

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: June 04, 2002

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex, West Olive

PRESENT: Roger Rycenga, Robert Rinck, D. Dale Mohr, Gordon Schrottenboer, Cornelius Vander Kam

STAFF: Rosemary Zink, Finance Director; June Hagan, Accounting Director; Ken Zarzecki, Director of Utilities; Judy Johnson, Health Officer; Ken Kiser, Geographical Information Services; Becky Borer, Clerk's Office

MEDIA

SUBJECT: CONSENT ITEMS

Approved by consent the Minutes of the April 16, 2002 meeting as presented and approve the agenda of today as presented and amended to have Information Item - Financing Tools Fund Balances as part of Action Item #9 and revised Action Item #5 and to add to Action Items #13 - Tax Allocation

SUBJECT: BOND REFUNDING

FC 02-037 Motion: To approve and forward to the Board the Resolution to issue and sell bonds aggregating the principal sum of not to exceed six million five hundred thousand dollars (\$6,500,000) pursuant to the provisions of Part VI of Act No.342, Act 34 for the purpose of partially refunding the 1992 Wyoming Water Plant Improvements Bonds(Refunded 1988 Issue).

Moved by: Schrottenboer Supported by: Rinck UNANIMOUS

SUBJECT: BOND REFUNDING - NORTHWEST OTTAWA WATER SYSTEM

FC 02-038 Motion: To approve and forward to the Board the Resolution to issue and sell bonds aggregating the principal sum of not to exceed four million four hundred thousand dollars (\$4,400,000) pursuant to the provisions of Part VI of Act No. 342, Act 34 for the purpose of partially refunding all or part of the 1992 Northwest Ottawa Water Plant Improvements Bonds (Refunded 1986 and 1984 Issues)

Moved by: Rinck Supported by: Schrottenboer UNANIMOUS

SUBJECT: HEATH DEPARTMENT FEES

FC 02-039 Motion: To approve and forward to the Board the following fee adjustments:

- a. Increase the Adult Health screening Fee from \$10 to \$15
- b. Add Twinrix Vaccine Fee: \$46
- c. Add Vending Machine Fee: \$30
- d. Add Food Service Establishment Fee: \$50
- e. Add Formal Food Service Conference Fee: \$100
- f. Add irrigation Well Permit Fee: \$20
- g. Add Hepa Vacuum Rental Fee: \$10 per day

Moved by: Schrotenboer Supported by: Kuyers UNANIMOUS

SUBJECT: RESOLUTION FOR FILING OF QUALIFIED STATEMENTS UNDER 2001 PA 34

FC 02-040 Motion: To approve and forward to the Board the Resolution authorizing the County Administrator to file with the Michigan Department of Treasury a qualifying statement required by Act 34, Public Acts of Michigan, 2001 to issue bonds.

Moved by: Schrotenboer Supported by: Vander Kam UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 02-041 Motion: To approve Budget Adjustments #333-341, #361-362, and #386-389 and forward #362 to the Board for approval with \$64,714 to come from Contingency.

Moved by: Rinck Supported by: Mohr UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 02-042 Motion: To approve and forward to the Board the appropriation changes greater than \$50,000 and those approved by the Administrator and Finance Director for \$50,000 or less which changed the total appropriations from the amended budget for the month of April 2002.

Moved by: Schrotenboer Supported by: Vander Kam UNANIMOUS

SUBJECT: STATEMENT OF REVIEWS

FC 02-043 Motion: To approve the Statement of Review for the month of April 2002.

Moved by: Rinck Supported by: Schrotenboer UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 02-044 Motion: To receive for information the Treasurer's Quarterly Investment Report as of April 30, 2002.

Moved by: Schrottenboer Supported by: Mohr UNANIMOUS

SUBJECT: GENERAL FUND REVIEW OVER EXPENDITURES FOR 2001

FC 02-045 Motion: To approve and forward to the Board the following transfers from the 12/31/01 General Fund Fund Balance:

Landfill Cleanup Fund \$1,650,000
Public Improvement Fund 2,650,000
Balance to Infrastructure Fund - Loan
Revolving Portion 1,066,934

The committee then addressed the Financing Tools Fund Balances along with the above mentioned transfers from the General Fund Fund Balance.

Moved by: Rinck Supported by: Mohr UNANIMOUS

SUBJECT: INFRASTRUCTURE FUND

FC 02-046 Motion: To approve and forward to the Board the transfer of \$191,407.96 from the project portion of the Infrastructure Fund to the loan revolving portion.

Moved by: Schrottenboer Supported by: Rinck UNANIMOUS

FC 02-047 Mr. Schrottenboer moved to amend FC 02-046 to include all excess funds in the contingency funds be transferred to this fund. Mr. Rinck supported the motion.

A vote was then taken on the motion as amended and the amended motion failed.

SUBJECT: REWARD FOR INVESTIGATION

FC 02-048 Motion: To approve a reward of \$2,000 for information leading to the arrest and conviction of the individuals responsible for the homicide of the person whose charred body was found in Grand Haven Township on May 8, 2002.

Moved by: Kuyers Supported by: Mohr UNANIMOUS

SUBJECT: GIS FEE SCHEDULE TO THE ENHANCED ACCESS POLICY

FC 02-049 Motion: To approve and forward to the Board the Resolution to amend the Fee

Schedule to the Ottawa County Enhanced Access Policy.

Moved by: Schrotenboer Supported by: Vander Kam UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. User Fee Study - Rosemary Zink spoke to the committee about the Cost of Service Study that MAXIMUS would be doing for the County. The study will be done over a 2 year period. An analysis will be made using 10 departments within the County the first year. The study will identify potential sources of revenue and help the county establish equity in the fee structures.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:03 a.m.