

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: September 22, 2011

TIME: 9:25 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Rycenga, Joseph Bauman, Dennis Swartout, Robert Karsten

ABSENT: Donald Disselkoen

STAFF & GUESTS: Alan Vanderberg, Administrator; Keith VanBeek, Assistant Administrator; Sherri Sayles, Deputy Clerk; Bob Spaman, Fiscal Services Director; Connie VanderSchaaf, Fiscal Services; Marie Waalkes, Human Resources Director; Cheryl Clark, Deputy Treasurer; Greg Rappleye, Corporate Counsel

SUBJECT: CONSENT ITEMS

FC 11-111 Motion: To approve the agenda of today as presented and to approve the minutes from the September 6, 2011, meeting as presented.
Moved by: Karsten UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 11-112 Motion: To approve budget adjustments #590, 591, 615, 633, 641, 642, 643, 678 and 679.
Moved by: Rycenga UNANIMOUS

Mr. Disselkoen arrived at 9:27 a.m.

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 11-113 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 August, 2011.
Moved by: Karsten UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 11-114 Motion: To approve the Statement of Review for the month of August, 2011.

Moved by: Rycenga

UNANIMOUS

SUBJECT: RESOLUTION REGARDING THE DISTRIBUTION
OF CONVENTION FACILITY TAX REVENUES
TO COUNTIES

FC 11-115 Motion: To approve and forward to the Board of Commissioners the Resolution Regarding the Distribution of Convention Facility Tax Revenues to Counties Under Public Acts 106 and 107 of 1985.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: SETTING OF PUBLIC HEARING ON THE 2012
OTTAWA COUNTY BUDGET

FC 11-116 Motion: To recommend to the Board of Commissioners to set a public hearing on the 2012 Ottawa County budget for Tuesday, October 11, 2011, to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 p.m.

Moved by: Baumann

UNANIMOUS

SUBJECT: WAGE AND BENEFIT ADJUSTMENTS FOR
COUNTY AND COURT UNCLASSIFIED AND
GROUP T EMPLOYEES FOR 2012

FC 11-117 Motion: To approve and forward to the Board of Commissioners the following wage adjustments for County and Court Unclassified Employees (Excluding Elected Officials, Judges and the Board of Commissioners) and Group T Employees for 2012:

- a. Wages: Effective January 1, 2012, increase the existing salary schedule by 1%.

Moved by: Rycenga

UNANIMOUS

SUBJECT: TUITION REIMBURSEMENT

FC 11-118 Motion: To approve and forward to the Board of Commissioners a recommendation to suspend Tuition Reimbursement for the year 2012 and to review this recommendation in 2012 for the 2013 budget year.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurers Financial Month End Update for August 2011 – The August 2011 Financial Month End Update report was presented by Cheryl Clark.
2. 3 Year Dog License ½ Year Review – Cheryl Clark reported the 3 Year Dog Licenses are bringing in more revenue this year. Some local veterinarians have started selling the licenses which means more dogs in the county are being licensed.
3. Review 2012 Budgets – Robert Spaman reviewed the 2012 budgets.
4. SB7 – The Administrator stated that SB7 has not been signed into law yet.

SUBJECT: ADJOURNMENT

The meeting adjourned at 9:59 a.m.