

FINANCE AND EQUALIZATION COMMITTEE MEETING

The Finance and Equalization Committee Meeting was called to order by Chairperson Hardy on Tuesday, April 13, 2021, at 10:06 a.m. via Zoom.

Roll was called. Present: Mr. Christians, Ms. Meyette; Mr. Erickson, Mr. Morse, Mr. Hardy, and Mr. Walker. Mr. Beggs attended via Zoom.

Dr. Sobie, Oceana County Administrator; Ms. Anderson, Oceana County Clerk; Mr. James Kelly, MSUE Director; Mr. Tim Lewis, POAM; and Mr. Ed VanderVries, Equalization Director, were also present.

Public participation was provided via audio/videoconference using Zoom. The online meeting ID was 849 5015 1957.

Moved by Mr. Walker and seconded by Mr. Morse to approve the minutes from the March 25, 2021 meeting as presented.

Voice vote. Motion carried.

No public comment on agenda items.

Mr. Tim Lewis, POAM, provided an overview of the contract negotiations.

Mr. James Kelly, MSUE Director, provided an annual report for MSUE.

Mr. Ed VanderVries, Equalization Director, began discussion for consideration of a resolution to approve the 2021 Equalization Report. Mr. VanderVries provided a brief summary of his background in equalization/assessing. He stated that he started in Oceana County as a contracted Equalization Director with staff that were county employees and that this has evolved into a fully contracted Equalization Department. He also explained the process of equalization. He reported that there were no units that did not meet their obligation. Mr. VanderVries requested that the resolution regarding the Equalization Report be passed in order to provide the information to the State.

Dr. Sobie requested consideration of a resolution to reappoint a member to the Oceana County Jury Board.

Dr. Sobie requested consideration of a resolution to approve a paid sick leave policy for employees.

Dr. Sobie requested consideration of a resolution to establish a new fund for recording financial activity stemming from a funding allocation from the American Rescue Plan Act (ARPA).

Dr. Sobie requested consideration to post-approve the Oceana County Parks and Recreation Commission's grant application.

Dr. Sobie did not read the claims for payment, however the following was available for review:

REVIEW OF CLAIMS FOR PAYMENT (>= \$1,000 and Other Noteworthy Expenditures)

Fund #	Dept. #	Dept. Name	Amount	Purpose
Special Revenue Funds				
210 - Ambulance Fund			\$ 1,522.07	to MMRMA for 2nd quarter liability insurance.
239 - Shelby Twp Community Park Fund			\$ 1,250.00	to Landscape Architects & Planners for project services. Fully reimbursed via private donations.
249 - Building Department Fund			\$ 7,718.10	to Randy Miller for permits, residential plan reviews, and commercial plan reviews.
			\$ 3,977.10	to Richard Story for permits, residential plan reviews, and commercial plan reviews.
			\$ 2,429.90	to Randy Neuman for permits, residential plan reviews, and commercial plan reviews.
254 - Foreclosure Fund			\$ 11,310.00	to Oceana County Register of Deeds for recording of forfeitures
256 - Automation Fund			\$ 2,437.15	to Avenu Holdings for software fees.
260 - Indigent Defense Fund			\$ 1,962.00	to Anna Rapa for court appointed attorney fees.
			\$ 4,583.33	to Indigent Defense Consultants for managed assigned counsel services.
			\$ 5,057.00	to Good Law for court appointed attorney fees.
360 - Ambulance Debt Fund			\$ 1,200.00	to The Bank of New York for annual bond payment.
391 - MCF Debt Fund			\$ 10,425.00	to The Bank of New York for annual bond payment.
405 - Capital Projects			\$ 1,358.18	to Haworth, Inc. for office furniture.

