

FINANCE & PHYSICAL RESOURCES COMMITTEE MINUTES

Tuesday, February 4, 2003 - 8:30 a.m.
Board Room - County Administration Building

MEMBERS PRESENT: Chair Roger Morgan; Commissioners Dean Agee, Jack Boelema, Gary Rolls, Richard VanderMolen, James Vaughn, Harold Voorhees, and Fritz Wahlfield.

MEMBERS ABSENT: Commissioner Art Tanis.

ALSO PRESENT: County Administrator Daryl Delabbio; Deputy Administrator Alan Vanderberg; Assistant Administrator Mary Swanson; Executive Assistant to the Board Jim Day; Civil Counsel Sherry Batzer; Management Analysts Erika Rosebrook and Neal Getz; Purchasing Manager Jon Denhof; Fiscal Services Director Bob White; Budget Coordinator Marvin VanNortwick; Facilities Management Director Bob Mihos; Director of Information Technology David Boehm; Administrator at the Sheriff Department Lloyd Pitsch; Undersheriff Jon Hess; Chief Deputy at the Sheriff Department Tom Hillen; Director of the Department of Public Works Curt Kempainen; Director of Human Resources Frank Klus; Labor Relations Attorney Tom Drenth; Human Resources Manager for Recruitment Gail Glocheski; Human Resources Manager for Benefits Marilyn Beemer; Deputy Director of Fiscal Services Stephen Duarte; Paralegal for Administrator's Office Sangeeta Ghosh; and Senior Administrative Specialist Sandra Winchester.

NEWS MEDIA: Kyla King, Grand Rapids Press.

Mr. Morgan called the meeting to order at 8:30 a.m.

I. BUDGET DISCUSSION - NONE

II. PUBLIC COMMENT

None.

III. CONSENT AGENDA

- a) Approval of the Minutes of January 21, 2003
- b) Auditing of Checks and Purchase Order Activity – See Attachment A
Road Commission - \$2,636,707.75
Warrants #19760 thru #20186 for the period ending January 29, 2003
- c) Health - Accept Contract for Kent Intermediate School District - Bd. 2/13
- d) Sheriff - Accept Marine Safety Grant and Authorize Board Chair to Sign - Bd. 2/13

Mr. Voorhees requested to remove item 3c from the Consent Agenda.

Mr. VanderMolen moved to approve the remaining items on the Consent Agenda as presented.

Supported by Mr. Rolls.

Motion carried.

IIIc. HEALTH - ACCEPT CONTRACT FROM KENT INTERMEDIATE SCHOOL DISTRICT

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners to enter into a contract with the Kent Intermediate School District and to appropriate an additional \$10,000 to the 2003 budget. This item is proposed to go to the Board on February 13, 2003. A summary of the request follows.

- The Kent Intermediate School District (KISD) utilizes several community agencies for supportive services to Early On Families. One supportive service is gap funding which is the means to financially assist families who have special needs that cannot be achieved through existing resources.
- The Health Department has been approached by the Kent Intermediate School District to provide access to gap funding to be used specifically for respite care services for Early On families who are also Health Department clients. The KISD would like to provide the Health Department with \$10,000; eligible families can receive up to \$300 in funding per year.
- The contract is from July 1, 2002 through June 30, 2003.

The cost is \$10,000, and the funding recommendation is to appropriate \$10,000 from the Kent Intermediate School District. No County General Funds are required.

Mr. VanderMolen moved to recommend to the Board of Commissioners approval to enter into a contract with the Kent Intermediate School District and to appropriate an additional \$10,000 to the 2003 budget.

Supported by Mr. Boelema.

Mr. Voorhees asked for an overview of the Early On program.

Deputy Administrative Health Officer Bill Anstey explained that the Early On program is a network of professional organizations that identify needs of children ages 0-3 that have developmental disabilities and partner them with agencies that can help them. It also provides services for children with hearing and speech problems.

Mr. Voorhees questioned who refers the children.

Mr. Anstey replied that they are referred by the Health Department, schools, hospitals, Arbor Circle, 4-C's to name a few. They are all part of the network of Early On providers.

Mr. Voorhees asked if there is duplication of services.

Mr. Anstey answered no; they try to minimize duplication of services as much as possible.

Motion carried.

(Mr. Agee arrived at this time).

IV. FACILITIES MANAGEMENT - OWNER REPRESENTATIVE -
MILLENNIUM PARK PROJECT

Mr. Delabbio stated approval is requested to contract with Erhardt Construction as the Owners' Representative to manage the Millennium Park project at a cost of \$92,400. A summary of the request follows.

