FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: August 12, 2025

TIME: 10:32 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Sylvia Rhodea. (1)

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: APPROVAL OF AGENDA

FC 25-097 Motion: To approve the agenda of today.
Moved by: Moss UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 25-098 Motion: To approve the minutes of July 8, 2025, Finance and Administration Committee Meeting.
Moved by: Moss UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 25-099 Motion: To approve the Statement of Review.
Moved by: Moss

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

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

FC 25-100 Motion: To approve and forward to the Board of Commissioners the general claims in the amount of $21,662,050.85 as presented by the summary report for July 1, 2025, through July 31, 2025.
Moved by: Jorritsma

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

SUBJECT: FOOD INSPECTION REPORTING TOOL

FC 25-101 Motion: To approve and forward to the Board of Commissioners a 1-year contract with Flourish and Thrive Labs for an AI tool to streamline documentation of food safety inspections at a total cost of $80,000.
Moved by: Moss

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

SUBJECT: FOOD SERVICES INSPECTION SOFTWARE

FC 25-102 Motion: To approve and forward to the Board of Commissioners a 5-year contract with Hedgerow for restaurant inspection software at a total cost of $290,300.
Moved by: Jorritsma

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

SUBJECT: GRAND HAVEN COURTHOUSE CARPET INSTALLATION

FC 25-103 Motion: To approve and forward to the Board of Commissioners the contract with Johnson Commercial Interiors for replacement carpeting at the Grand Haven Courthouse for a total cost of $73,492.17.
Moved by: Wenzel

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

SUBJECT: SHERIFF'S OFFICE PERSONNEL REQUEST

FC 25-104 Motion: To approve and forward to the Board of Commissioners the request from the Sheriff's Office to reclassify the Administrative Assistant (U7) position to an Executive Assistant (U11) position at a cost of $21,168.42.
Moved by: Moss

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

SUBJECT: ACCESS CONTROL MANAGEMENT CONSULTING

FC 25-105 Motion: To approve and forward to the Board of Commissioners the amendment to the contract for access control management consulting services at a not to exceed cost of $125,000.
Moved by: Moss

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

SUBJECT: WEST MICHIGAN HEALTH INSURANCE POOL TRUSTEE RESOLUTION

FC 25-106 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: Kendra Wenzel, Joe Moss, Doug Zylstra, Phil Kuyers, Allison Miedema, Jordan Jorritsma, Josh Brugger, John Teeples, Jim Barry, Jacob Bonnema. (10)

SUBJECT: PARKING LOT PAVING

FC 25-107 Motion: To approve and forward to the Board of Commissioners the contract for paving services at the Fillmore Complex, Grand Haven Courthouse, and James Street for a total of $1,096,040.00.
Moved by: Moss

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

SUBJECT: DELL MEMORANDUM OF UNDERSTANDING

FC 25-108 Motion: To approve and forward to the Board of Commissioners the Memorandum of Understanding with Dell Marketing LP for the purchase of end user computing products.
Moved by: Moss

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

SUBJECT: AT&T INTERNET AND IP FLEX SERVICE

FC 25-109 Motion: To approve and forward to the Board of Commissioners the contract with AT&T for AT&T Dedicated Internet and IP Flex service for 3-years at a total cost of $85,068.
Moved by: Moss

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

SUBJECT: FY2025 BUDGET ADJUSTMENTS

FC 25-110 Motion: To approve and forward to the Board of Commissioners the FY2025 budget adjustments per the attached schedule.
Moved by: Moss

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

SUBJECT: DISCUSSION ITEM

1. Fiscal Year 2026 Operating Budget and Capital Improvement Plan-Several Commissioners asked Karen Karasinski and Gary Rosema questions about the budget.

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Report – Cheryl Clark, Ottawa County Treasurer, was unable to attend the meeting but sent her report.

SUBJECT: PUBLIC COMMENT

1. Becky Patrick-Allendale Township
2. Shantel Martenal-Park Township

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 12:00 p.m.