520 - Tax Payment Fund 2020			\$ 1,074.60	to KCI for prepaid postage for delinquent tax notices.
101 - General Fund				
	101	Board of Commissioners	\$ 6,787.27	to H Security & Investigation for courthouse security for April and March OT.
			\$ 2,065.00	to Foster, Swift, Collins and Smith, P.C. for legal services.
			\$ 10,481.04	to Smith, Haughey, Rice and Roegge for legal services.
	257	Equalization	\$ 16,500.00	to V&V Assessing for equalization services.
	261	MSU Extension	\$ 27,693.00	to MSUE Business Office for the 2nd qtr assessment fee per agreement.
	265	Courthouse and Grounds	\$ 1,921.58	to City of Hart for Utilities.
			\$ 1,025.51	to Huntington Bank for equipment purchases.
			\$ 1,046.90	to West Michigan Community Mental Health for confidential paper shredding.
	267	Prosecuting Attorney	\$ 1,000.00	to MGT of America for FY 2021 CRP Billing Services
	275	Drain Commissioner	\$ 2,062.49	to Miss Dig for annual membership and service fees.
	301	Sheriff	\$ 5,497.50	to Wex Bank for fuel.
			\$ 1,057.62	to Affordable Auto for vehicle repairs.
			\$ 3,343.76	to Kiesler's Police Supply for various supplies.

			\$ 1,257.20	to Steve's Auto & Truck, Inc. for vehicle repairs.
			\$ 1,043.75	to Windridge Textile for printed material.
			\$ 2,947.55	to Nye Uniform.
	351	Jail	\$ 1,337.55	to Correctional Recovery for medical billing services.
			\$ 3,655.87	to Gordon Food Service.
			\$ 1,071.53	to Huntington Bank for equipment purchases.
	528	Transfer Station	\$ 3,195.76	to American Classic Dumpster for removal of trash and recycling material.
	602	Health Department	\$ 5,300.00	to DHD#10 for monthly lease payment.
			\$ 3,490.02	to DHD#10 for medical marihuana educational services (grant funded).
			\$ 41,931.00	to DHD#10 for the 2nd quarter appropriation for FY 2021.
	648	Medical Examiner	\$ 6,493.36	to Mid Michigan Medical Examiner Group for administrative services.
	865	Insurance	\$ 46,255.93	to MMRMA for 2nd quarter liability insurance.
	971	Community Mental Health	\$ 10,833.33	to West Michigan Community Mental Health for monthly appropriation.
			\$ 265,598.95	
	~	Total		

Administrator's Report

Administration

Several new employees started working for the county recently. They include:

- Micah Charlick – Deputy Sheriff – Started March 1st
- Heather Vandervest – Vital Records / AP Clerk – Started March 1st
- Tanya Lanning – FOC Senior Enforcement Officer – Started March 29th
- Brittany Daniels – District Court Adult Probation and Collection Enforcement Officer – Starts April 12th

Three positions are posted to refill; two of which are the result of upcoming retirements. They include the Juvenile Court Officer and the Deputy Animal Control Officer. The third is the Juvenile Probation Officer.

Regarding funding from the 2020 Federal CARES Act for public safety/public health payroll reimbursement, the Michigan Department of Treasury has made its final recommendations for prorated award amounts. This was necessary to distribute the remaining funds from the Act that were earmarked to local governments for this purpose. I anticipate the county will receive \$58,301. Additionally, a summary of all federal funding stemming from the pandemic was distributed to commissioners.

CDBG Emergency Home Repair Program

Along with the Michigan Economic Development Corporation, I recently approved a third emergency home repair project for a home located in Elbridge Township. The project is valued at \$7,900 and it involves roof repairs and interior repairs from water damage, including electrical work. After this project is completed, approximately \$65,000 remains available to the program for eligible projects and administrative expenses. The deadline to spend these funds is June 30, 2021.

Road Commission

Just a reminder that applications for the vacancy on the Road Commission Board closed on April 12 and I'll receive from the Road Commission all applications submitted for the vacancy soon. The Board of Commissioners makes the appointment to fill the vacancy.

Public Comment

There was no public comment at this time.

There being no further business to discuss, Chairperson Hardy adjourned the Finance and Equalization Committee meeting at 11:35 a.m.

Respectfully,

Amy L. Anderson
Oceana County Clerk