

Agenda
Finance and Administration Committee
West Olive Administration Building – Board Room
12220 Fillmore, West Olive, MI 49460
Tuesday, April 20, 2021
10:00 AM

Public Comment:

Consent Items:

1. Approval of the Agenda
2. Approval of the minutes from the [March 16, 2021](#) Finance and Administration Committee Meeting.

Action Items:

1. [FY2021 Budget Adjustments](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the FY2021 budget adjustments per the attached schedule.
2. [Statement of Review](#)
Suggested Motion:
To approve the Statement of Review for the month of March 2021.
3. [County of Ottawa Financial Report - Vredeveld Haefner LLC](#)
Suggested Motion:
To receive for information and forward to the Board of Commissioners the Comprehensive Annual Financial Report of the County of Ottawa for the Year Ended September 30, 2020.
4. [Local Government Retirement System Annual Report \(form 5572\)](#)
Suggested Motion:
To receive and forward to the Board of Commissioners the Local Government Retirement System Annual Report as required by Public Act 202 of 2017.
5. [Fulton Street HVAC Replacement Project](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the lowest responsive bid from Hurst Mechanical in the amount of \$85,316.00 to replace three rooftop units and the building control system.

6. [Facilities Maintenance Personnel Request](#)

Suggested Motion:

To approve and forward to the Board of Commissioners a proposal to hire three part-time, non-benefited housekeepers at an annual cost of \$43,641.69.

7. [County Treasurer's Department Personnel Request](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the reorganization request from the County Treasurer to remove the 1.0 FTE Unclassified U4 position of Revenue Accounting Supervisor and add a 1.0 FTE Group T-6 Clerk position at a cost savings of \$22,324.82.

8. [Merit Contract for Broadband Data Collection](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the contract with Merit Network Inc. to complete Phase I (data collection/analysis) of the County's multi-phase Digital Inclusion Strategy at a cost of \$42,000.

9. [Waiver and Reduction of Food Establishment License Fees](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the motion to waive the food license fee for 33 establishments that paid for a food license and have not operated during license year May 1, 2020 - April 30, 2021 in the amount of \$13,611 and to reduce the license fee for all food establishments renewing a license in 2021 in the amount of \$141,611.

Discussion Items:

1. [Treasurer's Financial Month End Update](#); Amanda Price
2. [2021 Equalization Report](#); Michael Galligan

Adjournment

Comments on the day's business are to be limited to three (3) minutes.