

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: March 7, 2023

TIME: 10:15 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gretchen Cosby, Lucy Ebel, Doug Zylstra, Jacob Bonnema, Joe Moss, Rebekah Curran, Sylvia Rhodea, Roger Belknap, and Allison Miedema (9)

ABSENT: Roger Bergman (1)

SUBJECT: PUBLIC COMMENT

1. Teresa White-Robinson Township

SUBJECT: APPROVAL OF AGENDA

FC 23-027 Motion: To approve the agenda of today.
Moved by: Moss UNANIMOUS

FC 23-028 Motion: To amend the agenda to include Action Item 10a for the Enviro-Clean Services contract.
Moved by: Rhodea UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 23-029 Motion: To approve the minutes from the February 7, 2023, Finance and Administration Committee Meeting.
Moved by: Moss UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 23-030 Motion: To approve the Statement of Review for the month of February 2023.
Moved by: Belknap UNANIMOUS

SUBJECT: ACCOUNTS PAYABLE FOR JANUARY 27, 2023 THROUGH FEBRUARY 24, 2023

FC 23-031 Motion: To approve the general claims in the amount of \$15,348,523.81 as presented by the summary report for January 27, 2023 through February 24, 2023.
Moved by: Curran

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Joe Moss, Jacob Bonnema, Sylvia Rhodea, Douglas Zylstra, Allison Miedema, Lucy Ebel, Gretchen Cosby. (9)

SUBJECT: VEHICLE ADDITION

FC 23-032 Motion: To approve and forward to the Board of Commissioners the request to purchase a Crisis Intervention Team (CIT) vehicle.
Moved by: Zylstra

The motion passed by the following votes: Yeas: Joe Moss, Douglas Zylstra, Jacob Bonnema, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Gretchen Cosby. (9)

SUBJECT: GRANT FOR NEW ENVIRONMENTAL SUSTAINABILITY CENTER

FC 23-033 Motion: To approve and forward to the Board of Commissioners a \$1 million grant from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to build a new recycling center on the Grand Valley State University campus.
Moved by: Zylstra

FC 23-034 Motion: To move motion FC 23-033 to the next Finance and Administration Committee Meeting.
Moved by: Moss

The motion passed by the following votes: Yeas: Lucy Ebel, Allison Miedema, Joe Moss, Sylvia Rhodea, Roger Belknap, Gretchen Cosby. (6)

Nays: Jacob Bonnema, Rebekah Curran, Douglas Zylstra. (3)

SUBJECT: SUPPORT SERVICES FOR AVIGILON SYSTEMS

FC 23-035 Motion: To approve and forward to the Board of Commissioners the 3-year support agreement with Knight Watch in support of for Ottawa County's Avigilon Systems – Surveillance Video and Door Access.
Moved by: Moss

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Allison Miedema, Joe Moss, Douglas Zylstra, Jacob Bonnema, Sylvia Rhodea, Lucy Ebel, Gretchen Cosby. (9)

SUBJECT: MICHIGAN MEDICAL MARIHUANA OPERATION AND OVERSIGHT GRANT

FC 23-036 Motion: To approve and forward to the Board of Commissioners the Michigan Medical Marihuana Operation and Oversight Grant agreement with the Michigan Department of Licensing and Regulatory Affairs (LARA).
Moved by: Miedema

The motion passed by the following votes: Yeas: Douglas Zylstra, Roger Belknap, Rebekah Curran, Lucy Ebel, Sylvia Rhodea, Allison Miedema, Jacob Bonnema, Gretchen Cosby. (8)

Nays: Joe Moss (1)

SUBJECT: PARKS & RECREATION PERSONNEL REQUESTS

FC 23-037 Motion: To approve and forward to the Board of Commissioners the request from the Ottawa County Parks Department to reclassify the Head Naturalist, Park Naturalist, and Nature Center Secretary positions and add one 1.0 FTE Communications Specialist position at a cost of \$95,180.34 funded by the Parks fund balance for fiscal year 2023. Moved by: Curran

The motion passed by the following votes: Yeas: Douglas Zylstra, Lucy Ebel, Roger Belknap, Joe Moss, Allison Miedema, Jacob Bonnema, Sylvia Rhodea, Rebekah Curran, Gretchen Cosby. (9)

SUBJECT: STRATEGIC IMPACT PERSONNEL REQUESTS

FC 23-038 Motion: To approve and forward to the Board of Commissioners a proposal from Strategic Impact to change one, 1.0 FTE full-time, benefited Senior Secretary (Group T) position at universal paygrade 4 to an Administrative Assistant (Unclassified) at universal paygrade 7 for a total cost of \$6,225. Moved by: Zylstra

The motion passed by the following votes: Yeas: Lucy Ebel, Joe Moss, Allison Miedema, Rebekah Curran, Sylvia Rhodea, Douglas Zylstra, Roger Belknap, Jacob Bonnema, Gretchen Cosby. (9)

SUBJECT: RESOLUTION TO AUTHORIZE "QUALIFYING STATEMENTS" FOR BONDING PURPOSES

FC 23-039 Motion: To approve and forward to the Board of Commissioners the Resolution to authorize certification of a "Qualifying Statement" for bonding purposes. Moved by: Moss

The motion passed by the following votes: Yeas: Rebekah Curran, Douglas Zylstra, Roger Belknap, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Jacob Bonnema, Joe Moss, Gretchen Cosby. (9)

SUBJECT: HOUSEKEEPING SERVICES CONTRACT

FC 23-040 Motion: To approve and forward to the Board of Commissioners for approval the Enviro-Clean Services, Inc. contract for housekeeping services at the James St. Complex (A-D Buildings), Grand Haven Courthouse, Holland District Courthouse, and Fulton St (CMH) Building. Moved by: Rhodea

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Joe Moss, Jacob Bonnema, Sylvia Rhodea, Douglas Zylstra, Allison Miedema, Lucy Ebel, Gretchen Cosby. (9)

SUBJECT: FY2023 BUDGET ADJUSTMENTS

FC 23-041 Motion: To approve and forward to the Board of Commissioners the 2023 budget adjustments per the attached schedule
Moved by: Moss

The motion passed by the following votes: Yeas: Joe Moss, Douglas Zylstra, Jacob Bonnema, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Gretchen Cosby. (9)

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Financial Month End Update- Amanda Price, Ottawa County Treasurer, presented the Treasurer's Financial Month End update.
2. ARPA
 - a. Remaining Funds-Paul Sachs gave a presentation on Broadband in Ottawa County. Several Commissioners commented on the remaining funds and where and how they should be distributed moving forward.
 - b. Next Steps-Have the Finance Chairperson work with Administration to look at a systematic way of opening it back up again for suggestions on how to spend the remaining funds. Possibly incorporate the budget process in this as well.

SUBJECT: PUBLIC COMMENT

1. Karen Obits-Spring Lake Village
2. Dena Arner-Holland Township

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 12:46 p.m.