

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: July 2, 2024  
TIME: 10:00 a.m.  
PLACE: Fillmore Street Complex  
PRESENT: Gretchen Cosby, Roger Belknap, Joe Moss, Rebekah Curran, and Kendra Wenzel. (5)

SUBJECT: PUBLIC COMMENT

1. David Barnosky – Port Sheldon Township
2. Sheila Dettloff – Holland Township
3. Karen Orbits – Spring Lake Village

SUBJECT: APPROVAL OF AGENDA

FC 24-078 Motion: To approve the agenda of today.  
Moved by: Belknap UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 24-079 Motion: To approve the minutes from the June 4, 2024, Finance and Administration  
Committee Meeting.  
Moved by: Wenzel UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 24-080 Motion: To approve the Statement of Review.  
Moved by: Moss UNANIMOUS

SUBJECT: ACCOUNTS PAYABLE FOR MAY 27, 2024 THROUGH JUNE 21, 2024

FC 24-081 Motion: To approve the general claims in the amount of \$14,748,634.92 as presented by  
the summary report for May 27, 2024 through June 21, 2024.  
Moved by: Moss

The motion passed with the following votes: Yeas: Roger Belknap, Rebekah Curran, Joe  
Moss, Kendra Wenzel, Gretchen Cosby. (5)

SUBJECT: COMMUNITY MENTAL HEALTH POSITION REQUEST

FC 24-082 Motion: To approve and forward to the Board of Commissioners the request from  
Community Mental Health to add one 1.0 FTE Business Analyst, Unclassified, pay grade  
12, at a cost of \$117,634 funded by Medicaid reimbursement.

Moved by: Moss

The motion passed with the following votes: Yeas: Joe Moss, Kendra Wenzel, Rebekah Curran, Roger Belknap, Gretchen Cosby. (5)

SUBJECT: ASSESSING DIVISION MANAGER PAY GRADE CHANGE

FC 24-083 Motion: To approve and forward to the Board of Commissioners the request from Equalization to increase the pay grade for the Assessing Division Managers from a grade 11 to grade 13 at a total cost of \$30,393.  
Moved by: Moss

The motion passed with the following votes: Yeas: Kendra Wenzel, Joe Moss, Rebekah Curran, Roger Belknap, Gretchen Cosby. (5)

SUBJECT: BROADBAND WIRED INFRASTRUCTURE EXPANSION AGREEMENT

FC 24-084 Motion: To authorize the Board Chair and Clerk/Register to sign the Amendment to the Broadband Wired Infrastructure Expansion Partnership Agreement between Ottawa County and 123Net Inc.  
Moved by: Curran

The motion passed with the following votes: Yeas: Roger Belknap, Rebekah Curran, Kendra Wenzel, Joe Moss, Gretchen Cosby. (5)

SUBJECT: BROWNFIELD PLAN AMENDMENT: PROSPECT FLATS

FC 24-085 Motion: To recommend and forward to the Board of Commissioners a resolution approving the Brownfield Plan Amendment for Prospect Flats LLC located in the City of Hudsonville.  
Moved by: Moss

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Rebekah Curran, Kendra Wenzel, Gretchen Cosby. (5)

SUBJECT: BROWNFIELD PLAN AMENDMENT: WINSOR PLACE

FC 24-086 Motion: To recommend and forward to the Board of Commissioners a resolution approving the Brownfield Plan Amendment for Winsor Place located in the Village of Spring Lake.  
Moved by: Belknap

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Rebekah Curran, Gretchen Cosby. (5)

## SUBJECT: ROOFTOP REPAIR AND SAFETY CONTRACT

FC 24-087 Motion: To approve and forward to the Board of Commissioners a contract for roof repair and installation of safety features at 3 County buildings for a total of \$131,999.10.  
Moved by: Belknap

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Rebekah Curran, Gretchen Cosby. (5)

## SUBJECT: DRAIN REVOLVING FUND INCREASE

FC 24-088 Motion: To approve the request to allocate an additional \$825,000.00 to the Department of the Water Resources Commissioner for their revolving fund. The goal is to increase the Department of Water Resources revolving fund from \$175,000.00 to \$1,000,000.00. Our request is to add \$825,000.00 to the revolving fund from the settlement received from the Monsanto lawsuit.  
Moved by: Moss

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Rebekah Curran, Gretchen Cosby. (5)

## SUBJECT: LEASE AGREEMENT FOR COUNTYWIDE POSTAGE METERS

FC 24-089 Motion: To approve and forward to the Board of Commissioners a five-year lease agreement for thirteen (13) postage meters with Pitney Bowes Inc at a total cost of \$114,859.20.  
Moved by: Belknap

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Rebekah Curran, Gretchen Cosby. (5)

## SUBJECT: FY2024 BUDGET ADJUSTMENTS

FC 24-090 Motion: To approve and forward to the Board of Commissioners the FY2024 budget adjustments per the attached schedule.  
Moved by: Curran

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Rebekah Curran, Gretchen Cosby. (5)

## SUBJECT: COMMITTEE REPORTS

1. Treasurer's Financial Month End Update-Cheryl Clark, Ottawa County Treasurer, gave the monthly update.

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 11:24 a.m.