



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

12220 Fillmore Street, Room 310, West Olive, Michigan 49460

West Olive (616) 738-4898

Fax (616) 738-4888

Grand Haven (616) 846-8295

Grand Rapids (616) 662-3100

Website: www.miOttawa.org

January 8, 2010

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, January 12, 2010 at 1:30 p.m.**, for the regular **January** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Rycenga
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports

A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes
Suggested Motion:
To approve the Minutes of the December 8, 2009 Board of Commissioners Meeting.

2. Payroll
Suggested Motion:
To authorize the payroll of January 12, 2010 in the amount of \$_____.

From the Finance and Administration Committee

3. Monthly Accounts Payable for December 1, 2009 through December 11, 2009
Suggested Motion:

Joyce E. Kortman Dennis W. Swartout Jane M. Ruiten Matthew M. Hehl Roger G. Rycenga
Gordon D. Schrottenboer Robert W. Karsten James H. Holtvluwer Donald G. Disselkoe

To approve the general claims in the amount of \$2,929,084.36 as presented by the summary report for December 1, 2009 through December 11, 2009.

4. Monthly Accounts Payable for December 14, 2009 through December 31, 2009
Suggested Motion:
To approve the general claims in the amount of \$3,669,932.31 as presented by the summary report for December 14, 2009 through December 31, 2009.
5. Monthly Budget Adjustments
Suggested Motion:
To approve 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.

B. Action Items:

From Finance and Administration

6. Local Government Retrofit Program
Suggested Motion:
To approve and authorize the Scoring System, Application, and Selection Criteria for the Local Government Retrofit Program, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).
7. Private Industry Retrofit Program
Suggested Motion:
To approve the Scoring System, Application and Selection Criteria for the Private Industry Retrofit Program, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG)
8. Western Ottawa Traffic Optimization/Synchronization Study
Suggested Motion:
To approve and authorize the Board Chairperson and Clerk to sign 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).

From Planning and Policy

9. Ottawa County Purchase of Development Rights Program Scoring System
Suggested Motion:
To approve the proposed scoring criteria for the Ottawa County Purchase of Development Rights Program.
10. Ottawa County Purchase of Development Rights Program Monitoring Plan
Suggested Motion:
To approve the proposed Monitoring Plan for the Ottawa County Purchase of Development Rights Program.
11. Proposed Low Income Fee Waiver Policy
Suggested Motion:
To approve the Low Income Fee Waiver Policy as proposed by the Parks and Recreation Commission.

12. Special Committee on Technology Mission Statement & Membership
Suggested Motion:
To approve the mission statement and member terms of service for the Special Committee on Technology as reflected in the attached proposal.
13. County Technology Plan
Suggested Motion:
To approve the County Technology Master Plan (2009 Update).

From Finance and Administration

14. 2010 Rules of the Ottawa County Board of Commissioners
Suggested Motion:
To approve the 2010 Rules of the Ottawa County Board of Commissioners as amended.
15. Board of Commissioners Committee Assignments and Committee Chairpersons.
Suggested Motion:
To approve the 2010 Committee Assignments and Committee Chairpersons of the Ottawa County Board of Commissioners.

C. Appointments: None

D. Discussion Items: None

9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
DECEMBER SESSION – FIRST DAY**

The Ottawa County Board of Commissioners met on Tuesday, December 8, 2009, at 1:30 p.m. and was called to order by the Chair.

Mr. Rycenga pronounced the invocation.

The Clerk led in the Pledge of Allegiance to the Flag.

Present at roll call: Mrs. Kortman, Messrs. Kuyers, Swartout, Mrs. Ruiter, Messrs. Rycenga, Schrotenboer, Disselkoen, Karsten, Holtrop, Holtvluwer. (10)

Presentation of Petitions and Communications

The Clerk read a thank you note from the Harris Nieuwsma family. The Chair so noted and accepted.

Public Comments and Communications from County Staff

Karen Youngs-Hartley, Lakeshore Coordinating Council Director, addressed the Board on disbanding the Lakeshore Coordinating Council and the factors to consider.

B/C 09-291 Mr. Schrotenboer moved to approve the Agenda of today as presented and amended adding Action Item 6A – Human Resources Policy – Mileage and a substitute Resolution for Action Item 5 – Joint Resolution of Intent to Disband the Lakeshore Coordinating Council. The motion passed.

B/C 09-292 Mr. Kuyers moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 24, 2009, Board of Commissioners Meeting and the November 24, 2009, Board of Commissioners Work Session.
2. To receive for information the Correspondence log.
3. To authorize the payroll of December 8, 2009, in the amount of \$534.20.
4. To approve the general claims in the amount of \$2,388,267.37 as presented by the summary report for November 16, 2009, through November 30, 2009.

The motion passed as shown by the following votes: Yeas: Mr. Holtvluwer, Mrs. Ruiter, Messrs. Holtrop, Rycenga, Kuyers, Schrotenboer, Mrs. Kortman, Messrs. Karsten, Swartout, Disselkoen. (10)

- B/C 09-293 Mrs. Kortman moved to approve and authorize the Board Chairperson and Clerk to sign the Joint Resolution of Intent by Muskegon County and Ottawa County to disband the Lakeshore Coordinating Council. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, Karsten, Mrs. Ruiter, Mr. Schrotenboer, Mrs. Kortman, Messrs. Swartout, Holtvluwer, Kuyers, Holtrop, Disselkoen. (10)
- B/C 09-294 Mr. Swartout moved to approve the 2008 Wage and Classification Study for the Police Officers of Michigan (POAM) Non-312 Eligible Unit (consisting of the four classifications of Corrections Officers, Court Services Officers, Animal Control Officers and Clerk-Typist/Matrons), to be effective January 1, 2009. The results to consist of a \$0.98 raise to the top step of the Corrections Officers paygrade, and a \$0.27 raise to the top step of the Court Services Officers paygrade. Cost for 2009 is \$96,876 and the cost for 2010 is \$100,012 for a total cost of \$196,888. Funding to come from the Sheriff's Department 2009 and 2010 Budgets and General Fund contingency. The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Swartout, Schrotenboer, Mrs. Kortman, Messrs. Kuyers, Karsten, Mrs. Ruiter, Messrs. Rycenga, Disselkoen. (10)
- B/C 09-295 Mr. Rycenga moved to adopt the revised Human Resources Policy: 018-Mileage Policy. (Second Reading.) The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Kuyers, Holtrop, Mrs. Kortman, Messrs. Holtvluwer, Schrotenboer, Mrs. Ruiter, Messrs. Swartout, Rycenga, Disselkoen. (10)
- B/C 09-296 Mr. Rycenga moved to go into a Closed Session for the purpose of discussing property acquisition. (2/3 roll call vote required.) The motion passed as shown by the following votes: Yeas: Messrs. Kuyers, Karsten, Holtrop, Mrs. Kortman, Mr. Swartout, Mrs. Ruiter, Messrs. Rycenga, Holtvluwer, Schrotenboer, Disselkoen. (10)
- B/C 09-297 Mr. Karsten moved to rise from Closed Session at 2:07 p.m. The motion passed.
- B/C 09-298 Mr. Rycenga moved to approve and authorize the Parks and Recreation Director to sign the Grant of Option with Macatawa Bank pertaining to the 122 acre former Holland Country Club property, with the option fee of \$75,000 to come from the county parks budget. The motion passed as shown by the following votes: Yeas: Mr. Schrotenboer, Mrs. Kortman,

Messrs. Swartout, Holtvluwer, Mrs. Ruiter, Messrs. Kuyers, Holtrop, Rycenga, Disselkoen. (9)

Nays: Mr. Karsten. (1)

The County Administrator's report was presented.

Several Commissioners commented on meetings attended and future meetings to be held.

B/C 09-299 Mrs. Kortman moved to set the Board Organizational Meeting for Monday, January 4, 2010, at 1:30 p.m. The motion passed.

B/C 09-300 Mr. Holtvluwer moved to adjourn at 2:15 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

DONALD DISSELKOEN, Chairman
Of the Board of Commissioners

Action Request

Home



Committee: Board of Commissioners

Meeting Date: 1/12/2010

Requesting Department: County Clerk

Submitted By: June Hagan

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of January 12, 2010 in the amount of \$_____.

SUMMARY OF REQUEST:

To pay the current payroll of the members of the Ottawa County Board of Commissioners. Pursuant to MCL 46.11, the Board of Commissioners is authorized to provide for and manage the ongoing business affairs of the County.

FINANCIAL INFORMATION:

Total Cost: _____ County Cost: _____ Included in Budget: Yes No

If not included in budget, recommended funding source: _____

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1-4

Objective: _____

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@miottawa.org
Date: 2010.01.06 15:53:06 -05'00'

Committee/Governing/Advisory Board Approval Date: _____

Action Request

Home



Committee: Board of Commissioners

Meeting Date: 1/12/2009

Requesting Department: Fiscal Services

Submitted By: June Hagen

Agenda Item: Monthly Accounts Payable for December 1, 2009 through December 11, 2009

SUGGESTED MOTION:

To approve the general claims in the amount of \$2,929,084.36 as presented by the summary report for December 1, 2009 through December 11, 2009.

SUMMARY OF REQUEST:

Approve vendor payments in accordance with the Ottawa County Purchasing Policy.

FINANCIAL INFORMATION:

Total Cost: \$2,929,084.36	County Cost: \$2,929,084.36	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input checked="" type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
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ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #1-6

ADMINISTRATION RECOMMENDATION:

<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
---	--

County Administrator:

Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@miottawa.org
Date: 2010.01.07 13:17:01 -05'00'

Committee/Governing/Advisory Board Approval Date:



County of Ottawa


Fiscal Services Department

June A. Hagan
Director

12220 Fillmore Street, Room 331, West Olive, Michigan 49460

West Olive (616) 738-4849
Fax (616) 738-4098
Grand Haven (616) 846-8295
Grand Rapids (616) 662-3100
e-mail: jhagan@miottawa.org

To: Board of Commissioners

From: June Hagan, Fiscal Services Director 

Subject: Accounts Payable Listing – December 1, 2009 to December 11, 2009

Date: December 14, 2009

I have reviewed the Accounts Payable Listing for December 1 through December 11, 2009. The following information will give you the detail of some of the purchases made in specific funds during this period.

Fund 6641 – Equipment Pool Fund

Generator – Public Health	\$ 2,477.00
Software Lease – IT Department	\$ 3,156.54

If you have any additional questions, please feel free to contact me.

Total Checks 12/01/09 through 12/11/09

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, and check date. The net amount of checks written during the period was \$2,928,973.04. The amount of claims to be approved totals \$2,929,084.36.

*Adjustments are voided checks.

June Hagan
June Hagan, Fiscal Services Director

December 14, 2009
Date

We hereby certify that the Board of Commissioners has approved the claims on this 22nd day of December, 2009.

Donald Disselkoen, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS 12/01/2009 THROUGH 12/11/2009

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<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK TOTALS</u>
1010	GENERAL FUND	247,592.27	(42.20)	247,550.07
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	276,285.51	0.00	276,285.51
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	3,895.73	0.00	3,895.73
2170	9/30 JUDICIAL GRANTS	859.80	0.00	859.80
2210	HEALTH	50,568.31	0.00	50,568.31
2220	MENTAL HEALTH	600,707.47	0.00	600,707.47
2271	SOLID WASTE CLEAN-UP	59,990.95	0.00	59,990.95
2272	LANDFILL TIPPING FEES	13,960.10	0.00	13,960.10
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	653.60	0.00	653.60
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	46,337.44	0.00	46,337.44
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	1,314.19	0.00	1,314.19

ACCOUNTS PAYABLE CHECKS 12/01/2009 THROUGH 12/11/2009

Home

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK TOTALS</u>
2610	COPS-UNIVERSAL	9,194.01	0.00	9,194.01
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	545.59	0.00	545.59
2690	LAW LIBRARY	1,833.34	0.00	1,833.34
2740	WIA-ADMIN. COST POOL	9,112.21	0.00	9,112.21
2741	WIA-YOUTH	129,776.69	0.00	129,776.69
2742	WIA-ADULT	98,404.09	0.00	98,404.09
2743	WIA-6/30 GRANT PROGRAMS	230,724.56	0.00	230,724.56
2744	WIA-12/31 GRANT PROGRAMS	29,066.84	0.00	29,066.84
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	40,477.51	0.00	40,477.51
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	47.04	0.00	47.04
2800	EMERGENCY FEEDING	14,637.08	0.00	14,637.08
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	4,276.92	0.00	4,276.92
2870	COMMUNITY ACTION AGENCY (CAA)	19,056.02	0.00	19,056.02
2890	WEATHERIZATION	5,885.83	0.00	5,885.83
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	2,350.00	0.00	2,350.00
2920	CHILD CARE - PROBATE	101,219.93	0.00	101,219.93
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	52.00	0.00	52.00

ACCOUNTS PAYABLE CHECKS 12/01/2009 THROUGH 12/11/2009

Home

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	0.00	0.00	0.00
5160	DELINQUENT TAXES	63,274.28	0.00	63,274.28
6360	INFORMATION TECHNOLOGY	177,211.92	0.00	177,211.92
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	461.49	0.00	461.49
6550	TELECOMMUNICATIONS	8,932.67	0.00	8,932.67
6641	EQUIPMENT POOL	5,633.54	0.00	5,633.54
6770	PROTECTED SELF-FUNDED INSURANCE	32.09	0.00	32.09
6771	PROTECTED SELF-FUNDED HEALTH INS.	61,803.54	0.00	61,803.54
6772	PROTECTED SELF-FUNDED UNEMPL INS.	2,680.00	0.00	2,680.00
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	587,167.94	(69.12)	587,098.82
7040	IMPREST PAYROLL	23,061.86	0.00	23,061.86
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$2,929,084.36</u>	<u>(111.32)</u>	<u>\$2,928,973.04</u>

Action Request

Home



Committee: Board of Commissioners

Meeting Date: January 12, 2010

Requesting Department: Fiscal Services

Submitted By: June Hagan

Agenda Item: Monthly Accounts Payable for December 14, 2009 through December 31, 2009

SUGGESTED MOTION:

To approve the general claims in the amount of \$3,669,932.31 as presented by the summary report for December 14, 2009 through December 31, 2009.

SUMMARY OF REQUEST:

Approve vendor payments in accordance with the Ottawa County Purchasing Policy.

FINANCIAL INFORMATION:

Total Cost: \$3,669,932.31	County Cost: \$3,669,932.31	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input checked="" type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
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ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: # 1-6

ADMINISTRATION RECOMMENDATION:

<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
---	--

County Administrator:

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@miottawa.org
Date: 2010.01.06 16:06:36 -0500

Committee/Governing/Advisory Board Approval Date:



County of Ottawa


Fiscal Services Department

June A. Hagan
Director

12220 Fillmore Street, Room 331, West Olive, Michigan 49460

West Olive (616) 738-4849
Fax (616) 738-4098
Grand Haven (616) 846-8295
Grand Rapids (616) 662-3100
e-mail: jhagan@miottawa.org

To: Board of Commissioners

From: June Hagan, Fiscal Services Director 

Subject: Accounts Payable Listing – December 14, 2009 to December 31, 2009

Date: January 4, 2010

I have reviewed the Accounts Payable Listing for December 14 through December 31, 2009. The following information will give you the detail of some of the purchases made in specific funds during this period.

Fund 2450 – Public Improvement Fund

Security Camera and Card Readers – Holland District Court \$2,793.49

Fund 6641 – Equipment Pool Fund

Xerox Phaser- Hudsonville District Court \$ 850.00
Additional Equipment – Parks Trailer \$ 513.00

If you have any additional questions, please feel free to contact me.

Total Checks 12/14/09 through 12/31/09

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, and check date. The net amount of checks written during the period was \$3,665,410.96. The amount of claims to be approved totals \$3,669,932.31.

*Adjustments are voided checks.

June Hagan
June Hagan, Fiscal Services Director

January 4, 2010
Date

We hereby certify that the Board of Commissioners has approved the claims on this 12th day of January, 2010.

Donald Disselkoen, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS 12/14/2009 THROUGH 12/31/2009

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<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK TOTALS</u>
1010	GENERAL FUND	727,805.30	(925.00)	726,880.30
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	68,291.18	0.00	68,291.18
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	4,157.43	0.00	4,157.43
2170	9/30 JUDICIAL GRANTS	0.00	0.00	0.00
2210	HEALTH	42,211.52	(7.60)	42,203.92
2220	MENTAL HEALTH	1,272,338.76	0.00	1,272,338.76
2271	SOLID WASTE CLEAN-UP	69,326.60	0.00	69,326.60
2272	LANDFILL TIPPING FEES	4,422.31	0.00	4,422.31
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	90.00	0.00	90.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	2,793.49	0.00	2,793.49
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	873.76	0.00	873.76
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	12,523.63	0.00	12,523.63
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	14,720.99	0.00	14,720.99

ACCOUNTS PAYABLE CHECKS 12/14/2009 THROUGH 12/31/2009

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<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK TOTALS</u>
2610	COPS-UNIVERSAL	9,638.56	0.00	9,638.56
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	866.94	0.00	866.94
2690	LAW LIBRARY	2,053.63	0.00	2,053.63
2740	WIA-ADMIN. COST POOL	234.38	0.00	234.38
2741	WIA-YOUTH	1,254.41	(23.25)	1,231.16
2742	WIA-ADULT	533.64	(3.75)	529.89
2743	WIA-6/30 GRANT PROGRAMS	15,053.57	(48.00)	15,005.57
2744	WIA-12/31 GRANT PROGRAMS	19,376.72	0.00	19,376.72
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	53,016.70	0.00	53,016.70
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	89,417.05	0.00	89,417.05
2800	EMERGENCY FEEDING	401.25	0.00	401.25
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	2,337.36	0.00	2,337.36
2870	COMMUNITY ACTION AGENCY (CAA)	26,512.80	0.00	26,512.80
2890	WEATHERIZATION	29,347.30	0.00	29,347.30
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	3,087.20	0.00	3,087.20
2920	CHILD CARE - PROBATE	167,776.42	0.00	167,776.42
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	4,808.83	0.00	4,808.83

ACCOUNTS PAYABLE CHECKS 12/14/2009 THROUGH 12/31/2009

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<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	4,042.40	0.00	4,042.40
5160	DELINQUENT TAXES	13,219.38	0.00	13,219.38
6360	INFORMATION TECHNOLOGY	23,439.13	0.00	23,439.13
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	542.45	0.00	542.45
6550	TELECOMMUNICATIONS	2,904.13	0.00	2,904.13
6641	EQUIPMENT POOL	1,363.00	0.00	1,363.00
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	0.00	0.00	0.00
6772	PROTECTED SELF-FUNDED UNEMPL INS.	21,337.94	0.00	21,337.94
6775	LONG-TERM DISABILITY INSURANCE	14,040.24	0.00	14,040.24
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	744,017.25	(3,513.75)	740,503.50
7040	IMPREST PAYROLL	199,754.66	0.00	199,754.66
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$3,669,932.31</u>	<u>(\$4,521.35)</u>	<u>\$3,665,410.96</u>

Action Request

Home



Committee: Board of Commissioners
Meeting Date: 1/12/2009
Requesting Department: Fiscal Services
Submitted By: June Hagen
Agenda Item: Monthly Budget Adjustments

SUGGESTED MOTION:

To approve 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.

SUMMARY OF REQUEST:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by the Uniform Budget and Accounting Act MCL 141.421 et seq.

Compliance with the Ottawa County Operating Budget Policy.

FINANCIAL INFORMATION:

Total Cost: \$2,604,324	County Cost: \$48,861	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If not included in budget, recommended funding source:

County costs to be funded by Fund Balance use. Remaining total costs are budgeted or offset by increased revenues.

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input checked="" type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
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ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #1-6

ADMINISTRATION RECOMMENDATION:

<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
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County Administrator:

Handwritten signature of Alan G. Vanderberg in black ink.

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miozta.org
Date: 2010.01.07 13:09:50 -0500

Committee/Governing/Advisory Board Approval Date:
Finance and Administration Committee / December 15, 2009

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2009 Thru 11/30/2009

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO ADJ TO SUBCNTRCTRS</u>							
BA 689	11/24/2009	2741	7463		8440.0040	Other Training	51,264.00
BA 689	11/24/2009	2741	7464		8440.0040	Other Training	51,264.00-
<u>TO ADJ ON DW STIMULUS</u>							
BA 690	11/24/2009	2743	7455	1320	8080.0000	Service Contracts	153,503.00-
BA 690	11/24/2009	2743	7455	1320	8440.0040	Other Training	153,503.00
<u>EST 2010 BDDGT-EECBG</u>							
BA 703	11/24/2009	2750	2930		5050.0000	Fed. Grants-Public Safety	2,022,800.00-
BA 703	11/24/2009	2750	2930		8080.0000	Service Contracts	2,022,800.00
<u>REV FRM STATE FR SIDS</u>							
BA 734	11/02/2009	1010	6480		5550.0000	State Of MI - Health	800.00-
BA 734	11/02/2009	1010	6480		6070.0000	Chrgs. For Serv. - Fees	4,435.00-
<u>ADJ TO CLN SWEEP GRNT</u>							
BA 736	11/02/2009	2210	6020		5550.0230	Clean Sweep Pesticide Col	5,000.00-
BA 736	11/02/2009	2210	6020		8210.0000	Contractual - Other	5,000.00
<u>TO BDDGT CMH LEASING</u>							
BA 738	11/02/2009	2743	7431	0023	5610.0000	State Of Mich - Welfare	4,300.00-
BA 738	11/02/2009	2743	7431	0023	7040.0000	Salaries - Regular	2,647.00
BA 738	11/02/2009	2743	7431	0023	7150.0000	Social Security	205.00
BA 738	11/02/2009	2743	7431	0023	7160.0000	Hospitalization	741.00
BA 738	11/02/2009	2743	7431	0023	7160.0020	OPEB - Health Care	27.00
BA 738	11/02/2009	2743	7431	0023	7170.0000	Life Insurance	5.00
BA 738	11/02/2009	2743	7431	0023	7180.0000	Retirement & Sick Leave	211.00
BA 738	11/02/2009	2743	7431	0023	7180.0010	457 Plan Contribution	106.00
BA 738	11/02/2009	2743	7431	0023	7190.0000	Dental Insurance	41.00
BA 738	11/02/2009	2743	7431	0023	7200.0000	Worker'S Compensation	1.00
BA 738	11/02/2009	2743	7431	0023	7210.0000	Longevity	29.00
BA 738	11/02/2009	2743	7431	0023	7220.0000	Unemployment	9.00
BA 738	11/02/2009	2743	7431	0023	7230.0000	Optical Insurance	10.00
BA 738	11/02/2009	2743	7431	0023	7240.0000	Disability Insurance	10.00
BA 738	11/02/2009	2743	7431	0023	8600.0000	Travel - Mileage	258.00
<u>TO EST BOOK REIMBURSE</u>							

