

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: March 5, 2024

TIME: 10:16 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gretchen Cosby, Roger Belknap, Joe Moss, Rebekah Curran, and Kendra Wenzel. (5)

SUBJECT: PUBLIC COMMENT

1. David Barnosky-Port Sheldon Township
2. Derrick Muilenburg-Holland Township
3. Dena Arner-Holland Township
4. Karen Obits-Spring Lake Village

SUBJECT: APPROVAL OF AGENDA

FC 24-017 Motion: To approve the agenda of today as amended.
Moved by: Moss

FC 24-018 Motion: To amend the agenda by adding action item eight, a contract regarding tires and action item nine regarding water inspection.
Moved by: Moss UNANIMOUS

FC 24-019 Motion: To amend the agenda by adding discussion item two, to discuss the food coordinator position.
Moved by: Curran

The motion failed for lack of a second.

SUBJECT: CONSENT RESOLUTIONS

FC 24-020 Motion: To approve the minutes from the February 6, 2024, Finance and Administration Committee Meeting.
Moved by: Curran UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 24-021 Motion: To approve the Statement of Review.
Moved by: Moss

The motion passed with the following votes: Yeas: Roger Belknap, Rebekah Curran, Joe Moss, Kendra Wenzel, Gretchen Cosby. (5)

SUBJECT: ACCOUNTS PAYABLE FOR JANUARY 29, 2024 THROUGH FEBRUARY 23, 2024

FC 24-022 Motion: To approve the general claims in the amount of \$19,109,990.54 as presented by the summary report for January 29, 2024 through February 23, 2024.
Moved by: Belknap

The motion passed with the following votes: Yeas: Joe Moss, Kendra Wenzel, Rebekah Curran, Roger Belknap, Gretchen Cosby. (5)

SUBJECT: REPUBLIC SERVICES CONTRACT

FC 24-023 Motion: To approve and forward to the Board of Commissioners a contract with Republic Services.
Moved by: Wenzel

The motion passed with the following votes: Yeas: Kendra Wenzel, Joe Moss, Rebekah Curran, Roger Belknap, Gretchen Cosby. (5)

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

FC 24-024 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 with the following votes: Yeas: Roger Belknap, Rebekah Curran, Kendra Wenzel, Joe Moss, Gretchen Cosby. (5)

SUBJECT: VETERAN AFFAIRS DEPARTMENT PERSONNEL REQUEST

FC 24-025 Motion: To approve and forward to the Board of Commissioners a proposal to add one, 1.0 FTE full-time, benefited Administrative Assistant position at a universal paygrade 7 for a total cost of \$97,211.
Moved by: Belknap

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Rebekah Curran, Kendra Wenzel, Gretchen Cosby. (5)

SUBJECT: ENVIRONMENTAL HEALTH PERSONNEL REQUEST

FC 24-026 Motion: To approve and forward to the Board of Commissioners the request from Public Health to add one 1.0 FTE Administrative Assistant II Position at a cost of \$85,602.
Moved by: Moss

FC 24-027 Motion: To amend the motion and forward the request from Public Health to add one 1.0 FTE Administrative Assistant II Position to Health and Human Services and to review environmental health regulations.
Moved by: Moss

The motion passed by the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Rebekah Curran, Gretchen Cosby. (5)

FC 24-028 Motion: To forward the request from Public Health to add one 1.0 FTE Administrative Assistant II Position at a cost of \$85,602 to Health and Human Services and to review environmental health regulations.
Moved by: Moss

The motion passed with the following votes: Yeas: Joe Moss, Rebekah Curran, Kendra Wenzel, Roger Belknap, Gretchen Cosby. (5)

SUBJECT: FY2024 BUDGET ADJUSTMENTS

FC 24-028 Motion: To approve and forward to the Board of Commissioners the FY2024 budget adjustments per the attached schedule.
Moved by: Curran

The motion passed by the following votes: Yeas: Rebekah Curran, Kendra Wenzel, Roger Belknap, Joe Moss, Gretchen Cosby. (5)

SUBJECT: SCRAP TIRE COLLECTION CONTRACT

FC 24-029 Motion: To approve and forward to the Board of Commissioners the scrap tire collection contract.
Moved by: Moss

FC 24-030 Motion to move to recess to review scrap tire collection and water inspection contracts at 11:03 a.m.
Moved by: Moss UNANIMOUS

Chairperson Cosby called the meeting back to order at 11:27 a.m.

FC 24-031 Motion: To amend the agenda and remove both remaining agenda items regarding the scrap tire renewal contract and the water quality survey.
Moved by: Moss UNANIMOUS

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Financial Month End Update-Cheryl Clark, Ottawa County Treasurer, gave an update.
2. Update on ARPA Funds Fiscal Audit-Karen Karasinski, Fiscal Services Director, gave an update.

3. Update on Department Metrics-Benjamin Wetmore, Deputy County Administrator, gave an update.

SUBJECT: DISCUSSION

1. Water Resources/Ottawa Conservation District Discussion-Joe Bush, Ottawa County Water Resources Commissioner, gave an update.

SUBJECT: PUBLIC COMMENT

1. David Morren-Allendale Township

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 12:50 p.m.