

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: October 7, 2003

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESS: Mary Richardson, Treasurer; Rosemary Zink, Finance Director; Greg Rappleye, Corporation Counsel; June Hagan, Accounting Director; Gary Scholten, Register of Deeds, Connie Vander Schaaf, Finance Department; Vito Palazzolo, Health Officer; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the September 16, 2003, meeting as presented and approve the agenda of today as presented and amended with a Revised Agreement with SecureCare.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 03-094 Motion: To approve budget adjustments #867 - #877.
Moved by: Schrottenboer Supported by: Rinck UNANIMOUS

SUBJECT: INSURANCE AUTHORITY BUDGET

FC 03-095 Motion: To receive for information and forward to the Board the Ottawa County, Michigan Insurance Authority Budget for fiscal year 2004.
Moved by: Schrottenboer Supported by: Kuyers UNANIMOUS

SUBJECT: RELEASE OF MORTGAGE - CHARLES E. LIPPERT AND JANET C. LIPPERT

FC 03-096 Motion: To approve and forward to the Board the Release of Mortgage dated January 31, 1992, given by Charles E. Lippert and Janet C. Lippert, securing a \$400,000 Community Development Block Grant loan.
Moved by: Rinck Supported by: Vander Kam UNANIMOUS

SUBJECT: AGREEMENT WITH SECURECARE FOR MEDICAL CARE SERVICES AT THE OTTAWA COUNTY JAIL

FC 03-097 Motion: To approve and forward to the Board the Agreement with SecureCare for Medical Care Services at the Ottawa County Jail.
Moved by: Rinck Supported by: Vander Kam UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 03-098 Motion: To receive for information the Treasurer's Quarterly Investment Report as of September 26, 2003.

Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

Mr. Schrotenboer left at 1:50 p.m.

SUBJECT: DISCUSSION ITEMS

1. Register of Deeds Image Max Invoices - Gary Scholten stated the contract with Image Max, Inc., was signed before the Technology Fund was established. These invoices are part of a contract entered into in 2002 to restore documents that were becoming unreadable. The restoration of these documents is not an appropriate cost to the Automation Fund. Mr. Rycenga tabled this discussion item until next month's Finance Meeting and requested a legal opinion from Greg Rappleye.
2. 2004 General Fund Budget - Rosemary Zink briefly explained the General Fund Comparative Analysis.
3. 2004 Budget for Special Revenue Funds, Debt Service Funds, Capital Projects Funds, and Permanent Funds - Rosemary Zink briefly explained the 2004 Budget Summary. A powerpoint presentation will be presented at the Board Meeting.

SUBJECT: ADJOURNMENT

FC 03-099 Motion: To adjourn at 2:00 p.m.

Moved by: Rinck Supported by: Vander Kam UNANIMOUS