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2009 Thru 11/30/2009

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO EST BOOK REIMBURSE</u>							
BA 739	11/02/2009	2743	7431	0029	5610.0000	State Of Mich - Welfare	500.00-
BA 739	11/02/2009	2743	7431	0029	8440.0020	Training Materials	500.00
<u>TO ESTEL MFSC GRANT</u>							
BA 744	11/24/2009	2870	7293		7040.0000	Salaries - Regular	2,787.00
BA 744	11/24/2009	2870	7293		7150.0000	Social Security	213.00
BA 744	11/24/2009	2870	7293		7160.0000	Hospitalization	989.00
BA 744	11/24/2009	2870	7293		7170.0020	OPEB - Health Care	36.00
BA 744	11/24/2009	2870	7293		7180.0000	Life Insurance	6.00
BA 744	11/24/2009	2870	7293		7180.0000	Retirement & Sick Leave	220.00
BA 744	11/24/2009	2870	7293		7180.0010	457 Plan Contribution	4.00
BA 744	11/24/2009	2870	7293		7190.0000	Dental Insurance	55.00
BA 744	11/24/2009	2870	7293		7200.0000	Worker'S Compensation	1.00
BA 744	11/24/2009	2870	7293		7220.0000	Unemployment	10.00
BA 744	11/24/2009	2870	7293		7230.0000	Optical Insurance	14.00
BA 744	11/24/2009	2870	7293		7240.0000	Disability Insurance	11.00
BA 744	11/24/2009	2870	7293		7390.0000	Operational Supplies	4,459.00
BA 744	11/24/2009	2870	7293		8440.0040	Other Training	19,800.00
BA 744	11/24/2009	2870	7293		8600.0000	Travel - Mileage	200.00
BA 744	11/24/2009	2870	1000	1000	5610.0000	State Of Mich - Welfare	144,025.00-
BA 744	11/24/2009	2870	1000	1000	7040.0000	Salaries - Regular	9,613.00
BA 744	11/24/2009	2870	1000	1000	7150.0000	Social Security	735.00
BA 744	11/24/2009	2870	1000	1000	7160.0000	Hospitalization	1,483.00
BA 744	11/24/2009	2870	1000	1000	7170.0020	OPEB - Health Care	54.00
BA 744	11/24/2009	2870	1000	1000	7170.0000	Life Insurance	29.00
BA 744	11/24/2009	2870	1000	1000	7180.0000	Retirement & Sick Leave	1,460.00
BA 744	11/24/2009	2870	1000	1000	7190.0000	Dental Insurance	83.00
BA 744	11/24/2009	2870	1000	1000	7200.0000	Worker'S Compensation	3.00
BA 744	11/24/2009	2870	1000	1000	7220.0000	Unemployment	34.00
BA 744	11/24/2009	2870	1000	1000	7230.0000	Optical Insurance	20.00
BA 744	11/24/2009	2870	1000	1000	7240.0000	Disability Insurance	37.00
BA 744	11/24/2009	2870	1000	1000	8600.0000	Travel - Mileage	852.00
BA 744	11/24/2009	2870	3000	3000	7040.0000	Salaries - Regular	20,605.00
BA 744	11/24/2009	2870	3000	3000	7150.0000	Social Security	1,576.00
BA 744	11/24/2009	2870	3000	3000	7160.0000	Hospitalization	7,785.00
BA 744	11/24/2009	2870	3000	3000	7160.0020	OPEB - Health Care	285.00
BA 744	11/24/2009	2870	3000	3000	7170.0000	Life Insurance	42.00
BA 744	11/24/2009	2870	3000	3000	7180.0000	Retirement & Sick Leave	1,624.00
BA 744	11/24/2009	2870	3000	3000	7180.0010	457 Plan Contribution	34.00
BA 744	11/24/2009	2870	3000	3000	7190.0000	Dental Insurance	435.00
BA 744	11/24/2009	2870	3000	3000	7200.0000	Worker'S Compensation	8.00
BA 744	11/24/2009	2870	3000	3000	7220.0000	Unemployment	74.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2009 Thru 11/30/2009

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
TO ESTBL MFSC GRANT							
BA 744	11/24/2009	2870	7293	3000	7230.0000	Optical Insurance	107.00
BA 744	11/24/2009	2870	7293	3000	7240.0000	Disability Insurance	79.00
BA 744	11/24/2009	2870	7293	3000	7330.0000	Weatherization Materials	57,609.00
BA 744	11/24/2009	2870	7293	3000	8080.0000	Service Contracts	10,053.00
BA 744	11/24/2009	2870	7293	3000	8600.0000	Travel - Mileage	500.00
TO EST CSBG STIM GRNT							
BA 745	11/24/2009	2870	7470	0006	5610.0060	Comm. Serv. Block Grant	415,083.00-
BA 745	11/24/2009	2870	7471	0006	7040.0000	Salaries - Regular	30,847.00
BA 745	11/24/2009	2870	7471	0006	7150.0000	Social Security	2,359.00
BA 745	11/24/2009	2870	7471	0006	7160.0000	Hospitalization	9,269.00
BA 745	11/24/2009	2870	7471	0006	7160.0020	OPEB - Health Care	339.00
BA 745	11/24/2009	2870	7471	0006	7170.0000	Life Insurance	94.00
BA 745	11/24/2009	2870	7471	0006	7180.0000	Retirement & Sick Leave	4,686.00
BA 745	11/24/2009	2870	7471	0006	7190.0000	Dental Insurance	518.00
BA 745	11/24/2009	2870	7471	0006	7200.0000	Worker'S Compensation	6.00
BA 745	11/24/2009	2870	7471	0006	7220.0000	Unemployment	107.00
BA 745	11/24/2009	2870	7471	0006	7230.0000	Optical Insurance	128.00
BA 745	11/24/2009	2870	7471	0006	7240.0000	Disability Insurance	119.00
BA 745	11/24/2009	2870	7471	0006	7270.0000	Office Supplies	100.00
BA 745	11/24/2009	2870	7471	0006	7280.0000	Printing & Binding	100.00
BA 745	11/24/2009	2870	7471	0006	7300.0000	Postage	50.00
BA 745	11/24/2009	2870	7471	0006	8020.0000	Employment Physicals	50.00
BA 745	11/24/2009	2870	7471	0006	8310.0020	Data Processing Services	149.00
BA 745	11/24/2009	2870	7471	0006	8500.0000	Telephone	50.00
BA 745	11/24/2009	2870	7471	0006	9100.0000	Insurance & Bonds	100.00
BA 745	11/24/2009	2870	7471	0006	9390.0000	Building Rental	13,191.00
BA 745	11/24/2009	2870	7472	0006	7040.0000	Salaries - Regular	10,282.00
BA 745	11/24/2009	2870	7472	0006	7150.0000	Social Security	3,786.00
BA 745	11/24/2009	2870	7472	0006	7160.0000	Hospitalization	3,090.00
BA 745	11/24/2009	2870	7472	0006	7170.0020	OPEB - Health Care	113.00
BA 745	11/24/2009	2870	7472	0006	7180.0000	Life Insurance	31.00
BA 745	11/24/2009	2870	7472	0006	7190.0000	Retirement & Sick Leave	1,582.00
BA 745	11/24/2009	2870	7472	0006	7200.0000	Dental Insurance	173.00
BA 745	11/24/2009	2870	7472	0006	7220.0000	Worker'S Compensation	2.00
BA 745	11/24/2009	2870	7472	0006	7230.0000	Unemployment	35.00
BA 745	11/24/2009	2870	7472	0006	7240.0000	Optical Insurance	43.00
BA 745	11/24/2009	2870	7472	0006	7270.0000	Disability Insurance	40.00
BA 745	11/24/2009	2870	7472	0006	7280.0000	Office Supplies	200.00
BA 745	11/24/2009	2870	7472	0006	7290.0000	Printing & Binding	396.00
BA 745	11/24/2009	2870	7472	0006	7300.0000	Postage	314.00
BA 745	11/24/2009	2870	7472	0006	7390.0000	Operational Supplies	16,000.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2009 Thru 11/30/2009

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO EST CSBG STIM GRNT</u>							
BA 745	11/24/2009	2870	7472	0006	8080.0000	Service Contracts	106,600.00
BA 745	11/24/2009	2870	7472	0006	8310.0020	Data Processing Services	106,492.00
BA 745	11/24/2009	2870	7472	0006	8430.0000	Client Assistance Pymts	153,313.00
BA 745	11/24/2009	2870	7472	0006	8440.0040	Other Training	50,000.00
BA 745	11/24/2009	2870	7472	0006	8500.0000	Telephone	300.00
BA 745	11/24/2009	2870	7472	0006	8600.0000	Travel - Mileage	800.00
BA 745	11/24/2009	2870	7472	0006	8610.0000	Conferences & Othr Travel	600.00
BA 745	11/24/2009	2870	7472	0006	9010.0000	Advertising	3,000.00
BA 745	11/24/2009	2870	7472	0006	9100.0000	Insurance & Bonds	250.00
BA 745	11/24/2009	2870	7472	0006	9390.0000	Building Rental	4,399.00
<u>TO ADJ CSBG BDG TO ST</u>							
BA 746	11/24/2009	2870	7470		5290.0000	Federal Grants-Other	415,083.00
BA 746	11/24/2009	2870	7470		5610.0060	Comm. Serv. Block Grant	9,905.00
BA 746	11/24/2009	2870	7472		7040.0000	Salaries - Regular	125,684.00
BA 746	11/24/2009	2870	7472		7050.0000	Salaries - Temporary	4,710.00
BA 746	11/24/2009	2870	7472		7150.0000	Social Security	9,649.00
BA 746	11/24/2009	2870	7472		7160.0000	Hospitalization	44,349.00
BA 746	11/24/2009	2870	7472		7170.0000	Life Insurance	249.00
BA 746	11/24/2009	2870	7472		7180.0000	Retirement & Sick Leave	9,646.00
BA 746	11/24/2009	2870	7472		7180.0010	457 Plan Contribution	1,242.00
BA 746	11/24/2009	2870	7472		7190.0000	Dental Insurance	2,388.00
BA 746	11/24/2009	2870	7472		7200.0000	Worker'S Compensation	34.00
BA 746	11/24/2009	2870	7472		7210.0000	Longevity	72.00
BA 746	11/24/2009	2870	7472		7220.0000	Unemployment	442.00
BA 746	11/24/2009	2870	7472		7230.0000	Optical Insurance	589.00
BA 746	11/24/2009	2870	7472		7240.0000	Disability Insurance	467.00
BA 746	11/24/2009	2870	7472		7270.0000	Office Supplies	675.00
BA 746	11/24/2009	2870	7472		7280.0000	Printing & Binding	538.00
BA 746	11/24/2009	2870	7472		7300.0000	Postage	426.00
BA 746	11/24/2009	2870	7472		7390.0000	Operational Supplies	6,299.00
BA 746	11/24/2009	2870	7472		8020.0000	Employment Physicals	25.00
BA 746	11/24/2009	2870	7472		8080.0000	Service Contracts	225,372.00
BA 746	11/24/2009	2870	7472		8300.0000	Memberships & Dues	1,134.00
BA 746	11/24/2009	2870	7472		8310.0020	Data Processing Services	1,707.00
BA 746	11/24/2009	2870	7472		8420.0010	Supportive Services	10,000.00
BA 746	11/24/2009	2870	7472		8500.0000	Telephone	305.00
BA 746	11/24/2009	2870	7472		8600.0000	Travel - Mileage	22.00
BA 746	11/24/2009	2870	7472		8610.0000	Conferences & Othr Travel	2,302.00
BA 746	11/24/2009	2870	7472		9010.0000	Advertising	3,459.00
BA 746	11/24/2009	2870	7472		9310.0000	Equipment Repair	6.00
BA 746	11/24/2009	2870	7472		9390.0000	Building Rental	80.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2009 Thru 11/30/2009

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO ADJ CSEB BDG TO ST</u>							
BA 746	11/24/2009	2870	7472		9400.0000	Equipment Rental	257.00
<u>TO TRNS UNSPENT IN SCH</u>							
BA 747	11/24/2009	2741	7463	0006	8440.0040	Other Training	208,274.00
BA 747	11/24/2009	2741	7464	0006	8440.0040	Other Training	208,274.00-
<u>INC LND BDG FOR BLTHS</u>							
BA 751	11/09/2009	2081	7510		9710.0000	Land	40,000.00
<u>CSHCS MINI GRANT</u>							
BA 752	11/09/2009	2210	6050		6710.0000	Other Revenue	5,000.00-
BA 752	11/09/2009	2210	6050		7270.0000	Office Supplies	1,000.00
BA 752	11/09/2009	2210	6050		7300.0000	Postage	100.00
BA 752	11/09/2009	2210	6050		7390.0000	Operational Supplies	900.00
BA 752	11/09/2009	2210	6050		8210.0000	Contractual - Other	3,000.00
<u>TO ESTBL ACP ARRA BDG</u>							
BA 756	11/24/2009	2740	7431	0006	5610.0000	State Of Mich - Welfare	269,840.00-
BA 756	11/24/2009	2740	7431	0006	7390.0000	Operational Supplies	69,840.00
BA 756	11/24/2009	2740	7431	0006	8080.0000	Service Contracts	200,000.00
<u>EST BDGT FOR SJI GRNT</u>							
BA 758	11/18/2009	1010	1380		5430.0000	St Of MI -Public Safety	20,000.00-
BA 758	11/18/2009	1010	1380		6760.0000	Reimbursements	1,900.00-
BA 758	11/18/2009	1010	1380		7390.0000	Operational Supplies	3,900.00
BA 758	11/18/2009	1010	1380		8080.0000	Service Contracts	18,000.00
<u>EST BDG FOR MTR PURCH</u>							
BA 765	11/18/2009	1010	3310		6420.0000	Sales	17,655.00-
BA 765	11/18/2009	1010	3310		9800.0000	Office Furniture & Equip.	17,655.00
<u>ADJ BDG TO AVAIL DNTN</u>							
BA 766	11/18/2009	2210	6061		6750.0012	Donations-Jr Welfare Leag	1,785.00
BA 766	11/18/2009	2210	6061		6750.0013	Donations-Elmer Dense Fun	1,079.00-
BA 766	11/18/2009	2210	6061		6750.0014	Donations-Amer Lung Assoc	1,008.00-
BA 766	11/18/2009	2210	6061		6750.0016	Allendale Comm Fund	375.00-

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2009 Thru 11/30/2009

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ_BDG_TO_AVAIL_DNTN</u>							
BA 766	11/18/2009	2210	6061		7640.0012	P.A.E.-Jr Welfare League	1,785.00-
BA 766	11/18/2009	2210	6061		7640.0013	P.A.E.-Elmer Dense Fund	1,079.00
BA 766	11/18/2009	2210	6061		7640.0014	PAE-American Lung Assoc.	1,008.00
BA 766	11/18/2009	2210	6061		7640.0016	P.A.E Allendale Comm Fund	375.00
<u>MYOI CARROVER</u>							
BA 775	11/18/2009	2901	6700		6710.0000	Other Revenue	746.00-
BA 775	11/18/2009	2901	6700		9660.0000	Project Costs	746.00
<u>LRA-10-70004 3 MO.FNL</u>							
BA 776	11/18/2009	2901	6700		8080.0000	Service Contracts	10,180.00
<u>ADJ_TO_AVOID_OVERBDGT</u>							
BA 780	11/23/2009	1010	1360		5440.0010	Drunk Driving CaseFlowAst	3,700.00-
BA 780	11/23/2009	1010	1360		7050.0000	Salaries - Temporary	500.00
BA 780	11/23/2009	1010	1360		7090.0000	Overtime	600.00-
BA 780	11/23/2009	1010	1360		7100.0000	Holiday	100.00
BA 780	11/23/2009	1010	1360		7270.0000	Office Supplies	10,000.00
BA 780	11/23/2009	1010	1360		7390.0000	Operational Supplies	16,300.00-
BA 780	11/23/2009	1010	1360		8030.0140	Automated Alcohol Assess.	500.00
BA 780	11/23/2009	1010	1360		8100.0000	Bank Service Charges	1,000.00
BA 780	11/23/2009	1010	1360		8500.0000	Telephone	10,000.00
BA 780	11/23/2009	1010	1360		8610.0000	Conferences & Othr Travel	1,500.00-
<u>ESTELSH BDGT FOR GRNT</u>							
BA 781	11/23/2009	1010	1370		6080.0000	Departmental Services	2,000.00-
BA 781	11/23/2009	1010	1370		6710.0000	Other Revenue	26,000.00-
BA 781	11/23/2009	1010	1370		7270.0000	Office Supplies	3,500.00
BA 781	11/23/2009	1010	1370		7280.0000	Printing & Binding	2,500.00
BA 781	11/23/2009	1010	1370		7390.0000	Operational Supplies	4,700.00
BA 781	11/23/2009	1010	1370		8080.0000	Service Contracts	11,800.00
BA 781	11/23/2009	1010	1370		8500.0000	Telephone	1,500.00
BA 781	11/23/2009	1010	1370		8600.0020	Mileage-Non County Employ	4,000.00
<u>EXP/REV HIGHR THN EXP</u>							
BA 799	11/23/2009	2081	7510		6070.0110	Reservation Fees	1,000.00-
BA 799	11/23/2009	2081	7510		7390.0000	Operational Supplies	1,500.00
BA 799	11/23/2009	2081	7510		8680.0000	Vehicle Insurance	2,444.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2009 Thru 11/30/2009

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>EXP/REV HIGHR THN EXP</u>							
BA 799	11/23/2009	2081	7510		9100.0000	Insurance & Bonds	972.00
<u>CNSMRS ACTVY W/MSK CO</u>							
BA 802	11/23/2009	2220	6493	3243	6710.0000	Other Revenue	1,500.00-
BA 802	11/23/2009	2220	6493	3243	8270.0000	Client Care	1,500.00
<u>TO EST BDGT-SWA-JET</u>							
BA 810	11/23/2009	2743	7431	0024	5610.0000	State Of Mich - Welfare	37,664.00-
BA 810	11/23/2009	2743	7431	0024	7390.0000	Operational Supplies	3,766.00
BA 810	11/23/2009	2743	7433	0024	8440.0050	Administration-Sub Agents	33,898.00
<u>TO ADJ JET BDG TO FNL</u>							
BA 811	11/23/2009	2748	7438	0003	5610.0100	Most-Allegan DSS Revenue	48,174.00
BA 811	11/23/2009	2748	7438	0003	7390.0000	Operational Supplies	2,000.00-
BA 811	11/23/2009	2748	7438	0003	8080.0000	Service Contracts	3,781.00-
BA 811	11/23/2009	2748	7438	0007	8440.0050	Administration-Sub Agents	25,454.00-
BA 811	11/23/2009	2748	7438	0007	8590.0000	Transportation Charges	10,000.00-
BA 811	11/23/2009	2748	7438	0007	9390.0000	Building Rental	6,939.00-
<u>EST CSBG-T ALLEGN GRT</u>							
BA 823	11/30/2009	2870	7485	0001	5610.0000	State Of Mich - Welfare	20,000.00-
BA 823	11/30/2009	2870	7485	0001	7040.0000	Salaries - Regular	6,463.00
BA 823	11/30/2009	2870	7485	0001	7090.0000	Overtime	1,500.00
BA 823	11/30/2009	2870	7485	0001	7150.0000	Social Security	248.00
BA 823	11/30/2009	2870	7485	0001	7160.0000	Hospitalization	1,916.00
BA 823	11/30/2009	2870	7485	0001	7160.0020	OPEB - Health Care	70.00
BA 823	11/30/2009	2870	7485	0001	7170.0000	Life Insurance	8.00
BA 823	11/30/2009	2870	7485	0001	7180.0000	Retirement & Sick Leave	332.00
BA 823	11/30/2009	2870	7485	0001	7180.0010	457 Plan Contribution	304.00
BA 823	11/30/2009	2870	7485	0001	7190.0000	Dental Insurance	107.00
BA 823	11/30/2009	2870	7485	0001	7200.0000	Worker'S Compensation	1.00
BA 823	11/30/2009	2870	7485	0001	7220.0000	Unemployment	11.00
BA 823	11/30/2009	2870	7485	0001	7230.0000	Optical Insurance	27.00
BA 823	11/30/2009	2870	7485	0001	7240.0000	Disability Insurance	13.00
BA 823	11/30/2009	2870	7485	0001	7390.0000	Operational Supplies	2,500.00
BA 823	11/30/2009	2870	7485	0001	8210.0060	Outside Temporary Service	5,500.00
BA 823	11/30/2009	2870	7485	0001	8600.0000	Travel - Mileage	1,000.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2009 Thru 11/30/2009

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>EST CSBG-T OTTAWA GRT</u>							
<u>EST CSBG-T OTTAWA GRT</u>							
BA 824	11/30/2009	2870	7485		5610.0000	State Of Mich - Welfare	24,000.00-
BA 824	11/30/2009	2870	7485		7040.0000	Salaries - Regular	14,560.00
BA 824	11/30/2009	2870	7485		7090.0000	Overtime	2,000.00
BA 824	11/30/2009	2870	7485		7150.0000	Social Security	557.00
BA 824	11/30/2009	2870	7485		7160.0000	Hospitalization	4,756.00
BA 824	11/30/2009	2870	7485		7160.0020	OPBB - Health Care	174.00
BA 824	11/30/2009	2870	7485		7170.0000	Life Insurance	15.00
BA 824	11/30/2009	2870	7485		7180.0000	Retirement & Sick Leave	574.00
BA 824	11/30/2009	2870	7485		7190.0000	Dental Insurance	266.00
BA 824	11/30/2009	2870	7485		7200.0000	Worker'S Compensation	2.00
BA 824	11/30/2009	2870	7485		7220.0000	Unemployment	26.00
BA 824	11/30/2009	2870	7485		7230.0000	Optical Insurance	66.00
BA 824	11/30/2009	2870	7485		7240.0000	Disability Insurance	28.00
BA 824	11/30/2009	2870	7485		7280.0000	Printing & Binding	646.00
BA 824	11/30/2009	2870	7485		8600.0000	Travel - Mileage	330.00

Action Request

Home



Committee: Board of Commissioners

Meeting Date: 1/12/2009

Requesting Department: Administrator's Office

Submitted By: Keith Van Beek, Assistant County Administrator

Agenda Item: Local Government Retrofit Program

SUGGESTED MOTION:

To approve and authorize the Scoring System, Application, and Selection Criteria for the Local Government Retrofit Program, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).

SUMMARY OF REQUEST:

The Local Government Retrofit Program is one component in the EECBG program of Ottawa County. Of the total \$2,052,800 in EECBG funding the county received, this program has been allocated \$400,000 to assist local units of government in improving the energy efficiency of their facilities. Over \$47,000 was used to provide energy audits to any local unit requesting an audit, and the remaining \$353,000 will be used to fund energy efficient retrofits to local units of government.

FINANCIAL INFORMATION:

Total Cost: \$353,000 County Cost: \$0 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #4

Objective: #6

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@mioottawa.org
Date: 2010.01.06 16:04:20 -0500

Committee/Governing/Advisory Board Approval Date:
Finance and Administration Committee/December 15, 2009



County of Ottawa Memorandum

DATE: January 12, 2010
TO: Chair Kuyers and the Board of Commissioners
FROM: Keith Van Beek
Assistant County Administrator
SUBJECT: Energy Efficiency and Conservation Block Grant – Local Government Program

Action Requested: To approve the Local Government Application Form, Scoring System and Selection Criteria related to the Energy Efficiency and Conservation Block Grant Program.

Background Information: You will recall that Ottawa County qualified for \$2,052,800 in direct formula grants through the Energy Efficiency and Conservation Block Grant (EECBG) program through the American Recovery and Reinvestment Act of 2009. The primary goal of the EECBG was to assist eligible entities in creating and implementing strategies to reduce fossil fuel emissions, reduce the total energy use of eligible entities and to improve the energy efficiency in the building, transportation and other appropriate sectors. The local government program utilized \$47,000 for energy audits and an additional \$353,000 for retrofit projects.

The local government program was designed in two stages; to make energy audits available through our consultant to any local unit of government and then accept applications to implement suggested retrofit projects based upon those audits. We have had a very strong response from the local units, with all but one eligible local unit receiving an energy audit.

The attached documents outline the proposed process and criteria we would use to award money towards retrofit projects. You will note that we have documented the various grant requirements that are attached to this source of ARRA funding.

Please contact me at (616) 738-4642 with any questions or concerns regarding this matter.



Project Scoring System

(to be completed by the Administrator's Office)

Ottawa County Energy Efficiency and Conservation Block Grant Local Government Retrofit Program

The Scoring Criteria will be utilized for any application that exceeds the total allocated amount for each local unit. Each facility/location submitted by a local unit of government will be scored individually.

