

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: August 21, 2003

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Cornelius Vander Kam, Roger Rycenga, Robert Rinck, Gordon Schrotenboer, Philip Kuyers

STAFF & GUESTS: Robert Oosterbaan, Administrator; Rosemary Zink, Finance Director; Ken Rizzio, Economic Development; June Hagan, Accounting Director; Greg Rappleye, Corporation Counsel; John Johnson, Equalization Director; Michael Galligan, Deputy Equalization Director; Daniel Krueger, County Clerk; Kevin Bowling, Circuit Court Administrator; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the minutes of the July 8, 2003, meeting as presented and approve by consent the agenda of today as presented and amended to change the suggested motion for Action Item #3.

SUBJECT: PUBLIC HEARING

FC 03-058 Motion: To open the Public Hearing at 1:00 p.m. on the closure of the Total Innovative Manufacturing CDBG Grant.

Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

Kent Rizzio presented the Michigan CDBG Program Progress Report.

SUBJECT: TO CLOSE THE PUBLIC HEARING

FC 03-059 Motion: To close the Public Hearing at 1:07 p.m.

Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 03-060 Motion: To approve budget adjustments #583-#600 and forward #583 to the Board for approval with \$25,000 to come from Contingency.

Moved by: Rinck Supported by: Schrotenboer UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 03-061 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 July 2003.

Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 03-062 Motion: To approve the Statement of Review for the month of July 2003.

Moved by: Schrottenboer Supported by: Kuyers UNANIMOUS

SUBJECT: OFFICER AND EMPLOYEE DELEGATE FOR MERS ANNUAL MEETING

FC 03-063 Motion: To receive for information and forward to the Board the nomination of Richard Schurkamp as Officer Delegate (Travis Parsons, Alternate Officer Delegate), and Gail Marod as Employee Delegate (Kathryn Kuck, Alternate Employee Delegate) to the MERS 57th Annual Meeting held October 1-2, 2003.

Moved by: Rinck Supported by: Vander Kam UNANIMOUS

SUBJECT: COUNTY OF OTTAWA SINGLE AUDIT REPORT

FC 03-064 Motion: To receive as information and forward to the Board the Single Audit Report for the year ended December 31, 2002.

Moved by: Schrottenboer Supported by: Rinck UNANIMOUS

SUBJECT: GENERAL FUND RESERVE

FC 03-065 Motion: To approve and forward to the Board transferring the remaining balance of the back-file conversion reserve (est \$100,000 - 150,000) to reserve for Planning with \$100,000 to be used in the 2004 budget for an Urban Growth Study.

Moved by: Rinck Supported by: Schrottenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. County Audit of Homestead Exemption - John Johnson explained Public Act 103 of 2003 County Audit of Homestead Exemptions. The state has finally realized that there are a number of improper homestead exemptions claimed. Public Act 103 gives the counties the power to audit and deny those that are not legitimate for the current year and three years back. This is an opt-in arrangement with either the County Equalization Director or the County Treasurer assuming the responsibility by resolution of the Board of Commissioners by October 1, 2003. John stated the Equalization Department is in the best position to perform this function. To be brought back to committee next month as an Action Item.

2. 2004 Equipment and Personnel Requests - Rosemary Zink gave an overview of the 2004 computer equipment requests. She noted Control #210 - 1 Canon 5060 - Microfilmer, Imager for the County Clerk is now being recommended. She also presented an overview of the 2004 equipment (non-computer related) requests and 2004 new positions and reclassification requests.

3. Clerk - Credit Cards - Daniel Krueger explained the e-filing agreement with Lexis Nexis. Kevin Bowling, the Judges and Dan have been working on this. Circuit Court would be able to accept filings from attorneys via e-mail. There would be no extra cost to the county and the county would receive \$1 revenue from every filing from the \$5 fee Lexis Nexis would charge the attorneys for this service. Every evening, Lexis would transfer the daily transactions into the county's account.

Dan also explained he met with Rosemary Zink and Mary Richardson and they discussed credit card utilization in the County Clerk's Vital Records Department. With credit card utilization, a charge for genealogy searches could be added. Kevin Bowling commented fines, restitution and court costs could also be paid by credit card and this would be an excellent benefit. Greg Rappleye is working on a policy for credit card use. He will be bringing this to committee in September.

SUBJECT: ADJOURNMENT

FC 03-066 Motion: To adjourn at 2:36 p.m.

Moved by: Schrottenboer Supported by: Kuyers UNANIMOUS