

Agenda
Finance and Administration Committee
West Olive Administration Building – Board Room and YouTube
12220 Fillmore, West Olive, MI 49460
Tuesday, May 7, 2024
10:00 AM

Public Comment

Approval of Agenda

Consent Resolutions:

1. Approval of Minutes from the [April 2, 2024](#) Finance and Administration Committee Meeting.

Agenda and Action Requests:

1. [Statement of Review](#)
Suggested Motion:
To approve the Statement of Review.
2. [Accounts Payable for March 25, 2024 through April 19, 2024](#)
Suggested Motion:
To approve the general claims in the amount of \$24,467,236.88 as presented by the summary report for March 25 through April 19, 2024.
3. [Quarterly Financial Status Report](#)
Suggested Motion:
To receive for information the detailed Financial Statements for the General Fund and Mental Health Fund, as well as a higher level summary for the Special Revenue Funds, through the end of the 2nd quarter of Fiscal Year 2024.
4. [Michigan Ag Preservation Fund Grant Agreement](#)
Suggested Motion:
To recommend and forward to the Board of Commissioners a grant agreement in the amount of \$205,971 with the Michigan Department of Agriculture and Rural Development for the purchase of an agricultural conservation easement.
5. [Contract for Monumentation/Remonumentation](#)
Suggested Motion:
To sign the contract between Ottawa County and Tru-Line Surveying PC for services under the Monumentation/Remonumentation Program.

6. [Assessing Services for Georgetown Township](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the contract to provide assessing services for Georgetown Township, plus recognize and appropriate contract revenue of \$166,400 for Fiscal Year 2024.

7. [Equalization Personnel Request to fulfill the Georgetown Township Assessment Agreement](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the request from Equalization to add one 1.0 FTE Assistant Assessor, two 1.0 FTE Appraiser I positions, two 0.3 FTE Appraiser II positions, and one 1.0 FTE Abstract/Index Clerk at a cost of \$418,196 to be funded by the assessing agreement with Georgetown Township.

8. [Project Support Specialist Pay Grade Change](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the request from the Department of Strategic Impact to increase the pay grade for the Project Support Specialist from a pay grade 4 to a pay grade 6 at a cost of \$8,016.

9. [Sheriff's Office Personnel Request](#)

Suggested Motion:

To approve and forward to the Board of Commissioners a proposal to add one, 1.0 FTE full-time, benefited Unclassified Transportation & Assets Coordinator position at universal paygrade 11 for a total cost of \$117,120.

10. [Michigan Medical Marihuana Operation and Oversight Grant](#)

Suggested Motion:

To approve and forward to the Board of Commissioners a contract with Michigan Dept of Licensing and Regulatory Affairs (LARA)

11. [Public Health - Environmental Health Personnel Request](#)

Suggested Motion:

To approve and move forward to the Board of Commissioners the request from Public Health to add one 1.0 FTE Administrative Assistant II position at a cost of \$90,398.

12. [FY2024 Budget Adjustments](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the FY2024 budget adjustments per the attached schedule.

Committee Reports:

- I. [Treasurer's Financial Month End Update](#); Cheryl Clark

Public Comment

Adjournment at Call of the Chairperson

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