FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: April 10, 2025

TIME: 1:05 p.m.

PLACE: Fillmore Street Complex

PRESENT: Jim Barry, Jordan Jorritsma, Douglas Zylstra, Jacob Bonnema, Kendra Wenzel, John Teeples, Sylvia Rhodea, Philip Kuyers, Josh Brugger, Allison Miedema. (10)

ABSENT: Joe Moss (1)

SUBJECT: COMMUNICATION

1. ARPA Partner: Latin Americans United for Progress Update. Maria Morales presented at the Planning and Policy Committee meeting due to time constraints.

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Report – Cheryl Clark, Ottawa County Treasurer, gave an update and made comments regarding agenda item number 8, at an earlier time due to prior commitments.

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: APPROVAL OF AGENDA

FC 25-042 Motion: To approve the agenda of today.
Moved by: Jacob Bonnema

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (10)

SUBJECT: CONSENT RESOLUTIONS

FC 25-043 Motion: To approval of Minutes from March 11, 2025, Finance and Administration Committee Meeting.
Moved by: Phil Kuyers

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (10)

SUBJECT: STATEMENT OF REVIEW

FC 25-044 Motion: To approve the Statement of Review.
Moved by: John Teeples

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (10)

SUBJECT: ACCOUNTS PAYABLE FOR MARCH 1, 2025 THROUGH MARCH 31, 2025

FC 25-045 Motion: To approve and forward to the Board of Commissioners the general claims in the amount of $15,129,011.70 as presented by the summary report for March 1, 2025, through March 31, 2025.
Moved by: Doug Zylstra

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (10)

SUBJECT: COUNTY OF OTTAWA FINANCIAL REPORT

FC 25-046 Motion: To receive for information and forward to the Board of Commissioners the Annual Comprehensive Financial Report of the County of Ottawa for the Year Ended September 30, 2024.
Moved by: John Teeples

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (10)

SUBJECT: LOCAL GOVERNMENT RETIREMENT SYSTEM ANNUAL REPORT

FC 25-047 Motion: To receive for information and forward to the Board of Commissioners the Local Government Retirement System Annual Report as required by Public Act 202 of 2017.
Moved by: Jacob Bonnema

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (10)

SUBJECT: GRAND HAVEN PROBATE COURT CONSTRUCTION SERVICES

FC 25-048 Motion: To approve and forward to the Board of Commissioners a contract with Dykhouse Construction Inc. for construction services as they relate to the Probate Court renovation at the Grand Haven Courthouse for a total cost of $72,198.70.
Moved by: Phil Kuyers

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (10)

SUBJECT: KENT COMMUNICATION, INC. CONTRACT

FC 25-049 Motion: To approve and forward to the Board of Commissioners a contract for mailing services for election related notices that the County Clerk's Office will send to Ottawa County registered voters.
Moved by: Josh Brugger

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (10)

SUBJECT: CHATBOT SOFTWARE

FC 25-050 Motion: To approve and forward to the Board of Commissioners a 3-year contract with Citibot, Inc. to provide chatbot software to the website at a total cost of $96,865.
Moved by: Jacob Bonnema

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (9)

Nays: Allison Miedema (1)

SUBJECT: INVESTMENT SOFTWARE UPGRADE

FC 25-051 Motion: To approve and forward to the Board of Commissioners the contract with Emphasys Computer Solutions Inc. for an investment software upgrade at a total cost of $108,299.
Moved by: Jacob Bonnema

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (10)

SUBJECT: KNOWBE4 SUBSCRIPTION UPGRADE

FC 25-052 Motion: To approve and forward to the Board of Commissioners the contract upgrade

with SHI for the KnowBe4 cybersecurity awareness subscription, increasing our agreement to the Diamond Plan, at a cost not-to-exceed $190,000 for a term of 3 years with an option to renew for an additional 3 years.
Moved by: Jacob Bonnema

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (10)

SUBJECT: AVID, APEX, AND BASTION SUBSCRIPTION SERVICES CONTRACT

FC 25-053 Motion: To approve and forward to the Board of Commissioners the contract with Fidlar Technologies to renew the Register of Deeds subscription services for AVID (Recording software), APEX (Vitals software), and Bastion (Offsite hosting service) for 3 years at a cost of $127,401 per year.
Moved by: Jordan Jorritsma

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (10)

SUBJECT: FY2025 BUDGET ADJUSTMENTS

FC 25-054 Motion: To approve and forward to the Board of Commissioners the FY2025 budget adjustments per the attached schedule.
Moved by: Josh Brugger

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (10)

SUBJECT: BROWNFIELD PLAN AMENDMENT FOR LANDINGS AT RUSH CREEK

FC 25-055 Motion: To approve and forward to the Board of Commissioners a Brownfield Plan Amendment for The Landings at Rush Creek development by LaCati Group LLC in the City of Hudsonville and request a Public Hearing for the same to be held on April 22, 2025.
Moved by: Phil Kuyers

The motion passed by the following votes: Yeas: Phil Kuyers, Jim Barry, John Teeples, Doug Zylstra, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (7)

Nays: Allison Miedema, Sylvia Rhodea, Kendra Wenzel (3)

SUBJECT: PUBLIC COMMENT

1. Tyler Dotson – City of Hudsonville, City Manager
2. Garry Post – City of Ferrysburg

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 3:36 p.m.