

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

**Tuesday, April 19, 2005 8:30 AM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: April 19, 2005

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Dennis Swartout, Cornelius Vander Kam, Joyce Kortman, Gordon Schrotenboer, Robert Rinck

STAFF & GUESTS: Alan Vanderberg, Administrator; Richard Schurkamp, Human Resources Director; Ken Zarzecki, Road Commission; Erika Rosebrook-Dibble, Business Improvement/Communications Coordinator; June Hagan, Fiscal Services Director; Mary Richardson, Treasurer; John Scholtz, Parks & Recreation Director; Janelle Challa, Friend of the Court; Mike Galligan, Equalization Director; Greg Rappleye, Corporation Counsel; Aaron Boss, GIS Director; Jennifer Milanowski, GIS; Jim Bush, Equalization Dept.; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the March 15, 2005, meeting as presented. Approve by consent the agenda of today as presented and amended adding Action Item #17 – Reclassification of Lead Park Planner Position to Coordinator of Park Planning and Development and Discussion Item #4 – Bonding.

SUBJECT: BOND RESOLUTION – NORTHWEST OTTAWA SYSTEM

FC 05-025 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing the Ottawa County Road Commission to issue Act 342 Bonds in the amount of \$990,000 to finance the Northwest Ottawa 2005 Water System Lake Michigan Water Intake No. 2 Improvements.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: EQUALIZATION REPORT

FC 05-026 Motion: To approve and forward to the Board of Commissioners the 2005 Equalization report and to appoint the Equalization Director to represent Ottawa County at State Equalization hearings.
Moved by: Vander Kam
UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 05-027 Motion: To receive for information the Treasurer's Quarterly Investment Report as of March 2005.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: FRIEND OF THE COURT MEDICAL SUPPORT SPECIALIST POSITION

FC 05-028 Motion: To approve and forward to the Board of Commissioners the request to fund the Friend of the Court Medical Support Specialist position through September 30, 2005. Expenditures not to exceed \$30,131. Funding to come from new Friend of the Court fees (PA 203 and 205) implemented October 1, 2004.
Moved by: Vander Kam
UNANIMOUS

SUBJECT: PURCHASE OF MERS (MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) MILITARY SERVICE CREDITS FOR JAMES ROZEMA

FC 05-029 Motion: To approve and recommend to the Board of Commissioners the purchase of one (1) year of MERS military service credits for James Rozema.

Total Cost: \$16,791.00
Employer Cost: \$13,886.35
Employee Cost: \$ 2,904.65

Moved by: Schrotenboer
UNANIMOUS

SUBJECT: PURCHASE OF MERS (MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) GENERIC SERVICE CREDITS FOR HOWARD DRIESENGA

FC 05-030 Motion: To approve and recommend to the Board of Commissioners the purchase of MERS generic service credits for Howard Driesenga.

Total Cost: \$16,728.00
Employer Cost: 0.00
Employee Cost: \$16,728.00

Moved by: Rinck
UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 05-031 Motion: To approve budget adjustments #235 and 283-293 and forward #235 to the Board of Commissioners with \$12,180 to come from Contingency.

Moved by: Schrotenboer
UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 05-032 Motion: To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of March 2005.

Moved by: Vander Kam
UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 05-033 Motion: To approve the Statement of Review for the month of March 2005.

Moved by: Schrotenboer
UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL REPORT

FC 05-034 Motion: To receive for information the Interim Financial Statement for the General Fund as of March 31, 2005.

Moved by: Kortman
UNANIMOUS

SUBJECT: RESOLUTION FOR FILING QUALIFIED STATEMENTS UNDER ACT 34 OF THE PUBLIC ACTS OF 2001

FC 05-035 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing the County Administrator to file with the Michigan Department of Treasury a qualifying statement to issue bonds as required by Act 34 of the Public Acts of 2001.

Moved by: Schrotenboer
UNANIMOUS

SUBJECT: PA2 FUNDS

FC 05-036 Motion: To approve and forward to the Board of Commissioners the request of Lakeshore Coordinating Counsel (LCC) for additional funding from PA 2 Funds in the amount of \$30,000.

Moved by: Vander Kam
UNANIMOUS

SUBJECT: TAX ALLOCATION

FC 05-037 Motion: To recommend to the Board of Commissioners that the Tax Allocation remain at 4.440 for the County

operating millage and continue for one year.

Moved by: Rinck

UNANIMOUS

SUBJECT: GENERAL FUND REVENUES OVER EXPENDITURES FOR 2004

FC 05-038

Motion: To approve and recommend to the Board of Commissioners that \$708,566 of the 2004 General Fund fund balance be designated for Buildings and Improvements and \$1,616,118 be designated for the Stabilization fund.

Moved by: Kortman

UNANIMOUS

SUBJECT: RESOLUTION REGARDING THE REVISED GIS FEE SCHEDULE

FC 05-039

Motion: To approve and forward to the Board of Commissioners the Resolution to establish a new fee schedule for access to and copies of GIS records.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: RESOLUTION SETTING FEE FOR COUNTY CLERK'S CRIMINAL AND CIVIL BACKGROUND SEARCH

FC 05-040

Motion: To approve and forward to the Board of Commissioners the Resolution to establish a \$10"per decade of search" fee for conducting civil and criminal background searches in Ottawa County Clerk's Office.

