

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, August 12, 2021, at 11:09 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; Ms. Anderson, Oceana County Clerk; and Mr. Neil Hammerbacher, Gabridge & Co., were also present.

Moved by Mr. Beggs and seconded by Mr. Christians to approve the minutes from the July 22, 2021 meeting as corrected.

Voice vote. Motion carried.

Dr. Sobie noted that the presentation of the Fiscal Year 2020 Annual Financial Report would be done by Mr. Hammerbacher, rather than Mr. Joe Verlin as the agenda listed.

Moved by Mr. Beggs and seconded by Mr. Walker to approve the agenda items as amended.

Voice vote. Motion carried.

There was no public comment on agenda items.

Mr. Neil Hammerbacher, Gabridge & Co., presented the Fiscal Year 2020 Annual Finance Report. This was a 100% remote audit using ShareFile and BS&A.

Dr. Sobie requested consideration of a resolution to approve the Fiscal Year 2020 Annual Financial Report. Overall, the audit indicates that Oceana County is in good fiscal shape.

Dr. Sobie requested consideration of a resolution to set a budget workshop meeting schedule. Tuesday September 21st, beginning at 9 a.m. with a working lunch. On September 9th, Dr. Sobie will give the Commissioners their budget workbooks so that they have time to read through it and generate questions for the budget workshop meeting. An alternate date or second date for this workshop is October 5th.

Dr. Sobie sought consideration regarding a resolution to set a date for a public hearing regarding the Fiscal Year 2022 budget. The proposed date for the public hearing would be on October 28th during the regular board meeting. The budget will be available for public inspection both online and in the administrator's office prior to this meeting.

Dr. Sobie facilitated consideration of a resolution to approve funding to enhance Oceana County's Geographic Information System (GIS). This will improve the quality and accuracy of data, as well as make more data available to our Drain Commission through GIS. West Michigan Shoreline Regional Development Commission (WMSRDC) provided a reasonable quote. The funding for this improvement would come out of the GIS fund; there is just enough money in the GIS Fund to pay for this project.

Dr. Sobie requested consideration of a resolution to approve the 2021 Winter Tax Levies upon receiving a letter from Mason-Oceana 911 asking the board to approve their millage. Mr. Walker expressed concerns about the way that Mason-Oceana 911 is being ran. His primary concern is the GEO Files, specifically in Rothbury.

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

Oceana County Administrator				
REVIEW OF CLAIMS FOR PAYMENT (>= \$1,000 and Other Noteworthy Expenditures)				
Fund #	Dept. #	Dept. Name	Amount	Purpose
Special Revenue Funds				
210 - Ambulance Fund			\$ 2,640.00	to Ferry Township Area Fire for 2nd quarter MFR fees.
			\$ 11,110.00	to Grant Township Area Fire for 2nd quarter MFR fees.
			\$ 4,510.00	to Hesperia Area Fire for 2nd quarter MFR fees.
			\$ 8,690.00	to Pentwater Area Fire for 2nd quarter MFR fees.
			\$ 4,620.00	to Walkerville Area Fire for 2nd quarter MFR fees.
249 - Building Department Fund			\$ 10,427.45	to Randy Miller for permits, residential plan reviews, and commercial plan reviews.
			\$ 7,519.90	to Richard Story for permits, residential plan reviews, and commercial plan reviews.
			\$ 4,918.65	to Randy Neuman for permits, residential plan reviews, and commercial plan reviews.
254 - Foreclosure Fund			\$ 20,779.12	to Title Check LLC for parcel administration.
260 - Indigent Defense Fund			\$ 7,613.00	to Hayes Law Office for court appointed attorney fees.
			\$ 2,332.00	to Anna Rapa for court appointed attorney fees.
			\$ 4,583.34	to Indigent Defense Consultants for managed assigned counsel services.
277 - CDBG Fund			\$ 8,890.00	to A-1 Mobile Roof-Over Systems for new roof installation.
			\$ 57,257.66	to the State of Michigan for the return of unused program income for 2019-2020.
			\$ 1,737.12	to Center for Nonprofit Housing for third party administrative fees.
292 - Child Care Fund			\$ 1,699.20	to Fountain Hill Center for out-of-home placement.
405 - Capital Projects			\$ 10,315.00	to White Lake Flooring for carpet replacement.
			\$ 18,729.00	to Alertus Technologies, LLC for employee notification system.
General Fund				

