

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: May 19, 2009

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vandenberg, Administrator; Dave Schipper, Director of Probation and Community Corrections; David Hulst, IT Director; Cheryl Clark, Deputy Treasurer; Michael Galligan, Equalization Director; Jim Bush, Equalization; Sherri Sayles, Deputy Clerk; June Hagan, Fiscal Services Director; Gary Scholten, Register of Deeds; Greg Rappleye, Corporation Counsel

**SUBJECT: CONSENT ITEMS**

Approve by consent the agenda of today as presented and approve by consent the minutes of the May 12, 2009, meeting as presented.

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

FC 09-051 Motion: To approve budget adjustments #218, 219, 220, 239, 241, 255 and 256.

Moved by: Schrotenboer

UNANIMOUS

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 09-052 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 April 2009.

Moved By: Holtvluwer

UNANIMOUS

**SUBJECT: STATEMENT OF REVIEW**

FC 09-053 Motion: To approve the Statement of Review for the month of April, 2009.

Moved by: Rycenga

UNANIMOUS

SUBJECT: RECLASSIFICATION OF ONE (1) PROBATION OFFICER/TREATMENT SPECIALIST

FC 09-054 Motion: To approve and forward to the Board of Commissioners the reclassification of one (1) FTE Probation Officer/Treatment Specialist (District Court CBA paygrade 09) to three (3) .4875 FTE Field Supervision Officers (Enforcement Officers) and added two (2) hours to a current Community Corrections Secretary position (.75 FTE to .8 FTE) at a cost savings of \$11,441.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: GENERAL FUND REVENUES OVER EXPENDITURES FOR 2008

FC 09-055 Motion: To approve and recommend to the Board of Commissioners that \$389,492 of the 2008 General Fund fund balance be designed for the 2009 budget shortfall in tax revenue and \$148,425 for the Survey and Remonumentation Program.

Moved by: Rycenga

UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE THE 2009 MILLAGE RATE FOR OTTAWA COUNTY

FC 09-056 Motion: To approve and forward the Board of Commissioners the Resolution to approve the 2009 Millage Rate for Ottawa County of 3.6 mills.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE THE 2009 MILLAGE RATE FOR E-911

FC 09-057 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the 2009 Millage Rate for E-911 of .4400 mills.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE THE 2009 MILLAGE RATE FOR PARKS

FC 09-058 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the 2009 Millage Rate for Parks of .3165 mills.

Moved by: Rycenga

UNANIMOUS

SUBJECT: PURCHASE OF BS&A SOFTWARE FOR THE EQUALIZATION DEPARTMENT

Motion: To approve and forward to the Board of Commissioners the purchase of BS&A software and hardware upgrades for the Equalization Department in the amount of \$52,952. Funding to come from the Register of Deeds Automation Fund.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: PURCHASE OF BS&A SOFTWARE FOR THE  
TREASURER'S OFFICE

FC 09-059 Motion: To approve and forward to the Board of Commissioners the purchase of the BS&A software and hardware upgrades for the Treasurer's Office in the amount of \$72,294. Funding to come from the Homestead Property Tax Fund.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: CONTRACT PAYMENTS FROM PA2 FUNDS

FC 09-060 Motion: To approve and forward to the Board of Commissioners the recommendation to use reserved PA2 Funds for current budget year contract payments and to reserve the current year PA2 Fund revenues for future year's payments.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: GENERAL FUND FISCAL YEAR END

FC 09-061 Motion: To approve and forward to the Board of Commissioners the recommendation to continue with a December 31 fiscal year end for the General Fund.

Moved by: Rycenga

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Investment Updates for April 2009 – The April 2009 Treasurer's investment update was presented.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:03 a.m.