

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: December 17, 2002

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex, West Olive

PRESENT: Cornelius Vander Kam, Philip Kuyers, D. Dale Mohr, Roger Rycenga, Gordon Schrotenboer, Robert Rinck

STAFF & GUESTS: Linda Brown, Deputy Drain Commissioner; June Hagan, Accounting Director; Robert Oosterbaan, Administrator; Vito Palazzolo, Health Director; Paul Geerlings, Drain Commissioner; Judy Johnson, Health Department; Dave Schipper, Director of Probation & Community Corrections; Rosemary Zink, Finance Director; John Scholtz, Parks & Recreation Director; Mary Richardson, Treasurer; Greg Rappleye, Corporate Counsel; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the November 5, 2002, meeting as presented and approve the agenda of today as presented.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 02-112 Motion : To approve budget adjustments #1138 - #1150.

Moved by: Schrotenboer Supported by: Vander Kam UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 02-113 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 appropriation from the amended budget for the month of November 2002.

Moved by: Rinck Supported by: Schrotenboer UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 02-114 Motion: To approve the Statement of Review for the month of October 2002.

Moved by: Rinck Supported by: Vander Kam UNANIMOUS

FC 02-115 Motion: To approve the Statement of Review for the month of November 2002.

Moved by: Mohr Supported by: Rinck UNANIMOUS

SUBJECT: RESOLUTION TO CHANGE FEES FOR FAMILY PLANNING SERVICES

FC 02-116 Motion: To approve and forward to the Board for approval the Resolution to change fees for Family Planning Services effective immediately.

Moved by: Schrotenboer Supported by: Vander Kam UNANIMOUS

SUBJECT: UPPER MACATAWA CONSERVATION AREA CONCEPTUAL MASTER PLAN

FC 02-117 Motion: To approve and forward to the Board the recommendation that \$965,000 allocated for the Windmill Island Project be used toward funding for the Upper Macatawa Conservation Area Conception Master Plan.

Moved by: Rinck Supported by: Mohr UNANIMOUS

SUBJECT: USER FEE STUDY

FC 02-118 Motion: To approve and forward to the Board the User Fee Study completed by Maximus, Inc. Rates to be effective February 1, 2003.

Moved by: Schrotenboer Supported by: Vander Kam UNANIMOUS

SUBJECT: FAIR HOUSING DIALOGUE PROPOSAL

FC 02-119 Motion: To approve and forward to the Board the proposal from Ottawa County Community Action Agency to conduct focus groups in Ottawa County to identify appropriate methods to create a Fair Housing environment in Ottawa County. Cost not to exceed \$5,000 with money to come from the Commissioner's service contract line item.

Moved by: Mohr Supported by: Rinck

FC 02-120 Motion: To amend Motion FC 02-119 to forward to the full Board with no recommendation.

Moved by: Schrotenboer Supported by: Rinck MOTION PASSED

Yeas: Schrotenboer, Rinck, Mohr, Kuyers, Rycenga. (5)

Nays: Vander Kam. (1)

A vote was than taken on the motion as amended and the amended motion passed.

Yeas: Schrotenboer, Rinck, Mohr, Kuyers, Rycenga. (5)

Nays: Vander Kam. (1)

SUBJECT: INFORMATION ITEMS

1. Brownfield Development Plans - Rosemary Zink, Finance Director, presented the

Brownfield Development Plans to the committee.

2. Financial Benchmarking Survey Results - Rosemary Zink reported the Finance Department put together a Financial Benchmarking Survey which she presented.

3. Ottawa County Building Authority - Arbitrage Report on Series 1997 A and B Bonds - Rosemary Zink presented the report.

4. Bid Tabulation on Southwest Ottawa County Landfill Waterline - Rosemary Zink presented the bid tabulation for the waterline project.

SUBJECT: ADJOURNMENT

FC 02-121 Motion: To adjourn at 9:52 a.m.

Moved by: Kuyers Supported by: Vander Kam UNANIMOUS