Unit of Government	Contact Person	Contact Phone #			
Scoring Criteria					
MBtu Savings per \$1000 Spent	≤ 1	1 - 2	3 - 4	5 - 6	>7
Points	1	2	3	4	5
Years of Payback	> 20	16-20	11-15	6-10	≤ 5
Points	1	2	3	4	5
Percent of Project Financed with EECBG Funds	100%	76-99%	75-51%	26-50%	$\leq 25\%$
Points	1	2	3	4	5
Total Points for Proposed Project:		<i>(Maximum Points: 15)</i>			



Ottawa County Energy Efficiency and Conservation Block Grant Local Government Retrofit Program

Background

The American Recovery and Reinvestment Act (ARRA) of 2009 (stimulus funds) appropriated \$3.2 billion to fund the Energy Efficiency and Conservation Block Grant (EECBG) Program. The program is administered by the Office of Weatherization and Intergovernmental Programs in the US Department of Energy. The purpose of the program is to assist eligible entities to implement strategies to; reduce fossil fuel emissions, reduce the total energy use of the eligible entities, to increase energy efficiency under the larger purpose of the ARRA to spur economic growth and create and/or retain jobs.

Ottawa County was designated as an entitlement community for the EECBG funds and was allocated just over \$2 million. To receive the entitlement funding, Ottawa County had to create an Energy Efficiency and Conservation Strategy (EECS). The County's strategy utilized \$47,000 funding for local units of government to receive an energy audit at no cost. This audit (or other technically acceptable energy audits) is the baseline for a local unit of government to move forward in applying for funding to implement the audit findings. \$353,000 will be allocated for energy efficient retrofit projects.

Through a competitive bid process, Ottawa County selected U.S. Energy Engineers to conduct the energy audits for local units of government (and review previous audit reports if appropriate) and to issue a report with the information required to apply for funding through the Retrofit Program. U.S. Energy Engineers also has a contract with Ottawa County to coordinate the Local Government Retrofit Program. The coordination aspects include providing technical assistance to any unit of local government applying for funding to complete a retrofit project(s).

Energy Efficiency Retrofit Goals

The goal of the Local Government Energy Audit and Retrofit Program is to improve the energy efficiency of governmental buildings in Ottawa County. This ultimately transfers to savings for the taxpayers of Ottawa County through less energy usage in local government facilities. Outcome priorities include energy savings and reduced greenhouse gas emissions for each project.

Project Evaluation Criteria

Energy efficient retrofit proposals will be reviewed and considered based on the following factors:

A. Population

Approximately fifty-percent (50%) of the funding, or nearly \$183,000 will be allocated based on population only at a rate of \$0.87 per resident. The population listed is taken from the U.S. Census Bureau's 2008 populations, located at http://factfinder.census.gov/home/saff/main.html?_lang=en. Each local unit of government is allocated the amount below and must complete an application for the amount. If a local unit chooses not to apply for the allocated amount or does not use the entire allocation, the funds will be rolled into the funding to be awarded on energy savings.

Local Unit	2008 Population	Dollar Guarantee
Chester Township	2,314	\$2,020
Spring Lake (Village)	2,420	\$2,110
Polkton Township	2,474	\$2,160
Ferrysburg	3,053	\$2,660
Wright Township	3,269	\$2,850
Crockery Township	3,838	\$3,340
Coopersville	4,138	\$3,600
Pt. Sheldon Township	4,691	\$4,090
Zeeland (City)	5,448	\$4,740
Blendon Township	5,863	\$5,110
Robinson Township	6,131	\$5,340
Jamestown Township	6,703	\$5,840
Hudsonville	6,997	\$6,090
Tallmadge Township	7,030	\$6,120
Zeeland Township	9,167	\$7,980
Grand Haven (City)	10,608	\$9,230
Spring Lake Township	14,223	\$12,380
Grand Haven Township	15,799	\$13,750
Park Township	18,364	\$15,980
Allendale Township	18,910	\$16,460
Holland (City)	24,381	\$21,220
Holland Township	34,343	\$29,880

- B. Years of Payback
- C. Percent of Project Funded by the EECBG Grant
- D. Total Energy Savings (kWh) per Dollars Spent
- E. Other factors deemed to be important by the Board of Commissioners

Selection Process

- A. The Ottawa County Administrator's Office will review and score requests for allocation pursuant to the criteria
- B. Projects will be recommended by the County Board of Commissioners

Selection Timeline

Applications Due:	February 12, 2010
Review of Proposed Projects:	February 15, 2010 to March 1, 2010
Board Approval of Selected Projects:	March 9, 2010

Other Provisions

Participating in the Local Government Retrofit Program as a subcontractor of Ottawa County requires adherence to a number of terms and conditions. A detailed list of all of the terms and conditions is located in the application. By completing the application, you acknowledge that you have read and that you will adhere to the terms and conditions.



Application

Ottawa County

Energy Efficiency and Conservation Block Grant Local Government Retrofit Program

Please complete the required application and include all requested and/or required documentation and attachments. Refer to the attached *Selection Criteria* for local government retrofit projects. Completed applications shall be submitted to the following:

Ottawa County Administrator's Office
12220 Fillmore Street, Room 310
West Olive, Michigan 49460

Any questions regarding this application process should be directed to Keith Van Beek at (616) 738-4642 or via email to kvanbeek@miottawa.org

Unit of Government	Contact Person	Contact Phone #
Address	City	Zip Code
Product or Service	Email Address	Primary SIC (4 digit)
DUNS Number		
<i>(Note: If you do not currently have a DUNS number, please visit http://fedgov.dnb.com/webform. A DUNS number will be required to receive federal funds.)</i>		

Form Completed By:

Print Name

Signature

Date

Position/Relationship to Applicant

Project Type, Location and Cost

If submitting a request for more than one location please complete additional Project Type, Location, and Cost data sheets.

Address 1:

Type of retrofit (check all that apply):

- Lighting HVAC Building Envelope Electrical
 Other (Please describe)
-

Total Proposed Cost: \$ _____ (EECBG Request \$ _____; Local Unit Match \$ _____)

Lighting \$ _____

HVAC \$ _____

Building Envelope \$ _____

Electrical \$ _____

Other \$ _____

Percent of investment to be financed with EECBG Funds: _____ %

Total Energy Savings (MBtu) per \$1,000 Dollars Spent: _____

Years of Payback: _____

Project Type, Location and Cost

If submitting a request for more than one location please complete additional Project Type, Location, and Cost data sheets.

Address 2:

Type of retrofit (check all that apply):

- Lighting HVAC Building Envelope Electrical
 Other (Please describe)
-

Total Proposed Cost: \$ _____ (EECBG Request \$ _____; Local Unit Match \$ _____)

Lighting \$ _____

HVAC \$ _____

Building Envelope \$ _____

Electrical \$ _____

Other \$ _____

Percent of investment to be financed with EECBG Funds: _____ %

Total Energy Savings (MBtu) per \$1,000 Dollars Spent: _____

Years of Payback: _____

Project Type, Location and Cost

If submitting a request for more than one location please complete additional Project Type, Location, and Cost data sheets.

Address 3:

Type of retrofit (check all that apply):

- Lighting
 HVAC
 Building Envelope
 Electrical
 Other (Please describe)
-

Total Proposed Cost: \$ _____ (EECBG Request \$ _____; Local Unit Match \$ _____)

Lighting \$ _____

HVAC \$ _____

Building Envelope \$ _____

Electrical \$ _____

Other \$ _____

Percent of investment to be financed with EECBG Funds: _____ %

Total Energy Savings (MBtu) per \$1,000 Dollars Spent: _____

Years of Payback: _____

Project Type, Location and Cost

If submitting a request for more than one location please complete additional Project Type, Location, and Cost data sheets.

Address 4:

Type of retrofit (check all that apply):

- Lighting
 HVAC
 Building Envelope
 Electrical
 Other (Please describe)
-

Total Proposed Cost: \$ _____ (EECBG Request \$ _____; Local Unit Match \$ _____)

Lighting \$ _____

HVAC \$ _____

Building Envelope \$ _____

Electrical \$ _____

Other \$ _____

Percent of investment to be financed with EECBG Funds: _____ %

Total Energy Savings (MBtu) per \$1,000 Dollars Spent: _____

Years of Payback: _____

Special Terms and Conditions

The Federal EECBG funding comes with a number of terms and conditions that help ensure transparency and accountability related to the use of the funds. As a prime recipient, Ottawa County must adhere to all terms and conditions in order to remain in good status with the Department of Energy and continue to receive reimbursement for funding requests. As a Subcontractor, each local unit of government applying for and approved for funding through the Local Government Retrofit Program is also bound to the same Federal terms and conditions as Ottawa County. A Contractual Agreement will be created for each Subcontractor that incorporates the following Special Terms and Conditions and requires the signature of highest official in the organization.

To ensure an understanding of the various Special Terms and Conditions prior to the approval of funding for an energy efficient retrofit project, please acknowledge your understanding of each of the items listed below with your signature and date at the bottom of the page.

State Historical Preservation Office (SHPO) Approval—The Department of Energy must have proof that a retrofit project has been approved by the SHPO prior to the commencement of the project. This ensures that the historic value and/or structure of a facility is not jeopardized.

Waste Stream Identification—Each retrofit project will result in waste. The Department of Energy requires that the disposal process for waste generated as part of a retrofit be identified before the project starts. This ensures that waste is handled properly and that the environment is not damaged as a result of any federally funded activity.

DUNS and CCR—The Federal government requires that each subcontractor of a prime recipient (Ottawa County) have a DUNS number and maintain a registration in the Central Contractor Registry (CCR) for the duration of the award.

Quarterly Reporting—The Federal government requires two reports each quarter by Ottawa County. The ARRA report is due on the tenth day following the close of the quarter (i.e. April 10, 2010, July 10, 2010, October 10, 2010, etc). Subcontractors must submit all required data to Ottawa County no later than five (5) days after the end of the quarter. The PAGE financial and performance report is due by the thirtieth day following the close of the quarter (i.e. April 30, 2010, July 30, 2010, October 30, 2010, etc). Subcontractors must submit all required data to Ottawa County no later than fifteen (15) days after the close of the quarter.

Equal Employment Opportunity— The Subcontractor must comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

Copeland "Anti-Kickback" Act— The Subcontractor must comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

Davis-Bacon Act— The Subcontractor must comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a - 7) as supplemented by Department of Labor regulations (29 CFR Part 5).

Contract Work Hours and Safety Standards Act— The Subcontractor must comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 - 330) as supplemented by Department of Labor regulations (29 CFR Part 5).

Audit and Examination— The Subcontractor will provide access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

Record Retention—The Subcontractor will retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

State Energy Conservation Plan—The Subcontractor will adhere to Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94 - 163, 89 Stat. 871).

Project Completion—The projects funded through Ottawa County’s EECBG grant allocation must be completed and submitted for reimbursement to the County no later than June 30, 2011.

By signing and dating below, I acknowledge that I am aware of the Special Terms and Conditions associated with the Federal EECBG funding, and I am aware that these Special Terms and Conditions will appear in any Contractual Agreement issued by the County required for the allocation of funding.

Print Name

Signature

Date

Position/Relationship to Applicant

Action Request

Home



Committee: Board of Commissioners

Meeting Date: January 12, 2010

Requesting Department: Administrator's Office

Submitted By: Keith Van Beek, Assistant County Administrator

Agenda Item: Private Industry Retrofit Program

SUGGESTED MOTION:

To approve the Scoring System, Application and Selection Criteria for the Private Industry Retrofit Program, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).

SUMMARY OF REQUEST:

The Private Industry Retrofit Program is one component in the EECBG program of Ottawa County. Of the total \$2,052,800 in EECBG funding the county received, this program has been allocated \$200,000 to assist local businesses in improving the energy efficiency of their facilities. Over \$100,000 was used to provide energy audits to any business requesting an audit, and the remaining \$100,000 will be used to fund energy efficient retrofits for those businesses that received an audit and successfully apply for funding.

FINANCIAL INFORMATION:

Total Cost: \$100,000 County Cost: \$0 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #4

Objective: #6

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Date: 2010.01.06 16:06:02 -0500

Committee/Governing/Advisory Board Approval Date:
Finance and Administration/December 15, 2009



County of Ottawa Memorandum

DATE: January 12, 2009
TO: Chair Kuyers and the Board of Commissioners
FROM: Keith Van Beek
Assistant County Administrator
SUBJECT: Energy Efficiency and Conservation Block Grant – Business Program

Action Requested: To approve the Business Application Form, Scoring System and Selection Criteria related to the Energy Efficiency and Conservation Block Grant Program.

Background Information: You will recall that Ottawa County qualified for \$2,052,800 in direct formula grants through the Energy Efficiency and Conservation Block Grant (EECBG) program through the American Recovery and Reinvestment Act of 2009. The primary goal of the EECBG was to assist eligible entities in creating and implementing strategies to reduce fossil fuel emissions, reduce the total energy use of eligible entities and to improve the energy efficiency in the building, transportation and other appropriate sectors. The business program set aside \$100,000 for energy audits and an additional \$100,000 for retrofit projects. We used the local economic development community and local chambers of commerce to advertise the program.

The business program was designed in two stages; to make energy audits available through our consultant to industrial businesses (on a first-come, first-serve basis) and then accept applications to implement suggested retrofit projects based upon those audits. We have had a very strong response from the business community, with requests for audits of more than 2 million square feet. We are working with our consultant, US Energy Engineers, to make our audit budget stretch as far as possible.

The attached documents outline the proposed process and criteria we would use to award money towards retrofit projects. You will note that we have documented the various grant requirements that are attached to this source of ARRA funding.

Please contact me at (616) 738-4642 with any questions or concerns regarding this matter.

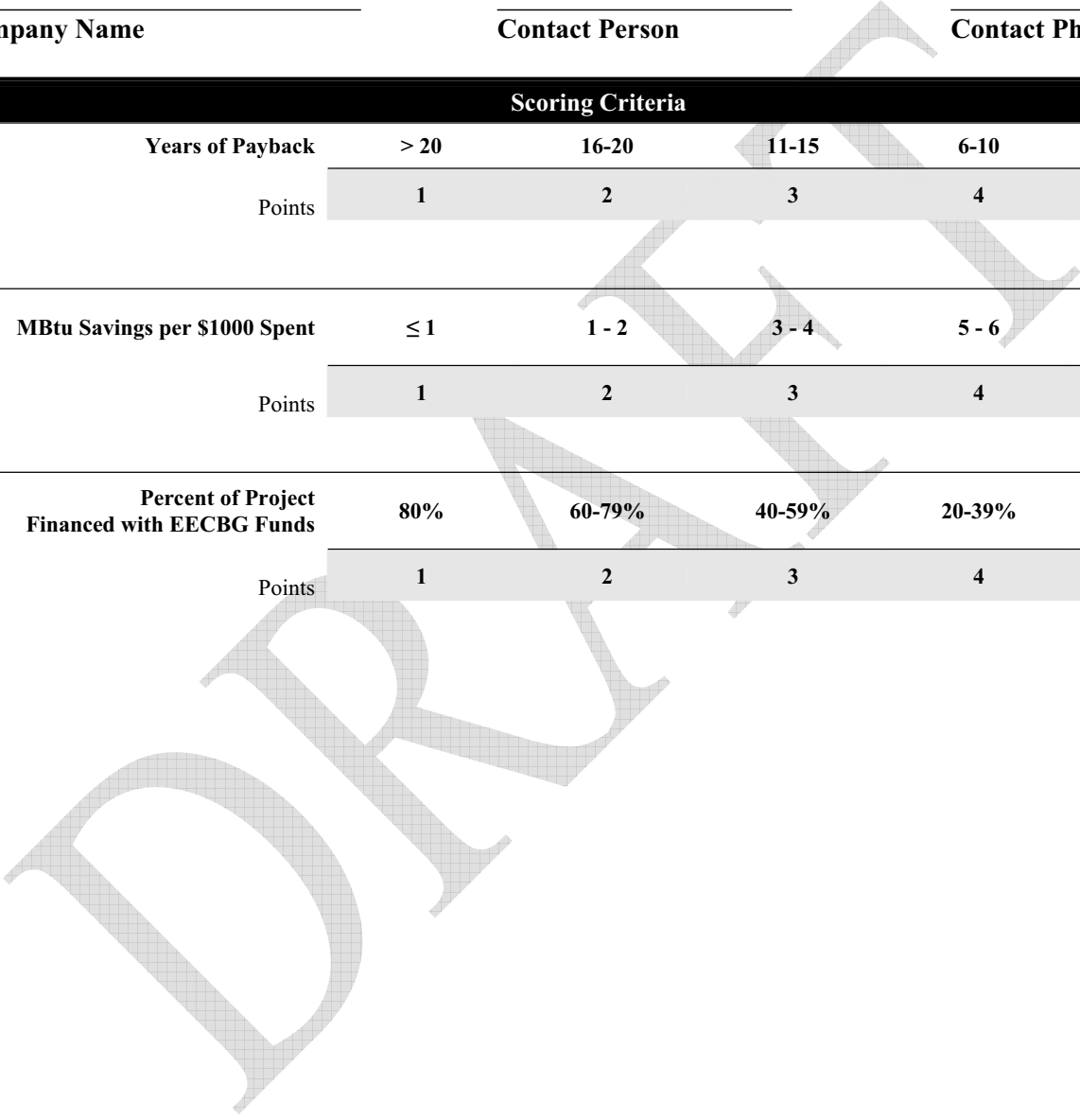


Project Scoring System
(to be completed by the Administrator's Office)

**Ottawa County
Energy Efficiency and Conservation Block Grant
Private Industry Retrofit Program**

Each facility/location submitted by an industrial business will be scored individually.

Company Name	Contact Person	Scoring Criteria					Contact Phone #
		Years of Payback	> 20	16-20	11-15	6-10	≤5
		Points	1	2	3	4	5
		MBtu Savings per \$1000 Spent	≤ 1	1 - 2	3 - 4	5 - 6	>7
		Points	1	2	3	4	5
		Percent of Project Financed with EECBG Funds	80%	60-79%	40-59%	20-39%	≤ 19%
		Points	1	2	3	4	5





Selection Criteria

Ottawa County

Energy Efficiency and Community Block Grant Private Industry Retrofit Program

Background

The American Recovery and Reinvestment Act (ARRA) of 2009 (stimulus funds) appropriated \$3.2 billion to fund the Energy Efficiency and Conservation Block Grant (EECBG) Program. The program is administered by the Office of Weatherization and Intergovernmental Programs in the US Department of Energy. The purpose of the program is to assist eligible entities to implement strategies to; reduce fossil fuel emissions, reduce the total energy use of the eligible entities, to increase energy efficiency under the larger purpose of the ARRA to spur economic growth and create and/or retain jobs.

Ottawa County was designated as an entitlement community for the EECBG funds and was allocated just over \$2 million. To receive the entitlement funding, Ottawa County had to create an Energy Efficiency and Conservation Strategy (EECS). The County's strategy includes \$100,000 funding for industrial facilities to receive an energy audit at no cost. This audit (or other technically acceptable energy audit) is the baseline for a business to move forward in applying for a portion of \$100,000 in funding to implement the audit findings.

Through a competitive bid process, Ottawa County selected U.S. Energy Engineers to conduct the energy audits for the industrial businesses (and review previous audit reports if appropriate) and to issue a report with the information required to apply for funding through the Retrofit Program. U.S. Energy Engineers also has a contract with Ottawa County to coordinate the Private Industry Retrofit Program. The coordination aspects include providing technical assistance to any business applying for funding to complete a retrofit project(s).

Energy Efficiency Retrofit Goals

The goal of the Private Industry Energy Audit and Retrofit Program is to improve the energy efficiency of industrial buildings in Ottawa County. Outcome priorities include energy savings and reduced greenhouse gas emissions for each project.

Project Evaluation Criteria

Energy efficient retrofit proposals will be reviewed and considered based on the following factors:

- A. Years of Payback
- B. Total Energy Savings (kWh) per Dollars Spent
- C. Percent of Project Funded by the EECBG Grant
Each business applying for funding through the Private Industry Retrofit Program must leverage a minimum of 20 percent to be eligible for funding of retrofit projects. In turn the maximum threshold for the percent of project funding by the EECBG grant is 80 percent.
- D. Company Financial Rating (Based on Dunn & Bradstreet Rating Classification)
- E. Other factors deemed to be important by the Board of Commissioners

Selection Process

- A. The Ottawa County Administrator's Office will review and score requests for funding pursuant to the criteria

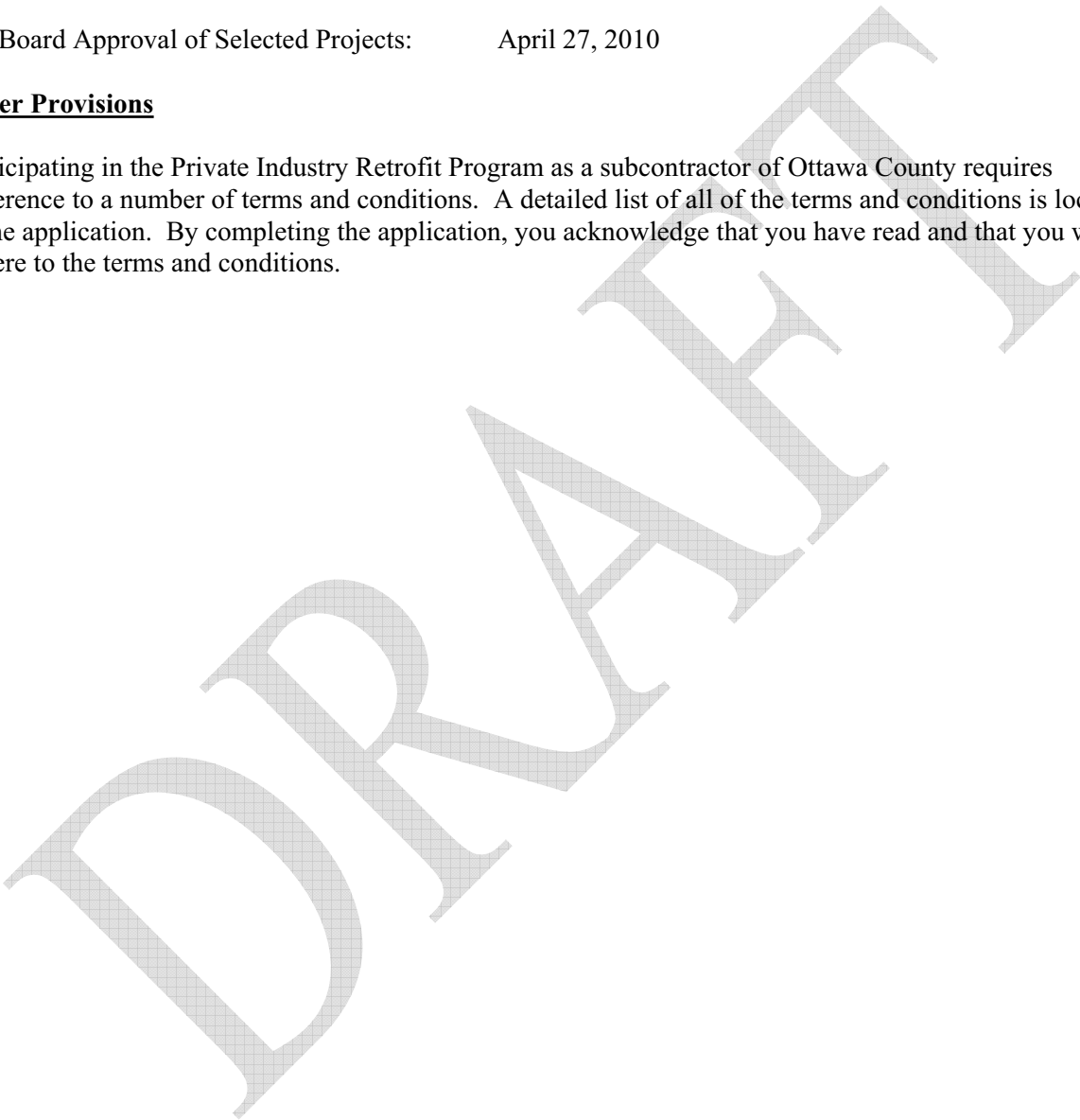
B. Projects will be recommended by the County Board of Commissioners

Selection Timeline

Applications Due:	March 15, 2010
Review of Proposed Projects:	March 16, 2010 to March 30, 2010
Board Approval of Selected Projects:	April 27, 2010

Other Provisions

Participating in the Private Industry Retrofit Program as a subcontractor of Ottawa County requires adherence to a number of terms and conditions. A detailed list of all of the terms and conditions is located in the application. By completing the application, you acknowledge that you have read and that you will adhere to the terms and conditions.



