

Agenda  
**FINANCE AND ADMINISTRATION COMMITTEE**  
West Olive Administration Building  
12220 Fillmore, West Olive, MI 49460  
**December 15, 2009**  
9:30 a.m.

**Consent Items:**

1. Approval of Agenda
2. Approval of Minutes from the November 24, 2009 Meeting

**Action Items:**

1. Monthly Budget Adjustments  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of November 2009.
2. Budget Adjustments Greater than \$50,000  
**Suggested Motion:**  
To approve budget adjustments # 816, 817, 843, 844, and 845.
3. Statement of Review for November  
**Suggested Motion:**  
To approve the Statement of Review for the month of November 2009.
4. Western Ottawa Traffic Optimization/Synchronization Study  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners a contract with the Macatawa Area Coordinating Council (MACC) to perform and/or supervise the Western Ottawa Traffic Optimization/Synchronization Study for \$410,560, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).
5. Ottawa County HVAC Retrofits  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners a contract with Technical Energy Solutions Inc. (TES) to engineer, design, and install HVAC upgrades to Ottawa County facilities for \$908,455, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).
6. Local Government Retrofit Program  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the Scoring System, Application, and Selection Criteria for the Local Government Retrofit Program to award \$370,000, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).

7. Private Industry Retrofit Program

**Suggested Motion:**

To approve and forward to the Board of Commissioners the Scoring System, Application, and Selection Criteria for the Private Industry Retrofit Program to award \$100,000, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).

**Discussion Items:**

1. 2010 Commissioners' Conference and Travel Budget
2. Financial Month End Update for November 2009 (Brad Slagh)

**Adjournment**