

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: July 21, 2009

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; Marie Waalkes, Human Resources Director; Sherri Sayles, Deputy Clerk; June Hagan, Fiscal Services Director; Bradley Slagh, Treasurer; Connie VanderSchaaf, Fiscal Services; Doug Vredeveld, Vredeveld Haefner, LLC; Keith VanBeek, Assistant Administrator

**SUBJECT: CONSENT ITEMS**

The Chair welcomed back Gordon Schrottenboer.

FC 09-072 Motion: To approve the agenda of today as presented and amended adding Action Item #12 – User Fee Cost of Service Study and Discussion Item #3 – Board Prioritization List.  
Moved by: Karsten UNANIMOUS

FC 09-073 Motion: To approve the minutes of the June 16, 2009, meeting as presented.  
Moved by: Rycenga UNANIMOUS

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

FC 09-074 Motion: To approve budget adjustments #342, 343, 344, 383, 384, 385 and 386.  
Moved by: Holtvluwer UNANIMOUS

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 09-075 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, 2009.  
Moved by: Schrottenboer UNANIMOUS

**SUBJECT: STATEMENT OF REVIEW**

FC 09-076 Motion: To approve the Statement of Review for the month of June, 2009.  
Moved by: Karsten **UNANIMOUS**

**SUBJECT: QUARTERLY FINANCIAL STATUS REPORT**

FC 09-077 Motion: To receive for information the Interim Financial Statement for the  
General Fund as of June 30, 2009.  
Moved by: Schrotenboer **UNANIMOUS**

**SUBJECT: TREASURER'S INVESTMENT REPORT**

FC 09-078 Motion: To receive for information the Treasurer's Quarterly Investment  
Report as of June, 2009.  
Moved by: Karsten **UNANIMOUS**

**SUBJECT: LETTER FROM AUDITORS REGARDING  
AUDITOR RESPONSIBILITY**

FC 09-079 Motion: To receive for information and forward to the Board of  
Commissioners the auditors' communication letter from Vredeveld Haefner,  
LLC, regarding their responsibility on the County's audit for the year ended  
December 31, 2008.  
Moved by: Schrotenboer **UNANIMOUS**

**SUBJECT: LETTER FROM AUDITORS REGARDING  
AUDITOR RESPONSIBILITY**

FC 09-080 Motion: To receive for information and forward to the Board of  
Commissioners the auditors' communication letter from Vredeveld Haefner,  
LLC, regarding their responsibility on the County's Drain Commission audit  
for the year ended December 31, 2008.  
Moved by: Rycenga **UNANIMOUS**

**SUBJECT: OTTAWA COUNTY DRAIN COMMISSIONER'S  
ANNUAL FINANCIAL REPORT – VREDEVELD  
HAEFNER, LCC, RESPONSIBILITY**

FC 09-081 Motion: To receive for information and forward to the Board of  
Commissioners the Ottawa County Drain Commissioner's Annual Financial  
Report for the year ended December 31, 2008.  
Moved by: Schrotenboer **UNANIMOUS**

SUBJECT: COUTY OF OTTAWA ANNUAL FINANCIAL REPORT – VREDEVELD HAEFNER, LCC, RESPONSIBILITY

FC 09-082 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, 2008.  
Moved by: Holtvluwer UNANIMOUS

SUBJECT: COUNTY OF OTTAWA’S SINGLE AUDIT REPORT – VREDEVELD HAEFNER, LCC, RESPONSIBILITY

FC 09-083 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, 2008.  
Moved by: Karsten UNANIMOUS

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM)

FC 09-084 Motion: To approve and forward to the Board of Commissioners the purchase of five (5) years of MERS generic service credit for Evelyn Keyes (total cost to be paid by employee).

Total Cost: \$94,603.00  
Employer Cost: \$0  
Employee Cost: \$94,603.00

Moved by: Schrottenboer MOTION PASSED

Yeas: Rycenga, Holtvluwer, Schrottenboer, Swartout. (4)  
Nays: Karsten. (1)

SUBJECT: USER FEE COST OF SERVICE STUDY

FC 09-085 Motion: To approve and forward to the Board of Commissioners the Request for Proposal from Maximus to perform a User Fee Cost of Service Study at a cost of \$75,000. Funding included in the 2009 budget.  
Moved by: Schrottenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. 2010 Commissioner’s Budget – After a brief discussion on the 2010 Commissioner’s budget, the Committee directed the Administrator and

Fiscal Services Director to reach the 2008 Actual Budget of \$558,168. The Committee felt if they are asking all departments to reach this goal the Commissioners should be included.

2. DC/DB Pension Discussion Update – The Administrator gave a brief background on the MERS analysis of all the contract groups. He will be recommending hiring Fred Todd. The Administrator has already spoken with Mr. Todd and will have a proposal soon.
3. Ottawa County Board Prioritization List – June Hagan is looking at all budgets and one time dollars. Administration is still looking at making significant cuts in certain programs. If the 4.7 million in revenue sharing is cut, this will become a whole other issue. The Administrator reported he is close to having a report on duplicated human services and what is funded through Ottawa County.

**SUBJECT: ADJOURNMENT**

FC 09-086 Motion: To adjourn at 10:38 a.m.