for the year ended December 31, 2007.

Moved by: Rycenga

UNANIMOUS

SUBJECT: COUNTY OF OTTAWA'S SINGLE AUDIT REPORT – VREDEVELD HAEFNER LLC

FC 08-085

Motion: To receive as information and forward to the Board of Commissioners the County of Ottawa's Single Audit Report for the year ended December 31, 2007.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: APPROVAL OF BROWNFIELD REDEVELOPMENT AUTHORITY BYLAWS

FC 08-086

Motion: To approve and recommend to the Board of Commissioners the approval of Brownfield Redevelopment Authority Bylaws. The Bylaws were approved by the Brownfield Redevelopment Authority Board on July 2, 2008.

Moved by: Rycenga

UNANIMOUS

SUBJECT: ROAD COMMISSION MILLAGE BALLOT LANGUAGE

FC 08-087

Motion: To approve and recommend to the Board of Commissioners the Ballot Language for Road Commission Millage for the November General Election.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: RED PINE TIMBER SALES

FC 08-088 Motion: To approve and recommend to the Board of Commissioners the revision of the Timber Sales Contract with Rothig Forest Products for the Port Sheldon Natural Area dated July 23, 2007 to reduce the per cord price from \$68 per cord to \$55 per cord to reflect a change in market conditions.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: RESIDENTIAL SURVEY

FC 08-089 Motion: To approve and forward to the Board of Commissioners a recommendation to approve a contract with EPIC – MRA to conduct the 2008 Resident Survey at an estimated cost of \$20,000. Funding is included in the 2008 Budget.
Moved by: Rycenga UNANIMOUS

SUBJECT: RECLASSIFICATION OF TWO (2) MENTAL HEALTH SPECIALISTS TO TWO (2) MENTAL HEALTH CLINICIANS

FC 08-090 Motion: To approve and forward to the Board of Commissioners the proposal from Mental Health to reclassify two (2) Mental Health Specialists – ACT Program (Group T paygrade 12) to two (2) Mental Health Clinicians (Group T paygrade 14) for a cost of \$12,771. Funds to come from the elimination of the CMH Program Director position.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: REDUCING MENTAL HEALTH PROGRAM COORDINATOR FTE 1.0 FTE TO .6 FTE

FC 08-091 Motion: To approve and forward to the Board of Commissioners the proposal from Mental Health to reduce the full-time equivalent of a Mental Health Program Coordinator (Unclassified Paygrade 07) from 1.0 FTE to .6 FTE for a dollar saving of \$37,840.00.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: CREATION OF A MENTAL HEALTH PROGRAM SUPERVISOR

FC 08-092 Motion: To approve and forward to the Board of Commissioners the proposal from Mental Health to create a Program Supervisor (Unclassified paygrade 08) for a cost of \$102,485.00. Funds to come from the elimination of the CMH Program Director.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: COUNTY REMONUMENTATION
REPRESENTATIVE POSITION

FC 08-093 Motion: To approve and forward to the Board of Commissioners the proposal from Planning/Grants Department to create the position of County Remonumentation Representative (.5 FTE, Unclassified paygrade 14B) with a sunset date of December 31, 2009, for a cost of \$22,713 for 2008 and \$54,000 for 2009. (Funds for this position are reimbursed to Ottawa County by the State of Michigan.)

Moved by: Rycenga

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Prosecuting Attorney – Witness Mileage Fee Increase – Doug Mesman, Chief Deputy Prosecuting Attorney, and Deanna Sears, Prosecuting Attorney Office Administrator, explained that the prosecution witness mileage fees are less than defense witness mileage fees. Al Vanderberg, Administrator, and June Hagan, Fiscal Services Director, supported increasing the mileage rate to match the rate set by the Federal government and explained the budget impact.

SUBJECT: PROSECUTING ATTORNEY – WITNESS
MILEAGE FEE INCREASE

FC 08-094 Motion: To approve and forward to the Board of Commissioners increasing the prosecutor’s witness mileage rate to match the defense’s witness mileage rate, which is set by the State.

Moved by: Rycenga

UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:36 a.m.