

Agenda
Finance and Administration Special Committee Meeting
West Olive Administration Building – Board Room
12220 Fillmore, West Olive, MI 49460
Tuesday September 17, 2024
10:00 AM

Public Comment

Approval of Agenda

Consent Resolutions

- I. *Approval of Minutes from the [September 3, 2024](#) Finance and Administration Committee Meeting.*

Agenda and Action Requests:

- I. [FY 2025 Budget Resolution](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the Fiscal Year 2025 Appropriations Act.

Committee Reports:

Public Comment

Adjournment at Call of the Chairperson

Note: Public Comments on the day's business are to be limited to three (3) minutes.

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: September 3, 2024

TIME: 10:02 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gretchen Cosby, Roger Belknap, Joe Moss, Rebekah Curran, and Kendra Wenzel. (5)

SUBJECT: PUBLIC COMMENT

1. David Barnosky-Port Sheldon Township
2. Bob Spaman-Blendon Township

SUBJECT: APPROVAL OF AGENDA

FC 24-103 Motion: To approve the agenda of today.
Moved by: Curran UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 24-104 Motion: To approve the minutes from the August 8, 2024, Finance and Administration
Committee Meeting.
Moved by: Moss UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 24-105 Motion: To approve the Statement of Review.
Moved by: Wenzel

The motion passed with the following votes: Yeas: Roger Belknap, Rebekah Curran, Joe Moss, Kendra Wenzel, Gretchen Cosby. (5)

SUBJECT: ACCOUNTS PAYABLE FOR JULY 22, 2024 - AUGUST 23, 2024

FC 24-106 Motion: To approve the general claims in the amount of \$23,094,521.90 as presented by
the summary report for July 22, 2024, through August 23, 2024.
Moved by: Moss

The motion passed with the following votes: Yeas: Joe Moss, Kendra Wenzel, Rebekah Curran, Roger Belknap, Gretchen Cosby. (5)

SUBJECT: DEWPOINT PROFESSIONAL SERVICES

FC 24-107 Motion: To approve and forward to the Board of Commissioners a contract with Dewpoint Professional Services for IT Staff Augmentation.
Moved by: Moss

The motion passed with the following votes: Yeas: Kendra Wenzel, Joe Moss, Rebekah Curran, Roger Belknap, Gretchen Cosby. (5)

SUBJECT: FULL FAITH AND CREDIT PLEDGE FOR DRAIN NOTE

FC 24-108 Motion: To approve and forward to the Board of Commissioners a resolution pledging the county's full faith and credit to a drain note.
Moved by: Moss

The motion passed with the following votes: Yeas: Roger Belknap, Rebekah Curran, Kendra Wenzel, Joe Moss, Gretchen Cosby. (5)

SUBJECT: FY2024 BUDGET ADJUSTMENTS

FC 24-109 Motion: To approve and forward to the Board of Commissioners the FY2024 budget adjustments per the attached schedule.
Moved by: Belknap

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Rebekah Curran, Kendra Wenzel, Gretchen Cosby. (5)

SUBJECT: DISCUSSION ITEM

1. Crockery Lake-Dr. Jennifer Jones explained the issues with Crockery Lake and what it will take to restore it.

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Financial Month End Update-Cheryl Clark, Ottawa County Treasurer, gave the monthly update.

SUBJECT: PUBLIC COMMENT

1. Betsy Ludwick-Chester Township

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 10:57 a.m.

Action Request



Committee:	Finance and Administration Committee	<input type="checkbox"/>
Meeting Date:	09/17/2024	
Requesting Department:	Fiscal Services Department	
Submitted By:	Karen Karasinski	
Agenda Item:	2025 Budget Resolution	

Suggested Motion:

To approve and forward to the Board of Commissioners the Fiscal Year 2025 General Appropriations Act.

Summary of Request:

Under Section 16 of the General Appropriations Act, the legislative body of each local unit must pass a general appropriations act for the general fund and each special revenue fund. Ottawa County also includes capital project and debt service in the resolution.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

Administration:  Recommended Not Recommended Without Recommendation

Committee/Governing/Advisory Board Approval Date:

STATE OF MICHIGAN

COUNTY OF OTTAWA

RESOLUTION TO APPROVE 2025 OPERATING BUDGET

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Board of Commissioners' meeting room in the County Administration Building 12220 Fillmore, Olive Township, Michigan, in said County on September 24, 2024, at 6:30 p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution was offered by Commissioner: _____ and supported by Commissioner: _____:

WHEREAS, this Resolution and its incorporated Exhibit A are known as the "FY 2025 General Appropriations Act;"