101 - Board of Commissioners	\$ 6,223.64	to H Security & Investigation for courthouse security for August and July OT.
131 - Circuit Court	\$ 1,105.00	to Eric R. Fox for court appointed attorney fees.
	\$ 5,130.35	to Newaygo County Treasurer for judge reimbursement costs.
136 - District Court	\$ 1,718.19	to Newaygo County Treasurer for judge reimbursement costs.
	\$ 4,481.80	to State of Michigan for JIS fees.
141 - Friend of the Court	\$ 1,740.00	to John Bulger for referee services.
148 - Probate Court	\$ 1,575.00	to Barkow Law for conservatorship - guardian fees.
	\$ 3,063.83	to State of Michigan for JIS fees.
245 - Remonumentation	\$ 12,000.00	to Randy Hepworth for remonumentation fees.
248 - General Services	\$ 35,438.50	to Lakeshore Regional Entity for 50% of the Convention Facility Tax (Liquor Tax) for the provision of mental health, developmental disability, and substance use disorder services.
257 - Equalization	\$ 16,500.00	to V&V Assessing for equalization services.
262 - Elections	\$ 1,006.60	to Spectrum Printers, Inc. for ballots.
265 - Courthouse and Grounds	\$ 2,920.90	to City of Hart for Utilities.
	\$ 1,284.83	to Hodges Sales and Service for vehicle repairs.
301 - Sheriff	\$ 6,865.08	to Enterprise for fleet vehicle management.
	\$ 7,920.59	to Wex Bank for fuel.
	\$ 1,177.11	to Huntington Bank for equipment purchases.
351 - Jail	\$ 14,681.05	to Correctional Recovery for medical billing services.
	\$ 2,000.00	to Dr. Paul Wagner for inmate medical.
	\$ 3,598.67	to Gordon Food Service.
	\$ 6,490.00	to ID Networks for service contract on fingerprinting system.
	\$ 2,167.53	to Craftmaster Hardware LLC for equipment purchases.
426 - Emergency Management	\$ 2,500.00	to Jackpine Incident Management LLC for updated CWPP plan.
528 - Transfer Station	\$ 13,975.92	to American Classic Dumpster for removal of trash and recycling material.
	\$ 1,671.45	to C M Rubber Recycling for recycling of tires.
602 - Health Department	\$ 1,238.19	to Consumers Energy.

	\$ 5,300.00	to DHD#10 for monthly lease payment.
971 - Community Mental Health	\$ 10,833.33	to West Michigan Community Mental Health for monthly appropriation.
~ Total	\$ 362,979.00	

Administrator’s Report (as written by Dr. Sobie):

Administration

Fiscal Year 2022 budget worksheets were distributed to courts and departments on July 21 with a deadline to receive them back to the admin office by August 16. We will work with anybody that needs more time.

Three job positions were filled recently including the attorney referee, IT coordinator, and a regular part-time custodial position. Two job vacancies have occurred, one is a corrections officer in the Sheriff’s Department and the other position is the legal secretary in the Prosecuting Attorney’s Office.

Under Commissioner Morse’s leadership, the strategic planning initiative will hold a Special Planning and Environmental Services Committee meeting on Saturday, September 18 beginning at 9:00 a.m. at The Avenue Event Center in downtown New Era. The facilitator will be Mr. Al Vanderberg, newly appointed Kent County administrator. I’ve prepared a notice for the local press seeking public participation.

U.S. Department of the Treasury has scheduled webinars to explain the reporting requirements for the American Rescue Plan funds distributed throughout the country. I participated in the webinar that was held yesterday, August 11.

Regarding participation during the upcoming county fair, I’ve compiled some information that can be placed on the display table. If needed, I could see about having someone from my office at the fair for a few hours during the week.

Economic Development

I submitted a copy of our federal single audit to the Michigan Economic Development Corporation, along with additional documents, to close out the grant for the 2020 Peterson Farms business expansion project. I’m waiting for confirmation from the MEDC that all documents have been approved.

I’m working on scheduling a meeting with Ms. Kittie Tuinstra, from Dogwood Community Development, formerly Oceana Home Partnership, to discuss a third-party agreement to provide limited housing services to the county to help ensure the county remains compliant with U.S. Housing and Urban Development guidelines when we receive federal funds. I believe this is necessary since the county’s housing commission was dissolved in 2020. More information to come.

Emergency Management

Following conversations with Mr. Jim Duram, I’m anticipating his retirement at the end of this year so I would like to begin a discussion about either refilling the position or contracting for emergency manager services with a neighboring county.

In your board packets you can also find a copy of a letter from Mr. White resigning as the deputy emergency manager.

Board of Canvassers

Forthcoming are appointments to the Board of Canvassers due to terms expiring. Once Ms. Amy Anderson has heard from both major political parties, I'll add a proposed resolution to the board agenda to make the necessary appointments.

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 11:58 a.m.

Respectfully,

Amy L. Anderson
Oceana County Clerk