

## **FINANCE AND ADMINISTRATION COMMITTEE**

### **Proposed Minutes**

DATE: April 2, 2024

TIME: 10:00 a.m.

PLACE: Fillmore Street Complex

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

SUBJECT: PUBLIC COMMENT

1. Karen Obits-Spring Lake Village
2. Melanie Scholten-Park Township

SUBJECT: APPROVAL OF AGENDA

FC 24-032      Motion: To approve the agenda of today.  
Moved by: Curran      UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 24-033      Motion: To approve the minutes from the March 5, 2024, Finance and Administration  
Committee Meeting.  
Moved by: Curran      UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 24-034      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 FEBRUARY 26, 2024 THROUGH MARCH 22, 2024

FC 24-035      Motion: To approve the general claims in the amount of \$15,177,198.49 as presented by  
the summary report for February 26 through March 22, 2024.  
Moved by: Curran

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

## SUBJECT: COUNTY OF OTTAWA FINANCIAL REPORT – VREDEVELD HAEFNER LLC

FC 24-036 Motion: To receive for information and forward to the Board of Commissioners the Annual Comprehensive Financial Report of the County of Ottawa for the Year Ended September 30, 2023.  
Moved by: Moss

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

## SUBJECT: RECEIVE AND FILE THE LOCAL GOVERNMENT RETIREMENT SYSTEM ANNUAL REPORT (FORM 5572)

FC 24-037 Motion: To receive and forward to the Board of Commissioners the Local Government Retirement System Annual Report as required by Public Act 202 of 2017.  
Moved by: Curran

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

## SUBJECT: QUALITY IMPROVEMENT INITIATIVE FOR ADVANCING HEALTHY BIRTHS

FC 24-038 Motion: To approve and forward to the Board of Commissioners a contract with District Health Dept #10. By approving this contract, this motion also recognizes and appropriates the grant funds.  
Moved by: Curran

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

## SUBJECT: WATER PICK-UP AND TESTING SERVICES

FC 24-039 Motion: To approve and forward to the Board of Commissioners a contract with Prein & Newhof.  
Moved by: Moss

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

## SUBJECT: CHIP FACILITATOR CONTRACT

FC 24-040 Motion: To approve and forward to the Board of Commissioners a contract for a CHIP Facilitator.  
Moved by: Moss

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

SUBJECT: DELTA DENTAL GRANT

FC 24-041 Motion: To approve and forward to the Board of Commissioners a contract with Delta Dental.  
Moved by: Belknap

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

SUBJECT: ADOBE SUBSCRIPTIONS FOR COUNTY STAFF – CROSS DEPARTMENTAL

FC 24-042 Motion: To approve and forward to the Board of Commissioners a contract with SHI International Corp for the purchase of Adobe subscriptions, for a 3-year contract equaling \$90,000.  
Moved by: Moss

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

SUBJECT: FISCAL SERVICES FINANCIAL REPORTING SOFTWARE

FC 24-043 Motion: To approve the contract with IGM Technology Corp. for the purchase of the Financial Reporting software.  
Moved by: Moss

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

SUBJECT: TIME AND ATTENDANCE SOFTWARE

FC 24-044 Motion: To approve and forward to the Board of Commissioners the request from Human Resources to approve an agreement with TimeClocks Plus LLC for time and attendance software for a total cost of \$413,135 over the seven year period.  
Moved by: Moss

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

SUBJECT: CONTRACT FOR MONUMENTATION/REMONUMENTATION

FC 24-045 Motion: To sign the contract between Ottawa County and Nederveld, Inc. for services under the Monumentation/Remonumentation Program.  
Moved by: Moss

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

SUBJECT: CONTRACT FOR MONUMENTATION/REMONUMENTATION

FC 24-046 Motion: To sign the contract between Ottawa County and Feenstra & Associates Inc. for services under the Monumentation/Remonumentation Program.  
Moved by: Moss

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

SUBJECT: CONTRACT FOR MONUMENTATION/REMONUMENTATION

FC 24-047 Motion: To sign the contract between Ottawa County and Holland Engineering Inc. for services under the Monumentation/Remonumentation Program.  
Moved by: Curran

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

SUBJECT: CONTRACT FOR MONUMENTATION/REMONUMENTATION

FC 24-048 Motion: To sign the contract between Ottawa County and Pathfinder Engineering Inc. for services under the Monumentation/Remonumentation Program.  
Moved by: Moss

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

SUBJECT: CONTRACT FOR MONUMENTATION/REMONUMENTATION

FC 24-049 Motion: To sign the contract between Ottawa County and Exxel Engineering Inc. for services under the Monumentation/Remonumentation Program.  
Moved by: Curran

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

SUBJECT: REALLOCATION OF UNRESTRICTED FUNDS

FC 24-050 Motion: To reallocate excess unrestricted \$1,839,314 from the Department of Public Health Fund and excess unrestricted \$640,026 from the Child Care Fund for a total of \$2,479,340 to the General Fund.  
Moved by: Moss

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

## SUBJECT: FY2024 BUDGET ADJUSTMENTS

FC 24-051      Motion: To approve and forward to the Board of Commissioners the FY2024 budget adjustments per the attached schedule.  
Moved by: Moss

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

## SUBJECT: COMMITTEE REPORTS

1. Treasurer's Financial Month End Update-Cheryl Clark, Ottawa County Treasurer, was unable to attend the meeting.

## SUBJECT: PUBLIC COMMENT

1. Karen Obits-Spring Lake Village

## SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 11:28 a.m.