WHEREAS, pursuant to the instructions of the Michigan Department of Treasury, the County's obligation to comply with Truth in Taxation requirements of MCL 211.24E may be satisfied by following the notice provisions in the Uniform Budgeting and Accounting Act, being MCL 141.412 and MCL 141.436 for this General Appropriations Act;

WHEREAS, pursuant to the above, notice of a public hearing on the proposed budget was published in a newspaper on general circulation September 3, 2024, and a public hearing on the proposed budget was held on September 10, 2024;

WHEREAS, the Ottawa County voters have authorized a millage that has been constitutionally reduced to .3133 mills as of May of 2024 for Park development, expansion, and maintenance;

WHEREAS, the Ottawa County voters have authorized a millage that has been constitutionally reduced to .2832 mills as of May of 2024 for Community Mental Health Services;

WHEREAS, the Ottawa County voters have approved an allocation of 4.4400 mils that has been constitutionally reduced to 4.2469 mils as of May of 2024, a general property tax levy as authorized in the Michigan Constitution on all real and personal property within the County upon the tax roll for County general operations consistent with the voted tax allocation;

WHEREAS, this County Board of Commissioners through its Finance and Administration Committee, has reviewed the recommended budget in detail; and

WHEREAS, current property tax revenue estimates for County general operations are based on 3.9000 mils;

WHEREAS, estimated total revenues and appropriations for the various funds are recommended as follows:

Fund	Revenue Sources	Reserve Sources	Appropriations
General Fund	119,426,937	2,246,987	121,673,924
Special Revenue Funds	150,027,083	978,519	151,005,602
Debt Service Funds	6,307,495	-	6,307,495
Capital Project Funds	5,018,212	758,421	5,776,633
Total	280,779,727	3,983,927	284,763,654

NOW, THEREFORE, BE IT RESOLVED that the Ottawa County Board of Commissioners hereby adopts the FY2025 Appropriations Act as the official budget for FY2025;

BE IT FURTHER RESOLVED that the County officials and other funding unit officials responsible for the appropriations authorized in the act may expend County funds up to, but not to exceed, the total appropriation authorized for each department or activity, provided that they otherwise comply with the County's expenditure and contracting policies and procedures;

BE IT FURTHER RESOLVED, except for the General Fund Contributions and Capital Project Fund, the Ottawa County Board adopts the FY2025 budgets by department per the schedule in Exhibit A;

BE IT FURTHER RESOLVED that General Fund contributions and related appropriations are limited to the activity as allocated in the adopted budget;

BE IT FURTHER RESOLVED, the Capital Project Fund is adopted by project amount as approved by the Board of Commissioners in the Fiscal Year 2025 Capital Improvement Plan;

BE IT FURTHER RESOLVED, the Capital Improvement projects are appropriated for the life of the project and will carryforward to future years until complete;

BE IT FURTHER RESOLVED, that subject to more specific reductions in the authorized levy rates referenced above due to constitutional rollbacks or further levy decisions of the Board of Commissioners within levies approved by the voters, the above rates are approved as maximum rates to meet the revenue needs of the FY2025 Appropriations Act;

BE IT FURTHER RESOLVED, pursuant to the Uniform Budget and Accounting Act, the County Administrator may approve and execute transfers between appropriations up to \$50,000 without prior approval of the Board; and

FURTHER BE IT RESOLVED THAT all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

YEAS:

NAYS:

ABSTAIN:

RESOLUTION ADOPTED.

Chairperson, Joe Moss

Justin Roebuck, Ottawa County Clerk

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on September 24, 2024, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 24th day of September, A.D., 2024.

Justin Roebuck, Ottawa County Clerk

**COUNTY OF OTTAWA
2025 APPROPRIATION ACT**

GENERAL FUND

REVENUES:

TAXES	76,270,815
LICENSES AND PERMITS	363,250
INTERGOVERNMENTAL	14,880,623
CHARGES FOR SERVICES	17,469,578
FINES & FORFEITS	109,975
INTEREST	1,789,392
RENTS	2,969,956
OTHER REVENUE	694,774
TRANSFERS FROM OTHER FUNDS	4,878,574
TOTAL ESTIMATED REVENUES	119,426,937

APPROPRIATIONS:

