

FINANCE AND EQUALIZATION COMMITTEE MEETING

The Finance and Equalization Committee Meeting was called to order, in the Board Conference Room of the Oceana County Courthouse, by Chairperson Hardy on Thursday, July 22, 2021, at 11:06 a.m.

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

Dr. Sobie, Oceana County Administrator, and Ms. Anderson, Oceana County Clerk, were also present.

Moved by Mr. Mr. Walker and seconded by Mr. Erickson to approve the minutes from the July 8, 2021 meeting as corrected.

Voice vote. Motion carried.

Moved by Mr. Erickson and seconded by Mr. Christians to approve the agenda items as presented.

Voice vote. Motion carried.

There was no public comment on agenda items.

Dr. Sobie requested consideration of a proposed resolution to authorize Honeywell to conduct a no-cost energy performance feasibility study. Initially, Undersheriff Schiller approached the Board to consider the energy performance feasibility study over a year ago, however, due to the pandemic, it was delayed. Now would be an optimal time to revisit the energy performance feasibility study as there may be a potential for allocated money due to the American Rescue Plan Act (ARPA) funding.

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

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

Fund #	Dept. #	Dept. Name	Amount	Purpose
Special Revenue Funds				
210 - Ambulance Fund			\$ 227,900.00	to Life EMS for the quarterly service agreement.
249 - Building Department Fund			\$ 3,338.20	to Randy Miller for permits, residential plan reviews, and commercial plan reviews.
			\$ 4,713.70	to Richard Story for permits, residential plan reviews, and commercial plan reviews.

	\$ 2,724.15	to Randy Neuman for permits, residential plan reviews, and commercial plan reviews.
254 - Foreclosure Fund	\$ 1,842.54	to Title Check LLC for parcel administration.
	\$ 19,500.00	to Ken Adams Excavating for contractual services.
256 - Automation Fund	\$ 2,832.15	to Avenu Holdings for software fees.
	\$ 6,288.80	to Michigan County Services for book binding and repairs.
260 - Indigent Defense Fund	\$ 4,583.33	to Indigent Defense Consultants for managed assigned counsel services.
	\$ 7,347.00	to Springstead Law Offices for court appointed attorney fees.
	\$ 5,464.00	to Good Law for court appointed attorney fees.
298 - Technology and Innovation Fund	\$ 1,137.20	to Charter Communications for fiber optic cable connection between buildings.
405 - Capital Projects	\$ 12,989.00	to Martech Enterprise for HVAC units for the Health Department.
General Fund		
101 - Board of Commisioners	\$ 7,063.64	to H Security & Investigation for courthouse security for July and June OT.
	\$ 1,890.00	to Smith, Haughey, Rice and Roegge for legal services.
131 - Circuit Court	\$ 3,346.34	to Hayes Law Office for court appointed attorney fees.

	\$ 3,346.34	to Springstead Law Offices for court appointed attorney fees.
253 - Treasurer	\$ 1,492.00	to Greenstone Insurance Co for short term surety tax bond insurance.
257 - Equalization	\$ 16,500.00	to V&V Assessing for equalization services.
265 - Courthouse and Grounds	\$ 3,090.17	to City of Hart for Utilities.
301 - Sheriff	\$ 5,045.63	to Affordable Auto for vehicle repairs.
	\$ 3,400.20	to Nye Uniform.
351 - Jail	\$ 1,087.39	to Oceana Pharmacy for medications and supplies for May.
	\$ 3,990.29	to City of Hart for Utilities.
	\$ 2,281.86	to Gordon Food Service.
	\$ 1,650.00	to EPS for security system.
426 - Emergency Management	\$ 7,219.48	to Huntington Bank for equipment purchases.
528 - Transfer Station	\$ 7,502.08	to American Classic Dumpster for removal of trash and recycling material.
537 - Airport	\$ 9,070.15	to AvFuel for fuel.
	\$ 1,425.00	to QT Petroleum on Demand for Annual Agreement.
602 - Health Department	\$ 5,300.00	to DHD#10 for monthly lease payment.
	\$ 8,320.81	to DHD#10 for medical marihuana educational services (grant funded).

	\$ 41,931.00	to DHD#10 for the 3rd quarter appropriation for FY 2021.
648 - Medical Examiner	\$ 6,688.14	to Mid Michigan Medical Examiner Group for administrative services.
971 - Community Mental Health	\$ 10,833.33	to West Michigan Community Mental Health for monthly appropriation.
~ Total	\$ 453,133.92	

Administrator’s Report *(written by Dr. Sobie)*

Administration

A vacancy has occurred in District Court with the traffic clerk’s position and the vacancy has been posted. All current vacancies in the county include:

- Maintenance Supervisor
- Custodian (regular part time)
- Custodian (irregular part time)
- District Court Probation and Collection Enforcement Officer
- District Court Traffic Clerk
- Circuit Court Court Reporter
- Circuit Court Attorney Referee

I’ve talked with Mr. Al Vanderberg, Ottawa County Administrator, about dates and times to conduct a strategic planning session with commissioners and other stakeholders. Dates and times are pending. All department heads are encouraged to participate in the facilitation session.

I requested a “cost of services” proposal from a consulting firm that we currently use to prepare our annual cost allocation plan. The scope of work included a review of up to eight (8) departments to determine the full cost of providing a service, such as a building permit, dog license, or refuse at the transfer station. The proposed cost is \$47,175. I feel that this is too costly at this time.

I have begun working on editing the County Policy Handbook to use more gender-neutral phrases. This will not change any of the policies. Happy to talk about this at a later time.

Brownfield Redevelopment Authority

I submitted an advertisement to the local newspaper seeking four (4) individuals to serve on the nine (9) member board of directors for the newly established brownfield redevelopment authority. The five (5) other members of the board will be direct recommendations from the County Administrator to the County Board.

I created a web page on our web site with some basic information about the Brownfield Authority and additional information that will be published as it becomes available. Feel free to suggest edits.

Relying mostly on standardized language from the Michigan Economic Development Corporation, I've prepared a draft version of bylaws for the Brownfield Authority board to begin working with once the authority's board has been established. The new board will prepare the recommended version of the bylaws that will be submitted to commissioners for approval.

Courthouse and Grounds

I've been working with Mr. Steve Kelley to review the status of current facility related projects. I'll oversee active projects until we've successfully recruited a new supervisor. I've signed off on five in the last week. Most of these have to do with carpet replacement. Also, a change to the security station at the entry.

Community Engagement

I would like to set up a contest involving the community to design a county flag. This contest will be solely funded by private donation and I would like for the commissioners to be the judges.

Mr. Erickson requested that the Board put together an Oceana County Government booth at the fair this year. He suggested that each elected official provide business cards, literature about what each office does, etc.

Ms. Meyette wants to be sure that all entities of Oceana County Government are given the opportunity to be represented at the booth, even if it is only a listing of each committee with their meeting and contact information.

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 11:45 a.m.

Respectfully,

Amy L. Anderson
Oceana County Clerk