

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: July 17, 2007

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Dennis Swartout, Edward Berghorst, Jim Holtvluwer

ABSEBT: Gordon Schrotenboer, Roger Rycenga

STAFF & GUESTS: Al Vanderberg, Administrator; Erika Rosebrook, Assistant Administrator; Greg Rappleye, Corporation Counsel; June Hagan, Finance Administrator; Mary Richardson, Treasurer; Aaron Boos, GIS; Steven Blann and Jason Gatza, Rehman Robson; Kathy Grimm, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the minutes of the June 19, 2007 Finance and Administration Committee and approve the agenda of today.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 07-050 Motion: To approve budget adjustments #431, #481 and #497.
Moved by: Holtvluwer **UNANIMOUS**

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 07-051 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 2007.
Moved by: Holtvluwer **UNANIMOUS**

SUBJECT: STATEMENT OF REVIEW

FC 07-052 Motion: To approve the Statement of Review for the month of June 2007.
Moved by: Berghorst **UNANIMOUS**

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 07-053 Motion: To receive for information the Interim Financial Statement for the General Fund as of June 30, 2007
Moved by: Berghorst UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 07-054 Motion: Motion: To receive for information the Treasurer's Quarterly Investment Report as of June 2007.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: GOVERNMENT FINANCE OFFICERS ASSOCIATION DISTINGUISHED BUDGET PRESENTATION AWARD

FC 07-055 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, 2007.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: OTTAWA COUNTY DRAIN COMMISSIONER'S ANNUAL FINANCIAL REPORT – R EHMANN ROBSON

FC 07-056 Motion: To receive as information and forward to the Board of Commissioners the Ottawa County Drain Commissioner's Annual Financial Report for the year ended December 31, 2006.
Moved by: Berghorst UNANIMOUS

SUBJECT: LETTER FROM AUDITORS REGARDING AUDITOR RESPONSIBILITY

FC 07-057 Motion: To receive for information and forward to the Board of Commissioners the auditors' communication letter from Rehman Robson regarding their responsibility on the County's Drain Commission audit for the year ending December 31, 2006.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: COUNTY OF OTTAWA ANNUAL FINANCIAL REPORT – REHMAN ROBSON

FC 07-058 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, 2006.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: LETTER FROM AUDITORS REGARDING

AUDITOR RESPONSIBILITY

- FC 07-059 Motion: To receive for information and forward to the Board of Commissioners the auditors' communication letter from Rehman Robson regarding their responsibility on the County's audit for the year ended December 31, 2006.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: COUNTY OF OTTAWA'S SINGLE AUDIT REPORT – REHMAN ROBSON

- FC 07-060 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, 2006.
Moved by: Berghorst UNANIMOUS

SUBJECT: OFFICER AND EMPLOYEE DELIGATE FOR MERS ANNUAL MEETING

- FC 07-061 Motion: To approve and forward to the Board of Commissioners the nomination of Marie Waalkes as Officer Delegate, Travis Parsons as Alternate Officer Delegate, Mary Crouse as Employee Delegate and Gail Marod as Alternate Employee Delegate to the MERS 61st Annual Meeting held September 18-20, 2007, in Kalamazoo, Michigan.
Moved by: Berghorst UNANIMOUS

SUBJECT: CLUBHOUSE TRANSPORTATION

- FC 07-062 Motion: To approve and forward to the Board of Commissioners, subject to prior approval of the Community Mental Health Board, the authorization to create up to five (5) temporary part-time employee positions (at a wage of \$8.00 per hour) to serve as county owned van drivers to transport Mental Health consumers to and from the Grand Haven and Holland clubhouse sites and their residences and for planned social/recreational trips outside of regular clubhouse house, at an approximate total program cost of \$52,200.00. Funding to come from Mental Health budget.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE 2007 TAX ALLOCATION

- FC 07-063 Motion: To approve and forward to the Board of Commissioners the Resolution to accept and approve the 2007 Final Order of the Ottawa County Tax Allocation Board; allocating 4.440 mills to the County of Ottawa.
Moved by: Berghorst UNANIMOUS

SUBJECT: GIS PRICING RESTRUCTURING

FC 07-064 Motion: To approve and forward to the Board of Commissioners the recommended changes in the GIS Pricing Structure.
Moved by: Berghorst UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:10 a.m.