

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: May 15, 2012

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Robert Karsten, Joseph Baumann, Dennis Swartout, Roger Rycenga, Donald Disselkoen

STAFF & GUESTS: Alan Vanderberg, Administrator; Robert Spaman, Fiscal Services Director; Keith VanBeek, Assistant Administrator; Ken Zarzecki, Road Commission; Sherri Sayles, Deputy Clerk; Angie Barksdale, MI Works!/CAA; Greg Rappleye, Corporate Counsel; Brad Slagh, Treasurer

**SUBJECT: CONSENT ITEMS**

FC 12-044 Motion: To approve the agenda of today as presented and amended with a substitute motion for Action Item #8 – Allocation of 2011 Unassigned Fund Balance and to approve the minutes from the April 17, 2012 meeting as presented.

Moved by: Disselkoen UNANIMOUS

**SUBJECT: PUBLIC HEARING ON FY 2012 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE FORMULA GRANT (JAG)**

FC 12-045 Motion: To open the Public Hearing at 9:31 a.m.

Moved by: Rycenga UNANIMOUS

FC 12-046 Motion: To close the Public Hearing at 9:32 a.m.

Moved by: Disselkoen UNANIMOUS

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 12-047 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 April 2012.

Moved by: Baumann UNANIMOUS

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

FC 12-048 Motion: To approve budget adjustment numbers 192, 219 and 220.

Moved by: Rycenga UNANIMOUS

**SUBJECT: STATEMENT OF REVIEW**

FC 12-049 Motion: To approve the Statement of Review for the month of April 2012.  
Moved by: Karsten UNANIMOUS

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

FC 12-050 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: TAX ALLOCATION RECOMMENDATION

FC 12-051 Motion: To approve and forward to the Board of Commissioners the recommendation  
that the Ottawa County millage allocation remains at 4.440 mills.  
Moved by: Baumann UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE THE 2012 MILLAGE RATE FOR  
COUNTY OPERATIONS, E-911 AND PARKS

FC 12-052 Motion: To approve and forward to the Board of Commissioners the resolution to  
approve the 2012 Millage Rate for County Operations of 3.6 mills, E-911 of .4400 mills  
and Parks of .3165 mills.  
Moved by: Disselkoen UNANIMOUS

SUBJECT: ALLOCATION OF 2011 UNASSIGNED FUND BALANCE

FC 12-053 Motion: To approve and recommend to the Board of Commissioners to designate  
\$3,592,425 of the 2011 General Fund year-end unassigned fund balance.  
Moved by: Disselkoen UNANIMOUS

SUBJECT: GRAND RIVER SAMPLING AND TESTING

FC 12-054 Motion: To approve and forward to the Board of Commissioners approval of the  
expenditure of \$20,000 from the "committed" General Fund Balance for environmental  
initiatives to fund Grand River water quality testing.  
Moved by: Disselkoen UNANIMOUS

SUBJECT: RESOLUTION OF INTENT TO ISSUE BONDS FOR THE ALLENDALE  
TOWNSHIP WASTEWATER TREATMENT PLANT PROJECT

FC 12-055 Motion: To approve and forward to the Board of Commissioners the resolution of  
Intent to Issue Bonds for the Allendale Township Wastewater Treatment Plant Project  
and reimburse any advanced funds.  
Moved by: Karsten UNANIMOUS

## SUBJECT: MICHIGAN WORKS PERSONNEL REQUESTS

FC 12-056 Motion: To approve and forward to the Board of Commissioners the request from Michigan Works to create the following positions:

1. One (1) FTE Talent Development Associate – Follow Up (Group T, Paygrade 9, C Step) at a cost of \$46,812.00.
2. One (1) FTE Talent Development Lead – Assessment (Group T, Paygrade 12, C Step) at a cost of \$57,957.00.
3. Eight (8) FTE's Talent Development Associates – Career Development (Group T, Paygrade 11, C Step) at a cost of \$430,864.00.
4. Two (2) FTE Talent Development Associates E & R (Group T, Paygrade 9, C Step) at a cost of \$93,624.00.
5. Two (2) FTE's Talent Development Lead – Career Development (Group T, Paygrade 12, C Step) at a cost of \$115,914.00.

Funding for these positions to come from Workforce Developments Funds.

Moved by: Disselkoen

UNANIMOUS

## SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update for April 2012 – The month end update was presented by Brad Slagh. He briefly discussed working with Administration on possibly purchasing bonds internally as Grand Traverse County does. Brad gave a brief update on the Landbank Authority and stated commercial property isn't selling at this time.
2. Personal Property Taxes – Alan Vanderberg gave a brief update on the personal property tax. He also addressed customer service and the possibility of bringing in a consultant for 2 ½ days to do training with the management staff and elected officials.

## SUBJECT: ADJOURNMENT

The meeting adjourned at 10:14 a.m.