

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: April 20, 2021

DATE: 10:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Douglas Zylstra (by zoom), Matthew Fenske, Gregory DeJong, Joseph Baumann

ABSENT: Philip Kuyers

STAFF & GUESTS: Alan Vanderberg, Administrator; John Shay, Deputy County Administrator; Amanda Price, Treasurer; Michael Galligan (by zoom), Equalization Director; Sherri Sayles (by zoom), Chief Deputy Clerk; Karen Karasinski (by zoom), Fiscal Services Director; Paul Sachs, Planning & Performance Improvement Director; Marcie Verbeek, Human Resources Director; Doug Van Essen, Corporate Counsel; Peter Haefner (by zoom), Vredeveld Haefner, LLC

SUBJECT: CONSENT ITEMS

FC 21-030 Motion: To approve the agenda of today as presented and to approve the minutes from the March 16, 2021 Finance and Administration Committee meeting as presented.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: FY2021 BUDGET ADJUSTMENTS

FC 21-031 Motion: To approve and forward to the Board of Commissioners the FY2021 budget adjustments per the attached schedule.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 21-032 Motion: To approve the Statement of Review for the month of March 2021.
Moved by: Gregory DeJong UNANIMOUS

SUBJECT: COUNTY OF OTTAWA FINANCIAL REPORT – VREDEVELD HAEFNER LLC

FC 21-033 Motion: To receive for information and forward to the Board of Commissioners the Comprehensive Annual Financial Report of the County of Ottawa for the Year Ended September 30, 2020.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: LOCAL GOVERNMENT RETIREMENT SYSTEM ANNUAL REPORT (FORM 5572)

FC 21-034 Motion: To receive for information and forward to the Board of Commissioners the Local Government Retirement System Annual Report as required by Public Act 202 of 2017.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: FULTON STREET HVAC REPLACEMENT PROJECT

FC 21-035 Motion: To approve and forward to the Board of Commissioners the lowest responsive bid for Hurst Mechanical in the amount of \$85,316.00 to replace three rooftop units and the building control system.

Moved by: Gregory DeJong

UNANIMOUS

SUBJECT: FACILITIES MAINTENANCE PERSONNEL REQUEST

FC 21-036 Motion: To approve and forward to the Board of Commissioners a proposal to hire three part-time non-benefited housekeepers at an annual cost of \$43,641.69.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: COUNTY TREASURER'S DEPARTMENT PERSONNEL REQUEST

FC 21-037 Motion: To approve and forward to the Board of Commissioners the reorganization request from the County Treasurer to remove the 1.0 FTE Unclassified U4 position of Revenue Accounting Supervisor and add a 1.0 FTE Group T-6 Clerk position at a cost savings of \$22,324.82.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: MERIT CONTRACT FOR BROADBAND DATA COLLECTION

FC 21-038 Motion: To approve and forward to the Board of Commissioners the contract with Merit Network Inc. to complete Phase I (data collection analysis) of the County's multi-phase Digital Inclusion Strategy at a cost of \$42,000.

Moved by: Gregory DeJong

UNANIMOUS

SUBJECT: WAIVER AND REDUCTION OF FOOD ESTABLISHMENT LICENSE FEES

FC 21-039 Motion: To approve and forward to the Board of Commissioners the motion to waive the food license fee for 33 establishments that paid for a food license and have not operated during license year May 1, 2020 – April 30, 2021 in the amount of \$13,611 and to reduce the license fee for all food establishments renewing a license in 2021 in the amount of \$141,611.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update – Amanda Price, Treasurer, presented the Treasurer's Financial Month End update.

2. 2021 Equalization Report – The 2021 Equalization Report was presented by Michael Galligan, Equalization Director.

SUBJECT: ADJOURNMENT

FC 21-040

Motion: To adjourn at 10:59 am.
Moved by: Gregory DeJong

UNANIMOUS