**Dunn & Bradstreet Rating
Classification (Based on Net Worth
from Audited Balance Sheet)¹**

	HH - GG	FF - BB	BA - 2A	3A - 4A	5A
Points	1	2	3	4	5

Total Points for Proposed Project:

(Maximum Points: 20)

Dunn & Bradstreet Rating System

Company Net Worth	Rating
\$50,000,000 and over	5A
\$10,000,000 to \$49,999,999	4A
\$1,000,000 to \$9,999,999	3A
\$750,000 to \$999,999	2A
\$500,000 to \$749,999	1A
\$300,000 to \$499,999	BA
\$200,000 to \$299,999	BB
\$125,000 to \$199,999	CB
\$75,000 to \$124,999	CC
\$50,000 to \$74,999	DC
\$35,000 to \$49,999	DD
\$20,000 to \$34,999	EE
\$10,000 to \$19,999	FF
\$5,000 to \$9,999	GG
up to \$4,999	HH



Application

Ottawa County

Energy Efficiency and Conservation Block Grant Private Industry Retrofit Program

Please complete the required application and include all requested and/or required documentation and attachments. Refer to the attached *Selection Criteria* for the Private Industry Retrofit Program. Completed applications shall be submitted to the following:

Ottawa County Administrator's Office
12220 Fillmore Street, Room 310
West Olive, Michigan 49460

Any questions regarding this application process should be directed to Keith Van Beek at (616) 738-4642 or via email to kvanbeek@miottawa.org

Company Name Contact Person Contact Phone #

Address City Zip Code

Product(s) Manufactured Email Address

DUNS Number

(Note: If you do not currently have a DUNS number, please visit <http://fedgov.dnb.com/webform>. A DUNS number will be required to receive federal funds.)

Please answer the following questions:

- Yes No In the preceding fiscal year, did your company receive 80 percent or more in annual gross revenue AND \$25 million or more in annual gross revenue from Federal contracts, loans, grants, and cooperative agreements?
 - Identify your company's Dunn & Bradstreet Rating Classification (based on net worth from audited balance sheet).
-

Form Completed By:

Print Name

Signature

Date

Position/Relationship to Applicant

Project Type, Location and Cost

If submitting a request for more than one location please complete additional Project Type, Location, and Cost data sheets.

Address 1:

Type of retrofit (check all that apply):

- Lighting HVAC Building Envelope Electrical
 Other (Please describe)

Total Proposed Cost: \$ _____ (EECBG Request \$ _____; Business Match \$ _____)

Lighting \$ _____

HVAC \$ _____

Building Envelope \$ _____

Electrical \$ _____

Other \$ _____

Percent of investment to be financed with EECBG Funds: _____ %

Total Energy Savings (MBtu) per \$1,000 Dollars Spent: _____

Years of Payback: _____

Project Type, Location and Cost

If submitting a request for more than one location please complete additional Project Type, Location, and Cost data sheets.

Address 2:

Type of retrofit (check all that apply):

- Lighting HVAC Building Envelope Electrical
 Other (Please describe)

Total Proposed Cost: \$ _____ (EECBG Request \$ _____; Business Match \$ _____)

Lighting \$ _____

HVAC \$ _____

Building Envelope \$ _____

Electrical \$ _____

Other \$ _____

Percent of investment to be financed with EECBG Funds: _____ %

Total Energy Savings (MBtu) per \$1,000 Dollars Spent: _____

Years of Payback: _____

Project Type, Location and Cost

If submitting a request for more than one location please complete additional Project Type, Location, and Cost data sheets.

Address 3:

Type of retrofit (check all that apply):

- Lighting HVAC Building Envelope Electrical
- Other (Please describe)

Total Proposed Cost: \$ _____ (EECBG Request \$ _____; Business Match \$ _____)

Lighting \$ _____

HVAC \$ _____

Building Envelope \$ _____

Electrical \$ _____

Other \$ _____

Percent of investment to be financed with EECBG Funds: _____ %

Total Energy Savings (MBtu) per \$1,000 Dollars Spent: _____

Years of Payback: _____

Project Type, Location and Cost

If submitting a request for more than one location please complete additional Project Type, Location, and Cost data sheets.

Address 4:

Type of retrofit (check all that apply):

- Lighting HVAC Building Envelope Electrical
- Other (Please describe)

Total Proposed Cost: \$ _____ (EECBG Request \$ _____; Business Match \$ _____)

Lighting \$ _____

HVAC \$ _____

Building Envelope \$ _____

Electrical \$ _____

Other \$ _____

Percent of investment to be financed with EECBG Funds: _____ %

Total Energy Savings (MBtu) per \$1,000 Dollars Spent: _____

Years of Payback: _____

Special Terms and Conditions

The Federal EECBG funding comes with a number of terms and conditions that help ensure transparency and accountability related to the use of the funds. As a prime recipient, Ottawa County must adhere to all terms and conditions in order to remain in good status with the Department of Energy and continue to receive reimbursement for funding requests. As a Subcontractor, each business applying for and approved for funding through the Private Industry Retrofit Program is also bound by the same Federal terms and conditions as Ottawa County. A Contractual Agreement will be created for each Subcontractor that incorporates the following Special Terms and Conditions and requires the signature of highest official in the organization.

To ensure an understanding of the various Special Terms and Conditions prior to the approval of funding for an energy efficient retrofit, please acknowledge your understanding of each of the items listed below with your signature and date at the bottom of the page.

State Historical Preservation Office (SHPO) Approval—The Department of Energy must have proof that a retrofit project has been approved by the SHPO prior to the commencement of the project. This ensures that the historic value and/or structure of a facility is not jeopardized.

Waste Stream Identification—Each retrofit project will result in waste. The Department of Energy requires that the disposal process for waste generated as part of a retrofit be identified before the project starts. This ensures that waste is handled properly and that the environment is not damaged as a result of any federally funded activity.

DUNS and CCR—The Federal government requires that each subcontractor of a prime recipient (Ottawa County) have a DUNS number and maintain a registration in the Central Contractor Registry (CCR) for the duration of the award.

Quarterly Reporting—The Federal government requires two reports each quarter by Ottawa County. The ARRA report is due on the tenth day following the close of the quarter (i.e. April 10, 2010, July 10, 2010, October 10, 2010, etc). Subcontractors must submit all required data to Ottawa County no later than five (5) days after the end of the quarter. The PAGE financial and performance report is due by the thirtieth day following the close of the quarter (i.e. April 30, 2010, July 30, 2010, October 30, 2010, etc). Subcontractors must submit all required data to Ottawa County no later than fifteen (15) days after the close of the quarter.

Equal Employment Opportunity—The Subcontractor must comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

Copeland "Anti-Kickback" Act—The Subcontractor must comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

Davis-Bacon Act—The Subcontractor must comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a - 7) as supplemented by Department of Labor regulations (29 CFR Part 5).

Contract Work Hours and Safety Standards Act—The Subcontractor must comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 - 330) as supplemented by Department of Labor regulations (29 CFR Part 5).

Audit and Examination— The Subcontractor will provide access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

Record Retention—The Subcontractor will retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

State Energy Conservation Plan—The Subcontractor will adhere to Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94 - 163, 89 Stat. 871).

Project Completion—The projects funded through Ottawa County’s EECBG grant allocation must be completed and submitted for reimbursement to the County no later than June 30, 2011.

By signing and dating below, I acknowledge that I am aware of the Special Terms and Conditions associated with the Federal EECBG funding, and I am aware that these Special Terms and Conditions will appear in any Contractual Agreement issued by the County required for the allocation of funding.

Print Name

Signature

Date

Position/Relationship to Applicant

Action Request

Home



Committee: Board of Commissioners

Meeting Date: 1/12/2010

Requesting Department: Administrator's Office

Submitted By: Keith Van Beek, Assistant County Administrator

Agenda Item: Western Ottawa Traffic Optimization/Synchronization Study

SUGGESTED MOTION:

To approve and authorize the Board Chairperson and Clerk to sign 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).

SUMMARY OF REQUEST:

The Western Ottawa Traffic Optimization/Synchronization Study is one component in the EECBG program of Ottawa County. Of the total \$2,052,800 in EECBG funding the county received, this program has been allocated \$410,560 to conduct a traffic signal study along the major corridors of western Ottawa County. MACC will coordinate all stakeholders, issue an RFP for a consultant, and oversee the work of the consultant as part of this agreement.

There was some question and discussion regarding this cost following the presentation at the Finance and Administration Committee. It should be underscored that no county funds are being used for this project, but rather grant funding is being utilized to meet the overall goals of the EECBG program to reduce fossil fuel emissions by optimizing traffic flow. The RFP and resulting traffic study will produce a detailed analysis of traffic patterns and flow along the corridor. This is a multi-jurisdictional project, involving 81 to 86 traffic signals belonging to the City of Grand Haven, City of Holland, Ottawa County Road Commission and the Michigan Department of Transportation. The total cost of the program is estimated, at this point, based upon a cost per signal of \$6,000. The jurisdictions that own the signals will be responsible to implement the study recommendations.

FINANCIAL INFORMATION:

Total Cost: \$410,560 County Cost: \$0 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #3 and #4

Objective: #1 and #6

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@mioottawa.org
Date: 2010.01.07 13:04:08 -05'00'

Committee/Governing/Advisory Board Approval Date:
Finance and Administration Committee/December 15, 2009



County of Ottawa Memorandum

DATE: January 4, 2010
TO: Board of Commissioners
FROM: Keith Van Beek
Assistant County Administrator
SUBJECT: Energy Efficiency and Conservation Block Grant – Traffic Signal Program

Action Requested: To approve the contract with the Macatawa Area Coordinating Council (MACC) to support the traffic signal optimization and synchronization study related to the Energy Efficiency and Conservation Block Grant Program.

Background Information: You will recall that Ottawa County qualified for \$2,052,800 in direct formula grants through the Energy Efficiency and Conservation Block Grant (EECBG) program through the American Recovery and Reinvestment Act of 2009. The primary goal of the EECBG was to assist eligible entities in creating and implementing strategies to reduce fossil fuel emissions, reduce the total energy use of eligible entities and to improve the energy efficiency in the building, transportation and other appropriate sectors. The traffic signal optimization and synchronization program looks to MACC as our sub-recipient to put out a Request for Proposals (RFP) and secure a vendor to complete the study. We have a budget of \$410,560 set aside to support this effort.

MACC is working with other units (Grand Haven, Ottawa County Road Commission, Holland, MDOT) on this project, which would look to optimize traffic flow and reduce energy consumption through the coordination of traffic signals in several corridors in Holland, Grand Haven and along US-31. The attached contract outlines our relationship with MACC and the many grant requirements that are attached to this source of ARRA funding.

Please contact me at (616) 738-4642 with any questions or concerns regarding this matter.

AGREEMENT TO PERFORM
TRAFFIC STUDY

This Agreement is made this ___ day of January, 2009, by and between the County of Ottawa, 12220 Fillmore Street, West Olive, Michigan 49460 (“Ottawa County”) and the Macatawa Area Coordinating Council, 301 Douglas Avenue, Holland, Michigan 49424 (“MACC”) with reference to the following facts and circumstances:

A. Ottawa County has received certain grant funds as part of the American Reinvestment and Recovery Act (“ARRA”), through the Energy Efficiency and Conservation Block Grant (“EECBG”) program administered by the United States Department of Energy (“DOE”). The purpose of the grant funds is to conduct “the Western Ottawa Traffic Signal Optimization/Synchronization Study,” as set forth in Activity 3 of Ottawa County’s EECBG proposal and award; and,

B. MACC is an organization which is fully qualified to perform the Western Ottawa Traffic Signal Optimization/Synchronization Study on behalf of Ottawa County; and/or to supervise the performance of the Study by a third-party subcontractor; and,

C. MACC has submitted a proposal, which Ottawa County desires to accept, for the provision of such services.

WHEREFORE THE PARTIES, in consideration of the mutual promises set forth herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, agree as follows:

1. General Agreement: MACC agrees to conduct “the Western Ottawa Traffic Signal Optimization/Synchronization Study” (“the Study”) for Ottawa County, and/or to supervise the performance of the Study by a third-party subcontractor. Prior to the

commencement of funding by Ottawa County, MACC, on behalf of itself and the third-party subcontractor, shall submit or cause to be submitted a comprehensive, detailed proposal, acceptable to the Contract Administrator, to perform the work set forth in Exhibit “A.” In return for its services, MACC shall be paid an amount not-to-exceed \$410,560 for the cost of conducting the Study, on a cost-reimbursement basis. The costs to be reimbursed to MACC for the Study are the entire and total amount, which includes all costs and expenses incurred by MACC and its employees, agents and subcontractors. Except as otherwise expressly provided for in this Agreement, MACC and/or its subcontractors shall bear all other necessary and normal expenses related to the provision of the services as referenced in this Agreement.

2. Adherence to Federal Requirements: In conducting the Study, and in performing all services under this Agreement, MACC expressly agrees that it will comply with all requirements for federally funded contracts and grants as set forth in Exhibit “B,” and/or as may be required by law. MACC will also assure that any subcontractors retained by MACC to perform services under this Agreement will comply with the terms and requirements of Exhibit “B,” and any other requirements for federally funded contracts and grants. The terms and requirements of Exhibit “B” are expressly incorporated into and made a part of this Agreement as if fully set forth herein.

3. Payment Schedule: Payments from Ottawa County to MACC are contingent upon receipt of EECBG grant funding by Ottawa County. MACC will invoice Ottawa County for the work outlined in Exhibit “A” as costs are incurred by the third party subcontractor. Invoices will be processed and paid by Ottawa County in accordance with Ottawa County’s standard policies therefore.

MACC will be fully and exclusively responsible for payments and reimbursements to any subcontractor(s) of MACC which perform services under this Agreement, and shall indemnify and hold Ottawa County harmless from any such claims.

4. Termination: Ottawa County may terminate this Agreement at any time, on thirty (30) days written notice, and without financial liability to MACC or to any of its subcontractors, for failure of the DOE to provide adequate funding to reimburse the anticipated costs of MACC and/or its subcontractors in providing this service. This Agreement may be terminated by Ottawa County at any time for cause, defined as (1) the failure of MACC or any of its subcontractors to adequately perform and/or deliver the contracted for goods and services on a timely basis in compliance with the requirements of Ottawa County or (2) the failure of MACC or any of its subcontractors to comply with the terms of this Agreement, including the requirements for federal contracts as set forth in paragraph 2 of this Agreement and Exhibit “B” hereto.

5. Service Expenses: MACC shall, at its sole cost and expense, provide, perform, and complete, or cause its subcontractors to perform and complete, all necessary work, labor, services, and provide other goods and products necessary for performance under this Agreement. Unanticipated costs or complications shall not alter the price or timetable as set forth in this Agreement.

6. Permits & Licenses: MACC and/or any of its subcontractors shall obtain, maintain, and pay for any permits or licenses required by law for the work.

7. Notices: The County Oversight Agency for the administration of this Agreement shall be the Ottawa County Assistant Administrator or his/her designee. All notices regarding this Agreement shall be sent to:

Keith Van Beek
Ottawa County Assistant Administrator
12220 Fillmore Street
West Olive, Michigan 49460
(616) 738-4842

On behalf of MACC, all notices shall be sent to:

Steve Bulhuis
Transportation Program Manager
Makita Area Coordinating Council
301 Douglas Avenue
Holland, MI 49424
(616) 395-2688

8. Representations and Warranties: MACC represents and warrants that it is fully qualified, licensed, and accredited to perform the services proposed in this Agreement, and that all employees and persons associated with MACC who deliver services pursuant to this Agreement and/or any subcontractors, are fully qualified, licensed, and accredited to do so. Ottawa County may request documentation of the qualifications, licenses, and accreditations of MACC, or any employee or service provider, or subcontractor thereof, at any time during the term of this Agreement.

MACC further represents and warrants that all programming and services provided under this Agreement will be provided in accordance with all recognized and applicable standards, laws, regulations, administrative rules, and requirements therefore, including any applicable professional standards of care.

9. Indemnification and Hold Harmless: MACC agrees to defend, indemnify, and hold the County of Ottawa, and its employees, agents and assigns harmless from and against all claims, damages, fines, judgments, penalties, costs, liabilities or losses, including, without limitation, reasonable actual attorney fees, arising out of the acts or omissions including negligence of MACC or its employees, agents, officers or

subcontractors, or arising from or out of the breach by such party of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of Ottawa County or its employees.

10. Insurance: MACC agrees to maintain in full force and effect throughout the term of this Agreement comprehensive general liability insurance, professional liability insurance, and workers' disability compensation coverage, as set forth in attached Exhibit "C" entitled "Insurance Requirements." Proof of the continuing force and effect of all required insurances and proof that Ottawa County has been named as an additional insured on the comprehensive general liability insurance policies may be required by Ottawa County at any time.

11. Status as an Independent Contractor: The parties agree that this Agreement shall be deemed to give rise to an independent contractor relationship and under no circumstances shall it in any way be construed as giving rise to any employer/employee relationship between or among Ottawa County and MACC or its employees, agents or subcontractors. MACC shall provide for appropriate employee supervision and direction, tax reporting, withholding, and workers' disability compensation insurance coverage as may be required by law. In the event this Agreement is construed as giving rise to an employer/employee relationship, MACC agrees to indemnify and hold Ottawa County and its officers, employees, agents and assigns harmless against any liability which may result therefrom.

12. Entire Agreement: This Agreement represents the entire understanding between the parties and supersedes all prior negotiations, representations or agreements,

whether written or oral. This Agreement may be amended only by written instrument signed by the authorized representatives of Ottawa County and MACC.

13. Binding Effect: This Agreement and the terms and conditions hereof shall be binding upon and inure to the benefit of the parties hereto, and to their respective successors and assigns, provided however, MACC may not assign its interests in this Agreement without the prior written consent of Ottawa County.

14. Miscellaneous: This Agreement shall be governed by Michigan law. The waiver by any party hereto of a breach or violation of any provision of this Agreement shall not be a waiver of any subsequent breach of the same or any other provision of this Agreement. If any section or provision of this Agreement is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this Agreement, which shall remain in full force and effect. It is contemplated that this Agreement will be executed in multiple counterparts, all of which together shall be deemed to be one Agreement. The captions in this Agreement are for convenience only and shall not be considered as part of this Agreement or in any way to amplify or modify the terms and provisions hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the ___ day of January, 2009.

COUNTY OF OTTAWA

Dated: _____

By: _____
Philip D. Kuyers, Chairperson
Board of Commissioners

Dated: _____

By: _____
Daniel C. Krueger, County Clerk

MACATAWA AREA COORDINATING
COUNCIL

Dated: _____

By: _____

Its: _____

EXHIBIT “A”

Western Ottawa Traffic Signal Optimization/Synchronization Study (Scope of Work)

Conduct a study to optimize traffic flow and reduce energy consumption through the synchronization/coordination of traffic signals in various corridors in the Holland and Grand Haven urban areas along US-31. The study will include gathering data on potential energy savings, emission reductions and provide recommendations. The study will be presented to the City of Grand Haven, the Ottawa County Road Commission, the City of Holland, the Michigan Department of Transportation and other local jurisdictions as warranted.

EXHIBIT “B”

As provided in Section 2 of the Agreement, the following contract clauses are incorporated by reference into the Agreement as if fully set forth therein:

- (1) MACC and any subcontractor will comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).
- (2) MACC and any subcontractor will comply with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).
- (3) MACC and any subcontractor will comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5).
- (4) MACC and any subcontractor will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).
- (5) MACC and any subcontractor will comply with notice of awarding agency requirements and regulations pertaining to reporting.
- (6) MACC and any subcontractor will comply with all notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- (7) MACC and any subcontractor will comply with agency requirements and regulations pertaining to copyrights and rights in data.
- (8) MACC and any subcontractor will allow Ottawa County, the DOE, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- (9) MACC and any subcontractor will retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

(10) MACC and any subcontractor will comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

(11) MACC and any subcontractor will comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163, 89 Stat. 871).

(12) Provide data to the County to complete the required quarterly reports.

(13) Maintain a DUNS number and registration in the CCR for the duration of the award.

(14) Provide the County with the final report resulting from the study.

(15) Provide acknowledgement of DOE support and a disclaimer in the publication of any material, whether copyrighted or not, based on or developed under this project. The specified language for the acknowledgement and disclaimer can be found in Exhibit "D."

EXHIBIT “C”

INSURANCE – The seller shall provide the following coverage’s:

WORKER’S COMPENSATION AND EMPLOYERS’ LIABILITY:

Workers’ Compensation Limits	Michigan Statutory
Employers’ Liability Limits	\$500,000 Each Accident
	\$500,000 Each Employee and Aggregate Injury by Disease

COMMERCIAL GENERAL LIABILITY

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
There shall be no Products/Completed Operations or Contractual Liability exclusion.	
The General Aggregate limit shall apply separately per location or project.	

AUTOMOBILE:

Residual Liability	\$1,000,000 each student
Personal Injury Protection	Statutory
Property Protection	Statutory

These coverage’s shall protect the vendor, its employees, agents, representatives, and subcontractors against claims arising out of the work performed or products provided.

These limits may be provided in single layers or by combinations of primary and excess/umbrella policy layers.

The County of Ottawa and its officers, officials, employees, volunteers and agents are to be additional insureds as respects the services provided under this agreement. This additional insured status shall not terminate after completion of the services. A certificate of insurance showing the required limits, showing that the above-mentioned are additional insureds and providing at least a 30-day notice requirement in the event of coverage termination for any reason shall be provided

EXHIBIT “D”

An acknowledgment of DOE support and a disclaimer must appear in the publication of any material, whether copyrighted or not, based on or developed under this project, as follows:

Acknowledgment: “This material is based upon work supported by the Department of Energy under Award Number EE-0000751.”

Disclaimer: “This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.”

Action Request

Home



Committee: Board of Commissioners

Meeting Date: January 12, 2010

Requesting Department: Planning and Performance Improvement

Submitted By: Mark Knudsen

Agenda Item: Ottawa County Purchase of Development Rights Program Scoring System

SUGGESTED MOTION:

To approve the proposed scoring criteria for the Ottawa County Purchase of Development Rights Program.

SUMMARY OF REQUEST:

The Scoring System is required in order for the County to be eligible to participate in the State Purchase of Development Rights Grant Program. The document will be used to score and rank landowner applications for the Purchase of Development Rights program.

FINANCIAL INFORMATION:

Total Cost: \$0 County Cost: \$0 Included in Budget: Yes No

If not included in budget, recommended funding source:
N/A

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #3

Objective: #3

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, e=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@miottawa.org
Date: 2010.01.06 16:02:56 -05'00'

Committee/Governing/Advisory Board Approval Date:
Planning and Policy on 12/10/09

Ottawa County
Purchase of Development Rights
Scoring System Criteria

Section I
Primary Characteristics

These characteristics apply directly to those outlined by the State of Michigan. Furthermore, these characteristics combined makeup 40% of the state's overall total.

1. AGRICULTURAL PRODUCTIVITY

Priority is placed on prime productive farmland and/or farmland that has *unique or locally significant growing characteristics*. Farmland can be considered prime or unique if it meets the USDA definition for prime and unique or locally significant soils as defined in the USDA Soil Conservation Service Soil Survey.

- a) Points are to be determined by multiplying the percentage of prime, unique, or locally significant acres by 150 to receive a score between 0 and 150. The percentage of prime, unique, or locally significant farmland is calculated by using the number of prime, unique, or locally significant acres and dividing it by the total acres in the application. Prime, unique, or locally significant acres are to be verified by Natural Resource Conservation Service or Michigan State University Extension staff educators.

Total Points for Item 1: _____ <i>Maximum Points Possible: 150</i>
--

2. CREATION OF BLOCKS OF PRESERVED LAND

It is important to protect blocks of agricultural land, thus protecting the public investment in farmland preservation, as well as providing for an adequate economic base for continued agriculture in the area. Blocks of farmland also help minimize land use conflicts and help provide a buffer to interior farming operations. Emphasis is placed on farmland located in an area in which the potential for future development of surrounding farmland is restricted.

