

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: January 19, 2021

TIME: 10:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Philip Kuyers, Mathew Fenske, Gregory DeJong, Joseph Baumann

ABSENT: Douglas Zylstra

STAFF & GUESTS: Alan Vanderberg, Administrator; Karen Karasinski Fiscal Services Director; John Shay, Deputy County Administrator; Paul Sachs, Planning & Performance Improvement Director; Douglas Van Essen, Corporate Counsel; Amanda Price, County Treasurer; Marcie VerBeek (by Zoom), Human Resources Director; Pat Staskiewicz, Public Utilities Director; Becky Huttenga (by Zoom), Planning & Performance; Sherri Sayles (by Zoom), Chief Deputy Clerk

SUBJECT: CONSENT ITEMS

FC 21-001 Motion: To approve the agenda of today as presented and to approve the minutes from the December 15, 2020 Finance and Administration Committee Meeting as presented.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: ELECTION OF VICE CHAIRPERSON

FC 21-002 Motion: To elect Matthew Fenske as Vice Chairperson of the Finance and Administration Committee for 2021.
Moved by: Gregory DeJong UNANIMOUS

SUBJECT: 2021 BUDGET ADJUSTMENTS

FC 21-003 Motion: To approve and forward to the Board of Commissioners the 2021 budget adjustments per the attached schedule.
Moved by: Gregory DeJong UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 21-004 Motion: To approve the Statement of Review for the month of December 2020.
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: OTTAWA COUNTY SEWAGE DISPOSAL REFUNDING BONDS, SERIES 2021

FC 21-005 Motion: To approve and forward to the Board of Commissioners the Resolution to Authorize the Issuance of Not to Exceed \$465,000 Ottawa County Sewage Disposal Refunding Bonds, Series 2021 (Chester Township System No. 1).
Moved by: Matthew Fenske UNANIMOUS

Douglas Zylstra arrived by Zoom at 10:07 a.m.

SUBJECT: PLANNING & PERFORMANCE IMPROVEMENT PERSONNEL REQUEST

FC 21-006 Motion: To approve and forward to the Board of Commissioners the request to increase the Project Support Specialist from 0.48 FTE non-benefited, to 0.8 FTE benefited, at a total additional cost of \$34,598.83.
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: FISCAL SERVICES PERSONNEL REQUEST

FC 21-007 Motion: To approve and forward to the Board of Commissioners the addition of a Public Health Financial Manager, as outlined below, at a total additional cost of \$27,395.22.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: MATRIX CONSULTING ENGINEERS' PROPOSAL TO PROVIDE LIGHTING CONSULTING SERVICES TO UPGRADE THE COUNTY'S FACILITIES TO LED LIGHTING

FC 21-008 Motion: To approve and forward to the Board of Commissioners the proposal from Matrix Consulting Engineers to provide lighting services to upgrade the County's facilities to LED lighting in the amount of \$77,500.
Moved by: Gregory DeJong UNANIMOUS

SUBJECT: HOLLAND DISTRICT COURTHOUSE LOCKER ROOM PROJECT

FC 21-009 Motion: To approve and forward to the Board of Commissioners the low bid from T2 Construction to construct men's and women's locker rooms at the Holland District Courthouse in the amount of \$167,739.00.
Moved by: Matthew Fenske MOTION PASSED

Yeas: Philip Kuyers, Matthew Fenske, Gregory DeJong, Joseph Baumann. (4)
Nays: Douglas Zylstra. (1)

SUBJECT: DISCUSSION ITEMS

1. 2021 Finance and Administration Committee Meeting Schedule: current is the third Tuesday of each month at 10:00 a.m. The Committee agreed to keep the same schedule for 2021.
2. Treasurer's Financial Month & Quarter End Update – Amanda Price, County Treasurer, presented the Treasurer's Financial Month & Quarter End update.

SUBJECT: ADJOURNMENT

FC 21-010

Motion: To adjourn at 10:31 a.m.
Moved by: Gregory DeJong

UNANIMOUS