

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: April 20, 2010

TIME: 9:31 a.m.

PLACE: Fillmore Street Complex

PRESENT: Robert Karsten, Gordon Schrotenboer, Donald Disselkoen, Roger Rycenga, Dennis Swartout

STAFF & GUESTS: Ken Zarzecki, Road Commission, Jim Bush, Equalization, Michael Galligan, Equalization Director; Keith VanBeek, Assistant Administrator; Bill Raymond, MI Works!/CAA Director; Marie Waalkes, Human Resources Director; June Hagan, Fiscal Services Director; Bradley Slagh, Treasurer; Cheryl Clark, Deputy Treasurer; Greg Rappleye, Corporation Counsel; Alan VanderBerg, Administrator; Justin Roebuck, Deputy Clerk

SUBJECT: CONSENT ITEMS

FC 10-037 Motion: To approve the agenda of today as presented and to approve the minutes of the March 16, 2010, meeting as presented.
Moved by: Disselkoen **UNANIMOUS**

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 10-038 Motion: To approve budget adjustments #153, 154, 155, 156, 207, 208, 209, 217, 218 and 222.
Moved by: Schrotenboer **UNANIMOUS**

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 10-039 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 March 2010.
Moved by: Schrotenboer **UNANIMOUS**

SUBJECT: STATEMENT OF REVIEW

FC 10-040 Motion: To approve the Statement of Review for the month of March 2010.

Moved by: Rycenga

UNANIMOUS

SUBJECT: EQUALIZATION REPORT

FC 10-041 Motion: To approve and forward to the Board of Commissioners the 2010 Equalization Report and to appoint the Equalization Director to represent Ottawa County at State Equalization hearings.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 10-042 Motion: To receive for information the Treasurer's Quarterly Investment Report as of March 2010.

Moved by: Rycenga

UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 10-043 Motion: To receive for information the Interim Financial Statement for the General Fund, Mental Health Fund and Public Health Fund as of March 31, 2010.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: RESOLUTION TO AUTHORIZE "QUALIFYING STATEMENTS" FOR BONDING PURPOSES

FC 10-044 Motion: To approve and forward to the Board of Commissioners the Resolution to authorize Certification of a "Qualifying Statement" for bonding purposes.

Moved by: Rycenga

UNANIMOUS

SUBJECT: RESOLUTION – JUROR MILEAGE RATES

FC 10-045 Motion: To approve and forward to the Board of Commissioners the Resolution regarding juror mileage rates at the Michigan State Employee Travel Standard Rate.

Moved by: Disselkoen

OPPOSED

SUBJECT: BOND CREMATION PROJECT

FC 10-046 Motion: To recommend to the Board of Commissioners the disintegration of the records be witnessed by the County Treasurer and the Fiscal Services Department Senior Accountant in addition to the Fiscal Services Director, as required by MLL 129.124, Sec. 4.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: COST OF SERVICE ANALYSIS REPORT

FC 10-047 Motion: To accept and forward to the Board of Commissioners the Maximus Cost of Services Analysis Report for Ottawa County.
Moved by: Schrottenboer UNANIMOUS

Mr. Swartout raised the question as to whether the report should be received since it is incomplete. The Administrator reported this does not constitute adoption or approval of the recommendations in the report.

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

FC 10-048 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, 2008, Comprehensive Annual Financial Report.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: ALLOCATION OF 2009 UNRESERVED UNDESIGNATED FUND BALANCE

FC 10-049 Motion: To approve and recommend to the Board of Commissioners that \$464,096 of the 2009 General Fund fund balance be designated for the 2010 budget shortfall in tax revenue.
Moved by: Rycenga UNANIMOUS

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) GENERIC SERVICE CREDITS FOR CHAD G. KLAVER

FC 10-050 Motion: To approve and forward to the Board of Commissioners the purchase of one (1) year of MERS generic service credit for \$11,973 (total cost to be paid by employee).

Total Cost	\$11,973
Employer Cost	\$0
Employee Cost	\$11,973

Moved by: Rycenga MOTION PASSED

Yeas: Messrs. Schrottenboer, Disselkoen, Rycenga, Swartout
Nays: Mr. Karsten

SUBJECT: MIWORKS! PERSONNEL REQUESTS

FC 10-051 Motion: To approve and forward to the Board of Commissioners the proposal from MiWorks! to create three positions (two (2) Business Service Representatives and one (1) Workforce Intelligence Analyst) and increase the hours of a current position (Procurement Contract Coordinator) as listed below at a cost of \$205,649. All three positions will sunset as of June 30, 2011.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: BOND RESOLUTION – HOLLAND TOWNSHIP

FC 10-052 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$2,350,000 to refinance the Holland Township 1998 Water & Refunding Bonds.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:31 a.m.