- a) *Parcel Size – 50 points possible*

Priority is placed on larger parcels to help promote more economically viable agricultural production units. One point is awarded for every two acres over 40, with a maximum of 50 points for parcels 100 acres or larger in size after the forty acre parcel size is deducted from the total.

*Example: 100 acre parcel = 100(parcel size) – 40 (parcel size) = 60 acres
60(acres)/2 = 30 points*

Points for a):

- b) *Proximity to permanently preserved land – 50 points possible*

Parcel is near other permanently preserved farmland, publicly owned land, conservation land, or agricultural conservation easements that will help to enhance other local open space initiatives in the community such as connecting an open space or wildlife habitat corridor, or in preserving unique habitats/natural features that benefit local conservation efforts.

- Parcel is directly adjacent to preserved land with at least 500 feet of shared boundary.....50 pts
- Parcel is not adjacent but within ½ mile of preserved land35 pts

- Parcel is not adjacent but between 1/2 to 2 miles of preserved land20 pts

Points for b):

Please list the addresses of the surrounding preserved parcels and the type of preservation that is in place for each parcel:

Total Points for Item 2: _____

Maximum Points Possible: 100

3. CONSERVATION PRACTICES/VALUES

- a) RMSL Soil Conservation Plan in place on parcel –50 points possible

Points are awarded for property that has an approved and implemented Resource Management System Level soil conservation plan adopted by the landowner and USDA-NRCS to help maintain the agricultural productivity and environmental health of the land.

Implemented RMSL Soil Conservation Plan.....50 points
 No RMSL Soil Conservation Plan Adopted.....0 points

Note: 100 points will be deducted if the farm operation, in the last three years, has been found by the Michigan Department of Agriculture to be in violation (problem not resolved within the allotted time frame) of the Michigan Right to Farm Act or has been found to be in violation of state environmental statutes.

Total Points for Item 3: _____

Maximum Points Possible: 50

Please attach a confirmation letter from USDA-NRCS verifying that a RMSL plan is in place on the parcel.

4. MATCHING FUNDS

Landowners and/or local units of government must secure matching funds in order to be eligible for points under this section. Matching funds may be money contributed by public, private, or non-profit sources or can be via a proposal by the landowner to accept an offer less than the purchase value of the development rights and to donate the remaining portion of their development rights' value. A letter of commitment regarding matching funds must accompany the application. The total number of points possible for this category is 100.

- There is a state mandated minimum 25% match of appraised development rights value to qualify for state grant funds.
- There is a federal mandated minimum 50% match of appraised development rights value to qualify for USDA grant funds (only 25% of match may originate from landowner donation)
- 1 point will be awarded for every 1% in matching funds to a maximum of 100 points.

*Example: 1) 25% match = 25 points
2) 50% match = 50 points
3) 95% match = 95 points*

Total Points for Item 4: _____

Maximum Points Possible: 100

5. MAEAP PARTICIPATION/ORGANIC CERTIFICATION

The MAEAP assists farms in establishing environmentally sound agricultural practices, and Organic farms emphasize the use of renewable resources and the conservation of soil and water to enhance environmental quality for future generations. Farms that are certified under the MAEAP program or the USDA's National Organic Program (NOP) will receive preferential treatment because environmentally sound agricultural practices will contribute to the sustainability of the agricultural operation.

- Points will be awarded if the farm in the grant application is verified through the MAEAP or the USDA's NOP. Applicants may receive points for either MAEAP or organic certification, but not for both.

Total Points for Item 5: _____

Maximum Points Possible: 50

Please attach a copy of certification from MAEAP or the USDA.

6. LOCAL AGRICULTURAL PLANNING

Additional points will be awarded to parcels that are part of a documented, long-range effort or plan for land preservation by the local unit of government in which the parcel is located.

- Parcel is designated as Agricultural in Township Zoning Ordinance (i.e. 1 dwelling unit/20 acres or greater).....30 pts
- Parcel is designated as Agricultural in Township Master Plan and within Tier B of the Ottawa County Development Plan.....20 pts

<p>Total Points for Item 6: _____</p> <p><i>Maximum Points Possible: 50</i></p>
--

<p>Total Score Awarded for Primary Characteristics (Items 1-6): _____</p> <p><i>Total Score Possible for Primary Characteristics: 500 Points</i></p>

Section II

Secondary Characteristics

These characteristics are not scored by the state. However, they will be used to select suitable applicants from the local program.

7. TYPE OF AG PRODUCTION/LOCAL ECONOMIC IMPACT

Ottawa County agriculture production is diverse and ranges from commodity-based products, such as corn and soybeans, to fruit and vegetable crops. Ottawa County is ranked second in the state in blueberry production and third in the state in apple production. These crops are considered “specialty crops” and are economically valuable to the county because of their high value/acre, their connection to local processing, and ability to direct market to the consumer.

a) Specialty Crop – 125 points possible

A specialty crop (defined as a vegetable, tree fruit, blueberries, or grapes fit for human consumption or nursery crops) is grown on the parcel.

- Points are determined by multiplying the percent of the parcel on which a Specialty crop is grown times 125 to receive a score between 0 and 125.

Example: 75% of parcel in specialty crops = .75 x 125 points possible = 93.75 points

Points for a):

Please list type of specialty crop(s) grown:

PLEASE PROVIDE FSA (FARM SERVICES AGENCY) RECORDS LISTING THE CROPS THAT WERE GROWN IN THE PREVIOUS THREE YEARS. IF FSA RECORDS ARE UNAVAILABLE, PLEASE PROVIDE PERSONAL CROP RECORDS. (PLEASE NOTE: THE FARMLAND PRESERVATION COMMITTEE MAY REQUEST ADDITIONAL RECORDS TO BE PROVIDED.)

b) Commodity Crop – *85 points possible*

Commodity crops (defined as crops which produce feed, food, fiber, or fuel and include hay crops and pastureland) are grown on the parcel.

- Points are determined by multiplying the percent of the parcel on which a Commodity crop is grown times 85 to receive a score between 0 and 85.

Example: 75% of parcel in commodity crops = $.75 \times 85$ points possible = 63.75 points

Points for b):

Please list type of commodity crop(s) grown:

PLEASE PROVIDE FSA (FARM SERVICES AGENCY) RECORDS LISTING THE CROPS THAT WERE GROWN IN THE PREVIOUS THREE YEARS. IF FSA RECORDS ARE UNAVAILABLE, PLEASE PROVIDE PERSONAL CROP RECORDS. (PLEASE NOTE: THE FARMLAND PRESERVATION COMMITTEE MAY REQUEST ADDITIONAL RECORDS TO BE PROVIDED.)

c) Proximity to Existing Livestock Farms – *40 points possible*

Points are awarded for parcels that are in closer proximity to existing livestock farms, creating an additional buffer between livestock and residential neighbors and protecting a land base that can also be used for feed production or manure disposal. A livestock operation for this purpose means a farm with more than 100 animal units (EPA definition).

- The parcels are an existing livestock operation or are located less than 0.5 miles of an existing livestock operation.....40 pts
- Located between 0.5 miles and 1 mile of an existing livestock operation15 pts
- Located further than 1 mile from existing livestock operation.....0 pts

Points for c):

d) Agricultural Products that Receive an Added Value or are Processed Locally – *40 points possible*

An additional 40 points may be earned for parcels that produce a locally value added/processed agricultural product or service (to include but not be limited to crops, livestock, food, and fiber or otherwise). The product must receive an added value or be processed within Ottawa County or an adjoining county to receive up to an additional 40 points.

- Points are determined by multiplying the percent of the parcel on which the value added/processed product is produced TIMES 40 to receive a score between 0 and 40

Example: 75% of parcel's crops are processed locally = $.75 \times 40 = 30$ points

Points for d):

Please list the name and address of facility(ies) where products are processed:

Total Points for Item 6: _____
Maximum Points Possible: 290

8. ENROLLMENT IN PA 116

Emphasis will be given to landowners who have already taken this step to temporarily protect their farmland by enrolling in the state Farmland and Open Space Preservation Act (PA 116). If the entire parcel is enrolled, then the maximum score of 25 points would apply. If only a percentage of the parcel is enrolled, then the percentage is multiplied by the maximum number of points (50) to result in a score.

Example: Two adjacent 50 acre parcels are submitted as part of the same application by the same landowner. Only one 50 acre parcel is currently enrolled (50%). Total points = 12.5

Total Points for Item 7: _____
Maximum Points Possible: 50

Please provide verification of PA 116 Enrollment.

9. ROAD FRONTAGE

Parcels that include lands along public roads will be given higher priority. Protected road frontage preserves scenic views, reduces development and traffic near productive agriculture and protects the agricultural integrity of the property and the surrounding area.

- No road frontage.....0 pts
- Road frontage less than ¼ mile.....10 pts
- Road frontage is ¼ mile or more but less than ½ mile15 pts
- Road frontage is ½ mile or more, but less than ¾ of a mile25 pts
- Road frontage is ¾ miles or more.....35 pts

Total Points for Item 8: _____
Maximum Points Possible: 35

Please list all roads where frontage exists and the length of frontage on each road:

10. AMOUNT OF LAND IN THE SURROUNDING AREA IN AGRICULTURE USE

Parcels located in areas which are still predominantly in agriculture use will be given a higher priority rather than those parcels which have already become a more isolated “island” of agriculture. A one-

mile radius from the center of the parcel (approximately 2,000 acres) will be used to calculate the percentage of land still in agriculture production. This can be measured using individual township zoning maps along with Geographic Information Systems (GIS) software. Current production standards will be verified by the administering agency in conjunction with the Natural Resource Conservation Service and/or Michigan State University Extension.

Agricultural production means the production of plants and animals useful to humans, including forages and sod crops; grains, feed crops, and field crops; dairy and dairy products; poultry and poultry products; livestock, including breeding and grazing of cattle, swine, captive cervidae, and similar animals; berries; herbs; flowers; seeds; grasses; nursery stock; fruits; vegetables; Christmas trees; and other similar uses and activities.

- 75% or more of the surrounding land area is in agriculture production50 pts
- 50% or more but less than 75% of the surrounding area is in agriculture production.....30 pts
- 25% or more but less than 50% of the surrounding area is in agriculture production.....15 pts
- Less than 25% of the surrounding area is in agriculture production0 pts

Total Points for Item 9: _____ <i>Maximum Points Possible: 50</i>

Please list land owner(s) names and the address of their property which surrounds your farm. Further, please provide the percentage of land in each surrounding parcel that is in ag production.

11. PROXIMITY TO EXISTING PUBLIC SANITARY SEWER AND/OR WATER

Additional priority is placed on parcels closer to existing community services with the exception that parcels adjacent to existing sewer and/or water lines should receive the lowest priority for preservation (the public has already made the investment and can be used for higher density development). Linear distance to existing, usable public sanitary sewer and/or water service (transmission lines not included) will result in the following scoring options:

- Less Than ½ mile from sewer or water0 pts
- ½ Mile or more but less than 1 ½ miles.....50 pts
- 1 ½ Miles or more but less than 3 miles35 pts
- 3 Miles or more but less than 5 miles25 pts
- 5 Miles or more.....10 pts

Total Points for Item 10: _____ <i>Maximum Points Possible: 50</i>
--

Please provide the address of the closest parcel with sewer and/or water lines, and please designate whether the referenced public infrastructure is a water and/or sewer line.

12. WATER ACCESSIBILITY

- A parcel having frontage on a major stream that drains more than 640 acres.....25 pts
- A parcel having frontage on a minor stream that drains between 100 and 640 acres.....15 pts
- A parcel having frontage on a stream that drains less than 100 acres or has a year-round spring, pond, or lake of three acres or more10 pts

Total Points for Item 11: _____
Maximum Points Possible: 25

Please list stream(s): _____

13. HISTORICAL CHARACTERISTICS

Centennial Farms are eligible for 25 points, whereas farms that are other historically registered sites are eligible for 15 points. Applicants may receive a maximum of 25 points.

- Centennial Farm25 pts
- Other Historically Registered Sites15 pts
- Parcel does not have unique features.....0 pts

Total Points for Item 12: _____
Maximum Points Possible: 25

Please list any unique features of your farm:

Total Score Awarded for Secondary Characteristics (Items 6-12): _____
Total Score Possible for Secondary Characteristics: 500 Points

TOTAL SCORE AWARDED

Primary: _____
+ Secondary: _____

Total Score: _____

Total Score Possible: 1000 pts.

FOR INTERNAL USE ONLYPurchase of Development Rights Scoring System Overview**Ottawa County**

Characteristic	Points Possible	Points Awarded
1. Agricultural Productivity	150	
2. Creation of Blocks of Preserved Land		
a. Parcel Size	50	
b. Proximity to Permanently Preserved Land	50	
3. RMSL Plan in Place on Parcel	50	
4. Matching Funds	100	
5. MAEAP Participation	50	
6. Local Agricultural Planning	50	
7. Type of Agricultural Production/Local Economic Impact		
a. Specialty Crop	125	
b. Commodity Crop	85	
c. Proximity to Existing Livestock Farms	40	
d. Agricultural Products that are Locally Processed	40	
8. Enrollment in PA 116	25	
9. Road Frontage	35	
10. Amount of Surround Land in Agricultural Use	50	
11. Proximity to Existing Water and Sewer	50	
12. Water Accessibility	25	
13. Historical Characteristics	25	
Total Points	1000	

State of Michigan

Characteristic	Points Possible	Anticipated points to be awarded, based on Ottawa County scoring
1. Agricultural Capacity & Productivity	150	
2. Conservation Plan in Place on Parcel	50	
3. MAEAP Participation	50	
4. Parcel Size	50	
5. Parcel Location	100	
6. Local Farmland Preservation Commitment	100	
7. Matching Funds	100	
8. Intergovernmental Cooperation	100	
9. Local Planning Training	75	
10. Local Capacity to Execute	50	
11. Local Agricultural Planning	125	
12. Agricultural Economic Development Plan	50	
Total Points	1000	

Action Request

Home



Committee: Board of Commissioners

Meeting Date: January 12, 2010

Requesting Department: Planning and Performance Improvement

Submitted By: Mark Knudsen

Agenda Item: Ottawa County Purchase of Development Rights Program Monitoring Plan

SUGGESTED MOTION:

To approve the proposed Monitoring Plan for the Ottawa County Purchase of Development Rights Program.

SUMMARY OF REQUEST:

The Monitoring Plan is required in order for the County to be eligible to participate in the State Purchase of Development Rights Grant Program.

FINANCIAL INFORMATION:

Total Cost: \$0 County Cost: \$0 Included in Budget: Yes No

If not included in budget, recommended funding source:
N/A

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #3

Objective: #3

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@miottawa.org
Date: 2010.01.06 16:01:32 -0500

Committee/Governing/Advisory Board Approval Date:
Planning and Policy on 12/10/09

Ottawa County Purchase of Development Rights Program Monitoring Plan

Baseline Documentation Report

The first step in the monitoring process is developing a Baseline Report, which is recorded with the easement at the closing of the development rights purchase. The Baseline Documentation Report should meet appropriate federal and state guidelines and will be approved and signed by the landowner and a representative of Ottawa County.

Annual Monitoring

Annual monitoring of Farmland Preservation Easements is required once per year by federal, state and Ottawa County law. The Ottawa County Planning & Performance Improvement Department will serve as the monitoring agency of the easements for properties where development rights have been purchased in part or total by Ottawa County through the Purchase of Development Rights Program.

The monitoring agency will be responsible for conducting an annual site visit and completing and submitting Annual Monitoring Report Form to the County Agricultural Preservation Board, the Michigan Farmland Preservation Office and the United States Department of Agriculture (if federal funds are used). The landowner must sign the Annual Monitoring Report.

A copy of the Annual Monitoring Report Form will be inserted in the Baseline Documentation Report held by the Ottawa County Register of Deeds. A copy will also be mailed to the landowner for insertion in the landowner's copy of the Baseline documentation Report. A copy will also be filed by the Ottawa County Planning & Performance Improvement Department.

Enforcement

If a property is found to be in violation of the easement, the monitoring officer must contact the following persons:

- The contracted agency responsible for administration of the PDR Program
- The County Administrator's Office, which may or may not decide to contact legal counsel

If development rights have been purchased in part or total by Ottawa County, then the County is responsible for seeking compliance or legal action.

Action Request

Home



Committee: Board of Commissioners

Meeting Date: January 12, 2010

Requesting Department: Parks and Recreation

Submitted By: June Hagan

Agenda Item: Proposed Low Income Fee Waiver Policy

SUGGESTED MOTION:

To approve the Low Income Fee Waiver Policy as proposed by the Parks and Recreation Commission.

SUMMARY OF REQUEST:

- Parks and Recreation recognized the importance of outdoor recreation opportunities for all people
- Policy to waiver any motor vehicle parking fees at county parks on Lake Michigan for qualifying low income residents
- A request for waiver of fee form with required documentation must be submitted to the Parks and Recreation Commission for approval and issuance of an annual permit
- Policy will improve the County's competitiveness in receiving Michigan Natural Resource Trust Fund grants

FINANCIAL INFORMATION:

Total Cost: Undetermined | County Cost: Undetermined | Included in Budget: Yes No

If not included in budget, recommended funding source:

Annual Permit fee of \$12 will not be collected.

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #3

Objective: #5

ADMINISTRATION RECOMMENDATION:

Recommended | Not Recommended

County Administrator:

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@miottawa.org
Date: 2010.01.06 15:59:46 -0500

Committee/Governing/Advisory Board Approval Date:
Planning and Policy Committee / December 10, 2009



MEMORANDUM

Date: January 4, 2010
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Proposed Low Income Fee Waiver Policy

The Ottawa County Parks and Recreation Commission is recommending approval of a policy to allow low income residents free admission into the county parks on Lake Michigan which require payment of a motor vehicle parking fee. Implementation of the policy would ensure that low income residents are not excluded from important outdoor recreation opportunities. The proposed policy would also improve Ottawa County's competitiveness in receiving grants from the Michigan Natural Resources Trust Fund which recently revised its criteria to favor applicants with policies in place to grant fee waivers for low income users.

Proposed motion:

To approve the Low Income Fee Waiver Policy as proposed by the Parks and Recreation Commission.

The cost of the policy is unknown at this time and will depend on the number of families and individuals that take advantage of the opportunity. If, for example, 200 county residents obtain annual permits, the value of the permit fees would be \$2,400 (\$12 resident annual fee x 200).

This request relates to a non-mandated activity and there is no obvious relationship to the Strategic Plan.

Low Income Fee Waiver Policy
Ottawa County Parks and Recreation Commission

Home

The Ottawa County Parks and Recreation Commission charges motor vehicle parking fees at selected facilities to offset operating costs, provide a means for non-residents to support the park system, assist with management of high use facilities, and to apportion costs to those who benefit from special services. It is not the intent to discriminate against low-income residents or inhibit their use of the parks. In fact, the Parks and Recreation Commission recognizes the importance of outdoor recreation opportunities to the health and well-being of all people. To that effect, the Parks and Recreation Commission has established the following procedure to allow low income residents free access to Ottawa County Parks:

- Notification: Signs will be placed at the entry to fee-based parks to alert park users to the existence of the low income fee waiver policy. In addition, social service agencies will be notified of the policy and requested to make their clients aware of the opportunity.
- Persons who inquire about the policy will be given a fee waiver form (see below) along with instructions to complete the form and submit it to the county parks office along with requested documentation to receive an annual permit. If entering the park on the same day they learn of the policy, the park visitor will be required to purchase a daily parking permit but will be able to request reimbursement for the daily permit from the county parks office.

Annual Pass # _____
(for office use only)

Name of Park _____

REQUEST FOR WAIVER OF FEE

WELCOME TO OTTAWA COUNTY PARKS! The Parks and Recreation Commission and the County Board of Commissioners have approved a Low Income Fee Waiver Policy for those who find payment of the vehicle entrance fee a hardship. By signing this form, you are indicating that your income level qualifies you for assistance through the Department of Human Services and makes it a hardship for you to pay the motor vehicle parking fee. Upon signing this form and submitting it to the county parks office along with a copy of your Michigan Bridge Card (i.e. benefit card issued by the Department of Human Services), you will be given an annual permit that will be good for this calendar year for entry into any of our parks. All information will be kept confidential.

Please write legibly so you can receive your annual permit promptly.

Signature: _____

Name _____

Street Address _____

City/Zip _____

Are you a resident of Ottawa County? Yes _____ No _____

Return form in person to county parks office and be prepared to show your Michigan Bridge Card or mail form with a copy of your Bridge Card to the address below. Include daily parking permit (maximum of one permit) if seeking reimbursement for a daily fee paid prior to issuance of your annual permit.

Ottawa County Parks and Recreation Commission
12220 Fillmore Street
West Olive, MI 49460

Action Request

Home



Committee: Board of Commissioners

Meeting Date: 1/12/2010

Requesting Department: Department of Information Technology

Submitted By: David Hulst

Agenda Item: Special Committee on Technology Mission Statement & Membership

SUGGESTED MOTION:

To approve the mission statement and member terms of service for the Special Committee on Technology as reflected in the attached proposal.

SUMMARY OF REQUEST:

The Special Committee on Technology reviewed its original mission statement to determine its continued validity. The committee feels the original statement developed in 2001 continues is still valid. The terms for members have been annual. By changing the terms of private sector, technology sector and the local government representative to two years it will allow greater continuity. Alternating terms will allow new applicants the opportunity to apply for membership annually.

FINANCIAL INFORMATION:

Total Cost: \$0 County Cost: \$0 Included in Budget: Yes No

If not included in budget, recommended funding source:
N/A

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #2 & #4

Objective:

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@miottawa.org
Date: 2010.01.07 13:11:01 -05'00'

Committee/Governing/Advisory Board Approval Date:
Planning and Policy on 12/10/09

Special Committee on Technology

Mission Statement

Shall be responsible for the general development of plans and strategies to utilize existing and developing technologies and infrastructure to enhance public access to information and availability surrounding County government services, including but not limited to the Internet and other electronic mediums.

Technology Committee Membership

Term of Service: Each Board member is appointed for a one year term of service from January 1 – December 31.

Private Sector, Technology Sector and Local Government Representative will be appointed for two year terms from January 1 – December 31 for the beginning and ending years shown under **New Terms**.

Chairperson	County Commissioner	Gordon Schrottenboer
Vice Chairperson	County Commissioner	James Holtrop
County Elected Official	County Clerk	Daniel Krueger
Private Sector Representative		John Overway
Private Sector Representative		Fred Erhards
Technology Representative		Tim Secen
Technology Representative		Robert Land
Local Government Representative		Vacant

Non-Voting Membership

County Administrator	Alan Vanderberg
IT Director	David Hulst

New Terms

Private Sector Rep:	2010 - 2012
Private Sector Rep:	2011 - 2013
Tech Sector Rep:	2010 - 2012
Tech Sector Rep:	2011 - 2013
Local Government Rep:	2010 - 2012

Action Request

Home



Committee: Board of Commissioners

Meeting Date: 1/12/2010

Requesting Department: Department of Information Technology

Submitted By: David Hulst

Agenda Item: County Technology Master Plan

SUGGESTED MOTION:

To approve the County Technology Master Plan (2009 Update).

SUMMARY OF REQUEST:

The County Technology Plan originally approved in 2008 has been updated to reflect changes in status of technology categories, efforts completed in 2009 and projected costs for initiatives through 2013. The annual update provides a guide for future technology investments for the County.

FINANCIAL INFORMATION:

Total Cost: \$0 County Cost: \$0 Included in Budget: Yes No

If not included in budget, recommended funding source:
N/A

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #4

Objective:

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@miottawa.org
Date: 2010.01.07 14:36:01 -0500

Committee/Governing/Advisory Board Approval Date:
Planning and Policy on 12/10/09

County of Ottawa



County Technology Master Plan

(2009 Update)

County Mission Statement

Ottawa County is committed to excellence and the delivery of cost - effective public services

Information Technology Mission Statement

In partnership with our customers, the Ottawa County Information Technology Department provides cost-effective solutions and technical leadership to accomplish organizational and departmental goals, and enables delivery of excellent service that will positively impact those served by the County.

