

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

**Thursday, August 18, 2005 11:00 AM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: August 18, 2005

TIME: 11:00 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Gordon Schrotenboer

STAFF & GUESTS: Alan Vanderberg, Administrator; Greg Rappleye, Corporation Counsel; June Hagan, Fiscal Services Director; Frank Sessions, Tallmadge Township Treasurer; Lisa Stefanovsky, Interim Health Officer; Helen Ash, Health Department; Kevin Bowling, Circuit Court Administrator; Erika Rosebrook Dibble, Business Improvement/Communications Coordinator; Mark Knudsen, Planning & Grants Director; Bev Kuizema, LCC; Mark Bombara, Holland Hospital; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

FC 05-076 Motion: To approve the agenda of today as presented and amended striking the approval of the July 19, 2005 minutes, removing Action Item # 8 – Blendon Township Revolving Loan Application and Action Item #9 – changing "\$1,000,000" to "\$950,000".
Moved by: Rinck
UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 05-077 Motion: To approve budget adjustments #619 - #624.
Moved by: Kortman
UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 05-078 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 July 2005.
Moved by: Rinck
UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 05-079 Motion: To approve the Statement of Review for the month of July 2005.
Moved by: Vander Kam
UNANIMOUS

SUBJECT: 2004 COST ALLOCATION PLAN

FC 05-080 Motion: To approve and recommend to the Board of Commissioners the 2004 Cost Allocation Plan for implementation in the 2006 budget.
Moved by: Kortman
UNANIMOUS

SUBJECT: MIS BILLING RATE STUDY FOR 2006

FC 05-081 Motion: To approve and recommend to the Board of Commissioners the Management Information Services Billing Rate Study for 2006 for implementation in the 2006 Budget.
Moved by: Kortman
UNANIMOUS

Mr. Schrotenboer arrived at 11:12 a.m.

SUBJECT: HEALTH DEPARTMENT FEE INCREASE RESOLUTION

FC 05-082 Motion: To approve and forward to the Board of Commissioners the proposed Resolution to increase certain fees for Health Department Clinic Services.
Moved by: Kortman
UNANIMOUS

SUBJECT: GOVERNMENT FINANCE OFFICERS ASSOCIATION DISTINGUISHED BUDGET PRESENTATION AWARD

FC 05-083 Motion: To receive and forward to the Board of Commissioners the Government Finance Officers Association's Distinguished Budget Presentation Award for the fiscal year beginning January 1, 2005.
Moved by: Vander Kam
UNANIMOUS

SUBJECT: TALLMADGE TOWNSHIP REVOLVING LOAN APPLICATION

FC 05-084 Motion: To approve and forward to the Board of Commissioners the application from Tallmadge Township for a revolving loan in the amount of \$950,000 from the Ottawa County Infrastructure Fund.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. 2006 Budget Review – General Fund – June Hagan, Fiscal Services Director, explained the 2006 preliminary figures for the 2006 General Fund Budget. A handout of the Five Year General Fund Budget Projections was distributed. The 2006 budget will be presented to the full Board at the first meeting in October and approved at the second meeting.
2. Funding Requests:
 - a. Ottawa County 2-1-1 – The Administrator explained 2-1-1 of Ottawa County will provide service to the county at a cost of \$60,000 annually. Administration is recommending \$15,000 - \$20,000 but not \$60,000. He is not looking for approval at this point just ideas. Ottawa County United Way is not supporting this program. There has been talk about regionalizing the 2-1-1 program. Lisa Stefanovsky is willing to step forward and assume a role on the 2-1-1 Board as the former Health Officer served on the Board.
 - b. Lakeshore Coordinating Council (LCC) – The Administrator gave the background for the LCC request and explained the August 3rd letter he received from Karen Youngs Hartley requesting approval of PA2 funds at a reduced amount of \$50,000.

Bev Kuizema explained the funds would be used to support the specialized services for court-referrals and services for low-income, uninsured clients in need of integrated treatment for co-occurring addiction and mental illness. Handouts of how PA2 Funds are used in Ottawa County were distributed by June Hagan.

LCC is also requesting funding for Total Trek. More clarification is needed.

To be added to the Board Work Session Agenda.
 - c. Sexual Assault Nurse Examiner Program – Prosecutor's Office - The Administrator wanted to alert the Committee of funds requested. This program is tentatively in the 2006 Prosecutor's Budget. Copies of this program will be distributed to the full Board at the Work Session.

3. Infrastructure Fund Policy Revisions.

- a. Increase the allowable total loan requests and subsequent approvals to exceed \$1,000,000 in a single calendar year.
- b. Allow the repayment period for loans to exceed 10 years; but allow the terms of the contract (i.e. interest) to be renegotiated by the County Administrator at the end of ten years.
- c. Clarify whether road projects were intended to be eligible projects as authorized under Act 246 of the Public Acts of 1931.

Referred to the Board Work Session

SUBJECT: ADJOURNMENT

The meeting adjourned at 12:25 p.m.

Agenda

Consent Items:

Approval of Minutes from the July 19, 2005 meeting

Approval of Agenda

Action Items:

1. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #619 - #624.
2. 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 July 2005.
3. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of July 2005.
4. 2004 Cost Allocation Plan
Suggested Motion:
To approve and recommend to the Board of Commissioners the 2004 Cost Allocation Plan for implementation in the 2006 budget.
5. MIS Billing Rate Study for 2006
Suggested Motion:
To approve and recommend to the Board of Commissioners the Management Information Services Billing Rate Study for 2006 for implementation in the 2006 Budget.
6. Health Department Fee Increase Resolution
Suggested Motion:
To approve and forward to the Board of Commissioners the proposed Resolution to increase certain fees for Health Department Clinic services.
7. Government Finance Officers Association Distinguished Budget Presentation Award

Suggested Motion:

To receive and forward to the Board of Commissioners the Government Finance Officers Association's Distinguished Budget Presentation Award for the fiscal year beginning January 1, 2005.

8. Blendon Township Revolving Loan Application

Suggested Motion:

To approve and forward to the Board of Commissioners the application from Blendon Township for a revolving loan in the amount of \$500,000 from the Ottawa County Infrastructure Fund.

9. Tallmadge Township Revolving Loan Application

Suggested Motion:

To approve and forward to the Board of Commissioners the application from Tallmadge Township for a revolving loan in the amount of \$1,000,000 from the Ottawa County Infrastructure Fund.

Discussion Items:

1. 2006 Budget Review – General Fund

2. Funding Requests

- a. Ottawa County 2-1-1
- b. Lakeshore Coordinating Council (LCC)
- c. Sexual Assault Nurse Examiner Program – Prosecutor's Office

3. Infrastructure Fund Policy Revisions

- a. Increase the allowable total loan requests and subsequent approvals to exceed \$1,000,000 in a single calendar year
- b. Allow the repayment period for loans to exceed 10 years; but allow the terms of the contract (i.e. interest) to be renegotiated by the County Administrator at the end of ten years.
- c. Clarify whether road projects were intended to be eligible projects as authorized under Act 246 of the Public Acts of 1931.