

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

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

DATE: April 20, 2004

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUEST: Alan Vanderberg, Administrator; Greg Rappleye, Corporation Counsel; Rosemary Zink, Finance Director; June Hagan, Accounting Director; Ken Zarzecki, Road Commission; Michael Galligan, Equalization Director; John Scholtz, Parks and Recreation Director; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the March 16, 2004, meeting as presented and approve by consent the agenda of today as presented.

FC 04-033

SUBJECT: BOND RESOLUTION - JAMESTOWN TOWNSHIP 2004 WATER & SEWER IMPROVEMENTS

Motion: To approve and forward to the Board the resolution authorizing the Ottawa County Road Commission to issue Act 342 Bonds in the amount of \$1,785,000 to finance the Jamestown Township's 2004 Water and Sewer Improvements.

Moved by: Berghorst

Supported by: Schrotenboer

UNANIMOUS

FC 04-034

SUBJECT: BOND RESOLUTION - ZEELAND TOWNSHIP 2004 WASTEWATER SYSTEM IMPROVEMENTS

Motion: To approve and forward to the Board the resolution authorizing the Ottawa County Road Commission to issue Act 342 Bonds in the amount of \$3,040,000 to finance the Zeeland Township 2004 Wastewater System Improvements.

Moved by: Schrotenboer

Supported by: Rinck

UNANIMOUS

FC 04-035

SUBJECT: BOND REFUNDING RESOLUTION - JAMESTOWN TOWNSHIP WATER EXTENSION SERIES 1996 BONDS

Motion: To approve and forward to the Board the resolution authorizing the Ottawa County Road Commission to issue Act No. 342 bonds in the amount not-to-exceed \$650,000 to refund the 1996 Jamestown Township Water Extension bonds.

Moved by: Berghorst

Supported by: Rinck

UNANIMOUS

FC 04-036

SUBJECT: EQUALIZATION REPORT

Motion: To approve and forward to the Board the 2004 Equalization Report and appoint the Equalization Director to represent Ottawa County at State Equalization hearings.

Moved by: Rinck

Supported by: Schrotenboer

UNANIMOUS

SUBJECT: PARK FEES FOR ROSY MOUND NATURAL AREA

- FC 04-037 Motion: To approve and forward to the Board the Parks and Recreation Commission request to implement motor vehicle parking fees at the Rosy Mound Natural Area with annual permits fees of \$10 for residents and \$20 for nonresidents and daily permit fees of \$5 for all users.
Moved by: Berghorst Supported by: Schrotenboer
UNANIMOUS
- SUBJECT: TREASURER'S INVESTMENT REPORT**
- FC 04-038 Motion: To receive for information the Treasurer's Quarterly Investment Report as of March 2004.
Moved by: Schrotenboer Supported by: Berghorst
UNANIMOUS
- SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000**
- FC 04-039 Motion: To approve budget adjustments #244 - #255.
Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS
- SUBJECT: MONTHLY BUDGET ADJUSTMENTS**
- FC 04-040 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 2004.
Moved by: Schrotenboer Supported by: Berghorst
UNANIMOUS
- SUBJECT: STATEMENT OF REVIEW**
- FC 04-041 Motion: To approve the Statement of Review for the Month of March 2004.
Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS
- SUBJECT: RESOLUTION FOR FILING QUALIFIED STATEMENTS UNDER 2001 PA 34**
- FC 04-042 Motion: To approve and forward to the Board the Resolution authorizing the County Administrator to file with the Michigan Department of Treasury a qualifying statement required by Act 34, Public Acts of Michigan, 2001 to issue bonds.
Moved by: Berghorst Supported by: Rinck
UNANIMOUS
- SUBJECT: QUARTERLY FINANCIAL REPORT**
- FC 04-043 Motion: To receive for information the Interim Financial Statement for General Fund as of March 31, 2004.
Moved by: Vander Kam Supported by: Schrotenboer
UNANIMOUS
- SUBJECT: TAX ALLOCATION**
- FC 04-044 Motion: To recommend to the Board that the Tax Allocation remain at 4.440 for the County operating millage and continue for one year.
Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS
- SUBJECT: GOVERNMENT FINANCE OFFICERS ASSOCIATION CERTIFICATE FOR EXCELLENCE IN FINANCIAL REPORTING**
- FC 04-045 Motion: To receive and forward to the Board the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa's December 31, 2002 Comprehensive Annual Financial Report.
Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS
- SUBJECT: GENERAL FUND REVENUES OVER EXPENDITURES FOR 2003**
- FC 04-046 Motion: To approve and recommend to the Board designating \$1,055,590 of the 2003 General Fund fund balance for Buildings and Improvements and \$144,000 for potential utility tax appeals.
Moved by: Berghorst Supported by: Rinck

