

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: July 17, 2012

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Donald Disselkoen

STAFF & GUESTS: Alan Vanderberg, Administrator; Keith Van Beek, Assistant Administrator; Brad Slagh, Treasurer; Doug Vredeveld, Vredeveld Haefner; Connie VanderSchaaf, Fiscal Services; Ken Zarzecki, Road Commission; Robert Spaman, Fiscal Services Director; Marie Waalkes, Human Resources Director; Kathy Haiker, Chief Deputy Register; Justin Clark; Deputy Clerk

SUBJECT: CONSENT ITEMS

The agenda of today was approved by consent.

FC 12-064 Motion: To approve the minutes from the June 19, 2012 meeting as presented.
Moved by: Rycenga **UNANIMOUS**

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 12-065 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 June 2012.
Moved by: Rycenga **UNANIMOUS**

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 12-066 Motion: To approve budget adjustment numbers 340, 341, 342 and 343.
Moved by: Baumann **UNANIMOUS**

SUBJECT: STATEMENT OF REVIEW

FC 12-067 Motion: To approve the Statement of Review for the month of June 2012.
Moved by: Karsten **UNANIMOUS**

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 12-068 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of June 30, 2012.
Moved by: Rycenga UNANIMOUS

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

FC 12-069 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, 2011.
Moved by: Karsten UNANIMOUS

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

FC 12-070 Motion: To receive for information and forward to the Board of Commissioners the Ottawa County Drain Commission's Annual Financial Report for the year ended December 31, 2011.
Moved by: Baumann UNANIMOUS

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

FC 12-071 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, 2011.
Moved by: Karsten UNANIMOUS

SUBJECT: 2011 COST ALLOCATION PLAN

FC 12-072 Motion: To approve and forward to the Board of Commissioners the 2011 Cost Allocation Plan for implementation in the 2013 budget.
Moved by: Baumann UNANIMOUS

SUBJECT: GOVERNMENT FINANCE OFFICERS ASSOCIATION DISTINGUISHED
BUDGET PRESENTATION AWARD

FC 12-073 Motion: To receive for information and forward to the Board of Commissioners the Government Finance Officers Association's Distinguished Budget Presentation Award for the fiscal year beginning January 1, 2012.
Moved by: Karsten UNANIMOUS

SUBJECT: REGISTER OF DEEDS PERSONNEL REQUEST TO RECLASSIFY A SENIOR
ABSTRACTING CLERK TO AN ADMINISTRATIVE ASSISTANT

FC 12-074 Motion: To approve and forward to the Board of Commissioners the request from the Register of Deeds to reclassify a Senior Abstracting Clerk (Group T, Paygrade 09) to an

Administrative Assistant (Unclassified, Paygrade U03, C Step) at the cost of \$5,804.00.
Funding to come from existing funds.

Moved by: Rycenga

UNANIMOUS

SUBJECT: ALLENDALE CHARTER TOWNSHIP BOND RESOLUTION

FC 12-075

Motion: To approve and forward to the Board of Commissioners the resolution authorizing the County Road Commission to issue Act 342 Bonds, in the not-to-exceed amount of \$2,570,000, to finance the Allendale Charter Township 2012 Sewage Disposal System Improvements.

Moved by: Rycenga

UNANIMOUS

SUBJECT: QUARTERLY TREASURER'S INVESTMENT REPORT

FC 12-076

Motion: To receive for information the Treasurer's Quarterly Investment Report as of June 2012.

Moved by: Karsten

UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:15 a.m.