

## FINANCE AND ADMINISTRATION COMMITTEE

### Approved Minutes

DATE: June 15, 2010

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Robert Karsten, Gordon Schrotenboer, Donald Disselkoe, Dennis Swartout

ABSENT: Roger Rycenga

STAFF & GUESTS: Alan Vanderberg, Administrator; Sherri Sayles, Deputy Clerk; Robert Spaman, Fiscal Services Director; Connie Vander Schaaf, Fiscal Services; Marie Waalkes, Human Resources Director; Greg Rappleye, Corporation Counsel; Ken Zarzecki, Road Commission; Keith Van Beek, Assistant Administrator; Peter Haefner, Vredeveld Haefner, LLC; Bradley Slagh, Treasurer

#### SUBJECT: CONSENT ITEMS

FC 10-075 Motion: To approve the agenda of today as presented and amended adding Action Item #15A – Ottawa County Sewer System Indemnification Agreement.

Moved by: Schrotenboer

UNANIMOUS

Approve by consent the minutes of the May 18, 2010 Finance and Administration Meeting and the June 8, 2010 Special Finance and Administration Committee Meeting.

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

FC 10-076 Motion: To approve budget adjustments #258, #311, #312 and #313.

Moved by: Schrotenboer

UNANIMOUS

#### SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 10-077 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 May 2010.

Moved by: Disselkoe

UNANIMOUS

**SUBJECT: STATEMENT OF REVIEW**

FC 10-078 Motion: To approve the Statement of Review for the month of May 2010.  
Moved by: Schrotenboer **UNANIMOUS**

**SUBJECT: RESOLUTION TO APPROVE 2010 TAX ALLOCATION**

FC 10-079 Motion: To approve and forward to the Board of Commissioners the Resolution to accept and approve the 2010 Final Order of the Ottawa County Tax Allocation Board allocating 4.440 mills to the County of Ottawa.  
Moved by: Schrotenboer **UNANIMOUS**

**SUBJECT: TREASURER'S ANNUAL "BALANCE IN LAND SALE PROCEEDS ACCOUNT" REPORT**

FC 10-080 Motion: To receive for information and forward to the Board of Commissioners the Annual "Balance in Land Sale Proceeds Account" Report.  
Moved by: Schrotenboer **UNANIMOUS**

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

FC 10-081 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, 2009.  
Moved by: Disselkoen **UNANIMOUS**

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

FC 10-082 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, 2009.  
Moved by: Disselkoen **UNANIMOUS**

**SUBJECT: OTTAWA COUNTY DRAIN COMMISSIONER'S ANNUAL FINANCIAL REPORT – VREDEVELD HAEFNER LLC**

FC 10-083 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, 2009.  
Moved by: Schrottenboer UNANIMOUS

SUBJECT: COUNTY OF OTTAWA ANNUAL FINANCIAL REPORT – VREDEVELD HAEFNER LLC

FC 10-084 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, 2009.  
Moved by: Schrottenboer UNANIMOUS

SUBJECT: COUNTY OF OTTAWA'S SINGLE AUDIT REPORT – VREDEVELD HAEFNER LLC

FC 10-085 Motion: To receive for information and forward to the Board of Commissioners the County of Ottawa's Single Audit Report for the year ended December 31, 2009.  
Moved by: Karsten UNANIMOUS

SUBJECT: COST OF SERVICES ANALYSIS COURTS REPORT FEE IMPLEMENTATION

FC 10-086 Motion: To approve and recommend to the Board of Commissioners the implementation of Intensive Supervision increase fee in the Maximus Cost of Service Analysis Courts Report for Ottawa County dated May, 2010 effective August 1, 2010.  
Moved by: Schrottenboer UNANIMOUS

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

FC 10-087 Motion: To approve and forward to the Board of Commissioners the purchase of one (1) year of MERS Generic Service credit for \$12,066 (total cost to be paid by Chad G. Klaver).

Total Cost:	\$12,066
Employer Cost:	\$0
Employee Cost:	\$12,066

Moved by: Schrottenboer MOTION PASSED

Yeas: Messrs. Schrottenboer, Disselkoen, Swartout. (3)  
Nays: Mr. Karsten. (1)

**SUBJECT: BOND RESOLUTION: GRANDVILLE - OTTAWA  
COUNTY SEWAGE DISPOSAL SYSTEM**

FC 10-088 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing the County Road Commission to issue Act 342 Bonds in the amount of \$21,000,000 to finance the 2010 Sewage Disposal System Improvement Project.  
Moved by: Disselkoen UNANIMOUS

**SUBJECT: OTTAWA COUNTY SEWER SYSTEM  
INDEMNIFICATION AGREEMENT**

FC 10-089 Motion: To approve and forward to the Board of Commissioners the Ottawa County Sewer System Indemnification Agreement between and among the County of Ottawa, Georgetown Charter Township, Jamestown Charter Township, and the City of Hudsonville.  
Moved by: Schrotenboer UNANIMOUS

**SUBJECT: DISCUSSION ITEMS**

1. Treasurer's Financial Month End Update for May 2010 – The May 2010 Financial Month End update was presented by Bradley Slagh. He also reported that the major investment agencies that he works with do not foresee the next rate adjustment until the end of 2011 or beginning of 2012. This will extend the low rate cycle for an additional amount of time.

**SUBJECT: ADJOURNMENT**

The meeting adjourned at 10:20 p.m.