

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: May 7, 2024

TIME: 10:02 a.m.

PLACE: Fillmore Street Complex

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

SUBJECT: PUBLIC COMMENT

1. Betsy Ludwick-Chester Township
2. Paula Humphrey-Chester Township

SUBJECT: APPROVAL OF AGENDA

FC 24-052 Motion: To approve the agenda of today.
Moved by: Moss UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 24-053 Motion: To approve the minutes from the April 2, 2024, Finance and Administration
Committee Meeting.
Moved by: Belknap UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 24-054 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 MARCH 25, 2024 THROUGH APRIL 19, 2024

FC 24-055 Motion: To approve the general claims in the amount of \$24,467,236.88 as presented by
the summary report for March 25 through April 19, 2024.
Moved by: Wenzel

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

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 24-056 Motion: To receive for information the detailed Financial Statements for the General Fund and Mental Health Fund, as well as a higher level summary for the Special Revenue Funds, through the end of 2nd quarter of Fiscal Year 2024.
Moved by: Wenzel

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

SUBJECT: MICHIGAN AG PRESERVATION FUND GRANT AGREEMENT

FC 24-057 Motion: To recommend and forward to the Board of Commissioners a grant agreement in the amount of \$205,971 with the Michigan Department of Agriculture and Rural Development for the purchase of an agricultural conservation easement.
Moved by: Belknap

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 24-058 Motion: To sign the contract between Ottawa County and Tru-Line Surveying PC for services under the Monumentation/Remonumentation Program.
Moved by: Belknap

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

SUBJECT: ASSESSING SERVICES FOR GEORGETOWN TOWNSHIP

FC 24-059 Motion: To approve and authorize the Board Chairperson and Clerk/Register to sign the contract to provide assessing services for Georgetown Township, plus recognize and appropriate contract revenue of \$166,400 for Fiscal Year 2024.
Moved by: Curran

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

SUBJECT: EQUALIZATION PERSONNEL REQUEST TO FULFILL THE GEORGETOWN TOWNSHIP ASSESSMENT AGREEMENT

FC 24-060 Motion: To approve and forward to the Board of Commissioners the request from Equalization to add one 1.0 FTE Assistant Assessor, two 1.0 FTE Appraiser I position, two 0.3 FTE Appraiser II positions, and one 1.0 FTE Abstract/Index Clerk at a cost of \$418,196 to be funded by the assessing agreement with Georgetown Township.
Moved by: Curran

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

SUBJECT: PROJECT SUPPORT SPECIALIST PAY GRADE CHANGE

FC 24-061 Motion: To approve and forward to the Board of Commissioners the request from the Department of Strategic Impact to increase the pay grade for the Project Support Specialist from a pay grade 4 to a pay grade 6 at a cost of \$8,016.
Moved by: Curran

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

SUBJECT: SHERIFF'S OFFICE PERSONNEL REQUEST - TRANSPORTATION

FC 24-062 Motion: To approve and forward to the Board of Commissioners a proposal to add one, 1.0 FTE full-time, benefited Unclassified Transportation & Assets Coordinator position at universal paygrade 11 for a total cost of \$117,120.
Moved by: Moss

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

SUBJECT: MICHIGAN MEDICAL MARIHUANA OPERATION AND OVERSIGHT GRANT

FC 24-063 Motion: To approve and forward to the Board of Commissioners a contract with Michigan Dept of Licensing and Regulatory Affairs (LARA).
Moved by: Moss

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

SUBJECT: PUBLIC HEALTH – ENVIRONMENTAL HEALTH PERSONNEL REQUEST

FC 24-064 Motion: To approve and move 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 \$90,398.
Moved by: Moss

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

SUBJECT: MOSQUITO AND TICK SURVEILLANCE GRANT

FC 24-065 Motion: To approve and forward to the Board of Commissioners a contract with The National Association of County and City Health Officials.
Moved by: Wenzel

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

SUBJECT: WATER MONITORING INITIATIVE CONTRACT

FC 24-066 Motion: To approve the request to allocate \$995,465 to the department of the Water Resources Commissioner. The approval of this contract authorizes an appropriation to the Water Resources Commission of \$278,691.50 for fiscal year 2024. This allocation will support the Consulting Service Agreement for the proposed Ottawa County Water Monitoring Initiative.
Moved by: Moss

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

SUBJECT: SHERIFF'S OFFICE PERSONNEL REQUEST - AV

FC 24-067 Motion: To approve and forward to the Board of Commissioners a proposal to increase the four (4) Audio Video Specialists, 1.0 FTE full-time, benefited Group T Level 7 to 1.0 FTE full-time benefited Unclassified Level 8 for a total cost of \$16,142.
Moved by: Curran

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

SUBJECT: FY2024 BUDGET ADJUSTMENTS

FC 24-068 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: Joe Moss, Rebekah Curran, Kendra Wenzel, Roger Belknap, Gretchen Cosby. (5)

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Financial Month End Update-Jason Kondrat, Ottawa County Chief Deputy Treasurer, gave the monthly update.

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 12:23 p.m.