**Agenda**
**Finance and Administration Committee**
**West Olive Administration Building – Board Room and YouTube**
**12220 Fillmore, West Olive, MI 49460**
**Thursday, April 10, 2025**
**10:30 AM**

**Communication:** ARPA Partner: Latin Americans United for Progress Update

**Public Comment**

**Approval of Agenda**

**Consent Resolutions:**

1. Approval of Minutes from March 11, 2025, 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 1, 2025, through March 31, 2025
   Suggested Motion:
   To approve the general claims in the amount of $15,129,011.70 as presented by the summary report for March 1, 2025, through March 31, 2025.

3. County of Ottawa Financial Report
   Suggested Motion:
   To receive for information and forward to the Board of Commissioners the Annual Comprehensive Financial Report of the County of Ottawa for the Year Ended September 30, 2024.

4. Local Government Retirement System Annual Report
   Suggested Motion:
   To receive for information and forward to the Board of Commissioners the Local Government Retirement System Annual Report as required by Public Act 202 of 2017.

5. Grand Haven Probate Court Construction Services
   Suggested Motion:
   To approve and forward to the Board of Commissioners a contract with Dykhouse Construction Inc. for construction services as they relate to the Probate Court renovation at the Grand Haven Courthouse for a total cost of $72,198.70.

6. Kent Communications, Inc. Contract
   Suggested Motion:
   To approve forward to the Board of Commissioners a contract for mailing services for election related notices that the County Clerk's Office will send to Ottawa County registered voters.

7. Chatbot Software
   Suggested Motion:
   To approve and forward to the Board of Commissioners a 3-year contract with Citibot, Inc. to provide chatbot software to the website at a total cost of $96,865.

8. Investment Software Upgrade
   Suggested Motion:
   To approve and forward to the Board of Commissioners the contract with Emphasys Computer Solutions Inc. for an investment software upgrade at a total cost of $108,299.

9. KnowBe4 Subscription Upgrade
   Suggested Motion:
   To approve and forward to the Board of Commissioners the contract upgrade with SHI for the KnowBe4 cybersecurity awareness subscription, increasing our agreement to the Diamond Plan, at a cost not-to-exceed $190,000 for a term of 3 years with an option to renew for an additional 3 years.

10. Avid, Apex, and Bastion Subscription Services Contract
    Suggested Motion:
    To approve and forward to the Board of Commissioners the contract with Fidlar Technologies to renew the Register of Deeds subscription services for AVID (Recording software), APEX (Vitals software), and Bastion (Offsite hosting service) for 3 years at a cost of $127,401 per year.

11. FY2025 Budget Adjustments
    Suggested Motion:
    To approve and forward to the Board of Commissioners the FY2025 budget adjustments per the attached schedule.

12. Brownfield Plan Amendment for Landings at Rush Creek
    Suggested Motion:
    To approve and forward to the Board of Commissioners a Brownfield Plan Amendment for The Landings at Rush Creek development by LaCati Group LLC in the City of Hudsonville and request a Public Hearing for the same to be held on April 22, 2025.

**Discussion Items**

**Committee Reports**

1. 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.