

## FINANCE AND ADMINISTRATION COMMITTEE

### Approved Minutes

DATE: November 8, 2024

TIME: 11:58 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Belknap, Joe Moss, Rebekah Curran, and Kendra Wenzel. (4)

ABSENT: Gretchen Cosby. (1)

#### SUBJECT: PUBLIC COMMENT

1. Ken Willison-Spring Lake Township
2. Renee Gavin-City of Coopersville
3. Ken Bush-City of Coopersville
4. Betsy Berkin-City of Coopersville
5. Joel Spoelman-City of Coopersville
6. Timothy Degues-City of Coopersville
7. Travis Datema-City of Coopersville
8. Dennis Luce-City of Coopersville

#### SUBJECT: APPROVAL OF AGENDA

FC 24-123      Motion: To approve the agenda of today.  
Moved by: Curran      UNANIMOUS

#### SUBJECT: CONSENT RESOLUTIONS

FC 24-124      Motion: To approve the minutes from the October 1, 2024, Finance and Administration  
Committee Meeting.  
Moved by: Wenzel      UNANIMOUS

#### SUBJECT: STATEMENT OF REVIEW

FC 24-125      Motion: To approve the Statement of Review.  
Moved by: Moss

The motion passed by the following votes: Yeas: Rebekah Curran, Joe Moss, Kendra Wenzel, Roger Belknap. (4)

SUBJECT: ACCOUNTS PAYABLE FOR SEPTEMBER 23, 2024 THROUGH OCTOBER 18, 2024

FC 24-126 Motion: To approve the general claims in the amount of \$56,847,240.46 as presented by the summary report for September 23, 2024 through October 18, 2024.  
Moved by: Curran

The motion passed by the following votes: Yeas: Joe Moss, Kendra Wenzel, Rebekah Curran, Roger Belknap. (4)

SUBJECT: APPLICANT TRACKING SOFTWARE

FC 24-127 Motion: To approve and forward to the Board of Commissioners the request from Human Resources to approve an agreement with Neogov for applicant tracking system software for a total cost of \$236,445.52 over the 5 year period.  
Moved by: Moss

The motion passed by the following votes: Yeas: Kendra Wenzel, Joe Moss, Rebekah Curran, Roger Belknap. (4)

SUBJECT: CHILDREN'S SPECIAL HEALTH SERVICES GRANT

FC 24-128 Motion: To approve and forward to the Board of Commissioners a contract with the Southeastern Michigan Health Association (SEMHA).  
Moved by: Moss

The motion passed by the following votes: Yeas: Rebekah Curran, Kendra Wenzel, Joe Moss, Roger Belknap. (4)

SUBJECT: SUBSTANCE USE DISORDER GRANT

FC 24-129 Motion: To approve and forward to the Board of Commissioners a contract with Lakeshore Regional Entity. Approval of this motion also recognizes and appropriates additional grant revenue in the amount of \$10,778.  
Moved by: Curran

The motion passed by the following votes: Yeas: Joe Moss, Rebekah Curran, Kendra Wenzel, Roger Belknap. (4)

SUBJECT: CONTRACT WITH VITALITY FOR HEALTH MANAGEMENT PLAN

FC 24-130 Motion: To approve and forward to the Board of Commissioners the request to contract with Vitality for the employee health management plan for a period of three years.  
Moved by: Wenzel

The motion passed by the following votes: Yeas: Joe Moss, Kendra Wenzel, Rebekah Curran, Roger Belknap. (4)

## SUBJECT: MOA BETWEEN OTTAWA COUNTY AND MSU EXTENSION

FC 24-131 Motion: To approve the amended MOA between Ottawa County and MSU Extension for Fiscal Year 2025.

Moved by: Moss

The motion passed by the following votes: Yeas: Joe Moss, Rebekah Curran, Kendra Wenzel, Roger Belknap. (4)

FC 24-132 Motion: To amend the MOA to remove paragraph 6, starting with "Further".

Moved by: Moss

UNANIMOUS

## SUBJECT: ASSESSING SERVICES FOR POLKTON CHARTER TOWNSHIP

FC 24-133 Motion: To approve and forward to the Board of Commissioners a contract to provide assessing services for Polkton Charter Township; and approve the request from Equalization to add one .49FTE Appraiser 2 position, and increase one existing Abstract/Indexing Clerk from .5 FTE to .525 FTE to be funded by the assessing agreement with Polkton Charter Township; and recognize and appropriate contract revenue of \$33,500 for Fiscal Year 2025.

Moved by: Wenzel

The motion passed by the following votes: Yeas: Rebekah Curran, Kendra Wenzel, Joe Moss, Roger Belknap. (4)

## SUBJECT: LANDSCAPE AND SNOWPLOW SERVICES

FC 24-134 Motion: To approve and forward to the Board of Commissioners a contract for landscape and snow removal services at multiple locations.

Moved by: Moss

The motion passed by the following votes: Yeas: Rebekah Curran, Joe Moss, Kendra Wenzel, Roger Belknap. (4)

## SUBJECT: CONTRACT FOR INFORMACAST LICENSE RENEWAL

FC 24-135 Motion: To approve and forward to the Board of Commissioners a four-year contract with SHI to purchase licensing for InformaCast.

Moved by: Moss

The motion passed by the following votes: Yeas: Joe Moss, Kendra Wenzel, Rebekah Curran, Roger Belknap. (4)

## SUBJECT: BROWNFIELD PLAN FOR COOPERSVILLE MFD LLC

FC 24-136 Motion: To recommend and forward to the Board of Commissioners a resolution approving the Brownfield Plan Amendment for Coopersville MFD LLC located in the City of Coopersville.

Moved by: Moss

The motion failed by the following votes: Nays: Kendra Wenzel, Joe Moss, Rebekah Curran. (3)

Yeas: Roger Belknap. (1)

## SUBJECT: CONTRACT FOR MEDICAL SERVICES IN CORRECTIONAL FACILITY

FC 24-137 Motion: To review and approve the 4 year contract with VitalCore for jail medical services in the amount of \$8,269,794.89.

Moved by: Moss

The motion passed by the following votes: Yeas: Rebekah Curran, Kendra Wenzel, Joe Moss, Roger Belknap. (4)

## SUBJECT: FY2025 BUDGET ADJUSTMENTS

FC 24-138 Motion: To approve and forward to the Board of Commissioners the FY2025 budget adjustments per the attached schedule.

Moved by: Wenzel

The motion passed by the following votes: Yeas: Joe Moss, Rebekah Curran, Kendra Wenzel, Roger Belknap. (4)

## SUBJECT: COMMITTEE REPORTS

1. Treasurer's Report – Jason Kondrat, Chief Deputy Treasurer, gave the monthly update.

## SUBJECT: PUBLIC COMMENT

1. Paula Humphrey-Chester Township
2. Betsy Ludwick-Chester Township
3. Dan Zimmer-Port Sheldon Township
4. Chris Crothers-Holland Township

## SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 1:59 p.m.