

**APPROVED  
OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
WORK SESSION**

**Monday, August 30, 2004 6:30 PM  
Fillmore Administration Building - Board Room  
12220 Fillmore Street, West Olive**

The Ottawa County Board of Commissioners met on Monday, August 30, 2004, at 6:30 p.m. and was called to order by the Chair.

The Clerk led in the Pledge of Allegiance to the Flag.

Present at roll call: Mrs. Kortman, Messrs. Kuyers, Swartout, Mrs. Ruiter, Messrs. Rinck, Rycenga, Schrotenboer, Disselkoe, Berghorst, Vander Kam. (10)

Absent: Mr. VanderLaan (1)

Staff & Guests: Judge Meyers; Mary Richardson, Treasurer; Paul Geerlings, Drain Commissioner; June Hagan, Accounting Director; Alan Vanderberg, Administrator; Greg Rappleye, Corporation Counsel; Rosemary Zink, Finance Director; Jim Storey, M.A.C.C. Airport Advisory Committee; Erika Rosebrook Dibble, Business Improvement Communications Coordinator; Daniel Krueger, Clerk.

- A. Tulip City Airport Authority Presentation - Judge Meyers made a presentation regarding the Airport Authority. Mr. Storey gave a powerpoint presentation on the Tulip City Airport Authority.
- Interact in Economic Development and Job Creation.
  - Emphasis to create an Airport Authority.
  - Appoint a member to the Steering Committee to devise concept of Airport Authority for T.C.A.P.

There was no objection to the appointment but means no commitment to join the authority.

- B. General Financial Update - Alan Vanderberg presented the Fund Balance Analysis. Interest to gear up for strategic planning. Need to know where we are in terms of finances. \$109,873,471 is the total fund equity for Fiscal Year 2003.
- C. 2005 Budget Update - Rosemary Zink presented an update on the 2005 Budget. New positions recommendations and equipment requests were handed out. A summary of revenues and expenditures by department was reviewed. Presently, the tax level is 3.4 mills. The Administrator explained we may look at a multi-year approach to the budget which may result in fee increases in 2006 and a hiring freeze in 2006.
- D. "Plan to Plan" for 2006 Strategic Planning - Alan Vanderberg presented a handout of issues for consideration.
- E. Employee Survey - Erika Rosebrook Dibble handed out the Employee Survey RFP Vendor List. Confidentiality is a concern of the employees. The survey should be done by an outside group with employees reactions very confidential.
- F. Draft Performance Evaluation Form - Alan Vanderberg passed out the Draft Performance Evaluation Form which is to be used to evaluate department heads and others.

The meeting adjourned at 9:25 p.m.

DANIEL C. KRUEGER, Clerk  
Of the Board of Commissioners

DENNIS W. SWARTOUT, Chairman  
Of the Board of Commissioner

---

## Agenda

August 30, 2004

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Monday, August 30, 2004, at 6:30 p.m.** for the regular **August Work Session Meeting** of the Board at the Ottawa County Fillmore Street Complex, West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Public Comments
5. Work Session Items:
  - A. Tulip City Airport Authority Presentation  
(Jim Storey, Chairman, M.A.C.C. Airport Advisory Committee)
  - B. General Financial Update
  - C. 2005 Budget Update
  - D. "Plan to Plan" for 2006 Strategic Planning
  - E. Employee Survey
  - F. Draft Performance Evaluation Form
6. Public Comments
7. Adjournment