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. 2005 Finance Budget Calendar - Rosemary Zink explained the 2005 Budget Calendar.
2. Engagement letter with Rehmann Robson for County's 2003 audit - Rosemary Zink explained this is a requirement to show the engagement letter to the Audit Committee which is the Finance Committee. The County is under a five year contract with Rehmann Robson with a yearly Letter of Engagement.

SUBJECT: ADJOURNMENT

FC 04-047

Motion: The meeting adjourned at 9:55 a.m.

Moved by: Schrotenboer

Supported by: Berghorst

UNANIMOUS

Agenda

Consent Items:

Approval of Minutes from the March 16, 2004 Meeting

Approval of Agenda

Action Items:

1. Bond Resolution – Jamestown Township 2004 Water and Sewer Improvements
Suggested Motion:
To approve and forward to the Board the resolution authorizing the Ottawa County Road Commission to issue Act 342 Bonds in the amount of \$1,785,000 to finance the Jamestown Township's 2004 Water and Sewer Improvements.
2. Bond Resolution – Zeeland Township 2004 Wastewater System Improvements
Suggested Motion:
To approve and forward to the Board the resolution authorizing the Ottawa County Road Commission to issue Act 342 Bonds in the amount of \$3,040,000 to finance the Zeeland Township 2004 Wastewater System Improvements.
3. Bond Refunding Resolution– Jamestown Township Water Extension Series 1996 Bonds
Suggested Motion:
To approve and forward to the Board the resolution authorizing the Ottawa County Road Commission to issue Act No. 342 bonds in the amount not-to-exceed \$650,000 to refund the 1996 Jamestown Township Water Extension bonds.
4. Equalization Report
Suggested Motion:
To approve and forward to the Board the 2004 Equalization Report and appoint the Equalization Director to represent Ottawa County at State Equalization hearings.
5. Park Fees for Rosy Mound Natural Area
Suggested Motion:
To approve and forward to the Board the Parks and Recreation Commission request to implement motor vehicle parking fees at the Rosy Mound Natural Area with annual permits fees of \$10 for residents and \$20 for non-residents and daily permit fees of \$5 for all users.
6. Treasurer's Investment Report
Suggested Motion:
To receive for information the Treasurer's Quarterly Investment Report as of March 2004.

7. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #244 - #255.
8. 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 March 2004.
9. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of March 2004.
10. Resolution for Filing Qualified Statements Under 2001 PA 34
Suggested Motion:
To approve and forward to the Board the Resolution authorizing the County Administrator to file with the Michigan Department of Treasury a qualifying statement required by Act 34, Public Acts of Michigan, 2001 to issue bonds.
11. Quarterly Financial Report
Suggested Motion:
To receive for information the Interim Financial Statement for General Fund as of March 31, 2004.
12. Tax Allocation
Suggested Motion:
To recommend to the Board that the Tax Allocation remain at 4.440 for the County operating millage and continue for one year.
13. Government Finance Officers Association Certificate for Excellence in Financial Reporting.
Suggested Motion:
To receive and forward to the Board the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa's December 31, 2002 Comprehensive Annual Financial Report.
14. General Fund Revenues Over Expenditures for 2003
Suggested Motion:
To approve and recommend to the Board designating \$1,055,590 of the 2003 General Fund fund balance for Buildings and Improvements and \$144,000 for potential utility tax appeals.

Discussion Items:

1. 2005 Finance Budget Calendar
2. Engagement letter with Rehmann Robson for County's 2003 audit