County Vision Statement

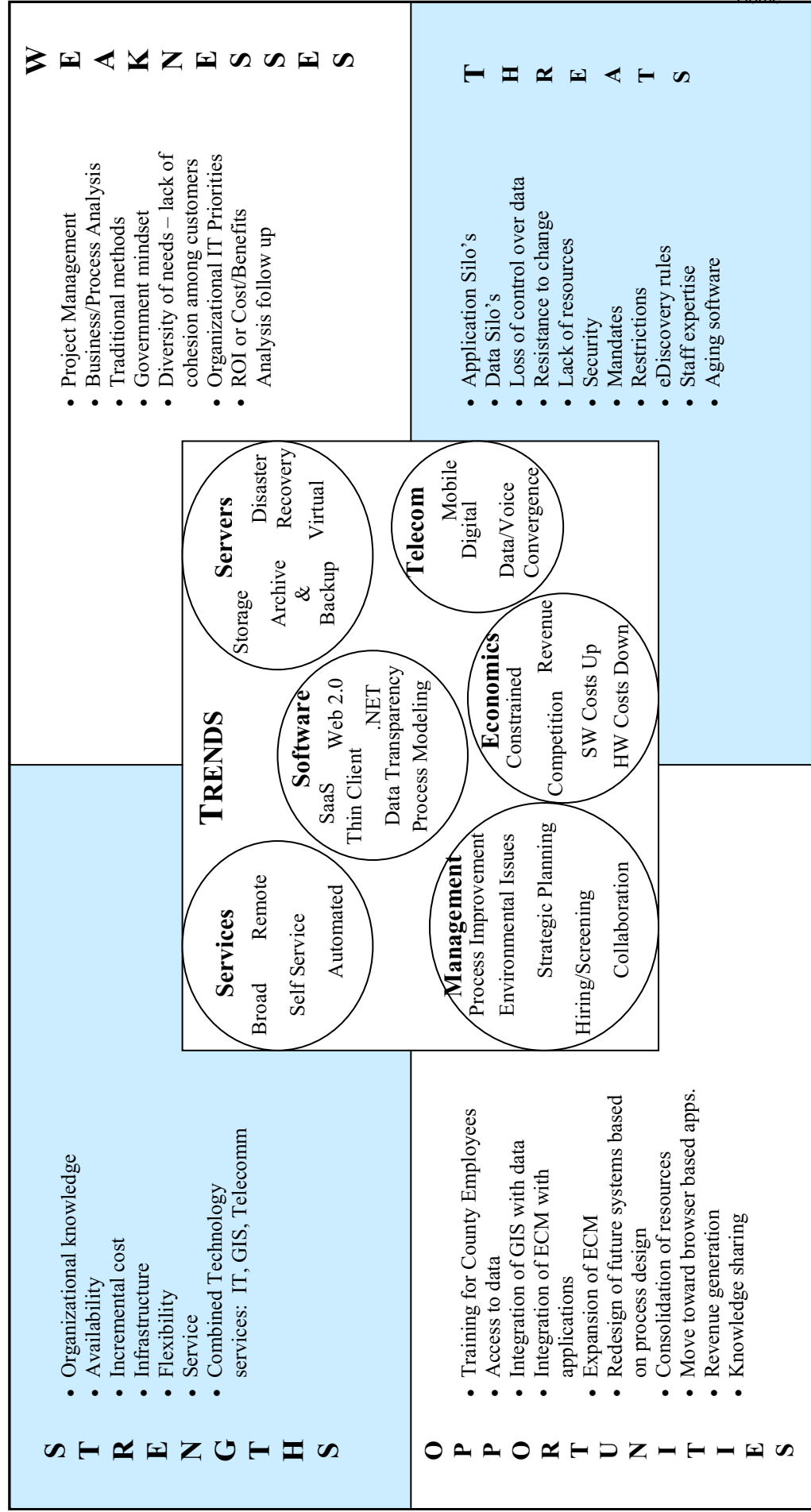
Ottawa County strives to be the location of choice for living, working, and recreation

Information Technology Vision Statement

Ottawa County will be a model of technology application for local government.

SWOT-T Analysis

The Information Technology Department continually evaluates the County's **strengths**, **weaknesses**, **opportunities**, and **threats** (SWOT) in the area of information technology. These evaluations facilitate planning and form a basis for the development of goals, objective and initiatives. Further, to identify possible opportunities and maintain a proactive approach to matching emerging technology and methods to County needs, the traditional SWOT analysis has been modified to include the identification of **Trends** (SWOT-T). Trends include technology, issues and practices that could have an impact on County operations in the future.



Goals, Objectives and Initiatives

Board Goals

Goal 1: To maintain and improve the strong financial position of the County

Goal 2: To maintain and enhance communication with citizens, employees, & other stakeholders

Goal 3: To contribute to a healthy physical, economic, and community environment

Goal 4: To continually improve the County's organization and services

IT Goals and Objectives		Minimum Target	Board Goal(s), Objective (if stated) Supported
Goal 1: To improve the service delivery experience			
	• Exceed Industry Best Practice Service Level Agreement Targets on Problem Response and Resolution	85%	4
	• First Call Resolution Rate Target for Help Desk Calls.	50%	2, 4
	• Reduce average turnaround time on application enhancements.	10%	4
	• Reduce average Project Request administration time.	50%	4
	• Maintain a High Level of Customer satisfaction.	85%	2, 4
Goal 2: Develop Cost Effective, Comprehensive Solutions			
	• Increase effort to develop new Technology solutions	50%	4
	• Efficiency Savings through Improved Processes Using Automation.	50%	1, 4
	• Application Changes implemented Without Causing Follow Up, Service impairment or Disruption.	70%	1, 4
Goal 3: Provide IT Vision			
	• Increase employee awareness of IT capabilities.	80%	2
	• A Technology Master Plan is developed	2008	Goal 4, Obj 1
	• Department Heads and Elected officials report awareness of County Technology Plan.	80%	2
	• Improve leadership rating	80%	2, 4
	• Expand use of generally beneficial new technology	Case based	1
Goal 4: Maintain a current, viable, secure & reliable infrastructure			
	• Consolidate Servers and Server Storage.	70%	1,4
	• Limit Growth of Hardware Maintenance on End User Equipment	0%	1
	• Maintain a high percentage of Hardware Warranty Coverage.	90% - Servers 60% - PC. Laptops	1
	• Network availability	>99%	Goal 4, Obj 6
	• During Major Outages, Restore Service Within an Acceptable Time.	Contingency Plan	Goal 4, Obj 6
	• System Administrators to Server .	<1:125	1
	• Support Staff to Devices	<1:700	1
	• Support Staff to FTE's supported	<1:250	1
Goal 5: Increase Product Demand			
	• Provide relevant data to customers by updating data layers quarterly.	As stated	2, 4
	• % increase of map, data and services used by County Departments for daily tasks	5%	4
	• Number of new partners.	1	1
	• % increase in map, data and services used by local units for daily tasks.	5%	Goal 4, Obj 2
	• % increase in annual visits to web site.	5%	Goal 2, Obj 2
	• % increase in average daily unique visitors to web site.	5%	Goal 2, Obj 2
	• % increase in average pages viewed per visit.	5%	Goal 2, Obj 2
	• Generate Annual Revenue from Subscribers.	3%	1
	• Generate increased revenue from data and services.	5%	1
	• Generate total revenue increase from GIS less new subscriber buy in.	3%	1

Basic IT Strategies

Goal 1: Improve the Customer Service Delivery Experience.

Strategy 1: To deliver support in a way that minimizes disruption to a customer by using tools for remote diagnosis and assistance.

Strategy 2: To minimize the effort needed to obtain assistance when needed and reduce frustration by making the assignment of IT resources to resolve an issue transparent to the requester.

Strategy 3: To expand employee and public self-service capabilities through web applications.

Strategy 4: To develop a technically capable and informed workforce.

Strategy 5: To apply ITIL and other process improvement methods as appropriate to optimize the efficient delivery of IT services.

Goal 2: Develop Cost-Effective, Comprehensive Solutions

Strategy 1: To leverage Electronic Content Management as an enterprise solution.

Strategy 2: To move aggressively as practical toward thin client (browser) based applications.

Strategy 3: To improve the current Justice System through refacing into a web accessible application, reengineer the database and add enhancements as practical with funding limitations.

Strategy 4: To replace the Financial System with a more capable system that will allow greater outsourcing of functions from Fiscal Services to Departments, increased automation of manual processes, integration with ECM and expanded functionality to support the Human Resources processes.

Strategy 5: To maintain existing systems through maintenance contracts and upgrades provided by the vendor.

Strategy 6: To leverage information in all systems through data exchange and integration.

Goal 3: To Provide IT Vision to the County.

Strategy 1: To guide the County's technology investment by maintaining a five year technology plan that supports County goals, identifies key issues, major initiatives and cost estimates based on a continuous process of information gathering, analysis, evaluation and prioritization.

Strategy 2: To communicate the Technology Plan to County Elected Officials and Department Heads, monitor its progress, and use it as a source for ongoing dialogue regarding County IT investments.

Strategy 3: To participate in and facilitate departmental and enterprise technology planning and decision-making.

Basic IT Strategies

Goal 4: To Maintain a Current, Viable, Secure and Reliable Infrastructure.

Strategy 1: To avoid obsolescence, manage maintenance costs, and ensure reliable operations through consistent scheduled replacement of hardware.

Strategy 2: To invest in proven technology based on cost justified requirements.

Strategy 3: To continually evaluate the threat environment and implement effective countermeasures.

Strategy 4: To evaluate new technology in a systematic way and adapt technology which shows a high potential for success in terms of acceptance and Return On Investment (ROI).

Goal 5: Increase Product Demand.

Strategy 1: To increase public awareness of GIS products and capabilities.

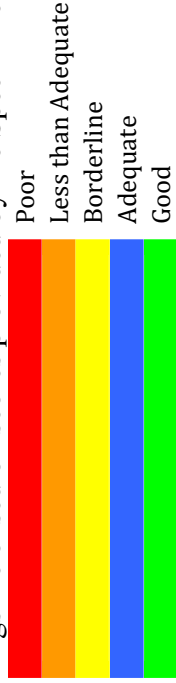
Strategy 2: To maintain a competitive pricing structure for GIS products.

Strategy 3: To apply existing products and capabilities to newly identified requirements.

Strategy 4: To Increase awareness of IT products and capabilities in County departments.

Technology and Service Rankings

The following list reflects key technology categories and specific technology issues. The current status of each issue is explained and rankings are based on scores provided by the Special Technology Committee, Department Heads and Elected Officials, and IT Staff.



Count	Item	Average Rank	Status	2008 Comments	2009 Status	2009 Comments
Infrastructure						
1	Security - Equip	9.038	3	Ongoing need to evaluate and protect against emerging threats	3	Network vulnerability test completed – no high or critical findings. Identified issues addressed.
2	Servers	7.790	3	Ongoing need to consolidate and improve Contingency	3	Expanded Server and storage capability in Grand Haven to support Disaster Recovery
3	Network	7.391	1	Upgraded in 2005	1	Internet Bandwidth increased from 3Mb to 10Mb full duplex
4	Courtroom Technology	7.246	4	Inconsistent/Nonstandard, New Courthouse Under Construction	2	New Courthouse equipment standardized and installed. Resolving post implementation issues.
5	Contingency Capability	7.228	3	Limited for Servers and Network	3	Refer to item 2. Ongoing evaluation and improvement.
6	End User Equipment	6.835	2	Adequate - starting to increase average age of Desktop and Laptop equipment by delaying replacement	2	Adequate – newer applications are requiring more robust computers. During the past year this has resulted in unplanned upgrades.
7	Wireless	6.456	4	Only installed in limited areas	3	New GH Courthouse has wireless coverage of Courtrooms and limited in other areas. Access is currently restricted to essential employees.
8	Phone System	5.860	3	Functional but limited	3	System was reviewed in 2009 and budgeted for upgrade in 2010.
9	Video Conferencing	5.675	5	Very Limited	5	No Change
10	Mobile Technology	5.282	1	Conservative in expanding Blackberry use. Limit Cell phone models.	1	Additional laptop and wireless capability.
11	Voice/Data Convergence	5.238	5	No Capability	5	Integration possible if planned phone system upgrade completed in 2010.
12	Board Room Technology	4.456	1	Functional potential improvements	1	No Change

Technology and Service Rankings

Applications

1	Justice System	8.548	5	Large, limited and Impacts high percentage of County Departments	5	No Change
2	Web	8.523	1	Ongoing enhancements to system installed in 2005	1	No Change
3	Imaging	8.396	1	Opportunities to expand. Limited by resources available	1	Expanded to HR On-line Application System. Criminal workflow expanded to Holland DC. Some issues with Workflow licensing limits.
4	Financial System	7.507	4	Requirements being evaluated for a new system this year	4	On hold.
5	Court/Prosecutor Scheduling	7.253	5	Currently part of Justice System	5	No Change.
6	Intranet	7.215	4	Development ongoing but slowed by limited resources	4	No Change. Superseded by other priorities.
7	Food Inspections	7.178	3	Would like to replace	2	Still want to replace but have information available through web site.
8	Human Resources	7.016	5	Financial System supports but has not been used due to limitations	5	No Change. Some automation of workflow through web and Lotus Notes apps.
9	Collections	6.908	5	Justice System records Judgements, not payments. Access Database supports Clerk's Payment tracking	5	No Change.
10	GIS	6.872	1	Upgraded in 2007-2008	1	No Change
11	E-Mail	6.845	2	Could be improved with Voice/E-mail integration	2	Re 2008 comments, ref Voice/Data Convergence (Infrastructure Item 11). Need a centralized archive capability.
12	Land Records Management	6.750	2	Currently evaluating next generation	1	New system installed June 2009
13	CourtStream	6.494	1	Detention and Juvenile Case Management applications live, desire to improve and expand by CC Staff	1	Enhancements completed in 2009.
14	Asset Management	6.152	5	Currently no automation for tracking computers and laptops - manual inventory process	5	Asset Management System scheduled for implementation by end of 2009
15	Field Reporting for Env/Public Health	6.137	5	No capability	5	No Change.
16	Help Desk Software	6.012	1	Footprints application installed in 2006, continue to refine procedures and add tracking systems	1	No Change.
17	Performance Management	5.946	5	No Capability other than Help Desk software for IT	5	No Change.

Technology and Service Rankings

Applications

18	CMH	5.757
19	JIS - Probate Court	5.639
20	Public Health	5.574
21	Property System	4.931

2	Ongoing enhancements to system installed in 2005	2	No Change.
4	Used by Probate Court. State is developing next generation with expected completion in 2011	4	No Change.
5	Being replaced in 2008 should change to Green	1	System installed April 2009.
1	Includes software for Treasurer	1	BS&A Upgraded (Tax & Assessing Oct 2009)

Services

1	Security - Service	8.569
2	IT Staff Technical Training	8.173
3	Cost Containment	7.868
4	IT Staff Resources	7.361
5	Employee Computer Training	7.284
6	Purchasing/Installing Equipment	7.068
7	Custom Application Development	6.746
8	IT Governance	6.636
9	Help Desk	6.618
10	Law Enforcement Specific Support	6.568
11	Hosting for Local Units	6.409
12	User Services	6.133
13	Contracted Support	5.605

2	Ongoing investment needed	2	No Change.
2	Ongoing need to keep staff current	2	No Change.
3	Software Costs are escalating. With each new system the costs will increase and increases exceed CPI.	3	No Change.
2	Demand will and should exceed capacity	2	No Change. Use of Consulting and Contract Svcs where critical requirements exist.
3	Working with HR to evaluate and improve	1	HR & IT Collaboration has been effective.
2	Extends over a period of 6 months or more based on other support requirements	3	Staff extended this year due to building moves.
3	Demand is high but this can drive up support costs	3	No Change.
2	IT Oversight, considers IT a strategic asset, acceptable policies and procedures	2	No Change.
2	Centralization of support call handling, continue to shift a broader range of support calls to Help Desk	2	No Change.
4	Dedicated resource for the Sheriff similar to that provided to Public and Mental Health	4	No Change.
3	Unknown at this point, GIS supports and Imaging is approved, Network bandwidth is limited	3	Bandwidth of Internet increased from 3Mb to 10Mb. GIS added one subscriber. Other LU agreements in process.
2	On site support, continue to shift a broader range of support issues to onsite User Services staff	2	No Change.
2	Support specialized needs, vendor supplied systems resources that don't require staff increases	2	No Change. Management challenges involved in getting complete and satisfactory performance.

Technology Initiatives Investment Schedule

Item	Average Rank	Estimated Minimal Investment	Estimated Maximum Investment	Estimated Annual Cost	Comments
Security - Infrastructure	9.038	\$50,400	\$199,700		Min: Replace Firewalls, renew E-mail Filter. Max: Web Filter, Network Access Control, Auto Arch/Ret
Justice System	8.548	\$500,000	\$3,000,000		Costs Depend on option: Reface to Replace
Imaging	8.396	\$194,600		\$25,600	Annual Costs for Maintenance. Refer to page 16 for possible expansion costs identified during a planning session conducted September 2007.
Web	8.523			Ref Page 11	Assuming on-line services continue at the 2008/2009 pace with a 3% increase biannually. Refer to page 11 to see annual cost estimates.
Servers	7.790		\$368,209		Replacement schedule - Goal to consolidate to Virtual Servers. AS400 depends on state of apps
Courtroom Technology	7.246	\$400,000	\$1,300,000		2009 Amount is included in new building construction
Food Inspections	7.178	\$0	\$26,000		Currently use Sword. Replacement system with new PH Software desired but currently not deemed cost effective
Court/Prosecutor Scheduling	7.253	\$200,000	\$400,000		Could be part of Justice System improvement or separate application. Some capability exists but does not fully meet requirements
Network	7.391				Internal capacity is sufficient based on current demand. External connections limited.
Contingency Capability	7.228	\$20,000	\$100,000		Capability must be balanced with risk/cost.
Collections	6.908	\$75,000	\$150,000		Estimate based on Evaluations with BizStream (Courtstream Contractor)
Law Enforcement Specific Support	6.568	\$75,000	\$96,000	\$85,500	Addition of one IT Staff person either Support or Analyst
Hosting for Local Units	6.409			(\$5,000)	Approved for Imaging in 2008. Effort to be evaluated when first LGU is ready.
Land Records Management	6.750	\$300,000	\$500,000		From ROD Technology Funds
E-Mail	6.845	\$100,000	\$200,000		Next point for evaluating a move to a different E-mail system is 2012
End User Equipment	6.835		\$2,161,322		Reflects 5 Year Replacement Schedule + Est Growth 1%
CourtStream	6.494	\$75,000	\$1,000,000	\$35,000	Ongoing development possible. Potential for cost recovery with other Counties
Wireless	6.456	TBD			GH Courthouse study in process. Final configuration requires site survey
Asset Management	6.152	\$12,000	\$25,000		Budgeted for 2009. Reduce manual inventory 90%, increase accuracy to 99%
Financial & HR System	7.507	\$600,000		\$50,000	One of two major systems on AS400. New systems improve process automation
Field Reporting for Env/Public Health	6.137	\$50,000	\$100,000		New system supports mobile reporting by visiting nurses. Environmental Health would benefit from access to online permitting when available
Phone System	5.860	TBD			Evaluation planned for 2009 to identify options and costs
Video Conferencing	5.675	\$40,000	\$300,000		

Technology Initiatives Investment Schedule

Item	Average Rank	Estimated Minimal Investment	Estimated Maximum Investment	Estimated Annual Cost	Comments
JIS - Probate Court	5.639	\$200,000	\$500,000		
Public Health	5.574	\$200,000	\$400,000	\$49,000	Currently in process. Estimate completion 2009. Funds approved late 2007: \$305,000
Voice/Data Convergence	5.238	\$25,000	\$100,000		Current E-mail system could provide a means to store and retrieve voice mail with e-mail.
Mobile Technology	5.282			\$126,000	Annual costs depending on number of devices - Monthly Services charged to Telecomm Fund
Property System & Other (BS&A)	4.931	\$148,000	\$225,000	\$42,000	Upgrade due out beginning March 2009. Six Apps: Assessing, Tax, Delinquent, Drain Ledger, Drains Assessing, Dog License, PRE Audit. Est Quote rec Nov 2008.
Board Room Technology	4.456	TBD			Evaluation planned for 2009 to identify options and costs
GIS Ortho Layer Update	NA	\$120,000	\$170,000		Five year refresh would be scheduled in 2013 based on the 2008 data
		\$3,385,000	\$11,321,231	\$408,100	

Technology Initiatives Investment Schedule

Item	Average Rank	Estimated Minimal Investment	Estimated Maximum Investment	Estimated Annual Cost	2009	2010	2011	2012	2013
Security - Infrastructure	9.038	\$50,400	\$199,700		\$7,000	\$52,000	\$90,000	\$700	\$50,000
Actions: 2009 Replaced Firewalls. 2010 eliminated Web Filtering and E-mail archive appliances.									
Justice System	8.548	\$500,000	\$3,000,000		\$35,000	\$440,000	\$20,000	\$20,000	\$20,000
Actions: 2009 Initiated Process Review, Functional Specification.									
Imaging	8.396	\$194,600		\$25,600					
Actions: 2009 Expanded capability with existing resources									
Web	8.523				\$235,000	\$242,050	\$242,050	\$249,312	\$249,312
Actions: Extended Contract through August 2010									
Servers	7.790		\$368,209		\$47,944	\$165,143	\$93,514	\$42,578	\$19,030
Actions: Additional VM Servers & SAN (Allowed Expanded Disaster Recovery so could be considered related to Security - Infrastructure)									
Courtroom Technology	7.246	\$400,000	\$1,300,000		\$500,000				
Actions: New Courthouse									
Food Inspections	7.178	\$0	\$26,000			\$26,000			
Court/Prosecutor Scheduling	7.253	\$200,000	\$400,000						
Actions: Costs will become part of the Justice System - Costs added to that effort									
Network	7.391								
Contingency Capability	7.228	\$20,000	\$100,000		\$50,000				
Actions: Additional Storage and Memory to existing VM's and relocated to GH									
Collections	6.908	\$75,000	\$150,000						
Law Enforcement Specific Support	6.568	\$75,000	\$96,000	\$85,500					
Hosting for Local Units	6.409			(\$5,000)					
Actions: Ongoing identification of collaboration and cost sharing opportunities using web site and Imaging									
Land Records Management	6.750	\$300,000	\$500,000	\$53,020	\$500,000	\$53,020	\$53,020	\$53,020	\$53,020
Actions: New Land Management System Installed June 2009									
E-Mail	6.845	\$100,000	\$200,000		\$299,725	\$175,955		\$100,000	

Technology Initiatives Investment Schedule

Item	Average Rank	Estimated Minimal Investment	Estimated Maximum Investment	Estimated Annual Cost	2009	2010	2011	2012	2013
End User Equipment	6.835		\$2,161,322		\$450,000	\$614,073	\$582,069	\$228,034	\$287,146
Actions: Replaced Equipment per recommendations									
CourtStream	6.494	\$75,000	\$1,000,000	\$35,000	\$425,000				
Actions: Enhancements (50% Child Care Fund)									
Wireless	6.456	TBD			\$500,000		TBD		
Actions: New Courthouse Primary Zones (Construction Funds), CMH Board Room									
Asset Management	6.152	\$12,000	\$25,000		\$14,029				
Actions: Module purchased.									
Financial & HR System	7.507	\$600,000		\$50,000		\$600,000	\$600,000		
Actions: Project postponed - Cost Avoidance.									
Field Reporting for Env/PH	6.137	\$50,000	\$100,000						
Phone System	5.860	TBD			TBD	\$26,000	\$58,000	\$58,000	\$58,000
Actions 2009: Consulting Study Completed: Rec Option to Upgd total Cost \$580,000									
Video Conferencing	5.675	\$40,000	\$300,000		\$11,700				
JIS - Probate Court	5.639	\$200,000	\$500,000						
Public Health	5.574	\$200,000	\$400,000	\$49,000					
Voice/Data Convergence	5.238	\$25,000	\$100,000						
Mobile Technology	5.282								
Property System & Other (BS&A)	4.931	\$148,000	\$225,000	\$126,000		\$129,072	\$130,608	\$132,144	
Actions 2009: Contract approved May 31, 2009. Funded by ROD Tech & Treas Del Fd									
Board Room Technology	4.456	TBD							
GIS Ortho Layer Update									
		\$120,000	\$170,000						\$130,000
		\$3,385,000	\$11,321,231	\$408,100	\$1,975,380	\$2,446,338	\$1,236,241	\$817,768	\$797,488

* Contract provides discounted upgrade of 25% for Tax, Delinquent Tax, Assessing; 75% discount for Drains. Additional 20% discount for early contract. Projected costs include an 18% annual maintenance cost based on full product price. Payment for software upgrades will be made over three years. In 2009, the Assessing, Tax, Drains Assessing and Drains Ledger systems were implemented. Delinquent Tax is planned for 2010. Remaining software is reflected in the 2011 costs as being fully paid in 2011 due to the low cost Animal License (\$1,500) and PRE Audit (\$2,500).

