

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

**Tuesday, August 9, 2005 11:30 AM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: August 9, 2005

TIME: 11:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; Connie Vander Schaaf, Fiscal Services; Jason Gatza, Rehmann Robson; June Hagan, Fiscal Services Director; Mary Richardson, Treasurer; Erika Rosebrook Dibble, Business Improvement/Communications Coordinator; Greg Rappleye, Corporation Counsel; Peter Haefner, Rehmann Robson; Bev Kuizema, LCC; Sherry Oegema, Holland Hospital; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

FC 05-061 Motion: To approve the Minutes of the June 14, 2005, and June 21, 2005, meetings as presented and to approve the agenda of today as presented and amended adding Action Item #13 – Blackberry Funds and #14 – Child Support Investigator.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: OFFICER AND EMPLOYEE DELEGATE FOR MERS ANNUAL MEETING

FC 05-062 Motion: To approve and forward to the Board of Commissioners the nomination of Richard Schurkamp as Officer Delegate, Travis Parsons as Alternate Officer Delegate, Gail Marod as Employee Delegate, and Kathy Kuck as Alternate Employee Delegate to the MERS 59th Annual Meeting held September 20-22, 2005.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: OTTAWA COUNTY DRAIN COMMISSIONER'S ANNUAL FINANCIAL STATEMENTS

FC 05-063 Motion: To receive as information and forward to the Board of Commissioners the Ottawa County Drain Commissioner's Annual Financial Statements for the year ended December 31, 2004.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: COUNTY OF OTTAWA ANNUAL FINANCIAL REPORT

FC 05-064 Motion: To receive for information and forward to the Board of Commissioners the Comprehensive Annual Financial Report (CAFR) of the County of Ottawa for the year ended December 31, 2004.
Moved by: Kortman
UNANIMOUS

SUBJECT: LETTER FROM AUDITORS REGARDING AUDITOR RESPONSIBILITY

FC 05-065 Motion: To receive for information and forward to the Board of Commissioners the auditors' communication letter from Rehmann Robson regarding their responsibility on the County's audit for the year ended December 31, 2004.
Moved by: Vander Kam
UNANIMOUS

SUBJECT: COUNTY OF OTTAWA'S SINGLE AUDIT REPORT

FC 05-066 Motion: To receive as information and forward to the Board of Commissioners the County of Ottawa's Single Audit Report for the year ended December 31, 2004.
Moved by: Vander Kam
UNANIMOUS

SUBJECT: PURCHASE OF MERS (MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) GENERIC SERVICE CREDITS FOR JUDITH MULDER

FC 05-067 Motion: To approve and recommend to the Board of Commissioners the purchase of one year and seven months of MERS generic service credits for Judith Mulder.

Total Cost:	\$18,420.00
Employer Cost:	\$ 0.00
Employee Cost:	\$18,420.00

Moved by: Schrotenboer
UNANIMOUS

SUBJECT: SOUTHWEST OTTAWA COUNTY LANDFILL – COST ALLOCATION

FC 05-068 Motion: To approve and forward to the Board of Commissioners the cost allocation proposal from the Ottawa County, Michigan Insurance Authority for the Southwest Ottawa County Landfill.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 05-069 Motion: To approve budget adjustment #537 and forward to the Board of Commissioners with \$13,848 to come from Contingency.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 05-070 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 June 2005.
Moved by: Kortman
UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 05-071 Motion: To approve the Statement of Review for the month of June 2005.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL REPORT

FC 05-072 Motion: To receive for information the Interim Financial Statement for General Fund as of June 30, 2005.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 05-073 Motion: To receive for information the Treasurer's Quarterly Investment Report as of June 30, 2005.
Moved by: Vander Kam
UNANIMOUS

SUBJECT: BLACKBERRY FUNDS

FC 05-074 Motion: To approve the funds in the amount of \$5,103.00 for the Blackberry server/software.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: CHILD SUPPORT INVESTIGATOR

FC 05-075 Motion: To approve and forward to the Board of Commissioners an increase in hours from .6 FTE to 1.0 FTE (24 to 40 hours per week) for one Child Support Investigator in the Prosecuting Attorney's Office.
Moved by: Schrotenboer

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Commissioners' 2006 Budget – June Hagan reported the Commissioners' 2006 budget is proposed for \$562,868. No major changes from the past.

SUBJECT: ADJOURNMENT

The meeting adjourned at 12:10 p.m.

Agenda

Consent Items:

1. Approval of Minutes from the June 14, 2005 and June 21, 2005 meetings
2. Approval of Agenda

Action Items:

1. Officer and Employee Delegate for MERS Annual Meeting
Suggested Motion:
To approve and forward to the Board of Commissioners the nomination of Richard Schurkamp as Officer Delegate, Travis Parsons as Alternate Officer Delegate, Gail Marod as Employee Delegate, and Kathy Kuck as Alternate Employee Delegate to the MERS 59th Annual Meeting held September 20-22, 2005.
2. Ottawa County Drain Commissioner's Annual Financial Statements
Suggested Motion:
To receive as information and forward to the Board of Commissioners the Ottawa County Drain Commissioner's Annual Financial Statements for the year ended December 31, 2004.
3. County of Ottawa Annual Financial Report
Suggested Motion:
To receive as information and forward to the Board of Commissioners the Comprehensive Annual Financial Report (CAFR) of the County of Ottawa for the year ended December 31, 2004.
4. Letter from Auditors Regarding Auditor Responsibility
Suggested Motion:
To receive for information and forward to the Board of Commissioners the auditors' communication letter from Rehmann Robson regarding their responsibility on the County's audit for the year ended December 31, 2004.
5. County of Ottawa's Single Audit Report
Suggested Motion:
To receive as information and forward to the Board of Commissioners the County of Ottawa's Single Audit Report for the year ended December 31, 2004.
6. Purchase of MERS (Municipal Employees Retirement System) Generic Service Credits for Judith Mulder
Suggested Motion:
To approve and recommend to the Board of Commissioners the purchase of one year and seven months of MERS generic service credits for Judith Mulder.

Total Cost:	\$18,420.00
Employer Cost:	\$ 0.00
Employee Cost:	\$18,420.00

7. Southwest Ottawa County Landfill – Cost Allocation

Suggested Motion:

To approve and forward to the Board of Commissioners the cost allocation proposal from the Ottawa County, Michigan Insurance Authority for the Southwest Ottawa County Landfill.

8. Budget Adjustments Greater than \$50,000

Suggested Motion:

To approve budget adjustment #537 and forward to the Board of Commissioners with \$13,848 to come from Contingency.

9. 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 June 2005.

10. Statement of Review

Suggested Motion:

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

11. Quarterly Financial Report

Suggested Motion:

To receive for information the Interim Financial Statement for General Fund as of June 30, 2005.

12. Treasurer's Investment Report

Suggested Motion:

To receive for information the Treasurer's Quarterly Investment Report as of June 30, 2005.

Discussion Item:

1. Commissioners' 2006 Budget