

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: April 15, 2003

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Rycenga, Cornelius Vander Kam, Robert Rinck, Gorton Schrottenboer, Philip Kuyers

STAFF AND GUESTS: Rosemary Zink, Finance Director; Mike Galligan, Equalization/Property Description and Mapping; Robert Oosterbaan, County Administrator; June Hagan, Accounting Director; Greg Rappleye, Corporation Counsel; Sherri Sayles, Deputy Clerk; Brooke Sorensen, County Clerk's Office; Media

SUBJECT: CONSENT ITEMS

Approved by consent the Minutes of the March 18, 2003, meeting as presented and approved by consent the agenda of today as presented and amended to add Action Item #7- Equalization Report and Discussion Item #2- 2004 Budget.

SUBJECT: 2002 USER FEE ADJUSTMENTS

FC 03-028 Motion: To rescind the following fees as previously approved on January 14, 2003, as part of the 2002 User Fee Study and forward to the Board for approval:

- * Intensive Supervision Program
- * Community Services / JAWS
- * Probation Oversight
- * Pre-sentence Investigation

In lieu of these fee increases, there will be a \$50 increase in fines on all misdemeanor cases implemented by District Court.

Moved by: Rinck Supported by: Vander Kam UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 03-029 Motion: To approve budget adjustments #201- #205 and forward #205 to the Board for approval with \$18,146 to come from Contingency.

Moved by: Schrottenboer Supported by: Vander Kam UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 03-030 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 March 2003.

Moved by: Rinck Supported by: Schrotenboer UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 03-031 Motion: To approve the Statement of Review for the month of March 2003.

Moved by: Vander Kam Supported by: Kuyers UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL REPORTS

FC 03-032 Motion: To receive for information the Quarterly Financial Status Reports for General Fund, Health, and Mental Health as of March 31, 2003.

Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 03-033 Motion: To receive for information the Treasurer's Quarterly Investment Report as of March 31, 2003.

Moved by: Vander Kam Supported by: Schrotenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. General Fund Revenues over Expenditures for 2001- General fund closed out for 2002. \$2.16 million revenue over expenditures, the money could be used for building projects. Administration recommends designating identified money for building projects but leave the money in the General Fund. It is the consensus of Committee to bring back this item next month as an Action Item.

2. 2004 Budget- The Budget Packets will be out May 12th. Rosemary handed out the 2004 Budget Calendar. In late August or September Rosemary will have some of 2004's budget numbers for the Committee.

SUBJECT: ADJOURNMENT

FC 03-034 Motion: To adjourn at 9:03 a.m.

Moved by: Vander Kam Supported by: Schrotenboer UNANIMOUS