Enterprise content management (ECM) is a set of technologies used to capture, store, preserve and deliver content and documents and content related to organizational processes. ECM tools and strategies allow the management of an organization's unstructured information, wherever that information exists.

Current Status

The County has taken advantage of Imaging Technology since 1994 beginning in the Clerk Vital Records office and expanding this to the Register of Deeds, Community Mental Health and Sheriff's office. Early technologies involved simple storage and retrieval of documents. In 2006, the County embarked on an ambitious project to create a Justice Document Management Information System (JDMIS). This system would take advantage of advances in imaging now referred to as Electronic Content Management (ECM). In addition to the electronic storage and retrieval of content, the technology has advanced to automate internal processes through the design of electronic workflows. The JDMIS system is now operational in Clerk (Circuit Court Records, Family Division and Vital Records), Circuit Court, Friend of the Court, Prosecuting Attorney, Sheriff, Probate, Juvenile Services, District Court and District Court Probation departments. The new system has also replaced Community Mental Health's Imaging System. Projects are in process for Human Resources and Environmental Health. The Register of Deeds operates on a separate system.

Potential Areas for ECM Expansion

In September 2008, the County conducted a strategic planning session open to all departments to provide input on future expansion of ECM in the County. The following opportunities were identified.

1. Further expansion of capabilities in the **Justice** area. For the Sheriff's Department the Imaging of Jail Records would streamline processing and reduce physical storage requirements. Incorporating external law enforcement agencies who work with the Prosecuting Attorney by allowing electronic submission of reports. E-filing of court documents and further automation of workflows is possible. Additional effort is needed to make courts operate electronically. Improvements in courtroom technology and adoption of practices that enable courts to rely less on paper files would facilitate efficient operations within and between the various Justice departments. The State Court and document retention and archiving rules limit the full potential of ECM at this time.
2. **Fiscal Services** could automate the processing of purchases, budget documents, payroll, accounts payable and accounts receivable.

Electronic Content Management

3. **Human Resources** could store personnel files electronically; automate the hiring process, Insurance documents, discipline/grievances, labor contracts, career tracking and W-2's.
4. **Health Department** documentation for permitting and home visits. Storage of lab reports and records.
5. Other **administrative** functions that could be automated include the policy development and approval process, contracting, Grant applications, and Agendas and Minutes.
6. General functions suitable for conversion to an ECM solution include general correspondence, report generation and submission, and filing of documents, policies and procedures. Data capture through the use of eForms.
7. **Equalization** functions to include Property Transfer Affidavits, Personal Property Audit History, Appraisal Cards and Change Orders. Document exchange between ROD, Treasurer and integration with BS&A Applications and GIS.
8. **Drains Office** to support SESC files including generation of documents and notification of deadline and expiration dates.
9. Hosting for Local Government Units on the County's servers.
10. **E-Filing** by external agencies would support receipt of documents from external agencies by a number of County departments. The term E-filing here implies a broader definition of receiving documents electronically rather than on paper via a variety of means which could include File Transfer Protocol, E-mail, applications programmed on the County web site, or a specialized E-File module.

The Costs of Doing Business Electronically

1. **Hardware** currently installed consists of three servers. The investment needed to expand imaging minimally includes scanners. Scanners range from a few hundred dollars to several thousand based on capability. If signatures are required that change (i.e. non-employee) signature pads are required at a cost of \$300 per pad.
2. **Software** consists of server modules and client licensing. The initial investment in server modules provides an extensive set of tools that support the majority of the County's ECM needs. Further expansion will require additional licensing for retrieving images, and additional licensing for workflow operation. Scanners also require software licenses to support scanning and indexing functions. Beyond this, specialized modules can be purchased to support E-Filing, Agendas and Minutes and potentially other application areas identified above. Ongoing annual maintenance costs for software modules and licenses are 18% of the purchase cost.
3. **Services** may be provided by internal IT staff. In some cases using departments have trained staff to provide some administrative support functions. Training costs for each technical course are approximately \$2,500 per person. A trained IT person capable of providing system administration and workflow design would attend a series of four courses over a period of two to three years to become proficient. Depending on the demand for development, resource requirements could easily exceed IT's capacity requiring contracted services by an external provider. These services including implementing new modules and designing workflows would range from a couple thousand to several thousand dollars.

Project Plan

ECM Projects of Interest Identified During Strategic Planning Session September 2009											
Function	Type of Cost:	OB Lic	WF Lic	Module	Scanner	Kofax Lic	Signature Pad	External Resource	Other Hardware	Inter Department	Internal Resource*
Agendas & Minutes	Sponsor Department								Note 1		
Contracts	Clerk	x	x	x	x	x		x	Note 4	x	x
Property	Corporate Counsel	x	x		x	x				x	x
Jail Records	Equalization	x	x		x	x					x
Requisition	Sheriff	x	x		x	x	x				x
Hiring	Fiscal Services	x	x		x	x				x	x
Personnel	Human Resources							x		x	
Insurance Claims	Human Resources	x	x		x	x	x			x	x
Health Enrollment	Human Resources						Note 5			x	
Hosting	Information Technology	Note 3	Note 3		Note 3		Note 3	x			x
Grants	Planning & Grants	x	x		x	x				x	x
Medical Records	Public Health				x						
Permits	Public Health	x	x			x	x				x
Reporting	Public Health										
Treasurer Process	Treasurer	x	x		x	x	x			x	x
SESC Files	Drains Office	x	x		x	x					x
E-Filing	Various			x				x			x

- Note 1 Impact of imaging includes increased demand for larger monitors in all locations.
 - Note 2 Functions that involve interaction with external (public) use will require development on the interactive web site.
 - Note 3 Cost of implementation including purchasing of hardware, software and services would be born by the LGU.
 - Note 4 Cost to improve technology in the Board Room to support retrieval, viewing and annotation by board
 - Note 5 Requirement only if actual signature needed. Could use of security code/PIN type function to avoid signature requirement.
 - Note 6 E-Filing by external agencies could be accomplished in a variety of ways: FTP, via County Web site, E-Filing Module.
- * Services could be done internally or contracted depending on the time frame for implementation and resource availability.

Project Plan

Function	Type of Cost:		OB Lic	WF Lic	Module	Scanner	Kofax Lic	Signature Pad	External Resource	Est Ann Maint	Total Est Cost	Internal Resource* (HOURS)
	Sponsor											
Agendas & Minutes	Clerk	1,500	1,500	25,000	4,000	2,000			21,000	6,120	55,000	TBD
Contracts	Corporate Counsel	A&M	A&M		A&M	A&M						60
Property	Equalization	1,500	1,500		2,000	1,000				1,080	6,000	100
Jail Records	Sheriff	3,000	3,000		4,000	2,000		900		2,160	12,900	120
Requisition	Fiscal Services	1,500	1,500		9,000	1,000				2,340	13,000	120
Hiring	Human Resources								Webtecs		5,300	
Personnel	Human Resources	2,000	2,000		2,000	1,000		300		1,314	2,000	300
Insurance Claims	Human Resources											
Health Enrollment	Human Resources							Note 5				
Hosting	IT	Note 3	Note 3		Note 3			Note 3	Note 3	(5,000)		40
Grants	Planning & Grants	1,000	1,000		2,000	1,000				900	5,000	60
Medical Records	CMH	3,000	3,000		4,000	2,000		900		2,160	12,900	120
Medical Records	Public Health										11,000	
Permits	Public Health	5,000	3,000		4,000	2,000		900	Webtecs	2,520	3,900	120
Reporting	Public Health											
Treasurer Process	Treasurer	2,500	2,500		3,000	2,000		600		1,800	10,600	90
SESC Files	Drains Office	1,000	1,000		2,000	1,000				900	5,000	60
E-Filing	Various			52,000					Note 6	9,360	52,000	60
Estimated Grand Totals		22,000	20,000	77,000	36,000	15,000		3,600	21,000	25,654	194,600	1,250

Note 1 Impact of imaging includes increased demand for larger monitors in all locations.

Note 2 Functions that involve interaction with external (public) use will require development on the interactive web site.

Note 3 Cost of implementation including purchasing of hardware, software and services would be born by the LGU.

Note 4 Cost to improve technology in the Board Room to support retrieval, viewig and annotation by board

Note 5 Requirement only if actual signature needed. Could use of security code/PIN type function to avoid signature requirement.

Note 6 E-Filing by external agencies could accomplished in a variety of ways: FTP, via County Web site, E-Filing Module. Costs reflect E-filing Module.

* Services could be done internally or contracted depending on the time frame for implementation and resource availability.

Project Plan

Appendix E: Project Chart

ID	Task Name	Act Start	Act End	% Comp.	P. Mch. % Comp.	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
0	Strategic Plan Timeline	Wed 2/1/05	NA	45%	0%											
1	Improve Services Delivery (Goal 1)	Mon 2/2/05	Tue 6/20/05	100%	0%											
2	Enhance Help Desk Capabilities	Mon 2/2/05	Tue 6/20/05	100%	0%											
3	Implement Automated Asset Management	Mon 2/2/05	Tue 6/20/05	100%	0%											
4	Develop Cost-Effective, Comprehensive Solutions (Goal 2)	Wed 2/1/06	NA	34%	0%											
5	Implement Word Templates to Replace AFP Requirement	Mon 5/15/06	NA	5%	0%											
6	Develop Software Portfolio to Replace AFP and Create Print	Mon 5/15/06	Mon 5/15/06	100%	0%											
7	AFP and Create Print Form online process	Tue 10/23/08	NA	75%	0%											
8	Modify/Replace Justice System	Mon 6/19/06	NA	8%	0%											
9	Determine IT Function System Review	Mon 12/1/08	Wed 12/31/08	100%	0%											
10	Requirements Gathering, Functional Specification Development	Fri 5/10/09	NA	10%	0%											
11	Develop Accurate Data Model of Justice System	Mon 6/19/06	NA	5%	0%											
12	Programming	NA	NA	0%	0%											
13	Imaging System	Wed 2/1/06	NA	45%	0%											
14	Justice Document Imaging System Phase 1: ImageSoft Contract	Wed 2/1/06	Fri 10/3/08	100%	0%											
15	Justice Document Imaging System Phase I Evaluation	Mon 10/6/08	NA	96%	0%											
16	Document Imaging System Phase 2: IT Expansion of Imaging	NA	NA	0%	0%											
17	Develop Non-Justice Imaging Solutions	Tue 1/1/08	NA	55%	0%											
18	Replace CMH Content Manager with OnBase	Tue 1/1/08	Mon 7/1/08	100%	0%											
19	Park Township Imaging Hosting	Fri 1/4/08	NA	10%	0%											
20	Bring RCD Imaging System On-site	Fri 1/3/2/08	Fri 6/6/08	100%	0%											
21	Configure Imaging for Environmental Health - Hold as of 9/26/2008	Mon 7/28/08	NA	30%	0%											
22	Integrate Imaging with HR's On-line application Process	Mon 6/30/08	Wed 12/31/08	100%	0%											
23	Conduct Customer Process/Requirements Reviews - Ongoing	Wed 12/1/08	NA	34%	0%											
24	Identify Customer Processes Suitable for Automation	Wed 1/2/08	NA	34%	0%											
25	Develop Project Deliverables/Agreements	Wed 1/2/08	NA	34%	0%											
26	Coordinate IT/Customer Efforts to Deliver Desired results	Wed 1/2/08	NA	34%	0%											
27	Replace County Financial System	NA	NA	0%	0%											
28	Provide IT Vision (Goal 3)	Tue 5/16/06	NA	53%	0%											
29	Modify/Replace Justice System	Mon 1/15/07	NA	24%	0%											
30	Develop Migration/Replacement Options	Mon 1/15/07	Wed 2/28/07	100%	0%											
31	Define Alternatives - Est Cost/Benefits	Tue 3/30/07	Tue 5/31/07	100%	0%											
32	Initial Testing/Prototyping - Pilot Project	Fri 2/1/08	Fri 2/1/08	100%	0%											
33	Evaluate Selected Option	Wed 10/1/08	Tue 12/30/10	100%	0%											
34	Document current system - Stopped See Notes	NA	NA	0%	0%											
35	Develop Enhanced Justice System Capabilities - Stopped See Notes	NA	NA	0%	0%											
36	Replace Health Department QS System	Tue 5/16/06	Wed 7/1/09	100%	0%											
37	Evaluate Current System and Requirements	Tue 5/16/06	Tue 5/15/07	100%	0%											
38	Develop Preliminary Estimates/Budget for 2008	Tue 1/2/07	Fri 6/22/07	100%	0%											
39	Conduct RFP Process	Wed 5/16/07	Fri 9/28/07	100%	0%											
40	Purchase/Install/Test Phase	Tue 12/25/07	Fri 2/27/09	100%	0%											
41	Live with New System	Thu 2/1/09	Wed 7/1/09	100%	0%											
42	Provide Flexible IT Capacity	Mon 6/12/06	Fri 7/3/09	100%	0%											
43	Install First SAN	Mon 6/12/06	Fri 6/23/06	100%	0%											
44	Add SAN	Fri 2/27/09	Fri 7/31/09	100%	0%											

Task Summary Rollover Progress Rollover Milestone External Tasks Project Summary Group By Summary Deadline

Project Strategic Plan Timeline
 Date: Fri 10/30/09

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Project Plan

Appendix E: Project Chart

ID	Task Name	Act Start	Act End	% Comp.	Phys. % Comp.
0	Strategic Plan Timeline	Wed 2/1/06	NA	46%	0%
1	Improve Service Delivery (Goal 1)	Mon 2/27/09	Tue 6/20/09	100%	0%
2	Enhance Help Desk Capabilities	Mon 2/22/09	Tue 6/20/09	100%	0%
3	Implement Automated Asset Management	Mon 2/22/09	Tue 6/30/09	100%	0%
4	Develop Cost-Effective, Comprehensive Solutions (Goal 2)	Wed 2/1/06	NA	34%	0%
5	Implement Word Templates to Replace AFP Requirement	Mon 5/15/06	Mon 5/15/06	100%	0%
6	Identify Software Products to Replace AFP and Create Pilot AFP and Create Pilot Form conversion process	Tue 10/23/08	Mon 5/15/06	75%	0%
7	Modify/Replace Justice System	Mon 6/19/06	NA	6%	0%
8	Define Workflow System Rules	Mon 12/1/08	Wed 12/31/08	100%	0%
9	Requirements Gathering, Functional Specification Development	Fri 5/1/09	NA	10%	0%
10	Develop Accurate Data Model of Justice System	Mon 6/19/06	NA	5%	0%
11	Programming	NA	NA	0%	0%
12	Implementing System	Wed 2/1/06	NA	49%	0%
13	Justice Document Imaging System Phase 1: ImageSoft Contract	Wed 2/1/06	Fri 10/3/08	100%	0%
14	Justice Document Imaging System Phase 1 Evaluation	Mon 10/6/08	NA	95%	0%
15	Document Imaging System Phase 2: IT Expansion of Imaging	Mon 10/6/08	NA	0%	0%
16	Develop Non-Justice Imaging Solutions	Tue 1/1/08	NA	55%	0%
17	Replace CMH Content Manager with OnBase	Tue 1/1/08	Mon 7/7/08	100%	0%
18	Bank Township Imaging Hosting	Fri 1/3/08	NA	10%	0%
19	Bring ROD Imaging System On-site	Fri 1/3/08	Fri 6/6/08	100%	0%
20	Configure Imaging for Environmental Health - Hold as of 9/26/2008	Mon 7/28/08	NA	30%	0%
21	Integrate Imaging with HR's On-line Application Process	Mon 6/30/08	Wed 12/31/08	100%	0%
22	Conduct Customer Process/Requirements Review - Ongoing	Wed 12/31/08	NA	34%	0%
23	Identify Customer Processes Suitable for Automation	Wed 12/31/08	NA	34%	0%
24	Develop Project Deliverables/Agreements	Wed 12/31/08	NA	34%	0%
25	Coordinate IT/Customer Efforts to Deliver Desired results	Wed 12/31/08	NA	34%	0%
26	Replace County Financial System	NA	NA	0%	0%
27	Provide IT Vision (Goal 3)	Tue 5/16/06	NA	53%	0%
28	Modify/Replace Justice System	Mon 1/15/07	NA	24%	0%
29	Develop Migration/Replacement Options	Mon 1/15/07	Wed 2/28/07	100%	0%
30	Define Alternatives - Est Cost/Benefits	Tue 3/1/07	Tue 5/31/07	100%	0%
31	Initial Testing/Prototyping - Pilot Project	Fri 2/1/08	Fri 1/30/09	100%	0%
32	Evaluate Selected Option	Wed 10/1/08	Tue 12/30/10	100%	0%
33	Document current system - Stopped See Notes	NA	NA	0%	0%
34	Develop Enhanced Justice System Capabilities - Stopped See Notes	NA	NA	0%	0%
35	Replace Health Department QS System	Tue 5/16/06	Wed 7/1/09	100%	0%
36	Evaluate Current System and Requirements	Tue 5/16/06	Tue 5/15/07	100%	0%
37	Develop Preliminary Estimates/Budget for 2008	Tue 12/07	Fri 6/22/07	100%	0%
38	Conduct RFP Process	Wed 5/16/07	Fri 9/28/07	100%	0%
39	Purchase/Install/Test Phase	Tue 12/26/07	Fri 2/27/09	100%	0%
40	Live with New System	Thu 2/1/09	Wed 7/1/09	100%	0%
41	Provide Flexible IT Capacity	Mon 6/12/06	Fri 7/8/09	100%	0%
42	Install First SAN	Mon 6/12/06	Fri 6/23/06	100%	0%
43	Add SAN	Fri 2/27/09	Fri 7/31/09	100%	0%

Project Strategic Plan Timeline Date: Fri 10/30/09

Task Progress Milestone

Summary Milestone

Roll Up Task Milestone

Roll Up Progress Milestone

Split Milestone

External Task Milestone

Project Summary

Group By Summary

Deadline

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Action Request

Home



Committee: Board of Commissioners

Meeting Date: 1/12/2010

Requesting Department: Administration

Submitted By: Greg Rappleye

Agenda Item: 2010 Rules of the Ottawa County Board of Commissioners

SUGGESTED MOTION:

To approve the 2010 Rules of the Ottawa County Board of Commissioners as amended.

SUMMARY OF REQUEST:

At the beginning of each new year, the Rules of the Ottawa County Board of Commissioners are reviewed to ensure that they comply with current law and the County's actual practice. This year, Section 4.5.d pertaining to Special Committees has been amended to allow those committees to have a term of service that exceeds one (1) year. This change is proposed to provide for the proposed revisions in the mission statement of the Technology Committee.

FINANCIAL INFORMATION:

Total Cost: \$0 County Cost: \$0 Included in Budget: Yes No

If not included in budget, recommended funding source:
N/A

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal:
#1-4

Objective:

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@miottawa.org
Date: 2010.01.07 14:28:39 -0500

Committee/Governing/Advisory Board Approval Date:
N/A



***RULES OF THE
OTTAWA COUNTY
BOARD OF COMMISSIONERS
2010***

RULE I
**ORGANIZATIONAL MATTERS, CHAIRPERSON,
VICE-CHAIRPERSON, AND CLERK OF THE BOARD OF COMMISSIONERS**

Section 1.0 - Organizational Meeting; Chairperson of the Board of Commissioners

The organizational meeting of the Ottawa County Board of Commissioners shall be held on the first business day after January 1 of each year. The purpose of the meeting shall be to elect from its own membership a Chairperson and Vice-Chairperson who shall hold office for the ensuing year, and to organize any Committees of the Board of Commissioners under the direction of the Chairperson. The vote for the office of Chairperson may be by secret ballot, as provided for by MCL 46.3a.

It shall be the duty of the Chairperson to preside at all meetings of the Board of Commissioners, to preserve order, and to decide all questions of order, subject to appeal to the Board of Commissioners. It shall be the duty of the Chairperson to appoint any Committees of the Board of Commissioners and the Chairpersons thereof, subject to the approval of the Board of Commissioners. The Chairperson shall be a member ex-officio of all Committees but shall not have the power to vote on such Committees except to break a tie vote or create a quorum, nor shall the Chairperson vote or participate in the deliberations of a Committee when to do so would violate the provisions of the Open Meetings Act, MCL 30.401 et seq.

Section 1.1 - Vice-Chairperson of the Board of Commissioners

The Vice-Chairperson shall perform the duties of the Chairperson, including conducting meetings of the Board of Commissioners, and affixing his or her signature to all contracts, bonds and other documents, when the Chairperson is unable to do so because of illness, absence from the County, or any other exigency which prevents the Chairperson from performing such functions of his or her office.

Section 1.2 - Clerk of the Board of Commissioners

The duly-elected Clerk of Ottawa County or the Deputy Clerk shall be ex-officio Clerk of the Board of Commissioners. He or she shall perform the duties ordinarily pertaining to such office.

RULE II
THE BOARD OF COMMISSIONERS

Section 2.0 - Meetings of the Board of Commissioners

The Board of Commissioners shall meet on the second and fourth Tuesdays of each month at 1:30 p.m., except when otherwise set by adjournment or by law, or as otherwise set by the Board. The October meeting shall be held on the second Tuesday, and in any event before October 16, as required by MCL 46.1. Special meetings of the Board of Commissioners shall be called at the request of at least one-third (1/3) of all the Commissioners elected and serving, which request must be filed with the County Clerk so that at least ten (10) days notice may be given of such meeting. The Chairperson may also call special meetings in the case of emergency, disaster, or enemy attack, in compliance with the provisions of the Emergency Management Act, MCL 30.401 et seq., and may call emergency or special meetings in compliance with the provisions of the Open Meetings Act, MCL 15.261 et seq.

Meetings of the Board of Commissioners are open to the public, except as otherwise provided by law. Any person may address the Board of Commissioners, in accordance with the Policy of the Ottawa County Board of Commissioners on the Conduct of Public Meetings.

Section 2.1 - Agenda

As a general rule, all substantive Agenda items shall be on the Agenda and considered at a Committee meeting or Work Session prior to consideration at a meeting of the Board of Commissioners. All matters heard by a Committee of the Board of Commissioners that are within its exclusive jurisdiction, or heard at a Work Session and which are forwarded to the Board of Commissioners for consideration, shall be placed on the Agenda and heard at the next scheduled meeting of the Board of Commissioners, or at the following meeting, as may be determined by the Chairperson. Prior to publication and distribution by the County Clerk, the tentative Agenda shall be prepared by the County Administrator's Office and approved by the Chairperson. A two-thirds (2/3) vote of the members elected and serving shall be required to add an unscheduled item to the Board Agenda.

Section 2.2 - Quorum

A majority of the Commissioners elected and serving shall constitute a quorum for the transaction of business, but a smaller number may adjourn from day to day.