BOARD OF COMMISSIONERS	790,055
CIRCUIT COURT	5,455,426
CLERK REG OF DEEDS	4,105,616
COMMUNITY ACTION AGENCY	32,500
CORPORATE COUNSEL	575,405
COUNTY ADMINISTRATOR	1,114,680
DEPARTMENT OF STRATEGIC IMPACT	2,370,282
DISTRICT COURT	9,452,931
EQUALIZATION	2,500,653
FACILITIES	7,659,841
FISCAL SERVICES	3,084,818
HUMAN RESOURCES	1,922,823
INNOVATION AND TECHNOLOGY	681,634
MSU EXTENSION	436,942
NON DEPARTMENTAL	20,589,253
PROBATE COURT	1,217,256
PROSECUTOR	6,368,515
PUBLIC DEFENDER	4,740
PUBLIC HEALTH	643,076
SHERIFF	34,565,813
STATE EXTENSION	153,698
TREASURER	15,838,166
VETERAN AFFAIRS	476,704
WATER RESOURCES	1,633,097
TOTAL APPROPRIATIONS	121,673,924

FUND BALANCE (USAGE)/CONTRIBUTION

(2,246,987)

**COUNTY OF OTTAWA
2025 APPROPRIATION ACT**

SPECIAL REVENUE FUNDS

103 CELL TOWERS FUND

REVENUES:	
RENTS	269,663
TOTAL ESTIMATED REVENUES	269,663
APPROPRIATIONS:	
DEPARTMENT OF STRATEGIC IMPACT	31,066
NONDEPARTMENTAL	350,065
TOTAL APPROPRIATIONS	381,131
FUND BALANCE (USAGE)/CONTRIBUTION	(111,468)

104 SOLID WASTE CLEAN UP FUND

REVENUES:	
INTEREST	70,329
TOTAL ESTIMATED REVENUES	70,329
APPROPRIATIONS:	
BOARD OF COMMISSIONERS	667,150
TOTAL APPROPRIATIONS	667,150
FUND BALANCE (USAGE)/CONTRIBUTION	(596,821)

105 DB/DC CONVERSION

REVENUES:	
TAXES	5,055,725
TOTAL ESTIMATED REVENUES	5,055,725
APPROPRIATIONS:	
BOARD OF COMMISSIONERS	3,989,104
TOTAL APPROPRIATIONS	3,989,104
FUND BALANCE (USAGE)/CONTRIBUTION	1,066,621

107 INFRASTRUCTURE FUND

REVENUES:	
INTEREST	21,769
TOTAL ESTIMATED REVENUES	21,769
APPROPRIATIONS:	
BOARD OF COMMISSIONERS	125,000
TOTAL APPROPRIATIONS	125,000
FUND BALANCE (USAGE)/CONTRIBUTION	(103,231)

**COUNTY OF OTTAWA
2025 APPROPRIATION ACT**

108 CRIME VICTIM ASSISTANCE FUND

REVENUES:	
INTEREST	23,511
TOTAL ESTIMATED REVENUES	23,511
APPROPRIATIONS:	
PROSECUTOR	15,156
TOTAL APPROPRIATIONS	15,156
FUND BALANCE (USAGE)/CONTRIBUTION	8,355

208 PARKS AND RECREATION FUND

REVENUES:	
TAXES	4,997,175
INTERGOVERNMENTAL	205,000
CHARGES FOR SERVICES	1,709,404
INTEREST	230,514
RENTS	5,800
OTHER REVENUE	134,612
TRANSFERS IN FROM OTHER FUNDS	320,343
TOTAL ESTIMATED REVENUES	7,602,848
APPROPRIATIONS:	
PARKS AND RECREATION	7,308,897
TOTAL APPROPRIATIONS	7,308,897
FUND BALANCE (USAGE)/CONTRIBUTION	293,951

215 FRIEND OF THE COURT FUND

REVENUES:	
INTERGOVERNMENTAL	4,490,831
CHARGES FOR SERVICES	302,409
TRANSFERS IN FROM OTHER FUNDS	2,313,208
TOTAL ESTIMATED REVENUES	7,106,448
APPROPRIATIONS:	
CIRCUIT COURT	6,467,082
CLERK REG OF DEEDS	298,993
SHERIFF	340,373
TOTAL APPROPRIATIONS	7,106,448
FUND BALANCE (USAGE)/CONTRIBUTION	-

**COUNTY OF OTTAWA
2025 APPROPRIATION ACT**

218 OTHER GOVERNMENTAL GRANTS FUND

REVENUES:

INTERGOVERNMENTAL	5,411,865
CHARGES FOR SERVICES	105,605
OTHER REVENUE	155,495
TRANSFERS IN FROM OTHER FUNDS	75,426
TOTAL ESTIMATED REVENUES	<u>5,748,391</u>

APPROPRIATIONS:

