

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: November 20, 2012

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; Keith VanBeek, Assistant Administrator; Sherri Sayles, Deputy Clerk; Greg Rappleye, Corporate Counsel; John Scholtz, Parks & Recreation Director; Marcia VanVelzen, Equalization; Michael Galligan, Equalization Director; Bradley Slagh, Treasurer; Robert Spaman, Fiscal Services Director

SUBJECT: CONSENT ITEMS

FC 12-106 Motion: To approve the agenda of today as presented and to approve the minutes from the October 16, 2012 meeting as presented.

Moved by: Karsten

UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 12-107 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 October, 2012.

Moved by: Rycenga

UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 12-108 Motion: To approve budget adjustment numbers 09-148, 10-521, 10-591, 10-818, 10-823, 10-1483, 11-32, 11-91, 11-247.

Moved by: Baumann

UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

Fc 12-109 Motion: To approve the Statement of Review for the month of October 2012.

Moved by: Karsten

UNANIMOUS

SUBJECT: QUARTERLY TREASURER'S INVESTMENT REPORT

FC 12-110 Motion: To receive for information the Treasurer's Quarterly Investment Report as of September 2012.

Moved by: Disselkoe

UNANIMOUS

SUBJECT: AMENDED 2012 APPORTIONMENT REPORT

FC 12-111 Motion: To approve and forward to the Board of Commissioners the Amended 2012 Apportionment Report.
Moved by: Baumann UNANIMOUS

SUBJECT: PROPOSED 2013 PARKS AND RECREATION FEES

FC 12-112 Motion: To approve and forward to the Board of Commissioners the Parks and Recreation Commission's proposed fee schedule for 2013 including increases to motor vehicle parking fees and selected facility reservation fees.
Moved by: Rycenga MOTION PASSED

Yeas: Messrs. Rycenga, Baumann, Disselkoen, Swartout. (4)
Nays: Mr. Karsten. (1)

SUBJECT: SERVICE AGREEMENT BETWEEN OTTAWA COUNTY AND HARBOR HUMANE SOCIETY

FC 12-113 Motion: To approve and forward to the Board of Commissioners the Service Agreement between Ottawa County and Harbor Humane Society.
Moved by: Karsten UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update October 2012 - The October 2012 Financial Month End update was presented by Bradley Slagh, Treasurer.
2. Staff Compensation One-Time Payment – The Administrator wanted to bring up the discussion of a one-time payment to staff at year end. Employees have been taking low increases due to the bad economy. The County continues to budget conservatively and will be \$5 million to the good at year end which includes the \$1.75 million the County gets from Remonumentation. The Administrator explained the employees have gone the extra mile in the last year participating in the Health Management Program. The Committee directed the Administrator to bring a proposal to the full Board for a one-time half percent payment.
3. After the December 11th Board Meeting, cake and coffee will be served in honor of the retiring Commissioners.
4. The Administrator reminded the Commissioners to turn in their Administrator Evaluation Form.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:30 a.m.