Section 2.3 - Order of Business

1. Call to Order by Chairperson
2. Invocation
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications - copies of all correspondence to the Board of Commissioners shall be submitted by the County Clerk to all County Commissioners. Correspondence shall not be read into the record at the meeting unless a public reading is expressly requested in the correspondence.
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions

The purpose of the Consent Resolution is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion. Any member of the Commission may ask that any item on the Consent Resolution be removed there from and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Resolution the action noted on the agenda is approved by a single Commission action adopting the Consent Resolution.
 - B. Public Hearings

As may be required by law or provided for by Board policy.
 - C. Action Items
 - D. Discussion Items
 - E. Report of the County Administrator
 - F. General Information, Comments and Meetings Attended
9. Public Comments
10. Adjournment

Section 2.4 - Minutes

Minutes must be kept for all meetings of the Board of Commissioners in compliance with the requirements of the Open Meetings Act, MCL 15.269, and are required to contain:

1. A statement of the date, scheduled time and place of the meeting and its actual starting time and ending time;
2. The members present as well as absent;
3. A record of any decisions made at the meeting and a record of all roll-call votes; and,
4. An explanation of the purpose(s) if the meeting is a Closed Session.

Except for minutes taken during a Closed Session, all minutes are considered public records, open for public inspection, and must be available for review as well as copying at the Office of the Ottawa County Clerk. Proposed minutes shall be available for public inspection within eight (8) business days after the meeting to which the minutes refer. Approved minutes must be available within five (5) business days after the meeting at which they were approved.

RULE III
RIGHTS AND DUTIES OF MEMBERS; APPOINTMENTS

Section 3.0 - Manner of Address

When a member wishes to speak, he or she shall be recognized and address themselves to the Chairperson.

Section 3.1 - Order of Address

When two (2) or more members wish to speak at the same time, the Chairperson shall decide who is to speak first.

Section 3.2 - Decorum

When a member is speaking on any question before the Board of Commissioners, he or she shall not be interrupted except to be called to order.

Section 3.3 - Disputed Questions

When a member is called to order, he or she shall immediately come to order. The Board of Commissioners, if appealed to, shall decide the case. If there is no appeal, the ruling of the Chairperson shall be final.

Section 3.4 - Chairperson's Vote; Voting

The Chairperson shall vote on all questions decided by yea and nay, except on an appeal from his or her own decision. When a yea or nay vote is taken, every member present shall vote except in matters in which the member has a conflict of interest, in which case the member shall identify the conflict and abstain from voting.

Section 3.5 - Appointments

a. Appointments to all boards and commissions caused by expiration of a term of office, resignation, or otherwise, shall be made in accordance with the Appointment Policy adopted by the Board of Commissioners.

b. The appointment of a member of the Board of Commissioners to any board of directors, committee, or other public body shall automatically terminate when the appointee is no longer a member of the Board of Commissioners.

RULE IV
STANDING COMMITTEES AND REPORTS

There shall be the following Standing Committees which shall consist of the number of members hereinafter mentioned, in addition to the Chairperson of the Board of Commissioners, who shall be an ex-officio member of all Standing and Special Committees. Appointments shall be for a one (1) year term. Each Standing Committee shall, by vote of its membership, select a Vice-Chairperson, who shall perform the duties of the Committee Chairperson in his or her absence. An anticipated annual schedule of meeting dates and times for each Standing Committee shall be established by the Standing Committee at the Standing Committee's first meeting in January. To facilitate the orderly transaction of Board business, the first meeting in January of each Standing Committee shall be held on the same day and at the same time as scheduled for the past year of that Standing Committee's operations.

Section 4.0 - Finance and Administration Committee

Five (5) members shall have original jurisdiction over matters of County business in the areas listed as follows:

- a. Purchasing - shall serve as the auditing committee over purchasing.
- b. Financial Control - shall prepare the annual budget, examine County records, make allocations of funds, including personnel costs as recommended by the County Administrator, and recommend to the Board of Commissioners use of all funds allocated.
- c. Insurance - shall receive reports from the Ottawa County, Michigan Insurance Authority, and act as committee of record for insurance matters.
- d. Audit of Claims - shall audit all claims for unpaid bills presented for County payment such as loss of livestock, animal damage, and ambulance charges, etc.
- e. Auditing - shall audit and investigate bills, and present such bills to the Board of Commissioners with recommendations.
- f. Per Diem and Mileage - shall audit and approve per diem and mileage vouchers of members of the Board of Commissioners.
- g. Equalization and Apportionment - shall receive reports from the County Equalization Department and make recommendations as to the equalizing of assessment rolls. Shall make recommendations as to the apportionment of County, Township, School, and Special Assessment taxes in the several districts, and shall receive reports from the County Tax Allocation Board and make recommendations to the Board of Commissioners.
- h. Bonding - shall receive and review all bonding proposals.
- i. Additional Duties of Finance Committee Chairperson - the Finance Committee Chairperson shall serve on such boards and commissions as state statutes require.
- j. Law Enforcement - shall receive reports from the Office of Prosecutor, the Sheriff's Department, and the Animal Control Program, and shall make recommendations to the Board of Commissioners on matters pertaining to law enforcement.
- k. Courts - shall receive reports from the Circuit Court, Family Court,

Rule IV, Section 4.0 Continued

- Probate Court, Juvenile Detention Facility, District Courts and the County Clerk in matters pertaining to court functions.
- l. Community Corrections Department - shall receive reports from the Community Corrections Department and make recommendations to the Board of Commissioners regarding those functions.
 - m. Contract Review - shall review and receive reports regarding contracts, other than collective bargaining agreements, and make recommendations to the Board of Commissioners concerning relevant contracts.
 - n. County Directory - shall work with the County Clerk to modify, update, revise and assure the distribution of the County Directory.
 - o. Policy Matters - shall develop and draft policies for consideration by the Board of Commissioners for all matters within its jurisdiction.
 - p. Other Matters - such other, similar matters as may be assigned to their jurisdiction by the Chairperson.

Section 4.1 - Planning and Policy Committee

Five (5) members shall have original jurisdiction over matters of County business in the areas listed below:

- a. Buildings and Maintenance - shall receive reports from the Ottawa County Building Authority, and shall oversee all buildings and grounds owned or leased by the County, including all equipment.
- b. County Strategic Planning - shall be responsible for County strategic planning and goal setting sessions, and shall monitor compliance with the County strategic plan.
- c. Public Works - Water, Sanitation - shall review reports from the Ottawa County Road Commission regarding public works, water, and sanitation projects.
- d. Land Use and Infrastructure Needs - shall initiate and facilitate policy discussions regarding land use and infrastructure needs within Ottawa County.
- e. Planning - shall, through the County Planning and Performance Improvement Department, receive reports from the Ottawa County Planning Commission and the West Michigan Regional Planning Commission (Region 8), the Macatawa Area Coordinating Council, (MACC) and the Grand Valley Metropolitan Council (Metro Council) and shall review and make recommendations to the Board of Commissioners regarding County planning activities.
- f. Agriculture and Conservation - shall receive reports from the County Cooperative Extension Service and handle matters pertaining to agriculture and conservation.
- g. Drains - shall receive reports from the County Drain Commissioner, and review all contracts for drains by the Commissioner.
- h. Parks - shall, through the Parks and Recreation Department, receive reports from the County Parks and Recreation Commission and review the acquisition, development, and operations of the County Park and open-space land system.

Rule IV, Section 4.1 Continued

- i. Legal Review - Litigation and Resolutions - shall oversee County procedures for the legal work in non-criminal matters, receive reports regarding legal opinions and litigation involving the County, authorize and recommend various ordinances and resolutions to the Board of Commissioners.
- j. Rules and Regulations - shall draft, develop, and receive reports regarding County Rules and Regulations and make recommendations therefore to the Board of Commissioners.
- k. Public Relations - shall develop plans and methodologies to improve relations with the public, and to educate and inform the press and public about County programs and the operations of County government.
- k. Policy Matters - shall develop and draft policies for consideration by the review policies prepared by other Committees as to form and final language before they are submitted to the Board of Commissioners.
- l. Transportation and Planning - shall initiate and facilitate policy discussions regarding future transportation in Ottawa County.
- m. Roads and Bridges - shall receive reports from the Ottawa County Road Commission, the Macatawa Area Coordinating Council (MACC), the Grand Valley Metro Council (Metro Council) and the Michigan Department of Transportation, (MDOT) regarding road, bridges, and transportation planning issues.
- n. Legislature - shall receive reports from state and federal legislative representatives, County lobbyist and the Michigan Association of Counties (MAC) concerning pending and proposed legislation and shall review and report on legislation to the Board of Commissioners.
- o. Other Matters - such other, similar matters as may be assigned to their jurisdiction by the Chairperson.

Section 4.2 - Health and Human Services Committee

Five (5) members shall have original jurisdiction over matters pertaining to County business in the areas listed below:

- a. Mental Health - shall receive reports from the Ottawa County Community Mental Health Board and the Ottawa County Community Mental Health Agency.
- b. Public Health - shall receive reports from the Ottawa County Health Department.
- c. Senior Citizens - shall, through the Community Action Agency, receive reports from the Region 14 Council on Aging, and from other agencies regarding Senior Citizens' services.
- d. Department of Human Services - shall receive reports from the Director and Board of Directors of the Ottawa County Department of Human Services.
- e. Substance Abuse - shall receive reports, through the Public Health Department, from the Lakeshore Coordinating Council.
- f. Veterans - shall deal with matters concerning veterans, shall oversee matters under the direction of the Veterans' Affairs Committee, and shall make recommendations concerning County veterans.
- g. Community Action Agency and Department of Employment and Training

Rule IV, Section 4.2 Continued

- shall receive reports from the Community Action Agency (CAA) and the Department of Employment and Training.
- h. Solid Waste - shall, through the Public Health Department, receive reports regarding solid waste matters within the County.
- i. Policy Matters - shall develop and draft policies for consideration by the Board of Commissioners for all matters within its jurisdiction.
- j. Other Matters - such other, similar matters as may be assigned to their jurisdiction by the Chairperson.

Section 4.3 – Human Resources Committee

Five (5) members shall have original jurisdiction over matters of County business in the areas listed below:

- a. Human Resources - shall receive reports from the Human Resources Department and make recommendations to the Board of Commissioners on matters pertaining to employees.
- b. Collective Bargaining - shall review and receive reports regarding collective bargaining agreements and make recommendations to the Board of Commissioners concerning contract matters.
- c. Employee Relations - shall review practices and policies and make recommendations to the Board of Commissioners on issues related to County employees.
- d. Appointments - shall interview candidates for appointment to County boards and commissions, and make recommendations therefore to the Board of Commissioners.
- e. Policy Matters - shall develop and draft policies for consideration by the Board for all matters within its jurisdiction.
- f. Other Matters - such other, similar matters as may be assigned to their jurisdiction by the Chairperson.

Section 4.4 - Work Sessions

The Board of Commissioners may meet in a Work Session on any designated day, as determined by the Chairperson, for the purpose of coordinating the activities of the Standing Committees, informing the Board of Commissioners on the progress of Committee work, and for the purpose of promoting a better understanding of County business, thereby expediting the regular meetings of the Board.

Section 4.5 - Special Committees; and Per Diem For Special Committees; Attendance of Board Chairperson; Termination of Special Committees; Special Committee Agendas

- a. Special Committees may be established by the Board of Commissioners and the members thereof appointed by the Chairperson upon approval of the Board of Commissioners. The purpose for which the Special Committee is established, its jurisdiction, and the composition (number and type) of the Special Committee, shall be set forth by the Board of Commissioners. A Special Committee may have members who are not members of the Board of Commissioners, so that the Board of

Rule IV, Section 4.5 Continued

Commissioners may draw upon the expertise of County officials, County staff members, and the general public. The Chairperson of a Special Committee shall be a member of the Board of Commissioners.

- b. The members of all Special Committees who are members of the Board of Commissioners shall be paid for work done by authority of the Board of Commissioners at the same rate of pay allowed Commissioners for meetings of the Board of Commissioners, together with the necessary mileage allowance as provided by law, in accordance with the provisions of the Ottawa County Per Diem Policy.
- c. The Chairperson of the Board of Commissioners shall be an ex-officio member of all Special Committees. He or she, when requested by the Chairperson of a Special Committee, shall attempt to attend the meeting of the Special Committee, and his or her attendance may be counted to create a quorum. He or she shall have no vote except in the case of a tie vote.
- d. Unless it is ~~otherwise~~ renewed, ***or a Term of Service of another duration is specifically approved by the Board of Commissioners***, the existence of any Special Committee which is appointed ~~for a definite duration~~ shall expire the earlier of either when its task is completed or December 31st of each year.
- e. The Agenda of each Special Committee shall be prepared by the County Administrator's Office or by whom the County Administrator designates and shall be approved by the Chairperson of the Special Committee, and shall be published and distributed by the Administrator's Office.

Section 4.6 - Annual Reports From Departments of County Government

It is the policy of the Board of Commissioners to receive Annual written and oral Reports from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office. Sufficient copies of the written reports shall be submitted to the County Administrator's Office on Monday the week prior to the Board of Commissioners meeting or at least eight (8) days in advance of the meeting at which the oral report is to be given so that the matter can be placed on the Agenda and the written report distributed with the Agenda to the members of the Board of Commissioners.

It is the policy of the Board of Commissioners, *Administrative Policy – Use of the County Logo*, that all Annual Reports identify the members of the Ottawa County Board of Commissioners ("the Board of Commissioners") by name and indicate, in the same area as the names of the Board of Commissioners, "The activities and programs of this department are brought to you by the members of the Ottawa County Board of Commissioners."

Unless another date is approved by the County Administrator, Departments of County government shall make their Annual Reports in accordance with the following schedule:

FIRST BOARD OF COMMISSIONERS MEETING IN:

Equalization Department/Property Description & Mapping February

Register of Deeds	<u>February</u>
Corporation Counsel	<u>March</u>
Employment & Training/Community Action Agency	<u>March</u>
Health Department	<u>March</u>
Treasurer	<u>March</u>
County Clerk	<u>April</u>
Drain Commission	<u>April</u>
Prosecuting Attorney	<u>April</u>
Sheriff's Department/Office of Emergency Management	<u>April</u>
Department of Human Services	<u>May</u>
Human Resources	<u>May</u>
Michigan State University Co-operative Extension Services	<u>May</u>
Parks and Recreation	<u>May</u>
West Michigan Enforcement Team (W.E.M.E.T.)	<u>May</u>
Mental Health	<u>July</u>
Information Technology/GIS Department	<u>July</u>
Planning and Performance Improvement	<u>July</u>

The Board of Commissioners requests Annual written and oral Reports from the Circuit, District, and Probate Courts and related departments serving Ottawa County. Unless another date is deemed advisable, the Courts are requested to make their Annual Reports in accordance with the following schedule:

FIRST BOARD OF COMMISSIONERS MEETING IN:

58 th District Court	<u>June</u>
58 th District Court - Community Corrections	<u>June</u>
20 th Circuit and Probate Courts	<u>April</u>
20 th Circuit Court – Probation	<u>June</u>

Section 4.7 - Statutory Laws and Other Provisions

The Board of Commissioners shall comply with the Open Meetings Act, MCL 15.261 et seq., as amended, and with all other statutes pertaining to the Ottawa County Board of Commissioners.

RULE V
MOTIONS, RESOLUTIONS, AND ORDINANCES**Section 5.0 - Motions, Resolutions, and Ordinances**

No motions shall be made or debated unless seconded. The motion may then be stated by the Chairperson before the debate. Any motion shall be put in writing at the request of any member. Any motion may, with the permission of the Board of Commissioners, be withdrawn at any time before the same has been adopted. All motions, resolutions, amendments or substitutes thereto shall be entered at large upon the journal unless withdrawn. The reading of all resolutions and ordinances shall be waived unless requested by a majority vote of those members elected and serving.

Section 5.1 - Privileged Motions, Order of Precedence

When a question is under debate, no motion shall be received except the following: to adjourn; for the previous question; to lay on the table; to postpone indefinitely; to postpone to a certain day; to refer; to amend. These motions shall have precedence in order as above named.

Section 5.2 - Motion to Adjourn

A motion to adjourn shall always be in order, except when a vote is being taken on any question before the Board of Commissioners, or when a member has the floor, provided that there shall be some intervening business proposed and determined between two (2) motions to adjourn.

Section 5.3 - Motion to Reconsider

A motion for reconsideration shall be in order on the same day, or at the succeeding action meeting day following that on which the decision proposed to be reconsidered took place. Only a member of the side which prevailed may move such reconsideration and such motion shall take precedence over all other questions, except a motion to adjourn. A motion for reconsideration shall be decided by majority vote of those members elected and serving.

Section 5.4 - Question of Appeal

When an appeal is taken from a decision of the Chairperson, the member taking the appeal shall be allowed to state his or her reason for so doing. The question shall then be immediately put in the following form: "Shall the ruling of the Chairperson be sustained?" The question shall be determined by a majority vote of the members present except that the Chairperson shall not vote. In case of a tie vote, the Chairperson shall be sustained.

Section 5.5 - Division of Question

Upon the request of any member, a division of any question shall be made when the question will admit of a division so distinct that one part being taken away, the other will remain as an entire question for decision.

Section 5.6 - Resolutions and Ordinances

Resolutions and Ordinances shall be taken up in the order in which they are presented unless otherwise ordered by the Board. All proposed Resolutions and Ordinances shall be presented to the Board of Commissioners in writing, and shall be acted upon by the Board of Commissioners.

Section 5.7 - Questions of Procedure not Covered by Standing Rules

Robert's Rules of Order shall govern in all questions of procedure which are not provided for by the Rules of the Ottawa County Board of Commissioners.

Section 5.8 - Privilege Motions

When a question of privilege is under debate, no motion shall be in order, except the following which shall have precedence in the order named:

1. To fix a time to adjourn;
2. To adjourn;
3. To recess;
4. To raise question of privilege;
5. To call for the Orders of the Day.

Section 5.9 - Subsidiary Motions

When a question is under debate, no subsidiary motion shall be in order except the following which shall have precedence in the order named:

1. To lay on the table;
2. To call the previous question;
3. To limit or extend debate;
4. To postpone to a certain time;
5. To comment or refer;
6. To amend;
7. To postpone indefinitely.

Section 5.10 - Miscellaneous

- a. When the reading of a paper is called for, and the same is objected to by any member, it shall be determined by a majority vote of the members present.
- b. No resolution or petition shall be inserted in full in the journal without being read or distributed and adopted by the Board of Commissioners.
- c. Any subject matter may be made the Special Order for a particular day or hour.
- d. No rule of the Board of Commissioners or part thereof shall be suspended, altered, or amended without the concurrence of two-thirds (2/3) of the members elected and serving.

Action Request

Home



Committee: Board of Commissioners

Meeting Date: 1/12/2010

Requesting Department: Administration

Submitted By: Greg Rappleye

Agenda Item: Board of Commissioners Committee Assignments and Chairpersons

SUGGESTED MOTION:

To approve the 2010 Committee Assignments and Committee Chairpersons of the Ottawa County Board of Commissioners.

SUMMARY OF REQUEST:

At the beginning of each new year, the Board Chairperson makes Committee Assignments and designates the Chairperson for such Committees. Their designations were made at the Organizational Meeting held on Monday, January 4, 2010. Rule I Section 1.0 of the Board Rules requires that their appointments be formally approved by the Board of Commissioners.

FINANCIAL INFORMATION:

Total Cost: \$0 County Cost: \$0 Included in Budget: Yes No

If not included in budget, recommended funding source:
N/A

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal:
#1-4

Objective:

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@mottawa.org
Date: 2010.01.07 14:27:49 -0500'

Committee/Governing/Advisory Board Approval Date:
N/A

2010 BOARD OF COMMISSIONERS' MEETING SCHEDULE

Meeting Location:	Fillmore Street Complex Administration Building, Board Room
Regular Board Meetings:	Second (2 nd) and Fourth (4 th) Tuesday of the Month
Meeting Time:	1:30 p.m.
Board Work Sessions:	Second (2 nd) and Fourth (4 th) Tuesday of the Month (as needed)
Meeting Time:	Immediately Following the Board of Commissioners Regular Board Meeting

2010 COMMITTEE APPOINTMENTS

FINANCE & ADMINISTRATION COMMITTEE – Meets the 3rd Tuesday of every month at 9:30 a.m.

Committee Chair: Commissioner Dennis Swartout
Committee Vice-Chair: Commissioner
Commissioner Roger Rycenga
Commissioner Gordon Schrotenboer
Commissioner Bob Karsten
Commissioner Donald Disselkoen

HEALTH & HUMAN SERVICES COMMITTEE - Meets the 2nd Wednesday of every month at 8:30 a.m.

Committee Chair: Commissioner Joyce Kortman
Committee Vice-Chair: Commissioner
Commissioner James Holtrop
Commissioner Bob Karsten
Commissioner Matthew Hehl
Commissioner James Holtvluwer

HUMAN RESOURCES COMMITTEE – Meets the 2nd Monday of every month at 1:30 p.m.

Committee Chair: Commissioner Jane Ruiten
Committee Vice-Chair: Commissioner
Commissioner Matthew Hehl
Commissioner James Holtrop
Commissioner James Holtvluwer
Commissioner Donald Disselkoen

PLANNING & POLICY COMMITTEE - Meets the 2nd Thursday of every month at 9:30 a.m.

Committee Chair: Commissioner Roger Rycenga
Committee Vice-Chair: Commissioner
Commissioner Dennis Swartout
Commissioner Jane Ruiten
Commissioner Gordon Schrotenboer
Commissioner Joyce Kortman

TECHNOLOGY COMMITTEE - Meets the 2nd Tuesday, in the 2nd month of each Quarter 9:00 a.m.

Committee Chair: Commissioner Gordon Schrotenboer
Committee Vice-Chair: Commissioner James Holtrop
Dan Krueger, Ottawa County Clerk (*County Elected Official*)
Vacant (*Local Governmental Official*)
Jon Overway (*Private Sector Representatives*)
Fred Erhards (*Private Sector Representatives*)
Tim Secen (*Technology Representative*)
Robert Land (*Technology Representative*)
Alan G. Vanderberg, Ottawa County Administrator (*Member – Non-Voting*)
Dave Hulst, Director of Information Technology (*Staff Attendee – Non-Voting*)

OTTAWA COUNTY BOARD OF COMMISSIONERS
BOARD AND COMMISSION ASSIGNMENTS FOR YEAR 2010

Revised 1/12/2010

Community Corrections Advisory Board	Robert W. Karsten
Comprehensive Economic Development Strategy Committee (CEDS)	Donald G. Disselkoen
Drain Board	Philip D. Kuyers, Dennis W. Swartout
Food Services Appeals Board	Robert W. Karsten
Grand Valley Metropolitan Council (GVMC)	James C. Holtrop
Lakeshore Coordinating Council (LCC)	Joyce E. Kortman, Donald G. Disselkoen
Local Emergency Planning Commission (LEPC)	Gordon D. Schrotenboer
Lloyd's Bayou Lake Board	Jane M. Ruiter
Macatawa Area Coordinating Council Policy Board (MACC)	Gordon D. Schrotenboer
Ottawa County Central Dispatch Authority Policy Board	Gordon D. Schrotenboer
Ottawa County Economic Development Office Board	Roger G. Rycenga, Philip D. Kuyers
Ottawa County Insurance Authority	Philip D. Kuyers, Dennis W. Swartout, Roger G. Rycenga
Ottawa County Mental Health Board	Joyce E. Kortman, James H. Holtvluwer Donald G. Disselkoen
Ottawa County Planning Commission	James H. Holtvluwer
Ottawa County Workforce Development Board	James C. Holtrop
Parks and Recreation Commission	Joyce E. Kortman, Philip D. Kuyers
Remonumentation Committee	James H. Holtvluwer
Solid Waste Planning Committee	Matthew M. Hehl
Spring Lake, Lake Board	Jane M. Ruiter
Tax Allocation Board	Dennis W. Swartout
Timberland Resource Conservation and Development Area Council	Philip D. Kuyers
Veteran's Affairs Committee Rycenga	Gordon D. Schrotenboer, Roger G.
West Michigan Airport Authority (Tulip City Airport)	Donald G. Disselkoen, (Ex-Officio Representative)
West Michigan Regional Planning Commission	Donald G. Disselkoen