

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: April 17, 2012  
TIME: 9:30 a.m.  
PLACE: Fillmore Street Complex  
PRESENT: Roger Rycenga, Joseph Baumann, Robert Karsten, Donald Disselkoe, Dennis Swartout

STAFF & GUESTS: Alan Vanderberg, Administrator; Keith Van Beek, Assistant Administrator; Robert Spaman, Fiscal Services Director; Sherri Sayles, Deputy Clerk; Greg Rappleye, Corporate Counsel; Bradley Slagh, Treasurer; William Raymond, MI Works!/CAA Director; Michael Galligan, Equalization Director; James Bush, Equalization; Anne Foote; Nancy Fuller

**SUBJECT: CONSENT ITEMS**

FC 12-032 Motion: To approve the agenda of today as presented and to approve the minutes of the March 20, 2012, meeting as presented.  
Moved by: Baumann UNANIMOUS

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 12-033 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 2012.  
Moved by: Rycenga UNANIMOUS

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

FC 12-034 Motion: To approve budget adjustment numbers 151, 152, 153, 154, 174, 175 and 176.  
Moved by: Karsten UNANIMOUS

**SUBJECT: STATEMENT OF REVIEW**

FC 12-035 Motion: To approve the Statement of Review for the month of March 2012.  
Moved by: Rycenga UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 12-036 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of March 31, 2012.  
Moved by: Karsten UNANIMOUS

SUBJECT: QUARTERLY TREASURER'S INVESTMENT REPORT

FC 12-037 Motion: To receive for information the Treasurer's Quarterly Investment Report as of March 2012.  
Moved by: Baumann UNANIMOUS

SUBJECT: EQUALIZATION REPORT

FC 12-038 Motion: To approve and forward to the Board of Commissioners the 2012 Equalization Report and to appoint the Equalization Director to represent Ottawa County at State Equalization Hearings.  
Moved by: Rycenga UNANIMOUS

SUBJECT: EXTENSION OF THE CONTRACT FOR AUDITING SERVICES FOR 2013 WITH VREDEVELD HAEFNER LLC

FC 12-039 Motion: To approve and forward to the Board of Commissioners the recommendation of extension to the County contract with Vredevelde Haefner LCC for one additional year for Ottawa County, Ottawa County Drain Commission, and the Ottawa County Insurance Authority.  
Moved by: Baumann UNANIMOUS

SUBJECT: ALLOCATION OF THE 2011 UNRESERVED UNDESIGNATED FUND BALANCE

FC 12-040 Motion: To approve and forward to the Board of Commissioners the recommendation to designate \$1,250,000 of the 2011 General Fund year-end unreserved undesignated fund balance for the 2013 budget.  
Moved by: Baumann UNANIMOUS

SUBJECT: RESOLUTION TO CONFIRM THE \$10 NOTARY FEE OF OF THE OTTAWA COUNTY SHERIFF'S OFFICE PERTAINING TO THE ISSUANCE OF HAND GUN PURCHASE PERMITS

FC 12-041 Motion: To approve and forward to the Board of Commissioners the Resolution to confirm the \$10 notary fee for the Ottawa County Sheriff's Office pertaining to the issuance of hand gun purchase permits.  
Moved by: Disselkoen UNANIMOUS

SUBJECT: MICHIGAN WORKS/FISCAL SERVICES PERSONNEL  
REQUEST TO CREATE A SENIOR ACCOUNTANT  
(MICHIGAN WORKS)

FC 12-042

Motion: To approve and forward to the Board of Commissioners the request from Michigan Works to create One (1) FTE Senior Accountant (Unclassified Paygrade 6, C Step) at a cost of \$79,442.00. Funding for this position to come from Workforce Development Funds.

Motion: Karsten

UNANIMOUS

SUBJECT: MICHIGAN WORKS PERSONNEL REQUEST TO CREATE  
A TEAM SUPERVISOR

FC 12-043

Motion: To approve and forward to the Board of Commissioners the request from Michigan Works to create One (1) FTE Team Supervisor (Unclassified Paygrade 5, C Step) at a cost of \$73,426.00. Funding for this position to come from Workforce Development Funds.

Moved by: Baumann

UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:02 a.m.