Moved by: Kortman

UNANIMOUS

SUBJECT: RECLASSIFICATION OF LEAD PARK PLANNER POSITION TO COORDINATOR OF PARK PLANNING AND DEVELOPMENT

FC 05-041

Motion: To approve and forward to the Board of Commissioners for approval the reclassification of the Lead Park Planner classification to Coordinator of Park Planning and Development. Annual cost at "C" step is approximately \$12,613.

Moved by: Kortman

UNANIMOUS

Mr. Vander Kam left at 9:44 a.m.

SUBJECT: DISCUSSION ITEMS

1. 2006 Finance Budget Calendar – June Hagan presented the 2006 Finance Budget Calendar.
2. Engagement Letter with Rehmann Robson for the Ottawa County, Michigan Insurance Authority's 2004 audit – June Hagan presented the Engagement Letter with Rehmann Robson for information.
3. MERS Policy on Purchase of Military Credits Cost Calculation –Rich Schurkamp contacted MERS for the history of the Purchase of Military Credits. MERS does not maintain statistics and explained that cost sharing is over the map. To be place on the Board agenda as a Discussion Item.
4. Bonding – The Administrator reported he would be bringing a resolution forward for selling bonds. The 1990 and 1997 bonds can be refunded and the County can save over the term \$400,000. The Administrator and June Hagen will be meeting with A.G. Edwards this week and a special Finance Committee Meeting may be scheduled before the next Board meeting.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:00 a.m.

Agenda

Consent Items:

3/23/2006

Approval of Minutes from the March 15, 2005 Meeting

Approval of Agenda

Action Items:

1. Bond Resolution – Northwest Ottawa System

Suggested Motion:

To approve and forward to the Board of Commissioners the resolution authorizing the Ottawa County Road Commission to issue Act 342 Bonds in the amount of \$990,000 to finance the Northwest Ottawa 2005 Water System Lake Michigan Water Intake No. 2 Improvements.

2. Equalization Report

Suggested Motion:

To approve and forward to the Board of Commissioners the 2005 Equalization Report and to appoint the Equalization Director to represent Ottawa County at State Equalization hearings.

3. Treasurer's Investment Report

Suggested Motion:

To receive for information the Treasurer's Quarterly Investment Report as of March 2005.

4. Friend of the Court Medical Support Specialist Position

Suggested Motion:

To approve and forward to the Board of Commissioner the request to fund the Friend of the Court Medical Support Specialist position through September 30, 2005. Expenditures not to exceed \$30,131. Funding to come from new Friend of the Court fees (PA 203 and 205) implemented October 1, 2004.

5. Purchase of MERS (Municipal Employees Retirement System) Military Service Credits for James Rozema

Suggested Motion:

To approve and recommend to the Board of Commissioners the purchase of one (1) year of MERS military service credits for James Rozema.

Total Cost: \$58,092.96
Employer Cost: \$ 2,904.65
Employee Cost: \$55,188.31

6. Purchase of MERS (Municipal Employees Retirement System) Generic Service Credits for Howard Driesenga

Suggested Motion:

To approve and recommend to the Board of Commissioners the purchase of MERS generic service credits for Howard Driesenga.

Total Cost: \$16,728.00
Employer Cost: \$ 0.00
Employee Cost: \$16,728.00

7. Budget Adjustments Greater than \$50,000

Suggested Motion:

To approve budget adjustments #235 and 283-293 and forward #235 to the Board of Commissioners with \$12,180 to come from Contingency.

8. Monthly Budget Adjustments

Suggested Motion:

To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of March 2005.

9. Statement of Review

Suggested Motion:

To approve the Statement of Review for the month of March 2005.

10. Quarterly Financial Report
Suggested Motion:
To receive for information the Interim Financial Statement for the General Fund as of March 31, 2005.
11. Resolution for Filing Qualified Statements Under Act 34 of the Public Acts of 2001
Suggested Motion:
To approve and forward to the Board of Commissioners the Resolution authorizing the County Administrator to file with the Michigan Department of Treasury a qualifying statement to issue bonds as required by Act 34 of the Public Acts of 2001.
12. PA 2 Funds
Suggested Motion:
To approve and forward to the Board of Commissioners the request of Lakeshore Coordinating Council (LCC) for additional funding from PA 2 Funds in the amount of \$30,000.
13. Tax Allocation
Suggested Motion:
To recommend to the Board of Commissioners that the Tax Allocation remain at 4.440 for the County operating millage and continue for one year.
14. General Fund Revenues Over Expenditures for 2004
Suggested Motion:
To approve and recommend to the Board of Commissioners that \$708,566 of the 2004 General Fund fund balance be designated for Buildings and Improvements and \$1,616,118 be designated for the Stabilization Fund.
15. Resolution Regarding the Revised GIS Fee Schedule
Suggested Motion:
To approve and forward to the Board of Commissioners the Resolution to establish a new fee schedule for access to and copies of GIS records.
16. Resolution Setting Fee For County Clerk's Criminal and Civil Background Search
Suggested Motion:
To approve and forward to the Board of Commissioners the Resolution to establish a \$10 "per decade of search" fee for conducting civil and criminal background searches in the Ottawa County Clerk's Office.

Discussion Items:

1. 2006 Finance Budget Calendar
2. Engagement letter with Rehmann Robson for the Ottawa County, Michigan Insurance Authority's 2004 audit
3. MERS Policy on Purchase of Military Credits Cost Calculation (Rich Schurkamp)