FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: June 10, 2025

TIME: 10:31 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Jordan Jorritsma. (1)

SUBJECT: COMMUNICATION

1. ARPA Partner: Community Action House – Lakeshore Food Rescue-Krista Burgett, Senior Manager, gave an update.

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: APPROVAL OF AGENDA

FC 25-075 Motion: To approve the agenda of today.
Moved by: Moss UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 25-076 Motion: To approve the minutes of May 13, 2025, Finance and Administration Committee Meeting.
Moved by: Moss UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 25-077 Motion: To approve the Statement of Review.
Moved by: Kuyers

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

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

FC 25-078 Motion: To approve and forward to the Board of Commissioners the general claims in the amount of $15,842,622.10 as presented by the summary report for May 1, 2025, through May 31, 2025.
Moved by: Kuyers

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

SUBJECT: COOLING TOWER REPLACEMENTS

FC 25-079 Motion: To approve and forward to the Board of Commissioners a contract with Hurst Mechanical for the replacement of the cooling towers at A and B Buildings on James Street for a total of $299,601.00 and authorize a reallocation of $72,800 from DHHS Building Roof project to fully fund the contract.
Moved by: Moss

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

SUBJECT: WEBEX CALLING AND CUSTOMER ASSIST

FC 25-080 Motion: To approve and forward to the Board of Commissioners the contract with Sentinel Technologies for Cisco Webex Calling and Customer Assist at a 6-year total cost of $780,665.
Moved by: Brugger

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

SUBJECT: PATAGONIA HEALTH EHR

FC 25-081 Motion: To approve and forward to the Board of Commissioners the contract with Patagonia Health to renew the subscription for electronic health record software for 3 years at a total cost of $271,000.00.
Moved by: Moss

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

SUBJECT: MATERIALS MANAGEMENT PLANNING GRANT

FC 25-082 Motion: To approve and forward to the Board of Commissioners the grant agreement for Materials Management Planning with the Michigan Department of Environment, Great Lakes, and Energy.
Moved by: Moss

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

SUBJECT: MATERIALS MANAGEMENT PLANNING GRANT PERSONNEL REQUESTS

FC 25-083 Motion: To approve and forward to the Board of Commissioners the request from Public Health for the following positions related to the proposed Material Management Planning Grant: EPH Specialist (new position) 0.9 FTE, EPH Specialist (existing staff filled) 1.0 FTE, EPH Tech MMP (temporary), EPH Supervisor/MMP Coordinator (new position) 1.0 FTE.
Moved by: Moss

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

SUBJECT: FY2026 MDOC PLAN AND APPLICATION

FC 25-084 Motion: To approve and forward to the Board of Commissioners the Resolution accepting the Fiscal Year 2026 Michigan Department of Corrections Plan and Application.
Moved by: Wenzel

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

SUBJECT: CLERK/REGISTER POSITION UPGRADE REQUEST

FC 25-085 Motion: To approve and forward to the Board of Commissioners the request from the Clerk/Register of Deeds Office to upgrade one Case Records Technician I position at pay grade 3 to a Case Records Technician IV-D at pay grade 4.
Moved by: Moss

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

SUBJECT: FY2025 BUDGET ADJUSTMENTS

FC 25-086 Motion: To approve and forward to the Board of Commissioners the FY2025 budget adjustments per the attached schedule.
Moved by: Kuyers

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

SUBJECT: COMMITTEE REPORTS

1. County Administrator Search Update-Administrator Rosema gave quick update on the candidates.

2. Treasurer's Report – Cheryl Clark, Ottawa County Treasurer, gave an update.

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 11:35 a.m.