CIRCUIT COURT	1,327,555
COMMUNITY ACTION AGENCY	3,493,985
DEPARTMENT OF STRATEGIC IMPACT	258,238
DISTRICT COURT	420,383
SHERIFF	248,230
TOTAL APPROPRIATIONS	<u>5,748,391</u>

FUND BALANCE (USAGE)/CONTRIBUTION	<u>-</u>
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221 HEALTH FUND

REVENUES:

TAXES	
LICENSES AND PERMITS	1,040,950
INTERGOVERNMENTAL	7,395,651
CHARGES FOR SERVICES	644,196
FINES & FORFEITS	11,300
OTHER REVENUE	383,150
TRANSFERS IN FROM OTHER FUNDS	6,884,923
TOTAL ESTIMATED REVENUES	<u>16,360,170</u>

APPROPRIATIONS:

FISCAL SERVICES	0
INNOVATION AND TECHNOLOGY	1,543
PUBLIC HEALTH	16,690,481
TOTAL APPROPRIATIONS	<u>16,692,024</u>

FUND BALANCE (USAGE)/CONTRIBUTION	<u>(331,854)</u>
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**COUNTY OF OTTAWA
2025 APPROPRIATION ACT**

222 MENTAL HEALTH FUND

REVENUES:

INTERGOVERNMENTAL	66,491,398
CHARGES FOR SERVICES	66,000
INTEREST	175,691
RENTS	5,460
OTHER REVENUE	7,000
TRANSFERS IN FROM OTHER FUNDS	533,581
TOTAL ESTIMATED REVENUES	67,279,130

APPROPRIATIONS:

COMMUNITY MENTAL HEALTH	66,066,591
FISCAL SERVICES	1,212,539
TOTAL APPROPRIATIONS	67,279,130

FUND BALANCE (USAGE)/CONTRIBUTION	-
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223 MH MILLAGE AND GRANTS

REVENUES:

TAXES	4,511,852
INTERGOVERNMENTAL	3,594,645
INTEREST	97,610
TOTAL ESTIMATED REVENUES	8,204,107

APPROPRIATIONS:

COMMUNITY MENTAL HEALTH	9,468,432
TOTAL APPROPRIATIONS	9,468,432

FUND BALANCE (USAGE)/CONTRIBUTION	(1,264,325)
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228 LANDFILL TIPPING FEES FUND

REVENUES:

INTERGOVERNMENTAL	41,000
CHARGES FOR SERVICES	561,163
INTEREST	14,234
TRANSFERS IN FROM OTHER FUNDS	667,150
TOTAL ESTIMATED REVENUES	1,283,547

APPROPRIATIONS:

COUNTY ADMINISTRATOR	667,150
PUBLIC HEALTH	847,952
TOTAL APPROPRIATIONS	1,515,102

FUND BALANCE (USAGE)/CONTRIBUTION	(231,555)
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**COUNTY OF OTTAWA
2025 APPROPRIATION ACT**

234 FARMLAND PRESERVATION FUND

REVENUES:	
INTERGOVERNMENTAL	1,331,725
INTEREST	2,067
OTHER REVENUE	644,161
TOTAL ESTIMATED REVENUES	1,977,953
APPROPRIATIONS:	
DEPARTMENT OF STRATEGIC IMPACT	1,975,886
TOTAL APPROPRIATIONS	1,975,886
FUND BALANCE (USAGE)/CONTRIBUTION	2,067

255 HOMESTEAD PROPERTY TAX FUND

REVENUES:	
TAXES	8,720
INTEREST	1,000
TOTAL ESTIMATED REVENUES	9,720
APPROPRIATIONS:	
TREASURER	3,120
TOTAL APPROPRIATIONS	3,120
FUND BALANCE (USAGE)/CONTRIBUTION	6,600

256 REG OF DEEDS AUTOMATION FUND

REVENUES:	
CHARGES FOR SERVICES	145,000
INTEREST	27,915
TOTAL ESTIMATED REVENUES	172,915
APPROPRIATIONS:	
CLERK REG OF DEEDS	286,472
TOTAL APPROPRIATIONS	286,472
FUND BALANCE (USAGE)/CONTRIBUTION	(113,557)

257 EARLY VOTING FUND

REVENUES:	
CHARGES FOR SERVICES	96,645
TRANSFERS IN FROM OTHER FUNDS	87,602
TOTAL ESTIMATED REVENUES	184,247
APPROPRIATIONS:	
CLERK REG OF DEEDS	175,058
TOTAL APPROPRIATIONS	175,058
FUND BALANCE (USAGE)/CONTRIBUTION	9,189