- Facilities Management and the Parks Department are requesting the addition of a contracted Owners Representative (O.R.), to manage the total Millennium Park project budget and schedule. The O.R. would also be responsible, in conjunction with the Parks Department, for project quality and specification compliance. Presently, over \$6 million in construction activities are taking place at Millennium Park.
- The recommendation to contract with Erhardt Construction is based upon their technical and administrative capabilities, which have been demonstrated in previous projects, including their current involvement with the new Convention Center. The Millennium Park Project Owner Representative will be required to develop detailed project schedules and report on project budget status. Erhardt Construction is recommended based on their track record on delivering projects within budget and schedule requirements. In addition, Erhardt Construction has the technical and administrative resources available within the project timeline to fulfill Kent County's requirements.

The length of the contract will be through August 31, 2003.

The cost is \$92,400 and funds are available in the Millennium Park budget - Other Contractual Services.

Mr. Voorhees moved approval to contract with Erhardt Construction as the Owners' Representative to manage the Millennium Park project at a cost of \$92,400.

Supported by Mr. Wahlfield.

Mr. VanderMolen questioned the timeframe of Aug. 31, 2003, and wondered if the contract will cover the entire \$6 million in work.

Mr. Vanderberg answered yes; they anticipate the \$6 million in construction will be done by August 31.

Mr. Vaughn asked if the County is contracting with Erhardt because of Mr. Leach's recent retirement.

Mr. Vanderberg said that is not the case. Mr. Bob Mihos, the new Facilities Management Director, was asked to recommend the best way to handle this project. Because of the size of the job, staff felt someone was needed to devote their attention to the project on a full time basis.

Motion carried.

V. HUMAN RESOURCES - LABOR AGREEMENT - POLC - PROSECUTING ATTORNEY

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners to approve a two-year labor agreement for the period January 1, 2003, through December 31, 2004, between the County of Kent and the Police Officers Labor Council (POLC) representing Prosecuting Attorneys. This item is proposed to go to the Board on February 13, 2003. A summary of the request follows.

- The Negotiating Committee recommends approval of a two-year labor contract with the Police Officers Labor Council (POLC).
- The salary and fringe benefit increases will result in a cost of approximately \$171,894 for the length of this contract.
- The contract affects 33 full-time employees assigned exclusively to the Prosecutor's Office. The classifications represented are: Senior Attorney, Assistant Prosecuting Attorney I, II and III.
- The proposed contract has been ratified by the membership.
- The Legislative and Human Resources Committee approved this item on January 28, 2003.

The cost is \$171,894 and funds are available in the 2003 Prosecutor's Budget.

Mr. Voorhees moved to recommend to the Board of Commissioners approval of the two-year labor agreement for the period January 1, 2003, through December 31, 2004, between the County of Kent and the Police Officers Labor Council (POLC) representing Prosecuting Attorneys.

Supported by Mr. Boelema.

Mr. Voorhees asked what the percentage increase is of the wages.

Mr. Delabbio stated it is 3 1/2 percent for 2003, and 3 percent for 2004.

Mr. Vaughn asked if the employees were paying for any of their hospitalization costs prior to this contract.

Mr. Tom Drenth, Labor Relations Attorney, said they were previously paying \$44 per month for hospitalization. For 2003, they will be paying \$56 a month, and for 2004 the cost will be \$62 per month.

Motion carried.

VI. PARKS - ADDITIONS TO FLEET

Mr. Delabbio stated approval is requested to add two pickup trucks to the Parks Department Fleet at a cost of \$39,218 for both vehicles. A summary of the request follows.

- The Parks Department is requesting two additional vehicles to meet the increased transportation needs of the Parks operation.
- The first vehicle, a 1/2-ton pickup at a cost of \$16,059, will be used by the newly created Parks Operations Supervisor position to provide daily transportation amongst all park locations.
- The second vehicle, a 3/4-ton 4 x 4 pickup with plow at a cost of \$23,159, will be used for Millennium Park operations for maintenance projects, snow removal and transportation related activities.

The cost is \$39,218 and funds are available in the Parks 2003 Capital Equipment budget.

Mr. Wahlfield moved approval to add two pickup trucks to the Parks Department Fleet at a cost of \$39,218 for both vehicles.

Supported by Mr. VanderMolen.

Motion carried.

