

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: October 19, 2021

TIME: 10:03 a.m.

PLACE: Fillmore Street Complex

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

STAFF& GUESTS: John Shay, County Administrator; Amanda Price, County Treasurer; Marcie Verbeek, Human Resources Director; Tina McConnell, IT Project Manager Coordinator; Pat Staskiewicz, Public Utilities Director; Erin Moore, MSU Extension; Brian Busscher, Deputy Equalization Director; Lori Brassard, Equalization; Karen Karasinski, Fiscal Services Director; Steven Kempker, Sheriff; Kurtis Brown, Sheriff's Dept.; Aaron Boos, Manager of Applied Technology; Rich Francisco, CMH Deputy Director; Lisa Uganski, Public Health; Sherri Sayles, Chief Deputy Clerk

SUBJECT: CONSENT ITEMS

FC 21-100 Motion: To approve the agenda of today as presented and to approve the minutes from the September 21, 2021 Finance and Administration Committee as presented.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: 2021 BUDGET ADJUSTMENTS

FC 21-101 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 21-102 Motion: To approve the Statement of Review for the month of September 2021.
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: 2021 OTTAWA COUNTY APPORTIONMENT REPORT

FC 21-103 Motion: To approve and forward to the Board of Commissioners the 2021 Ottawa County Apportionment Report.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: 2020 ADMINISTRATIVE AND IT COST ALLOCATION PLANS

FC 21-104 Motion: To approve and forward to the Board of Commissioners the 2020 Cost Allocation Plan and 2020 Innovation and Technology Department Allocation Plan for implementation in the 2022 budget.

Moved by: Philip Kuyers

UNANIMOUS

SUBJECT: PURCHASE OF TEK84 BODY SCANNER FOR USE AT THE ADULT DETENTION CENTER

FC 21-105 Motion: To approve and forward to the Board of Commissioners the purchase of a Tek84 Intercept body scanner, including delivery, installation, and training at a cost of \$146,500 (\$139,000 scanner, delivery, install, training, and \$7,500 first-year annual maintenance).

Moved by: Philip Kuyers

UNANIMOUS

SUBJECT: WYOMING WATER SYSTEM: 2021 WATER SYSTEM IMPROVEMENT BOND ISSUE AND REFUNDING

FC 21-106 Motion: To approve and forward to the Board of Commissioners the Resolution to Authorize the Issuance of Not to Exceed \$5,300,000 of Water Supply Bonds and Not to Exceed \$1,750,000 of Water Supply Refunding Bonds for the Wyoming Water System.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: FY 2022 AGREEMENT FOR MSU EXTENSION SERVICES

FC 21-107 Motion: To approve and forward to the Board of Commissioners the FY 2022 Agreement for Extension Services between Ottawa County and MSU Extension at a cost of \$256,925.00.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: CONTRACT FOR WEBSITE MANAGEMENT SERVICES

FC 21-108 Motion: To approve and forward to the Board of Commissioners the WebTecs service contract at a total cost of \$934,032.00 for 3 years.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL REQUEST

FC 21-109 Motion: To approve and forward to the Board of Commissioners the request from CMH to add 4 full-time, benefited positions at a total cost of \$593,181.00 to be paid for with Medicaid and grant dollars.

Moved by: Philip Kuyers

UNANIMOUS

SUBJECT: PUBLIC HEALTH PERSONNEL REQUEST

FC 21-110 Motion: To approve and forward to the Board of Commissioners the request from the Public Health Department to increase one Health Educator from a temporary, non-benefited position to a part-time, benefited position at a cost of \$27,153 paid for by a Covid-19 Supplemental Block Grant.
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: DECLARATION OF INTENT TO ENTER INTO A CONTRACT OF LEASE WITH THE OTTAWA COUNTY BUILDING AUTHORITY

FC 21-111 Motion: To approve and forward to the Board of Commissioners the Resolution of intent to enter into a contract of lease with the Ottawa County Building Authority for the Family Justice Center in an amount not to exceed \$30 million.
Moved by: Matthew Fenske MOTION PASSED

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

SUBJECT: DISCUSSION ITEMS

1. Treasury’s Financial Month End Update - The Treasurer’s Financial Month End update was presented by Amanda Price, Ottawa County Treasurer.
2. Review of Ratified Contracts – Discussion regarding a possible automated process in OnBase for Commissioners to see ratified contracts. Contracts that are \$70,000 or less are reviewed by the Administrator, Fiscal Services and Corporate Counsel prior to being put on this list.

SUBJECT: ADJOURNMENT

FC 21-112 Motion: To adjourn at 10:58 a.m.
Moved by: Philip Kuyers UNANIMOUS