**COUNTY OF OTTAWA
2025 APPROPRIATION ACT**

260 PUBLIC DEFENDERS OFFICE FUND

REVENUES:	
INTERGOVERNMENTAL	5,621,474
TRANSFERS IN FROM OTHER FUNDS	950,780
TOTAL ESTIMATED REVENUES	6,572,254
APPROPRIATIONS:	
PUBLIC DEFENDER	6,572,254
TOTAL APPROPRIATIONS	6,572,254
FUND BALANCE (USAGE)/CONTRIBUTION	-

262 FEDERAL FORFEITURE FUND

REVENUES:	
INTEREST	270
TOTAL ESTIMATED REVENUES	270
APPROPRIATIONS:	
SHERIFF	0
TOTAL APPROPRIATIONS	-
FUND BALANCE (USAGE)/CONTRIBUTION	270

263 CONCEALED PISTOL LICENSE FUND

REVENUES:	
LICENSES AND PERMITS	140,568
CHARGES FOR SERVICES	27,120
INTEREST	12,416
TOTAL ESTIMATED REVENUES	180,104
APPROPRIATIONS:	
CLERK REG OF DEEDS	114,489
TOTAL APPROPRIATIONS	114,489
FUND BALANCE (USAGE)/CONTRIBUTION	65,615

266 SHERIFF CONTRACTS FUND

REVENUES:	
INTERGOVERNMENTAL	11,270,743
TRANSFERS IN FROM OTHER FUNDS	722,310
TOTAL ESTIMATED REVENUES	11,993,053
APPROPRIATIONS:	
SHERIFF	11,619,439
TOTAL APPROPRIATIONS	11,619,439
FUND BALANCE (USAGE)/CONTRIBUTION	373,614

**COUNTY OF OTTAWA
2025 APPROPRIATION ACT**

284 OPIOID SETTLEMENT FUND

REVENUES:

OTHER REVENUE	171,990
TOTAL ESTIMATED REVENUES	171,990

APPROPRIATIONS:

COMMUNITY MENTAL HEALTH	223,980
TOTAL APPROPRIATIONS	223,980

FUND BALANCE (USAGE)/CONTRIBUTION	(51,990)
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290 DEPT HLTH HUMAN SERVICES FUND

REVENUES:

TRANSFERS IN FROM OTHER FUNDS	61,640
TOTAL ESTIMATED REVENUES	61,640

APPROPRIATIONS:

STATE EXTENSION	61,640
TOTAL APPROPRIATIONS	61,640

FUND BALANCE (USAGE)/CONTRIBUTION	-
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292 CHILD CARE FUND

REVENUES:

INTERGOVERNMENTAL	5,287,404
CHARGES FOR SERVICES	1,500,000
OTHER REVENUE	5,000
TRANSFERS IN FROM OTHER FUNDS	2,884,895
TOTAL ESTIMATED REVENUES	9,677,299

APPROPRIATIONS:

CIRCUIT COURT	9,677,299
TOTAL APPROPRIATIONS	9,677,299

FUND BALANCE (USAGE)/CONTRIBUTION	-
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**COUNTY OF OTTAWA
2025 APPROPRIATION ACT**

301 DEBT SERVICE FUND

REVENUES:	
INTERGOVERNMENTAL	66,252
TRANSFERS IN FROM OTHER FUNDS	4,395,893
TOTAL ESTIMATED REVENUES	4,462,145
APPROPRIATIONS:	
NONDEPARTMENTAL	4,462,145
TOTAL APPROPRIATIONS	4,462,145
FUND BALANCE (USAGE)/CONTRIBUTION	\$ -

369 OC BUILDING AUTH DEBT SERVICE FUND

REVENUES:	
RENTS	1,845,350
TOTAL ESTIMATED REVENUES	1,845,350
APPROPRIATIONS:	
NONDEPARTMENTAL	1,845,350
TOTAL APPROPRIATIONS	1,845,350
FUND BALANCE (USAGE)/CONTRIBUTION	\$ -

401 & 408 CAPITAL PROJECTS

REVENUES:	
INTERGOVERNMENTAL	370,000
INTEREST	256,153
OTHER REVENUE	728,198
TRANSFERS IN FROM OTHER FUNDS	3,663,861
TOTAL ESTIMATED REVENUES	5,018,212
APPROPRIATIONS:	
CAPITAL PROJECTS FUNDING	3,718,085
PARKS AND RECREATION	2,058,548
TOTAL APPROPRIATIONS	5,776,633
FUND BALANCE (USAGE)/CONTRIBUTION	\$ (758,421)