VII. PUBLIC WORKS - VEHICLE COUNTY SEAL

Mr. Delabbio stated approval is requested to authorize the Department of Public Works to remove County Seal from one vehicle. A summary of the request follows.

- It is County policy to have a County Seal on County-owned vehicles. The Finance and Physical Resources Committee must approve the exceptions to this policy.

- The Department of Public Works has a waste enforcement specialist as part of the Waste-to-Energy Facility operation. DPW has waste delivery contracts with waste haulers requiring delivery of waste to the WTE Facility. The contracts have stipulated damages in the event a hauler is found to have violated the contract. It seems several waste hauling company drivers now recognize the County-owned vehicle used because of not only the type of vehicle, but also the County seal.
- The Department has other pool vehicles available for the enforcement program.
- From time to time, DPW would like to change vehicles for this enforcement program and remove the County seal. The Department will periodically rotate vehicles and replace the County seal on a vehicle not being used in this program.
- The Department Director will oversee the use of this vehicle.

No funding is required.

Mr. VanderMolen moved approval to authorize the Department of Public Works to remove County Seal from one vehicle.

Supported by Mr. Wahlfield.

Mr. Wahlfield asked if removing the seal from this vehicle would lead to personal use.

Mr. Delabbio explained that the intent is for it to be used for enforcement purposes only. Personal use would not be allowed.

Mr. Kemppainen added that the vehicle does not go home at night. He explained that they have been having problems with haulers violating their delivery contracts. If violations occur, the DPW is required to charge them fines.

Motion carried.

VIII.. SHERIFF/CORRECTIONS - RFP #02-13 - COMMISSARY SERVICES

Mr. Delabbio stated that approval is requested to contract with Canteen Services, Inc. for the delivery of commissary services to inmates at the Kent County Correctional Facility. A summary of the request follows.

- On November 4, 2002, proposals were received for inmate commissary services at the Kent County Correctional Facility.

- Proposals were received from Canteen Services, Inc., Swanson Services, and Keefe Commissary. Based upon evaluation by the Sheriff's Department and Purchasing, it was concluded that Canteen Services, Inc. offers the best combination of percentage return (33.7%) to the County and services to the inmates, and accounting services to the County.
- In addition to serving the inmates at the Correctional Facility, Canteen will also provide service to the inmates at the Sheriff's Honor Camp and Work Release locations.
- The Sheriff has been contracting for commissary services since 1994.

No funding is required.

Mr. Wahlfield moved approval to contract with Canteen Services, Inc. for the delivery of commissary services to inmates at the Kent County Correctional Facility.

Supported by Mr. Rolls.

Motion carried.

IX. SHERIFF - ADDITIONS TO FLEET

Mr. Delabbio stated approval is requested to add two full size sedans to the Sheriff's Department to meet increased transportation needs at a cost of approximately \$5,000 annually for both vehicles. A summary of the request follows.

- The Sheriff has requested two additional vehicles be added to the department's fleet at a cost of approximately \$5,000 which would cover maintenance, repairs, and depreciation allowance.
- The first vehicle will be used for the recently created Chief Deputy position. Similar to the Sheriff, Undersheriff, and Captains, the Chief Deputy is required to be available 24/7 and to be in radio communication while off duty.
- The second vehicle will be for the Correctional Facility to be used for multiple purposes including prisoner transfer to the hospital in emergency situations and as a staff pool car for offsite meetings.
- It is recommended that these vehicles be acquired by holding back existing vehicles from auction this year, and for future replacements.

The cost is \$5,000 and funds are available in the Sheriff 2003 operating budget.

Mr. Rolls moved approval to add two full size sedans to the Sheriff's Department to meet increased transportation needs at a cost of approximately \$5,000 annually for both vehicles.

Supported by Mr. VanderMolen.

Motion carried.

X. MISCELLANEOUS

(a) Fourth Quarter General Fund Summary

Mr. Delabbio stated that the Commissioners received a copy of the Fourth Quarter General Fund activity at their desks this morning. He said the Board will discuss this in additional detail at their Work/Strategic Planning Session this afternoon. Legislative Committee members were also given a copy of the report in their mailbox.

(b) Budget Discussion

Mr. Delabbio reported that the first discussion for the 2004 budget will be held on February 18 at 7:30 a.m. - prior to the regular Finance Committee meeting.

IX. ADJOURNMENT

There being no other business for discussion, Mr. Morgan declared the meeting adjourned at 8:55 a.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION _____

slw