

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: October 1, 2024  
TIME: 10:01 a.m.  
PLACE: Fillmore Street Complex  
PRESENT: Gretchen Cosby, Roger Belknap, Joe Moss, Rebekah Curran, and Kendra Wenzel. (5)

SUBJECT: PUBLIC COMMENT

1. Bob Spaman – Blendon Township
2. Shantel Martenal – Park Township

SUBJECT: APPROVAL OF AGENDA

FC 24-113 Motion: To approve the agenda of today.  
Moved by: Moss UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 24-114 Motion: To approve the minutes from the September 17, 2024, Finance and Administration Special Committee Meeting.  
Moved by: Moss UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 24-115 Motion: To approve the Statement of Review.  
Moved by: Moss

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

SUBJECT: ACCOUNTS PAYABLE FOR AUGUST 26, 2024 THROUGH SEPTEMBER 20, 2024

FC 24-116 Motion: To approve the general claims in the amount of \$32,482,466.93 as presented by the summary report for August 26, 2024 through September 20, 2024.  
Moved by: Moss

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

## SUBJECT: 2023 ADMINISTRATIVE AND IT COST ALLOCATION PLANS

FC 24-117 Motion: To approve and forward to the Board of Commissioners the 2023 Cost Allocation Plan and 2023 Innovation and Technology Department Allocation Plan for implementation in the 2025 budget.  
Moved by: Belknap

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

## SUBJECT: PURCHASE OF DEVELOPMENT RIGHTS – EASEMENT ACQUISITION

FC 24-118 Motion: To forward to the Board of Commissioners and recommend Board Chair/Clerk signatures on a Conservation Option Agreement with Lee J. and Lisa E. Rillema for the development rights to approximately 47 acres of farmland in Blendon Township.  
Moved by: Curran

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

## SUBJECT: DIGITAL EVIDENCE MANAGEMENT – PROSECUTOR’S OFFICE

FC 24-119 Motion: To approve the Axon Justice Contract to allow the Prosecutor’s Office to purchase and use the Evidence.com software for the management of digital evidence.  
Moved by: Moss

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

## SUBJECT: WEST MICHIGAN HEALTH INSURANCE POOL TRUSTEE RESOLUTION

FC 24-120 Motion: To approve and forward to the Board of Commissioners the request to adopt the Resolution Naming Trustee and Alternative Trustee for the West Michigan Health Insurance Pool.  
Moved by: Moss

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

## SUBJECT: INCREASE FTE OF VETERANS AFFAIRS ADMINISTRATIVE ASSISTANT

FC 24-121 Motion: To approve and forward to the Board of Commissioners the request from Veteran’s Affairs to increase the hours of the Administrative Assistant position from a 0.4 FTE to 0.5 FTE at a cost of \$20,315 funded by the CVSF Grant.  
Moved by: Wenzel

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

SUBJECT: FY24 and FY25 BUDGET ADJUSTMENTS

FC 24-122 Motion: To approve and forward to the Board of Commissioners FY2024 and FY 2025 budget adjustments per the attached schedule.  
Moved by: Belknap

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

SUBJECT: COMMITTEE REPORTS

1. Treasurer’s Report – Cheryl Clark gave discussion.

SUBJECT: PUBLIC COMMENT

1. Bob Spaman – Blendon Township

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 10:58 a.m.