

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

**DATE:** February 21, 2006

**TIME:** 9:30 a.m.

**PLACE:** Fillmore Street Complex

**PRESENT:** Edward Berghorst, Gordon Schrotenboer, Robert Rinck, Joyce Kortman,  
Dennis Swartout

**STAFF & GUESTS:** Alan Vanderberg, Administrator; Greg Steigenga, Undersheriff;  
June Hagan, Fiscal Services Director; Cathy Simons, Michigan Works!/  
CAA Director; John Scholtz, Parks & Recreation Director; Mark  
Knudsen, Planning & Grants Director; Mary Richardson, Treasurer; Jim  
Miedema, Jamestown Township Supervisor; Sherri Sayles, Deputy Clerk;  
Media

**SUBJECT:** CONSENT ITEMS

FC 06-011 Motion: To approve the agenda of today as presented and to approve the Minutes  
of the January 17, 2006, meeting as presented.

Moved by: Berghorst UNANIMOUS

**SUBJECT:** SHERIFF'S FEES

FC 06-012 Motion: to approve and forward to the Board of Commissioners the following  
chargeback rates to private entities. Sheriff Reserve \$12.00 per hour; Sheriff  
Mounted Deputies \$16.00 per hour.

Moved by: Schrotenboer UNANIMOUS

SUBJECT: FEES FOR SERVICES – OFFICE OF THE OTTAWA COUNTY TREASURER

FC 06-013 Motion: To approve and forward to the Board of Commissioners the following fee schedule to reimburse the cost of providing services to the public and business customers in the Office of the Ottawa County Treasurer.

Fees:

- \$3.00 FAX Service for up to 10 pages each submission
- \$1.00 Copy Cost Per Page
- \$25.00 One-time Set-up Fee for Monthly Accounts
  
- \$10.00 Monthly Service Fee for Invoicing Services
- \$2.00 CD

Moved by: Berghorst UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 06-014 Motion: To approve budget adjustments #49, 62, 65 – 73.  
Moved by: Schrotenboer UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 06-015 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 January 2006.  
Moved by: Berghorst UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 06-016 Motion: To approve the Statement of Review for the month of January 2006.  
Moved by: Rinck UNANIMOUS

SUBJECT: GOVERNMENT FINANCE OFFICERS ASSOCIATION  
CERTIFICATE FOR EXCELLENCE IN FINANCIAL  
REPORTING

FC 06-017 Motion: To receive and forward to the Board of Commissioners the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa's December 31, 2004, Comprehensive Annual Financial Report.

Moved by: Berghorst UNANIMOUS

SUBJECT: BALLOT LANGUAGE FOR RENEWAL OF THE  
OTTAWA COUNTY PARKS AND OPEN SPACE MILLAGE

FC 06-018 Motion: To approve and forward to the Board of Commissioners the proposed ballot language for the renewal of the Ottawa County Parks and Open Space Millage, for placement on the August 8, 2006, primary ballot.

Moved by: Berghorst UNANIMOUS

SUBJECT: JAMESTOWN TOWNSHIP REVOLVING LOAN  
APPLICATION

FC 06-019 Motion: To approve and forward to the Board of Commissioners the application from Jamestown Township for a revolving loan in the amount of \$371,000 from the Ottawa County Infrastructure Fund.

Moved by: Berghorst UNANIMOUS

SUBJECT: COMMUNITY ACTION AGENCY FUNDING REQUEST

FC 06-020 Motion: To approve and forward to the Board of Commissioners the funding request from Ottawa County Community Action Agency to invest \$60,000 in the Community Action Agency's Home Rehabilitation Assistance Program. Money will come from Contingency.

Moved by: Schrottenboer UNANIMOUS

SUBJECT: TIME CHANGE

The Finance and Administration Committee Meetings will be held at 9:30 a.m. instead of 8:30 a.m.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:12 a.m.