

**APPROVED  
OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
FINANCE & ADMINISTRATION COMMITTEE**

**Tuesday, January 20, 2004 8:30 AM  
Fillmore Administration Building  
12220 Fillmore Street, West Olive**

**APPROVED AND AMENDED MINUTES**

**DATE:** January 20, 2004

**TIME:** 8:30 a.m.

**PLACE:** Fillmore Street Complex

**PRESENT:** Roger Rycenga, Robert, Rinck, Edward Berghorst, Cornelius Vander Kam

**ABSENT:** Gordon Schrotenboer

**STAFF AND GUESTS:** Alan Vanderberg, Administrator; Mary Richardson, Treasurer; Rosemary Zink, Finance Director; June Hagen, Accounting Director; James Mankowski, MIS Director; Greg Westra, MIS; Mark Krouse, MIS Assistant Director; Dale Vredevelde, Under-sheriff; Mike Galligan, Equalization Deputy Director; Gary Scholten, Register of Deeds; Brooke Slagle, Deputy Clerk; Media

**SUBJECT: CONSENT ITEMS**

Approved by consent the Minutes of the December 16, 2003, meeting as presented and approved by consent the agenda of today as presented and amended adding action items, #8 and #9, budget adjustments.

**SUBJECT: ELECTION OF COMMITTEE VICE-CHAIR**

FC 04-001 Motion: To elect Edward Berghorst as Vice-Chairperson of the Finance and Administration Committee for 2004.  
Moved by: Rinck Supported by: Vander Kam

**UNANIMOUS**

**SUBJECT: DATES AND TIMES OF FUTURE MEETINGS**

Motion: Approved by Consent the following dates and times of future Finance and Administration Committee meetings for 2004.

<b><u>TIME</u></b>	<b><u>DATE</u></b>
8:30 a.m.	January 20
8:30 a.m.	February 17
8:30 a.m.	March 16
8:30 a.m.	April 20
8:30 a.m.	May 18
8:30 a.m.	June 15
8:30 a.m.	July 20
8:30 a.m.	August 17
1:00 p.m.	September 7
8:30 a.m.	September 21
1:00 p.m.	October 5
8:30 a.m.	October 19
8:30 a.m.	November 16

**SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000**

FC 04-002 Motion: To approve budget adjustments #1187 - #1197; #18 - #23 and forward to the Board #1188, #18, and #22 with \$555,249, \$403,929, and \$24,196 respectively to come from Contingency.  
Moved by: Rinck Supported by: Vander Kam  
**UNANIMOUS**

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 04-003 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 December 2003.  
Moved by: Vander Kam Supported by: Rinck  
**UNANIMOUS**

**SUBJECT: STATEMENT OF REVIEW**

FC 04-004 Motion: To approve the Statement of Review for the month of December 2003.  
Moved by: Rinck Supported by: Vander Kam  
**UNANIMOUS**

**SUBJECT: QUARTERLY FINANCIAL REPORTS**

FC 04-005 Motion: To receive for information the Quarterly Financial Status Reports for General Fund, Health, and Mental Health as of December 31, 2003.  
Moved by: Berghorst Supported by: Vander Kam  
**UNANIMOUS**

**SUBJECT: TREASURER'S INVESTMENT REPORT**

FC 04-006 Motion: To receive for information the Treasurer's Quarterly Investment Report as of December 31, 2003.  
Moved by: Rinck Supported by: Vander Kam  
**UNANIMOUS**

**SUBJECT: DISCUSSION ITEMS**

1. Property Tax System Proposal - Mary Richardson, County Treasurer, spoke about the County and local units of government adopting a new property tax system. BS&A Equalizer Software has the potential to decentralize property tax services between local units of government and county departments. It will standardize all existing property tax systems, providing for better communication between county departments and local units of government. Therefore providing a system of uniformity. The county will continue to provide leadership for the local units of government related to system settings and method of delivering tax rolls and assessment rolls.

**SUBJECT: PROPERTY TAX SYSTEM PROPOSAL**

FC 04-007 Motion: To approve funding (B/A #24) for the Property Tax System Proposal contingent upon approval from the Planning and Policy Committee and forward to the Board for approval.  
Moved by: Berghorst Supported by: Rinck  
**UNANIMOUS**

**SUBJECT: ESTABLISH HAZ-MAT TEAM BUDGET**

FC 04-008 Motion: To approve budget adjustment #25 and forward to the Board for approval with \$31,583 to come from contingency.  
Moved by: Berghorst Supported by: Rinck  
**UNANIMOUS**

**SUBJECT: ADJOURNMENT**

FC 04-009 Motion: To adjourn at 9:50 a.m.  
Moved by: Berghorst Supported by: Vander Kam  
**UNANIMOUS**

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## Agenda

### **Consent Items:**

Approval of Minutes from the December 16, 2003 Meeting

Approval of Agenda

### **Action Items:**

1. Election of Committee Vice-Chair  
Suggested Motion:  
To elect \_\_\_\_\_ as Vice-Chairperson of the Finance and Administration Committee for 2004.
2. Dates and Time of Future Meetings  
Suggested Motion:  
To approve the attached dates and time of future Finance and Administration Committee meetings for 2004.
3. Budget Adjustments Greater than \$50,000  
Suggested Motion:  
To approve budget adjustments #1187 – #1197; #18 - #23 and forward to the Board #1188, #18, and #22 with \$555,249, \$403,929, and \$24,196 respectively to come from Contingency.
4. Monthly Budget Adjustments  
Suggested 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 December 2003.
5. Statement of Review  
Suggested Motion:  
To approve the Statement of Review for the month of December 2003.
6. Quarterly Financial Reports  
Suggested Motion:  
To receive for information the Quarterly Financial Status Reports for General Fund, Health, and Mental Health as of December 31, 2003.
7. Treasurer's Investment Report  
Suggested Motion:  
To receive for information the Treasurer's Quarterly Investment Report as of December 31, 2003. (Report will be handed out at the meeting.)

### **Discussion Items:**

1. Property Tax System Proposal – Mary Richardson

AGENDA  
FINANCE AND ADMINISTRATION COMMITTEE  
Proposed Meeting Dates and Times  
2004

#### TIME DATE

8:30 a.m. January 20  
8:30 a.m. February 17  
8:30 a.m. March 16

8:30 a.m. April 20  
8:30 a.m. May 18  
8:30 a.m. June 15  
8:30 a.m. July 20  
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