

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: March 17, 2009

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Rycenga, Dennis Swartout, Robert Karsten, Gordon Schrotenboer,  
James Holtvluwer

STAFF & GUESTS: Alan Vanderberg, Administrator; Keith VanBeek, Assistant  
Administrator; Sherri Sayles, Deputy Clerk; Greg Rappleye, Corporation  
Counsel; Ken Zarzecki, Road Commission; Connie VanderSchaaf, Fiscal  
Services; Brad Slagh, Treasurer; Michael Galligan, Equalization Director;  
Dr. Michael Brashers, CMH Director; June Hagan, Fiscal Services,  
Director

**SUBJECT: CONSENT ITEMS**

To approve by consent the agenda of today as presented and amended  
adding Discussion Item #4 – Citizen Budget Meeting and #5 – Financial  
Month End Update and to approve by consent the minutes of the February  
17, 2009, meeting as presented.

**SUBJECT: MONTHLY BUDGET UPDATE**

FC 09-014 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  
February 2009.

Moved by: Holtvluwer

UNANIMOUS

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

FC 09-015 Motion: To approve budget adjustments #84, 101, 102, 103, 104, 105, and  
125.

Moved by: Schrotenboer

UNANIMOUS

**SUBJECT: STATEMENT OF REVIEW FOR FEBRUARY**

FC 09-016 Motion: To approve the Statement of Review for the month of February 2009.  
Moved by: Rycenga UNANIMOUS

SUBJECT: APPOINTMENT TO THE OTTAWA COUNTY  
TAX ALLOCATION BOARD

FC 09-017 Motion: To approve and forward to the Board of Commissioners the name of Roger Cotner for appointment to the Ottawa County Tax Allocation Board, pursuant to MCL 211.205(e).  
Moved by: Rycenga UNANIMOUS

SUBJECT: GOVERNMENT FINANCE OFFICERS  
ASSOCIATION CERTIFICATE FOR  
EXCELLENCE IN FINANCIAL REPORTING

FC 09-018 Motion: To receive and forward to the Board of Commissioners the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa's December 31, 2007 Comprehensive Annual Financial Report.  
Moved by: Schrotenboer UNANIMOUS

SUBJECT: SOFTWARE SERVICES AGREEMENT WITH  
BIZSTREAM, INC.

FC 09-019 Motion: To approve and forward to the Board of Commissioners the "Software Services Agreement between Ottawa County and BizStream, Inc."  
Moved by: Holtvluwer UNANIMOUS

Corporation Counsel has concerns with some of the language and will make revisions before the agreement is brought before the full Board.

SUBJECT: NEW POSITION

FC 09-020 Motion: To approve and forward to the Board of Commissioners the recommendation to create the new position of Mental Health Team Supervisor – Holland at the cost of \$74,731.00, plus \$3,500.00 for equipment. Funding to come from the elimination of one vacant Mental Health Therapist position and one vacant Mental Health Specialist position.  
Moved by: Schrotenboer UNANIMOUS

SUBJECT: RESOLUTION AUTHORIZING THE COUNTY  
EQUALIZATION DIRECTOR TO AUDIT  
“HOMESTEAD EXEMPTIONS”

FC 09-021 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing the County Equalization Director to audit “Homestead Exemptions” within Ottawa County from October 1, 2009, through September 30, 2014.

Moved by: Rycenga

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Wyoming – Ottawa County Water System 2009 System Improvements – An update of the Wyoming – Ottawa County Water System was presented by Ken Zarzecki. He doesn’t foresee much impact on rates.
2. Northwest Ottawa County Water System 2009 System Improvements – An update of the Northwest Ottawa County Water System was presented by Ken Zarzecki. This project has been on the table approximately eight years.
3. Revenue Projections – June Hagan reviewed the “Tax Revenue – Budget vs. Actual” and “Revenue Projections” with the Committee. The move from a December tax collection to a July tax collection has negatively impacted the ability to budget tax revenues accurately. June reported that early estimates indicate that the taxable value growth will be about .9% compared to the 3.35% that was used in the 2009 budget. This will result in an estimated decrease in the tax revenue that has been budgeted for 2009 by approximately \$1,093,709.

June and the Administrator have discussed several options to re-balance the 2009 budget. Their recommendation would be to address the revenue shortfall with the use of one time monies, a reduction in contingency, and a change in a reserve for aerial photos that would become an on-going revenue source for the General Fund. This would allow the County to sustain the current service levels and programs that are in place for 2009 and allow time to address the future implications in the 2010 budget process. Their intention is to take no action at this time, but to assure the Commissioners that they have a plan that can be implemented at some point during the fiscal year to address the revenue shortfall in the 2009 budget.

4. Citizen Budget Meetings – June Hagan reported that “Citizen Budget Meetings” will be held in the four quadrants around the County as well

as a Saturday meeting at the Fillmore Complex. Citizens will be invited and be educated on the County budget and asked for their feedback. This will help in budgeting and long range budget planning. The Commissioners from each area will be asked to attend these meetings as well.

5. Financial Month End Update – The February 2009 Financial Month End update was presented by Brad Slagh.

**SUBJECT: ADJOURNMENT**

FC 09-022

Motion: To adjourn at 11:25 a.m.  
Moved by: Karsten

**UNANIMOUS**