

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: July 20, 2021

TIME: 10:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Philip Kuyers, Matthew Fenske, Douglas Zylstra, Gregory DeJong, Joseph Baumann

STAFF & GUESTS: Alan Vanderberg, Administrator; John Shay, Deputy County Administrator; Karen Karasinski, Fiscal Services Director; Amanda Price, Treasurer; Curtis TerHaar, Parks & Recreation; Robert Hamilton, Public Defender; Sherri Sayles, Chief Deputy Clerk

SUBJECT: CONSENT ITEMS

FC 21-061 Motion: To approve the agenda of today as presented and to approve the minutes from the June 15, 2021 Finance and Administration Committee meeting as presented.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: 2021 BUDGET ADJUSTMENTS

FC 21-062 Motion: To approve and forward to the Board of Commissioners the 2021 budget adjustments per the attached schedule.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 21-063 Motion: To approve the Statement of Review for the month of June 2021.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES

FC 21-064 Motion: To approve and forward to the Board of Commissioners a three-year agreement for Economic Development Services with Lakeshore Advantage Corporation at a cost of \$130,000.00 per year for a total cost of \$390,000.00.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: PARKS AND RECREATION DEPARTMENT PERSONNEL REQUEST

FC 21-065 Motion: To approve and forward to the Board of Commissioners the request from the Parks and Recreation Department to increase the FTE of the part-time, benefited

Secretary position (Group T, Paygrade T-7) from .625 FTE to a full-time benefited 1.0 FTE position at an increased cost of \$23,960.00.

Moved by: Douglas Zylstra

UNANIMOUS

SUBJECT: OFFICE OF THE PUBLIC DEFENDER PERSONNEL REQUEST

FC 21-066

Motion: To approve and forward to the Board of Commissioners the request from the Office of the Public Defender to add one, full-time benefited Legal Clerk (Group T, Paygrade T-6) at a 1.0 FTE at a cost of \$63,995.00.

Moved by: Philip Kuyers

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update – Amanda Price, Treasurer, presented the Treasurer's Financial Month End update.
2. There will be a Special Finance and Administration Committee Meeting next Tuesday, July 27th, at 11:00 a.m. to approve and forward to the Board the Wage Study and Juvenile Justice Center.

SUBJECT: ADJOURNMENT

FC 21-067

Motion: To adjourn at 10:31 a.m.

Moved by: Philip Kuyers

UNANIMOUS