

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: November 16, 2021

TIME: 10:00 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: John Shay, County Administrator; Karen Karasinski, Fiscal Services Director; Amanda Price, County Treasurer; Sherri Sayles, Chief Deputy Clerk; Madison Schnaidt, Deputy Clerk; Paul Klimas, IT Director; Becky Huttenga, Economic Development Coordinator; Paul Sachs, Planning & Performance Improvement Director; Ann Heerde, Community Mental Health; Lori Brassard, Equalization; Brian Busscher, Deputy Equalization Director; Curt Ter Haar, Parks & Recreation; Jason Shamblin, Parks & Recreation Director (by zoom); Marcie VerBeek, Human Resources Director

SUBJECT: CONSENT ITEMS

FC 21-113 Motion: To approve the agenda of today as presented and to approve the minutes from the October 19, 2021 Finance & Administration Committee meeting.  
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: 2021 AND 2022 BUDGET ADJUSTMENTS

FC 21-114 Motion: To approve and forward to the Board of Commissioners the 2021 and 2022 budget adjustments per the attached schedule.  
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 21-115 Motion: To approve the Statement of Review for the month of October 2021.  
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: REVISED 2021 OTTAWA COUNTY APPORTIONMENT REPORT

FC 21-116 Motion: To approve and forward to the Board of Commissioners the revised 2021 Ottawa County Apportionment Report.  
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: OTTAWA COUNTY CORRECTIONAL FACILITY TELECOMMUNICATIONS

FC 21-117 Motion: To approve and forward to the Board of Commissioners the proposal from Smart Communications to provide telecommunications, tablets, and additional services within the Ottawa County Adult Correctional Facility.

Moved by: Matthew Fenske

MOTION PASSES

Yeas: Philip Kuyers, Matthew Fenske, Gregory DeJong, Joseph Baumann

Nays: Douglas Zylstra

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

FC 21-118 Motion: To approve and forward to the Board of Commissioners the Resolution to ratify and confirm actions taken by the Board on October 26, 2021.

Moved by: Matthew Fenske

MOTION PASSED

Yeas: Philip Kuyers, Matthew Fenske, Gregory DeJong, Joseph Baumann

Nays: Douglas Zylstra

SUBJECT: SECURITY ENTERPRISE AGREEMENT WITH SENTINEL TECHNOLOGIES

FC 21-119 Motion: To approve and forward to the Board of Commissioners the 3-year Security Enterprise Agreement with contracted vendor Sentinel Technologies, Inc. for a total cost of \$376,369.06.

Moved by: Philip Kuyers

UNANIMOUS

SUBJECT: WAGE AND BENEFIT ADJUSTMENTS FOR UNCLASSIFIED GROUP, GROUP N AND GROUP T EMPLOYEES FOR 2022

FC 21-120 Motion: To approve and forward to the Board of Commissioners the following wage and benefit adjustments for Unclassified, Group N, and Group T Employees for 2022:

a.) Wages: Effective January 1, 2022, increase the existing salary schedule by 2%.

(Excluding Elected Officials, Judges, and Board of Commissioners)

b.) Benefits: In 2022, the employee co-pay on the 100/80 (High) plan would remain at 20%. The High Deductible Health Plan with a Health Savings Account would have a zero co-pay, and the deductibles in 2022 would be \$1,400 (single) and \$2,800 (family) and the Employer will fund the deductible for 2022 at 50% (\$700 single/\$1,400 two person/family). (Including Elected Officials and Judges)

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: HOLSTEGE CONSERVATION EASEMENT OPTION AGREEMENT

FC 21-121 Motion: To approve and forward to the Board of Commissioners a Conservation Easement Option Agreement with Thomas W. Holstege and Janice L. Holstege in the amount of \$272,000 for +/- 36.1 acres located in Zeeland Township, Michigan.  
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: 5-YEAR AGREEMENT FOR COPIER AND PRINT MANAGEMENT SERVICES

FC 21-122 Motion: To approve and forward to the Board of Commissioners the 5-year agreement with Copy Tech for a countywide equipment assessment, replacement, and printer management services at a not to exceed cost of \$650,000.  
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: SPOONVILLE TRAIL OWNERSHIP & MAINTENANCE ISSUES

FC 21-123 Motion: To approve and forward to the Board of Commissioners to have Ottawa County assume ownership of the Spoonville Trail and accept \$3,000 per year contribution from Crockery Township for 25 years for routine maintenance expenses of the Spoonville Trail.  
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL REQUEST

FC 21-124 Motion: To approve and forward to the Board of Commissioners the request from CMH to add 6 full-time, benefited positions and to increase the FTE of 2 part-time positions to full-time at a cost of \$622,466 paid for with Medicaid, millage, and grant funds.  
Moved by: Gregory DeJong UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update – The Treasurer's Financial Month End update was presented by Amanda Price, Ottawa County Treasurer.
2. Scheduling a special meeting of the Finance Committee during the week of December 6, 2021 – Regina MacMillan will be reaching out to the Finance and Administration committee members to find a date.

SUBJECT: ADJOURNMENT

FC 21-125 Motion: To adjourn at 10:26 a.m.  
Moved by: Matthew Fenske UNANIMOUS